SEARCH
Tutorial

WarehouseTWO ®

Inventory-sharing solution for distributors

Contents

About SEARCH _____

SEARCH is used to find items owned by other WarehouseTWO members that you need to fill your own customers' backorders. By accessing the inventory owned by other members, you can provide better service to your customers and reduce the expense and time associated with managing a long lead-time backorder.

You can search by manufacturer's part number or description. Only items posted to the inventory-sharing communities for which you are an authorized member will appear in your search result.

With the exception of the **BROADCAST REQUEST** feature (⑥, page 7), searching with a wild card character (x on page y), and the **VIEW THIS MEMBER'S OTHER POSTINGS** function (⑦, page 12), all aspects of the **SEARCH** feature are available to all users at all membership levels.
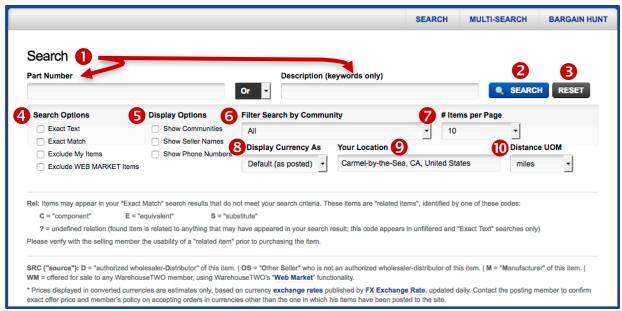
SEARCH Functionality Overview _____

Figure 1. SEARCH screen.

A **SEARCH** (❶, Figure 1) can be performed on a set of characters entered into the **Part Number** field or on one or more keywords entered into the **Description** field, or on a combination of both, by selecting "AND" in the "Or/And" connector drop-down list. (The default connector is "OR".) If either search field is empty, the search will be performed on the populated field only, regardless of what connector has been selected.

Clicking on the **SEARCH** button (❷) initiates a search. Hitting the "Enter" or "Return" key on one's keyboard also initiates a search, as long as one's cursor is still in either the **Part Number** field or the **Description** field.

By default, search results include all items that meet the search criteria, and that are posted to any inventory-sharing community for which the user's member account is an authorized participant. Search results can be filtered to items posted to a single inventory-sharing community by selecting the desired community in the **Filter Search by Community** drop-down list (❻).

Searches for characters entered into the **Part Number** field can be filtered by clicking on one or more **Search Options** check boxes (❹). The effects of these filters is explained in the following pages of this tutorial. The "Exact Text" and "Exact Match" boxes cannot be checked concurrently.

Checking "Show Communities" under **Display Options** (❺) displays the names of the inventory-sharing communities to which each item appearing in the search results has been posted. Checking "Show Seller Names" displays the names of the WarehouseTWO members offering each item appearing in the search results. Checking "Show Phone Numbers" displays the contact phone number for each item appearing in the search results.

 # Items per Page (❼) controls how many items appear on a single page. Choices are 10, 25, 50 & 100.

The **Display Currency As** drop-down list (❽) allows you to select a preferred currency in which offer prices will be displayed in a search result. Converted prices are identified with an asterisk after the price. *Currency conversions are estimates only. Contact the seller for exact offer price.* The default setting, "Default (as posted)", displays offer prices in the currencies selected by the posting member.

The **Your Location Field** (❾) displays the Google-Maps-recognized location that is stored in your user record. If this field is blank, click on the "My Account" link at the top of the page to enter a location.

Distance UOM (❿) has three settings: "miles", "kilometers" and "light-seconds".

Clicking on the **RESET** button (❸) clears the search result.

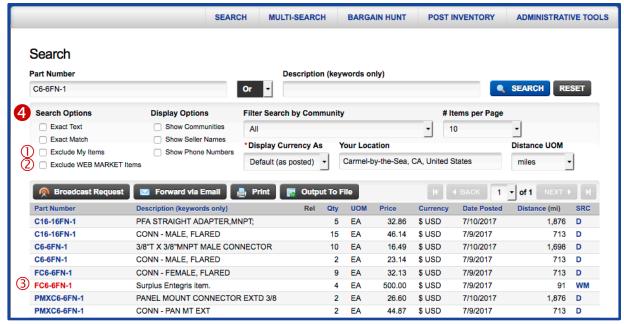# SEARCH by Part Number Only

Figure 2. Part Number only, unfiltered search result.

