

Cubicle Solutions Inc.



Introduction to the online inventory

Welcome

to



Asset Management

- Section 1: Notification of account creation
- Section 2: Logging on via the internet
- Section 3: Navigation of SnapTracker
- Section 4: Ordering Product

Section 1

When the decision is made to store/protect product with Cubicle Solutions, an account will be created allowing up to 3 users the ability to gain access to SnapTracker, our online inventory system. SnapTracker allows you to see a brief description, picture, as well as item quantities in real time. An added benefit to this is the ability to order product directly through this program by creating shopping carts, just as you would do ordering from any online merchant.

With minimal information required, access can be obtained. Email notification of login information will be received within 2 business days.

Information Required

- An agreed upon price per square foot
- Name (first and last)
- Email address
- Phone number
- Address of business
 - If more than one location, use main building

Section 2

Once you have received your login information you are ready to view your inventory. The User ID is personalized to each individual and does not have the ability to be changed.

The initial password can be changed at any time by the end user. If forgotten we have the ability to issue a new one.

Login Screen



To Sign In please enter a valid User Id and Password.

User Id

Password

Request for Password?



SnapTracker is a registered trademark of KISP Inc.
Best viewed with Microsoft Internet Explorer 11 with a minimum resolution of 1024 x 768 pixels.

This is the main screen to enter your User ID and password.


Section 3

Navigation of
SnapTracker

Home Page

- From the homepage you can access
 - ✓ General Inventory
 - ✓ Shopping Carts
 - ✓ Inventory Reports
 - ✓ Change of password
 - ✓ Logout

Customized Home Page

Welcome to  Cubicle Solutions, Inc.

[Change Password](#) | [Logout](#)


Cubicle Solutions Inc.
Welcome John Doe

Select another cart... ▾

Inquiry
My Account
Reports and Analysis

Welcome to Cubicle Solutions
Your Asset Management Solution

Select a Customer
C - GST001 - Guest Inc. ▾



19
CELEBRATING 19 YEARS
OF BUSINESS

BUILDING RELATIONSHIPS ONE PIECE OF FURNITURE AT A TIME

Inquiry

- From Inquiry you can access
 - Product Availability
 - Product Picture Search
 - Transaction History

Quick Search

Either broken down by class or as a whole, the simplest and fastest way to view product with a quantity can be done here, as well as ordering.

With the click of a check box product that has a zero quantity can also be seen.

Quick Search Screen

Cubicle Solutions Inc.
Welcome John Doe

Select another cart...

Inquiry
Quick Search
Product Picture Search
Miscellaneous Search
Item Transaction History
Work Orders
My Account
Reports and Analysis

Quick Search

Home > Inquiry > Quick Search required fields

Select a Customer: C - GST001 - Guest Inc.

Select a Standard Class: ** ALL ** Show only items on-hand
 Show Color Finish

Show items in one or more Condition Types :

Condition Type	<input checked="" type="checkbox"/> Acceptable	<input checked="" type="checkbox"/> Service Required	<input checked="" type="checkbox"/> Non-Acceptable	Condition Filter
----------------	--	--	--	------------------

Select a Building Type: ** ALL **

Select a Building: ** ALL **

Show Results: Details Summary

Filter the results by typing in a key word or phrase in the search filters below and clicking Search

Search Filters

Description Search: All Words

Catalog No Search: Include characters

Standard Search: Include characters

Advanced Search Search

Sorting

All		Standard ID	Catalog No.	Description
<input type="checkbox"/>		<u>CHR001</u>	SZT3072MA,XG12,MA1, TRF,TRLE	TASK,zody,black leather seat,mesh back,silver base
<input type="checkbox"/>		<u>CHR003</u>		TASK,blue fabric seat blue fabric back,black base
<input type="checkbox"/>		<u>CNT001</u>		Cantilever,24",left
<input type="checkbox"/>		<u>DIV001</u>		Panel Divider Extention,36" x 18"
<input type="checkbox"/>		<u>HRD001</u>		HARDWARE,bolt connectors
<input type="checkbox"/>		<u>KEY001</u>	xx##-xxxx-##xx	KEYBOARD TRAY,17" track,with mouse tray
<input type="checkbox"/>		<u>MON001</u>		MONITOR ARM,single screen,w clamp,silver
<input type="checkbox"/>		<u>PED001</u>		Pedestal,bbf,18" deep,black
<input type="checkbox"/>		<u>PNL001</u>		Panel,36"x60",gray
<input type="checkbox"/>		<u>PNL002</u>		PANEL,45"x60",gray,w/ glass insert

Sorting in quick search

- In this window sorting by Standard Id, Catalog number, and general description is possible.











