# WEBSHOP

# USER'S GUIDE

Made by:    IFSz Kft.

# Table of contents

# Introduction

This documentum contains a user level description of EBT Webshop.

# User's desktop of  EBT's Webshop

## Enter, registry, data modifying

### Retail costumers

All costumers need to fill in the registry sheet which is needed to the transport and invoicing.

If there any required data is missing, than the system doesn't save the registry and notes to complete the missing datas.  The system saves the registry sheet is completed.
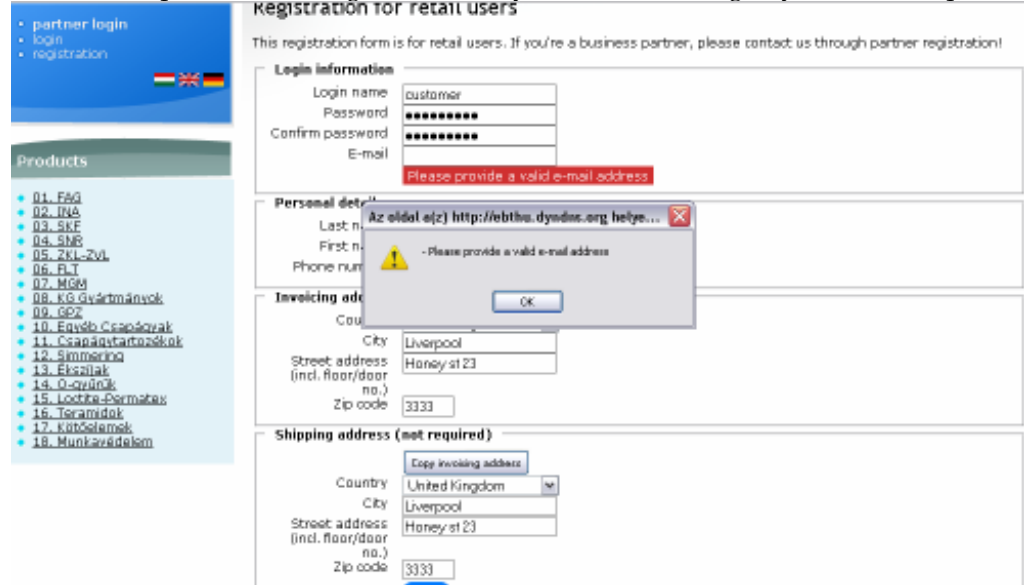


The system enters to webshop automatically after a successful registry.

Retail costumers can enter  at „login" by given login name and password.



If the entry has happened, then the welcome text appears on the left  hand side.

The user's datas can be modified by clicking on 'modify data' on the left hand side,where the filled registry datas appear and they can be modified if it is needed.

To log out from the Webshop click on 'logout' on the left hand side.

## Wholesale partners

Wholesale customers can obtain their passwords through customer service.

Wholesale partners can enter to the Webshop by clicking on 'partner login' on the left.



After the first entry you have to modify the given password and you have to give another valid e-mail address where the automatic letters about the state of orders can be sent:



A wholesale customer can modify the password by clicking on 'modify data'. If you have any problems about datas of another partners (e.g.: addresses, name), you have to signal it to our firm.

## Fixing of Webshop orders

Fixing of Webshop orders can be asked by both retail and holesale customers.

Firstly you have to choose the products you want to order. On the left you can see the groups of items of the firms, by clicking on them you will see the items of the groups.



By clicking on 'Search' above you can search according to more aspects. You can search for:

- o Product line,
- o Manufacturer,
- o Name of product (also fragment of name).

You can give what connection has to be between the searching aspects:

- o AND connection: it suits to every condition,
- o OR connection: it suits to at least one condition.

Writing the name of product or the fragment of the name into the ' search'.

You can place the order with filling the quantity.

| Cell | Filling method | Content |
|------|----------------|---------|
| Number | Not commutable | Number of good |
| Név | Not commutable | Name of good |
| Ár | Not commutable | Prive of good |
| Available on stock | Not commutable | Available on stock can be YES or NO |
| Quantity | commutable | Order quantity |
| Add to cart | Click | You can put the good to cart. |

You can add to cart and order the good with clicking on 'add to cart button'. You can check the number of items in cart at 'cart conents' on the left. You can see the detailed items by clicking on 'cart conents'.



You can change the quantity and save the changing by clicking on 'save changes'. You can delete item by clicking X button at the end if item line. The system asks confirmation before deleting:
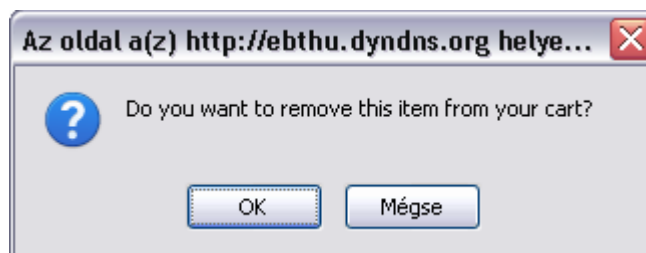


The item will be deleted by clicking 'OK'.

You can continue the ordering process by clicking 'order' button. Than you can check the details of order and can choose delivery term (postal service, by Buyer, shipping by EBT) , or modify the delivery adress

## Tracking of Webshop's order

### Retail costumers

Retail costumers can check the order and ordering process by clicking 'order' button on the left. Checkable ordering details are ID, date, status, amount, delivery dress.



Ordering status can be:

- o Open: Order is not processed
- o Dismissed: Order is dismissed.
- o Under process: Preparing the offer .
- o Accepted: Order happened.
- o Under shipping: Bill happened.
- o Invoiced: Invoice is ready.

You can check the items of order by clicking the ref.nr. of line.

**Wholesale partners**

*Orders*

Wholesale partners can check online and offline order processes.

Wholesale partnes can check the ordering details witch are fixed by costumer service of EBT:

Details of Order history

  o   Number of order

  o   Number of referee

  o   Shipping date

  o   Nett amount

  o   Tax

  o   Discount

  o   Br amount

  o   Discharged amount (Shipped amount)

  o   Number of web order

Details of Internet order history.

- o Web number
- o Date
- o Ordering status
- o Nett amount
- o Tax
- o Br amount
- o Delivery adress



*Invoices*

Wholesale partnes can check invoicing details by clicking 'invoices' on the left:

- o Invoice number
- o Referee number
- o Date of discharge
- o Date of payment
- o Nett amount
- o Tax
- o Discount
- o Br amount
- o Paid amount
- o Remained amount
- o Web number