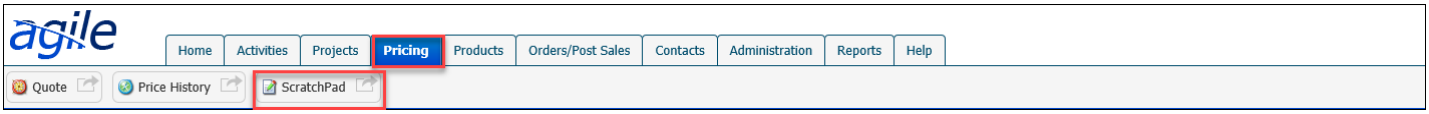
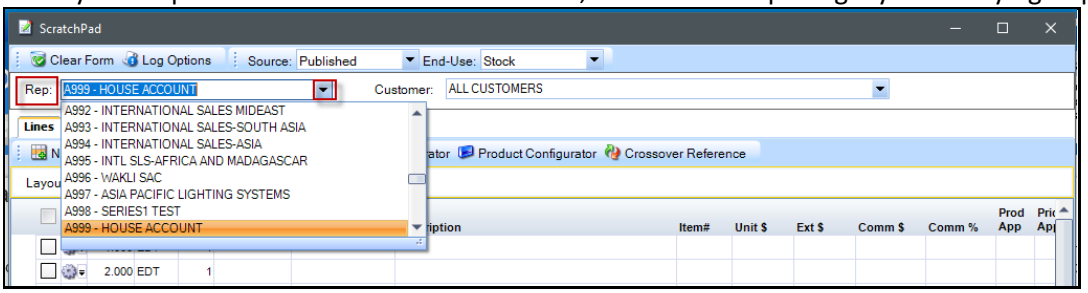
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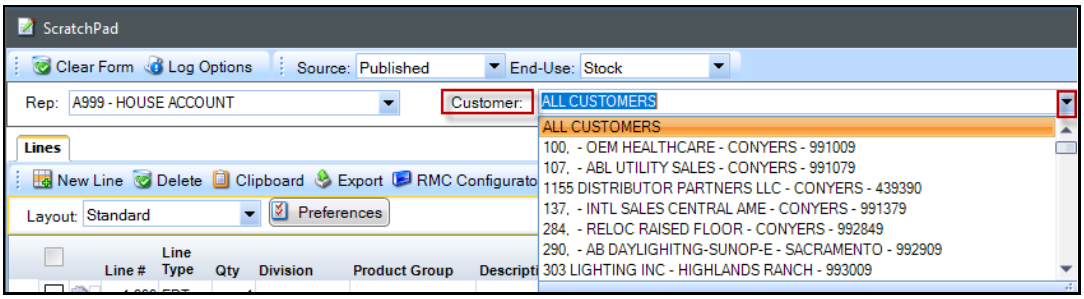
Access Scratch Pad in *agile* by selecting the **Pricing tab**, select **Scratch Pad**



Managing Preferences

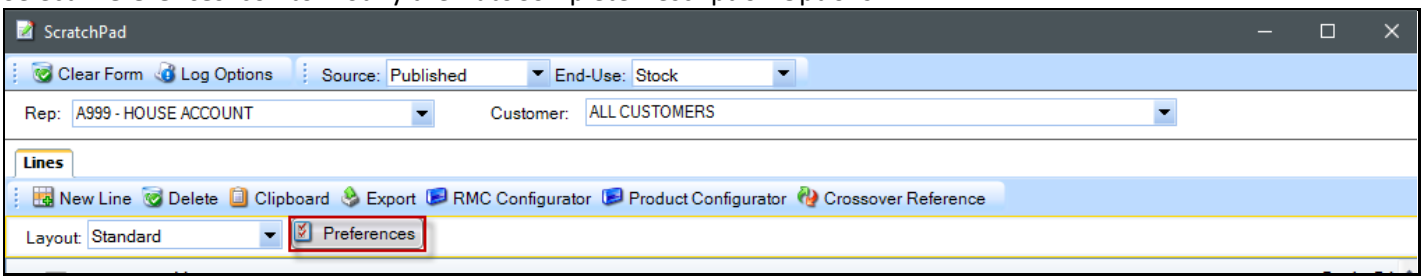
- Modify your preferences to assist with completing product nomenclature
- Modify the Rep and Customer number if needed, this will affect pricing if you are trying to provide budget pricing





