

Remediated Taxonomy (Consumer Facing)

Purpose

This document provides suggested taxonomy remediation for the consumer facing [client site].com website.

Remediation suggestions were developed based on:

- Industry Best Practices
- SEO Assessment
- Taxonomy Assessment
- Competitive Analysis
- Card Sort Exercise
- Search Analytics
- Input from Subject Matter Experts

Tab Descriptions

Tab	Description
Definitions	Provides descriptions for the columns in each tab, as well as color coding used in recommended future state taxonomy.
Taxonomy w Remediation Notes	Remediated taxonomy with color coding and contextual notes.

Column	Description
Preferred Terms	A subset of all terms that are accepted as the official, enterprise-wide terms to describe items and ideas. Terms can potentially be placed in one of four levels. Lower terms inherit the properties of higher terms.
Level 1-5	Category level for site taxonomy. Level 1 is considered the "Uber Category" as displayed on the web site (e.g. Office Supplies, Breakroom).
Equivalent Terms	All other terms used in the enterprise, including synonyms (also known as "nonpreferred terms").
Related Terms	Terms that are associated with the preferred term, but do not have a direct one-to-one correlation with the preferred term.
Scope Note	A definition for a term in a taxonomy. In addition to defining the term and distinguishing between terms with overlapping meanings in natural language, a scope note may also provide guidance on term usage, such as under what circumstances the term should be used for tagging, and when a different term should be used.
Comments	These include general notes, or any remarks relating to the taxonomy term.
Open Issues	Notations of any potential problems in term usage that require resolution or input.
Color/Pattern	Description
Green	Addition
Yellow	Structural Change/Move (destination)
Blue	Data Shift - specific to that category. Not used when deleting category and move items into another category.
Red	Deletion
Purple	Areas requiring additional discussion.
Spotted Fill	Label Change

Taxonomy - Current

Created based on [Client] Web Hierarchy 12-12-06.xls document, and then adjusted based on current website (12/20/12).

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
Office Supplies								
	Basic Supplies						Suggest removal of <i>Basic Supplies</i> as a label. It is very ambiguous. Could potentially flatten hierarchy, so that a "Basic" category is more specific to consumable office supplies. Potential labels: Desk Essentials, Office Essentials, Everday Office. Also recommend removing any items that are not truly 'Basic' such as <i>Safes & Security</i> .	
		Adhesives & Tape Dispensers					Inconsistent polyhierarchy usage with Tape & Adhesives. Suggest removing entire section.	Could also place entire Tape & Adhesives section under "Basic Supplies"
			Glues & Adhesives					
			Label & Tape Dispensers					
			Mounting Tape					
			Tape				Over 600 items in tape.	
			VELCRO & Fabric Grips					
		Cash Handling					Original category: Cash Boxes, Coin Handling & Key Control. Suggest simplifying to <i>Cash Handling</i> .	
			Coin Handling Supplies				Original Category Name: Banking & Money-Handling Supplies. Suggest splitting category into two and adjusting product sets.	
			Paper Money Supplies					
			Cash Boxes				Original category label: <i>Cash & Security Boxes</i> . Simplify and change to <i>Cash Boxes</i> . Move Security Fire File to File Security or similar category.	
			Key Cabinets, Racks & Holders				Key cabinets do not directly relate to Cash Handling (new category name). Remove category and move items to Cleaning > Facility Supplies > Key Control & Locks. So all key control items are in one category.	
		Catalogs	[Client] Catalogs				Catalogs don't fit as a Basic Supply. Remove from hierarchy.	
		Clips & Fasteners					Original category label: Clips, Pushpins, Fasteners & Rubber Bands. Suggest simplifying to <i>Clips & Fasteners</i> .	
			Clipboards				Original location: Binders & Accessories.	
			Fasteners & Posts					Many items in this category are primarily used with filing and storage (paper fasteners). Potentially could move these items.
			Magnets					
			Paper & Binder Clip Dispensers				Only 2 items in category. Remove category and move items to <i>Desk Accessories & Organization</i> .	
			Paper & Binder Clips					
			Rubber Bands					
			Tacks & Pushpins					
		Correction Fluid & Tape						
			Correction Fluid					
			Correction Pens					
			Correction Tape					
		Gift Cards	Gift Cards				This category represents [Client] Gift Cards. Like catalogs, category does not logically fit in structure. Suggest removal and placement elsewhere on website.	
		Magnifiers	Magnifiers					
		Message Pads & Memo Books					Suggest keeping items in <i>Paper</i> .	Also lives under Business Forms, Tax Forms & Recordkeeping as Memo Pads.

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Level 1	Level 2	Level 3	Level 4	Level 5				
			Memo Books Telephone Message Pads & Voicemail Log Books				Two items in category fit more logically under Notebooks & Journals > Memo Pads. The other two items can fit within telephone message pads.	
		Paper Punches, Rules, Scissors & Trimmers						
		Paper Punches					New category to split Paper Punches, Rulers, Scissors & Trimmers. Narrow category to just Paper Punches. Create new categories for other product sets to reduce concatenation.	
			Electric/Battery Operated Paper Punches Heavy-Duty Paper Punches				Electric is more of an attribute. Suggest removing category and moving items to Paper Punches.	However, did split Hand Tool vs. Power Tool. Based on research - this is how it is handled for tools/hardware based on competitor analysis.
			Single Hole Paper Punches				Original category label: Paper Punches. Change to Single Hole Paper Punches. Create new category for Multiple Hole Paper Punches.	This could also be considered an attribute.
			Multiple-Hole Paper Punches				New category to distribute paper punches.	This could also be considered an attribute.
			Paper-Folding Machines				Paper folding machines fit more logically under <i>Technology</i> . Category already exists there. Suggest remove this category. Move Guillotine Trimmer to <i>Paper Trimmers</i> .	
		Scissors & Paper Trimmers						
			Scissors				Original location: Basic Supplies > Paper Punches, Rules, Scissors & Trimmers. Separating into new category to reduce unnecessary concatenation.	
			Paper Trimmers				Original location: Basic Supplies > Paper Punches, Rules, Scissors & Trimmers. Separating into new category to reduce unnecessary concatenation.	
		Rulers					New category to reduce concatenation in Paper Punches,, Rules, Scissors & Trimmers.	Not happy with category label. Rulers & Yardsticks?
			Rulers					
			Tape Measures Yardsticks				Small number of items in this category - which already exists within <i>Tools & Equipment</i> .	Argument for polyhierarchy here?
		Safes					Original category label: <i>Safes & Security</i> . Suggest change to <i>Safes</i> . A safe is an object, security is a concept. Move Visitor Chime to Cleaning > Facility Supplies > Key Control & Locks >	Not sure why this is a "basic supply". Would it be more effective to keep all Safes under <i>Furniture</i> ? Move Stanchions to Cleaning > Facility Supplies > Crowd Control (new category). Or could put with Event Management (formerly Tags, Tickets & Event Supplies). Move combination locks, padlocks to Cleaning > Facility Supplies > Key Control & Locks. Or put all Key Control items here and label: Key Boxes
			Depository Safes				Original category label: Depository & Drop Slot Safes. Suggest simplifying and labeling category Depository Safes.	
			Security Safes				Original category label: <i>Security</i> . Suggest adding <i>Safes</i> to be more specific.	
			Fire Proof Safes				Original category label: <i>Security/Fire</i> . Change to <i>Fire Proof Safes</i>	
			Waterproof Safes				Original category label: <i>Security/Fire/Water</i> . Change to <i>Waterproof Safes</i> .	
		Stamps & Stamp Pads						

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Level 1	Level 2	Level 3	Level 4	Level 5				
			Stamp Accessories				Only 1 item. Remove category and Move to Stamps & Print Kits as it closely associates with stamps.	
			Stamps & Print Kits				Almost 300 items in this category. Suggest removing category and splitting items into Traditional Stamps, Self Inking Stamps, Stamp Kits. Move Tally Counter to <i>Event Management > Event Equipment</i> .	
			Traditional Stamps			Daters	To accommodate split of stamps.	
			Self Inking Stamps		Pre-Inked		To accommodate split of stamps.	
			Stamp Kits				To accommodate split of stamps.	
			Stamp Pads & Refills					
		Stapling Supplies					Original label: Staplers, Staples & Removers. Lengthy category label. Suggest using shorter label, Removers can be assumed.	
			Basic Staplers				New category to help redistribute items in Reduced Effort & Basic Staplers.	
			Electric Staplers				Move "Super-Duty Stapler" to <i>Heavy-Duty Staplers</i> as it isn't electric.	
			Heavy-Duty Staplers				need to look for some products like these to see what attributes make something fit one of these categories; do they have enough products in them?	
			Reduced Effort Staplers				Original Label: Reduced Effort & Basic Staplers. There are over 100 items in this category. Suggest renaming this category as Reduced Effort Staplers. Create a new category for Basic Staplers.	
			Specialty Staplers				Specialty could be considered a nascent 'other' category.	
			Staple Removers					
			Staples					
		Event Management Supplies					Original category name: Tags, Tickets & Event Supplies. Event Supplies could be considered vague. Suggest change to <i>Event Organization</i> .	Stanchions (crowd control) could go here.
			Event Equipment				Original label: Event Accessories. Suggest changing to Event Equipment. Move Printable tickets to Tickets & Ticket Rolls.	
			Tags					
			Tickets				Original Label: <i>Ticket Rolls</i> . Suggest changing to Tickets to incorporate non-roll tickets.	
	Binders & Accessories							
		Binder Accessories						
			Clipboards				Category does not effectively fit under Binder Accessories. Suggest move to Clips & Fasteners.	
			Data & Pressboard Binder Accessories				Only 1 item: Tab Label Holders - move to a Label-related category.	
			Pencil Boxes & Cases				Category does not effectively fit under Binder Accessories. Move to an organization category.	
			Ring Binder Accessories					Product assortment could be used for different types of binders.
			Ring Binder Labels & Label Holders					Card sort data showed that dividers were put with end-tab guides, index tabs (outside of the binder grouping). Potential move?
		Index Dividers					Original Label: <i>Indexes, Tabs & Dividers</i> . Suggest simplifying category to: <i>Index Dividers</i> .	
			Printable Index Dividers				This category to include products where the entire sheet can be put through the printer.	This may create an overly-large category.
				Index Maker Dividers			Suggested attributes. Category labels specific to brand.	
				Direct Print Dividers			Suggested attributes. Category labels specific to brand.	

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Level 1	Level 2	Level 3	Level 4	Level 5				
				One Step Print Dividers Ready Index			Suggested attributes. Category labels specific to brand.	
			Direct Print Laser/Inkjet Dividers				Items are used for printing to divider pages (tabbed or otherwise). Remove category and move to Printable Index Dividers.	
			Index Maker Laser/Inkjet Dividers				Also printer-friendly dividers. Remove category and move to <i>Printable Index Dividers</i> .	
			Binder Index Tabs Insertable Index Dividers				Original label: Index Tabs. Many items in current category could be used outside of a "binder" context. Suggest renaming category to <i>Binder Index Tabs</i> and adjusting product set as appropriate. Move items that can be used with any type of filing to <i>Filing & Storage</i> .	
			Index Maker Laser/Inkjet Dividers				Also printer-friendly dividers. Remove category and move to <i>Printable Index Dividers</i> .	
			Legal Index Dividers				Original label: Legal Indexes. Suggest changing to Legal Index Dividers.	
			OneStep Laser/Inkjet Dividers Preprinted/Leather Tab Dividers				Also printer-friendly dividers. Remove category and move to <i>Printable Index Dividers</i> .	
			Ready Index Laser/Inkjet Dividers				Also printer-friendly dividers. Remove category and move to <i>Printable Index Dividers</i> .	
			Untabbed Dividers				Only 3 items in category. One item appears to be a pre-printed index divider. Remove category and place two untabbed dividers in <i>Insertable Index Dividers</i> .	
			OneStep Laser/Inkjet Dividers Write-On Index Dividers				Also printer-friendly dividers. Remove category and move to <i>Printable Index Dividers</i> .	
		Non-View Binders					Placed under <i>Binders</i> .	
		Binders						
			Non-View				Original location: Non-View Binders > Non-View Binders	
			Data Binders				Original location: Specialty Binders > Data Binders	
			Hanging Binders				Original location: Specialty Binders > Hanging Binders	
			Ledger & Post Binders				Original Location: Specialty Binders > Ledger & Post Binders	
			Storage Binders				Original location and label: Specialty Binders > Storage D-Ring Binders. Change to Storage Binders incorporate all storage binders.	
			Storage Round Ring Binders				Original location: Specialty Binders > Storage Round Ring Binders. Remove category and move items to Storage Binders.	
			Zippered Binders				Original location: Specialty Binders > Zippered Binders	
			View Binders				Original location: Specialty Binders > View Binders	
		Report Covers & Portfolios					Card sort data showed higher relationship to Presentation & Presentation Accessories, as opposed to Binders. Suggest move of entire category of Report Covers & Portfolios to <i>Meeting & Presentation Supplies</i> .	
			Fashion Portfolios					
			Polypropylene Report Covers					
			Pressboard Report Covers					
			Professional Portfolios					
			Report Covers					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Report Covers With Fasteners					
			Twin Pocket Portfolios					
			Twin Pocket With Fastener Portfolios					
		Sheet Protectors						
		Specialty Binders					Category removed and section placed under <i>Binders</i> . The Specialty Binders sub-category should be redistributed as it is an 'other' category.	
	Forms & Recordkeeping						Original label: Business Forms, Tax Forms & Recordkeeping. Suggest simplify label to Forms & Recordkeeping	
		Business Operations Forms					Original label: <i>Business Forms</i> . This is a bit general. Suggest changing to <i>Business Operations Forms</i> .	Trying to get at that "day to day" aspect. Is this more effective?
			Form Holders & Clipboards				Combine with clipboards from <i>Binders & Accessories</i> . Suggested move to <i>Clips & Fasteners</i> .	
			Gift Certificates					
			Guest Checks					
			Guest Register Books				Original location: Office Supplies > Calendars & Planners > Professional Notebooks > Guest Register Books.	
			Invoices & Statements					
			Receipts					
			Repair & Service Forms				Only two items in category. Remove category and move items to reliable category of <i>Sales & Service Forms</i> .	
			Sales & Service Forms				Original category label: <i>Sales & Order Forms</i> . Suggest change to <i>Sales & Service Forms</i> , so to incorporate items from <i>Repair & Service Forms</i> .	
			Shipping & Receiving Forms					
		Employee Management & Compliance	Attendance Forms					
			Employee Record Folders				Original label: Employee Folders. Suggest changing to <i>Employee Record Folders</i> for clarity.	
			Employee Management & Compliance Software					
			FMLA Forms					
			Hiring Forms				Only two items in category. Suggest removing category and moving items to <i>Hiring Forms</i> .	
			I-9 Forms					
			OSHA Forms					
			Performance & Discipline Forms					
	Financial & Recordkeeping		Check Refills					
			Columnar Pads					
			Financial Records					
			Journal & Accounting Books					
			Mileage Logs					
		Healthcare	ADA Dental Forms					
			Claim Forms					
			HIPAA Compliance Forms					
			UB-04 Forms & Envelopes					
		Labor Law & Breakroom Posters					Heavily overlaps with Workplace Posters in <i>Facility Supplies</i> . Suggest having all Workplace posters in one place. This may require refactoring of subcategories.	
			Federal & State Poster Kits				Original category label: Federal & State Poster Kits	
			Federal Posters					
			General Communications Posters				Only one item in category. Suggest removing category and moving items to Safety Posters.	
			Safety Posters					

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Level 1	Level 2	Level 3	Level 4	Level 5				
			Spanish Posters				Language is an attribute. Remove category and move item to <i>Federal Posters</i> .	
			State Posters					
		Legal Forms	Personal Law & Power of Attorney Forms					
			Real Estate, Leases & Landlording Forms					
		Message Pads	Memos & Messages				Suggest keeping items in <i>Paper</i> .	
			Telephone Message Pads					
		Tax Forms	1099 Tax Forms					
			Additional Tax Forms					
			Tax Efile					
			Tax Envelopes					
			W-2 Tax Forms					
	Calendars & Planners	Desk Calendars	Desk Calendar Bases					
			Desk Calendar Refills					
			Desk Pad Calendars					
		Personal Organizers & Refills	Organizer Refills				Original category label: Dated Refills. Dated/undated is an attribute. Change category to Organizer Refills	
			Organizer Accessories					
			Organizers					
			Undated Refills					
		Planners & Appointment Books	Academic & Midyear Planners					
			Daily Planners					
			Monthly Planners					
			Weekly Planners					
			Weekly-Monthly Planners					
		Professional Notebooks	Business Notebooks					Label is potentially problematic. What is "Professional"?
			Diaries				Items overlap with other categories. Suggest removing this category; move Daily Journal to <i>Journals</i> and Daily Reminder Books to <i>Professional Notebooks > Planning Notebooks</i> .	
			Guest Register Books				Move category to <i>Forms & Recordkeeping</i> .	
			Journals				Remove category and keeping journals in paper (Notebooks & Journals).	May want to test this further. Is 'Journal' a professional item?
			Planning Notebooks					
			Telephone & Address Books					
		Undated Calendars & Planners	Daily Undated Calendars & Planners				"Undated" is an attribute (currently exists in Calendar Year, Dated Frequency filters). Remove category and redistribute items under their primary category.	
			Monthly Undated Calendars & Planners					
			Undated Desk Pads					
			Undated Wall Calendars					
		Wall Calendars	Erasable Wall Calendars					
			Wall Calendars					
	Custom Printing	Badges & Luggage Tags	Badge Accessories					Custom printing what? Is it things that get printed (seems that way)? Is the "custom printing" just a service, and the items are really "letterhead & cardstock" or something?
			Clear Color Badges					
			Engraved Badges					
			Engraved Metal Badges					
			Full-Color Badges					
			Luggage Tags					
			Engraved Metal Badges					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Business Cards	Full Color					attributes. RS: This kicks to Copy & Print Depot splash page. Terms are listed if you click on main hero space. Terms updated based on current website (which are more streamlined than WebCat report).
			Traditional					
			Value					
			Social					
			Magnets					
			Same Day					
		Business Envelopes	Full Color Standard					RS: Updated based on website. Does streamline what's in the WebCat report.
			1-Color Standard					There are 4 kinds of envelopes
			1-Color Catalog					
			Full Color Window					
			1-Color Window					
			Black Ink Catalog					
		Calendars & Planners	Desk Calendars					Why aren't these under calendars & planners? This polyhierarchy is confusing, it should be a separate term, and probably above, not in this section
			Economy Promotional Calendars					
			Imprint Calendars					
			Wall Calendars					
		Checks & Forms	Business Checks				How are 'forms' defined?	
			Check Binders & Accessories					
			Check Compatible Envelopes					
			Deposit Solutions					
			Personal Checks					
			Software Compatible Checks & Forms					
		Custom Forms	1-Color Create Your Own					RS: Goes to a splash page that leads to a separate page set. Categories are slightly different than what's listed in WebCat report.
			Full Color Create Your Own					
			Gift Certificates					
			Invoices					
			Multi-purpose Sales Books					
			Purchase Order					
			Receipt Books					
			Registers					
			Repair, Service & Shipping					
			Sales Order & Statements					
		Embossers & Corporate Kits	Corporate Kits					
			Embosser Accessories					
			Embosser Handles					
			Embosser Inserts					
			Round Seal Embossers					
			Stationery Embossers					
		Engraved Desk & Wall Signs	Desk Signs					
			Wall Signs with Holders					
			Extended Wall Signs					
			Wall Signs					
			Tent & Pedestal Signs					
			Brass Signs & ID Plates					
			Desk & Wall Holders					
			Full Color Signs					
		Green Products	Green Products					
			Letterhead & Envelopes				Green Letterhead & Envelopes	
		Greeting & Holiday Cards	Photo Holiday Cards					
			Traditional Holiday Cards					
			Premium/Business Image Holiday Cards					
			All-Occasion Card Assortments					
			Premium All-Occasion Cards					
			Full Color All-Occasion Cards					
		Invitations & Announcements	Wedding					
			Party					
			Baby					
			All Occasion					
			Notes & Stationery					
			Business					
			Graduation					

