



# Search Tool Tutorial

This document is a reference guide to help users navigate Plantbid's website. If you require extra assistance please call our support staff at (985) 845-4104.

## Searching for Plants

If you want to conduct a plant search using Plantbid, first you need to sign in. If you don't already have an account, you can take advantage of our free trial period. Once you are signed in, you can access a new plant search by clicking on the "Create search" button on the right-hand side of your Dashboard or by clicking on the Searches tab and then clicking on the "New search" button. This will bring you to the Plant Search page. Now you're ready to get started.

The screenshot shows the Plantbid dashboard interface. At the top left is the plantbid logo. At the top right are navigation links: DASHBOARD, ACCOUNT, HELP, and LOGOUT. The main content area is divided into several sections:

- Job History:** A table with columns for Search/Request/Quote, Job Name, Status, and Date. Below the table are "View" buttons for Searches, Quotes, and Requests, and "Create" buttons for Search, Quote, and Request.
- Spears Landscape:** A vertical list of action buttons: Create Search, Create Quote, Create Request, Images, Find a Nursery, and Find a Plant.
- Give Seller Feedback:** A button labeled "View all".
- Account Status:** A table showing account details and two buttons below: "Billing history" and "Change credit card".

Search/Request/Quote	Job Name	Status	Date
Search	Park Entrance		Sept. 30, 2014
Search	Smithwicks Job		
Search	Mall		
Search	Town Square		
Search	Henderson Job		
Request	Office Complex	Closed (3)	Aug. 22, 2014
Request	Community Garden	Responses (5)	
Request	Law Complex	Draft	
Request	Millar Job	Submitted	
Request	Subdivision Entrance	Draft	
Request	City Park	Draft	
Quote	Wayne Residential Job		

Type	Staff Account Plan
Start date	July 21, 2014
Plan allotment	\$5,000,000.00
Used to date	\$5,340.00

## Plant Search Page

At the top of the page there are several fields that need to be filled before you can begin searching for plants. Your search Reference Number is also listed in this section.

plantbid

DASHBOARD • ACCOUNT • HELP • LOGOUT

### Plant Search

Job name

Reference Number R2346

Job date

Job zip code

Max nursery count

Notes

Save draft

Search

Copy

Delete

Need a copy for your records?  
Export to File

+ Favorite Nurseries

+ Blocked Nurseries

#### Search Items

Qty	Plant	Specs	#	Price Per Plant
Click here to add your first item				
Add another item				

Save draft Search Copy Delete

### Job Name

This is just a helpful description of the job so that you will be able to identify and tell the difference between different jobs. All your jobs should have different names so you can tell them apart. On the Searches page, you can search your jobs by name using the box at the top of the page.

### Reference Number

This number appears right under the job name. This is unique to each plant search. If you have any difficulties with this search, this is the number you would refer to when speaking with our support staff.

### Job Date

This is the date that the job begins or that you need the plants picked up or delivered by.

### Job Zip Code

This is the zip code of the job site or your company. This is the zip code that will be used to calculate shipping costs so if you are having material shipped directly to the job site, use that zip code, or if you are having the material shipped directly to you, use your zip code.

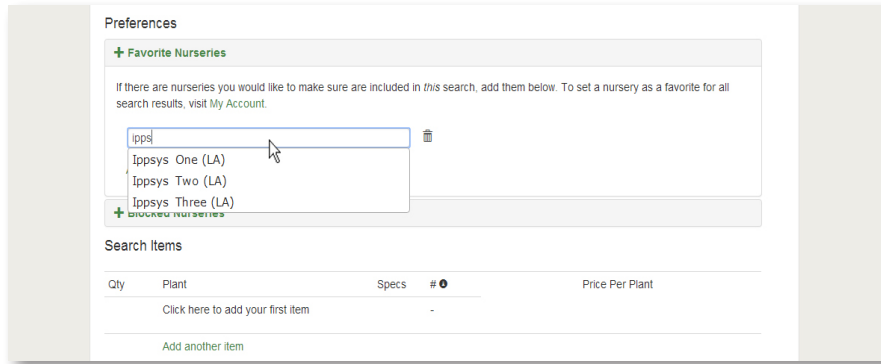
### Max Nursery Count

When you conduct your plant search, this is the maximum amount of nurseries that you are willing to buy from. The default is 10, but you can set this to whatever you wish.

