ICCWA Online Ordering Instructions

<u>Key</u>

"Anything in orange quotes is an activity"

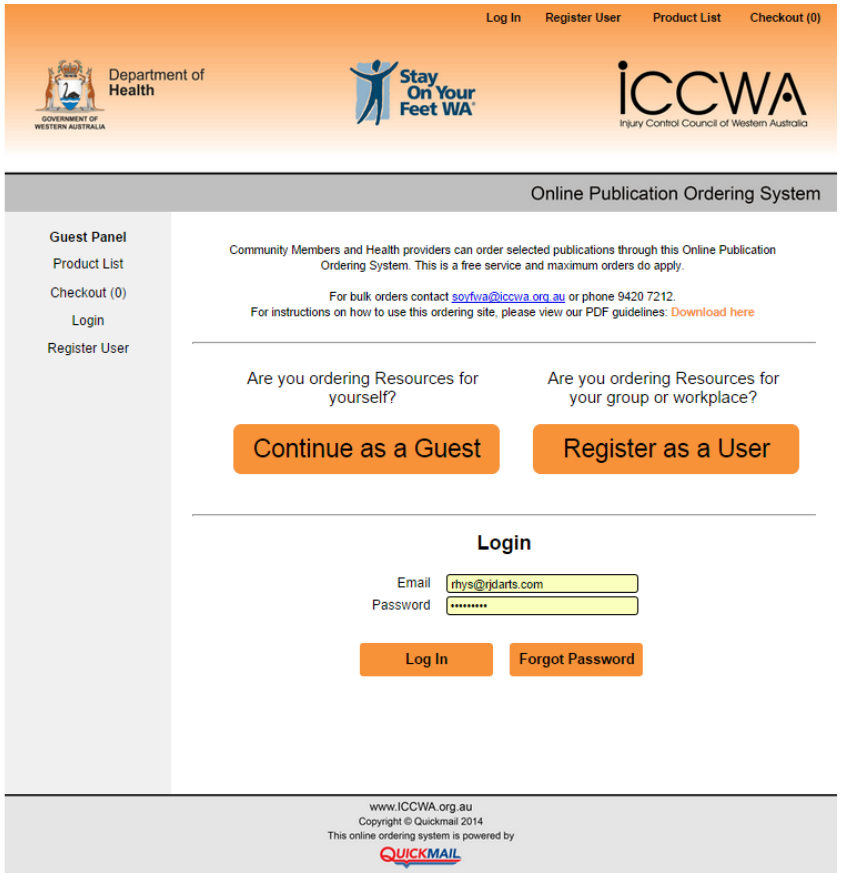
Website

- Website split into 4 main components: Header, Sidebar and Content and Footer
- Header contains banner and links to ICCWA and Stay on your feet by clicking the logos.
- Navigation bar available on top right of header
- Guests are able to log in, register user, product list or checkout if guest from navigation bar.
- If Users are logged in, they will see their email address on top left. As well as Product List, Checkout and Log Out on top right.
- Sidebar will act as another sidebar with additional user functions.
- Content contains components of where you currently are.
    - Users can "View Product List"
    - Users can "Go To Checkout"
    - Users can "Change Password"
    - Users can "Update Details"
    - Users can "Log out"

Login Page

url: http://www.iccwaquickmail.com.au/index.php?page=login

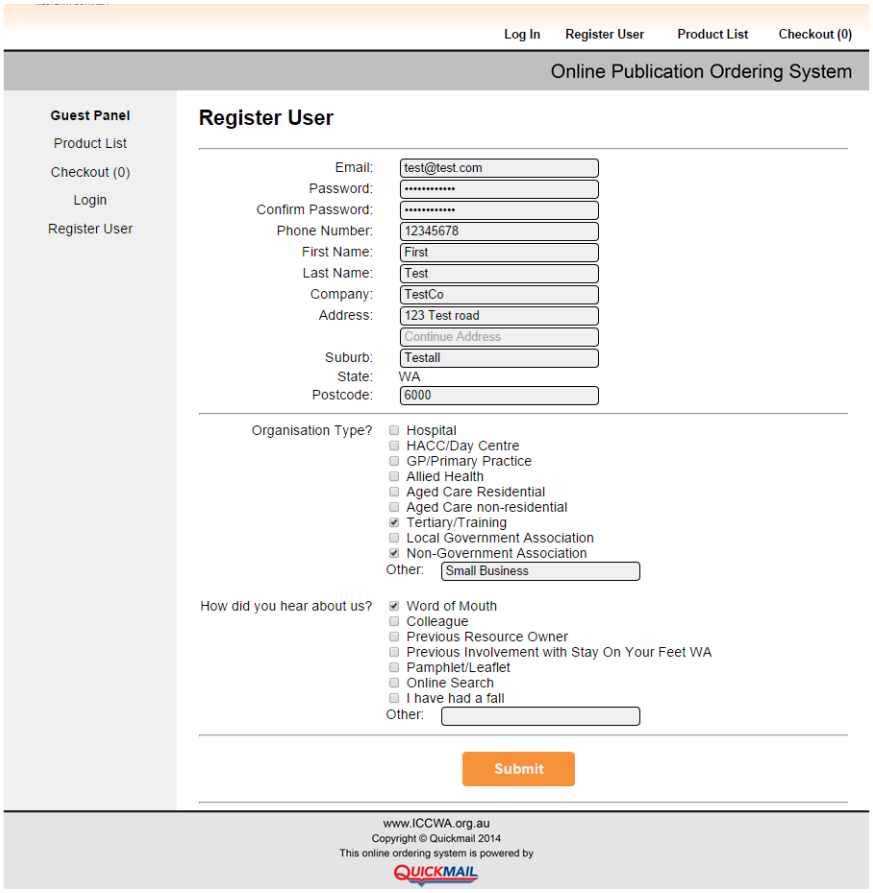
- First thing users will see when going to http://www.iccwaquickmail.com.au is the login screen
- Users can "Register an account"
- Users can "Begin ordering as a Guest"
- Users can "Log in"
- Users can "Recover Password"



