

An abstract graphic featuring a complex network of white lines and dots on a teal-to-white gradient background. The network is denser on the right side and fades out towards the left.

ive Online Ordering User Guide

V1.1 Nov 2017

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The screenshot shows the homepage of the IVE Group Online Ordering Demo Site. At the top, the 'ive' logo is displayed in a dark blue font. Below the logo, the text 'WELCOME TO IVE GROUP ONLINE ORDERING DEMO SITE' is written in a large, bold, dark blue font. The main content area has a light blue background. On the left side of this area, there is a welcome message: 'Welcome to IVE Group Online Ordering Demo Site.' followed by a paragraph: 'IVE Store is our online ordering solution (historically referred to "Orderware" or "Javin") that allows customers to order physical items from our warehouse network as well as download digital collateral. STORE is fully customisable and can be branded to fit a customer's existing internal systems.' On the right side, there is a login section titled 'Please log in'. It contains two input fields: 'Username' and 'Password (case sensitive)'. Below these fields are two buttons: 'Login' and 'Clear'. At the bottom left of the main content area, there is a small text block: 'For Assistance: Email or call Customer Service on 1800 676 259 from 9am to 5 pm.' At the bottom right, there is a link that says 'Forgot your password?'.

1. NAVIGATING THE WEBSITE

1.1 HOME Page

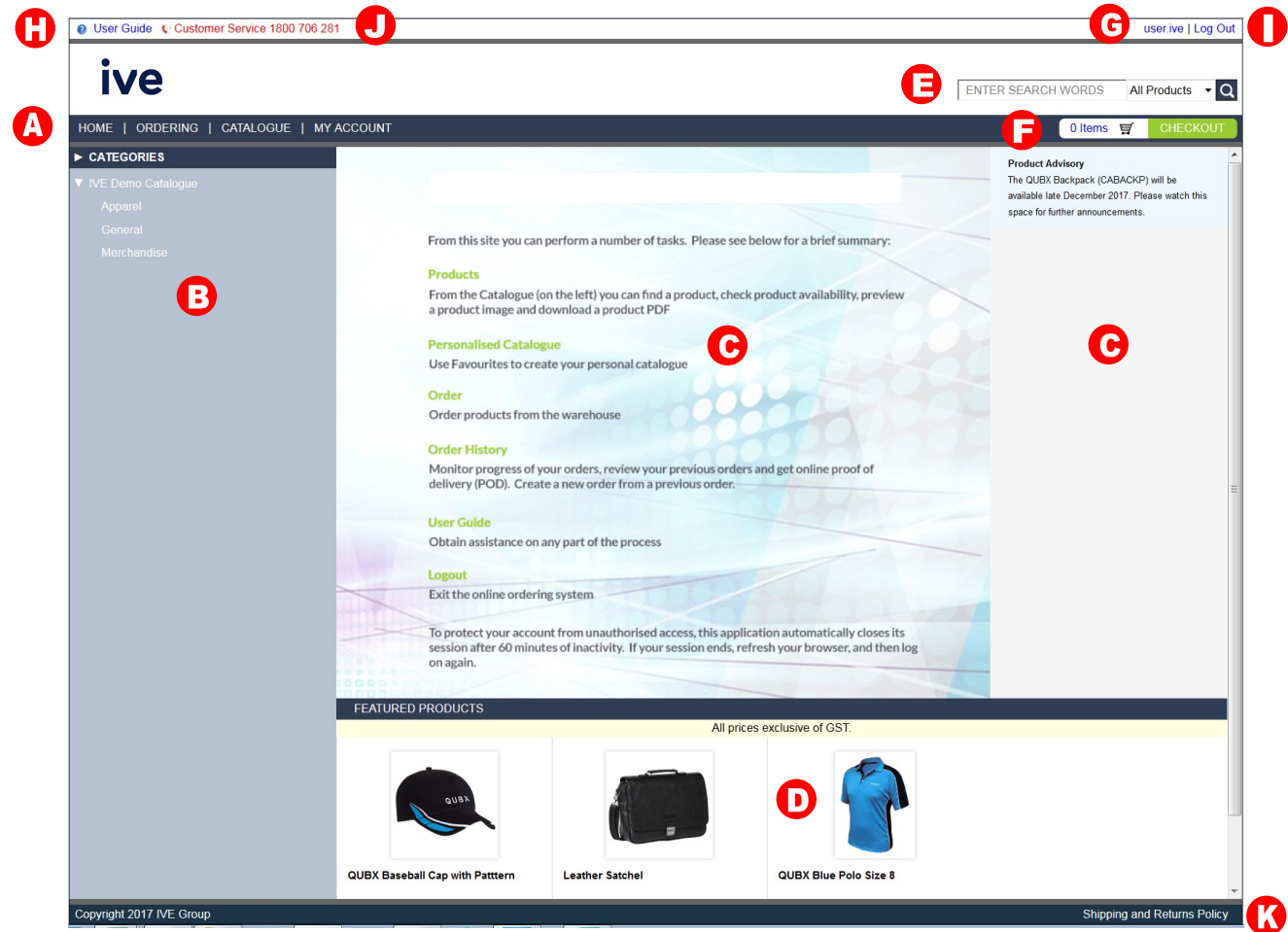
What you'll see

The HOME page mainly consists of:

- A. MENU bar
- B. EXPLORER Panel
- C. Bulletin Message
 - Primary
 - Secondary
- D. FEATURED Products
- E. SEARCH
- F. Access to Shopping Cart
- G. Access to Password Change
- H. Link to User guide
- I. Log out button
- J. Customer Service info
- K. Other links

Note:

Depending on your user configuration, some features may not be available.