### Notes

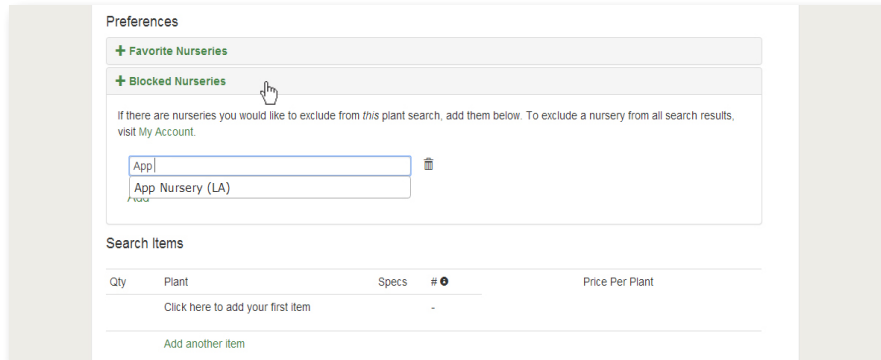
This is an optional field. You can use this to make any notes you wish. Like your Job name, your Notes are searchable from the main Searches page.

## Preferences



### Favorite Nurseries

Add or delete your favorite nurseries here. When you begin typing the name of the nursery, a list will appear in a dropdown box. Select the nursery from the dropdown. If the name of the nursery you are looking for is not listed, then that nursery does not list their plants with Plantbid. Results from these nurseries will show up in under the Favorites column on the search results page. These favorites only apply to this plant search. If you wish to permanently add a nursery to your favorites, you will need to edit the Favorite Nurseries section on your Account page.

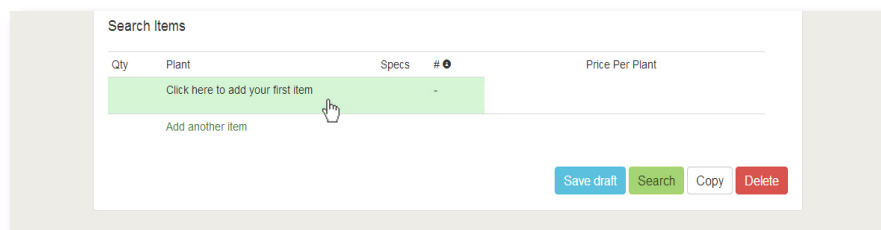


### Blocked Nurseries

Add or delete nurseries that you do not wish to do business with. When you begin typing the name of the nursery, a list will appear in a dropdown box. Select the nursery from the dropdown. Results from these nurseries will not appear in your search results. These blocked nurseries only apply to this plant search. If you wish to permanently block a nursery from your results, you will need to edit the Blocked Nurseries section on your Account page.

### Search Items

This is the section where you'll search for plants. To get started click on "Click here to add your first item." You can also click "Add another item". Either will bring up the Item Details window where you enter the info for the plant you are searching for.



## Item Details

At the top of the page, you'll see a row of colored buttons but we'll get to that later. You'll need to fill out the fields below in order to conduct your search. The fields are:

The screenshot shows a web form titled 'Item Details' with three main sections:

- 1 What you've selected:** This section contains a 'Plant & Specs' field with the text 'Lagerstroemia indica fauriei 'natchez': Natchez Crapemyrtle' and a 'Quantity' field with the value '50'. A 'No specs?' button is also visible.
- 2 Search inventories:** This section has a 'Search for' field containing the same plant name and a 'Search guide' dropdown menu set to '30' with 'Gallons' selected. A 'Search' button is located to the right.
- 3 Select plant & specs for your item by clicking a row:** This section displays a table with three columns: 'How many nurseries', 'Plant', and 'Specs'. The first row is highlighted in green.

