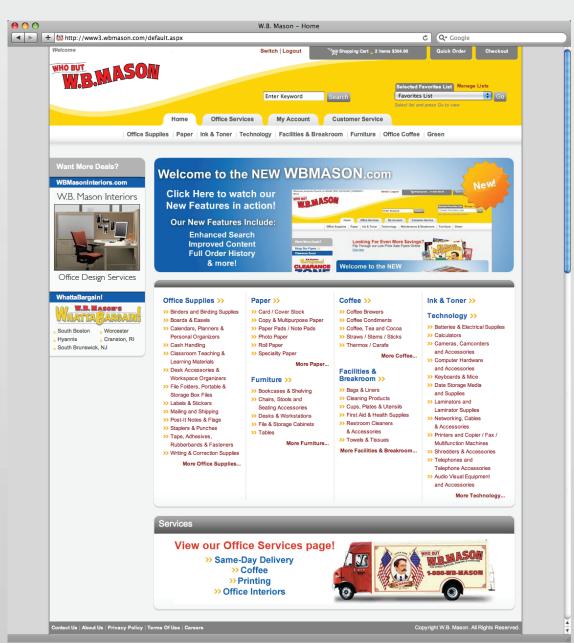
# Welcome to the NEW WBMason.com

#### **Introduction & Web User Guide**

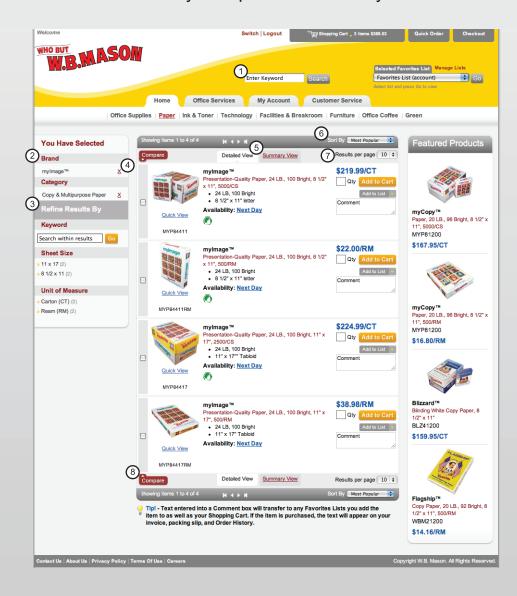
W.B. Mason is excited to present its new and improved eCommerce website! We've added features to make your shopping experience faster and easier.

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



### **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.



(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

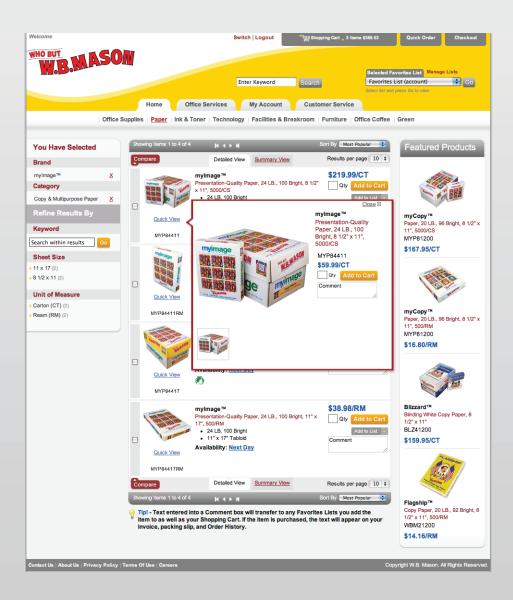
Select how many products per page you would like to view.

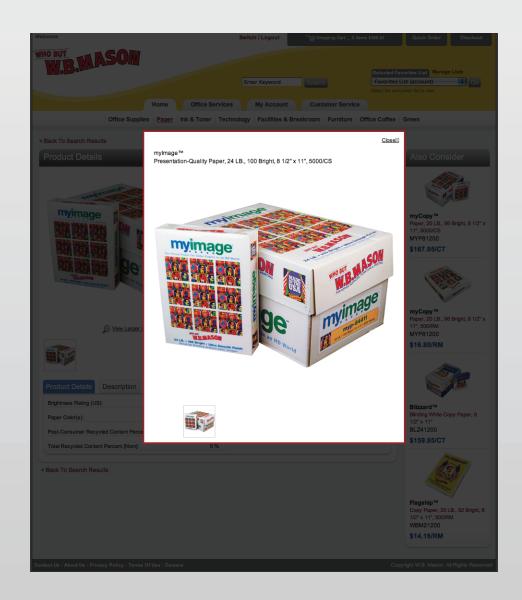
**8** Compare

Choose up to 4 products to compare features side-by-side.

