



PRIDE eStore Commerce Site

User Guide, Standard

Issued by Software Development

Document No. Revision 1.1 Page 1 of 19



PRIDE eStore Commerce Site User Guide



Table of Contents

1	Purpose	3
2	Scope	3
3	Registration Process	4
4	Wrong Name or Password	6
5	Forgot Password	7
6	Shopping Procedure	8
7	Selecting a Product	9
8	Business Cards	10
9	Shopping Cart (Name & Save)	11
10	Shopping Cart (Saved Basket)	12
11	Checkout Information	13
12	New Shipping Address	14
13	Choose Shipping Options	15
14	Select Payment Options	16
15	Shipping Details	17
16	Order Receipt	18
17	Home Page	19



1 Purpose

The purpose of this manual is to establish the Procedures for utilizing the User Interface created for PRIDE's eCommerce Site

2 Scope

This document covers the steps that are necessary to input data into the eCommerce Site

The user will verify the suitability of the data for the entry process.

Once verification is complete...this document shows the user the screens used to enter the necessary data to log in and start shopping.

The Unified Resource Locator (URL): <http://www.prideestore.org>



3 Registration Process

Open the Microsoft® Internet Explorer® browser.

Within the Address textbox type-in: <http://www.prideestore.org> and then press Enter or click Go.

To begin the Registration process, either:

- Click [HERE](#) to contact PRIDE for Registration, or
- Click on the [“How to Register”](#) link.
 - In the How to Register paragraph, click the [“PRIDE accounting to set up account”](#) link.

Figure 1





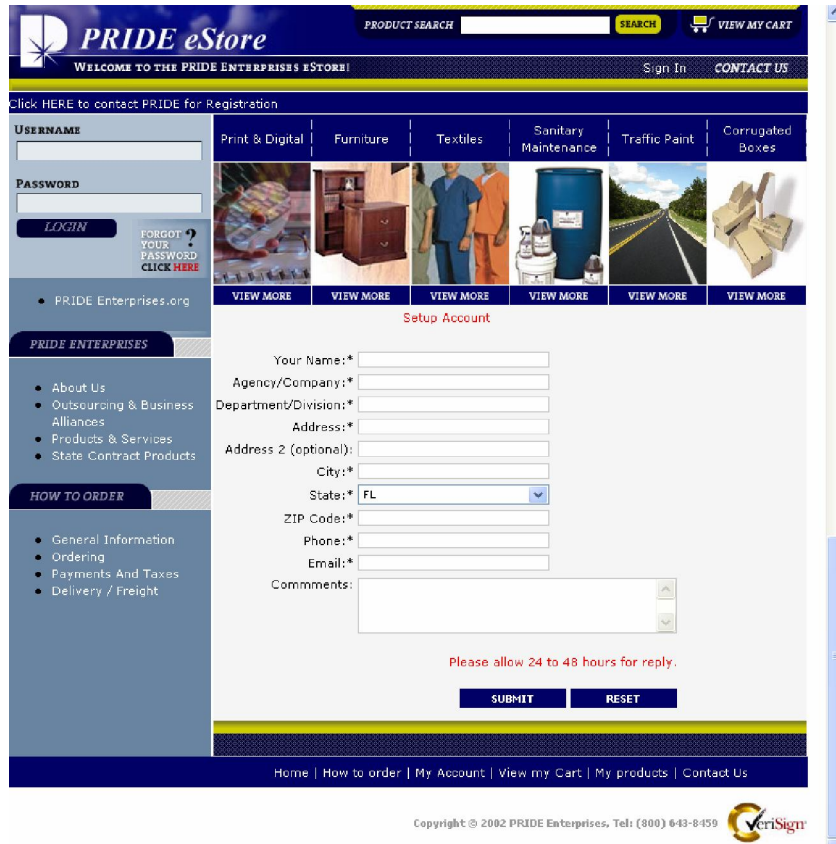
PRIDE eStore Commerce Site

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Document No. Revision 1.1 Page 5 of 19

Figure 2



If HERE was clicked, the above screen will appear.

Please, fill in the information. The asterisk (*) indicates required information.

Click on the SUBMIT button.