1. NAVIGATING THE WEBSITE

1.2 MENU bar

What you'll see

From the MENU bar you can access

A. HOME button

B. ORDERING menu

Show Cart

- display all items in your cart (cart must not be empty).

Clear Cart

- remove items in your current cart and create a new order.

Draft Orders

- access previously created orders that have not yet been submitted.

Order History

- view previously submitted orders.

Order Line History

- view previously submitted orders (line level).

Order Search (for Public Users)

- view previously submitted orders.

C. CATALOGUE menu

- access the last viewed product group

D. MY ACCOUNT menu

Watchlist

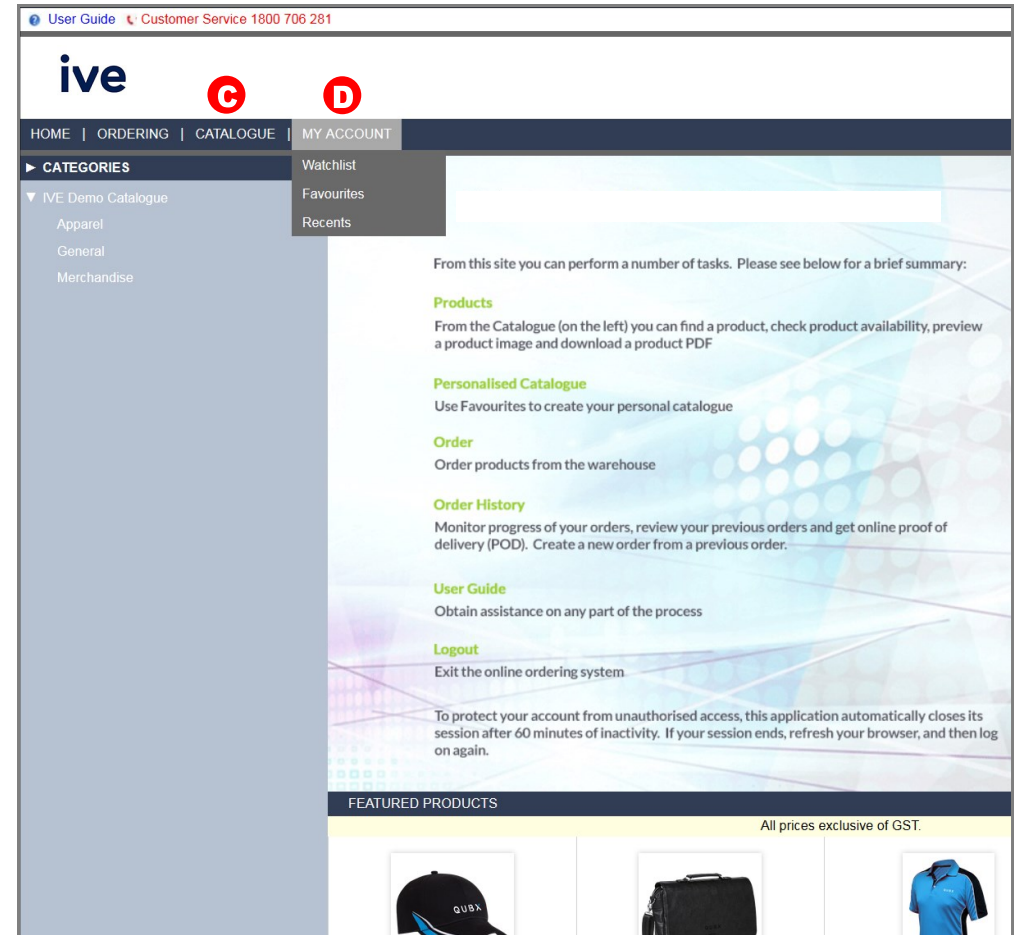
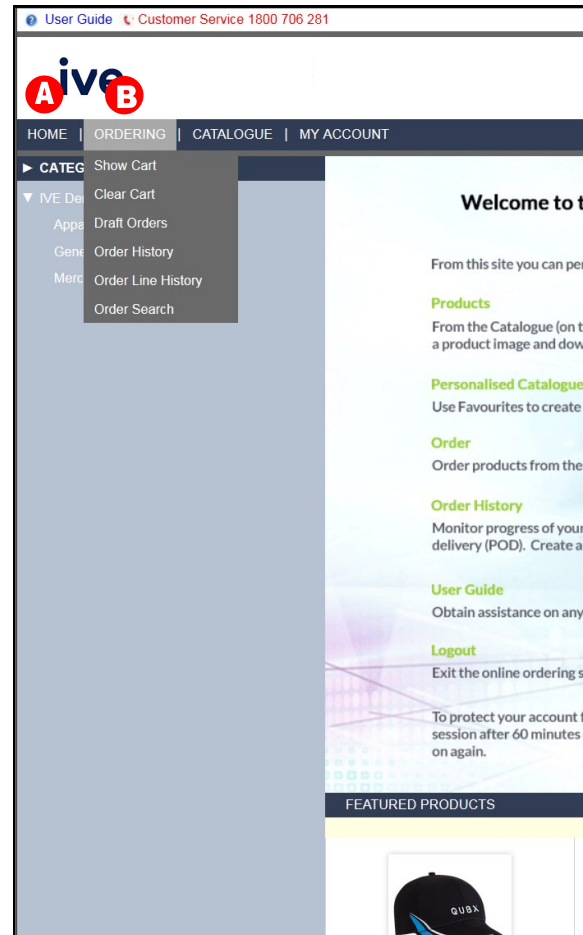
- access items that are on the watchlist

