# **Help Topics – Selecting a Topic**

Catalog Home Page – Selecting a Line

**Functional Elements in the Menu Bar** 

Display and Zoom Functions of the Drawings

Left-Hand Edge of the Screen: Elements for Navigating and Searching

Shopping Basket – Adding Components and Defining the Transaction

Place the Order or Inquire Price

**Questions / Suggestions** 



# Catalog Home Page – Selecting a Line

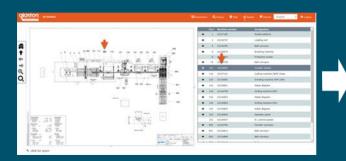
The lines delivered to your company are listed. Click on a number to go to the catalog for the desired plant. BC150017 BC140042 BC150006

Catalogs

Click on the horizontal arrows to switch between the lines.



Click on an item number on the drawing or in the list to move to the desired component or to the subassembly.





1

2

3

4

5

6

7



#### **Functional Elements in the Menu Bar**





# Left-Hand Edge of the Screen: Elements for Navigating and Searching





Jumps back to the home screen of the application



Resets a magnified drawing to its original size



Opens the next higher level



Shows or hides the assembly structures



Jumps back to the previous assembly on the same level



Switches between 3 display types for drawing and component list



Jumps to the next assembly on the same level



Search function: Enables searching by part number or by component name

ľ

4

5

6

7

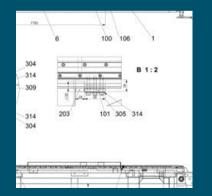


#### **Display and Zoom Functions of the Drawings**

Move the cursor to an item number on the drawing to select the component in the list.

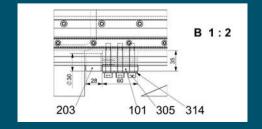
Click on the item number:

- ⇒ You may obtain more information about the component.
- ⇒ If the selected position number refers to an assembly it will take you to the sub-assembly.



Click outside an item number in the drawing to enlarge the display.







# **Shopping Basket – Adding Components and Defining the Transaction (Order or Request)**

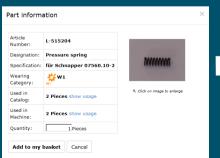
To add a component to the shopping basket: Click on the symbol **Add to basket**.

⇒ The **«Part information»** window appears.

Click on «Add to my basket».

⇒ The content of the shopping basket is shown.

Click on **«Continue»**. In the next window, you can define the transaction type – Request or Order.







2

2

4

5

6

7



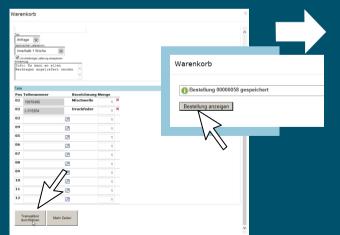
#### **Place the Order or Inquire Price**

Scroll down to display the **«Submit transaction»** button. Click on **«Submit transaction»**.

⇒ The message **«Order XXX has been saved»** appears.

Click on **«Show Order»** to display an overview of the order.

⇒ You can print the order or send it to any e -mail address.







#### **Questions / Suggestions**

The catalog has been compiled with great care and we have tried to make its usability intuitive and as easy as possible. Should you still experience any problems, please contact your nearest service partner or:

documentation @glaston.net (Glaston Switzerland AG).

We strive to improve our catalog steadily.

We welcome your praise, criticism and suggestions.

Your Glaston Switzerland Techdoc Team.