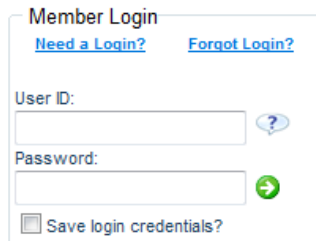


Item411 Quick Start

Login Required

Item411 is a subscription site and a login is required to access your account. Contact sales@opsoftware.com to obtain your login.

Open your web browser and type: <http://www.item411.com> and press enter. The Item411 home page will be shown with the Member Login box:



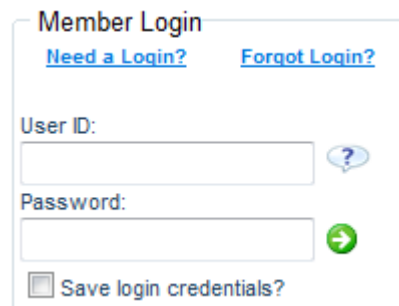
The screenshot shows a 'Member Login' box with the following elements: a title 'Member Login', two links 'Need a Login?' and 'Forgot Login?', a 'User ID:' label above a text input field with a help icon, a 'Password:' label above another text input field with a green arrow icon, and a checkbox labeled 'Save login credentials?' at the bottom.

Welcome to Item411 - Your Competitive Information Source

Competitive pricing information has become essential to the independent office products dealer and only Item411 delivers the information you need when you need it.

OPSoftware invented the chain store cross-reference database 10 years ago, and we added pricing 8 years ago. Today, OPSoftware continues that tradition with the *only* continuously updated chain database in the industry. Item411 is the latest addition to a long line of cutting-edge competitive advantage tools developed by OPSoftware.

Enter your User ID and Password as received from OPSoftware:



This is a duplicate of the screenshot above, showing the 'Member Login' form with 'User ID' and 'Password' fields, a 'Save login credentials?' checkbox, and navigation links.

Click the Green Arrow or Press Enter to continue.

Home Page

The Item411 home page consists of three parts:

1. The Menu Bar
2. The Message Column
3. The Search Box

The screenshot shows the top portion of the Item411 website. At the top is a light blue header with the text "Item411 Competitive Pricing" in large blue font, "A Product of OPSoftware" in smaller black font, and "Welcome, OPSoftware Internal Use!" below it. To the right of the header are links for "Comments/Questions" and "Contact Us". Below the header is a dark blue menu bar with white text for "Home", "Options", "Bid Wizard", "Ink & Toner", "Reports", "Help", and "Logout". The main content area is white. On the left, there is a "Welcome to Item411!" section with a dashed border and a paragraph of text explaining the competitive pricing tool. On the right, there is a section titled "October 2010 pricing and items loaded!" followed by an "Item Search" label with a question mark icon, a search input field, and a green search button.

Menu Bar

The Menu Bar contains links to other pages and site functions. The example below shows the “Home”, “Options”, “Bid Wizard”, “Ink & Toner”, “Reports”, “Help” and “Logout” functions.

Click the button to go to the page/function.

This screenshot shows a close-up of the dark blue menu bar from the previous image. It contains the following items from left to right: "Home", "Options", "Bid Wizard", "Ink & Toner", "Reports", "Help", and "Logout".

Home Menu Button

Click the Home Menu Bar button at any time to return to the home page.

Options Menu Button

Click the Options Menu button to set Item411 options.

Bid Wizard Menu Button

Click the Bid Wizard Menu button to access the Bid Wizard functions. See the separate help documents regarding Bid Wizard functions located under the Help Menu button.

Ink & Toner Menu Button

Click the Ink & Toner Menu button to lookup ink and toner consumables by machine manufacturer and model number.

Reports Menu Button

Click the Reports Menu button to access the chain reports. See the separate help documents regarding the reports located under the Help Menu button.

Help Menu Button

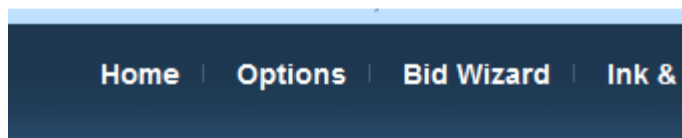
Click the Help Menu button to display this quick start guide.

Logout Menu Button

Click the Logout Menu button to end your Item411 session

Options

Click the Options Menu button to display the Item411 Company wide options:



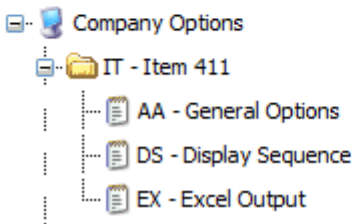
Item411 Company Options



The options are arranged by application. In this case, IT – Item 411 is the application.

