

Step 1: Login

Login to *TruQuote*[®] and open a new quote.

Step 2: Select Hardware & Accessories

TruQuote®	Orders ▼ Account Informa	ation 🔻
Quote ABC00001		
Print Order	Information	by 🛃 Import 🛛 🖗 Export 🛛 ᆒ Delete 🛛 🕞 Ope
On-Behalf-Of: Wiggly Pricing Items Item Selection	Doors	Quote Name:
Item Selection		
Quantity:	Interior Door	Price: On Config
Configuration Op	ic Hardware and Accessories	
Opening Type *		Single 👻
Door Style *		MDF Q
Pre-Fit Width*		30
LVL Stiles*		Non-rated 👻
Advanced Optic	n	ed Configurations
	Titems 1-4 out of 4	

Navigate to the item drop-down list and select *Hardware & Accessories*

🕂 Tru	Quote® 🔻 Orders 🔻 Ac	ccount Information 🔻
Quote ABC	00001	
Print	ງ້ Order Information 🛛 🗲 Rapid Cha	ange 🕒 Copy 🛃 Import 🛱 Export 🛗 Delete 🕞 Open Docs
On-Behalf-Of:	Wiggly Doors	Quote Name: Hardwa
Pricing	Items	
Item Selection	on	
Item:	Hardware and Accessories	Q Description:
Quantity:	1	Price: On Configuration
🔅 Advance	ed Options 🗽 Named Configuration	ons
Quote Lines		
Validate	All	
Line	Label	Item
1		Hardware and Accessories
Modify Line	<u>Copy</u>	Part Number: 11313, Desc: Hinge, TruStile, 4" x 4", .1

The *Advanced Options* dialog will open automatically. If it does not, click on the *Advanced Options* button to bring up the screen below.

Step 3: Select Input Method

Select 1 of 3 options from the *Input Method* drop-down list: *Product Attributes, Part Number* or *Keyword Search*.

- (1) If you select *Product Attributes* continue to step 4.
- ¹If you select *Part Number* skip to step 5.
- If you select *Keyword Search* skip to step 6.



Step 4: Selecting by Products Attributes

Selecting *Product Attributes* in the *Input Method* field will reveal the *Product* field, which contains a top-level list of product categories for the hardware and accessories options available in TruQuote.

Every product category can contain multiple items from multiple vendors; each requiring additional order detail. TruQuote guides you through the selection process by stepping through each detail required to order the exact item that you need.

Input Method	Product Attributes
Product	
	Ball Catch
	Bifold Hardware
	Drip Trim
	Extension Rod
	Flush Bolt
	Glass Stop
	Glass Stop Muntin
	Hinge
	Hinge Screws
	Hinge Tip
	Jamb Gasket
	Jamb Material
	Jamb Stop
	Magnetic Catch
	Multipoint Lock
	Multipoint Lock Accessories
	Multipoint Lock Construction Handle
	Quick Door Hanger
	Roller Latch

Example: Choosing a TruStile Hinge

Page 1		
Input Method	Product Attributes	▼
Product	Hinge	•
Brand		•

A. In this example, we will be specifying a TruStile standard hinge. The first step is to select *Hinge* from the product list. TruQuote will reveal a *Brand* field where you can select from a list of hinge manufacturers. You must select a hinge brand before you can continue to the next step.

Page 1		
Input Method	Product Attributes	▼
Product	Hinge	•
Brand	TruStile	•
Hinge Size		•

B. Once a brand has been selected, in this case *TruStile*, you'll see an additional field for hinge size appear. Select your required hinge size to continue to the next step. 4.0" × 4.0" is selected in this example.

age 1		
Input Method	Product Attributes	▼
Product	Hinge	•
Brand	TruStile	•
Hinge Size	4.0" x 4.0"	•
Hinge Material	Plated Steel	
Hinge Type		-

C. Completing the hinge size has now revealed two additional fields. The first, *Hinge Material*, shows "Plated Steel" in gray text that is not selectable. This indicates that no other options are available and the only choice is displayed.

Plated steel is the only material available for TruStile standard hinges. If other options were available, such as brass and stainless steel, they would be displayed as a selectable dropdown list instead of static text.



Ordering Hardware & Accessories in TruQuote®

D. Since the previous field cannot be changed an additional field, *Hinge Type*, has also been revealed. "Ball Bearing" and "Spring" are listed as available options. Choosing "Ball Bearing" in this example will reveal a field to choose a *Hinge Finish*.