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Level 1	Level 2	Level 3	Level 4	Level 5				
		Labels	Holiday Address 1-2 Color Advertising Full Color Advertising Weather Resistant Mailing Window Decals					
		Letterhead & Envelopes	Full Color Letterhead Full Color Envelopes Raised Letterhead Raised Envelopes Black Ink Envelopes Blank Letterhead Full-Color Post-it Notes Full Color Memo Pads					
		Memo Pads & Post-it®; Notes	Personal Stationery Note Cards Full-Color Memo Pads Post-it®; Notes					RS: Why is this listed in "Choose Your Style" but not under "Browse Stationery?"
		Napkins & Matchbooks	Matchbooks Napkins				Split into two categories.	
		Notary Stamps	Notary Stamps					
		Postcards	Standard, 5-5/8" x 4" Oversized, 8" x 5"					
		Presentation Folders & Binders	Binders Index Tabs Presentation Folders					
		Print Extra Charges	Print Extra Charges					
		Promotional Print	Flyers Rack Cards Door Hangers Postcards Magnetic Business Cards Full Color Post-it® Notes Raffle Tickets Value Banner Magnetic Signs Yard Signs Brochures					
		Raffle Tickets	Raffle Tickets					RS: Raffle Tickets points to "Event Tickets" on website.
		Signs & Banners	Yard Signs Magnetic Signs Value Banner Vinyl Banners Vinyl Lettering & Art					
		Stamps & Daters	Return Address Signature Endorsement Small Message Medium Message Large Message Round Daters Accessories					RS: This kicks to a splash page which leads to a separate selection of items (cats here changed to reflect what is on website).
	Desk Accessories, Décor & Lighting	Clocks	Alarm Clocks Clock Radios Desk Clocks Wall Clocks				Entire section repeated in Furniture > Desk Accessories, Décor & Lighting. Suggest complete removal from Basic Supplies.	May want to pull out Organization Items into separate category.
		Desk Accessories & Organization	Bookends Cubicle Organization & Wall Files Desk Pads Desktop Collections Desktop Sorters & Trays Drawer Organization Metal & Wire Desktop Organization Surface Protectors					
		Frames & Albums	Document Frames Photo Albums & Accessories Picture Frames					
		Lamps	Ceiling Lamps					

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Level 1	Level 2	Level 3	Level 4	Level 5				
			Clamp & Clip-On Lamps					
			Daylight Lamps					
			Desk Lamps & Table Lamps					
			Floor Lamps					
			Lamp Sets					
			Magnifier Lamps					
			Under Cabinet & Track Lighting					
		Light Bulbs	CFL Energy Efficient Light Bulbs					
			Flood & Track Light Bulbs					
			Fluorescent Light Bulbs					
			Full Spectrum & OTT-LITE Bulbs					
			Halogen Light Bulbs					
			Incandescent Light Bulbs					
			LED Bulbs					
			Light Bulb Recycling Services					Should be cross-linked with a services category if one gets made
		Office Décor	Coat Hooks, Racks & Hangers					
			Fireplaces					
			Fountains					
			Globes					
			Mirrors & Wall Art					
			Silk Plants					
	Executive Gifts	As Seen On TV	As Seen On TV				Any item could potentially be a gift. Recommend removing category. Could use 'As Seen On TV' as an attribute.	
		Business Cases	Attachés & Portfolios					
			Backpacks, Duffie Bags & Lunch Bags					
			Card Cases					
			Multi-Use Cases					
			Padfolios					
		Calendars & Planners						
		Desk Gifts	Desktop Organizer Gifts					
			Metal Desktop Collections					
			Wood Desktop Collections					
		Entertainment Gifts						
		Fine Writing Instruments						
		Gift Sets	Gift Sets					
		Stuffed Animals	Stuffed Animals					
	File Folders & Accessories						Separate Filing from Storage (based on card sort data). Change category name to File Folders & Accessories.	
		Top Tab File Folders					New category to support reorganization of Top/End/Expanding Folders.	
			Top Tab Classification Folders		Top Tab Partition Folders			
			Top Tab File Folders					
			Top Tab Fastener Folders					
		Classification Folders					Move to Top Tap Folders	
			Color Classification Folders				These are attributes of folders. Remove and leverage filters for this information.	
			Manila Classification Folders				These are attributes of folders. Remove and leverage filters for this information.	
		End Tab File Folders					Original label: End Tab Filing	
			End-Tab Classification Folders		End Tab Partition Folders		Original label: Classification Folders. Changed to be more specific.	
			End Tab File Jackets					
			End Tab File Pockets					
			End-Tab Guides				Move to Accessories. Data in sort suggests keeping them separately.	
			End-Tab Shelf Folders					
			End Tab Fastener Folders				Original Label: Pressboard/Fastener Folders	
		Expanding File Folders					Original Label: Expanding Files	
			Expanding File Jackets				Expanding File Jackets & Pockets	
			Expanding File Pockets					
			Expanding Files				Remove for creation of more specific categories.	
			Expanding Files with Flap				New category for Expanding Files	
			Expanding Files without Flap				New category for Expanding Files	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
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			Expanding Poly Files				This is an attribute (material) of folder. Remove and leverage filters for this information.	
			Expanding File Wallets				Original label: Expanding Wallets. Changed for consistency.	
		File Folder Frames & Sorters	File Folder Frames				Move to Filing Accessories	
			File Folder Sorters				Move to Filing Accessories	Some items look like storage items (stadium boxes).
		File Folder Guides	File Guides				Move to Filing Accessories	
		File Folders					Lower level not required.	
			Antimicrobial File Folders				Incorporate into Tab Top, End Tab, categories, as appropriate.	
			Color File Folders				This is an attribute of a folder. Remove category and leverage filters for this information.	
			Cutless/Watershed File Folders				This is an attribute of a folder. Remove category and leverage filters for this information.	
			File Folder Accessories				Incorporate products into other categories as appropriate.	
			Interior File Folders				Move to Filing Accessories.	
			Manila File Folders				Incorporate products into Tab Top Folders.	
			Poly File Folders				This is an attribute of a folder. Remove category and leverage filters for this information.	
			Pressboard/Fastener File Folders				This is an attribute of a folder. Remove category and leverage filters for this information.	
			Recycled File Folders				This is an attribute of a folder. Remove category and leverage filters for this information.	
		File Jackets					Remove category and move Jackets, Wallets to specific File Folder type (top tab, hanging, etc.)	
			Color File Jackets					
			Manila File Jackets					
			Poly File Jackets					
			Recycled File Jackets					
		Filing Accessories					New category to incorporate accessories.	Post-it style folder tabs may belong here. Could have suitable justification for polyhierarchy for File Labels here.
			File Frames					
			File Sorters					
			File Tabs					
			File Tab Inserts					
			File Guides					
		Hanging File Folders						
			Box Bottom Hanging Folders				New category per Elise.	
			Color Hanging File Folders					
			Expanded Bottom Hanging Folders				Necessary to have this separate category?	
			Green Hanging File Folders					
			Hanging Classification File Folders			Hanging Partition File Folders		
			Hanging File Folder Accessories				Move to Filing Accessories.	
			Hanging Pockets					
			Hanging Jackets					
			Standard Hanging File Folders				New category for 'regular' file folders (instead of Green, etc.). Use of 'Standard' to differentiated from generic Hanging File Folders - which is the upper level category.	
		Index Cards, Files & Accessories						Since overall category focuses on File Folders, It may be necessary to move index cards to Paper.
			Color Index Cards				This is an attribute of a folder. Remove category and leverage filters for this information.	
			Index Card File Boxes & Accessories					
			Index Card Guides					
			Specialty Index Cards					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			White Index Cards				This is an attribute of a folder. Remove category and leverage filters for this information.	
		Medical Filing						
			Medical File Folders				New category for medical-specific filing	
			Medical X-Ray Jackets				New category for medical-specific filing	
			Classification Folders				This could be used for any type of filing.	
			End-Tab Folders				This could be used for any type of filing.	
			File Guides				This could be used for any type of filing.	
			File Jackets				This could be used for any type of filing.	
			File Pockets				This could be used for any type of filing.	
			Filing Accessories				This could be used for any type of filing.	
		Poly Filing					This could be used for any type of filing.	
			Poly Filing					
		Reference Systems & Catalog Racks						Card sort participants found that these terms were confusing.
			Catalog Racks					Additional level necessary?
			Reference Systems					Additional level necessary?
	Storage Boxes						Original category name: Storage: Files, Boxes & More located under Filing & Storage. Naming convention is not consistent and very broad. Suggest changing to: <i>Storage Boxes</i>	Could also use just "Boxes".
		Alternative Storage					Label is vague. Remove category and redistribute items.	
		Corrugated Storage Boxes						
		Drawers & Drawer Systems					Original label: Drawer Systems. Change name and product set to include Drawers (from Plastic Crates, Drawers & Crates).	
		Large Plastic & Mobile Storage					Combination of two concepts, and includes attribute. Suggest removing category and redistributing items.	
		Magazine Files & Desktop File Holders						
		Mobile Storage					New category to incorporate redistributed mobile storage items from other categories.	
		Crates					Original category: Plastic Carts, Drawers & Crates. Plastic is an attribute. Use filters to leverage and remove category. Move carts to Furniture. Move Drawers to Drawers & Drawer Systems.	
		Plastic Filing					This is an attribute. Use filters to leverage and remove category.	
		Recycled Plastic Storage					This is an attribute. Use filters to leverage information and remove category.	
		Small To Medium Plastic Storage					These are attributes. Use filters to leverage information and remove category.	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Safes					Category also appears in Basic Supplies (remediated). Original category label: <i>Safes & Security</i> . Suggest change to <i>Safes</i> . A safe is an object, security is a concept. Move Visitor Chime to Cleaning > Facility Supplies > Key Control & Locks Move combination locks, padlocks to Cleaning > Facility Supplies > Key Control & Locks. Or put all Key Control items here and label: Key Boxes Move Stanchions to Cleaning > Facility Supplies > Crowd Control (new category). Or could put with Event Management (formerly Tags, Tickets & Event Supplies).	Recommend that this lives in one place. Suggest <i>Furniture</i> .
			Depository Safes				Original category label: <i>Depository & Drop Slot Safes</i> . Suggest simplifying and labeling category <i>Depository Safes</i> .	
			Security Safes				Original category label: <i>Security</i> . Suggest adding <i>Safes</i> to be more specific.	
			Fire Proof Safes				Original category label: <i>Security/Fire</i> . Change to <i>Fire Proof Safes</i>	
			Waterproof Safes				Original category label: <i>Security/Fire/Water</i> . Change to <i>Waterproof Safes</i> .	
		Shelf Saving Storage					Overlap with Desk Accessories. Move items to Desk Accessories.	
			Supply Organizers					
	Labels & Label Makers							
		Address Labels						Unclear if customer will see difference between Address and Shipping Labels.
			Clear Address Labels				Attribute (Color). Suggest removing category.	
			Copier Address Labels				Attribute (Machine Compatibility) Suggest removing category.	
			Inkjet & Laser Address Labels				Attribute (Machine Compatibility) Suggest removing category.	
			Inkjet Address Labels				Attribute (Machine Compatibility) Suggest removing category.	
			Label Printer Address Labels					
			Laser Address Labels				Attribute (Machine Compatibility) Suggest removing category.	
			Write-On Address Labels					
		Business Cards & Specialty Cards					These are not labels. Suggest keeping in <i>Paper</i> only.	
			Business Cards					
			Invitations & Greeting Cards					
			Note Cards					
			Place Cards & Tent Cards					
			Post Cards					
		Continuous Form Labels					Moved from Specialty Labels.	
		Filing Labels					Suitable justification for polyhierarchy with <i>File Folders & Accessories</i> ..	
			Clear Filing Labels				Attribute (Color). Suggest removing category.	
			Folder Labeling Systems					
			Permanent Filing Labels					
			Removable Filing Labels					
		Identification & Color-Coding Labels						
			Label Pads					
			Label Rolls					
			Permanent Color-Coding Labels					
			Permanent ID Labels					
			Removable Color-Coding Labels					
			Removable ID Labels					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Label Makers & Tapes						This is also listed in Technology > Office Machines. Polyhierarchy justified? Consider testing.
			Electronic Label Makers				Original category label: Electronic & Automatic Labels Makers. Suggest change to Electronic Label Makers as term 'Automatic' does not add any useful clarification.	
			Manual Label Makers Label Maker Adapters				Original category label: Handheld Label Makers. Suggest change to Manual Label Makers and move the one electronic item to Electronic Label Makers.	
			Label Maker Tapes					Also label maker compatible items in Identification & Color Coding Labels
		Media Labels						
			Audio & Video Labels Case Inserts CD & DVD Labels Diskette Labels					This is two products for VHS tapes. Use category for both CD & DVD?
			Label Kits				Items overlap with other categories. Remove this category and redistribute items.	
		Name Badges & Kits						
			Name Badge Holders & Accessories Name Badge Kits Name Badges					
		Shipping Labels						Unclear if customer will see difference between Address and Shipping Labels.
			Clear Shipping Labels				Attribute (Color). Suggest removing category.	
			Inkjet & Laser Shipping Labels				Attribute (Machine Compatibility) Suggest removing category.	
			Inkjet Shipping Labels				Attribute (Machine Compatibility) Suggest removing category.	
			Label Printer Shipping Labels				Attribute (Machine Compatibility) Suggest removing category.	
			Laser Shipping Labels				Attribute (Machine Compatibility) Suggest removing category.	
			Full-Sheet Labels				Moved from Specialty Labels.	Placement should be tested.
			Postage Meter Labels				Moved from Specialty Labels.	Could also move to Postage Meters.
			Preprinted Shipping Labels					
			Weatherproof Shipping Labels				This could be considered an attribute. Consider removing.	
		Specialty Labels					This is an "Other" category. Move categories.	
			Continuous Form Labels					
			Full-Sheet Labels				Potentially move to Shipping Labels or Postage Meters.	
			Label Holders Postage Meter Labels Seals & Stickers				This is not a Label. Remove category and move items to Binder Accessories or similar. Suggest move to Shipping. Keep category in School Supplies	
	Briefcases & Travel						Original Label: Laptop Bags, Cases & Padfolios. Suggest move of laptop items to Technology and change category label to: Briefcases & Travel.	Category label may not resonate with customers.
		Backpacks & Messenger Bags						
			Backpacks Lunch Bags & Water Bottles Messenger Bags					Proper placement? Where would a customer look?
			Wheeled Backpacks				Only 1 item in category. Remove category and move item to Backpacks.	
		Briefcases & Specialty Cases						
			Briefcases Catalog Cases Rolling Briefcases					
			Shoulder Bags.				Original location: Ladies Bags & Totes	