Modify Search Preferences

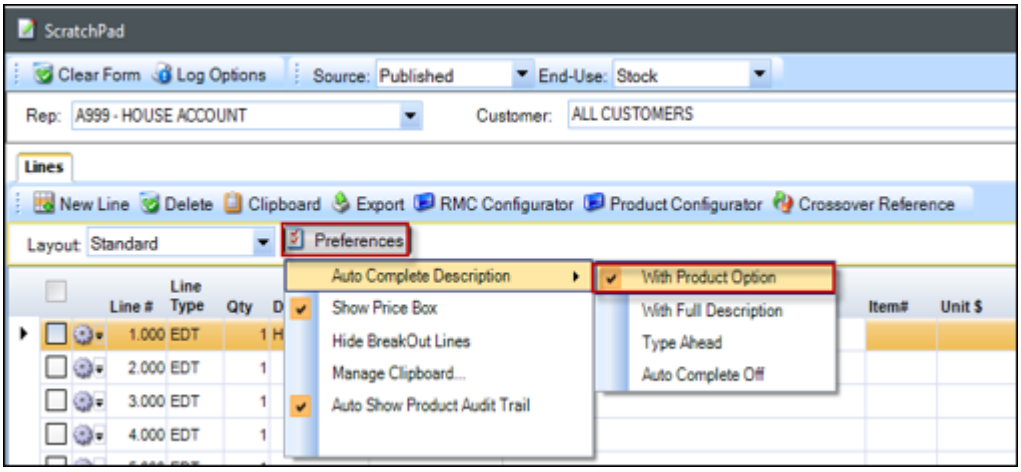
- Select **Preferences** icon to modify the AutoComplete Description Options

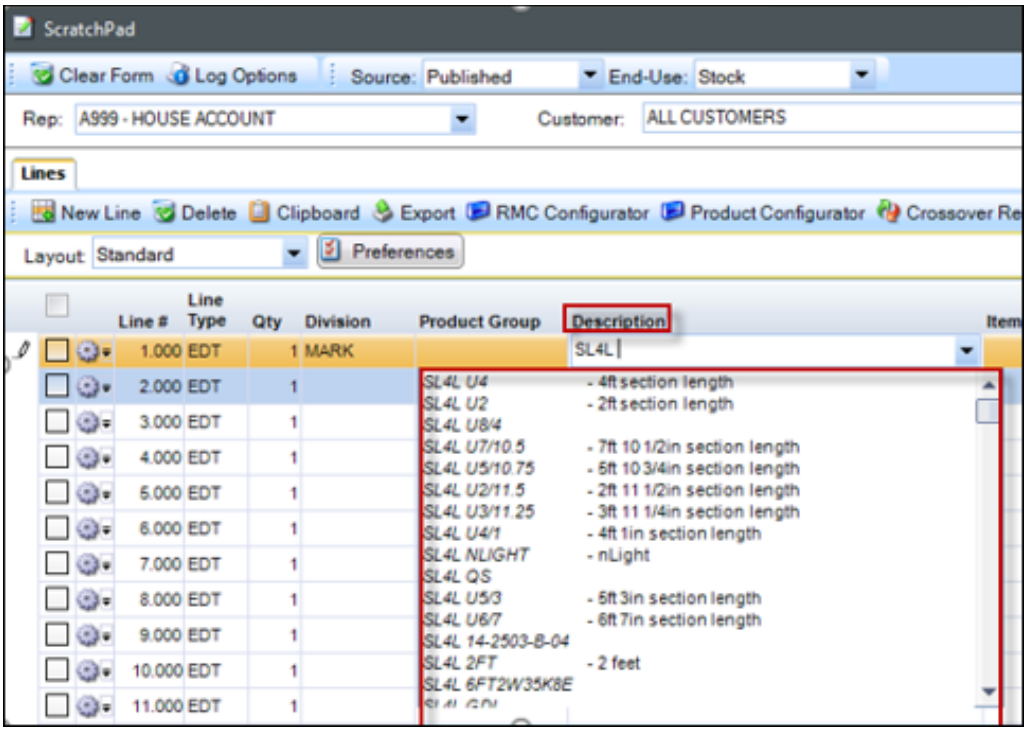


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With Product Option - As you type nomenclature and hit the space key it will bring back the next available pieces of nomenclature for that product. Values in the description populates based on sales history. If the product has never been coded or ordered, details will not populate

