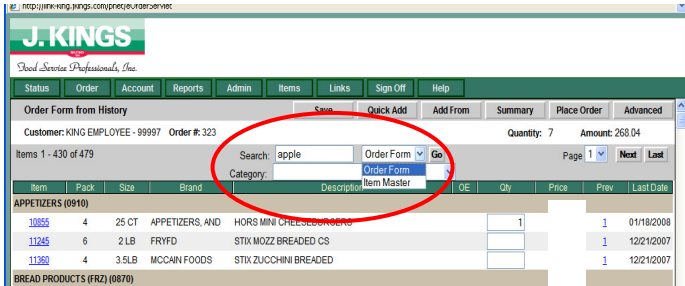


## Search for Items

There are several ways to search for an item. You can search within your Order Guide or within the Item Master



### 1. Search within an **Order Guide**:

*This search allows you to search for an item that you have previously ordered from J. Kings.*

- Enter a search word in the **Search** box
- Click **Go**

\*\*\*\*\*

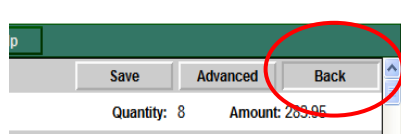
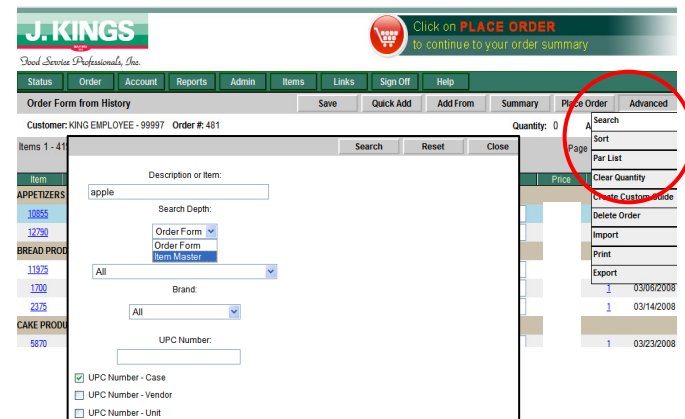
### 2. Search within the **Item Master**:

*This search allows you to search for items you haven't ordered before*

- Choose **Advanced** on the upper right corner of the page
- Click **Search**
- In the search window, enter a search word or keyword on the *Description or Item* box
- Choose **Item Master** from the drop-down
- Click **Search** on the upper right of the drop-down screen

**Note:** On the search results screen, if the item has a price on the right column, the item is in your Order History

\*\*\*\*\*



When you are done with your search, click **Back** on the *upper right corner of the page* to return to the order form.

**Did you know....**

All Windows commands will work in the Link-King PowerNet Ordering System.  
 Example: Ctrl + F= Find  
 Ctrl + P= Print