

SELF-HELP SERIES

04

How to speed up
frequently placed orders
and create parts lists



How to create lists

step 1

The screenshot shows the RS Online website interface. At the top, there is a navigation bar with 'My Account' highlighted. Below this, the 'My Lists' section is visible, featuring a search bar, a 'Create a New Parts List' form, and a table of existing lists. Red arrows and numbers 1, 2, and 3 indicate the steps: 1 points to the 'My Account' tab, 2 points to the 'My Lists' bar, and 3 points to the 'Create a New Parts List' form.

Created	Parts List Name	Last Modified	Add to Order	Send list to a colleague	Delete Parts List
2011/04/28	Dev Test	2011/04/28	Add to Order		Delete
2011/04/28	Test	2011/04/28	Add to Order		Delete

If you often re-order the same products, we can make your job easier by showing you how to create "lists". This will make the process even easier when you next buy from RSONline.

- 1 To create lists of products you frequently order, you have to be logged in. Click on the "My account" tab at the top of the page.
- 2 Click on the "My Lists" bar where you will be able to start using this function.
- 3 By using the second column under "my lists", you can create a new parts list, by naming it, adding a description and by clicking on the "Create a New Parts List" button.

How to create lists

step 2

The screenshot shows the 'My Account' page on the RS website. The user is logged in as JOHN DOE. The page displays a form for adding products to a list, with the following details:

- Name: Batteries
- Description: Rechargeable batteries
- Created: Thu, 13 Mar 2014, 11:34
- Last Modified: Thu, 13 Mar 2014, 11:34

Below the form is a table titled 'Products on this List' with the following data:

RS Stock No.	Qty.	Description	Units	Current Unit	Goods	Remove
776-1058	1					
781-0703	1					
769-8755	2					
791-5987	1					
776-1061	1					

Annotations on the screenshot:

- 1: Points to the 'Remove' column of the table.
- 2: Points to the 'Add 1 row' dropdown menu.
- 3: Points to the 'Update parts list' button.

Now all you need to do is:

- 1 Begin by adding the stock numbers and quantities required to your list.
- 2 If you need to add more products, you can add more rows from the drop down list.
- 3 Once you are satisfied you've checked everything, click on "Update parts list".

Using your saved list

step 1

The screenshot shows the RS online account page. The 'My Lists' section is expanded, showing a table of saved lists. Three red callouts are present: callout 1 points to the 'Add to Order' button for the 'Batteries' list; callout 2 points to the checkboxes for the 'Batteries', 'Dev Test', and 'Test' lists; callout 3 points to the e-mail icon for the 'Batteries' list.

Created	Parts List Name	Last Modified	Add to Order	Send list to a colleague	Delete Parts List
2014/03/13	Batteries	2014/03/13	Add to Order		Delete
2011/04/28	Dev Test	2011/04/28	Add to Order		Delete
2011/04/28	Test	2011/04/28	Add to Order		Delete

Add checked parts list(s) to current order

- 1 You can add your saved list directly to an order by clicking on the "Add to order" button.
- 2 Alternatively, you can add multiple lists to an order by using the check boxes to indicate which lists you would like to include in your order and then click on "Add checked parts list(s) to current order".
- 3 You can even send the list to a colleague by clicking on the e-mail icon.

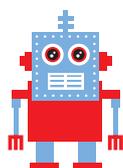
Using your saved list

step 2

The screenshot shows the RS online store interface. A modal dialog titled "Click to add item to your order form" is open. The dialog contains a form with a "Qty (Packs)" field set to "1" and a "Parts List Name" field with "Batteries". Below the form, there are two radio buttons: "Append to my current order, don't overwrite" (selected) and "Overwrite my existing order with these products". A red circle with the number "1" points to the "Qty (Packs)" field, and a red circle with the number "2" points to the "Append to my current order, don't overwrite" radio button. The background shows the user's account page with a table of saved parts lists.