After PRIDE eStore receives an email to setup an account, PRIDE will notify the customer via e-mail.

Please allow 24 to 48 hours for PRIDE eStore to respond.

In order to register on the PRIDE eStore, you will need your Customer ID# from PRIDE. The Username will be your email address, and your Password will be "pride_password" (be sure to type all letters in lower case and include the underscore "_"). The PRIDE eStore will prompt you to change this password once you have logged in.

Please, allow up to 24 hours for this information to populate in the eStore prior to attempting logging in.



4 Wrong Name or Password

If you enter the wrong name or password, you will get an error message as shown below. Be sure to type in your correct User email address and Password.

Figure 3





5 Forgot Password

If you have forgotten your password, you may click the Forgot Your Password? Click Here button found on the Home page.

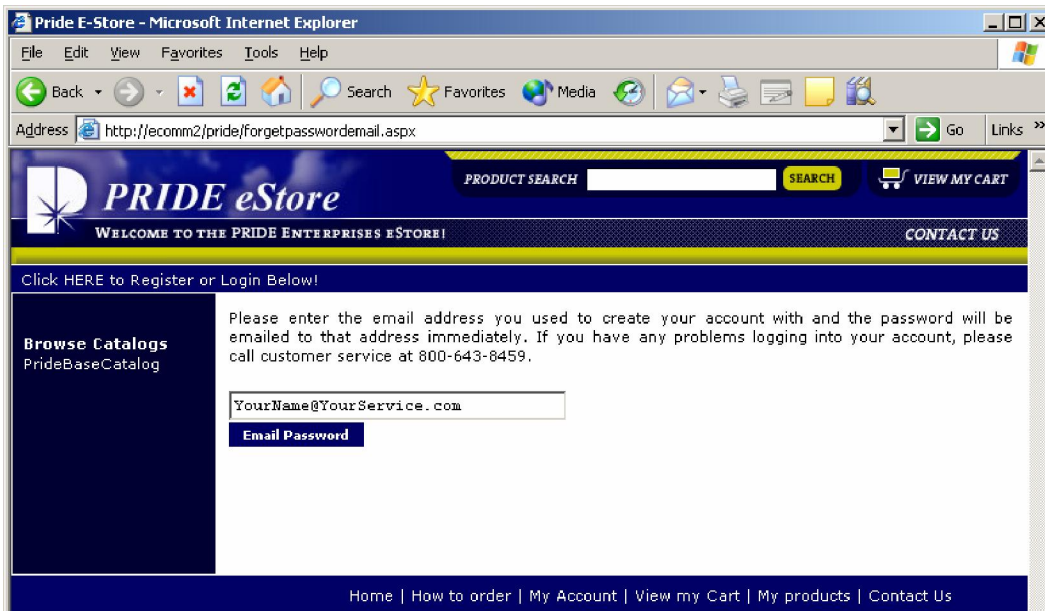
Figure 4



Clicking this button will take you to the screen shown below.

Type in your user email name and click the Email Password button. Upon receipt of your e-mail, the PRIDE eStore Administrator will locate and forward your password to you via e-mail.

Figure 5





6 Shopping Procedure

There are a couple ways to begin shopping.

First, you may select one of the catalogs shown below and browse through to see what is available.

Secondly, you may use the Product Search feature at the top of the screen. You type in the name of a product, such as Bleach, Shoes, Chairs, etc. and then click the Search button.

A listing will appear for your perusal.

