

Welcome to the NEW WBMason.com

Introduction & Web User Guide

W.B. Mason is excited to present its new and improved eCommerce website! We've added features to make your shopping experience faster and easier.

Flip through this user guide to learn more about the new site.

The screenshot shows the W.B. Mason website homepage. At the top, there's a navigation bar with 'Home', 'Office Services', 'My Account', and 'Customer Service'. Below that, a search bar and a shopping cart icon are visible. The main content area features a large banner for 'Welcome to the NEW WBMASON.com' with a 'New!' starburst. To the left, there are sections for 'Want More Deals?' (linking to WBMasonInteriors.com), 'WhattaBargain!' (listing store locations like South Boston, Worcester, Hyannis, Cranston, RI, and South Brunswick, NJ), and a list of product categories including Office Supplies, Paper, Coffee, Ink & Toner, Furniture, and Technology. At the bottom, there's a 'Services' section with links for 'Same-Day Delivery', 'Coffee', 'Printing', and 'Office Interiors', accompanied by an image of a W.B. Mason delivery truck. The footer contains 'Contact Us | About Us | Privacy Policy | Terms Of Use | Careers' and 'Copyright W.B. Mason. All Rights Reserved.'

Enhanced Search

Our new search engine helps you find what you're looking for by letting you refine your results. Have a favorite brand of battery? Click & filter your results to just that brand. Looking for paper with 96 Brightness – just one click and you can filter by that too. Use our new filters to find exactly what you are looking for. And if spelling is not your strong suit, the search engine will auto-correct commonly misspelled words for you.

The screenshot displays the W.B. Mason website's search results page. The header includes the logo, navigation links (Home, Office Services, My Account, Customer Service), and a search bar with a 'Search' button. Below the header, there are category links like 'Office Supplies', 'Paper', 'Ink & Toner', etc. The main content area shows a list of paper products with details such as brand, quantity, price, and availability. A left sidebar contains filters for 'You Have Selected' (Brand, Category), 'Refine Results By' (Keyword, Sheet Size, Unit of Measure), and 'Sort By' (Most Popular). A 'Featured Products' section is on the right. Annotations with circled numbers 1 through 8 point to specific UI elements: 1. Search Bar, 2. You Have Selected filter, 3. Refine Results By filter, 4. Brand filter, 5. View buttons (Detailed View, Summary View), 6. Sort By dropdown, 7. Results per page dropdown, 8. Compare button. A tip at the bottom explains that text entered in the comment box will transfer to Favorites Lists and the Shopping Cart.

- 1 Search Bar**
Enter an item #, product name or keywords to find the product you're looking for.
- 2 You Have Selected**
Left hand side filter further breaks down your search by appropriate categories.
- 3 Refine Results**
Search within your original search.
- 4 Remove Selection**
Delete any filter previously selected.
- 5 View**
Detailed or Summary view of the search results...your choice.
- 6 Sort By**
Choose to sort by price, popularity, brand or many other filters.
- 7 Results Per Page**
Select how many products per page you would like to view.
- 8 Compare**
Choose up to 4 products to compare features side-by-side.

Expanded Content

You can now learn even more about the items you're browsing with our enhanced product details. Need to get a good look? We also have more images that are available in much larger sizes and even different angles. You can also use our new Quick View button to quickly look at a product and add it to your cart.

Welcome | Switch | Logout | Shopping Cart 3 Items \$389.03 | Quick Order | Checkout

WHO BUT W.B.MASON

Enter Keyword Search Selected Favorites List Manage Lists Favorites List (account) Go

Home Office Services My Account Customer Service

Office Supplies Paper Ink & Toner Technology Facilities & Breakroom Furniture Office Coffee Green

You Have Selected

- Brand: myImage™
- Category: Copy & Multipurpose Paper

Refine Results By

Keyword: Search within results Go

Sheet Size

- 11 x 17 (2)
- 8 1/2 x 11 (2)

Unit of Measure

- Carton (CT) (2)
- Ream (RM) (2)

Showing Items 1 to 4 of 4. Sort By: Most Popular. Results per page: 10

Compare Detailed View Summary View

myImage™ Presentation-Quality Paper, 24 LB., 100 Bright, 8 1/2" x 11", 5000/CS \$219.99/CT

- 24 LB., 100 Bright

Quick View

MYP84411

myImage™ Presentation-Quality Paper, 24 LB., 100 Bright, 8 1/2" x 11", 5000/CS \$59.99/CT

Quick View

MYP84411RM

myImage™ Presentation-Quality Paper, 24 LB., 100 Bright, 11" x 17", 500/RM \$38.98/RM

Quick View

MYP84417RM

myImage™ Presentation-Quality Paper, 24 LB., 100 Bright, 8 1/2" x 11", 5000/CS \$167.95/CT

myCopy™ Paper, 20 LB., 96 Bright, 8 1/2" x 11", 5000/CS MYP81200 \$167.95/CT

myCopy™ Paper, 20 LB., 96 Bright, 8 1/2" x 11", 500/RM MYP81200 \$16.80/RM

Blizzard™ Blinding White Copy Paper, 8 1/2" x 11" BLZ41200 \$159.95/CT

Flagship™ Copy Paper, 20 LB., 92 Bright, 8 1/2" x 11", 500/RM WBM21200 \$14.16/RM

Tip! - Text entered into a Comment box will transfer to any Favorites Lists you add the item to as well as your Shopping Cart. If the item is purchased, the text will appear on your invoice, packing slip, and Order History.