Register Account Page

url:
http://www.iccwaquickmail.com.au/index.php?page=registerUser

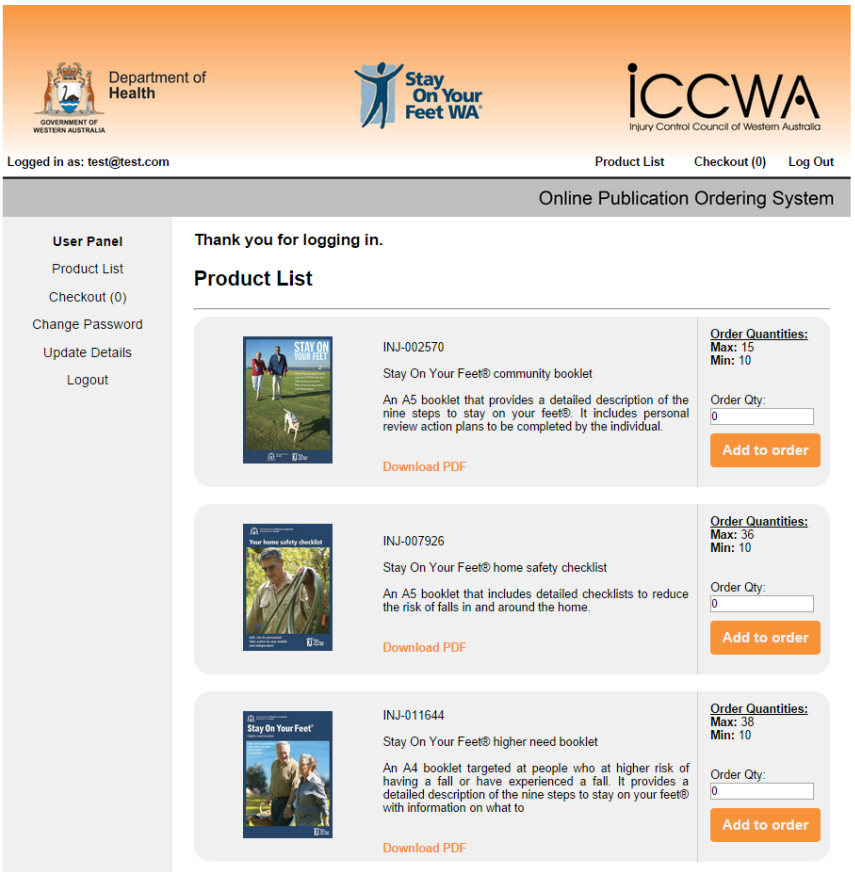
- Enter Details into fields
- Required fields are:
    - Email
    - Password & Confirm Password
    - Phone Number
    - First Name
    - Last Name
    - Address Line 1
    - Suburb
    - Postcode
- Organisation Type and How did you hear about us, are optional tick boxes or input.
- Click Submit Button



Product List Page

url: http://www.iccwaquickmail.com.au/index.php?page=productList

- User will see slightly different things depending or if they are logged in or a guest.
- Items for ordering are represented by a Picture, Item Code, Item Name, Item Description as well as Minimum and Maximum Order quantities.
- Min/Max order quantities are different for guests and users.
- If an item has been ordered, a current quantity will appear.
- Users can "Download a PDF Version of Item"
- Users can "Add Items to their current Order" by clicking Add to Order or pressing enter after entering number in order quantity field
- Hovering over an image will enlarge it
- If an item is out of stock it will say "Out of Stock"
- If a person orders too little or too many for min/max, it will come up with an error pop up and not proceed until correct amount is put in.



Checkout Page

url: http://www.iccwaquickmail.com.au/index.php?page=checkout

- User will see the items they have currently ordered in a list format with picture, name, quantity.
- If they are logged in, the checkout fields will be auto filled, guests will have to enter own details.
- Guests will be asked How did you hear about us?, Logged in users will not.
- Users can "Delete an Ordered Item"
- Click Confirm button

Miscellaneous

- Users do not have to confirm email when creating an account
- Users do not have to confirm email when submitting order
- Users will receive pop up windows with information on certain events, they have to click the X in top right to close it
- Clicking Links in top banner will open in a new tab
- Clicking an email address will open default email program and try to start a new email to that address

Support

- If users require technical support please phone Quickmail for support on 08 9493 0477 or email (insert support email address)
- For support regarding products or queries regarding ICCWA please contact ICCWA directly on (insert phone number)