Input Method	Product Attributes	•
Product	Hinge	•
Brand	TruStile	•
Hinge Size	4.0" x 4.0"	•
Hinge Material	Plated Steel	
Hinge Type	1	•
	A	
	Ball Bearing	
	Spring	

Hinge Type	Ball Bearing
Hinge Corner	Square Corner
Hinge Finish	US19 - Flat Black
Part Number	11536
Price Per Each (List)	13.00
ADDITIONAL KIT PARTS	
Hinge Screws	
Hinge Structural Screws	

ADDITIONAL KIT PARTS	
Hinge Screws	
Hinge Structural Screws	
SHIPPING AND LEAD TIME	
Shipping Method	Ground
Note	Orders placed before 10AM MST will process same business day.
Lood Time	1 Day



E. Hinge finish is the final step in configuring this hinge. Here "US19 - Flat Black" has been selected.

Unlike other hinge manufactures, TruStile hinges do not include screws with their hinges. Instead you must specify the type of screws to include with your hinges. Select your choice of screws in the *Additional Kit Parts* section and screws, with matching finish, will be automatically included with your order.

F. The *Shipping and Lead Time* section will display available shipping options for your account. In this example, "Ground" or "Overnight" are available in the drop-down list. In this example, "Ground" has been selected.

The *Note* and *Lead Time* fields are informational and cannot be changed. These fields are updated dynamically and may change over time to reflect current status. Once a quote becomes an order these values will become fixed.

F. Clicking *Finish* in the toolbar will complete your hinge selection, close the Advanced Options screen, and add the hinge as a line item on your order.

Example: Choosing a TruStile Hinge (continued)

🕂 TruQu	ote® 🔻 Orders 🔻 A	Account Information 🔻						TRU	STILE [®] A MARVIN & BRAND
Item Selection Item: Quantity: Quantity: Quote Lines Validate Al	Hardware and Accessorie	es v Q	Description: Price:	On Configuration	Label:		Total Ma	inufacturer's Net	Price: 82.60
Line	Label	Item				Qty	UOM	Price	Total
1		Hardware and Accessories				10		6.76	67.60
Modify Line More	<u>Copy</u>	Part Number: 11536, Desc: Hingg Black, Shipping Method: Ground Product = Hinge , Vendor = TuStile , Hingg Size = 4.0° × 4.0° Hingg Materlal = Plated Steel , Hingg Comer = Square Comer , Hingg Finish = US19 - Flat Black Part Number = 11536 , Part Description = Hinge, TruStile	e, TruStile, 4* x 4*, .13 , , e, 4* x 4*, .130* Gaug	30" Gauge, Ball Bearin e, Ball Bearing, Squar	ng, Square Corner, US re Corner, US1D Flat E	31D Flat Line Details		<u>View Image</u>	Remove
2		Manufacturer's Freight				1	EA	15.00	15.00
Modify Line	More	Shipping and Handling				Line Details			

G. Items selected solely from the *Advanced Options* screen will have a default quantity of one when added as a line item of your quote. To change the quantity, simply alter the value of the *Quantity (Qty)* field for that line item. Pricing and freight will automatically update to reflect the new quantity. In this example, the quantity has been changed to 10.

For a detailed breakdown of total shipping and handling costs, click the *Modify Line* link in the first column of the *Manufacturer's Freight* line (usually located at the bottom of your quote).



Step 5: Selecting by Part Number

If you order the same items regularly, you may prefer to look up an item by its part number. Part numbers are listed in the line detail of previous quotes or order acknowledgments.

Once you have identified your part numbers, select *Part Number* from the *Input Method* drop-down list. Click the *Advanced Options* button if the *Advanced* Options screen does not open automatically.

Interior	Door

29 13/16 inch X 80 inch, 1 3/4, TS2020, Swing, Single, TruStile Interior MDF Door	SS-So
Panel Substitution = Replace All Panels with Glass , Glass = 1/4" Clear Tempered	
Glass Stop = SS-Square Stick for 1-3/4" thick door, (90239) ,	
= *****Door Machining Details***** Machine Prep = TruStile Standard Configuration	
Machine Prep = Hinges , = ,	
Hinges = TruStile Installed , Hinges = Standard Ball Bearing Hinges ,	
Hinges = Brand: TruStile , Hinges = Qty: 3 - Size: 4" x 4" - Corners: Square ,	
Hinges = Locations: Hinge 1: 7", Hinge 2: 36-1/2", Hinge 3: 66", Hinges = Thickness: 0.130" - Backset: 1/4",	
Hinges = Material: Plated Steel , Hinges = Finish US BD OI Rubed Bronze ,	
Hinges = Qty:3 Hinge (11312) Qty:3 - Structural Screw (13118), Qty:24 - Screws	(1416)
Jamb Fire Rating = Non-Rated	
Jamb Opening Type = House to Garage , Jamb Profile = Single Rabbet ,	
Jamb Material = Finger Joint Pine (Primed) , Jamb Prefinish = Unfinished ,	
Jamb Edge = 1/16" Radius Front Corner with Square Edge , Jamb Thickness = 3/4 ,	
Jamb Width = 4 9/16" , Kerf for Weatherstripping = Yes ,	