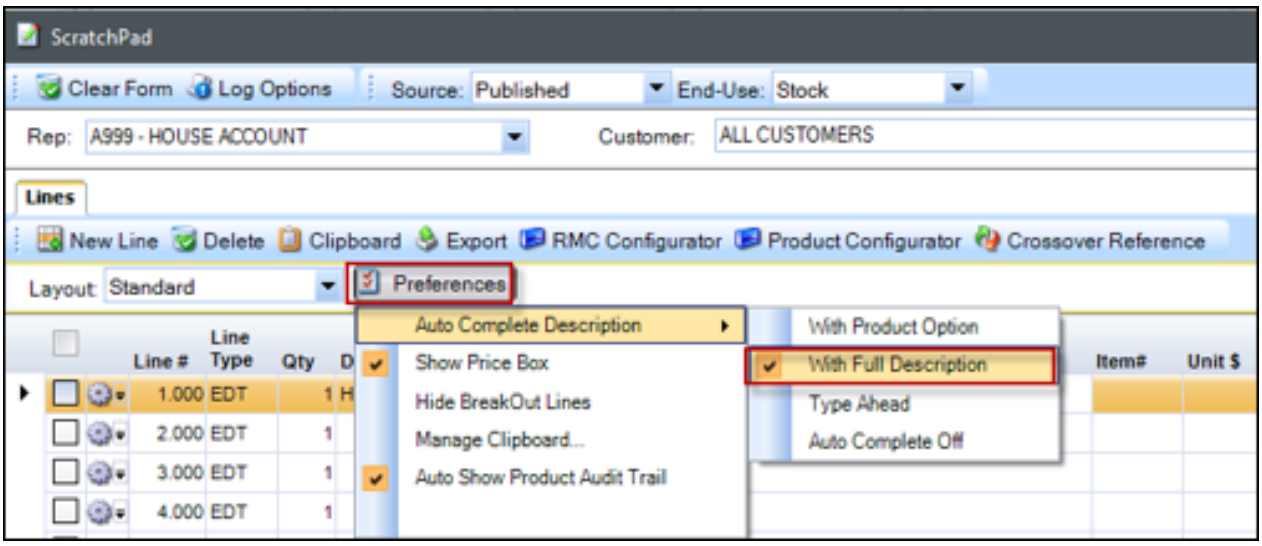


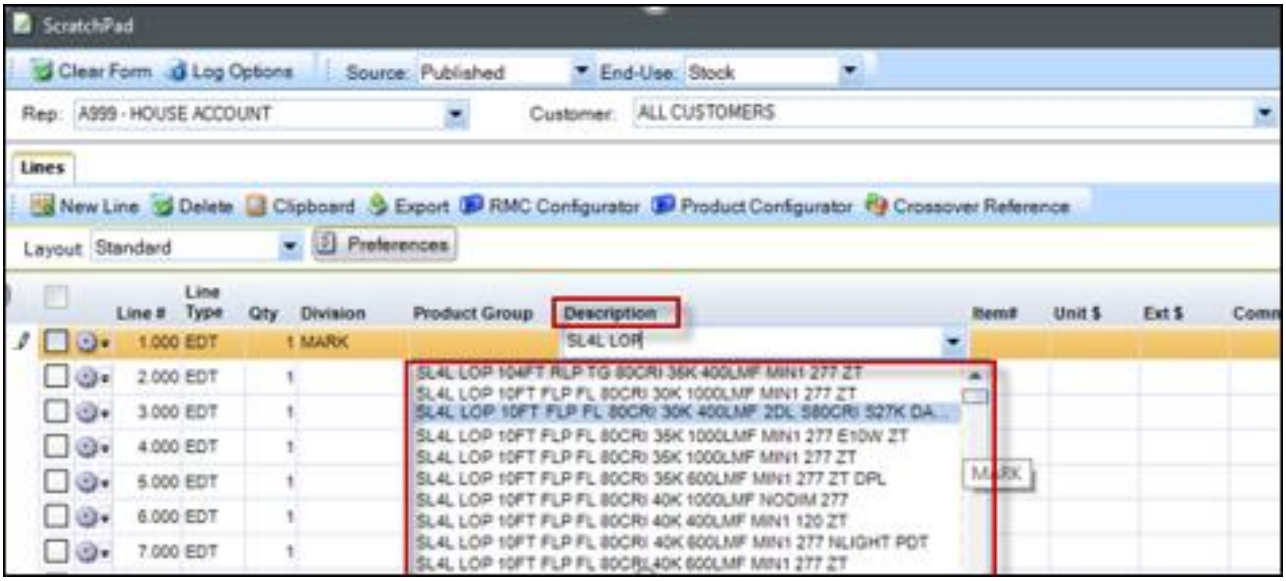


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With Full Description -As you type the catalog nomenclature, it will retrieve valid complete product nomenclature options

