

To process ancillary items in EvoWeb

- To add ancillary items to an existing enquiry, select the **EXTRAS** tab. (To process an order from the beginning, see separate instruction sheet "To input an order or quote on EvoWeb").
- To add a full bar of a particular ancillary, select the **+ BAR** tab, to choose a cut length of an ancillary, select the **+ LENGTH** tab, or to add a number of items to an enquiry, select the **+ ITEM** tab.
- On selecting any of the above, you will be presented with the following screen:

Stock List **CLOSE**

Category **** All Categories **** Part Type **** All Part Types **** Colour **** All Colours ****

Code Description **FILTER/SEARCH**

- To help find the product you require, filter the categories shown using the drop down menus, then click on the **FILTER/SEARCH** button.
- Select the product you require simply by clicking on it (the product line will turn blue):

COLOUR	CODE	DESCRIPTION
White		140551 Round Baypole
White		200514/001 Cill Adaptor
White		560290/701 Square Baypole
White		560460/701 65mm Extension
White		561001/701 100mm Extension
White		561005/701 19mm Extension
White		561014/701 40mm Extension

- Input the **QTY** and **LENGTH** as appropriate and then click the **UPDATE** tab.
- Should you need to remove an extra item, locate the item in question, and click on the **DEL** button beside the item. This will refresh the list of extra items.
- Continue as above until all ancillary items have been added, then select the **CLOSE** tab to return you to the main enquiry screen.