How many nurseries	Plant	Specs
61	Lagerstroemia indica fauriei 'natchez': Natchez Crapemyrtle	30 gal
30	Lagerstroemia indica fauriei 'natchez': Natchez Crapemyrtle	45 gal
54	Lagerstroemia indica fauriei 'muskogee': Muskogee Crapemyrtle	30 gal
22	Lagerstroemia indica fauriei 'natchez': Natchez Crapemyrtle	30 gal, 7' H
43	Lagerstroemia indica fauriei 'tuscaraora': Tuscaraora Crapemyrtle	30 gal
21	Lagerstroemia indica fauriei 'natchez': Natchez Crapemyrtle	30 gal, 8' H
19	Lagerstroemia indica fauriei 'natchez': Natchez Crapemyrtle	30 gal, 6' H
27	Lagerstroemia indica fauriei 'muskogee': Muskogee Crapemyrtle	45 gal
13	Lagerstroemia indica fauriei 'natchez': Natchez Crapemyrtle	30 gal, 9' H
11	Lagerstroemia indica fauriei 'natchez': Natchez Crapemyrtle	30 gal, Multi trunk
11	Lagerstroemia indica fauriei 'natchez': Natchez Crapemyrtle	30 gal, Single trunk
21	Lagerstroemia indica fauriei 'tuscaraora': Tuscaraora Crapemyrtle	45 gal
20	Lagerstroemia indica fauriei 'muskogee': Muskogee Crapemyrtle	30 gal, 7' H
10	Lagerstroemia indica fauriei 'natchez': Natchez Crapemyrtle	45 gal, 8' H

### Quantity

This is the number of a particular plant that you need. ***This is a required field.***

### Plant

This is where you type the name of the plant you are looking for. Once you have typed at least 5 characters, a dropdown box will appear with all the plants that match. This may take a few seconds. You must select from the dropdown box in order to search for the plant. You can even perform a broad search of a genus by typing “(any)” after the genus name. *Ex. Loropetalum (any).* ***This is a required field.***

### Search Guide

This is where you input the size of the plant you are looking for. Enter the number into the first box, then select the unit from the dropdown box. The options are gal. (gallons), inch (pot or box inches), caliper, height (in inches or feet), clear trunk, or total wood. This is not a required field, but it is **highly recommended.**

Once you're done entering the plant info, go to the top and click "New" to enter the next plant on your list. After you enter all the plants you wish to source, click "Close" and it will bring you back to your Search homepage.

### Plant Search

**Job name**  Save draft

Reference Number R3346

**Job date**  Search

**Job zip code**  Copy

**Max nursery count**  Delete

**Notes**

Need a copy for your records?  
Export to File

---

[+ Favorite Nurseries](#)

[+ Blocked Nurseries](#)

#### Search Items

Qty	Plant	Specs	#	Price Per Plant
50	Lagerstroemia indica fauriei 'natchez' <i>Natchez Crapemyrtle</i>	#30	59	
75	Rhododendron indica 'george taber' <i>Azalea, George Tabor</i>	#3	49	
25	Rosa 'radrazz' <i>Red Single Knockout Rose</i>	#3	39	
15	Quercus virginiana <i>Live oak</i>	#45	42	
30	Taxodium distichum <i>Bald Cypress</i>	2" Cal	18	
300	Muhlenbergia capillaris <i>Muhly Grass, Pink Muhly Grass</i>	#1	38	

[Add another item](#)

Remember: Update your results by clicking "Search".

### Save Draft

Once you have entered all plants you wish to search for, and have returned to the Plant Search page, click "[Save draft](#)" to save your work.

### Copy

Click this button if you wish to copy this search. It will bring you to a new Plant Search page. You can use this to recreate an order that is similar to a previous order so that you won't have to fill out the search from scratch.

### Delete

Click this button if you wish to delete the search entirely. It will ask you if you are sure. If you click yes it will return you to the Plant Searches page.

### Search

Once you have found all the items you are looking for, you are now ready to click the Search button. Based on your job site location, Plantbid digs through the nursery data and matches your unique plant list with multiple practical and efficient purchasing options.

