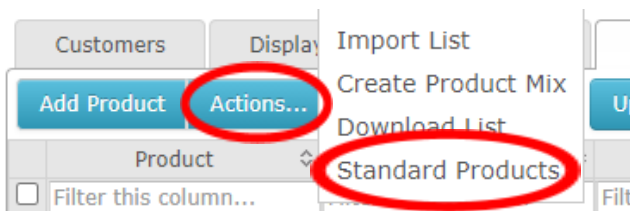


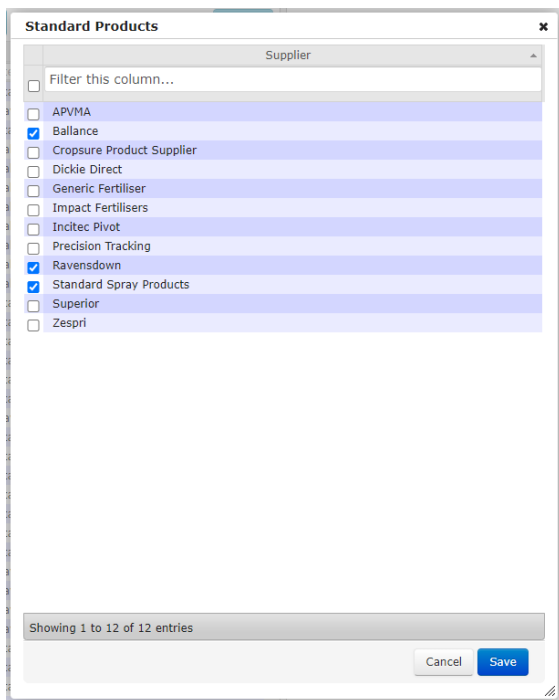
HOW TO ADD STANDARD PRODUCTS



1. Login to TracMap online, at the top of the page select 'ADMIN' and then in the sub tabs select "Products".



2. Here you can select "Actions". A dropdown list will appear, here you can select "Standard Products". Another pop up will appear.



3. From this pop up list you can select a product list that you want to import. Unfortunately you are unable to select specific products from these lists. Once you have selected the required product list, then press "Save" and these products will now appear in your product list and can now be selected on orders.