Favourites

- access items that have been set as a favourite

Recents

- view recently accessed items (upto 15 entries only)



1. NAVIGATING THE WEBSITE

1.3 EXPLORER Panel

What you'll see

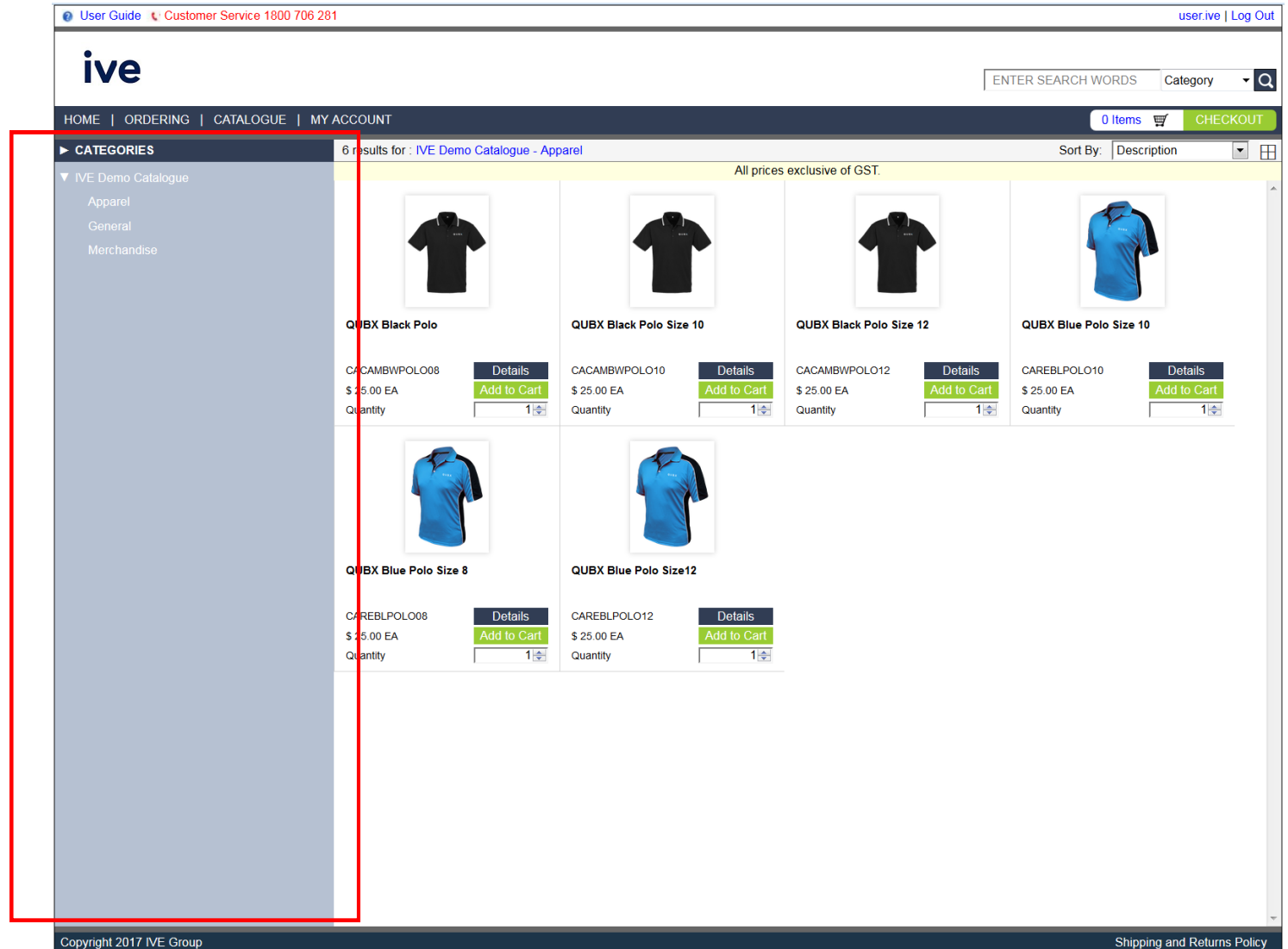
The Explorer panel allows you to access the website's Catalogue which consists of items that are grouped into various product groups

