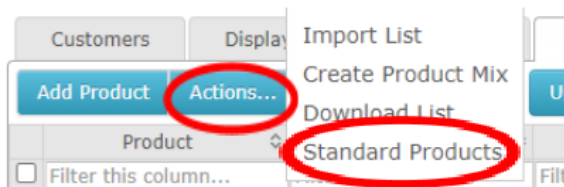


HOW TO

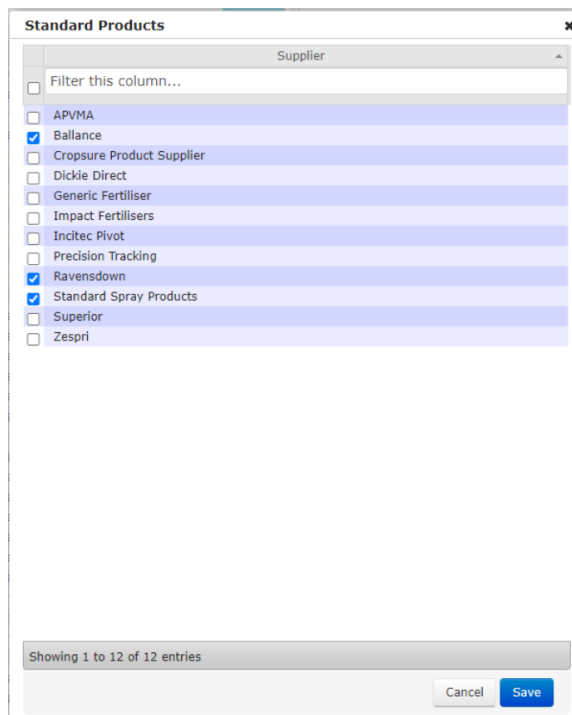
ADD STANDARD PRODUCTS



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.