

How to use the Spare & Replacement Parts Database:

Users have the ability to search for inventory parts by Area, Equipment Type, Category, Subcategory, Description, ICM Item No, or any combination of these fields. Once the appropriate items have been identified, an automated Sales Quote can be generated.

After logging in, follow these steps to search for an item:

1. Click the drilldown arrow in the **Area** filter field to select an Area. Please note that the user can key in the first letter of any filter field to jump quickly through a list. Repeat this step on the **Equipment Type**, **Category**, and **Subcategory** fields to further refine the search.
2. To add a **Description** filter, type the search criteria into the Description field. For example, entering “mod” will return items with “module”, “modified”, “model”, etc. in the description field.
3. To add an **ICM Item No** filter, type the ICM Part No exactly.
4. After one or more filters have been entered, click the **Search** button.
5. Filters can be cleared, for additional searches, by clicking the **Clear Filters** button or the **Clr** button next to each field.

After the list has been filtered, follow these steps to generate a Sales Quote:

1. Click the **Add to Cart** button for every item you would like a Sales Quote on.
2. Once all items have been added to the Cart, click the **View Cart** link at the top right hand side of the page.
3. Click the **Delete** button to remove an item from the cart, or **Back** button to return to the filter page to add more items.
4. After all items have been added to the Cart, click the **Request a Quote** button to send the request to an ICM representative.