Search Results			
Result Name	Basic search	Favorites	Unrestricted, Pick-up only
Has all items	✓	3 of 6	✓
Material Est.	\$6,024.69	\$2,876.30	\$5,340.00
Freight Est.	\$1,205.00	\$167.00	\$ ---
Total	\$7,229.69	\$3,043.30	\$5,340.00
Nurseries	5	1	7
Transport	Mixed	Pickup	
Customized			
	View	View	View

Search Items						
Qty	Plant	Specs	#	Price Per Plant		
50	Lagerstroemia indica fauriei 'natchez' <i>Natchez Crape Myrtle</i>	#30	59	\$65.00	\$ ---	\$59.00
75	Rhododendron indica 'george taber' <i>Azalea, George Tabor</i>	#3	49	\$5.46	\$ ---	\$4.00
25	Rosa 'radrazz' <i>Red Single Knockout Rose</i>	#3	39	\$10.00	\$9.80	\$5.00
15	Quercus virginiana <i>Live oak</i>	#45	42	\$70.00	\$117.60	\$70.00
30	Taxodium distichum <i>Bald Cypress</i>	2" Cal	18	\$15.50	\$ ---	\$15.50
300	Muhlenbergia capillaris <i>Muhly Grass, Pink Muhly Grass</i>	#1	38	\$2.00	\$2.89	\$1.50
Add another item						

### Result Name

These are the 3 types of results you will receive (or 2 if you have not added any Favorite Nurseries):

**Basic Search** - The best results you can achieve on Plantbid using all of your search criteria.

**Favorites** - The best results only from your list of Favorite Nurseries.

**Unrestricted, Pick Up Only** - These results show what the lowest possible cost of the plant material using all nurseries in the Plantbid network, but ignore all your search criteria and any freight costs. You cannot submit these results. They are listed so you can compare it with the other results. This is also the amount that determines how much Plantbid will charge buyers without a subscription or debit from buyers with a subscription.

### Has All Items

A green check shows that a search result has all items. Red numbers indicate that not all of the material was able to be found based on the data you entered, but will show how many items that search was able to find.

### Material Est.

This is the estimated cost of the plant material in your search based on our current availability information from the nurseries in your search results.

### Freight Est.

This is the estimated cost of delivery and/or pick-up (including independent haulers) for each search result.

### Nurseries

This is the number of nurseries providing plants in a given search. If you click or scroll over the hint icon, a list of the nurseries will appear.

### Transport

This is the delivery method that the search used to estimate freight costs.

### Customized

This indicates whether you have edited the search results.

### View

In order to customize or submit a plant order, you must click **View** under the Result that you wish to use.

Search Results			
Result Name ⓘ	Basic search	Favorites	Unrestricted, Pick-up only
Has all items	✓	3 of 6	✓
Material Est.	\$6,024.69	\$2,876.30	\$5,340.00
Freight Est.	\$1,205.00	\$167.00	\$ ---
Total	\$7,229.69	\$3,043.30	\$5,340.00
Nurseries	5 ⓘ	1 ⓘ	7 ⓘ
Transport	Mixed	Pickup	
Customized			
	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

Reference Number: RC3346/31429  
View Plant Search  
Need a copy for your records? Export to File

Qty	Item	Nursery	Base Price	Discount Price	Total
+ 50	#30 Lagerstroemia indica fauriei 'natchez' Natchez Crapemyrtle	Farmlands (LA), #30, \$65.00	\$65.00		\$3,250.00
+ 75	#3 Rhododendron indica 'george taber' Azalea, George Tabor	Westwood Farms (FL), #3, 16"x20", \$4.00	\$4.00		\$300.00
+ 25	#3 Rosa 'radrazz' Red Single Knockout Rose	Wood Storm (AL), #3, \$8.50	\$8.50		\$212.50
+ 15	#45 Quercus virginiana Live oak	--- No nursery/item selected ---	\$70.00		\$1,050.00
+ 30	2" Cal Taxodium distichum Bald Cypress	Rougarou Ba. (LA), #3, \$5.00	\$15.50		\$465.00
+ 300	#1 Muhlenbergia capillaris Muhly Grass, Pink Muhly Grass	Poolie's Tree...(FL), #3, \$8.25	\$1.85		\$555.00
		Tree Beard...(GA), #2, 13"x14", \$8.25			
		TCRI Whol. (AL), #3, \$8.50			
		Wild Tex...(TX), #2, \$9.50			

Search parameters

Job zip code: 70471  
Customized: No  
Delivery Method: Pickup or Delivery

Want help hauling?  
Plantbid has partnered with a network of independent haulers who can deliver your "Pickup" material to you. If you would like to be connected with an independent hauler, please contact Plantbid support at (985) 845-4104.