Preferred Terms	Level 2	Level 3	Level 4	Level 5	Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1		Ladies Bags & Totes					Original category name: Ladies Bags & Totes. No parallel gender distinction. Move categories and/or items elsewhere.	
			Ladies Laptop Sleeves				Only 2 items in category. Remove category and move items to Laptop Cases & Sleeves.	
			Shoulder Bags.				Move to Briefcases & Specialty Cases.	
			Ladies Wheeled Laptop Bags				Only 2 items in category. Remove category and move items to Technology.	
		Laptop Cases & Sleeves					Move entire section to Technology.	
			Laptop Cases					
			Laptop Sleeves					
			Tablet Cases & Sleeves					
			Wheeled Laptop Bags					
		Luggage & Travel Accessories						
			Luggage & Duffel Bags					
			Luggage Tags, Locks & Scales					Overly concatenated.
			Travel Accessories					
			Travel Toiletries					
			Vehicle Organizers					
		Padfolios & Card Holders						
			3-Ring Padfolios					
			Bi-Fold Padfolios					
			Credit & Business Card Holders					
	Mailing & Shipping						Original label: Mailing, Shipping & Envelopes.	
		Carts & Hand Trucks					Suggest removing category, as introduces unnecessary polyhierarchy.	
			Hand Trucks & Dollies				Move to Material Handling.	
			Mailroom Carts				Move to Material Handling.	
		Corrugated Mailers & Tubes					Original label: Corrugated Mailers & Tubes. Category contains items other than corrugated materials.	Combine with other mailers?
			Audio Visual Mailers					
			Corrugated Mailers					
			Literature Mailers					
			Mailing Tubes					
		Corrugated Shipping Boxes						
			Corrugated Sheets					
			Fixed Depth Corrugated Shipping Boxes					
			Moving Kits & Boxes					
			Multi-Depth Corrugated Shipping Boxes					
		Envelopes						
			Business Envelopes					
			Envelope Moisteners & Letter Openers					
			Interdepartmental Envelopes					
			Large Catalog Envelopes					
			Protective Envelopes					
			Specialty Envelopes				"Other" category. Remove and redistribute items.	
		Labels					Suggest removing category, as introduces unnecessary polyhierarchy.	
			Address Labels					
			Identification & Color-Coding Labels					
			Internet Postage Labels					
			Shipping Labels					
			Weatherproof Shipping Labels					
		Literature & Mail Sorters						
			Literature & Mail Sorters					
		Mail Bags & Mailers					Original category label: Mail Bags, Bubble & Padded Mailers. Suggest simplifying to Mail Bags & Mailers.	
			Bubble Mailers					
			Flat Mailers					
			Mail Bags					
			Padded Mailers					
			Poly Mailers					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Mailroom Equipment					Suggest keeping items in Office Machines, as they may not necessarily be housed in a mailroom.	
			Collators					
			Paper Joggers					
			Paper-Folding Machines					
		Packing Materials						
			Bubble Rolls & Wrap					
			Cold & Hot Packs					
			Edge Protectors					
			Packing List Envelopes					
			Packing Papers & Foam					
			Peanuts					
			Shipping Room Supplies					
			Shrink & Stretch Film					
		Packing Tape & Sealers						Would a customer look here or under Tape? Consider testing.
			Heat Guns					
			Packing Specialty Tape				"Other" category. Should subdivide by Type.	
			Packing Tape Dispensers					
			Packing Tape For Shipping				Overlaps with items in Tape & Adhesives	Test placement.
			Packing Tape For Storage				Overlaps with items in Tape & Adhesives	Test placement.
			Strapping Materials & Twine					
		Poly Bags & Tags						
			Flat Poly Bags				Material attribute.	
			Inspection & Sold Tags					
			Miscellaneous Poly Bags & Accessories				Consider a separate "Tags" category. "Other" category. Remove and redistribute items.	
			Pallet Covers					
			Poly Tubing & Sheeting					
			Reclosable Poly Bags					
			Shipping & Inventory Tags				Consider a separate "Tags" category.	
		Postal Scales						Would customers look here or under Office Machines? Consider testing.
			Digital Postal Scales					
			Mechanical Postal Scales					
			Postage Meters					
		Retail Bags, Tags, Gift Boxes & Accessories						How does this relate to Mailing & Shipping?
			Retail Accessories					
			Retail Bags					
			Retail Gift Boxes & Wrap					
		Utility Knives, Cutters & Blades						Potential overlap with Tools & Equipment, Art & Drafting.
			Blades					
			Cutters					
			Utility Knives					
	Material Handling							
		Carts & Trucks						
			Cylinder Carts & Trucks					
			Drum Dollies & Racks					
			Hand Trucks					
			Truck Wheels					
			Utility Carts					
		Chain, Cable, Rope & Accessories						
			Chains					
			Lifting Clamps					
			Load Binders					
			Rope, Line & Twine					
			Shackles					
			Straps & Bungee Cords					
			Wire Rope Attachments					
		Hoists & Winches						
			Hoists & Winches					
		Industrial Storage						Original label: Material Storage. May confuse customers. Suggest Industrial Storage or similar.
			Jobsite Boxes					
			Storage Containers					
			Storage Sheds					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Wheels & Casters						
	Medical Supplies							Does not directly fit under "Office Supplies." Consider moving up a level.
		Medical Apparel					Original label: <i>Apparel & Safety Wear</i> . Change reflects items specific to <i>Medical</i> .	
			Bedding & Pillows				Original category placed under <i>Apparel & Safety Wear</i> . Move to <i>Patient Care</i> .	
			Masks				Move <i>Bibs</i> to <i>Sheets, Drapes & Accessories</i> .	
			Exam Gloves					Move to exam & surgical supplies?
			Exam Gowns & Aprons				Original label: <i>Gowns & Aprons</i> . Change reflect items specific to <i>exam</i> as opposed to other work aprons.	
			Medical Headwear & Footwear				Current category of <i>Headwear & Footwear</i> contains non-medical items such as <i>Ratchet Caps</i> . Suggest label change to be more specific. Retagging will be necessary.	
			Professional Staff Apparel				Original label: <i>Scrubs, Coveralls, Coats & Jackets</i> . Suggest label change so category is more flexible. Protective Hoods should be moved to <i>Medical Headwear & Footwear</i> . The <i>Genuine Joe Pedal Receptacle Bin</i> should be moved to more appropriate category.	
			Support Hose & Binders				Move <i>Ostomy</i> related items to new category of <i>Patient Care > Urology & Ostomy Supplies</i> (formerly <i>incontinence</i>). Move <i>orthopedic</i> related items (<i>wrist supports</i>) to <i>Patient Care > Orthopedic Supports</i> . Move <i>back supports</i> to <i>Work Safety > Knee & Back Protection</i> .	
		Medical Cleaning Supplies					Original category label: <i>Cleaning Supplies</i> . Changing name to differentiate between other types of supplies.	
			Cleaning Wipes & Towelettes				. Category should only contain items specifically meant to be used in a health care context.	Medical wipes under Exam & Surgical Supplies
			Disinfectants				Items in this category are not specifically meant for use within a healthcare context.	
			Medical Cleaners				Original category name: <i>Multipurpose Cleaners</i> . Category should only contain items specifically meant to be used in a health care context. What is the necessity of polyhierarchy with category in <i>Cleaning</i> ?	
			Paper Towels				Category should only contain items specifically meant to be used in a health care context. What is the necessity of polyhierarchy with category in <i>Cleaning</i> ?	
		Diagnostic Equipment & Supplies						
			Blood Pressure Monitors				Original Label: <i>Blood Pressure Cuffs, Monitors & Accessories</i> . Change to <i>Blood Pressure Monitors</i> . This is sufficient to communicate category selection.	
			Defibrillators & Accessories		AED			
			Diagnostic Accessories				Redistribute these accessories to parent product category.	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Glucose Monitors				Original label: <i>Glucose & Vital Signs Monitors</i> . Suggest change to <i>Glucose Monitors</i> , and shift Aneroid Sphygmomanometer items to live under Blood Pressure Monitors.	
			Health Scales & Measures				Unsure if "& Measures" is really necessary.	
			Scopes & Scope Accessories				Original label: <i>Scopes & Accessories</i> Current category contains a AED Soft Carrying Case, which is out of place.	
				Otoscopies & Ophthalmoscopes			New category suggestion. Could also be considered a "Scope Type"	
				Stethoscopes			Shifting category with other scopes from <i>Diagnostic Equipment & Supplies</i> . Could also be considered a "Scope Type." May push category too deep.	
			Specula & Accessories				Remove category and place items under <i>Scopes & Scope Accessories > Otoscopies & Ophthalmoscopes</i>	
			Testing Supplies				Original label: <i>Tests</i> . Current label is too broad. Suggest changing to <i>Testing Supplies</i> to allow for future growth.	<i>Home Medical Testing Supplies</i> may be too lengthy.
			Thermometers & Thermometer Accessories				Original label: <i>Thermometers & Accessories</i> .	
		Exam & Surgical Supplies					Original label: <i>Medical & Surgical Supplies</i> . <i>Medical</i> is too broad, <i>Exam</i> is more specific.	Could move Exam Gloves under this category.
			Antiseptic				Remove category and move items to <i>Skin Prep</i> .	
			Basins				Moving category from to <i>Patient Care</i> . Place Thoracentesis/Paracentesis Tray in <i>Ostomy & Urology Supplies</i> .	Basins & Bed Pans? Also contains "E-Z Shower"
			Bedding & Pillows				Original category placed under <i>Apparel & Safety Wear</i> . Original label: <i>Sheets, Drapes & Accessories</i> Suggest changing label to <i>Bedding & Pillows</i> . Can include items such as bed pads, sheets, mattresses, etc.	
			Biohazard Collection				Original label: <i>Collection Containers, Bags, Tubes & Kits</i> . Change label to Biohazard Collection and shift product set to focus specifically on medical-related collection containers. Move Urology and Ostomy-related items (e.g. Leg Bag System) to <i>Patient Care > Ostomy & Urology Supplies</i> .	
			Container Bags				Only one item in this category. Move Biohazard Waste Bag to <i>Biohazard Collection</i> .	
			Ear Wash Systems & Accessories				Only two items in this category and neither fit. Remove category and redistribute items.	
			Medical Paper Products				Original label: <i>Exam Table Paper Rolls</i> . Change to Medical Paper Products so category can include items such as paper drapes and bibs.	
			Exam Tables & Chairs				Only one item in this category. Move Blood Drawing Chair to <i>Medical Furniture</i> .	
			Instruments					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Irrigation Supplies				Original label: <i>Irrigation Fluids</i> . Change label to <i>Irrigation Supplies</i> as product set contains more than just fluids.	
			IV Tubing, Pump Sets & Accessories				Only one item. Move Quick Drain Valve to <i>Patient Care > Ostomy & Urology Supplies</i> .	
			Lubricating Gels				Only one item. Move Surgical Lubricant to <i>Ointments</i>	
			Medical Dispensers				Small number of products in category. Move items to <i>Furniture & Equipment</i> or <i>Patient Care > Cups & Dispensers</i> .	
			Medical Furniture & Equipment				Original label: <i>Medical Furniture & Accessories</i> . Change to <i>Medical Furniture & Equipment</i> and shift products such as mattress covers to <i>Bedding & Pillows</i> .	
			Medical Wipes				Original label: <i>Medical Wipes, Towelettes & Washes</i> . Change label to <i>Medical Wipes</i> as this is most broad and can incorporate other items. Move Disposable Towel Drapes to <i>Medical Paper Products</i> .	Also relates to incontinence/Urology & Ostomy.
			Medical/Surgical Lamps				Remove category and move Bright Light Therapy System to <i>Medical Furniture & Equipment</i> .	
			Needles & Lancets					
			Ointments				Category contains similar items to <i>Skin Prep</i> . Contains items other than ointments.	
			Penlights					
			Pill Crushers				Only 1 item in category. Move Pill Crusher/Box to <i>Patient Care > Cups & Dispensers</i> .	
			Skin Prep				Move items specific to Urology/Ostomy to <i>Urology & Ostomy Supplies</i> .	Potentially could combine with <i>Ointments</i> .
			Tongue Depressors					
			Tubing				Move 1 items to <i>Urology & Ostomy Supplies</i> .	
		Mobility Aids					New category suggestion.	
			Walking Aids & Accessories				Category originally under <i>Orthopedic Supplies</i> .	
			Wheelchairs				Category originally under <i>Orthopedic Supplies</i> .	
		Orthopedic Supplies					Label does not fit subcategories. Suggest removing category and redistributing subcategories.	
			Cast Supplies				See above.	
			Splints, Braces & Slings				See above.	
			Walking Aids & Accessories				See above.	
			Wheelchairs				See above.	
		Patient Care						
			Basins				Moving category from <i>Exam & Surgical Supplies</i> . Items in category relate more to <i>Patient Care</i> . Place Thoracentesis/Paracentesis Tray in <i>Ostomy & Urology Supplies</i> .	Basins & Bed Pans? Also contains "E-Z Shower"
			Bedding & Pillows				Original category placed under <i>Apparel & Safety Wear</i> . Original label: <i>Sheets, Drapes & Accessories</i> Suggest changing label to <i>Bedding & Pillows</i> . Can include items such as bed pads, sheets, mattresses, etc.	
			Bathroom Tissue				Remove category as it has no specific associate with <i>Medical Supplies</i> .	
			Cups & Dispensers				Original category label: <i>Cups</i> .	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Foam Bed Pads & Pillows				Move items to <i>Bedding & Pillows</i>	
			Hot & Cold Therapy					
			Ostomy & Urology Supplies			Incontinence	Change to <i>Ostomy & Urology Supplies</i> , include Ostomy & Urology Supplies related items that are currently spread throughout taxonomy structure.	
				Underwear			Additional L4 to accommodate large category.	
				Catheter Supplies			Additional L4 to accommodate large category.	
				Ostomy Belts & Bags			Additional L4 to accommodate large category.	
				Protective Ointments			Additional L4 to accommodate large category.	
			Paper Towels				Remove category as items do not specifically relate to Medical Supplies.	
			Personal Care Containers & Products				Remove category and redistribute items under <i>Medical Supplies > Personal Care</i> . Move Urinal-related items to <i>Ostomy & Urology Supplies</i> .	
			Orthopedic Supports				Category was originally an L2 and also contained <i>Walking Aids & Accessories, Wheelchairs</i> . To assist findability, split L2 category into <i>Mobility Aids</i> (new category) and <i>Patient Care > Orthopedic Supports</i> .	Keep as Orthopedic Supplies?
				Cast Supplies				This has only 1 item. Justified for a separate category?
				Splints, Braces & Slings			Original category: <i>Splints, Braces & Slings</i> , which is extensively concatenated. Change to <i>Orthopedic Supports</i> and moved to Patient Care > Orthopedic Supports.	Could potentially have attributes for Knee, Hand & Wrist, Foot.
			Razors				Both products don't have anything to do with Razors, and currently live in <i>Personal Care Containers & Products</i> .	
			Sanitary Napkins				Most items in category have little to do with <i>Patient Care</i> . Move Commode Liners to <i>Patient Safety & Rehabilitation > Bathroom Safety</i> .	
			Shampoo, Deodorant & Lotion				Items in category are more Personal Care in nature, and do not specifically fit within Patient Care.	Aterra Body Wash will need to be shifted elsewhere.
			Medicinal Cleansers				Original category: <i>Soap & Hand Cleaners</i> . Suggest change to <i>Medicinal Cleansers</i> and include products that are specifically used in a healthcare context.	
			Swabs & Cotton Balls					
			Washcloths & Towels				Items overlap with other categories such as <i>Medical Wipes</i> . Move dental (and other) bibs to <i>Exam & Surgical Supplies > Medical Paper Products</i> .	
		Patient Safety & Rehabilitation						Is there a real need to keep these two concepts together?
			Bathroom Safety					
			Physical Therapy Products				Original category name: <i>Rehab Products</i> . <i>Physical Therapy</i> label is more specific.	
		Personal Care					New category which redistributes items from <i>Personal Care Containers & Products</i> .	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Dental Care				New category which redistributes items from <i>Personal Care Containers & Products</i> .	
			Bath Products				New category which redistributes items from <i>Personal Care Containers & Products</i> .	
		Respiratory Supplies					Original category: <i>Respiratory Monitors & Supplies</i> . Change to <i>Respiratory Supplies</i> .	If change this cat to Respiratory Supplies, should include masks from Medical Apparel?
			Respiratory Masks & Supplies				Move non-respiratory masks to <i>Medical Apparel > Masks</i> . Move all other items up one level to <i>Respiratory Supplies</i> .	
			Respiratory Monitors & Analyzers				Only one item in category. Move to <i>Respiratory Supplies</i> .	
		Wound Care						
			Adhesives					
			Band-Aids & Bandages				Original label: Bandages. Label change due to use of category both in <i>Medical Supplies</i> and <i>Breakroom > First Aid</i> .	
			Eye Washes				Original category label: <i>Eye Wound Care</i> . Change to <i>Eye Washes</i> to better represent product set.	
			Gauze & Sponges					
			Medical Tape					
	Meeting & Presentation Supplies							
		Audiovisual Accessories					Original label: <i>Audiovisual Equipment & Accessories</i> . Since no projectors, etc. suggest changing to <i>Audiovisual Accessories</i> .	
			Audiovisual Ceiling & Wall Mounts					
			Audiovisual Equipment Carts					
			Audiovisual Screens & Tripods					
		Binding Equipment & Supplies						
			Binding Combs & Spines					
			Binding Covers					
			Binding Systems					
		Display Supplies					Broad category name. Consider changing to <i>Display Supplies</i> or similar.	
			Easel Pads & Chart Paper					
			Easels					
			Gavels				Potential problems with fit for only 1 item. Is there a better place?	
			Foam Boards					
			Pointers & Remotes					
			Poster & Project Display Boards					
			Presentation Binders & Books					
			Presentation Display Systems					
			Transparency Material					
		Dies & Accessories						
			Die Accessories & Storage					
			Die Cut Machine Carts					
			Die Cut Machines					
			Dies					
		Laminating Equipment & Supplies						
			Laminating Machines					
			Laminating Supplies					
		Signs & Boards					Original label: Message Boards, Signs & Lettering Suggest category split.	Overlap with items in <i>Cleaning > Facility Supplies > Workplace Signage</i> . Product set may need to be rethought in light of literature holders are also in this category.
			Message Boards & Signs					
			Message Boards					
			Signs					
			Vinyl & Magnetic Lettering					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Report Covers & Portfolios					Original Location: <i>Binder & Accessories > Report Covers & Portfolios</i> . Card sort data showed higher relationship to Presentation & Presentation Accessories, as opposed to Binders. Suggest move of entire category of Report Covers & Portfolios to <i>Meeting & Presentation Supplies</i> .	
			Fashion Portfolios				Fashion (design) is an attribute. It is recommended that this not be used as a category.	
			Polypropylene Report Covers				Polypropylene is an attribute. It is recommended that this not be used as a category.	
			Pressboard Report Covers				Pressboard is an attribute. It is recommended that this not be used as a category.	
			Professional Portfolios					What makes these "professional"? A slot for business cards?
			Report Covers					Removal of attribute-style categories may create overly large Uber category.
			Report Covers With Fasteners				Fasteners is an attribute. It is recommended that this not be used as a category.	
			Twin Pocket Portfolios					Removal of attribute-style categories may create overly large Uber category.
			Twin Pocket With Fastener Portfolios				Fasteners is an attribute. It is recommended that this not be used as a category.	
		Teaching Aides & Equipment						Suggest an "Education" category that could potential include items from Meeting & Presentation Supplies and Art & Drafting Supplies.
			Classroom Aids					
			Classroom Wall & Board Accessories					
			Flash Cards & Games					
			Learning Guides					
			Locker Accessories					Review product assortment.
			Name Badges & Name Plates					
			Paper Racks & Chart Stands					
			Playground Equipment					Logic?
			Puzzles & Mats					
			Workbooks & Pads					
		Wall Boards: Dry-Erase, Chalk, & More						
			Board Accessories					Level 2 should just say wall boards; "& more" is not a good practice and is vague/ambiguous.
			Board Cleaners					
			Bulletin Boards					
			Chalk					Accessory
			Chalkboards					
			Dry-Erase Boards					
			Message Bars					
			Planning And In/Out Boards					
	[Client] Brand Products	Binders & Accessories					The section of "[Client] Brand Projects" was not compared against current website. The [Client] branding is an attribute of an item. Creation of a [Client] brand section within the hierarchy creates unnecessary polyhierarchy. Recommend removing entire section	
			Index Dividers					
			Pencil & Supply Pouches					
			Report Covers					
			Ring Binder Accessories					
			Sheet Protectors					
			Twin-Pocket Portfolios					
		Calculators & Supplies	Display Calculators					
			Print Calculator Paper Rolls					
		Cartridges, Toner, Ribbons & Drums	Fax Supplies					
			Inkjet Cartridges & Supplies					
			Laser Toner Cartridges & Supplies					
			Thermal Printer Supplies					
		Computer Cleaning	Computer Cleaning Supplies					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Computer Media & Accessories	CD/DVD Storage					
			Monitor Stands					
			Mouse Pads					
		Filing & Storage	Expanding File Pockets					
			Expanding Files					
			Expanding Wallets					
			Hanging File Folders					
			Storage Boxes & Carts					
		Furniture	Lamps					
			Multifunction Chairs					
		Mailroom Supplies	Bubble & Foam Wrap					
			Corrugated Boxes, Cartons & Mailers					
			Mailing Tubes					
			Mailroom Tape					
			Moisteners & Sealers					
			Packing Papers & Peanuts					
			Padded Mailers					
			Poly Bags					
			Stretch Film & Dispensers					
		Money-Handling Supplies	Banking & Money-Handling Supplies					
		Office Essentials	Correction Fluid					"office essentials" is vague and not very descriptive.
			Correction Tape					
			Desktop Staplers & Sets					
			Electric & Heavy-Duty Staplers					
			Glues & Adhesives					
			Labels					
			Laminating Pouches					
			Letter Openers					
			Map Tacks & Flags					
			Name Badges & Badge Labels					
			Paper & Binder Clips, Dispensers & Magnets					
			Paper Punches					
			Rulers					
			Scissors					
			Stamps & Print Kits					
			Staples					
			Tape					
			Tape Dispensers					
		Office Furnishings	Wall & Desk Clocks					
		Organizers & Desk Accessories	Bookends, Desktop/Wall & Floor Literature Holders					
			Desk Pads & Blotters					
			Desktop & Drawer Organizers					
			Mesh & Metal Desktop Collections					
		Paper, Notebooks & Envelopes	Business Cards & Note Cards					
			Clipboards					
			Continuous Computer Paper					
			Copy & Multipurpose Paper					
			Envelopes					
			Fax Paper					
			Notebooks & Writing Pads					
			Photo & Printer Paper					
			Printer Paper					
			Self-Stick Notes & Flags					
			Specialty Paper					
			Telephone Message Pads & Voicemail Log Books					
		Presentation Tools & Message Boards	Binding Combs					
			Message Boards & Signs					
		Writing Instruments	Ballpoint Pens					
			Pen Refills					
			Wood Pencils					
	Pens, Pencils & Markers							There was already a level 2 for writing instruments (promotional products, office depot brand products) Paints under Pens and such? Writing Instruments? Writing Supplies?
		Art & Drafting Supplies					Not an adequate fit under Pens, Pencils & Markers.	Suggest an "Education" category that could potential include items from Meeting & Presentation Supplies and Art & Drafting Supplies.
			Acrylic & Tempera Paints					
			Art Brushes					
			Art Markers					
			Art Pencils & Pens					
			Art Portfolios					
			Classroom Compasses					
			Crayons					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Drafting Tools & Kits					
			Knives & Blades					
			Modeling Compounds					
			Oil Pastels					
			Paint Accessories					
			Protractors					
			Scrapbooking					
			Watercolor Paint					
		Correction Fluid & Tape					Creates unnecessary polyhierarchy. Suggest keeping category under <i>Basic Supplies</i> .	
			Correction Fluid					
			Correction Pens					
			Correction Tape					
		Erasers					This isn't a pen, pencil or marker. Consider testing for category fit.	
			Cube & Pencil-Top Erasers					
			Eraser Refills					
			Pen Style Erasers					
		Fine Writing Instrument Gallery					This seems more of a promotional category.	
			Cross Fine Writing Instruments				Attribute, suggest removing category.	
			Fine Writing Instruments Pen & Pencil Refills					
			Fisher Fine Writing Instruments				Attribute, suggest removing category.	
			Foray Fine Writing Instruments				Attribute, suggest removing category.	
			Monteverde Fine Writing Instruments				Attribute, suggest removing category.	
			Parker Fine Writing Instruments				Attribute, suggest removing category.	
			Sanford Fine Writing Instruments				Attribute, suggest removing category.	
			Yafa Fine Writing Instruments				Attribute, suggest removing category.	
			Zebra Fine Writing Instruments				Attribute, suggest removing category.	
		Markers & Highlighters						
			Art Markers					
			Dry-Erase & Wet-Erase Markers					
			Highlighters					
			Overhead & Chart Markers					
			Permanent Markers & Marker Pens					
			Specialty Markers				This is an "other" category.	
			Washable Art Markers					
		Pencil Sharpeners					Consider moving to <i>Office Machines</i> .	
			Electric/Battery Operated Pencil Sharpeners					
			Manual Pencil Sharpeners					
		Pencils						
			Mechanical Pencil Refills					
			Mechanical Pencils					
			Pencil Grips					
			Wood Pencils					
		Pens						
			Ballpoint Stick Pens					
			Calligraphy Pens					
							Overlap with items in <i>Cash Handling</i> . This should have one home. If polyhierarchy must be used, the same category/product label should be in both places.	
			Check Fraud Prevention Pens					
			Counterfeit Detector Pens					
			Fountain Pens					
			Pen Refills					
			Porous Point Pens					
			Retractable Ballpoint Pens					
			Rollerball Gel-Ink Pens				Ink type is an attribute.	
			Rollerball Liquid Ink Pens				Ink type is an attribute.	
			Rollerball Pens					
			Specialty Pens				This is "other" category. Remove and redistribute items.	
	Post-Its, Self-Stick Notes & Flags							Unclear as to why this is a top level category.
		Post-Its, Self-Stick Notes & Dispensers						
		Tags, Flags & Dispensers						