Click on **CATEGORIES** to Expand or Collapse the Catalogue tree

An arrow ► beside a product group indicates the presence of sub product groups. Click to further expand or collapse

Click on a product group to display its contents. Products will display on the right of the Explorer panel

Clicking on a product group with more than one level of sub product group will display all products within all of its sub product groups




1. NAVIGATING THE WEBSITE

1.4 Catalogue Panel

What you'll see

The Catalogue panel displays products contained within a product group

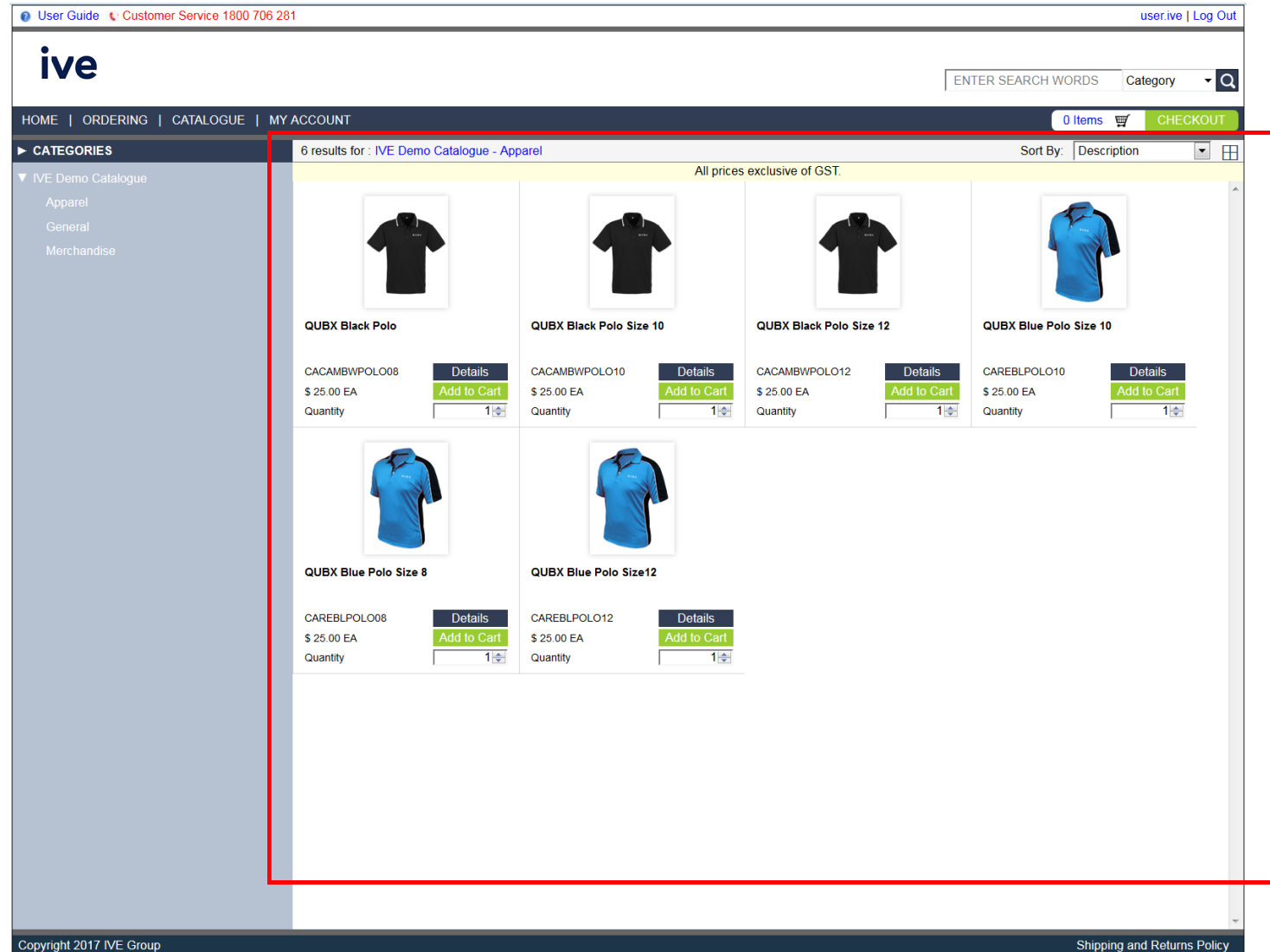
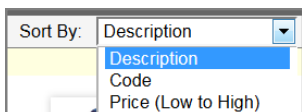
By default, products are presented in Tile view. To change to List view, click on  icon located at the upper right corner below the 'checkout' button

When you change to List view and then log out, your catalogue will present in List view when you log back in. You can change it back to Tile view by clicking the icon again.

