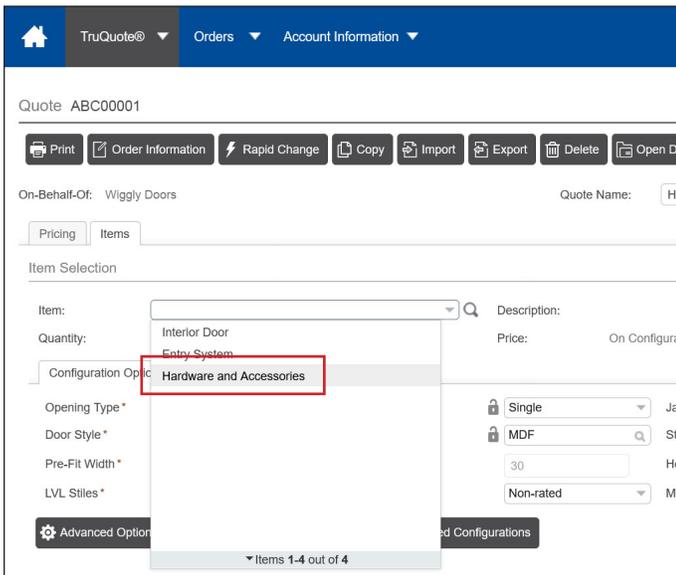


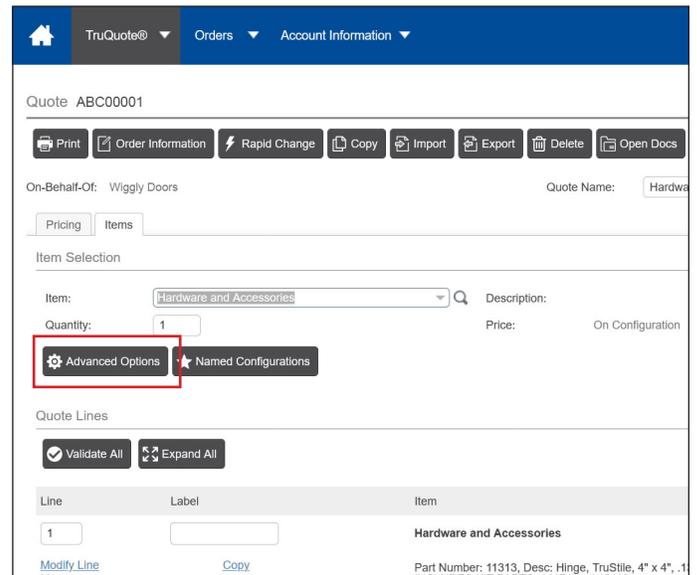
Step 1: Login

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

Step 2: Select Hardware & Accessories



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

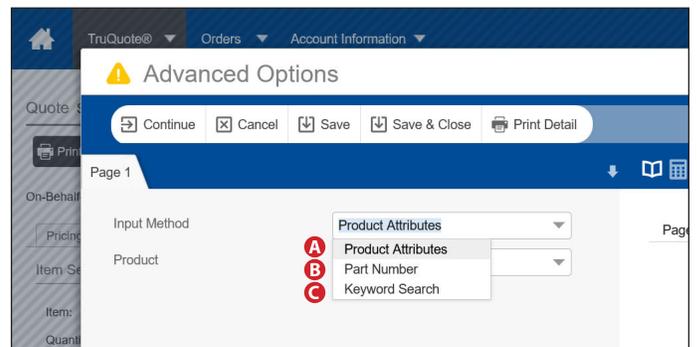


The *Advanced Options* dialog will open automatically. If it does not, click on the *Advanced Options* button to bring up the screen below.

Step 3: Select Input Method

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

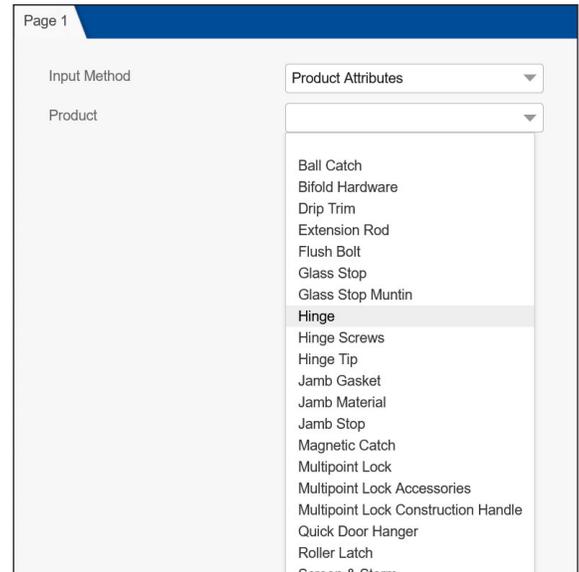
- A** If you select *Product Attributes* continue to step 4.
- B** If you select *Part Number* skip to step 5.
- C** If you select *Keyword Search* skip to step 6.