Preferred Terms	Level 2	Level 3	Level 4	Level 5	Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Promotional Products						Custom Printing, Promotional Products create additional polyhierarchy within overall structure. Need to create an overall strategy to deal with these "microsites".	
		Apparel	Caps & Hats Fleece Golf & Polo Shirts Jackets Long Sleeve Sweatshirts T-Shirts					Mixes organizational concepts, and isn't logical. RS: Updated based on cats found on website. Some of these cats go to a kind specialized set of webpages, others bring up a standard product grid.
		Automotive Awards & Recognition Bags & Totes	Gift & Shopping Totes Computer & Messenger Backpacks & Drawstrings Lunch & Cooler Duffels					RS: Confusion here. If go to this category from web hierarchy - get 6 results. If go to category from these specialized promo product pages, get a totally different set of results.
		Bandages & Dispensers Calendars & Planners	Bandages & Dispensers Planners Pocket Calendars Wall Calendars Desk Calendars Economy Calendars					
		Clocks & Watches Coasters & Beverage Ware Custom Logo Floor Mats Drinkware/Mugs	Desk Clocks Coasters Custom Logo Floor Mats Stainless Water Bottles Bottles Travel Mugs Mugs Holders Cups Tumblers Glassware					Wouldn't this be under "custom printing"?
		First Aid Kits	Bandages & Dispensers First Aid Kits Misc First Aid Sun Kits					
		Food & Drinks	Beverages Candy					Needs an additional level?
		Gift Sets	Gift Boxes Gift Sets					
		Golf Products	Ball Markers & Divot Tools Beach & Picnic Golf Accessories Golf Bags Golf Balls Golf Packs					
		Green Products Healthcare	Green Products Lip Care Lotions Pill Boxes/Cutters					
		Housewares	Coasters Kitchen Accessories Wine/Bottle Openers					
		Key Holders	Key Tags Carabiners					
		Lanyards & Badges	Lanyards Badge Holders & Accessories					
		Magnets	Calendars Shapes Business Card Magnets					
		Notepads & Cubes	Notepads & Memos Notes Cubes					
		Office & Desk Accessories	Folios					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Letter Openers					
			Calculators					
			Desk Accessories					
			Stress Balls					
			Clocks					
			Staplers					
			Coasters					
		Personal Care	Lens Cloth					
			Lip Care					
			Manicure Sets					
			Mirrors					
			Mirrors/Magnifiers					
		Pocket & Personal	Games & Toys					
			Lip Care					
			Photo Frames					
			Specialty and Multi Tools					
			Umbrellas					
		Quick Ship Products	Quick Ship Products					
		Sports & Leisure	Sports					
			Wristband					
			Golf					
			Umbrellas					
		Stress Balls	Stress Balls					
		Technology Accessories	Computer Accessories					
			Mouse Pads					
		Tools & Lights	Holders					
			Measuring					
			Tools					
			Flashlights					
			Ice Scrapers					
		Writing Instruments	Ball Pens					
			Gift Pens					
			Highlighters & Markers					
			Mechanical Pencils					
			Pen & Pencil Accessories					
			Retractable Ball Pens					
			Roller Balls					
			Specialty Pens					
			Stick Pens					
			Twist					
			Widebody					
			Wood Pencils					
	Work Safety						Original category label: Safety & Security. Suggest changing to Work Safety, which more effectively describes category, and does not create confusion with security-related categories that include Safes.	
		Work Safety Apparel					Original category label: Clothing Protection. Suggest change to <i>Work Safety Apparel</i> .	
			Aprons					
			Coats				Original label: Coats & Jackets. Coats is sufficient to describe the product set.	
			Coveralls				Original label: Coveralls & Overalls. Suggest simplifying to Coveralls, as Overalls tends to be a British usage.	
			Outfits				Remove category as these items (welding tools) are misplaced. Move items to <i>Tools & Equipment > Welding & Soldering Tools</i> .	
			Sleeves & Bibs					
		Ear Protection						
			Ear Plugs					
			Ear Muffs					
		Knee & Back Protection					Overlaps with Medical Supply items. Suggest removing category to Knee and Back Protection. Move wrist-related items to <i>Medical Supplies > Patient Care > Orthopedic Supports</i> . Could also move back support belts here.	
			Knee Pads					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Eye Protection	Wrist & Arm Support					
			Eye Protection Accessories				Original category: Eye No glass parts available. Suggest renaming category to Eye Protection Accessories.	
			Safety Glasses					
			Safety Goggles					
		Safety Supports					Original category: <i>Fall Protection</i> . Suggest changing category name to <i>Safety Supports</i> or similar.	
			Fall Protection Parts & Accessories				Small number of items in category. Suggest removing category and keep items in the next level up.	
			Harness Parts & Accessories				Small number of items in category. Suggest removing category and keep items in the next level up.	
			Lanyards				Small number of items in category. Suggest removing category and keep items in the next level up.	
		Fire Extinguishers & Extinguisher Brackets					Original category label: <i>Fire, Gas & Water Protection</i> . Suggest changing to reflect items in category. Could also simplify further to <i>Fire Extinguishers</i> .	
			Fire & Gas Protection Parts & Accessories				Small number of items in category. Suggest removing category and keep items in the next level up.	
			Fire Extinguishers				Small number of items in category. Suggest removing category and keep items in the next level up.	
		First Aid Kits					Original category name: <i>First Aid Safety</i> . If moving Eye Wash items, then can change name and product set to just First Aid Kits to describe category.	Overlaps with items in Breakroom.
			Eye Wash				Category overlap. Move items to <i>Medical Supplies > Wound Care > Eye Wash</i>	
			First Aid Kits				Remove this category, as <i>First Aid Kits</i> will move up a level.	
		Foot Protection					Could change category label to <i>Footwear</i> .	
			Boots & Shoes				Small number of items in category. Suggest removing category and keep items in the next level up.	
			Footwear Covers				Small number of items in category. Suggest removing category and keep items in the next level up.	
		Safety Gloves & Glove Accessories					Original category: Hand Protection. Suggest changing to <i>Safety Gloves & Glove Accessories</i> .	
			Glove Accessories				Original category name: Glove Parts & Accessories. Suggest changing name to Glove Accessories.	
			Gloves					
			Hand Pads & Warmers				Small number of items in category. Suggest removing and moving items to <i>Glove Accessories</i> .	
		Head & Face Protection						
			Faceshields & Visors					
			Hard Hat, Cap Parts & Accessories				Small number of items in category. Remove category and move items to <i>Head & Face Protection > Sweat Bands</i> .	
			Hard Hats & Caps					
			Helmet Headgear				Small number of items. Suggest removing category and moving items to <i>Welding Helmets & Helmut Accessories</i> .	
			Welder Caps & Doo Rags					
			Welding Helmut Parts & Accessories				Small number of items. Remove category and move items to <i>Welding Helmets & Helmut Accessories</i> .	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Welding Helmets & Accessories Winter Liners & Hoods				Original category name: <i>Welding Helmets</i> . Change category label and product set to incorporate accessories.	
			Sweat Bands				Original category location and label: Safety & Security > Heat Stress Protection. Suggest changing to <i>Sweat Bands</i> .	
			Bandannas				Remove category and keep all items under Sweat Bands.	
			Sweat Bands				Remove category and keep all items under Sweat Bands.	
		Locking Devices					Overlap with other "lock" categories. Move items to <i>Facility Supplies</i> .	
			Lockouts & Hasps Padlocks & Cables					
		Respirators & Respirator Accessories					Original label: Respiratory Protection. Suggest changing to Respirators & Respirator Accessories.	Some overlap with Respiratory Supplies in Medical Supplies.
			Respirator Parts				Original Category label: <i>Cartridge Respirator Parts & Accessories</i> .	May not be optimal solution.
			Respirators				Original label: <i>Cartridge Respirators</i> . Change label and product set to include all respirators. Concepts of Cartridge, Disposable are attributes.	
			Disposable Respirators				Remove category and move items to Respirators.	
			Powered Air, Supplied Air System Parts & Accessories				Remove category and move items to Respirator Accessories.	
		Flammable Liquids Storage					Original category label: Safety Storage. Suggest changing label to Flammable Liquids Storage.	May not be optimal solution.
			Safety Can Parts & Accessories				Small number of items. Suggest removing category and move items to Safety Cans & Can Accessories.	
			Safety Cans & Can Accessories				Original Label: Safety Cans. Change to <i>Safety Cans & Can Accessories</i> .	
			Safety Storage Cabinets				Original Label: Safety Storage Cabinets	Only 1 item. Sufficient justification for category?
			Safety Storage Container Parts & Accessories					Only 1 item. Sufficient justification for category?
		Spill Control Safety	Pallets Sorbents					
		Tarps						Unsure as to why this is in Safety. Placement?
		Traffic Safety						
			Safety Tape				Additional categories not required due to small number of items.	
			Safety Vests				Additional categories not required due to small number of items.	
	School Supplies							Suggest an "Education" category that could potential include items from Meeting & Presentation Supplies and Art & Drafting Supplies.
		Backpacks, Duffel Bags & Lunch Bags	Backpacks Duffel Bags & Totes Lunch Bags & Water Bottles					
		Binders & Report Presentation	Binders Clipboards Dividers Report Covers, Folders & Portfolios Sheet Protectors					
		Calculators	Business/Scientific Calculators Display Calculators Financial Calculators Graphing Calculators					
		Classroom Decoratives & Equipment	Board Erasers & Cleaners Bulletin Board Sets					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Charts					
			Classroom Aids					
			Classroom Banners & Signs					
			Classroom Storage & Filing					
			Dry-Erase, Chalk & Magnetic Boards					
			Laminating Systems & Supplies					
			Name Tags & Plates					
			Paper Racks & Chart Stands					
			Portable Easels					
			Trimmers & Accents					
		Combination & Padlock Locks						
		Computers, Printers, Scanners, Copiers & Faxes						
			All-In-Ones & Printers					
			Copiers					
			Desktop Computers					
			Fax Machines					
			Flash Drives					
			Keyboards & Mice					
			Laptops					
			Scanners					
			Software					
			Tablets					
		Dorm Room Essentials						
			Coffeemakers & Supplies					
			Dorm Storage & Organization					
			Hooks					
			Laundry Detergent					
			Refrigerators & Microwaves					
			Snacks					
			Toasters & Toaster Ovens					
		Drafting Supplies						
			Art Portfolios					
			Compasses					
			Drafting Tools & Kits					
			Protractors					
		Furniture & Accessories						
			Bookcases					
			Chairs & Futons					
			Computer Carts					
			Desk Accessories					
			Desks & Workstations					
			Lighting					
			Tables					
			Wastebaskets					
		Games & Rewards						
			Awards & Rewards					
			Certificate Frames					
			Music DVDs, CDs & Classroom Instruments					
			Playground Equipment					
			Puzzles & Games					
			Stickers & Seals					
		Glue, Tape & Self-Stick Notes						
			Glue Sticks					
			Pourable Glue					
			Self-Stick Notes & Flags					
			Tape					
		Locker Accessories						
			Locker Kits					
			Locker Mirrors					
			Locker Shelves					
		Paint & Crafts Materials						
			Acrylic & Tempera Paints					
			Art Brushes					
			Chalk					
			Craft Materials					
			Modeling Compounds					
			Paint Accessories					
			Watercolor Paint					
		Paper & Notebooks						
			Book Covers					
			Composition Books					
			Construction Paper, Drawing Paper & Pads					
			Copy & Multipurpose Paper					
			Craft & Tissue Paper					
			Design Paper					
			Easel Pads & Chart Paper					
			Filler Paper					
			Index Cards & Boxes					
			Notebooks					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Poster & Project Display Boards					
			Printer Paper					
			Quadrilles & Graph Paper					
			Ruled & Plain Newsprint					
		Pens, Pencils, Crayons & Markers	Art Pencils & Pens					
			Correction Fluid & Tape					
			Crayons					
			Dry-Erase & Wet-Erase Markers					
			Erasers					
			Highlighters					
			Markers					
			Mechanical Pencils					
			Pencil Boxes & Cases					
			Pencil Sharpeners					
			Pens					
			Rollerball Gel-Ink Pens					
			Rollerball Liquid Ink Pens					
			Wood Pencils					
		Personal Care, Sanitizers & Paper Products	Band-Aids					
			Bathroom Tissue					
			Cups					
			Paper Towels					
			Plates & Bowls					
			Sanitizers & Soaps					
			Tissues					
			Wipes					
		Staplers, Scissors & Rulers	Paper Punches					
			Paper Trimmers					
			Reduced Effort & Basic Staplers					
			Rulers					
			Scissors					
			Staple Removers					
			Staples					
		Teaching Aids & Resource Books	Arts & Crafts Activity Books					
			Early Childhood Books, Supplies & Activities					
			Flags					
			Flash Cards					
			Language Arts Books & Activities					
			Manipulatives					
			Maps					
			Mathematics Books & Activities					
			Science Books & Activities					
			Teacher Resource & Reference Books					
		Books					Moved from Technology	
			Book Covers					
			Business & Lifestyle Books					
			Computer Books					
			Reference Books					
		Maps & Atlases					Moved from Technology	
			Map Tacks & Flags					
			Mapping Software					
			Road & Travel Atlases					
			Wall Maps					
	Glue & Tape						Original category label: <i>Tape & Adhesives</i> . Suggest changing to <i>Glue & Tape</i> . Glue will resonate more with customers.	
		Bonus & Value Packs					This is an attribute. Suggest removing category.	
			Office Tape Value Packs					
			Packing Tape Bonus Packs					
		Dispensers						
			Fashion Dispensers				This is an attribute. "Fashion" is very subjective.	
			Office Tape Dispensers					
			Packing Tape Dispensers					
		Fashion Duct Tape					This is an attribute. "Fashion" is very subjective.	
			Fashion Duct Tape					
		Glue & Adhesives						
			Glue Sticks					
			Pourable Glue					
			Specialty Glue				"Other" category.	
		Mounting					If Tape & Glue label used, this may be an inappropriate fit. Suggest testing.	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Command Hooks					
			Hook & Loop Fasteners					
			Permanent Mounting					
			Putty					
			Removal & Reusable Mounting					
		Office Tape					"Place of Use" may not be an adequate descriptor. Suggest rethinking organization by type.	
			Double Sided Office Tape					
			Invisible Office Tape					
			Removable Office Tape					
							"Other" category. Items overlap with those in <i>Packing Specialty Tape</i> . Remove category and create categories for type of tape.	
			Specialty Tape					
			Transparent Office Tape					
		Packing Tape						
			Packing Duct Tape				Is Duct Tape only for packing?	
							"Other" category. Remove category and create categories for type of tape (Painters, Masking, Electrical, Filament, Pouch, etc.).	
			Packing Specialty Tape					
			Shipping Tape				Original label: Packing Tape for Shipping	
			Storage Tape				Original label: Packing Tape for Storage.	
	Tools & Equipment							
		Electrical Tools						
							May confuse users with tools that are powered by electricity.	
							Original location and category name: <i>Hand Tools > Crimping & Stripping Tools</i> . Suggest change to <i>Crimp & Wire Stripper Tools</i> to remove gerund (for consistency).	
			Crimp & Wire Stripper Tools					
							Original category name: Knockout Punch Parts and Accessories. Change to Knockout Punches & Parts, so to incorporate all Knockout Punch related items.	
			Knockout Punches & Parts					
			Knockout Punches Manual				Remove category and move items to Knockout Punches & Parts.	
			Meters					
							Only 1 item in category. Suggest placing Reel Stand with extension cords or related category.	
			Wire Carts, Cable Carts & Dispensers					
							Remove category and move Grip-related items to <i>Material Handling > Hoists & Winches</i>	
			Wire Pulling Grips					
		Hand Tools						
			Bending & Flaring Tools				Suggest moving to Plumbing.	
			Carbide Burs				Remove category and move items to <i>Power Tools > Drill Bits</i>	
							Original category name: Chisels, Punches & Pins. Suggest simplifying to Chisels & Punches.	
			Chisels & Punches					
			Clamps & Vises					
							Remove category as it contains only 1 item. Move Mason's Line to <i>Measure & Layout Tools > Marking Tools & Stud Sensors</i> .	
			Concrete & Masonry Tools					
			Crimping & Striping Tools				Move to <i>Electrician Tools</i> .	
							Original label and location: <i>Hand Tools > Insert Bits & Holders</i> . Change to <i>Drill Bits</i> , so can incorporate all types of drill bits and move to Power Tools.	
			Drill Bits					
							Many items in this category are for drills. Move these items to <i>Power Tools > Drill Bits</i> .	
			Extractors & Sets					
							Only two items in this category. Suggest removing category and moving items to <i>Material Handling > Hoists & Winches</i> .	
			Eye Bolts & Nuts					
			File Handles				Remove category and place items in <i>Files & File Handles</i> .	
			Filing Tools					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Hammers, Mallets & Axes				Original category label: <i>Hammers, Sledges, Mallets & Axes</i> . Simplify category label to <i>Hammers, Mallets & Axes</i> .	There's only one "axe" and that is a hatchet. Can this be simplified further?
				Ball Pein Hammers			Suggested categories to differentiate <i>Hammers, Mallets & Axes</i> .	
				Hammer Handles				
				Nailing Hammers			Suggested categories to differentiate <i>Hammers, Mallets & Axes</i> .	
				Sledge Hammers			Suggested categories to differentiate <i>Hammers, Mallets & Axes</i> .	
				Mallets			Suggested categories to differentiate <i>Hammers, Mallets & Axes</i> .	
			Handled Pry Bars				Remove category, as only one item. Move item to <i>Pry Bars</i> .	
			Handsaws & Sets				Category contains power saws and blades for power saws. Move these items to Power Tools > Power Saws & Blades	
			Hex, Torx & Spline Keys					
			Utility Knives & Blades				Original category name: <i>Knives & Multipurpose Tools</i> . Suggest splitting concepts. Create category for Knives & Blades and a separate one for <i>Multipurpose Tools & Hand Tool Sets</i> . Move multipurpose tools to this category.	
			Lawn & Garden Tools				Original location under <i>Hand Tools</i> . Suggest moving up a level and subdividing.	
			Multipurpose Tools & Hand Tool Sets				Original category name: Multipurpose Hand Tool Sets.	
			Nail Puller Bars				Remove category, as overlaps with Pry Bars. Move items to <i>Pry Bars</i> .	
			Nut Setters				Remove category and put items with <i>Power Tools > Drill Bits</i> .	
			Pinch & Wedge Point Bars				Remove category, as overlaps with Pry Bars. Move items to <i>Pry Bars</i> .	
			Pliers & Cutters				Large number of items in category. Move pipe and tubing cutters to <i>Plumbing > Pipe and Tubing Cutters</i> .	May need to further split out Pliers & Vice Grips from Bolt, other cutters.
			Pry Bars		Crowbar		Original category name: <i>Prying Tools</i> . Change name to <i>Pry Bars</i> .	
			Pullers & Sets					
			Putty Knives & Scrapers				Contains razor blades - knife related items in Knives & Multipurpose tools	
			Pipe Threading Equipment				Move to Machine Tools, since most items are machinist-related.	
			Reaming & Deburring Tools				Move to Machine Tools, since most items are machinist-related.	
			Wedges				Suggest moving set-up wedges to this Machine Tools category. Move Splitting wedge to <i>Hand Tools > Hammers, Mallets & Axes</i> .	
			Retrieving Tools					Label could be problematic.
			Rolling Head Bars				Remove category, as overlaps with Pry Bars. Move item to <i>Pry Bars</i> .	
			Screwdrivers & Nutdrivers					
			Scribers & Awls				Original category label: <i>Scribers, Pin Vises & Pick Sets</i> . Change category to Scribers & Awls. Move pick set to <i>Pullers & Sets</i> . Move Pin Vise to <i>Clamps & Vises</i> .	
			Industrial Shears & Snips				Original category name: Shears, Scissors & Snips. Suggest changing to Industrial Shears & Snips. Scissors is more office-focused.	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Sheet Sander Parts & Accessories				Only 1 item. Remove category and move item to <i>Power Tools > Sander Parts & Accessories</i>	
			Rachets & Sockets				Original category label: <i>Sockets, Ratchets, Adapters & Extensions</i> . Suggest simplifying to <i>Rachets & Sockets</i> .	
				Adapters			Large number of items in <i>Rachets & Sockets</i> . Suggest additional categories to assist in refinement.	
				Bit Sockets			Large number of items in <i>Rachets & Sockets</i> . Suggest additional categories to assist in refinement.	
				Rachets			Large number of items in <i>Rachets & Sockets</i> . Suggest additional categories to assist in refinement.	
				Socket Sets			Large number of items in <i>Rachets & Sockets</i> . Suggest additional categories to assist in refinement.	
			Specialty Bars				Remove category, as overlaps with <i>Pry Bars</i> . Move item to <i>Pry Bars</i> .	
			Staplers & Riveters				Both items in category are staple-related. Suggest remove category and move items to: <i>Staplers, Staples & Removers</i>	
			Tamping Bars				Only 1 item. Remove category and move item to <i>Lawn & Garden Tools</i> .	
			Tool Storage				Only 1 item. Remove category and move item to <i>Hardware Organization</i> .	
			Tool Organization & Belts				Move to <i>Hardware Organization</i> .	
			Wrenches				Large number of items in this category. Suggest an additional level to differentiate. Move impact wrench to <i>Power Tools > Pneumatic Tools & Parts</i> .	
				Pipe Wrenches			New category for distribution of Wrenches.	
				Crescent Wrenches			New category for distribution of Wrenches.	
				Combination Wrenches			New category for distribution of Wrenches.	
				Racheting Wrenches			New category for distribution of Wrenches.	
				Strap Wrenches			New category for distribution of Wrenches.	
				Torque Wrenches			New category for distribution of Wrenches.	
		Hardware Organization					Original Category location/name: <i>Hand Tools > Tool Organization & Belts</i>	
		Ladders & Step Stools						This category also lives elsewhere in hierarchy. Where is the best placement? Justification for polyhierarchy?
			Ladders & Step Stools				Repeat of L4 category not required.	
		Lawn & Garden Tools					Original location under <i>Hand Tools</i> . Suggest moving up a level and subdividing.	
			Post Hole Diggers				New category for distribution of <i>Lawn & Garden Tools</i> .	There are only 3 items that would live in this category. But, these are unique items. Suitable justification?
			Rakes				New category for distribution of <i>Lawn & Garden Tools</i> .	
			Shovels				New category for distribution of <i>Lawn & Garden Tools</i> .	
			Water Hoses & Sprayers				New category for distribution of <i>Lawn & Garden Tools</i> .	
			Wheelbarrows				New category for distribution of <i>Lawn & Garden Tools</i> .	
		Machine Tools			Machinist Tools		New category for machinist-related items.	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Pipe Threading Equipment Reaming & Deburring Tools				Original category location: <i>Hand Tools</i> . Suggest moving to Machine Tools, since most items are machinist-related.	
			Wedges				Original Location: Hand Tools. Original category location: Hand Tools. Suggest moving set-up wedges to this category. Move Splitting wedge to <i>Hand Tools > Hammers, Mallets & Axes</i> .	
		Measure & Layout Tools					Original category name: <i>Measuring, Leveling & Marking Tools</i> . Suggest change to simpler label: <i>Measure & Layout Tools</i> .	
			Aligning Bars				Items relate more closely to prying tasks - as opposed to measuring. Remove category and move items to <i>Hand Tools > Pry Bars</i> .	
			Calipers & Dividers				Category only contains calipers. Remove category and combine with <i>Professional Protractors & Calipers</i> .	
			Marking Tools & Stud Sensors				New category to include Chalk Reels, Stud Finders, Mason's Line.	There is only one stud finder. Does this justify category label?
			Chalk Reel Lines & Refills				Small number of items, move to <i>Marking Tools & Stud Sensors</i> .	
			Chalk Reels & Sets				Small number of items, move to <i>Marking Tools & Stud Sensors</i> .	
			Derrick Tapes & Refills				Only 2 items in category. Remove category and move items to <i>Tape Measures</i> .	
			Finders & Scanners				Only 1 item (stud finder). Remove category and move item to <i>Marking Tools & Stud Sensors</i> .	
			Gauges					
			Gauging Tape				Small number of items. Remove category and move items to <i>Oil Measurement</i> .	
			Gauging Tape Refills & Parts				Small number of items. Remove category and move items to <i>Oil Measurement</i> .	
			Indicator Holders, Bases & Stands				Only one item. Remove category and move Indicator Holder to <i>Machine Tools</i> . While appropriate under Measure & Layout Tools, it more closely relates to Machine Tools.	Split on this decision.
			Labeling Tool Parts & Accessories				Only one item. Remove category and move item to <i>Marking Tools & Stud Sensors</i> .	
			Levels & Plumb Bobs				Original category label: Levels. Suggest changing to Levels & Plumb Bobs as both types of items perform a similar function.	
			Marker Holders				Only 1 item. Remove category and move item to <i>Marking Tools & Stud Sensors</i> .	
			Markers & Sets				Potential confusion with office-style markers, highlighters, etc. Suggest removing category and move construction/tool type items to <i>Marking Tools & Stud Sensors</i> .	
			Measuring Cans				Small number of items. Remove category and move items to <i>Oil Measurement</i> .	
			Measuring Wheels				Only 2 items. Remove category and move items to <i>Tape Measures</i> .	
			Oil Measurement				New category to incorporate Oil Gauging Tape and Oil Measuring Cans.	
			Plumb Bobs				Only 3 items. Remove category and move items to <i>Levels & Plumb Bobs</i> .	
			Professional Protractors & Calipers				Original category: Protractors	Used 'professional' as a qualifier to differentiate from protractors used in grade schools.