SEARCH by part number is not case-sensitive. When no **Search Options** boxes (❹) are checked, the search result (Figure 2) will include every item posted to your communities for which the posted part number contains every character that was entered into the **Part Number** field, in sequence. Items appearing in the search results may contain additional characters. This search acts as if a "wild card" symbol were entered before and after each of the characters entered into the **Part Number** field.
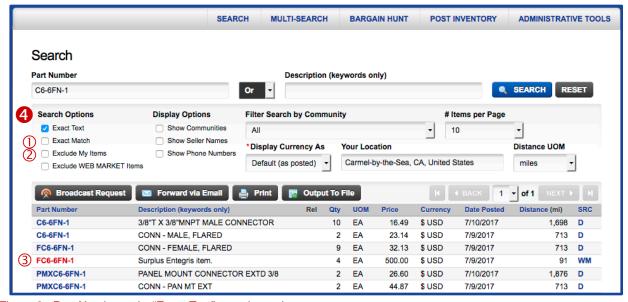

Figure 3. Part Number only, "Exact Text" search result.

When the **Exact Text** box is checked, the search result (Figure 3) is filtered to include only part numbers that contain the text string entered in the **Part Number** field in sequence, without interruption. Checking the **Exact Match** box will automatically uncheck the **Exact Text** box, as both boxes cannot be checked simultaneously. Checking a checked box un-checks it.
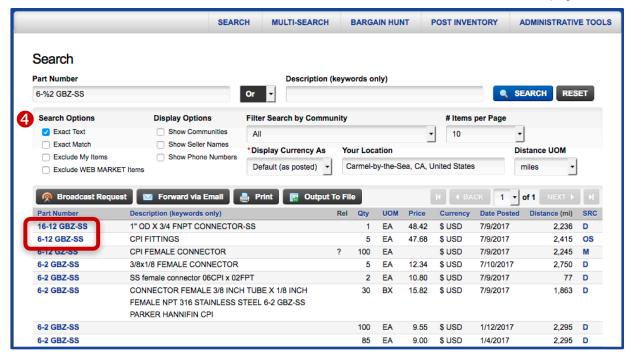
Figure 4. Use of the wildcard character, "%" in an "Exact Match" search.

When the **Exact Text** box is checked, the "percent" character ("%") acts as a wildcard (Figure 4). For example, entering as a part number string, "6-%2-GBZ-SS" would allow part numbers "16-12 GBZ-SS" and "6-12 GBZ-SS" to appear in the search results.
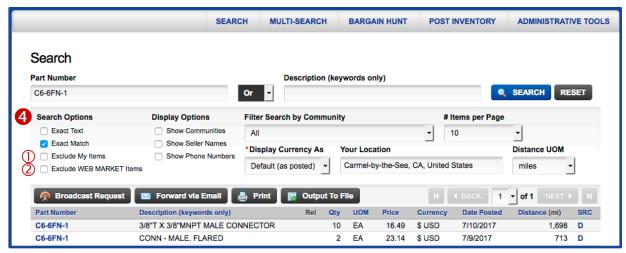

Figure 5. Part Number only, "Exact Match" search result.

When the **Exact Match** box is checked, the search result (Figure 5) is filtered to include only part numbers that exactly match the text string that was entered in the **Part Number** field. Checking the **Exact Text** box will automatically uncheck the **Exact Match** box, as both boxes cannot be checked simultaneously. Checking a checked box un-checks it.

Checking the **Exclude My Items** box (①) will filter out from any search result all items posted by your company to the WarehouseTWO website.

Checking the **Exclude WEB MARKET Items** box (②) will filter out from search results all items posted by WarehouseTWO members to a WEB MARKET location. WEB MARKET items appearing in search results are displayed in bold red font (③). Refer to this tutorial for more information about WEB MARKET.