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Welcome | Switch | Logout | Shopping Cart 3 Items \$389.03 | Quick Order | Checkout

WHO BUT W.B.MASON

Enter Keyword Search Selected Favorites List Manage Lists Favorites List (account) Go

Home Office Services My Account Customer Service

Office Supplies Paper Ink & Toner Technology Facilities & Breakroom Furniture Office Coffee Green

< Back To Search Results

Product Details

myImage™ Presentation-Quality Paper, 24 LB., 100 Bright, 8 1/2" x 11", 5000/CS

Also Consider

- myCopy™ Paper, 20 LB., 96 Bright, 8 1/2" x 11", 5000/CS MYP81200 \$167.95/CT
- myCopy™ Paper, 20 LB., 96 Bright, 8 1/2" x 11", 500/RM MYP81200 \$16.80/RM
- Blizzard™ Blinding White Copy Paper, 8 1/2" x 11" BLZ41200 \$159.95/CT
- Flagship™ Copy Paper, 20 LB., 92 Bright, 8 1/2" x 11", 500/RM WBM21200 \$14.16/RM

Product Details Description

Brightness Rating (US):

Paper Color(s):

Post-Consumer Recycled Content Percent:

Total Recycled Content Percent (Nom): 6%

< Back To Search Results

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Add To List Button

Adding items to your Favorites Lists has never been easier. Simply click the Add to List button to add it to your default list or click the down arrow and choose the list you want to add it to. You can even create a new list!

The screenshot shows the W.B. Mason website interface. At the top, there's a navigation bar with 'Welcome', 'Switch | Logout', 'Shopping Cart - 3 Items \$369.03', 'Quick Order', and 'Checkout'. Below this is a search bar and a 'Selected Favorites List' dropdown. The main content area displays a list of products, including 'myImage™ Presentation-Quality Paper, 24 LB., 100 Bright, 8 1/2" x 11", 5000/CS' for \$219.99/CT. Each product has an 'Add to List' button. A callout box highlights the 'Add to List' dropdown menu, which includes a 'Select List' section with 'Breakroom', 'Ink & Toner', and 'Paper' (highlighted), and a 'Create New List' section with an 'Enter List Name' field and a 'Submit' button. A tip at the bottom states: 'Tip! - Text entered into a Comment box will transfer to any Favorites Lists you add the item to as well as your Shopping Cart. If the item is purchased, the text will appear on your invoice, packing slip, and Order History.'

This is a close-up of the 'Add to List' dropdown menu. It features a grey header with the text 'Add to List' and a downward arrow. Below the header is a 'Select List' section with a 'Close' button and three list items: 'Breakroom', 'Ink & Toner', and 'Paper' (which is highlighted in yellow). Below this is a 'Create New List' section with an 'Enter List Name' input field and a yellow 'Submit' button.

List Improvements

Have multiple Favorites Lists? By clicking the Manage Lists buttons, you can easily modify and change your list setting. Set a new default, change the sort order, even copy!

The screenshot displays the 'Favorites Lists' management interface on the W.B. Mason website. At the top, there's a navigation bar with 'Home', 'Office Services', 'My Account', and 'Customer Service'. Below this, a 'Favorites Lists' section contains a 'Create List' form and a table of existing lists. The 'Create List' form has fields for 'List Name', 'List Type' (set to 'Personal'), and 'Sort By' (set to 'Brand A-Z'). A 'Submit' button is next to it. The table below has columns for 'List Name', 'Default', 'List Type', 'Sort By', and 'Action'. Three lists are shown: 'Breakroom', 'Ink & Toner', and 'Paper'. A dropdown menu is open for the 'Sort By' column of the 'Paper' list, showing options like 'Brand A-Z', 'Brand Z-A', 'Most Popular', 'Preferred Items', 'Catalog Items', 'Green', 'Item A-Z', 'Item Z-A', 'Minority Owned', 'Price Low-High', 'Price High-Low', and 'Recycled'. A 'Manage Lists' button is visible in the top right corner of the page.