Items	Plants	Cost
Wood Storm (AL)	1 25	\$212.50
TCRI Wholesale, LLC (AL)	1 30	\$465.00
Castle Farms, Inc (FL)	2 375	\$855.00
Poolie's Tree Fams, LLC (FL)	1 15	\$1,050.00
Rougarou Bayou, LLC (LA)	1 50	\$3,250.00

Pickup/Delivery Estimate

Poolie's Tree Fams, LLC (FL) : Delivery \$400.00  
Castle Farms, Inc (FL) : Delivery \$300.00  
LA-east (LA) : Pickup \$167.00  
Rougarou Bayou, LLC (LA)

## Result Page

This will bring you to the result page for that Result Name (Basic, Favorites, etc.).

This page will list all the plants you have searched for, and which nursery Plantbid has determined will give you the best deal. Below the list of plants there are boxes that contain the freight estimate and the total cost. You may click on the Nursery box, however, to see a dropdown of all the other possible nurseries that have your item, along with the specs and cost of that item at that nursery. If you wish to change which nursery you are ordering an item from, just click on that item in the dropdown. Then click the **Save** button beneath the box for total cost, and it will update the new price and freight information.


## Item Detail

Next to the Nursery listed for each plant on your list, there is a camera icon. If you click on this, it will bring up the Item Detail screen, which lists all the information about the plant. Under "Last updated" you will see:

Item Detail

**Plant:** Taxodium distichum: Bald Cypress  
**Nursery:** Rougarou Bayou LLC, Folsom (LA)  
**Specs:** #15, 6'-8"x3'-4", 1.5"-2" Cal  
**Price:** \$50.00  
**Tags:** -- None --  
**Nursery comment:** Nice, limited quantity  
**Last updated:** 07/10/2014  
**Nursery updates images:**  [View nursery image gallery](#)

Click to see a larger image  
Uploaded Mar 13, 2014



[Request Image](#) [Flag Item](#)

Close

## Nursery Updates Images

This indicates whether a nursery responds to image requests (see page 9). A green check means that the nursery usually responds quickly to image requests. A red X means the nursery does not usually respond to image requests.

## View Nursery Image Gallery

There is a link to “View nursery image gallery” near the bottom of the screen. This will show you the image gallery for that nursery so you can see a picture of the plant you wish to order.

## Request Image

If the nursery does not have an image for your item in their gallery, you can request an image by clicking the Request Image button at the bottom of the screen.

## Flag Item

Once you have submitted your search, click this button if the nursery does not have the item in stock. This will notify Plantbid that this nursery’s inventory is out of date, and we will contact them to correct this.

## Close

Click this to return to the Result page.

The screenshot displays a web interface for selecting nurseries. On the right, a summary box shows: Total Plant Count: 495; Material Estimate: \$5,832.50; Freight Estimate: \$1,455.00; Total: \$7,287.50. Below this are 'Save', 'Delete', and 'Submit' buttons. On the left, under 'Nursery Contact Information', three nurseries are listed: Wood Storm (AL) with a 'Pickup' button, TCRI Wholesale, LLC (AL) with a 'Pickup' button, Castle Farms, Inc. (FL) with a 'Delivery' button, and Poolie's Tree Farms, LLC (FL) with a 'Delivery' button. The 'Nursery updates images' status for Wood Storm is shown as a red X. On the right, a map of the Southeastern United States shows the user's location (marked with a red pin) and the locations of the three nurseries (marked with blue pins). A green line indicates the distance between the user's location and the nurseries.

## Nursery Contact Information & Map

Since nursery availabilities are subject to change, before you submit an order, you should contact the nurseries to ensure that they still have the plants that you are looking for. Beneath the Save button is a list of Nursery Contact Information. It lists all the nurseries providing plants to your order. To see that nursery’s contact information, just click on the nursery’s name. To the right of the contact information is a map that shows your location and each nursery’s location.