Standard ID: Is the code given to an item when it enters the building. This code allows warehouse personnel to correctly identify the product.

Catalog Number: This will be entered if available.

General Description: Given by a warehouse employee, which can be changed at any time to help better explain any items.

Pictures in quick search

By clicking on the Standard ID you can see, the picture of the Item, the class, manufacturer, and list price.

All		<u>Standard ID</u> ▲	<u>Catalog No.</u>	<u>Description</u>
<input type="checkbox"/>		CHR001	SZT3072MA,XG12,MA1, TRF,TRLE	TASK,zody,black leather seat,mesh back,silver base
<input type="checkbox"/>		<u>CHR003</u>		TASK,blue fabric seat blue fabric back,black base
<input type="checkbox"/>		<u>CNT001</u>		Cantilever,24",left
<input type="checkbox"/>		<u>DIV001</u>		Panel Divider Extention,36" x 18"
<input type="checkbox"/>		<u>HRD001</u>		HARDWARE,bolt connectors
<input type="checkbox"/>		<u>KEY001</u>	xx##-xxxx-##xx	KEYBOARD TRAY,17" track,with mouse tray
<input type="checkbox"/>		<u>MON001</u>		MONITOR ARM,single screen,w clamp,silver
<input type="checkbox"/>		<u>PED001</u>		Pedestal,bbf,18" deep,black
<input type="checkbox"/>		<u>PNL001</u>		Panel,36"x60",gray
<input type="checkbox"/>		<u>PNL002</u>		PANEL,45"x60",gray,w/ glass insert

Quick Search

Selected Customer
C - GST001 - Guest inc.

Home > Inquir

Search v

Product Detail

Standard : CHR001
Standard Description : TASK,zody,black leather seat,mesh back,silver base
Standard Class : Seating **Catalog No. :** SZT3072MA,XG12,MA1,TRF,TRLE
Manufacturer : Haworth **Catalog Id :** HW - Haworth
List Price : \$0.00 **List Less % :** 0.00%
Price : \$0.00 **Mfr. Price List :**
Create Date : 06/26/2019 **Last Update Date :** 01/02/2020



Dimensions

Height :	0.00	Userfield 1 :	
Width :	0.00	Userfield 2 :	
Depth :	0.00	Userfield 3 :	
Square Footage :	0.00	Userfield 4 :	
Weight (lbs) :	0.00	Userfield 5 :	

Print | Close

<input type="checkbox"/>		<u>MON001</u>	MONITOR ARM,single screen,w clamp,silver	<u>5.00</u>	0.00	0.00	5.00
<input type="checkbox"/>		<u>PED001</u>	Pedestal,bbf,18" deep,black	<u>5.00</u>	0.00	0.00	5.00
<input type="checkbox"/>		<u>PNL001</u>	Panel,36"x60",gray	<u>12.00</u>	0.00	0.00	12.00
<input type="checkbox"/>		<u>PNL002</u>	PANEL,45"x60",gray,w/ glass insert	<u>8.00</u>	0.00	0.00	8.00

Standard Catalog Number

Search Criteria | Add to Cart

1 2 Next

Com.	Avail.
0.00	4.00
0.00	47.00
0.00	30.00
0.00	15.00
0.00	35.00
0.00	61.00
0.00	5.00
0.00	5.00
0.00	12.00
0.00	8.00

View Search Criteria |

Show All Box

- Clicking the show all box allows the user to be able to view the entire inventory on a single page.

Note: This can cause the site to process slower.

Quick Search

Selected Customer
C - GST001 - Guest inc.

[Home](#) > [Inquiry](#) > [Quick Search](#) > Quick Search

[print view](#)

Search within results for:

[Clear Results](#)











Show Results By:

Standard Catalog Number

[View Search Criteria](#) | [Add to Cart](#) | [Search](#)

[Show All 12 Records](#)

1 2 [Next](#) [Show All](#)