As long as your browser accepts cookies, your **Search Options** settings will be remembered the next time you log back into the WarehouseTWO website.
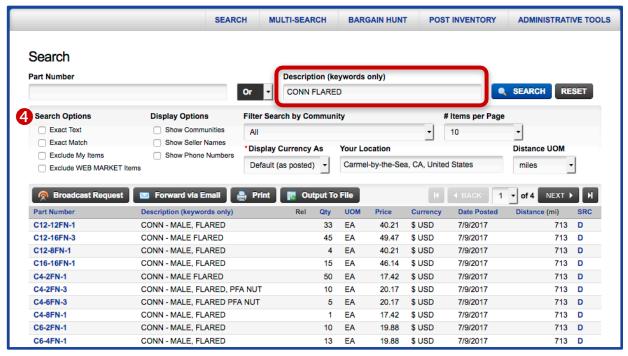
SEARCH by Description Only _____

Figure 6. Description-only search result.

SEARCH by description is not case-sensitive. **SEARCH** by description is a keyword search, not a search on characters. One or more keywords may be entered into the **Description** field, separated by a space. The search result (Figure 6) will include only items that contain every keyword entered into the **Description** field. The sequence in which multiple keywords are entered does not affect the search result. For example, searching on "CONN FLARED" or on "FLARED CONN" will give the same search result.

When searching only by description, leave the search field connector set to "Or".

The **Search Options** "Exact Text" and "Exact Match" (❹) have no effect on the result of a search on keywords entered into the **Description** field.

SEARCH by Part Number And/Or Description _____

A search can be performed on characters entered into the **Part Number** field and on keywords entered into the **Description** field *simultaneously*.
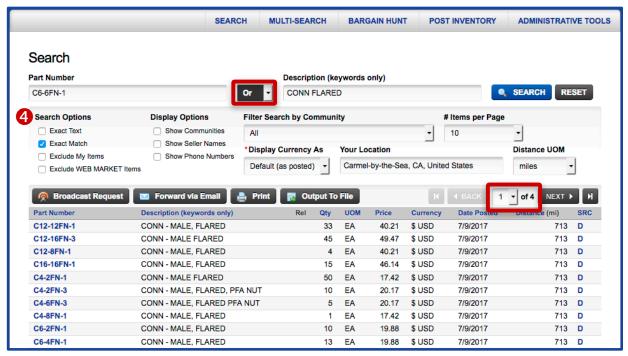

Figure 7. Part Number "Or" Description search result.

When "Or" is selected as the search field connector, the search result (Figure 7) will include all items that meet either the parameters defined for the **Part Number** search or the parameters defined for the **Description** search. The **Search Options** "Exact Text" and "Exact Match" (❹) effect only the search results influenced by the contents of the **Part Number** field. Notice that, in the example above, the search results extends over four pages (when the "# items per Page" is set to "10").
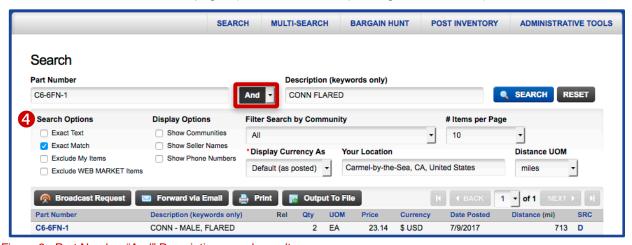

Figure 8. Part Number "And" Description search result.

When "And" is selected as the search field connector, the search result (Figure 8) will include all items that meet both the parameters defined for the **Part Number** search and the parameters defined for the **Description** search. The **Search Options** "Exact Text" and "Exact Match" (❹) effect only the search results influenced by the contents of the **Part Number** field.
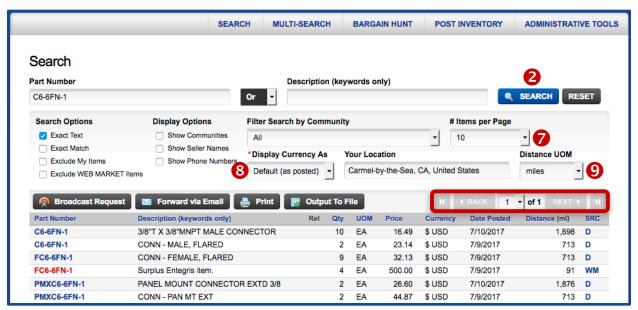
SEARCH Results

Figure 9. Part Number only, "Exact Text" search result.