## Delete

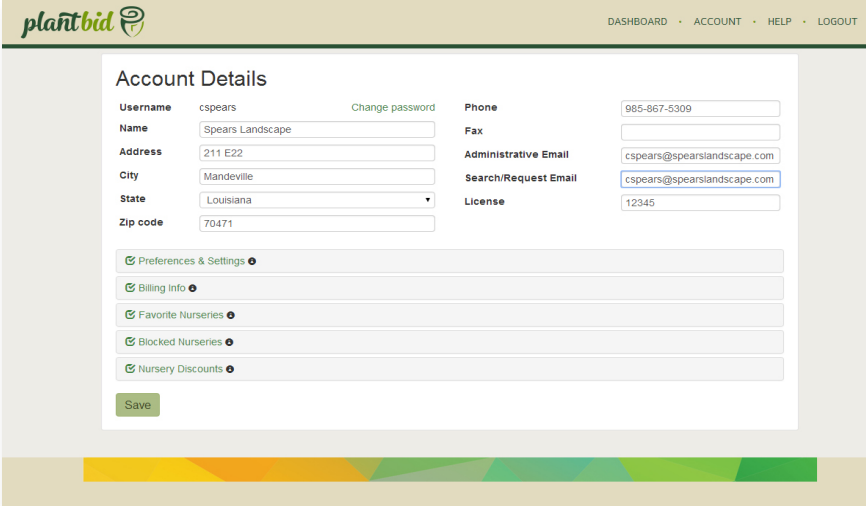
If you are not satisfied with this Result page, and wish to delete this result from the other results, click the Delete button above the map. This will return you to the Plant Search page and you will see that under Search Results, the Result Name of the result you deleted will no longer be listed.

## Submit

Once you are completely satisfied with all your search results, and you wish to purchase the plants in your order, hit the Submit button above the map. This will send an email to each of the nurseries that you have requested one or more of their items. At this point you will need to contact the nursery yourself (using the Nursery Contact Information section) to ensure that they received your order, and to arrange payment and delivery. If a nursery does not have an item that appears in your search results, please access the Item Detail for that item and click Flag Item.

## Account Page

You can use this page to set your contact information, change your password, email settings, billing info, favorite and blocked growers, and grower discounts.



plantbid

DASHBOARD · ACCOUNT · HELP · LOGOUT

### Account Details

Username: cspears [Change password](#) Phone: 985-867-5309

Name: Spears Landscape Fax:

Address: 211 E22 Administrative Email: cspears@spearslandscape.com

City: Mandeville Search/Request Email: cspears@spearslandscape.com

State: Louisiana License: 12345

Zip code: 70471

[Save](#)

[Preferences & Settings](#)

[Billing Info](#)

[Favorite Nurseries](#)

[Blocked Nurseries](#)

[Nursery Discounts](#)

## Account Details

This section contains the contact information for your company. You can also change your password with the link on the left.



[Preferences & Settings](#)

Enable plant request emails

Enable image request emails

[Billing Info](#)

[Favorite Nurseries](#)

[Blocked Nurseries](#)

[Nursery Discounts](#)

[Save](#)

## Preferences & Settings

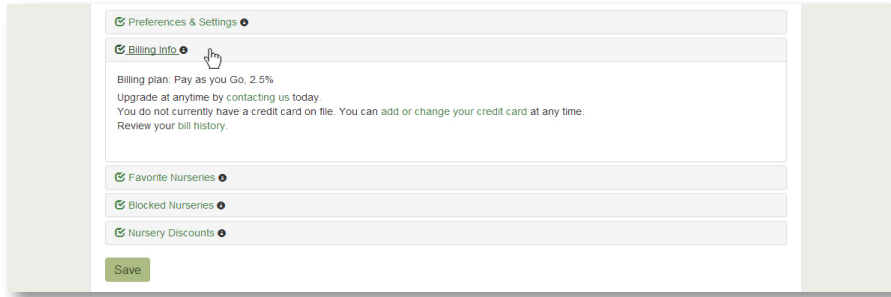
This section controls which emails you receive and lets you set up your pick-up costs.

### Enable plant request emails

Check this box to receive an email from Plantbid that documents each plant request you submit to growers. This box is checked by default. It should always be checked.

