

Resource Library Overview

Resource Library is available on Toro Connect to all users. It contains various content items, such as bulletins, forms, reports, websites, and videos. Only content that pertains to the user signed in will be available.

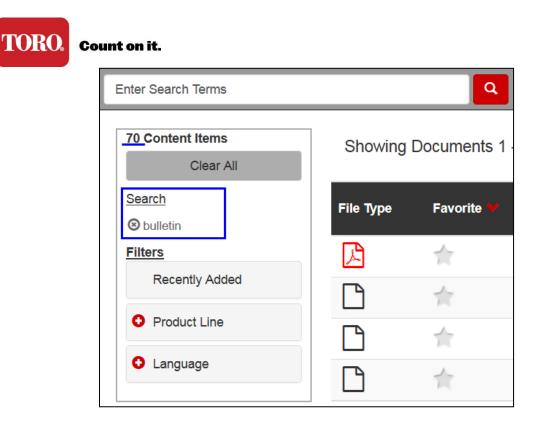
Finding content in the Resource Library is achieved by Search, Navigation, and/or Filter features. There is also a Favorites feature you might find helpful for content items you frequently visit.

<u>Search</u> for content by entering one or more search terms in the search bar.

Enter Search Terms	٩
143 Content Items	
Clear All	
<u>Filters</u>	
Recently Added	
• Product Line	
C Language	

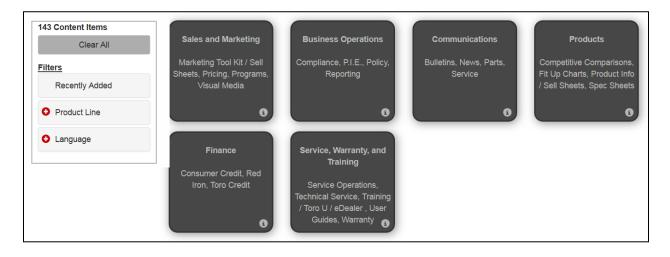
Search terms are collected as they are entered. The collection of terms are used in your search until removed. Click the "x" positioned at the left of the term to remove it.

In the following example the term "bulletin" was used, and it returned a total of 70 content items. If you were to enter a second search term without deleting the first, Resource Library will include "bulletin" in your search. This is good to keep in mind.



<u>Filters</u> will reduce the document count by the selections you make. This is especially useful if you sell multiple Toro lines. Filters are available for Product Lines and Language.

Navigation tiles allow you to find content based on subjects displayed. Navigation and search work together. This is good to remember when looking for content.





<u>Results</u> will display after searching and/or using the navigation tiles.

TORO. Toro C	Connect	Resource	Library	Craig Dean, CRAIG'S	HARDWARE Logout
					Favorites
Enter Search Terms			Q		
70 Content Items Clear All Navigation) Document 0 25 All	s 1 - 10	«« « Page	1 of 7 » »»
Communications Bulletins	File Type	Favorite 😽	Title 😽	Category 🌳	Effective Date
Filters Recently	ß	1	17-007 RLC DAB F17 PowerPlex™ Booking Order Updates	Communications	12/19/2016
Added		余	17-006 RLC DAB F17 LCE Product Updates Res Only	Communications	11/28/2016
• Product Line		†	17-003 RLC DAB Co-op Claims Process	Communications	11/21/2016
• Language		1	16-086 RLC DAB RES Q1 2017 Retail Finance Promotions	Communications	11/2/2016
	ß	1	16-085 RLC DAB Clearanced 2016 TimeCutters	Communications	10/19/2016

The results page shows a count of how many items were found. The page displays 10 by default but you can change it to display 25 at a time or All. Browsing by page is also available by clicking the forward or back arrows.

Results are returned sorted by most recent. This is the default. You can select to sort the results by clicking the red carrot alongside the columns.

File Type	Favorite 😽	Title 🧡 ◀	←	Category 💙	Effective Date 📥
-----------	------------	-----------	---	------------	------------------



Content is viewable two ways: Clicking from the file type column will open the content directly. Clicking the title will open the Content Information page. **Note:** When the file type icon is blank it means there are more than one file available. Clicking a blank file type will take you to the Content Information page.



The following is an example of the Information page. This page provides more details about the content item as well as the link(s) to files available.

Return to Document List Return to List	
Document Information Title 17-007 RLC DAB F17 PowerPlex ™ Booking Order Upda Description Included below are updates to the F17 PowerPlex pallet Booking Pallet Contents Primary Navigation Communications > Bulletins Additional Navigation Versions	Ates
Version Name	Effective Date Expiration Date
published 12-19-2016 Files English	12/19/2016 File or files available 7 Power Plex Updates



Favorites are available. Marking content as a favorite is optional but you may find it personally useful for items frequently visited. When you mark an item a favorite it is added to your Favorites page. You access Favorites by clicking the Favorites button at the top right of the page.



To mark content as a **Favorite** go to the results page or the content page of the item. Click the white star until it turns yellow. It will be available immediately from the Favorites button. To remove a favorite click the yellow star until it returns to white.