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Rulers					
			Soapstone Holders				Remove category and combine items with Soapstones & Soapstone Holders.	
			Soapstones & Soapstone Holders				Original category: Soapstones. Combine with Soapstone Holder items.	
			Squares					
			Tape Measures					Suggested split may not necessary.
				Enclosed Tape			Suggested categories for distribution of Tape Measures.	
				Open Reel			Suggested categories for distribution of Tape Measures.	
			Temperature Indicators				Remove category and combine items with Thermometers.	Temperature Indicators are used in welding - measures surface temp.
			Thermometers					
		Plumbing Equipment						
			Bending & Flaring Tools				Originally under Hand Tools. Suggest moving as items more appropriate to plumbing.	
			Drain Cleaning & Inspection Equipment				Augers (2 items only)	
			Filtration				2 items only	
			Pipe & Tubing Cutters				New category to incorporate pipe cutter items currently found in Pliers & Cutters.	
			Tips & Nozzles					
		Pneumatic Tools					Pneumatic is a type of power tool. Suggest placing items within a Power Tools > Pneumatic Tools & Parts category, and not subdividing based on type of tool.	Alternatively, can place in Power Tool Category and use Pneumatic as an attribute. This would be more consistent, however, an item like pneumatic riveter has no real home.
			Air Hose Reels				Only 2 items. Remove category and move to Power Tools > Pneumatic Tools & Parts.	
			Compressors, Blow Guns, Hoses & Fittings				No compressors in category. Suggest removing category and move to Power Tools > Pneumatic Tools & Parts.	
			Cutting & Burning Guides				Only 3 items, which more closely relate to Measure & Layout Tools. Suggest removing this category and moving items to Welding & Soldering Tools.	Could also go to: Measure & Layout Tools > Marking Tools & Stud Sensors.
			Cutting Tools				Only 1 item in category. Suggest removing category and move item (Reciprocating Saw) to Power Tools > Power Saws & Blades.	
			Demolition Tools				Small number of items. Suggest removing category and moving Needle Scalers to Power Tools > Pneumatic Tools & Parts.	Needle scaler. Used to remove rust, mill scales and old paint from metal surfaces.
			Digging Bars				Items are not pneumatic in nature. Remove category and move Post Hole Digger to Lawn & Garden > Post Hole Diggers. Move slate bar to Hand Tools > Pry Bars.	
			Drilling & Fastening Tools				Small number of items. Suggest removing category and moving Needle Scalers to Power Tools > Pneumatic Tools & Parts.	
			Finishing Tools				Small number of items. Suggest removing category and moving Needle Scalers to Power Tools > Pneumatic Tools & Parts.	
			Wrecking Bars				Remove category, as overlaps with Pry Bars. Move items to Pry Bars.	
		Power Tools						
			Drills & Drill Parts				Original label: Drilling & Fastening Tools. Simplify label to Drills & Drill Parts (there are no fastening tools).	
				Corded Drills				
				Cordless Drills				

