IPAGE®
TOP 10 TIPS FOR NEW USERS

We hope you find these tips useful as you begin to use the power of ipage.

1. Simple Search

To search on ipage by the title, keyword, EAN, or author, use the simple search box and quickly find the product you are looking for.

- The Simple Search boxes appear just beneath the tabs on every page in ipage.
- Select the type of product you are searching for [Book, Gift, Video, etc.].
- Select the criteria you wish to use [Title (Keyword), ISBN, EAN, etc.].
- Enter the word, words, or numbers for which you want to search.
- Click Search.

ipage presents your results in a list where you can add them to selection lists, view the individual product's title detail, or add them to your Quick Order cart.

2. Power search

Searching Ingram's extensive title database is easy with Power Search. The Power Search features lets you use a variety of criteria to fine tune your book search and help you find just the right titles you need. This feature is invaluable when searching for a specific title or list of titles with only limited information.

To access Power Search on ipage:

- Click on the Browse & Search tab at the top of the ipage homepage.
- **Click Power Search.**
- **Enter your search criteria.**
- **Refine your search** with the list of dimensions provided on the left side of the results page.

3. Browse by Category

The BISAC category search feature on ipage helps you easily narrow down your title search and refine your results. To access this feature on ipage, simply click on the Browse & Search tab at the top of the ipage homepage.

- **Click BISAC Categories.**
- **Choose the category to search.**
- **Refine your search** with the list of dimensions provided on the left side of the results page.

4. Selection lists and Recently Added/Edited Lists Widget

Create a selection list:

- Click **Selection Lists** in the top right-hand corner of any page, or click the header of the **Recently Added/Edited Lists** widget
- Click **Create New List** under the Selection List Easy Clicks section.
- Type the name of the list in the Name box and select whether you want to create a Private List, Public List, or Shared List.
- **Public**—viewable to anyone on your ipage account
- **Private**—viewable only to you and your organization's ipage administrator
- **Shared**—viewable by anyone on your Ship To account
- Add items to this selection list by entering product codes in the Enter Product Codes box.
- Click **Create**.

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The **Recently Added/Edited Lists** widget gives home page visibility and 1-click access to your twenty most recently added and edited selection lists.

Place an order from a Selection List

- Open your selection list by finding it in the Recently Added/Edited Lists widget or from the Selection Lists page.
- Once in the Selection List click the **Edit** button under the list you wish to order.
- Review your list for accuracy. If you make any changes, click **Update Page**.
- Click the **Order** button.
- Choose your order method. Click **Continue**.
- Complete the Order Details form to set up your shipping, warehouse, and backorder requirements.
- Enter your P.O. Number and ipage password and click **Continue**. This will take you to the Order Confirmation page.
- Click **Confirm Order**. You will receive an e-mail confirming that your order has been placed.

5. Bestsellers Widgets

The Bestsellers widget shows titles from the industry bestseller lists of your choice. List options in the widget include New York Times, Publisher's Weekly, USA Today, and Ingram bestseller lists. The edit button in the top right hand corner allows you to choose between the 25 most popular lists.

The rank of the title is above the cover image with the title, author name, EAN, and price listed below. Clicking on the cover will display the Product Details page for that title.

The underlined widget header indicates that it is a link to another page, by clicking "Trade Bestsellers" you go directly to the Trade Bestsellers page in ipage.

6. My Shortcuts Widget

The My Shortcuts widget allows you to create short cuts on the homepage to your favorite website links–both in and outside of ipage. To add a shortcut, click the Add a Shortcut link. A window will open allowing you to name the shortcut and put in the URL of the website or webpage. To edit a shortcut, click the pencil icon to the left of the shortcut entry. Shortcuts can be removed from your widget by clicking the trashcan icon. To move shortcuts within the list, click a link, drag it to the desired position in the list, and release.

7. Ingram Wire Widget

The Ingram Wire widget brings you relevant news on products and trends from Ingram buyers to you. Find product information about titles in the news, timely themes, and current trends.

8. FAQ/Site Help

At the top of each page you will see a **FAQ/Site Help** link. Click on **Site Help** to view a menu of topics that will answer many of your ipage questions.

9. Changing your password

To change your ipage password, click **Change Settings** at the top of any screen. Click **User Settings**, enter your old password, create a new one, and re-type it for confirmation. Select **Update**.

10. Manage Your Account

Go to the **Account Management** tab to view account information, pay your invoice online, create returns, check returns status, and report shortages.

For more information, contact your Ingram sales representative. call 800 937 5300, or send an e-mail to programsandservices@ingramcontent.com.