There is an indicator on the upper left of the Catalogue panel which displays the total number of items / results within a product group. It also displays the product group path which is clickable (helpful for accessing multi-level product groups)

Sample: 

You can change the sort order display of items by clicking on the drop-down list (located on the upper right corner) and selecting from the sort by options -

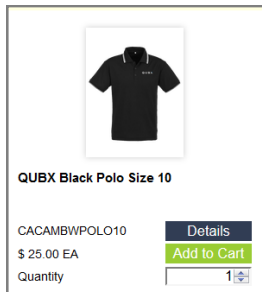


1. NAVIGATING THE WEBSITE

1.5 Product Details

What you'll see

To view details of a product, click the **Details** Button on a product tile:

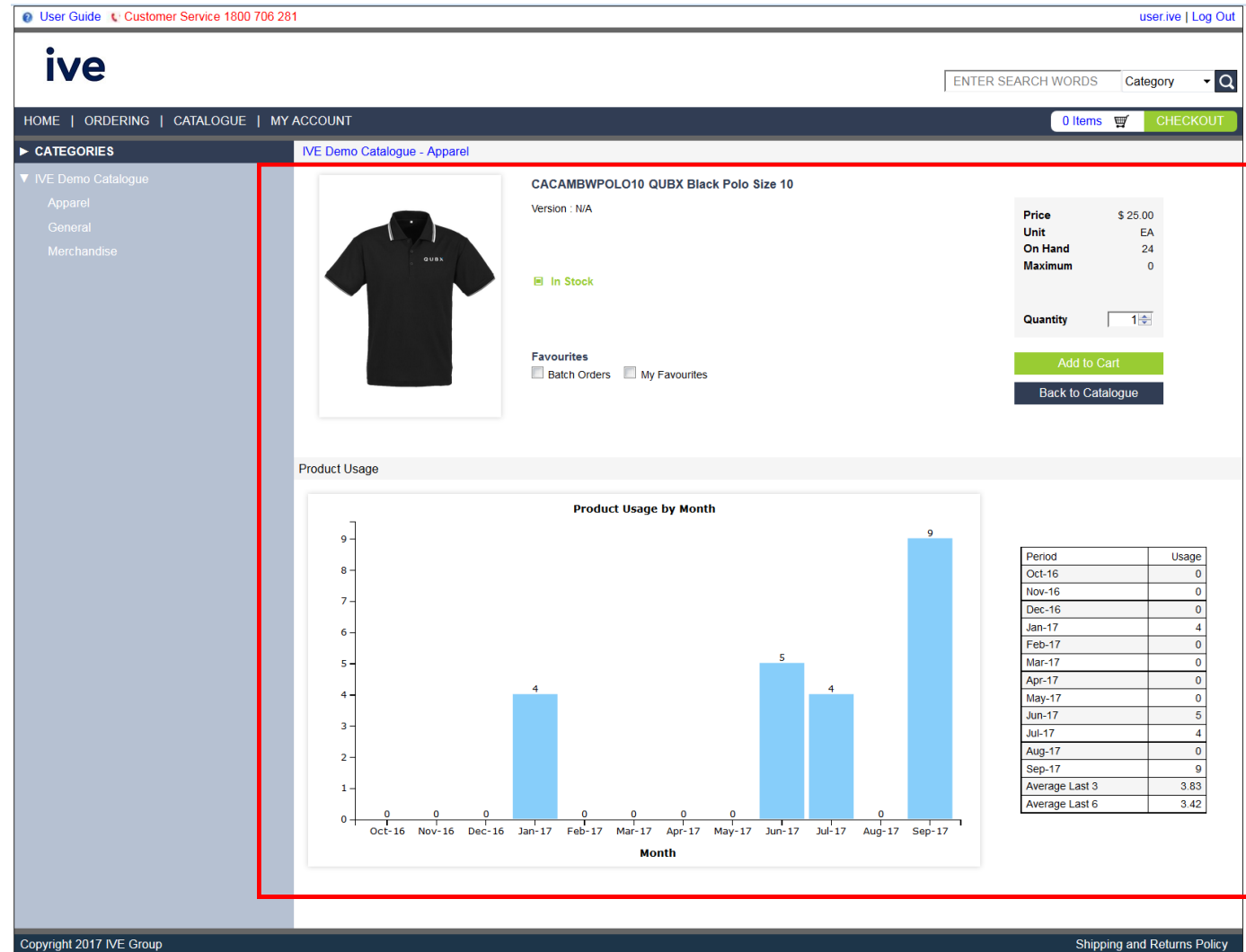


Information such as price, quantity, stock on hand, etc may be visible depending on your level of access.