Figure 6

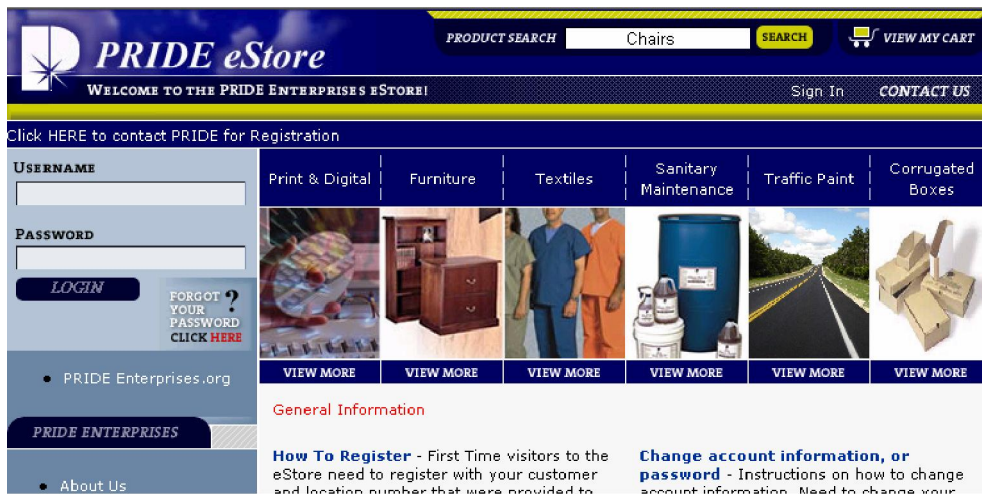
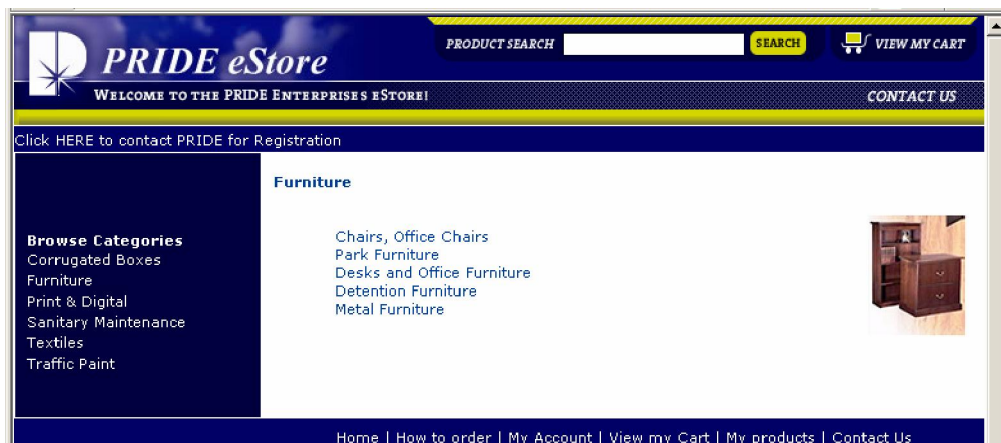


Figure 7





7 Selecting a Product

After you have selected a product, in this example a chair, select the different variant options available.

With this chair, you choose the type of casters and the color of the fabric you want.

Once your selection is complete click the Add To Cart button.

If you change your mind, you can change the variants at any time by clicking the Reset variant data button.