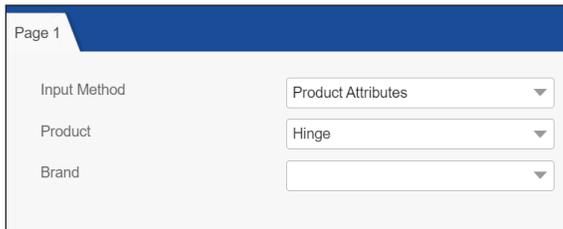
Step 4: Selecting by Products Attributes

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.

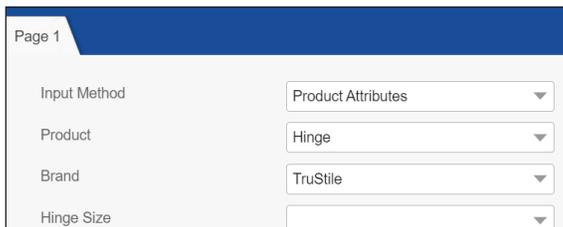
Every product category can contain multiple items from multiple vendors; each requiring additional order detail. TruQuote guides you through the selection process by stepping through each detail required to order the exact item that you need.



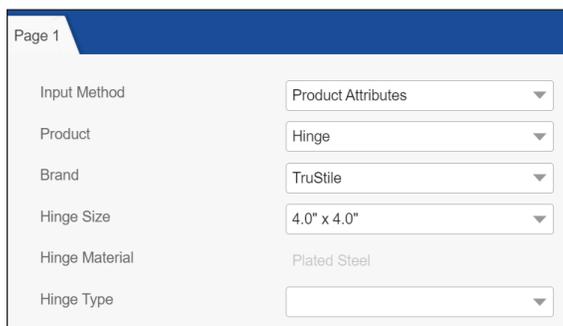
Example: Choosing a TruStile Hinge



- 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.



- 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" x 4.0" is selected in this example.



- 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 drop-down list instead of static text.

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	<div style="border: 1px solid black; padding: 2px;"> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; padding: 0 5px;"> Ball Bearing ▲ </div> <div style="display: flex; justify-content: space-between; padding: 0 5px;"> Spring ▼ </div> </div>

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.

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	<input type="checkbox"/>
Hinge Structural Screws	<input type="checkbox"/>

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.

ADDITIONAL KIT PARTS	
Hinge Screws	<input type="checkbox"/>
Hinge Structural Screws	<input type="checkbox"/>
SHIPPING AND LEAD TIME	
Shipping Method	Ground
Note	Orders placed before 10AM MST will process same business day.
Lead Time	1 Day

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.

⚠ Advanced Options

➔ Finish
✕ Cancel
📄 Save
📄 Save & Close
🖨 Print Detail

Page 1

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.

Example: Choosing a TruStile Hinge (continued)

The screenshot shows the TruQuote interface with the following details:

- Item Selection:** Item: Hardware and Accessories, Quantity: 1, Price: On Configuration, Label: [Empty]
- Quote Lines:**
 - Line 1:** Hardware and Accessories. Qty: 10, UOM: [Empty], Price: 6.76, Total: 67.60. Part Number: 11536, Desc: Hinge, TruStile, 4" x 4", .130" Gauge, Ball Bearing, Square Corner, US1D Flat Black, Shipping Method: Ground. Product = Hinge, Vendor = TruStile, Hinge Size = 4.0" x 4.0", Hinge Material = Plated Steel, Hinge Type = Ball Bearing, Hinge Corner = Square Corner, Hinge Finish = US19 - Flat Black, Part Number = 11536, Part Description = Hinge, TruStile, 4" x 4", .130" Gauge, Ball Bearing, Square Corner, US1D Flat Black.
 - Line 2:** Manufacturer's Freight. Qty: 1, UOM: EA, Price: 15.00, Total: 15.00. Shipping and Handling.
- Total Manufacturer's Net Price:** 82.60