Created	Parts List Name	Last Modified	Add to Order	Send list to a colleague	Delete Parts List
2014/03/13	Batteries	2014/03/13	Add to Order		Delete
2011/04/28	Dev Test	2011/04/28	Add to Order		Delete
2011/04/28	Test	2011/04/28	Add to Order		Delete

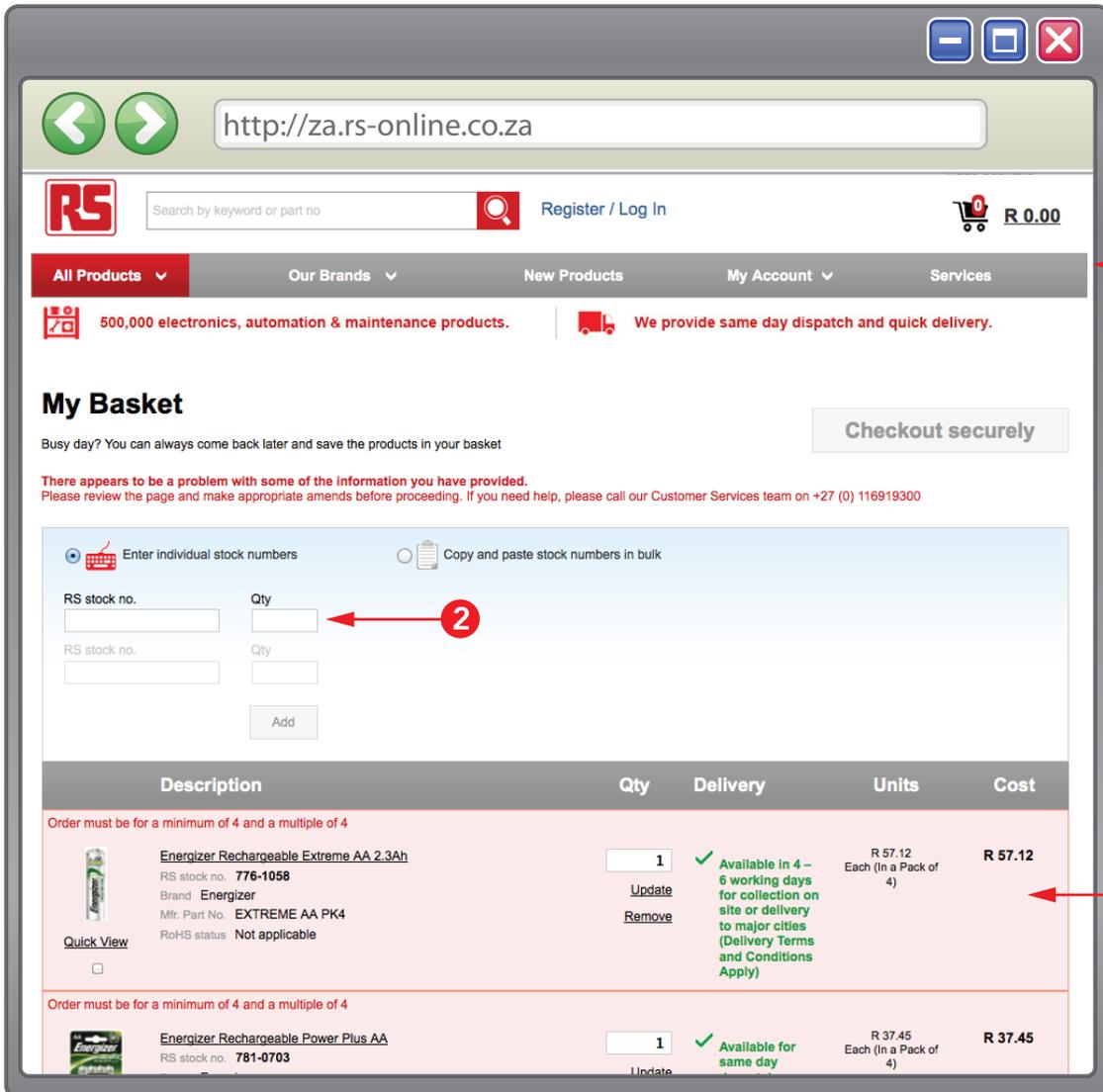
- 1 The displayed number of items that will be added to your order as the default is the number saved on your list. You can change this easily by typing the quantity you require in the "Qty (Packs)" box.
- 2 If you have a pending order, you can choose to append (add to your current order) or overwrite it (create a new order with just the items on your saved list).



DID YOU KNOW that all online orders over R1 000 are delivered for free!

Using your saved list

step 3



- 1 Extra functionality allows you to review your basket. All the items added from your saved list will appear highlighted in red.
- 2 If you know the stock number, you can add more items to your order. Alternatively, continue shopping by using the “find” feature at the top of the page where you can search for products or click on the appropriate product range tab.
- 3 The value of your order is always displayed in the top right corner, even when you are browsing. You can quickly return to it, by clicking on the order value and shopping basket icon.