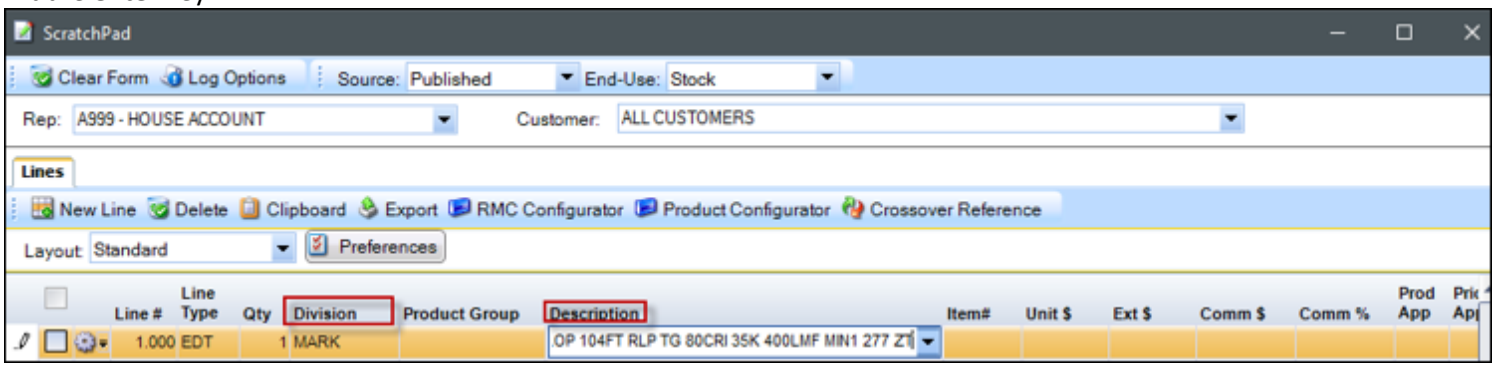




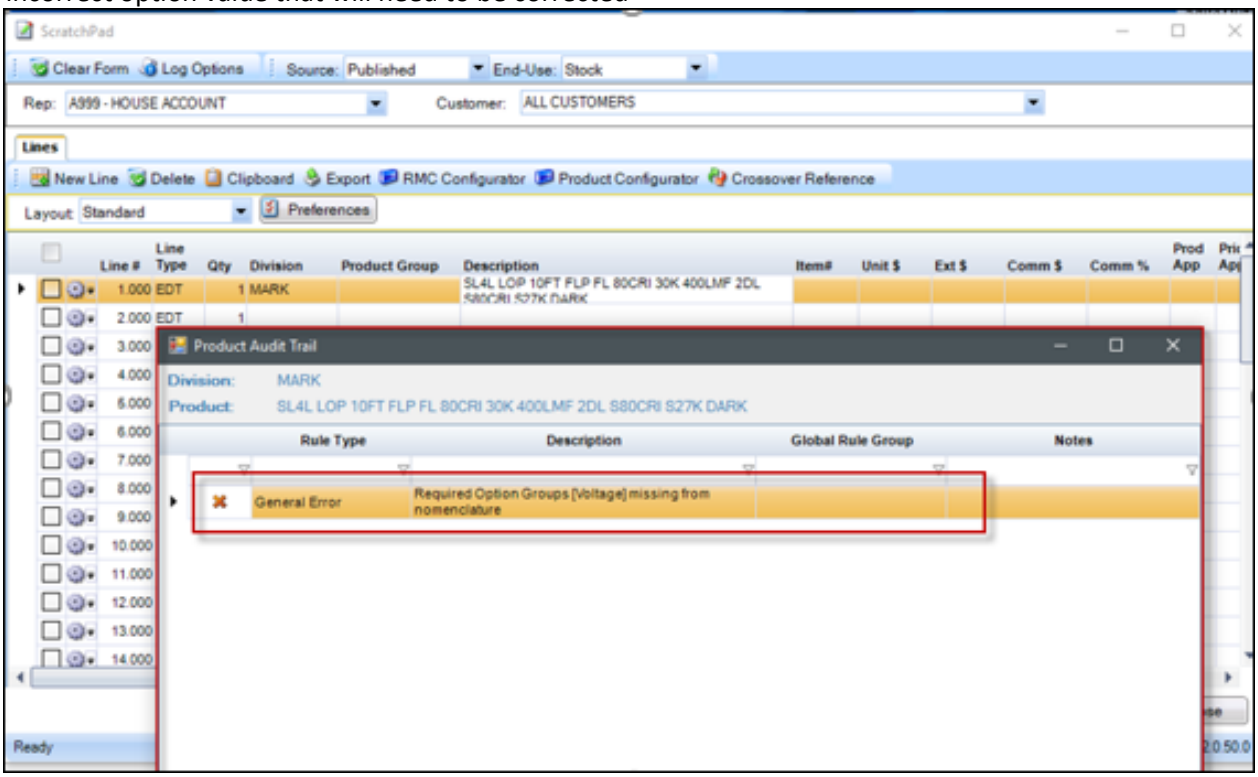
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Input Product Nomenclature