All <input type="checkbox"/>	Standard ID ▲	Catalog No.	Description	*On Hand	Res.	Com.	Avail.	Qty.
<input type="checkbox"/>	 CHR001	SZT3072MA,XG12,MA1,TRF,TRLE	TASK,zody,black leather seat,mesh back,silver base	<u>4.00</u>	0.00	0.00	4.00	<input type="text" value="0"/>
<input type="checkbox"/>	 CHR003		TASK,blue fabric seat blue fabric back,black base	<u>47.00</u>	0.00	0.00	47.00	<input type="text" value="0"/>
<input type="checkbox"/>	 CNT001		Cantilever,24",left	<u>30.00</u>	0.00	0.00	30.00	<input type="text" value="0"/>
<input type="checkbox"/>	 DIV001		Panel Divider Extention,36" x 18"	<u>15.00</u>	0.00	0.00	15.00	<input type="text" value="0"/>
<input type="checkbox"/>	 HRD001		HARDWARE,bolt connectors	<u>35.00</u>	0.00	0.00	35.00	<input type="text" value="0"/>
<input type="checkbox"/>	 KEY001	xx##-xxxx-##xx	KEYBOARD TRAY,17" track,with mouse tray	<u>61.00</u>	0.00	0.00	61.00	<input type="text" value="0"/>
<input type="checkbox"/>	 MON001		MONITOR ARM,single screen,w clamp,silver	<u>5.00</u>	0.00	0.00	5.00	<input type="text" value="0"/>
<input type="checkbox"/>	 PED001		Pedestal,bbf,18" deep,black	<u>5.00</u>	0.00	0.00	5.00	<input type="text" value="0"/>
<input type="checkbox"/>	 PNL001		Panel,36"x60",gray	<u>12.00</u>	0.00	0.00	12.00	<input type="text" value="0"/>
<input type="checkbox"/>	 PNL002		PANEL,45"x60",gray,w/ glass insert	<u>8.00</u>	0.00	0.00	8.00	<input type="text" value="0"/>

[View Search Criteria](#) | [Add to Cart](#)

Product Picture Search

Here you will be able to search inventory by available pictures.

Select the Standard Class associated with the item you are searching for. Then you will be shown all available Standards in that grouping.

Select a Building Type : 00 - Regional and Local Warehouses Show only items on-hand

Select a Building : * All * Show Results By : Standard Catalog Number

Show items in one or more Condition Types :

Condition Type: Acceptable Service Required Non-Acceptable Expand Conditions

Advanced Search

Search

Select a Building Type : 00 - Regional and Local Warehouses Show only items on-hand

Select a Building : * All * Show Results By : Standard Catalog Number

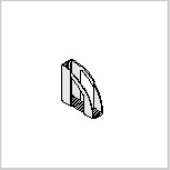
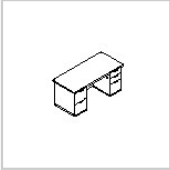

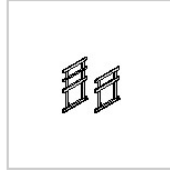

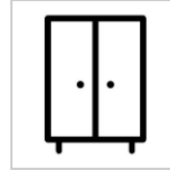
Show items in one or more Condition Types :

Condition Type: Acceptable Service Required Non-Acceptable Expand Conditions

Advanced Search | Back To Top

Search

1

					
Accessory	Desk	Hardware	Panel	Seating	Storage

Search By: Standard Catalog No. Standard Description All Words

Search within results for: [Clear Results](#)

Show Results By : Standard Catalog Number

[Reset](#) | [View Search Criteria](#) | [Add to Cart](#) | [Search](#)

1



Cat. No. : SZT3072MA, ...
Standard : CHR001
Price : \$0.00
Total Qty : 4
Avail. Qty : 4



Cat. No. :
Standard : CHR003
Price : \$5.00
Total Qty : 47
Avail. Qty : 47

[Reset](#) | [View Search Criteria](#) | [Add to Cart](#)

Section 4

Ordering product for future install.

Note: You will need to coordinate with the CSI project manager for your account to confirm any install dates.











Ordering Product

- From here you will be able to
 - ✓ Create a shopping cart
 - ✓ Reserve your shopping cart
 - ✓ Order your shopping cart

Creating Your Cart

Here you will be able to assemble an online cart of the product you will need for a future project.

Clicking on the checkbox will automatically add 1 of that selected standard to your total. If more product is needed, simply change the 1 to the amount that is required.