Figure 8

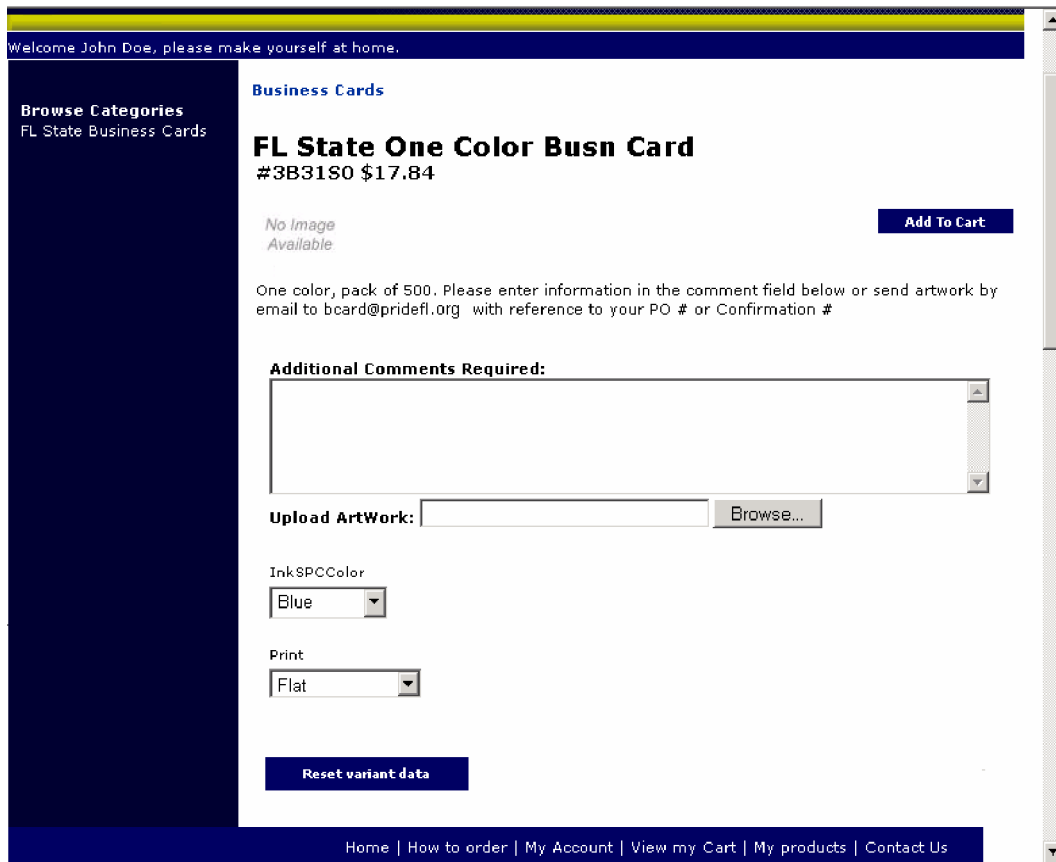
The screenshot shows a product page for a red office chair. On the left is a dark blue sidebar with 'Browse Categories' and a list of categories: Corrugated Boxes, Furniture, Print & Digital, Sanitary Maintenance, Textiles, and Traffic Paint. The main content area has a 'Furniture' header, followed by the product name 'Clarion Hi Back K-Tilt w/Arms', a product ID '#41011', and a price '\$262.80'. Below this is an image of the red chair. To the right of the image is an 'Add To Cart' button. Under the image, there is a detailed description of the chair's features: 'High back dual action knee tilt w/adj "T" arms. Gas lift, back height adj, swivel, tilt tension and lock. Back height 19.5", width between arms 16.75"-20.5", seat depth 19.25", and seat height range 19.75"- 25".' Below the description is a link for 'Hard Floor Caster - Navy, Barbara'. There are two dropdown menus: 'Casters' with 'Hard Floor Caster' selected, and 'FabricColor' with 'Navy, Barbara' selected. At the bottom of the product area is a 'Reset variant data' button.



8 Business Cards

If you choose from the Print and Digital catalog and pick a business card you have the option of typing in comments and uploading a photo, image or graphic file.

Figure 9





9 Shopping Cart (Name & Save)

You may name your Shopping Cart and save it for future ordering.

In the **Basket Name** text box type the name of the basket and then click the Save Basket button.

Since you may have an unlimited number of Saved Baskets, and may view these at any time, be sure to give each basket a unique name that you will remember for future use. You may have one basket saved with Sanitary Maintenance items that you order often, and a second basket with Print and Digital items.

You may delete an item from a cart by checking the Delete check box and then clicking the Update button.

In the Quantity box, you may increase the quantity of the product you are purchasing by typing in the number and clicking the Save Basket button. By clicking the Save Basket button, the basket information automatically updates and the advisory **Basket Successfully Saved!** will appear.

Figure 10

<u>Delete</u>	<u>Product</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
<input type="checkbox"/>	FL State One Color Busn Card (Blue - Flat)	1	\$17.84	\$17.84
<input type="checkbox"/>	Clarion Hi Back K-Tilt w/Arms (Std Carpet Caster - Bayou, Lyra)	1	\$270.45	\$270.45
				Subtotal \$288.29

Update **Checkout** **Save Basket** **Continue Shopping**



10 Shopping Cart (Saved Basket)

After you save the basket, notice the advisory **Basket Successfully Saved!**

If you are not through shopping, click the Continue Shopping button and continue to select additional products.

If you are finished shopping click the Checkout button.

Figure 11

Shopping Cart

Basket Successfully Saved!