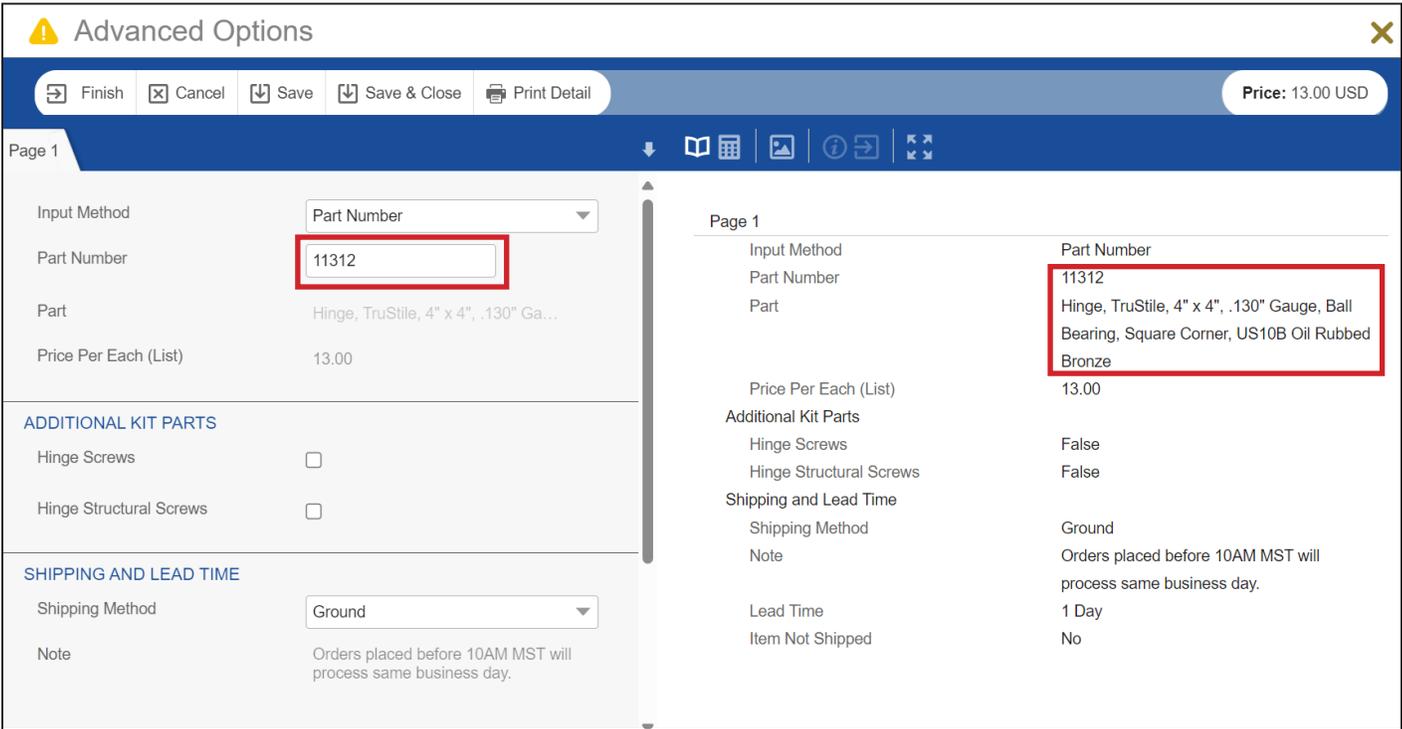
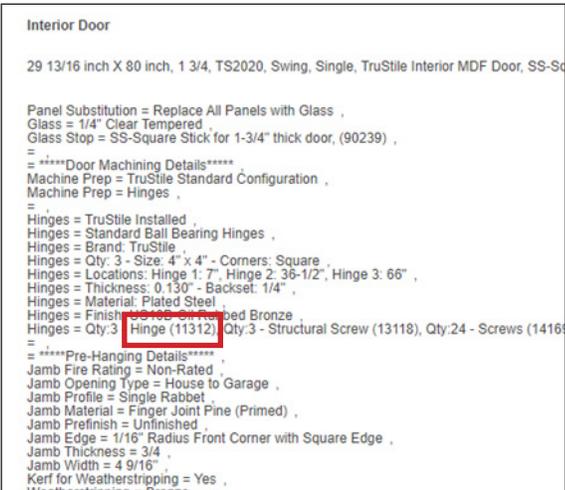
- G.** Items selected solely from the **Advanced Options** screen will have a default quantity of one when added as a line item of your quote. To change the quantity, simply alter the value of the **Quantity (Qty)** field for that line item. Pricing and freight will automatically update to reflect the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



Enter your part number in the Part Number field. In example above, 11312 is entered. This is the part number for a 4" x 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.