- Select Division
- Tab to Description
- Enter catalog description
- Hit the **enter** key

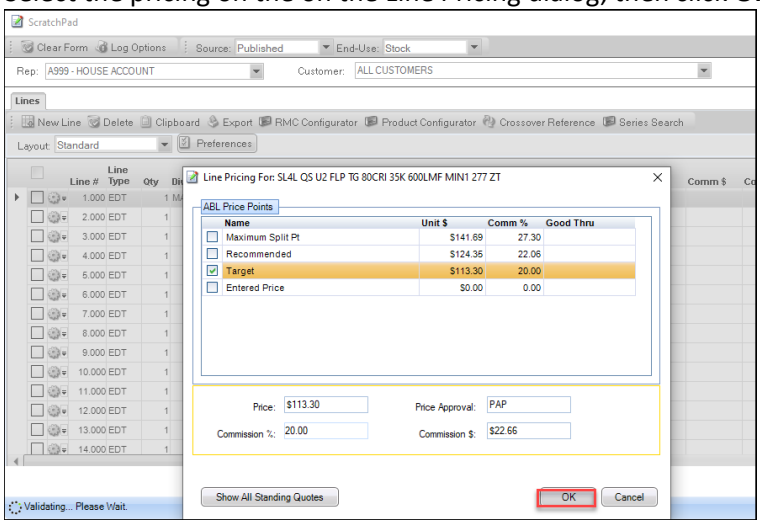


- If an invalid catalog option value is entered, you will receive a Product Audit Trail dialog window that describes the incorrect option value that will need to be corrected