The table of items displayed in a search result (Figure 9) contain these columns of information:

Part Number: This is the part number as defined by the seller.

Description: This is free-form text defined by the seller.

Rel: This column identifies **RELATED ITEMS** appearing in the search result. This functionality is explained in greater detail on page 11 of this tutorial.

Qty: This is the number of units available for sale by the seller, in the unit of measure, **UOM**, shown in the column to the immediate right.

Price: This is the sales price offered by the seller, in the **Currency** shown in the column to the immediate right. The currency displayed can be changed by selecting a different currency in the **Display as Currency** drop-down list (❽). Converted prices are identified with an asterisk after the price. *Currency conversions are estimates only. Contact the seller for exact offer price.*

Date Posted: This is the date that the listing was posted to the WarehouseTWO database.

Distance: This is the distance, in the selected Distance UOM, between seller's location displayed in the **Your Location** field (❾). If no location is entered in this field, this column displays question marks ("?"). Distances are displayed only when the **# Items per Page** (❼) is set to "10" or "25".

SRC: This identifies whether the seller is a distributor ("DIST") or a manufacturer ("MANU").

By default, search result are sorted by **Part Number**, increasing, then by **Date Posted**, decreasing (newest dates listed at the top), and then by **Price**, increasing. Non-priced items are listed beneath priced items. Thus, for multiple postings of the exact same item, the most recently posted record with the lowest price will appear at the top of the search result. Search result can be re-sorted by clicking on any column header label shown in bold blue font. Click once for an increasing sort, again for a decreasing sort. To reset the sort to the default setting, click on the **Part Number** header label, or click on the **SEARCH** button (❷) again.

If more items are found in a search result than the quantity set in the **# Items per Page** drop-down list (❼), the navigation buttons (circled in red in Figure 9) become active, allowing you to toggle through each page of search results.
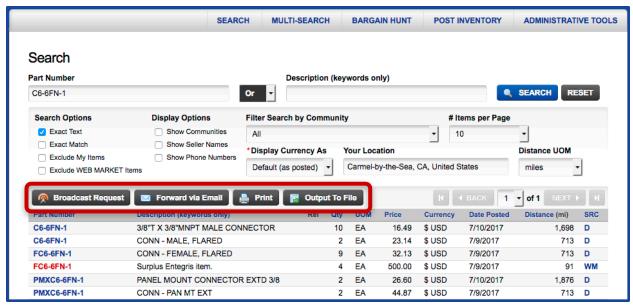
Figure 10. Functionality buttons on search result screen.

After a search has completed, and whether or not any items are listed in the search result, a row of four buttons appears above the the table of search result (Figure 10).

Broadcast Request: This feature allows you to send an email inquiry to all members of a selected inventory-sharing community, including those who have not posted their available inventory at WarehouseTWO. Refer to the **BROADCAST REQUEST** tutorial document for a detailed explanation of how to use this feature.

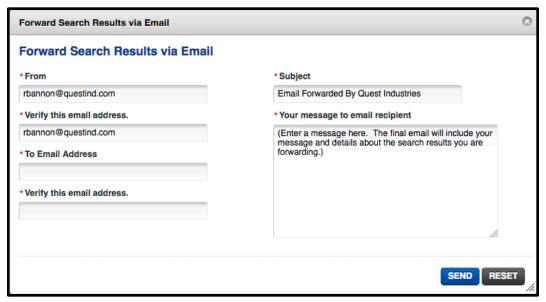**Forward via Email**: Clicking on this button opens a pop-up email form. (Figure 11).

Figure 11. Forward Search Result via Email pop-up window.

Using this form, an email can be sent to any single email address. All email fields must contain valid entries. The "Subject" and message fields may not be blank. The default text in the message field is intended to be removed and replaced with an applicable message.

The sent email will have as an attached Excel workbook the list of all items found in the search results. The workbook contains all information displayed on the **Source Detail** screen for each item found in the search result.