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
				Drill Bits			Original label and location: <i>Hand Tools > Insert Bits & Holders</i> . Change to <i>Drill Bits</i> , so can incorporate all types of drill bits.	
			Grinders & Grinder Parts				New category to incorporate all Grinder related items.	
			Angle Grinder Parts & Accessories				Small number of items. Move to <i>Grinders & Grinder Parts</i> .	
			Bench Grinder Parts & Accessories				Small number of items. Move to <i>Grinders & Grinder Parts</i> .	
			Bench Grinders				Small number of items. Move to <i>Grinders & Grinder Parts</i> .	
			Corded Angle Grinders				Small number of items. Move to <i>Grinders & Grinder Parts</i> .	
			Corded Die Grinders				Small number of items. Move to <i>Grinders & Grinder Parts</i> .	
			Corded Engravers				Only 1 items. Remove category and move item to <i>Rotary Tools & Parts</i> .	
			Cordless Cut-Out Tools				Small number of items. Move to <i>Grinders & Grinder Parts</i> .	
			Cordless Tool Batteries & Chargers				Only 1 item. Suggest removing category and move item to <i>Chargers & Adapters</i> .	Full path: Technology > Batteries & Power Protection > Chargers & Adapters Right solution?
			Cutting Machines				Only 1 item. Remove category and move to new category of <i>Welding Tools</i> .	These are for cutting torches/welding.
			Sander Parts & Accessories				Original label: <i>Disc Sander Parts & Accessories</i> . Change to <i>Sander Parts & Accessories</i> to accommodate different types of sanders.	Need the "& Accessories"?
			Paint Removal Tools				Original label: Heating Tools, which is rather vague. Suggest change to Paint Removal Tools. Move Soldering and butane tools to <i>Welding & Soldering Tools</i> . Move	This leaves the category with only 3 items.
			Pneumatic Tools & Parts				New category to incorporate all pneumatic tools and related parts.	Feel that don't need to subdivide beyond this, as a small number of items.
			Power Saws & Blades					
			Rotary Tools & Parts				Original name: <i>Rotary Tool Parts & Accessories</i> . Suggest simplifying name to <i>Rotary Tools & Parts</i> .	
			Routing & Trimming Tools					Only one item (Standard Router Sub-Base). No real home. Leave at "power tool" level?
		Welding & Soldering Tools					Creation of category to accommodate welding-related items from Tools & Equipment, as well as misplaced items such as "Journeyman Edge Welding and Cutting Outfit" items currently within <i>Safety & Security > Clothing Protection > Outfits</i> .	
Ink, Toner & Ribbons								
	Ink, Toner & Ribbons	Ink, Toner & Ribbons	Ink, Toner & Ribbons				Links to "Your Ink & Toner Finder"; category also lives under Office Supplies, Technology	
Paper [Depot]		Art & Craft Papers						
			Cover & Card Stock					
			Craft & Tissue Paper					
			Drawing Paper & Pads					
			Iron-On Transfers					
			Ruled & Plain Newsprint					
		Certificates & Certificate Holders						
			Award & Certificate Seals					
			Certificate & Document Covers					
			Certificates					
		Computer Paper & POS Rolls						
			Cash Register & Thermal Rolls					
			Continuous Feed Computer Paper					
			Fax Paper					
			Pre-Perforated /Hole Punched Paper					
			Security Paper					
		Copy & Printer Paper						

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Carbon Paper					
			Colored Paper					
			Copy & Multipurpose Paper					
			Inkjet Printer Paper					
			Laser Printer Paper					
			Paper For Color Copiers					
		Invitations & Events						
			Design Paper					
			Invitations & Greeting Cards					
			Note Cards					
			Place Cards & Tent Cards					
			Post Cards					
		Notebooks & Journals						
			Composition Books					
			Memo Pads					
			Spiral & Wireless Notebooks					
			Steno Books					
		Photo & Presentation Papers						
			Brochure/Presentation Paper					
			Inkjet Photo Printer Paper					
			Laser Photo Printer Paper					
			Wide Format Paper					
		Résumé & Business Paper						
			Brochure/Presentation Paper					
			Business Cards					
			Marketing Kits					
			Résumé & Business Stationery					
		Writing Pads & Filler Paper						
			Filler Paper					
			Quadrilles, Graph & Data Pads					
			Scratch Pads					
			Self-Stick Notes & Pads					
			Writing Pads					
Breakroom Supplies							Original Label: <i>Breakroom</i>	Suggested may not work within current website design.
	Appliances							
		Air Purifiers & Filters						
		Beverage Dispensers & Coolers						
		Blenders & Food Processors						
		Cabinets & Storage					These are not appliances. Remove category and move items to <i>Furniture</i> .	
		Coffeemakers					Original Label: <i>Coffeemakers & Warmers</i> . Only one warmer, which is not sufficient justification for adding to label.	
		Fans						
		Heaters & Air Conditioners					Original Label: <i>Heaters & Air Conditioners</i> . No Air Conditioners displayed.	
		Humidifiers					Original Label: <i>Humidifiers & Filters</i> . No Filters Displayed.	
		Microwaves						
		Refrigerators						
		Toasters & Toaster Ovens						
		Water Dispensers & Filters						
	Coffee & Coffee Supplies							
		Carafes & Airpots					Original Label: <i>Carafes, Airpots & Pitchers</i> . Pitchers are not meant for coffee. Move these items to Water, Soda & Juice.	
		Coffee						
		Coffee K-cups						
		Creamers						
		Decanters						
		Filters & Stir Sticks						
		Hot Cups						
		Sugar & Sweeteners						
		Vue Packs						
	Cups, Plates & Cutlery							
		Bowls						
		Cup & Cutlery Dispensers						
		Cups					Additional level not necessary.	
			Cold Cups					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Cutlery	Hot Cups					
			Cutlery				Additional level not necessary.	
		Food & Condiment Storage	Food & Condiment Storage				Additional level not necessary.	
		Napkins & Dispensers	Napkins & Dispensers				Additional level not necessary.	
		Plates & Bowls					Suggest removing category and moving <i>Bowls, Plates</i> up a level.	
		Plates						
		Tablecloths & Skirts	Tablecloths & Skirts				Additional level not necessary.	
	Eyewear & Accessories						Original Label: <i>Eyewear</i> Brand, leverage as filter.	This section seems oddly placed. Card sort data showed that participants thought <i>Eyewear</i> was safety-related. Another potential label: <i>Eyeglasses</i>
		Dr. Dean Edell Eyewear	Dr. Dean Edell Eyewear				Attribute, leverage as filter.	
		Eco-Conscious Glasses	Eco-Conscious Glasses					
		Eyewear Accessories	Eyewear Accessories				Additional level not necessary.	
		Eyewear Matching Sets	Eyewear Matching Sets				Unclear how this differentiates products from other reading glasses. Remove category.	
		Reading Glasses	Reading Glasses				Additional level not necessary.	
		Sunglasses	Sunglasses				Additional level not necessary.	
	First Aid							
		Band-Aids & Bandages	Band-Aids & Bandages				Polyhierarchy is acceptable here (also exists in Medical Supplies > Wound Care > Bandages. If using polyhierarchy, category names should be the same.	
		Eye Drops	Eye Drops				Additional level not necessary.	
		First Aid Kits	First Aid Kits				Additional level not necessary.	
		Medicine	Antacids Aspirin & Pain Relievers Cold & Sinus Medicine					
	Food & Candy	Candy Cereal Condiments Cookies & Crackers Fruit Cups & Snacks Gum & Mints Nutrition Bars & Drinks Ready-To-Eat Meals Salty Snacks						
	Single Serve Brewing Systems	Coffee K-Cups	Coffee K-Cups				Polyhierarchy is acceptable here. Additional level not necessary.	
		Pods	Pods					
		Single Serve Accessories	Single Serve Holders Single Serve Racks					
		Single Serve Brewers	Single Serve Brewers				Additional level not necessary.	
		Tea & Cocoa K-Cups	Tea & Cocoa K-Cups				Additional level not necessary.	
		Vue Packs	Vue Packs				Additional level not necessary.	
	Tea & Hot Cocoa	Hot Cocoa	Hot Cocoa				Additional level not necessary.	
		Tea	Tea				Additional level not necessary.	
		Tea & Cocoa K-Cups	Tea & Cocoa K-Cups				Additional level not necessary.	
	Water, Soda & Juice							

Preferred Terms	Level 2	Level 3	Level 4	Level 5	Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1		Drink Mixes	Drink Mixes				Additional level not necessary.	
		Energy & Sports Drinks	Energy & Sports Drinks				Additional level not necessary.	
		Ice Buckets	Ice Buckets				Additional level not necessary.	
		Juice	Juice				Additional level not necessary.	
		Pitchers					New category for pitchers, water filters, coming from <i>Carafes, Airpots & Pitchers</i>	
		Soda	Soda					
		Water	Water					
Cleaning								Contains items that don't directly related to cleaning (facility supplies). Consider changing category to: <i>Janitorial Supplies</i> or similar. Alternatively, pull out Facility Supplies from Cleaning.
	Air Fresheners							
		Aerosol Fresheners	Aerosol Fresheners				Aerosol, Non-Aerosol could be considered an attribute. Additional level not necessary.	
		Air Freshener Dispensers	Air Freshener Dispensers				Additional level not necessary.	
		Air Freshener Refills	Air Freshener Refills				Additional level not necessary.	
		Air Sanitizers	Air Sanitizers				Additional level not necessary.	
		Disinfectants	Disinfectants				Overlap with items in Cleaning Chemicals > All-Purpose Cleaners.	Need to decide on primary home for Disinfectant sprays.
		Non-Aerosol Fresheners	Non-Aerosol Fresheners				Aerosol, Non-Aerosol could be considered an attribute. Additional level not necessary.	
	Cleaning Chemicals							
		Adhesive Removers	Adhesive Removers				Additional level not necessary.	
		All-Purpose Cleaners	All-Purpose Cleaners				Overlap with items in Air Fresheners > Disinfectants. Additional level not necessary.	Need to decide on primary home for Disinfectant sprays.
		Bathroom Cleaners	Bathroom Cleaners				Additional level not necessary.	Term could be too vague. Consider testing.
		Dish Detergent	Dish Detergent				Additional level not necessary.	
		Drain Cleaners	Drain Cleaners				Additional level not necessary.	
		Fabric Softeners & Fresheners	Fabric Softeners & Fresheners				Only two items in category. Suggest removing and move Fabric Mist to <i>Air Fresheners</i> . Move Fabric Softener to <i>Laundry</i>	
		Floor & Carpet Cleaners	Floor & Carpet Cleaners				Additional level not necessary.	
		Furniture & Fabric Cleaners	Furniture & Fabric Cleaners				Additional level not necessary.	
		Glass Cleaners	Glass Cleaners				Additional level not necessary.	
		Laundry	Laundry Detergent				Original Label: Laundry Detergent. Change to Laundry, so can incorporate fabric softeners. Additional level not necessary.	
		Lubricants	Lubricants				Only 1 item (WD-40). Remove category and move item to <i>Tools & Equipment</i> .	
		Sanitizing & Surface Wipes					Overlap with items in personal care, paper products. Not sure if these should really count as a 'chemical'. Suggest removing category and moving items to Personal Care > Towelettes & Wipes. If really need to use polyhierarchy, make sure that the same label is used for the same product set.	

Preferred Terms	Level 2	Level 3	Level 4	Level 5	Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1			Sanitizing & Surface Wipes				Additional level not necessary.	
		Spot & Stain Removers	Spot & Stain Removers				Additional level not necessary.	
		Wood Cleaners	Wood Cleaners				Items overlap with those in Furniture & Fabric Cleaners	
	Cleaning Equipment						Label? Some items push the limits of 'equipment'	
		Brooms & Sweepers	Brooms & Sweepers				Additional level not necessary.	
		Brushes & Dusters	Brushes & Dusters				Additional level not necessary.	
		Buckets	Buckets				Additional level not necessary.	
		Carpet & Floor Cleaner Accessories	Carpet & Floor Cleaner Accessories				Additional level not necessary.	
		Carpet & Floor Cleaning Machines	Carpet & Floor Cleaning Machines				Additional level not necessary.	
		Dust Pans	Dust Pans				Additional level not necessary.	
		Cleaning Gloves	Gloves				Overlaps with items in medical (exam gloves). Suggest a label of Cleaning Gloves and moving exam and surgical gloves to <i>Medical Supplies</i> . Additional level not necessary.	
		Lint Rollers	Lint Rollers				Additional level not necessary.	
		Mops & Refills	Mops & Refills				Contains buckets, move those items to <i>Buckets</i> .	
		Poles, Handles & Frames	Poles, Handles & Frames				Additional level not necessary.	
		Reusable Towels	Reusable Towels				Concatenation Additional level not necessary.	
		Sponges & Scouring Pads	Sponges & Scouring Pads				Additional level not necessary.	
		Spray Bottles	Spray Bottles				Need both terms in label? Additional level not necessary.	
		Squeegees & Scrapers	Squeegees & Scrapers				Additional level not necessary.	
		Vacuums & Accessories	Vacuums & Accessories				Additional level not necessary.	
	Facility Supplies						Items in this category (e.g. key control) don't fit within 'Cleaning'	
		Doorstops	Doorstops				Additional level not necessary.	
		Emergency & Flashlights	Emergency & Flashlights				Additional level not necessary.	
		Floor Mats	Floor Mats				Additional level not necessary.	
		Janitorial Carts & Organizers	Janitorial Carts & Organizers				Additional level not necessary.	
		Key Control & Locks	Key Control & Locks				Overlaps with items in Office Supplies > Basic. Suggest keep this category and moving items from Office Supplies > Basic > Safes & Security to this location. Additional level not necessary.	
		Ladders & Step Stools	Ladders & Step Stools				Additional level not necessary.	
		Lightbulbs	Lightbulbs				Additional level not necessary.	
		Pesticides & Repellents	Pesticides & Repellents				Additional level not necessary.	
		Smoking Receptacles	Smoking Receptacles				Additional level not necessary.	
		Time Clocks & Cards	Time Clocks & Cards				Additional level not necessary. Keep in Office Machines.	
		Tools	Tools				Heavily overlaps with items in Tools & Equipment. Suggest removing this category and moving all items to Tools & Equipment. Additional level not necessary.	

Preferred Terms	Level 2	Level 3	Level 4	Level 5	Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1		Workplace Signage	Workplace Posters				Original category name: <i>Workplace Posters</i> . Overlaps with items in <i>Office Supplies > Business Forms</i> . Suggest changing category name to Signage and moving workplace posters to <i>Business Forms</i> .	Key item here is to find a proper place for Workplace Posters.
	Hand Soap & Sanitizers	Hand Sanitizers	Hand Sanitizers				Additional level not necessary.	
		Hand Soap	Hand Soap				Additional level not necessary.	
		Soap & Sanitizer Dispensers	Soap & Sanitizer Dispensers				Additional level not necessary.	
	Paper Products & Dispensers	Bath Tissue Dispensers	Bath Tissue Dispensers				Additional level not necessary.	
		Bath Tissue Rolls	Bath Tissue Rolls				Additional level not necessary.	
		Facial Tissues	Facial Tissues				Additional level not necessary.	
		Folded Towels	Folded Towels				Attribute?	
		Hardwound Paper Towels	Hardwound Paper Towels				Additional level not necessary.	
		Paper Towel Dispensers	Paper Towel Dispensers				Attribute?	
		Paper Towel Rolls	Paper Towel Rolls				Additional level not necessary.	
		Wipers	Wipers				This are wipes - overlap with items in Personal Care. Remove category and move items to Personal Care. If need to use polyhierarchy, make sure same label is used to refer to same product set.	
	Personal Care	Cotton Balls & Swabs	Cotton Balls & Swabs				Potential overlap with medical.	
		Creams & Lotions	Creams & Lotions				Additional level not necessary.	
		Dental Care	Dental Care				Additional level not necessary.	
		Mirrors	Mirrors				Not personal care. Move.	
		Towelettes & Wipes	Towelettes & Wipes				Additional level not necessary.	
	Restroom Supplies	Bath Tissue Dispensers	Bath Tissue Dispensers				Additional level not necessary.	
		Bathroom Tissue	Bathroom Tissue				Additional level not necessary.	
		Plungers	Plungers				Additional level not necessary.	
		Sanitary Napkin Dispensers & Receptacles	Sanitary Napkin Dispensers & Receptacles				Additional level not necessary.	
		Sanitary Napkins & Tampons	Sanitary Napkins & Tampons				Additional level not necessary.	
		Toilet Bowl Brushes	Toilet Bowl Brushes				Move to 'Cleaning Equipment'?	
		Toilet Seat Covers	Toilet Seat Covers				Additional level not necessary.	
		Touchless Systems	Touchless Systems				Additional level not necessary.	
		Urinal Screens & Dispensers	Urinal Screens & Dispensers				Additional level not necessary.	
	Wastebaskets & Trash Bags	Recycle Bins	Recycle Bins				Wastebaskets only?	
		Trash Bags	Trash Bags				Additional level not necessary.	
		Waste Container Accessories	Waste Container Accessories				Pull out and move up a level?	
							Additional level not necessary.	