If a pdf of the product is available, you can view or download it from here

Product Usage Section (if enabled) - A Product Usage graph and table is displayed below the product details section. If there is no usage against the product, no graph will display.

To return back to the Catalogue, click **Back to Catalogue** button which is below the 'Add to Cart' button



ive

USER GUIDE | CUSTOMER SERVICE 1800 706 281 | user.ive | Log Out

ENTER SEARCH WORDS | Category | Q

HOME | ORDERING | CATALOGUE | MY ACCOUNT | 0 Items | CHECKOUT

CATEGORIES

- IVE Demo Catalogue
 - Apparel
 - General
 - Merchandise

CACAMBWPOLO10 QUBX Black Polo Size 10

Version : N/A

In Stock

Price \$25.00
Unit EA
On Hand 24
Maximum 0

Quantity 1

Add to Cart

Back to Catalogue

Product Usage

Product Usage by Month

Period	Usage
Oct-16	0
Nov-16	0
Dec-16	0
Jan-17	4
Feb-17	0
Mar-17	0
Apr-17	0
May-17	0
Jun-17	5
Jul-17	4
Aug-17	0
Sep-17	9
Average Last 3	3.83
Average Last 6	3.42

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2. PLACING AN ORDER

2.1 Adding items to Cart

Select a product from the Catalogue

Enter the Quantity required by using the up/down arrows or type a number in the qty box:

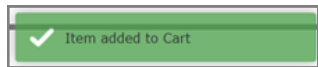
Click 

The number of items in your cart increments as you add products:


1 Item 

CHECKOUT

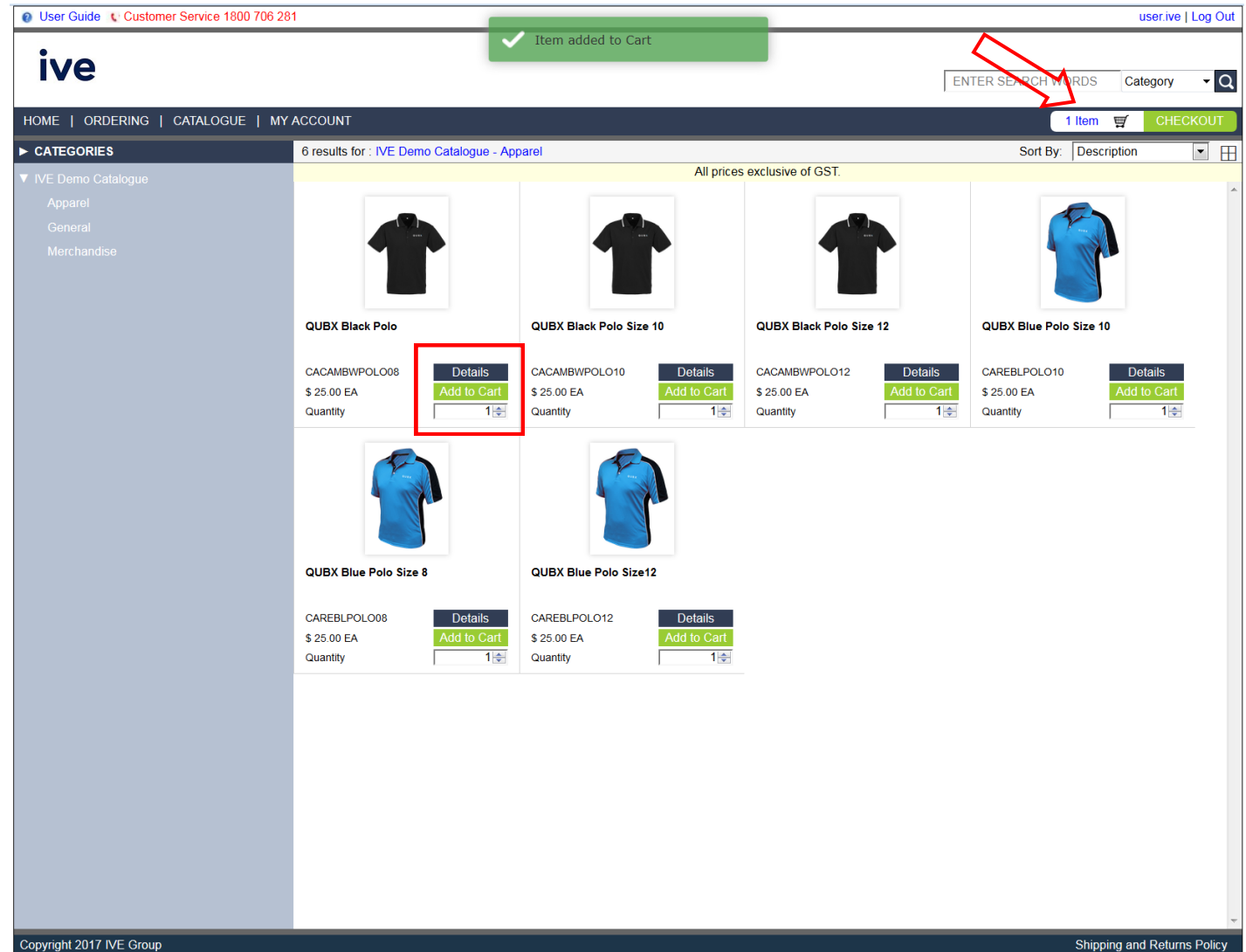
A message prompt also displays at the top centre of the page to confirm that an item has been added to cart:



Repeat the process to add multiple items to your cart

When you are done adding items to your cart, click 

What you'll see

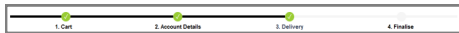


2. PLACING AN ORDER

2.2 CHECKOUT Page - Cart

What you'll see

A progress bar is displayed to show the different stages of the checkout process. This is located below the MENU bar:




The first stage is '1. Cart'. You can make qty changes here, or remove an item from your cart. You can also add more items by clicking

[CONTINUE SHOPPING](#)

Note: some websites will have 'Back to Catalogue' button instead of 'Continue Shopping'

To change a qty, just type over the text in the qty box. When you change a quantity, you will be prompted with this message :

 Line Quantity Updated

To remove an item, click 'REMOVE'



Click [NEXT](#) to proceed to the next stage

User Guide | Customer Service 1800 706 281 | user.ive | Log Out

ive

ENTER SEARCH WORDS | Category | Q

HOME | ORDERING | CATALOGUE | MY ACCOUNT




3 Items | CHECKOUT

CATEGORIES

- IVE Demo Catalogue
 - Apparel
 - General
 - Merchandise

1. Cart | **2. Account Details** | **3. Delivery** | **4. Finalise**

1. Cart | Order W1824634 has 3 Items

Code	Description	Unit	Qty	CLEAR ALL
 CACAMBWPOLO10	QUBX Black Polo Size 10	EA	<input type="text" value="1"/> REMOVE	
 CAREBLPOLO12	QUBX Blue Polo Size12	EA	<input type="text" value="1"/> REMOVE	
 QUBXBROC1	QUBX Brochure	PK50	<input type="text" value="1"/> REMOVE	

[CONTINUE SHOPPING](#) | [NEXT](#)

2. Account Details | DEMO #4 | [Display](#)

3. Delivery | 350 Parramatta Road, Homebush, NSW | [Display](#)

4. Finalise | \$ 105.55 | [Display](#)

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2. PLACING AN ORDER

CHECKOUT Page - Account

What you'll see

In Stage 2, you are presented with the Account Details. If you have access to multiple accounts, you can change the selection at this stage by clicking 'Select' against the account code required

If you have changed the account selection, a message prompt will display to confirm the change

To continue adding items to your Cart, click:

CONTINUE SHOPPING

To proceed to the next stage, Click:

NEXT

The screenshot shows the 'ive' online ordering interface. At the top, there's a navigation bar with 'HOME | ORDERING | CATALOGUE | MY ACCOUNT' and a 'CHECKOUT' button indicating '2 Items'. A progress bar shows four stages: 1. Cart (checked), 2. Account Details (checked), 3. Delivery, and 4. Finalise. The main content area displays account details for 'DEMO #4' with fields for Account Number, Account Name, City, and Country. Below this, there are 'CONTINUE SHOPPING' and 'NEXT' buttons. At the bottom, a summary table shows delivery and finalisation details.

User Guide | Customer Service 1800 706 281 | user.ive | Log Out

ive

ENTER SEARCH WORDS | Category | 🔍

HOME | ORDERING | CATALOGUE | MY ACCOUNT | 2 Items | CHECKOUT

CATEGORIES

- IVE Demo Catalogue
 - Apparel
 - General
 - Merchandise

1. Cart | 2. Account Details | 3. Delivery | 4. Finalise

1. Cart	Order W1824634 has 2 Items	Display
2. Account Details	DEMO #4	
Account Number	Account Name	City
DEMO04	DEMO #4	Australia

CONTINUE SHOPPING | NEXT

3. Delivery	350 Parramatta Road, Homebush, NSW	Display
4. Finalise	\$ 165.00	Display

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2. PLACING AN ORDER

CHECKOUT Page - Delivery

What you'll see

In Stage 3, you are presented with the Delivery Details. Fields marked with an asterisk are mandatory

Depending on your configuration, your address fields may be pre-populated with data or may present blank. Fill-in accordingly

Entering the first 3 characters of City (Suburb) will load a list of suburbs. When you select one, the State and Postcode will automatically populate.