All <input type="checkbox"/>		<u>Standard ID</u> ▲	<u>Catalog No.</u>	<u>Description</u>	<u>*On Hand</u>	<u>Res.</u>	<u>Com.</u>	<u>Avail.</u>	<u>Qty.</u>
<input type="checkbox"/>		<u>CHR001</u>	SZT3072MA,XG12,MA1,TRF,TRLE	TASK,zody,black leather seat,mesh back,silver base	<u>4.00</u>	0.00	0.00	4.00	<input type="text" value="0"/>
<input checked="" type="checkbox"/>		<u>CHR003</u>		TASK,blue fabric seat blue fabric back,black base	<u>47.00</u>	0.00	0.00	47.00	<input type="text" value="4"/>
<input type="checkbox"/>		<u>CNT001</u>		Cantilever,24",left	<u>30.00</u>	0.00	0.00	30.00	<input type="text" value="0"/>
<input type="checkbox"/>		<u>DIV001</u>		Panel Divider Extention,36" x 18"	<u>15.00</u>	0.00	0.00	15.00	<input type="text" value="0"/>
<input type="checkbox"/>		<u>HRD001</u>		HARDWARE,bolt connectors	<u>35.00</u>	0.00	0.00	35.00	<input type="text" value="0"/>
<input type="checkbox"/>		<u>KEY001</u>	xx##-xxxx-##xx	KEYBOARD TRAY,17" track,with mouse tray	<u>61.00</u>	0.00	0.00	61.00	<input type="text" value="0"/>
<input type="checkbox"/>		<u>MON001</u>		MONITOR ARM,single screen,w clamp,silver	<u>5.00</u>	0.00	0.00	5.00	<input type="text" value="0"/>
<input checked="" type="checkbox"/>		<u>PED001</u>		Pedestal,bbf,18" deep,black	<u>5.00</u>	0.00	0.00	5.00	<input type="text" value="2"/>
<input type="checkbox"/>		<u>PNL001</u>		Panel,36"x60",gray	<u>12.00</u>	0.00	0.00	12.00	<input type="text" value="0"/>
<input type="checkbox"/>		<u>PNL002</u>		PANEL,45"x60",gray,w/ glass insert	<u>8.00</u>	0.00	0.00	8.00	<input type="text" value="0"/>

Adding to your Cart

Once all items are selected, they can now be added to your cart.

Name the cart, and you are ready to order.

The screenshot displays a web application interface for creating a shopping cart. At the top, there is a search bar with the text "Search within results for:" and a "Clear Results" button. To the right, there is a "Show Results By:" section with radio buttons for "Standard" (selected) and "Catalog Number". Below this, there are links for "View Search Criteria", "Add to Cart", and "Search".

The main content area shows a list of products with columns for "Name", "Price", "Com.", "Avail.", and "Qty.". A "Shop Cart Create" dialog box is overlaid on top of the product list. The dialog box has a title bar "Shop Cart Create" and a close button. Inside the dialog, there is a section titled "Create New Cart" with the subtitle "Enter your Shopping Cart Information". It contains a "Name:" field with the value "5/15 Install" and a "Description:" field with the value "Install of 3rd-floor Phase 3". There is a green "G" icon in the bottom right corner of the description field. At the bottom of the dialog, there are "Create" and "Close" buttons.

The product list below the dialog shows the following items:

Name	Price	Com.	Avail.	Qty.
Panel, 36"x60", gray	12.00	0.00	12.00	0
PANEL, 45"x60", gray, w/ glass insert	8.00	0.00	8.00	0

Reserving and Ordering

You are now ready to reserve your cart, this will remove the items you have selected from the ability to be placed in other orders.

You will be able to add more to your cart until the checkout process.

When the checkout section is completed, a pull-order slip will be sent to the warehouse. A confirmation email will also be sent to you.

Cubicle Solutions Inc.
Welcome John Doe

Cart : 5_15 Install
Items in Cart : 6
Sub-Total : \$0.00

Go to Cart

Select another cart...

- Inquiry
- My Account
 - Active Order Status
 - Shopping Cart
 - My Shopping Carts
 - My Orders
 - My Notifications
 - Reports and Analysis

ShopCart

Selected Customer
C - GST001 - Guest inc.

[Home](#) > [My Account](#) > Shopping Cart

print view

View Detail Description

1

All	Standard	Catalog No.	Description	Stock	Total Price
<input type="checkbox"/>		CHR003	TASK,blue fabric seat blue fabric back,black base	<input type="text" value="4"/> (47)	\$0.00
<input type="checkbox"/>		PED001	Pedestal,bbf,18" deep,black	<input type="text" value="2"/> (5)	\$0.00
Grand Total Price :					\$0.00

≡ | Delete | Update | Reserve Cart | Checkout

Note: If you do not complete the next section, your order may not be pulled.

Billing and Shipping

Selected Customer
C - GST001 - Guest inc.

[Home](#) > [My Account](#) > Shopping Cart

 required fields

Payment Information

Requested By

Purchase Order No

Request Date 

Project Reference No

Copy Ship To

Copy Sold To

Sold To

Name :

Address 1 :

Address 2 :

City :

State :

Zip :

Country :

Contact :

Phone : - -

Fax : - -

Email :

Ship To

Name :

Address 1 :

Address 2 :

City :

State :

Zip :

Country :

Contact :

Phone : - -

Fax : - -

Email :

Notes

Comments :



[Reset](#) | [Back](#) | [Update](#) | [Order](#)

This will help you to get started with SnapTracker to view and order product you decided to trust CSI with protecting and managing.

We take pride in keeping your assets safe and secure.

If you ever have questions about inventory quantities, descriptions, or site functions, we are always available to answer any questions.