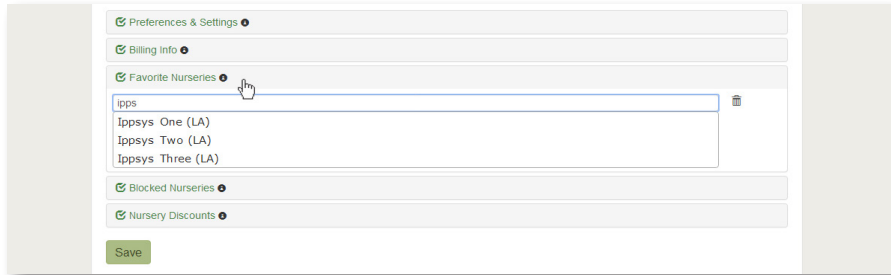
### Enable image request emails

Check this box to receive an email from Plantbid that documents each image request you submit to growers. This box is checked by default. This should always be checked unless you plan on never making any image requests.



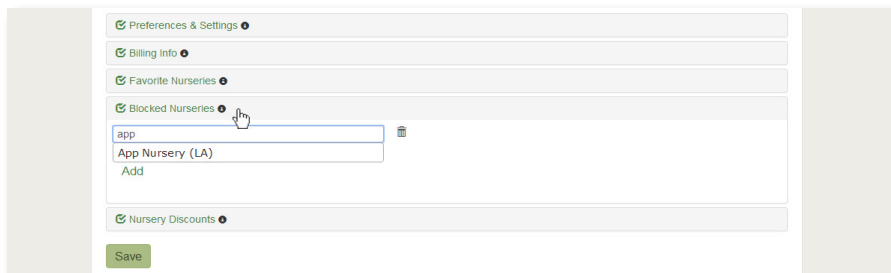
## Billing Info

This section shows your current billing plan. You can also add or change your credit card information or review your bill history.



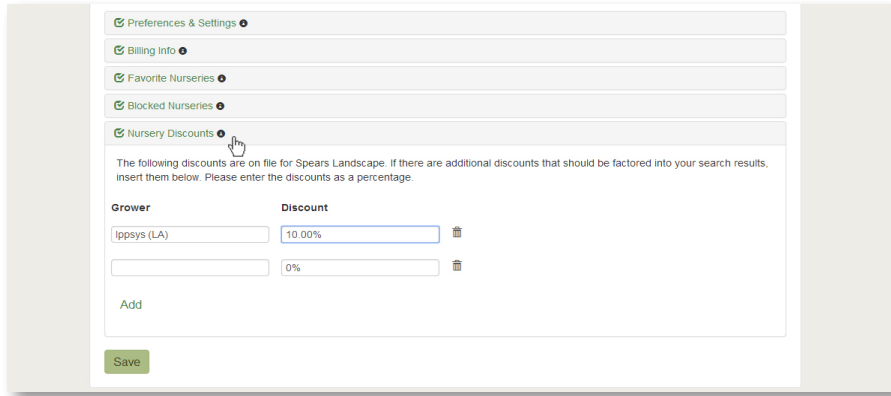
## Favorite Nurseries

In this section, you can add or delete growers that you would prefer to do business with. When you perform a plant search on Plantbid, results from these growers will show up in the column Favorites on the search results page. To add a nursery, begin typing the name of the nursery. A dropdown box with the nursery's name should appear. If there is no dropdown box, the nursery is not currently part of the Plantbid network. To delete a nursery, just click on the trashcan next to its name.



## Blocked Nurseries

In this section, you can add or delete growers that you refuse to do business with. When you perform a plant search on Plantbid, results from these growers will not show up in any of your search results. To add a nursery, begin typing the name of the nursery. A dropdown box with the nursery's name should appear. If there is no dropdown box, the nursery is not currently part of the Plantbid network. To delete a nursery, just click on the trashcan next to its name.



## Nursery Discounts

If a grower gives your business a discount, you add or delete that information in this section so that Plant-bid will include your discounts in your search results. The grower will reserve the right to approve or deny the discount upon your submission. The discount will not be applied until the grower grants their approval.

## Save

If you have made any changes to your account information, make sure you click [Save](#) before navigating away from the page.