

# USING YOUR PRODUCT LIST

## How to Access the Product List

1. Navigate to the Reseller Account Information website by visiting:

<http://www.hazelden.org/web/public/reseller-product-ordering-information.page>

\*You can also access the page quickly by simply clicking on my name in my email signature to be immediately linked to the [Reseller Account Information Page](#)

2. Choose your type of business, by clicking either

Consumer Resellers  
click here

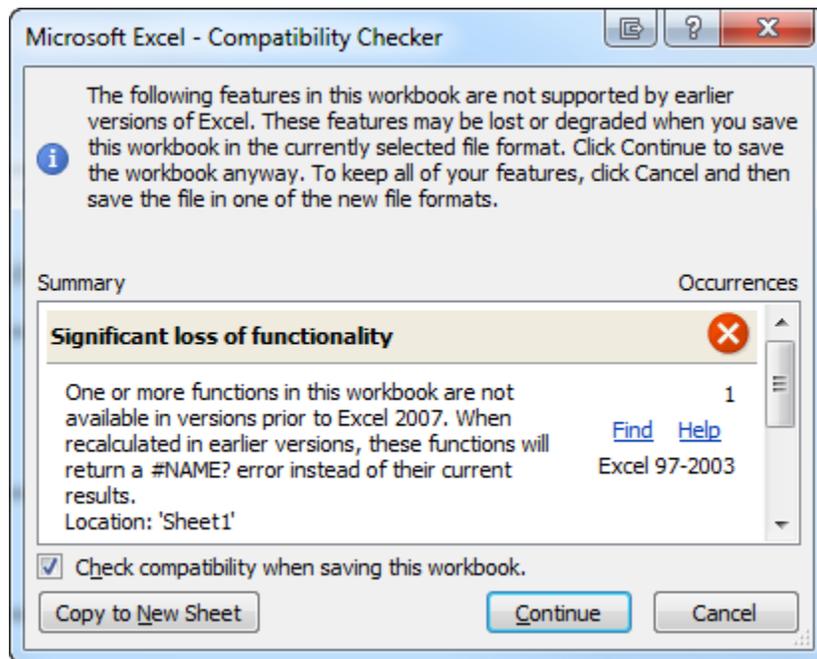
or

Professional Resellers  
click here

3. Click on [Product List](#) located on the upper right hand side

4. You can choose whether to **open** or **save** to your computer

**\*Note** – Prior to the list opening, you may see this notification.



If this message appears, please **click “continue”**

All will be well! Microsoft is simply checking the spreadsheet compatibility against the Excel version you are currently running on your computer and no functionality will be lost.

5. Re-open the file from where your computer saves downloaded files or from where you chose to save this document.

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## How to Access Product Details

Column 3 in the document is where you will find the product SKUs. Simply click on the product number to be linked to the product page in our bookstore. Here you can view product images, as well as access the full product descriptions.

## Filtering For Relevant Information

There are many ways to use the filters within this report to your advantage by using the sort features already built in. Here are the fields currently available in this report:

- Year Published
- SKU
- Title
- Subtitle
- List Price
- Author
- Category
- Publisher
- ISBN13
- Short Description

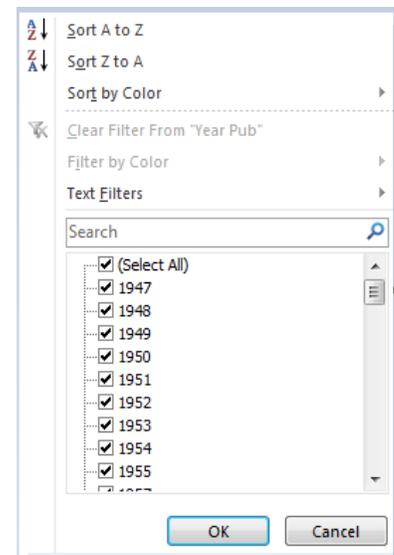
## Custom Sorting

Each column has the ability to filter down information even further for more detailed or custom sorting searches. Here are some ways to utilize the custom sorting to get only the information you want and need.

Simply click the drop down arrow to the right of any of the column headers to open the sorting menu (image shown on the right):

Here are some of the most popular custom sorting filters used:

- **YEAR PUBLISHED:** Choose “Sort A to Z” for oldest titles first, or “Z to A” for newest titles first, or custom sort by selecting all or any specific year(s) you or your customers are looking for
- **CATEGORY:** Choose to sort alphabetically or customize the specific categories you are interested in by clicking and/or unclicking the available selections
- **PRICE:** Search for specific prices or specific price ranges by clicking and/or unclicking the available selections



Please contact me with any additional questions or needs not answered here!

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