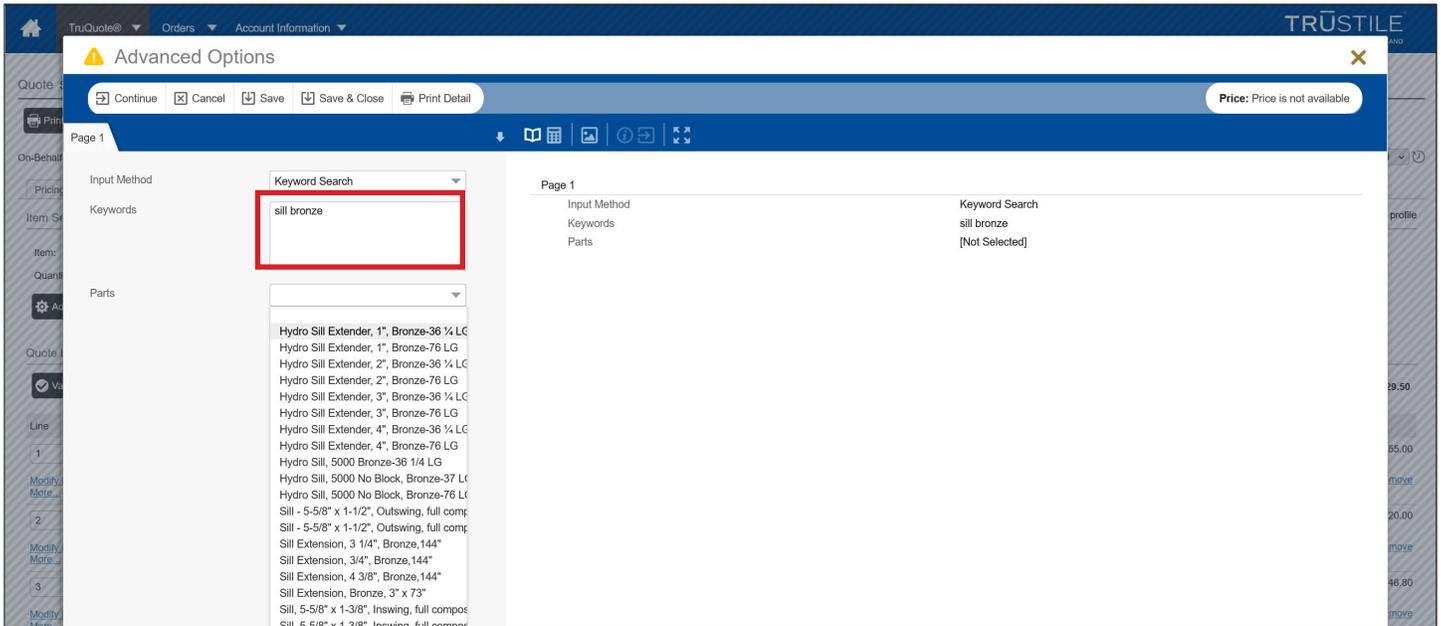
Once you are satisfied with all selections, click **Finish** to close the **Advanced Options** screen and create a new line item on your quote.

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 as 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.

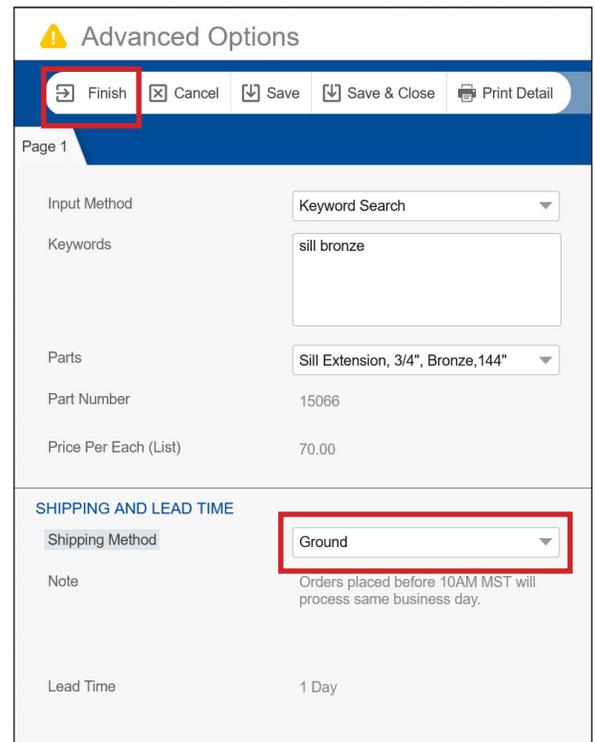


The screenshot shows the 'Advanced Options' window in the TruStile software. The 'Keywords' field contains 'sill bronze'. Below it, a list of parts is displayed, including various sill extenders and sill extensions. The 'Finish' button is highlighted with a red box.

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.



The screenshot shows the 'Advanced Options' window with the 'Finish' button highlighted. The 'Parts' dropdown menu is set to 'Sill Extension, 3/4", Bronze, 144"'. The 'Shipping Method' dropdown menu is set to 'Ground'.