Preferred Terms	Level 1	Level 2	Level 3	Level 4	Level 5	Equivalent Terms	Related Terms	Remediation Comments	Open Issues
			Wastebaskets					New category to incorporate all Wastebaskets.	
			Wastebaskets-Metal					This is an attribute, remove category.	
			Wastebaskets-Plastic	Wastebaskets-Metal				This is an attribute, remove category.	
				Wastebaskets-Plastic					
Technology	Audio & Video Electronics	Audio Devices & Accessories		A/V Receivers & Amplifiers					
				Turntables				Might be able to make a case to move turntables up a level.	
				Radio & Stereo Antennas				Corrected a misspelling ("stereo")	
				Speakers					
					Car speakers				
					Ceiling speakers				
					Wall speakers				
					PA speakers				
		Audio Devices		CD & Cassette Players				JM: corrected a misspelling ("Casset")	
				Presentation Devices				Changed name from <i>Presentation Electronics</i>	
				Digital Recorders					
				Stereos & Boomboxes					
		Clock Radios & Alarm Clocks		Clock Radios & Alarm Clocks					
		E-Readers & Accessories						JM: iPad accessories should probably go in the tablet area too (polyhierarchy), making this category "E-Readers & Accessories" - then, we should list the products here. Cases, cables, what else?	
				E-Reader Accessories					
				iPad Accessories					
		E-Readers (Electronic Readers)		E-Readers		Electronic Readers			
		GPS Devices & Accessories							
				GPS Antennas					
				GPS Cases					
				GPS Chargers & Adapters					
				GPS Kits					
				GPS Mounts					
				GPS Screen Protectors					
		GPS Devices		Outdoor GPS					
				Vehicle GPS					
		Media Streaming Devices		Media Streaming Devices					
		Microsoft Gaming & Accessories		Xbox 360 Accessories					
				Xbox 360 Consoles					
				Xbox 360 Games					
		Portable Audio Players & Accessories							
				Cables & Adapters					
				Cases, Skins & Clips					
				FM Transmitters & Receivers					
				Miscellaneous Accessories					
		MP3/MP4/MP5 Players		Portable Audio Players					
				Satellite Radios					
		Nintendo Gaming & Accessories		DS Accessories					
				DS Consoles					
				DS Games					
				Wii Accessories					
				Wii Games					
		PC Game Accessories		Gaming Headsets					
				Joysticks & Gaming Pads					
		Satellite Radios & Accessories		Satellite Radio Accessories					
		Sony Gaming & Accessories		PS2 & PS3 Accessories					
				PS2 & PS3 Games					
		Televisions & Accessories							
				3-D Glasses					
				DVD Movies	move to media storage				
				TV Presentation Kits		Video Presentation Kits			
				Blank Tapes	move to media storage			Renamed from <i>Recordable Video Tapes</i>	
				Switchboxes					
				Turntables					

Preferred Terms	Level 2	Level 3	Level 4	Level 5	Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1			TV Antennas					
			TV Tuners					
			TV Universal Remotes					
			TV Mounting Brackets				Changed from "Wall & Ceiling Mounting Brackets"	
			Televisions					
				3-D TVs				
				LCD TVs				
				LED TVs				
				Plasma TVs				
				Portable TVs				
		Two-Way Radios	Two-Way Radios					
		Video Players & Recorders	DVD & Blu-Ray Players					
			Portable DVD Players					
			TV/VCR & TV/DVD Combos					
			Video Recorders					
	Gaming	Xbox Consoles, Games & Accessories	Xbox 360 Accessories					
			Xbox 360 Consoles					
			Xbox 360 Games					
		Nintendo Consoles, Games & Accessories	DS Accessories					
			DS Consoles					
			DS Games					
			Wii Accessories					
			Wii Games					
		PC Gaming Accessories	Gaming Headsets					
			Joysticks & Gaming Pads					
		Playstation Games & Accessories	PS2 Accessories					
			PS3 Accessories					
			PS2 Games					
			PS3 Games					
	Batteries & Power Accessories	Electronics Batteries					Changed the name from "A/V Batteries (Audio & Video)"	
			Camcorder Batteries					
			Camera Batteries					
			Cell Phone Batteries					
			Cordless Phone Batteries					
			Portable Audio Player Batteries					
			PDA Batteries					
			Portable DVD Player Batteries					
			Two-Way Radio Batteries					
			Hearing Aid Batteries					
			Laptop Replacement Batteries				dropped down a level	
			Lithium Batteries				dropped down a level	
			Portable Printer Batteries				dropped down a level	
			Miscellaneous Batteries				It's a bad practice to have a miscellaneous category; find other homes for the products here.	
			Power Tool Batteries					
			Watch, Calculator & Specialty Batteries					
		Alkaline Batteries						
			6-Volt Alkaline Batteries					
			9-Volt Alkaline Batteries				Is voltage an attribute? The batteries do have different form factors as well, so maybe not. Left for now.	
			AA Alkaline Batteries					
			AAA Alkaline Batteries					
			AAAA Alkaline Batteries					
			C & D Alkaline Batteries					
		Chargers & Adapters	Chargers & Adapters					
		Portable Printer Batteries & Chargers	Portable Printer Chargers					
			Solar Battery Chargers					
		Power Inverters	Power Inverters					
		Rechargeable Batteries						
			6-Volt Rechargeable Batteries				Is this an attribute? Left for now.	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			9-Volt Rechargeable Batteries					
			AA Rechargeable Batteries					
			AAA Rechargeable Batteries					
			C & D Rechargeable Batteries					
		Solar/Green Power	Solar Battery Chargers					
		Battery Backups & Backup Accessories			UPS			
			Rack-Mounted UPS					
			Standalone UPS					
		UPS/Battery Backup Accessories	UPS Replacement Batteries					
			Battery Backup Accessories					
		Power/Surge Protectors						
			Extension Cords					
			Power/Surge Strips					
	Cameras & Camcorders							
		Binoculars/Optics	Binoculars/Optics					
		Camcorder Accessories						
		Camcorders & Accessories						
			Camcorder Attachments					
			Camcorder Bags & Cases					
			Camcorder Chargers				Changed from "Camcorder Chargers, Docking Stations & Adapters"	
			Camcorder Docking Stations				Split apart the above	
			Camcorder Adapters					
			Camcorders					
			Flash Memory Camcorders					
			Hard Disk Drive Camcorders					
			Shoot & Share Camcorders					
		Cameras & Accessories						
			Camera Attachments					
			Camera Bags, Cases & Skins					
			Camera Chargers				Changed from "Camera Chargers, Docking Stations & Adapters"	
			Camera Docking Stations					
			Camera Adapters					
			Camera Film					
			Camera Kits					
			Camera Lenses				Split out flashes below.	
			Camera Flashes					
			Camera Protectants & Cleaners					
			Tripods					
			Digital SLR Cameras					
		Cameras	Disposable Cameras		One-time Use Cameras		RS: Updated based on website.	
			Point & Shoot Cameras				Took out "digital" from the name.	
		Digital Picture Frames	Digital Picture Frames					
		Memory Cards & Memory Card Readers						
			Compact Flash Memory Cards				RS: Updated based on website.	
			Memory Card Readers & Adapters					
			Memory Sticks					
			Secure Digital Memory Cards					
		Security Camera & Surveillance Accessories						
		Security Cameras/Surveillance	Security Camera Bundles					
			Security Cameras					
			Surveillance Accessories					
	Cell Phones & Plans						RS: Updated based on website. Goes to a specialized set of pages.	
		Cell Phones & Accessories					Changed from "Shop Cell Phones & Plans"	
			Android Phones					
			Basic Phones					
			Free Phones					
			Messaging Phones					
			Mobile Broadband					
			No Data Required Phones					
			Prepaid Phones					
			Smartphones					
			See All Phones					
		Shop Carriers	Sprint				Carrier is an attribute	
			T-Mobile					
			Verizon Wireless					
		Shop Brands	Blackberry				Brand is an attribute	
			Casio					
			HTC					
			Huawei					
			LG					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Motorola					
			Samsung					
		Cell Phone Accessories	Cell Phone Accessories					
	Computers, Tablets & Accessories	Computers						
			All-in-one Computers					
			Desktop Computers					
			Workstations					
		Laptops & Accessories						
			Laptops & Notebooks					
			Netbooks					
			Ultrabooks					
			Chromebooks					
			Laptop Cases					
			Laptop Chargers & Power Adapters					
			Laptop Cooling Devices					
			Laptop Docking Stations					
			Laptop Accessory Kits					
			Laptop Lights					There is only one child.
			Laptop Privacy Filters					
			Laptop Cable Locks					Removed "security" from the name.
			Laptop Sleeves & Skins					
			Laptop Stands & Lap Desks					
		Servers						
			Print Servers					
			Rack-Mount Consoles					
			X86-Based Servers					
		Tablets & Accessories						
			Tablets					
			Tablet Cases					Removed "Sleeves & Skins"
			Tablet Sleeves & Skins					Made its own term
			Tablet Chargers & Docking Stations					
			Tablet Keyboards					
			Tablet Lights					
			Tablet Styluses		tablet pens, tablet styli			They're called Styluses in product copy, not pens.
			Tablet Screen Protectors					
			Tablet Stands & Holders					
		Computer Speakers & Headsets						Changed from <i>Computer Speakers, Headsets & More</i>
			Computer Headsets					Changed from <i>Computer Headphones & Headsets</i>
			Computer Speakers					
			Microphones					
		Ergonomic Computer Equipment						
			Backrests & Footrests					
			CPU Stands					
			Document & Bookholders					Moved to Furniture.
			Ergonomic Keyboards					Split keyboards and mice. Might need to move this into the keyboards section; polyhierarchy should be ok here.
			Ergonomic Mice					
			Keyboard Managers & Drawers					
			Mouse Pads					Split mouse pads and wristrests
			Wristrests					
		Keyboards & Mice						
			Infrared Devices					The only product under this should be under presentation devices.
			Keypads					
			Touchpads & Tablets					
			Keyboards					
			Mice					
			Keyboard & Mice Combos					
			Wired Keyboard & Mice Combos					Need to just have Keypads, Touchpads/tablets, keyboards, mice, combos, eliminate the attributes
			Wired Keyboards					
			Wired Mice					
			Wireless Keyboard & Mice Combos					
			Wireless Keyboards					
			Wireless Mice					
		Computer Tools & Cleaning Supplies						
			Computer Cleaning Equipment					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Computer Cleaning Supplies					
			Computer Security & Tools					
			Dust Covers					
			Computer Repair Tool Kits					
			Wire Cutters					
			Punch Down Tools					
			Pliers					
			Network Cable Testers					
		Computer Security Products						
			Computer Cable Locks					
			Laptop Cable Locks				polyhierarchy	
			Computer Security Kits					
			Computer Security Mounts					
		Webcams	Webcams					
	Computer Parts				computer components		Removed "& Upgrades" from the category label removed a slash and replaced with ampersand Deleted parent category "Computer Cooling"	
		Computer Cases & Enclosures						
		Computer Fans	Computer Fans					
		Internal PC Power Supplies	Internal PC Power Supplies					
		Memory					RS: Updated based on website.	
			Desktop Computer Memory					
			Laptop Memory					
			Network Memory				They have 2 products that come up in search, neither seem to be memory. Recommend delete	
			Workstation Memory				Vague.	
			Printer Memory				Vague.	
			Server Memory					
			PCI Cards					
		Processors						
		Video & Sound Cards						
			Sound Cards					
			Video Cards					
	Data Storage & Media							
		Disc Drives					Changed from "CD/DVD/Floppy Drives"	
			Blu-ray Drives					
			External Disc Drives				Changed from "External CD & DVD Drives"	
			Floppy Disk Drives					
			Internal Disc Drives				Changed from "Internal CD & DVD Drives"	
		Hard Drive & Disc Duplicators					Changed from "Duplicators Disk/Hardware"	
			CD/DVD Duplicators					
			Hard Drive Duplicators					
		Disc & Disc Drive Cleaners	DVD/CD Cleaner & Repair Kits				Changed from "DVD/CD Cleaner & Repair Kits"	
		Hard Drives & Hard Drive Accessories						
			Internal Hard Drives					
			External Hard Drives					
			Portable Hard Drives					
			Hard Drive Cases				Changed from "Hard Drive & Flash Drive Accessories" because there are no flash drive accessories	
		Internal Hard Drives						
			Desktop Computer Internal Hard Drives					
			Laptop Internal Hard Drives					
		Storage Media						
			Backup Data Cartridges					
			Blu-ray Discs					
			CD-R Discs					
			CD-RW Discs					
			DVD-R Discs					
			DVD-RW Discs					
			CD-R Printable Discs				These are all attributes. There should be a few categories then use attributes to sort the rest.	
			CD-R Recordable Discs					
			CD-RW Rewritable Discs					
			Diskettes					
			DVD+R Printable Discs					
			DVD+R Recordable Discs					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			DVD+RW Rewritable Discs					
			DVD-R Printable Discs					
			DVD-R Recordable Discs					
			DVD-RW Rewritable Discs					
			Storage Media Cases & Sleeves				Changed from <i>Jewel Cases & Sleeves</i>	
			Multimedia Storage					
			Optical Discs					
			Tape Drive Media					
		Portable Flash Drives	Portable Flash Drives					
		Tape Automation & Drives						
			Tape Libraries		Tape Automation Drives			
			Tape Drives					
	Headphones & Speakers							
		Headphones & Headsets	Computer Headphones & Headsets				Changed from <i>Computer Headphones & Headsets</i>	
			Computer Headsets				These are also in computer accessories, but the polyhierarchy seems ok to me.	
			Phone Headsets					
			Earbuds				Split and moved	
			Headphones					
		Speakers	Computer Speakers				Changed from <i>Computer Speakers</i>	
		Earbud & Clip-On Headphones	Earbud & Clip-On Headphones					
		Home & Office Audio	Speaker Docks				Changed from <i>Chargers & Docking Stations</i>	
			Home Audio Speakers					
			Portable Speakers					
			Desktop Speakers					
		On-Ear & Over-The-Ear Headphones	On-Ear & Over-The-Ear Headphones				These are attributes.	
		Phone Headsets	Phone Headsets				Moved down a level.	
	Monitors & Projectors							
		Digital Signage	Digital Signage					
		Document Cameras	Document Cameras					
		Interactive Whiteboards & Accessories	Interactive Whiteboards					
		Monitors & Monitor Accessories	Monitors					
			Antiglare & Privacy Filters					
			Monitor Mounts & Arms					
			Monitor Risers & Stands					
		Monitors	Monitors					
		Overhead Projectors	Overhead Projectors				This is an attribute ("Type")	
		Projectors & Projector Accessories	Presentation Remotes & Devices					
			Projectors					
			Presentation Remotes & Devices					
			Projector Cases					
			Projector Mounts					
			Projector Replacement Parts					
			Projector Screens					
		Projectors	Projectors					
		Thin Clients	Thin Clients				JM: these should probably go with computers.	
	Networking & Cables							
		Cables & Cable Accessories						
			Adapters & Gender Changers					
			Audio/Video Cables & Adapters					
			Cable Connectors					
			Cable Management Tools					
			Camcorder Cables & Adapters					
			Crimping Tools					
			EIDE/IDE Cables					
			File Transfer Cables					
			FireWire Cables					
			HDMI Cables					
			Monitor Cables					
			Mouse & Keyboard Cables					
			Networking Cables		Patch Cables		Changed from <i>Networking (Patch) Cables</i>	
			Parallel Cables					
			Power Cables					
			Serial ATA Cables		SATA cables		Changed from <i>Serial ATA (SATA) Cables</i>	
			Serial Cables					
			USB Cables					
		KVM Switches & Accessories						