Click the + sign next to the folder and IT – Item 411:

Item411 Company Options

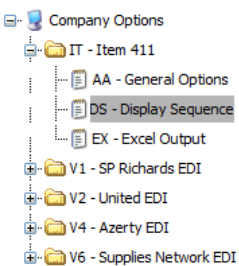


Under the IT – Item 411 application, options are further broken down by category.

In this example, the DS – Display Sequence contains the sequence in which you your items to appear.

Click the Option Category, in this case “DS – Display Sequence” to show the options in the category.

Item411 Company Options



Reset		Save Options	
Option ID	Option Description (Click for Details)	Source	Option Value
Src1	First source to display:	Company ▾	USSCO ▾
Src2	Second source to display:	Company ▾	SPR ▾
Src3	Third source to display:	Company ▾	Azerty ▾
Src4	Fourth source to display:	Company ▾	Non-Stocked ▾
Src5	Fifth source to display:	Company ▾	Horizon ▾
Src6	Sixth source to display:	Company ▾	Lagasse ▾
Src7	Seventh source to display:	Company ▾	Supplies Network ▾
Src8	Eighth source to display:	Company ▾	TriMega ▾
Src9	Ninth source to display:	Company ▾	None ▾

You select your option values using the drop-down menus. You can also set an option back to the default value assigned by OPSsoftware by changing the ‘Source’ to “Default”.

Set your options and then click the “Save Options” button before leaving the page:

Company Options Updated.

Option ID	Option Description (Click for Details)	Source	Option Value
Src1	First source to display:	Company ▾	USSCO ▾
Src2	Second source to display:	Company ▾	SPR ▾
Src3	Third source to display:	Company ▾	Azerty ▾
Src4	Fourth source to display:	Company ▾	Horizon ▾

If you made any changes, you should receive the “Company Options Updated” message shown above.

After setting your options, click the “Home” button on the Menu Bar to go back to the Home Page.

Entering Items


From the Home Page, enter any item number, or part of an item number, and click the Green Arrow or press the Enter Key.

Item Search 



You can also take advantage of the Auto-Complete by entering part of an item number and then pausing a second or two. Item411 will check its database for possible matches and display a list:

Item Search

654y	
654YEL	
654YELLOW	
654YW	
654YW-12	
901654YW	
MMM654YW	
MN654YW	


You must enter at least 3-characters (letters or numbers) before the auto-complete will work.


Use your keyboard arrow keys to scroll up and down the list, or just click the item you want from the list:

Press enter once your selection has been made.







Item List

Once you enter an item number, and unless you entered an exact item number that is only available from one of your selected wholesalers, a list of matching items will be displayed:

Item Search 



Showing 1-1 items of 1 results

	<p>Post-It® Original Notes, 3 x 3, Canary Yellow, 12 100-Sheet Pads/Pack</p> <ul style="list-style-type: none">Thoughts, ideas, messages and lists are often simply forgotten at the end of a busy day.So, use these self-stick removable notes as a way to keep yourself reminded of important dates.	<p>List Price \$22.20/PK</p> <p>MMM-654YW Source: US</p> 
	<p>3M Post-it Notes, Original Pads, 3"x3", 100/SH/PD, 12/PK, Canary</p>	<p>List Price \$22.20/PK</p> <p>MMM-654-YW Source: SP</p> 
	<p>3M Post-it Notes, Original Pads, 3"x3", 100/SH/PD, 12/PK, Canary</p>	<p>List Price \$22.20/PK</p> <p>MMM654YW Source: TP</p> 

Showing 1-1 items of 1 results

In this example, the exact same item is available from United Stationers, SP Richards and TriMega. Click one of the blue item description links or the item image to display the details for the item and the chain prices.


Item Details

The item details page shows the selected item and the details from the wholesaler you selected. This includes the image, manufacturer, consumer description, list price, and unit of measure from the wholesaler.

Depending on your set up, you may also see the Check Stock Button and the Change Source drop-down list.

The Check Stock Button allows you to check stock on this item from the currently displayed source.

The Change Source drop-down allows you to change the 'source' of the item, for example, changing from SP Richards's information and stock check to United Stationers information and stock check.



Item Search: ➔

Post-It®
Original Notes, 3 x 3, Canary Yellow, 12 100-Sheet Pads/Pack

Thoughts, ideas, messages and lists are often simply forgotten at the end of a busy day. So, use these self-stick removable notes as a way to keep yourself reminded of important dates. They can also be used for lists, messages, indexing, tabbing, color-coding and much more--they are only limited by your imagination. Pad Type: N/A; Sheet Size (W x H): 3 in x 3 in; Number of Sheets per Pad: 100; Assortment: N/A.