<u>Delete</u>	<u>Product</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
<input type="checkbox"/>	Clarion Hi Back K-Tilt w/Arms (Std Carpet Caster - Bayou, Lyra)	1	\$270.45	\$270.45
<input type="checkbox"/>	FL State One Color Busn Card (Blue - Flat)	1	\$17.84	\$17.84

Update **Checkout** **Save Basket**

Continue Shopping



11 Checkout Information

Select an address from the Address Book or create a new one.

Use an existing address by selecting the proper address from the Address Book drop down box, and then click the Use This Address button that accompanies it.

When needed, create a new shipping address by either clicking the [New...](#) link or by filling in the New Address field below. When you are finished, be sure to click the Use This Address button.

Figure 12



Choose a shipping address

Select an address from the address book below or create a new one....

Address Book

P.O.Box 747 Orlando 33883

John Doe
P.O.Box 747
Orlando Florida
33883
United States of America
[New...](#)

Use This Address

Or enter a new shipping address

Be sure to click "Use This Address" when done.

New Address

Address Name:

First Name Last Name

Address 1 Address 2

City State / Province

Postal Code

Country / Region

Use This Address

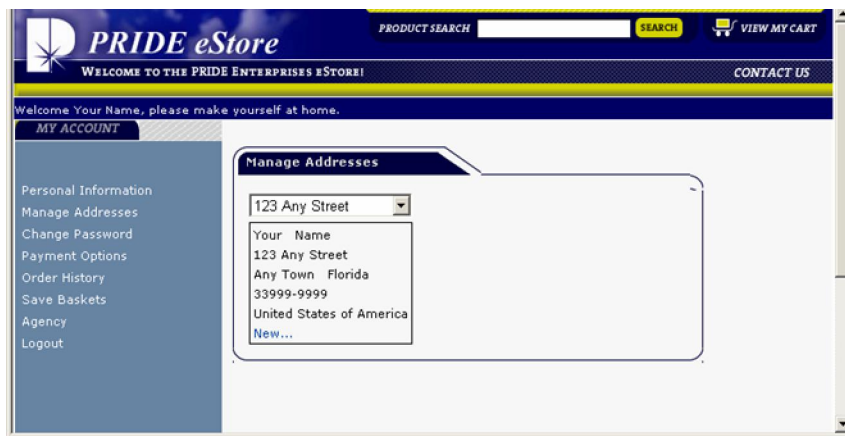
12 New Shipping Address

Create a new shipping address by clicking the My Accounts link at the bottom of the screen.

When the My Account screen opens click on the Manage Addresses link.

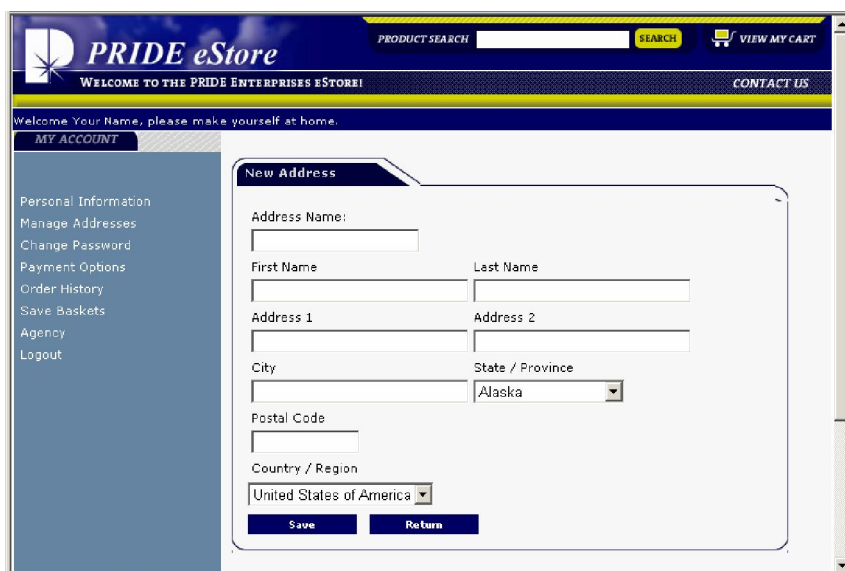
When the Manage Addresses tab appears click on the [New...](#) link.