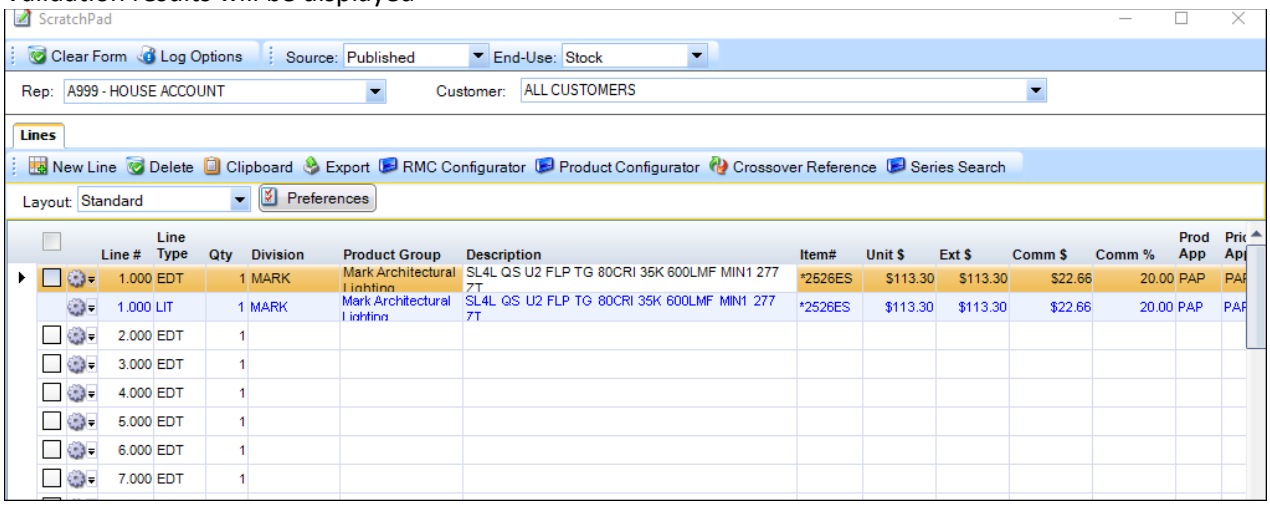


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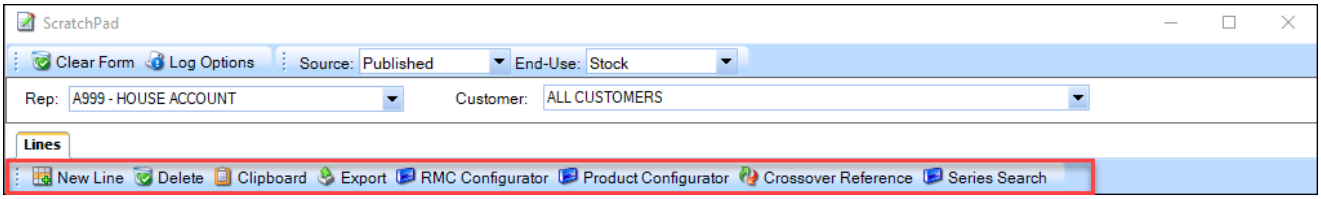
- Select the pricing on the on the Line Pricing dialog, then click **OK**



- Validation results will be displayed



Tool Bar Options

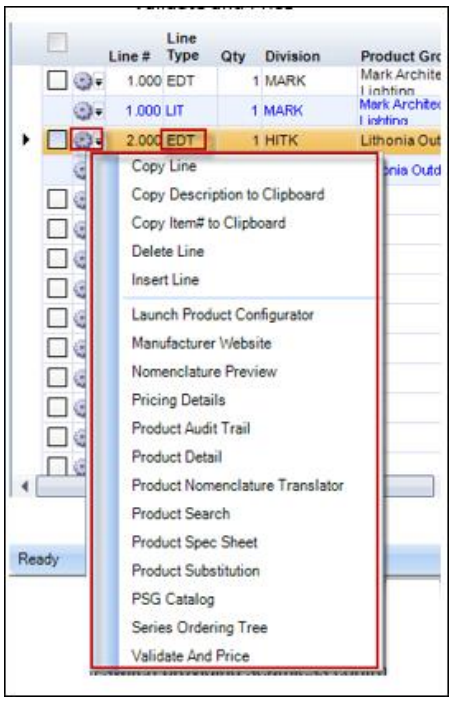


- **New Line -** Adds a new line to the grid
- **Delete –** Deletes a line from the grid
- **Clipboard –** Adds a selected line to a clipboard
- **Export –** Export search results
- **RMC Configurator –** Launches out to the Regional Manufacturer Configurator
- **Product Configurator –** Launches out to the Product Configurator
- **Crossover Reference –** Launches out to the Crossover Reference
- **Series Search –** Launches the Series Search application

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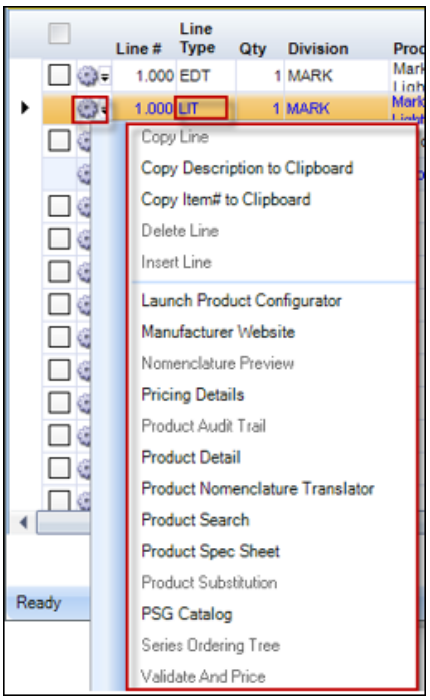
LIT Line Options

- Launch Product Configurator
- Pricing Details
- Product Detail
- Product Search
- Product Spec Sheet
- Manufacturer Website



EDT Line Options

- Copy Line
- Copy Description to Clipboard
- Delete Line
- Insert Line
- Series Ordering Tree
- Validate and Price



Reminders

- Only if an item has been ordered/coded before will you get the CI Code and ship dates
- Be careful about providing the ESD. Sometimes the breakout lines will have only the ship dates for the mounting kits, which is shorter than the actual fixture section that may not have a date shown
- It is recommended you build the nomenclature using the spec sheet since sometimes the error message on invalid nomenclature is paragraphs of coding gibberish