# **Expanded Content**

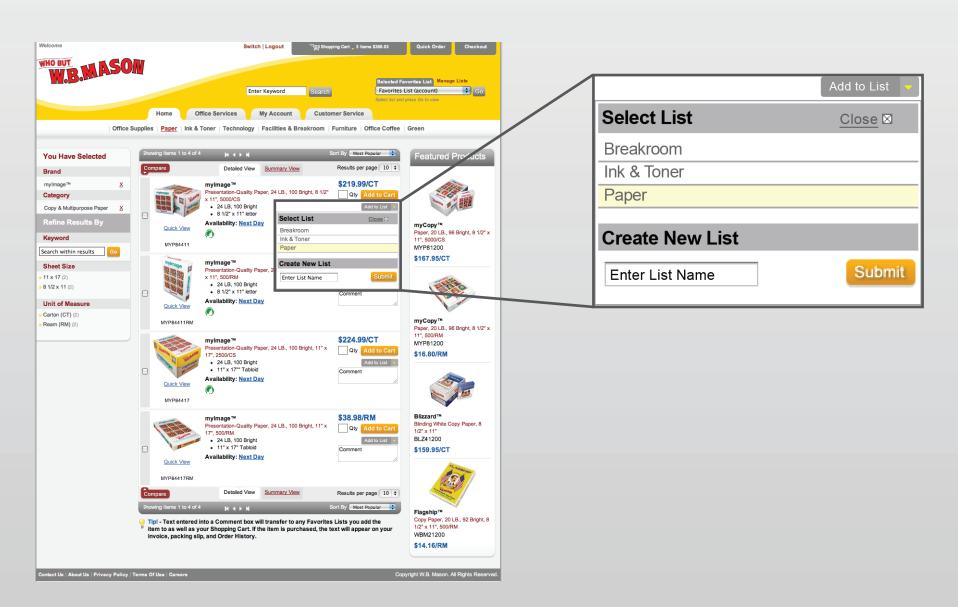
You can now learn even more about the items you're browsing with our enhanced product details. Need to get a good look? We also have more images that are available in much larger sizes and even different angles. You can also use our new Quick View button to quickly look at a product and add it to your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





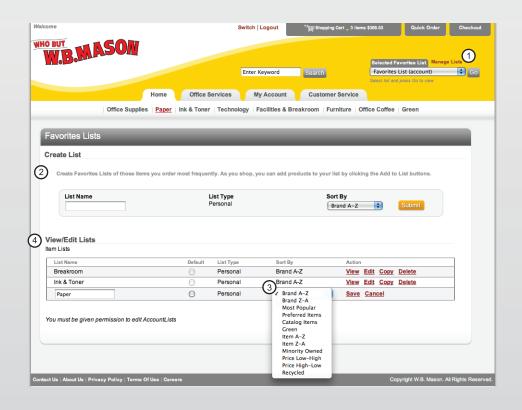
### **Add To List Button**

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!



# List Improvements

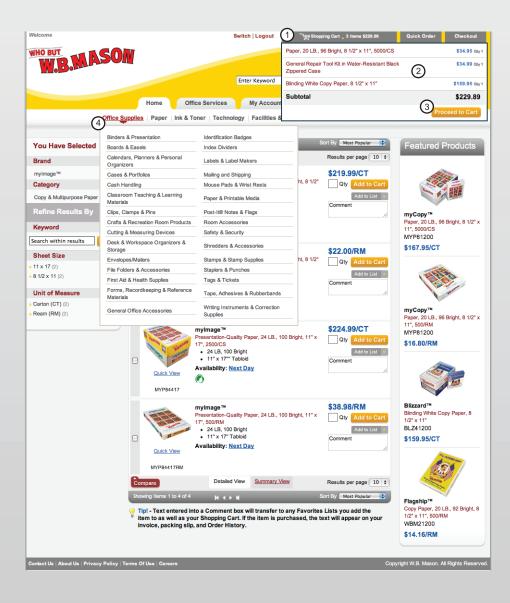
Have multiple Favorites Lists? By clicking the Manage Lists buttons, you can easily modify and change your list setting. Set a new default, change the sort order, even copy!



- 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 Menus**

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.



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 you show the items within the cart.

(3) Proceed to Cart

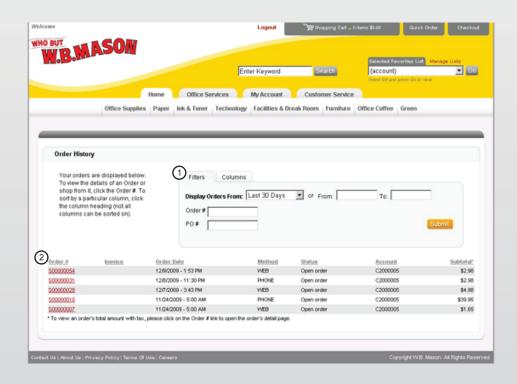
Click Here to view the line-by-line items within your cart and begin the checkout process.

(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.



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.