Figure 13



The New Address tab will appear. Fill in the information. When you are finished, click the Save button.

Figure 14





13 Choose Shipping Options

After choosing your shipping options then click the Continue button.

Figure 15

Shipping Details 1

Choose Your Shipping Options:

Please notice additional freight may be charged at the time of shipment and added to your invoice.

Product	Type	Quantity	Unit Price	Total
Clarion Hi Back K-Tilt w/Arms (Std Carpet Caster - Bayou, Lyra)		1	\$270.45	\$270.45
FL State One Color Busn Card (Blue - Flat)		1	\$17.84	\$17.84

[Continue...](#)

Home | How to order | My Account | View my Cart | My products | Contact Us



14 Select Payment Options

Select the Payment Option. If necessary, create a new payment option by typing in the proper information in the Create New CC... tab.

Help identify this order by typing in any optional information, such as the Requisition #, that you or your agency deems proper.

After you have chosen the payment option and filled in any optional info, click the Continue button.

Figure 16

Select your payment option below, or create a new one.

Payment Options

Visa ####-####-###1-1111 08/2005

Other Info... (Optional)

Req#	<input type="text" value="53-0596-##"/>	EO	<input type="text"/>
Org	<input type="text"/>	OCA	<input type="text"/>

Create New CC...

Credit Card Type:

Credit Card Number (e.g. 4111-1111-1111-1111):

Expiration Date:

Card Holder's Name:

Billing Address:

Your Name
123 Any Street
Any Town Florida
33999-9999
United States of America
[New...](#)



15 Shipping Details

Review the Shipping Details screen to ascertain that all information is complete and correct.

Before you can complete the purchase, you must check the box that acknowledges the Purchase Terms and Conditions. If you wish to view the terms, click on the [Purchase Terms & Conditions](#) link.

Once you have completed the process, click Complete Purchase.

Figure 17

Shipping Address:

P.O.Box 747 Orlando 33883

John Doe
 P.O.Box 747
 Orlando Florida
 33883
 United States of America
 New... Edit...

Please notice additional freight may be charged at the time of shipment and added to your invoice.

Product	Type	Quantity	Unit Price	Total
Clarion Hi Back K-Tilt w/Arms (Std Carpet Caster - Bayou, Lyra)		1	\$270.45	\$270.45
FL State One Color Bush Card (Blue - Flat)		1	\$17.84	\$17.84

Required to complete purchase:
 Please check to acknowledge you read our [Purchase Terms & Conditions](#).

Totals

Item Subtotal \$288.29
Discounts \$0.00
Subtotal \$288.29
Shipping \$0.00
Tax \$0.00
Total \$288.29

Payment

Credit Card
 Visa ####-####-###1-1111 11/2005
[Change](#)

Billing Address: P.O.Box 747 Orlando 33883

John Doe
 P.O.Box 747
 1111 South Street
 Orlando FL 33883

Complete Purchase



16 Order Receipt

After you have confirmed the order receipt, click on the Continue Shopping button. This will take you back to the Home Page.

Figure 18

Order Receipt

Order Receipt Number: 2445

Payment option: credit_card

Billing Address:

P.O.Box 747 Orlando 33883
 John Doe
 P.O.Box 747
 1111 South Street
 Orlando FL 33883

Shipment 1

Shipping Address:

P.O.Box 747 P.O.Box 747 Orlando 33883
 John Doe
 P.O.Box 747
 1111 South Street
 Orlando FL 33883

Shipping Option:

Pride Default

Product	Description	Quantity	Unit Price	Total
*41011	Clarion Hi Back K-Tilt w/Arms (Std Carpet Caster - Bayou, Lyra)	1	\$270.45	\$270.45
*3B31S0	FL State One Color Busn Card (Blue - Flat)	1	\$17.84	\$17.84

Totals

Item Subtotal	\$288.29
Discounts	\$0.00
Subtotal	\$288.29
Shipping	\$0.00
Tax	\$0.00
Total	\$288.29

Continue Shopping



17 Home Page

Thank You for shopping at PRIDE's eStore.

Figure 19