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Desktop KVM Switches				Changed from <i>Desktop KVM/KVM Switches</i>	
			KVM Cables				Changed from <i>KVM Cables/Accessories</i>	
			KVM Modules					
		Modems					RS: Updated based on website.	
			Analog Modems					
			Cable Modems					
			DSL Modems					
			Modem Accessories					
			Radio Modems					
		Network Drive Conversion Kits	Network Drive Conversion Kits					
		Network IP Camera Accessories	Network IP Camera Accessories					
		Network IP Cameras	Network IP Cameras					
		Network IP Phones					JM: I changed the name from <i>Network IP Telephony</i> but I'm not sure this is the right name. Aren't there VoIP phones elsewhere? Polyhierarchy, but I think it's ok.	
			VoIP Phones					
			VoIP Servers					
			IP Voice & Video Conferencing				Not sure this belongs here; at minimum, needs a label change. The only product in this category is really a phone designed for conference calls; video has little to do with it, as does VoIP	
		Network Storage	Network Storage					
		Network Switches & Hubs						
			Managed Switches					
			Network Hubs					
			Unmanaged Switches					
		Networking Transceivers & Converters	Networking Transceivers & Converters					
		Networking Security Hardware	Security Hardware					
		USB Hubs, Adapters & Switches	USB Hubs, Adapters & Switches					
		Wired Adapters & Routers						
			Wired Adapters					
			Wired Routers					
		Wireless Networking Products						
			Bluetooth Adapters					
			Wireless Access Points					
			Wireless Adapters					
			Wireless Antennas					
			Wireless Bridges					
			Wireless Converters					
			Wireless Networking Accessories					
			Wireless Routers					
	[Client]® Merchant Services Office Machines	[Client]® Merchant Services	[Client]® Merchant Services				RS: Page display for this "item" is really odd. JM: This should probably just be removed for the time being.	
		Binding Equipment						
			Binding Combs & Spines					
			Binding Covers					
			Binding Systems					
		Calculators					Renamed from <i>Calculator Supplies</i>	
			Calculator Ink & Paper					
			Display Calculators					
			Financial Calculators					
			Graphing Calculators					
			Printing Calculators					
			Scientific Calculators					
		Cash Registers & Counterfeit Detectors						
			Cash Register Ink & Ribbons					
			Cash Register Drawers & Printers				Renamed from <i>Cash Register Supplies</i>	
			Counterfeit Detectors					
			Electronic Cash Registers					
		Collators					Moved here from Mailing, Shipping & Envelopes > Mailroom Equipment	
		Electronic Reference Machines	Electronic Reference					
		Label Makers & Accessories						
			Electronic & Automatic Label Makers					
			Handheld Label Makers					
			Label Maker Adapters					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Paper Joggers	Label Maker Tapes				Moved here from Mailing, Shipping & Envelopes > Mailroom Equipment	
		Laminating Machines & Supplies	Laminating Machines Laminating Supplies					
		Paper-Folding Machines	Paper-Folding Machines					
		Point Of Sale Systems	Point Of Sale (POS) Systems		POS Systems		Changed from <i>Point of Sale (POS) Systems</i>	
		Price Markers & Supplies	Pricemarketer Supplies Pricemarkers					
		Shredders & Shredder Supplies	Commercial Business Shredders High-Security Shredders Industrial Shredders Personal & Home Office Shredders Shredder Supplies					
			Small/Medium Business Shredders				This isn't any different from Commercial Business Shredders	
		Time Clocks & Supplies	Time Card Racks Time Cards & Badges Time Clock Supplies Time Clock Systems					
		Typewriters & Supplies	Correction Ribbons & Lift-Off Tapes Typewriter Ribbons & Printwheels Typewriters				I started calling things "XYZ & Supplies" when the things in there aren't really accessories but consumables for the thing itself.	
	Phones & Accessories	Cell Phone Accessories	BlackBerry Accessories					
			Bluetooth Headsets				Changed from <i>Bluetooth/Cell Phone Headsets</i> because non-BT shouldn't be in here. The non-BT headsets aren't for cell phones.	
			Cell Phone Cases				Changed from "Cell Phone Cases & Covers"	
			Cell Phone Chargers & Adapters Cell Phone Corded Headsets Cell Phone Kits Cell Phone Signal Boosters Cell Phone Skins & Covers				Changed from <i>Cell Phone Skins</i>	
			Cell Phone Stands & Holders Cell Phone Surface & Screen Protectors iPhone Accessories				Attribute	
		Cell Phones	Pre-Paid Cell Phones Smart Phones Basic Phones				RS: This is odd, as they have an entirely separate cell phone section.	
		Home & Office Phones	Conference Phones					
		Conferencing	Conference Phones					
			VoIP Phones		Internet Phones		Changed from <i>Internet Phones (VoIP)</i>	
		Internet Phones (VoIP)	VoIP Headsets VoIP Systems				Changed from <i>Conferences</i>	
			Multi-Line Phones & Handsets					
		Multi-Line Phones	Multi-Line Corded Phones Multi-Line Cordless Phones Multi-Line Multiple Handset Systems Single-Line Phones & Handsets				Seems redundant with VoIP Phones	
		PDA Accessories	PDA Cases PDA Chargers					
		Phone Accessories	Expansion Handsets Line Conditioners Phone Amplifiers Phone Cord Detanglers Phone Cords Phone Couplers, Adapters & Routers					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Phone Headsets & Chargers					
			Phone Stands & Shoulder Rests					
			Replacement Voice Tubes					
		Single-Line Phones	Single-Line Corded Phones					
			Single-Line Cordless Phones					
			Single-Line Multiple Handset Systems					
	Printers, Scanners, Copiers, Faxes						Attribute	
		Copiers	Black & White (Monochrome) Copiers					
		Fax Machines	Laser Fax Machines				These are attributes.	
			Ribbon Fax Machines				These are attributes.	
		Inkjet Printers						
			Inkjet All-In-Ones				I think these can stay as one.	
			Inkjet Single-Function Printers					
			Photo Printers					
			Wide-Format Printers					
		Laser Printers	Black & White Laser All-In-Ones				See above - attributes?	
			Black & White Laser Single Function Printers					
			Laser All-In-Ones					
			Laser Single Function Printers					
		Printing Accessories					RS: Updated based on website. Varied extensively from WebCat report. Since the printer categories are already blown out, I blew out Printer Accessories.	
			Duplexers					
			Network Cards					
			Printer Carrying Cases					
			Printer Parts					
			Printer Stands					
			Printer Trays/Feeders/Stackers					
			Printhead Cleaners					
			Printing Kits					
			Scanner Accessories					
			Staple Cartridges					
			Printer Memory				Moved from the memory section in Computer Parts; there's only one product so far as I can tell.	
		Scanners & Accessories						
			Barcode Scanners					
			Business Card Scanners					
			Document Scanners					
			Flatbed Scanners					
			Portable Scanners					
			Scanner Accessories					
		Specialty Printers						
			Dot Matrix Printers					
			Thermal/ID Badge/Label Printers					
	Software						Software should go by itself. Books need to be moved to another category. Moved to education.	
		Books						
			Book Covers					
			Business & Lifestyle Books					
			Computer Books					
			Reference Books					
		Business Application Software						
			Business & Project Management Software				Removed ampersand	
			PDF Software					
			Productivity Software					
			Remote Software					
			Résumé Software					
			Voice/Speech Recognition Software					
			Office Suites Software					
		Computer Security Software						
			Anti-Spyware Software				These should all be combined, there's no real semantic distinction between them.	
			Antivirus Software					
			Internet Security Suites Software					
		Educational Software						
			Children's Software					
			Instructional Software					
			Language Software					
		File Transfer Software	File Transfer Software					
		Graphic & Printing Design Software						

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			CAD Design Software				Changed from "Clip Art/Fonts/Labels Software"	
			Fonts & Clip Art Software					
			Desktop Publishing Software					
			Graphic Design Software					
			Home Design Software					
			Screen Savers Software					
			Photo Editing Software					
		Hobbies & Interests Software	Hobbies & Interests Software					
		Legal Software						
		Mac Software	Macintosh Software		Macintosh Software, Apple Software			
		Maintenance Software						
			Backup Software					
			System Maintenance Software					
			Utilities Software					
		Mapping Software						
		Maps & Atlases	Map Tacks & Flags				Category moved to School Supplies.	
			Mapping Software					
			Road & Travel Atlases					
			Wall Maps					
		Office Suites & Applications Software	Office Suites Software					
		Operating Systems	Microsoft Windows Software		Operating Systems Software			
		PC Games	PC Games					
		Financial Software					Changed from <i>Personal Finance & Small Business Finance Software</i>	
			Checks Software					
			Personal Finance Software					
			Small Business Finance Software					
		Audio & Video Software					Changed from <i>Photo/Video/Audio Software</i>	
			Audio Editing Software					
			Digital Editing Suites Software					
			Photo Editing Software					
			Video Editing Software					
		Software Licensing	Software Licensing					
		Tax Software	Tax Software					
		Web Design & Development Software	Web Design & Development Software					
	Warranties & Services							
		Product Installation & Optimization Services	Product Installation/Optimization Services				Changed slash to ampersand	
		Recycling Services	Recycling Services					
		Tech Depot Services					RS: This goes to a Tech Depot webpage, not clear if the subcats are really a part of the hierarchy.	
			Data Services					
			Network Services					
			New PC Services					
			Repair & Upgrade Services				Changed slash to ampersand	
			Tech Support Services					
		Warranties	Warranties					
Furniture								
	Bookcases							
		Cube Bookcases	Cube Bookcases					
		Metal Bookcases	Metal Bookcases					
		Wall Units	Wall Units					
		Wood Bookcases	Laminate Bookcases				Attributes	
			Wood Veneer Bookcases					
	Chair Mats & Floor Mats							
		Floor Mats	Antifatigue Floor Mats					
		Chair Mats	Antistatic Chair Mats					
		Chair Mats For Carpet	Chair Mats For Carpet					
		Chair Mats For Hard Floors	Chair Mats For Hard Floors					
		Decorative Chair Mats	Decorative Chair Mats					
		Entrance Mats	Entrance Mats					
	Desk Accessories, Décor & Lighting							
		Clocks						
			Alarm Clocks					
			Clock Radios					
			Desk Clocks					
			Wall Clocks					
		Organization & Desk Accessories						
			Document & Bookholders				Moved from Technology.	
			Bookends					
			Cubicle Organization & Wall Files					

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
			Desk Pads					
			Desktop Collections					
			Desktop Sorters & Trays					
			Drawer Organization					
			Desktop Organization					
			Surface Protectors					
		Frames & Albums						
			Document Frames					
			Photo Albums & Accessories					
			Picture Frames					
		Lamps						
			Ceiling Lamps					
			Clamp & Clip-On Lamps					
			Daylight Lamps					
			Desk Lamps & Table Lamps					
			Floor Lamps					
			Lamp Sets					
			Magnifier Lamps					
			Under Cabinet & Track Lighting					
		Light Bulbs						
			CFL Energy Efficient Light Bulbs					
			Flood & Track Light Bulbs					
			Fluorescent Light Bulbs					
			Full Spectrum & OTT-LITE Bulbs					
			Halogen Light Bulbs					
			Incandescent Light Bulbs					
			LED Bulbs					
			Light Bulb Recycling Services					
		Office Décor						
			Coat Hooks, Racks & Hangers					
			Fireplaces					
			Fountains					
			Globes					
			Mirrors & Wall Art					
			Silk Plants					
	Desks & Workstations							
		Commercial-Grade Desks	Laminate Desking				This label seems strange, what does "commercial-grade" mean?	
			Metal Desking					
			Wood Veneer Desking					
		Corner Desks	Corner Desks					
		Mobile Workstations	Mobile Workstations					
		Small Office/Home Office Desks						
			Computer Armoires					
			Computer Desks					
			Laptop Desks					
			Writing Desks					
		Specialty Desking	Specialty Desking				Close to a "miscellaneous" category.	
	File Cabinets & Accessories							
		File Cabinet Accessories						
		File Cabinet Lock Kits					Moved up a level	
		Hang Rails						
		Mobile Cabinet Accessories						
		Lateral File Cabinets	Lateral Fireproof File Cabinets					
		Vertical File Cabinets	Lateral Metal File Cabinets					
		Pedestal & Mobile File Cabinets	Lateral Wood File Cabinets					
			Pedestal & Mobile File Cabinets					
			Vertical Fireproof File Cabinets					
			Vertical Metal File Cabinets					
			Vertical Wood File Cabinets					
	Furniture Collections							RS: Website lists collections by style (Contemporary, Casual & Transitional, Traditional), Leaving this list from WebCat report.
		Christopher Lowell Furniture Collections	Christopher Lowell Furniture Collections				The first three have different organizing principles (designer, "solutions," room) than the last 5 (material).	
		Furniture Bundles/Complete Solutions	Furniture Bundles/Complete Solutions					
		Home Furniture Collections	Home Furniture Collections					
		Laminate Furniture Collections	Laminate Furniture Collections					
		Metal & Glass Furniture Collections	Metal & Glass Furniture Collections					
		Modular Furniture Collections	Modular Furniture Collections					
		Reception & Lobby Furniture Collections	Reception & Lobby Furniture Collections					
		Wood Veneer Furniture Collections	Wood Veneer Furniture Collections					
	Literature Holders							

Preferred Terms	Level 2	Level 3	Level 4	Level 5	Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1		Brochure Holders	Brochure Holders					
		Magazine Racks	Magazine Racks					
		Sign Holders	Sign Holders					
		Suggestion Boxes	Suggestion Boxes					
	Office Chairs & Seating							
		Chair Accessories						
			Backrests & Footrests					
			Casters					
			Chair Covers					
			Chair Dollies & Carts					
			Massagers					
			Arm & Seat Fastening Kits					
		Chairs & Stools						
			Drafting Chairs					
			Stools					
			Ergonomic Chairs					
			Ergonomic High-Back Executive Chairs					
			Ergonomic Low-Back Task Chairs					
			Ergonomic Mid-Back Manager Chairs					
			Fabric Chairs					
	Fabric Chairs		Fabric High-Back Executive Chairs					
			Fabric Low-Back Task Chairs					
			Fabric Mid-Back Manager Chairs					
			Leather Chairs					
	Leather Chairs		Leather High-Back Executive Chairs					
			Leather Low-Back Task Chairs					
			Leather Mid-Back Manager Chairs					
			Mesh Chairs					
	Mesh Chairs		Mesh High-Back Executive Chairs					
			Mesh Low-Back Task Chairs					
			Mesh Mid-Back Manager Chairs					
			Stacking & Folding Chairs					
	Reception & Lounge Seating							
			Club Chairs, Couches & Ottomans					
			Futons					
			Side & Guest Chairs					
	Specialty Office Chairs							
			24-Hour Seating					
			Big & Tall Chairs					
			Massage Chairs					
			Recliners					
			Special Order & Custom Chairs					
			Folding Chairs					
			Stacking Chairs					
	Safes							
		Fire-Resistant Files	Fire-Resistant Files					
		Furniture Services	Furniture Services				Seems misplaced.	
		Safes	Safes					
	Storage Cabinets & Shelving Units							
		Architectural & Drafting Storage						
			Flat File Storage					
			Hanging File Storage					
			Roll File Storage					
		Shelving Units	Metal Shelving					
			Plastic Shelving					
			Wire Shelving					
		Storage Cabinets & Lockers	Lockers					
			Storage Accessories					
			Storage Cabinets					
	Tables, Training & Panel Systems							
		Breakroom & Hospitality Tables						
			Cafe Tables					
			Standard & Utility Tables					
			Table Sets					
		Conference Tables	Conference Tables					
		Folding Tables						
			Commercial Folding Tables					
			Plastic Folding Tables					
			Wood Laminate Folding Tables					
		Office Panel Systems & Accessories	Panel & Cubicle System Accessories				Is there a difference between panel systems and portable partitions?	
			Panel & Cubicle Systems					
			Portable Partitions					
		Reception & Lobby Tables	Reception & Lobby Tables					
		Training & Drafting Tables						
			Drafting Tables					

Preferred Terms	Level 2	Level 3	Level 4	Level 5	Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1								
	Utility Carts & Stands		Training Room Tables					
		Carts						
			Audio Visual Carts					
			Computer Carts					
			Mobile File Carts					
			Utility & Book Carts					
		Podiums & Lecterns						
			Mobile Podiums & Lecterns					
			Podiums & Lecterns With Sound				Attribute	
			Standard Podiums & Lecterns					
			Tabletop Podiums & Lecterns					
		Stands						
			Audio Visual Stands					
			Machine & Printer Stands					
Our Services							Much of the links refer to a "Business Resource Center" or "Business Center." Nomenclature is not consistent.	
	Your Office	Mobile Phone Services					Links to Technology > Cell Phones & Plans (new tab)	
		Business Capital					Partner Services, New Tab	
		Incorporate Online					Partner Services, New Tab	
		Security Solutions	Solutions for Data Loss Prevention	Antiglare & Privacy Filters			Links to what seems like customized product categories (security related).	
				Computer Security & Tools				
				Data Storage & Media				
				Power/Surge Strips				
				Scanners				
				UPS/Battery Backup				
			Solutions for Identity Theft Prevention	Commercial Business Shredders				
				High-Security Shredders				
				Industrial Shredders				
				Personal/Home Office Shredders				
				Shredder Supplies				
				Small/Medium Business Shredders				
			Solutions for Prevention of Online Threats	Anti-Spyware Software				
				Antivirus Software				
				Internet Security Suites Software				
			Solutions for Property Damage Protection	Safes & Security				
				Security Cameras				
		See All Services					This links to a "Business Resource Center" page (Business Center > Partner Services), which doesn't seem to directly relate to this L2.	
	Your Customers	Copy & Print Depot	Upload Your File					
			Business Cards & More					
			Posters, Signs & Banners					
			Business Essentials					
			Stamps & Daters					
			Promotional & Photo					
			In-Store Services					
		Shipping					Links to UPS Shipping splash page.	
		Banners & Signs	Badges & Luggage Tags				Links to a Custom Printing product page with sub-categories that don't directly relate to Banners & Signs.	
			Signs & Banners					
			Engraved Desk & Wall Signs					
		See All Services					This links to a "Business Resource Center" page (Business Center > Partner Services), which doesn't seem to directly relate to this L2.	
	Business Legislation	View Legislation That Will Affect Your Business					Links to information on the Small Business Jobs Act. Label is problematic.	
		Webcafe					Unsure as to why the has anything to do with Business Legislation.	
		See All Services					This links to a "Business Resource Center" page (Business Center > Partner Services), which doesn't seem to directly relate to this L2.	
	Your Web	Business Websites					Label issue. Links to page on services to create websites for businesses.	

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Google Ads					No sure why this is here. Link to Google AdWords doesn't work and the apps, maps links don't specifically relate to Google Ads.	
		Software Downloads					Link to a partner page. The link to the specific partner website is dead.	
		Internet Service					Link to a partner page. The link to the specific partner website is dead.	
		See All Services					This links to a "Business Resource Center" page (Business Center > Partner Services), which doesn't seem to directly relate to this L2.	
	Your People	Training					Links to a splash page for partner site. Link to partner site does work.	
		Coffee					Links to [Client] Cleaning category page. Not sure what Coffee has to do with Your People in this context.	
		Breakroom					Links to [Client] Cleaning category page. Not sure what Coffee has to do with Your People in this context.	
		See All Services					This links to a "Business Resource Center" page (Business Center > Partner Services), which doesn't seem to directly relate to this L2.	
	GreenerOffice	Buying Green					Links to a "Guide to Buying Green" page will offers links to [Client] green products.	
		GreenerOffice					Interactive page which allows users to click on specific product links, which creates a product grid, product page or category listing of green-related products.	
		See All Services					This links to a "Business Resource Center" page (Business Center > Partner Services), which doesn't seem to directly relate to this L2.	
	Free Business Tools	Downloadable Business Forms					Links to a laundry list (separate tab).	
		SCORE Small Business Counselors					Page not found.	
		Free PC Checkup					Links to Tech Depot Services PC Support Agent splash page.	
		See All Tools					This goes to a 'laundry list' page that isn't very user-friendly.	
	Free Business Content	Business Advice & News					Links to a page fed by "The Business Journals"	
		Business Radio					Links to splash page which links to partner site.	
		Top 10 Small Business Tips					Links to informational page on small business tips - and promotes [Client] products or services.	
		Buying Guides						
		Women in Business					Links to [Client] contributions to Women in Business.	
		Web Café					Links to Web Café page (spelled differently than in other links on the Our Services page).	
		Don't Expose Your Business					Links to page with headline "Compromising Behavior" "Don't Leave Your Business Exposed"	
		Disaster Preparedness					Links to "Buyer's Guide" (?) Title: "Expecting the Unexpected"	
		Get Organized					Links to page with another mention of "Business Resource Center" title: "Put Your Work Style to Work"	
		See All Content					This goes to a 'laundry list' page (same as for Free Business Tools) that isn't very user-friendly.	
	Free Business Handbook	Starting Your Business						
		Planning Your Business						
		Financing Your Business						

Preferred Terms					Equivalent Terms	Related Terms	Remediation Comments	Open Issues
Level 1	Level 2	Level 3	Level 4	Level 5				
		Marketing Your Product						
		Your Office & Equipment						
		Small Business Tools					Links to a "laundry list" page with some body copy.	
		People Who Work For You						
		Managing Business Finances						
		Controlling Your Taxes						
		Building Your Personal Wealth						
		Win Government Contracts						
		Getting Out of Your Business						
		See All Subjects					This goes to a 'laundry list' page (same as for Free Business Tools) that isn't very user-friendly.	