Advanced Options								
⇒ Finish X Cancel	Save Save & Close	🖶 Print Detail		Price: 13.00 USD				
Page 1			₽ ¥ ₩ ■ ≥ 5×					
Input Method Part Number Part Price Per Each (List)	Part Number 11312 Hinge, TruStile, 4" x 4" 13.00	.130" Ga	Page 1 Input Method Part Number Part	Part Number 11312 Hinge, TruStile, 4" x 4", .130" Gauge, Ball Bearing, Square Corner, US10B Oil Rubbed Bronze				
ADDITIONAL KIT PARTS Hinge Screws			Price Per Each (List) Additional Kit Parts Hinge Screws Hinge Structural Screws Shipping and Lead Time	13.00 False False				
Hinge Structural Screws SHIPPING AND LEAD TIME Shipping Method	AND LEAD TIME lethod Ground		- Note Lead Time	Ground Orders placed before 10AM MST will process same business day. 1 Day No				
Note	Orders placed before 1 process same busines	0AM MST will s day.						

Enter your part number in the Part Number field. In example above, 11312 is entered. This is the part number for a $4'' \times 4''$ TruStile ball bearing hinge in US10B oil-rubbed bronze.

Also shown above are other options, such as additional screws and shipping methods, which can be selected for this hinge. For detail on selecting options and shipping, refer to the TruStile hinge example in Step 4.

Once you are satisfied with all selections, click *Finish* to close the *Advanced Options* screen and create a new line item on your quote.

If the *Finish* link is not displayed and *Continue* is displayed instead, this indicates that more information is required before this item can be ordered. Clicking *Continue* will highlight the first field which needs to be completed.

Step 6: Selecting by Keyword

Searching by keywords is especially useful if you need to search across multiple product categories. You can use this method to search for attributes such a color, material or type. Multiple keywords can be combined in the same search.

In the example below the keywords "Sill" and "Bronze" displays all available bronze sills. Open the parts list to see available items matching your keywords.

-	TruQuote® Orders	Account Information 🔻		TRŪSTILE
	💧 Advanced Opt	tions		X
Quote s	Continue X Cancel	🕑 Save 🖉 Save & Close 🖶 Print D	Detail	Price: Price is not available
Prin:	Page 1		↓ □□	
On-Behalf	Input Method	Keyword Search	V Pane 1	v 10
Item Se	Keywords	sill bronze	Input Method Keyword Search Keywords sill bronze	profile
Item:			Parts [Not Selected]	
	Parts			
Quote		Hydro Sill Extender, 1", Bronze-36 ¼ Hydro Sill Extender, 1", Bronze-76 L0		
🖉 Va		Hydro Sill Extender, 2", Bronze-36 LC Hydro Sill Extender, 3", Bronze-36 ½	асс 6 КLС	29.50
Line		Hydro Sill Extender, 3", Bronze-76 L0 Hydro Sill Extender, 4", Bronze-36 ¼ Hydro Sill Extender, 4", Bronze-76 L0	.6 %LC LG	55.00
Modify More		Hydro Sill, 5000 Bronze-36 1/4 LG Hydro Sill, 5000 No Block, Bronze-37 Hydro Sill, 5000 No Block, Bronze-77	37 L (move
2		Sill - 5-5/8" x 1-1/2", Outswing, full co Sill - 5-5/8" x 1-1/2", Outswing, full co	souut oouut	20.00
Modify More		Sill Extension, 3 1/4", Bronze,144" Sill Extension, 3/4", Bronze,144" Sill Extension, 4 3/8", Bronze,144"		move
3 Modify More		Sill Extension, Bronze, 3" x 73" Sill, 5-5/8" x 1-3/8", Inswing, full com Sill, 5-5/8" x 1-3/8", Inswing, full com	npos	46.80 move

If too many items are found, narrow the search with additional keywords. Using existing words from the parts list as a source for additional keywords is an effective technique.

Once an item is selected, check if other options, such as additional screws and shipping methods need to be selected. For detail on selecting options and shipping, refer to the TruStile hinge example in Step 4.

Once you are satisfied with all selections, click *Finish* to close the *Advanced Options* screen and create a new line item on your quote. If the *Finish* link is not displayed and *Continue* is displayed instead, this indicates that more information is required before this item can be ordered. Clicking *Continue* will bring you to the first field that needs to be completed.