List Name	Default	List Type	Sort By	Action
Breakroom	<input type="radio"/>	Personal	Brand A-Z	View Edit Copy Delete
Ink & Toner	<input type="radio"/>	Personal	Brand A-Z	View Edit Copy Delete
Paper	<input type="radio"/>	Personal	Brand A-Z	View Edit Copy Delete

You must be given permission to edit AccountLists

- 1 **Manage Lists**
Click Here to go to the Favorites List Page.
- 2 **Create List**
Create new list of frequently ordered items.
- 3 **Sort By**
Sort items by many filters of your choice.
- 4 **View/Edit Lists**
View, Edit, Copy, Delete, or Modify any existing Favorites List.

New Menu

With our new drop down menus, you can quickly navigate to the products you need. You can even hover over your shopping cart to see what's in it.

The screenshot displays the W.B. Mason website interface. At the top right, a shopping cart icon is circled with a '1' and contains a list of items: Paper (20 LB., 96 Bright, 8 1/2" x 11", 5000/CS) for \$34.95, General Repair Tool Kit for \$34.99, and Blinding White Copy Paper (8 1/2" x 11") for \$159.95. A subtotal of \$229.89 is shown with a 'Proceed to Cart' button circled with a '3'. A navigation menu is circled with a '4' and includes categories like Office Supplies, Paper, Ink & Toner, Technology, and Facilities. The main content area shows a grid of product listings, each with a 'Quick View' link, a price, and an 'Add to Cart' button. A 'Featured Products' section on the right highlights specific items like myCopy™ Paper, Blizzard™ Paper, and Flagship™ Paper. A tip at the bottom explains that text entered in a comment box will be added to the shopping cart and order history.

- 1 Shopping Cart**
Shows how many items and keeps a total of the dollar amount within the cart.
- 2 Cart Item Preview**
Hover over the "Shopping Cart" and it will show the items within the cart.
- 3 Proceed to Cart**
Click Here to view the line-by-line items within your cart and begin the checkout process.
- 4 Categories**
Hover over any of the categories and a drop down of subcategories will appear.

Complete Order History

In the new Order History screen, you will be able to see every order you've placed, even orders you placed over the phone with your customer service rep. Quickly search your order history by date range, order number, or PO number and even reorder products from previous orders.

Order History

Your orders are displayed below. To view the details of an Order or shop from it, click the Order #. To sort by a particular column, click the column heading (not all columns can be sorted on).

① Filters Columns

Display Orders From: Last 30 Days or From: To:

Order #

PO #

Submit

Order #	Invoice	Order Date	Method	Status	Account	Subtotal*
S00000054		12/9/2009 - 1:53 PM	WEB	Open order	C2000005	\$2.98
S00000031		12/6/2009 - 11:30 PM	PHONE	Open order	C2000005	\$2.98
S00000028		12/7/2009 - 3:43 PM	WEB	Open order	C2000005	\$4.98
S00000010		11/24/2009 - 5:00 AM	PHONE	Open order	C2000005	\$39.95
S00000007		11/24/2009 - 5:00 AM	WEB	Open order	C2000005	\$1.65

* To view an order's total amount with tax, please click on the Order # link to open the order's detail page.

- ① **Filters**
Allows to search previous orders from standard time periods, precise dates, order number, or even PO number.
- ② **Orders**
Displays previous orders of which you can shop from for easy re-ordering.

Save Multiple Shopping Carts

Not ready to checkout with the cart you've put together, but you need to buy something in the meantime? With our Save Cart feature, once you've made your other purchases, you can pickup right where you left off. You'll be able to save the contents of your cart, name it for reference, and retrieve it when you're ready. You can have multiple carts saved and you can easily view the contents of each cart so you know which one to start shopping with again.

Welcome [Switch](#) | [Logout](#) Shopping Cart 0 Items \$0.00 [Quick Order](#) [Checkout](#)

WHO BUT W.B. MASON

Enter Keyword Selected Favorites List [Manage Lists](#)
List (account)
Select list and press Go to view

[Home](#) [Office Services](#) [My Account](#) [Customer Service](#)

[Office Supplies](#) | [Paper](#) | [Ink & Toner](#) | [Technology](#) | [Facilities & Breakroom](#) | [Furniture](#) | [Office Coffee](#) | [Green](#)

Saved Shopping Carts

You can save the contents of your shopping cart for future purchase. Your previously saved carts are displayed below. Clicking "Retrieve Cart" will move the contents of your saved cart into your current shopping cart.

- The contents of your cart will be saved and shown below.

Cart Name	Create Date	# of Items	Subtotal	Action
Paper	12/2/2010 - 1:38 PM	3	\$343.86	Retrieve Cart Edit Name View Delete
Breakroom	12/2/2010 - 1:40 PM	6	\$98.15	Retrieve Cart Edit Name View Delete
Furniture	12/2/2010 - 1:41 PM	6	\$741.95	Retrieve Cart Edit Name View Delete

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