- Thoughts, ideas, messages and lists are often simply forgotten at the end of a busy day.
- So, use these self-stick removable notes as a way to keep yourself reminded of important dates.
- They can also be used for lists, messages, indexing, tabbing, color-coding and much more--they are only limited by your imagination.

List Price
\$22.20/PK
 MMM-654YW
 Source: US

Check Stock...
Change Source... ▼

Compare To	SKU	Verified	Last Changed	Unit	Price
+ Depot 1	172510	Yesterday	10/10/2010	Pack	\$12.99
+ Depot Con	172510	10/12/2010	10/12/2010	Pack	\$12.99
+ Depot 2	172510	Yesterday	10/14/2010	Pack	\$13.39
+ Max Gov	A2654YW	Yesterday	10/22/2010	DZ	\$8.24
+ Depot Gov	172510	3 days ago	10/10/2010	Pack	\$7.44
+ Staples Gov	394221	Today	10/23/2010	PD/1	\$1.43
+ Staples Con	130005	10/12/2010	10/12/2010	DZ/12	\$9.79
+ Office Max	09001518	Yesterday	10/15/2010	N/A	\$11.99
+ Staples 1	130005	Yesterday	10/10/2010	12/Pack	\$12.99
+ Quill	901654YW	Yesterday	10/11/2010	Dozen	\$11.99
+ Reliable	MN654YW	Yesterday	09/26/2010	PK	\$12.49
+ Staples 2	130005	Yesterday	09/26/2010	12/Pack	\$13.99
CorpX	MMM654YW	3/27/2009	03/22/2010	PK	\$9.79


Chain History

When historical information for a chain exists, a + sign button is displayed before the chain name. Click this + button to show the historical data for the chain:

Compare To	SKU	Verified	Last Changed	Unit	Price
- Depot 1	172510	4 hours ago	06/13/2010	Pack	\$12.99
History:					
	172510	5/9/2010	5/9/2010	Pack	\$11.99
	172510	3/14/2010	3/14/2010	/Pack	\$11.99
	172510	2/10/2010	2/10/2010	Pack	\$11.99
	172510	11/15/2009	11/15/2009	Pack	\$9.79
+ Depot Con	172510	9 days ago	06/29/2010	Pack	\$12.99
+ Depot CA	172510	4 hours ago	06/13/2010	Pack	\$14.79

Chain Detail Pop-Ups

Click any of the chain sources to display pop-up details for the chain:

Compare To	SKU	Verified	Last Changed	Unit	Price
- Depot 1	172510	4 hours ago	06/13/2010	Pack	\$12.99
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Quill - 901654YW</p> <p>Post-It Flat Notes in Canary Yellow; 3x3", 12 Pads</p>  <p>Removable adhesive lifts off without a trace! Size: 3x3" Canary yellow All Post-it® Notes and Easel Pads are SFI Chain of Custody Certified. Paper comes from forests that are well managed and trees replanted.</p> <p>Price: \$11.99 Quantity Breaks: Yes Unit: Dozen</p> <p>Qty1: 3 Price1: \$11.49 Qty2: 6 Price2: \$10.99 Qty3: 6 Price3: \$10.99</p> <p>Manufacturer Number: 15577 Verified: 7/12/2010 12:03:35 PM Changed: 6/3/2010 4:20:39 PM</p> </div>					
				Pack	\$11.99
				/Pack	\$11.99
				Pack	\$11.99
				Pack	\$9.79
+ Depot Co				Pack	\$12.99
+ Depot CA				Pack	\$14.79
+ Depot 2				Pack	\$13.39
Max Gov				PK	\$16.64
+ Depot Co				Pack	\$7.44
+ Staples C				PD/1	\$1.35
+ Staples C				PK/12	\$9.79
Office Ma				EA	\$11.99
+ Max CA				EA of 1	\$1.76
+ Staples 1				12/Pack	\$12.99
+ Quill	901654YW	3 hours ago	06/03/2010	Dozen	\$11.99
+ Reliable	MN654YW	3 hours ago	06/04/2010	PK	\$11.29
+ Staples 2	130005	3 hours ago	06/13/2010	12/Pack	\$13.99
+ Staples CA	11132	2 hours ago	06/28/2010	12 Pack	\$14.85

You can click the chain link or you can place your mouse pointer over the chain link and wait for the pop-up to appear.

If you click the link, clicking outside the box will dismiss the pop-up.

Next Steps

Login to Item411 and click the Help Menu button for more guides and help information.