Print: Clicking on this button displays a printable version of the search result, and a pop-up "Print" control panel appears. After printing (or canceling the print request), click on the link "Return to Search Result Screen" to return to the previous browser window.

Output to File: Clicking on this button exports the contents of the search results into an Excel workbook. The workbook contains all information displayed on the **Source Detail** screen (Figure 14) for each item found in the search result.
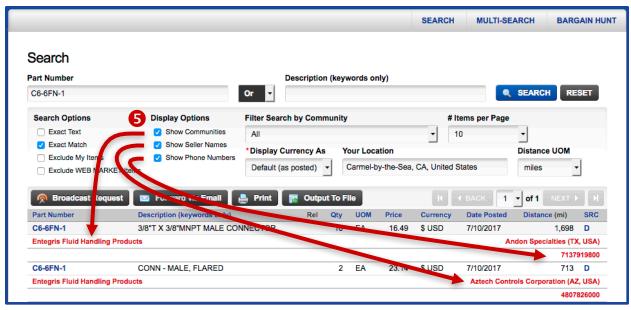

Figure 12. Display Options boxes checked.

When the box labeled "Show Communities" under **Display Options** (❺) is checked, the name of the inventory-sharing community to which each item has been posted appears in bold red font beneath each **Part Number**, along the left margin of the table (Figure 12).

When the box labeled "Show Seller Names" is checked, the name of the seller, and the seller location's state/province (if applicable) and country appears in bold red font beneath each **Part Number**, along the right margin of the table (Figure 12).

These three check boxes function independently. Any can be checked or unchecked at any time. As long as your browser accepts cookies, your **Display Options** settings will be remembered the next time you log back into the WarehouseTWO website.
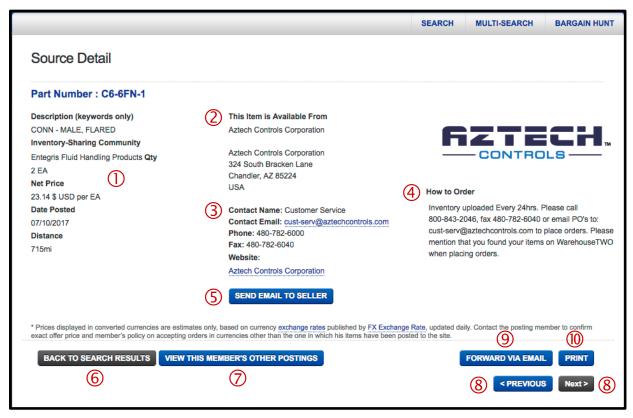
Source Detail _____

Figure 13. Source Detail screen.

Clicking on a part number on a search result screen displays the **Source Detail** screen (Figure 13) for that item. This screen includes the information shown on the search result screen (①), the physical location of the seller (②), contact information (③) and the seller-provided **How to Order** instructions (④).

The bottom of the Source Detail screen has a row of function buttons:

BACK TO SEARCH Result (⑥): Clicking on this button returns the browser to the **SEARCH** screen, displaying the previous search result.

VIEW THIS MEMBER'S OTHER POSTINGS (⑦): Clicking on this button returns the browser to the **SEARCH** screen and automatically triggers a new search for all items posted by the seller to all inventory-sharing communities in which you and the seller participate together. (It may take a minute or longer for the search result to be displayed.) This feature helps you identify other items available from this seller, perhaps to meet the seller's minimum purchase order value requirement. **VIEW THIS MEMBER'S OTHER POSTINGS** is a premium feature, available only to members at level 3 or higher.

<PREVIOUS and **NEXT>** (⑧): If the search result includes more than one item, clicking on these buttons advances back and forth between the items listed in the search result. The information displayed on the **Source Detail** screen changes accordingly.

PRINT (⑩): Clicking on this button opens a pop-up "Print" control panel. The print-out is a plain text document that includes the information displayed on the **Source Detail** screen.

