### Quick Reference

#### Searching for items in an internal catalogue

**Responsibility:** ANY end user responsibility beginning with "ECU Purchasing".

**Prerequisite:** nil

1. Click on the Categories link on the Shop tab blue bar.
2. Select the Browsing Category you would like to view.

**IMPORTANT!**
Some categories will have subcategories, and others will take you directly to the items available to be requested.

3. Continue clicking through the categories / subcategories until you are at the lowest level, which will contain the items available.
4. Scroll through the list of items available within the category / subcategory you navigated through to.

**If you find the item you want request:**
5. Type in the Quantity of the item you want to request.
6. Click the Add to Cart button.

**If you didn't find the item you want request:**
7. Browse through other categories / subcategories.

**Alternatively:**
8. Contact Volante Software Pty Ltd for the details of the item you want to request, and put through a non-catalogue request.