FORWARD VIA EMAIL (⑨): Clicking on this button opens a pop-up email form. (Figure 14). Using this form, an email can be sent to any single email address. All email fields must contain valid entries. The "Subject" and message fields may not be blank. The default text in the message field is intended to be removed and replaced with an applicable message. In the final email, details about the item as displayed on the **Source Detail** screen will be included beneath the edited message text.
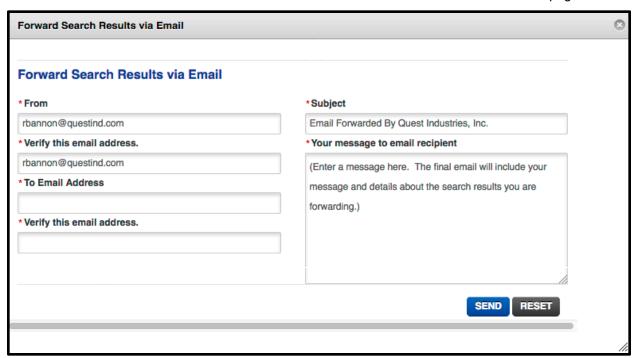
Figure 14. FORWARD VIA EMAIL screen.

Clicking on the **Contact Email** email address (③) will open an unpopulated email draft in your email client application. Clicking on the **SEND EMAIL TO SELLER** button (⑤) will open a pop-up email form (Figure 15).
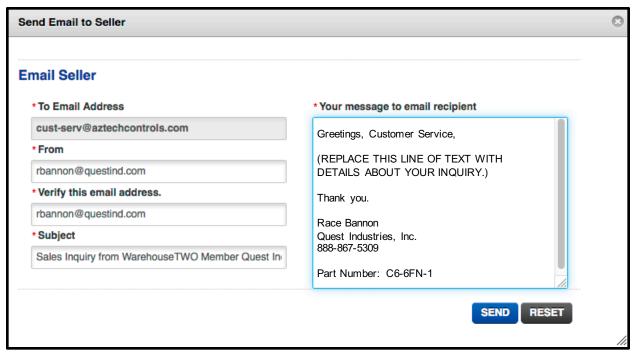

Figure 15. SEND EMAIL TO SELLER screen.

Using this form, an email can be sent to the seller. (The "To Email Address" cannot be edited.) All email fields must contain valid entries. The "Subject" and message fields may not be blank. The message field is auto-populated with default text, and may be edited completely. In the final email, details about the item as displayed on the **Source Detail** screen will be included beneath the edited message text.
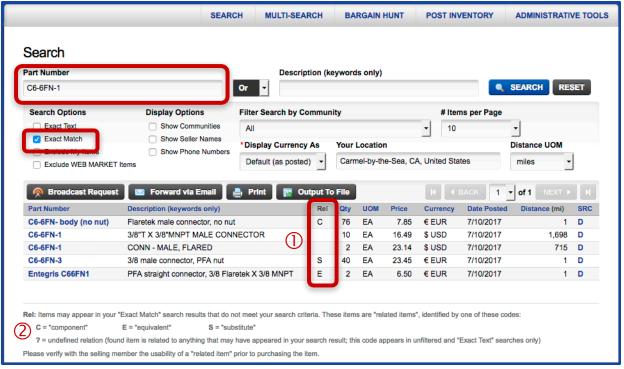
RELATED ITEMS in SEARCH Results_____

Figure 16. RELATED ITEMS shown on a SEARCH result screen.

RELATED ITEMS may appear in search results (Figure 16). While these items may not meet the specified search criteria, they have been posted by another member who has also defined a specific relationship between what what was searched on and what that member has available.

RELATED ITEMS are identified as such with a single letter code appearing in the **Rel** column (①) on the search result screen. These letters appear only when an "Exact Match" search is performed.

The letter "C" stands for "component". A related item identified as such is can be used to assemble the item that was searched for. In the example above, "C6-6FN- body (no nut)" is the part number of the tube fitting body that is used to assemble the complete tube fitting "C6-6FN-1".

The letter "E" stands for "equivalent". A related item identified as such is the same item as was searched for, but the part number may have been entered differently. In this example, the posting member removes spaces from all part numbers in his computer system. So its part number "Entegris C66FN1" is its representation of the correct manufacturer's part number "C6-6FN-1".

The letter "S" stands for "substitute". A related item identified as such may not be an exact match to the item searched for, but may be a functional equivalent. In this example, "C6-6FN-3" is a slightly different version of part number "C6-6FN-1", and both are made by the same manufacturer. When considering a substitute item, verify that it is acceptable to your customer before buying it. Or, modify it to meet your customer's requirement.

Related items found in a wide open or "Exact Text" search are identified with a question mark ("?") in the **Rel** column.

We recommend that you verify with the selling member the usability of a "related item" prior to purchasing the item.

An explanation of **RELATED ITEMS** is always displayed at the bottom of the search result screen (②). Refer to the **RELATED ITEMS** tutorial document for more information about this feature, and how to post inventory data records so that your items appear in other members' search results.

Mobile-Friendly SEARCH Screens _____

"Smart phone" - compatible screens of all SEARCH functions are available to users tied to member accounts at level 3 or higher.
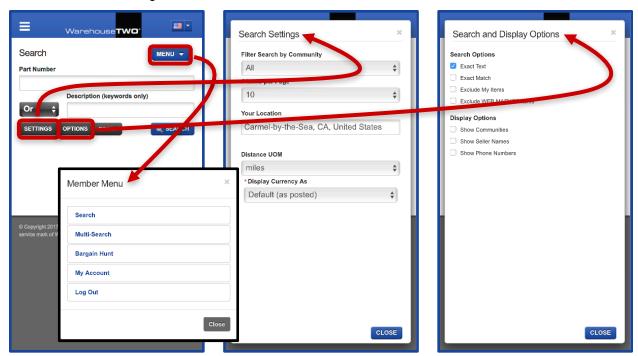

Figure 17. Mobile-friendly SEARCH screen and pop-up windows for "MENU", "SETTINGS" and "OPTIONS".
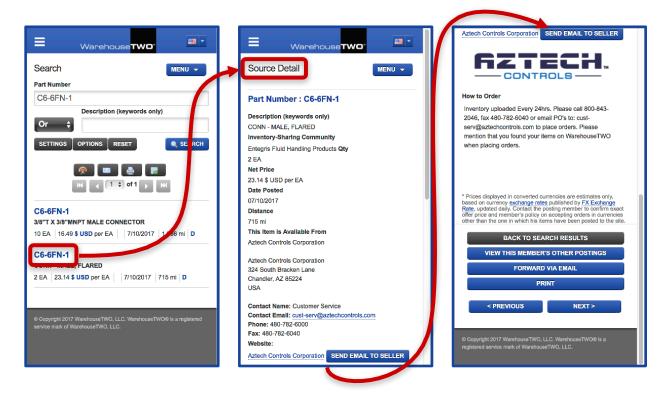

Figure 18. Mobile-friendly search results screen and Source Detail screen (displayed in two segments).

Miniature versions of the **Broadcast Request**, **Forward via Email**, **Print** and **Output to File** buttons appear on the search results screen, shown in the left screenshot above (Figure 18).

Tips and Tricks _____

To get the best results with the SEARCH feature:

1. Search by a part number OR a description, not both. You will limit your search results if you search for text in both fields and select the "AND" search field connector.

2. Begin a search by performing an unfiltered search. Do not check any "Search Options" boxes, and do not filter by inventory-sharing community. If your search result includes too many items, then filter your search.

3. Begin by entering just a few characters in the **Part Number** field. If your search result includes too many items, then refine your search by adding more characters to your search string. if you always search by a manufacturer's exact part number, you might exclude items that are available but that have been posted with incorrect part numbers.

4. For sellers, there is no convention as to what should be included in the **Description** field, when uploading inventory data records. Unless you participate with other members who have formally defined a set of acceptable keywords for this field, it is unlikely that you will find anything by searching only for keywords entered into this field.

5. Filtering your search by a specific inventory-sharing community may exclude items that are available, but were posted to the wrong community. Filter by community only if your previous search result includes too many items.

6. Always confirm that the item that you intend to buy is still available from the WarehouseTWO member who posted the item. Also confirm offer price and any other transaction fees.

7. Always pay the member from whom you bought the item within that member's payment terms. Be a preferred partner with other WarehouseTWO members.

Got a Question? _____

Got a question about this feature? Let us help:

a) Email us.

b) Call us at 650.329.1592.

c) Post your question to our **LinkedIn** group, WarehouseTWO Users Forum.