If available, you can select from a list of addresses by clicking on

Address Book

To continue adding items to your Cart, click:

CONTINUE SHOPPING

To proceed to the next stage, Click:

NEXT

If any of the mandatory fields are missing, you will be prompted with an error message. You will need to supply/fix the data to proceed further

The screenshot shows the IVE Online Ordering checkout page at the 'Delivery' stage. The page has a dark blue header with the IVE logo, navigation links (HOME, ORDERING, CATALOGUE, MY ACCOUNT), and a search bar. A progress bar at the top indicates four stages: 1. Cart, 2. Account Details, 3. Delivery (current stage), and 4. Finalise. The left sidebar shows a 'CATEGORIES' menu with 'IVE Demo Catalogue' expanded, listing 'Apparel', 'General', and 'Merchandise'. The main content area displays the delivery details for 'Order W1824602 has 2 Items'. It includes fields for 'Delivery Company' (IVE Demo), 'Deliver attention of' (IVE Portal Demo User), 'Send confirmation email to' (test@email.com), 'Delivery Phone Number' (1243443), 'Date Required' (30/11/2017), 'Reference', 'Comments' (Test Order Only), 'Delivery Address' (350 Parramatta Road), 'City' (Homebush), 'State' (NSW), 'Postal Code' (2140), and 'Delivery Comments' (Pis deliver via RECEPTION). There are 'Display' links for each stage. At the bottom, there is a 'CONTINUE SHOPPING' button, a 'NEXT' button, and a summary for '4. Finalise' showing a total of '\$ 101.09'. A red arrow points to an 'Address Book' button. The footer contains 'Copyright 2017 IVE Group' and a 'Shipping and Returns Policy' link.

User Guide Customer Service 1800 706 281 user.ive | Log Out

ive

ENTER SEARCH WORDS All Products

HOME | ORDERING | CATALOGUE | MY ACCOUNT 2 Items CHECKOUT

CATEGORIES

- IVE Demo Catalogue
 - Apparel
 - General
 - Merchandise

1. Cart 2. Account Details 3. Delivery 4. Finalise

1. Cart Order W1824602 has 2 Items Display

2. Account Details DEMO #4 Display

3. Delivery 350 Parramatta Road, Homebush, NSW

Delivery Company* IVE Demo

Deliver attention of IVE Portal Demo User

Send confirmation email to test@email.com

Delivery Phone Number 1243443

Date Required 30/11/2017

Reference

Comments Test Order Only

Delivery Address* 350 Parramatta Road

City* Homebush

State (3 characters max)* NSW

Postal Code* 2140

Delivery Comments Pis deliver via RECEPTION

Address Book

CONTINUE SHOPPING NEXT

4. Finalise \$ 101.09 Display

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2. PLACING AN ORDER

CHECKOUT Page - Finalise

What you'll see

The last stage is 4. Finalise

Your address and contact details are presented in view mode only. If you need to edit, go back to Stage 3

If applicable, a 'Payment Summary' will also be presented

If you are configured to pay by Credit card, details will appear at this stage where you can select Card type and enter your card details. Payments are processed via Paypal gateway

To go back to different stages of Checkout, click on any of the circles within the Progress bar

You can still add more items at this stage by clicking

CONTINUE SHOPPING

When you are ready to submit your order, click

COMPLETE

The screenshot shows the IVE online ordering checkout page. At the top, there's a navigation bar with links for User Guide, Customer Service (1800 706 281), and user.ive | Log Out. Below this is the IVE logo and a search bar. A progress bar at the top indicates four stages: 1. Cart, 2. Account Details, 3. Delivery, and 4. Finalise, with green checkmarks above each stage. The main content area displays the order details for 'Order W1824634 has 2 Items'. It includes sections for '1. Cart', '2. Account Details', '3. Delivery', and '4. Finalise'. A 'Payment Summary' table is also shown, listing Item Total (\$150.00), Sub Total (\$150.00), GST (\$15.00), and Total (\$165.00). At the bottom, there are buttons for 'CONTINUE SHOPPING' and 'COMPLETE'. The footer contains copyright information for 2017 IVE Group and a link to the Shipping and Returns Policy.

User Guide | Customer Service 1800 706 281 | user.ive | Log Out

ive

ENTER SEARCH WORDS | Category | Q

HOME | ORDERING | CATALOGUE | MY ACCOUNT | 2 Items | CHECKOUT

CATEGORIES

- IVE Demo Catalogue
 - Apparel
 - General
 - Merchandise

1. Cart | 2. Account Details | 3. Delivery | 4. Finalise

1. Cart	Order W1824634 has 2 Items	Display
2. Account Details	DEMO #4	Display
3. Delivery	350 Parramatta Road, Homebush, NSW	Display
4. Finalise	\$ 165.00	

Address	Contact	Payment Summary	
350 Parramatta Road Homebush NSW 2140 Australia	IVE Demo IVE Portal Demo User 1234 5678 demo.user@ivegroup.com.au	Item Total	\$ 150.00
		Sub Total	\$ 150.00
		GST	\$ 15.00
		Total	\$ 165.00

Please review your order. To submit your order click "Complete".

CONTINUE SHOPPING | COMPLETE

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2. PLACING AN ORDER

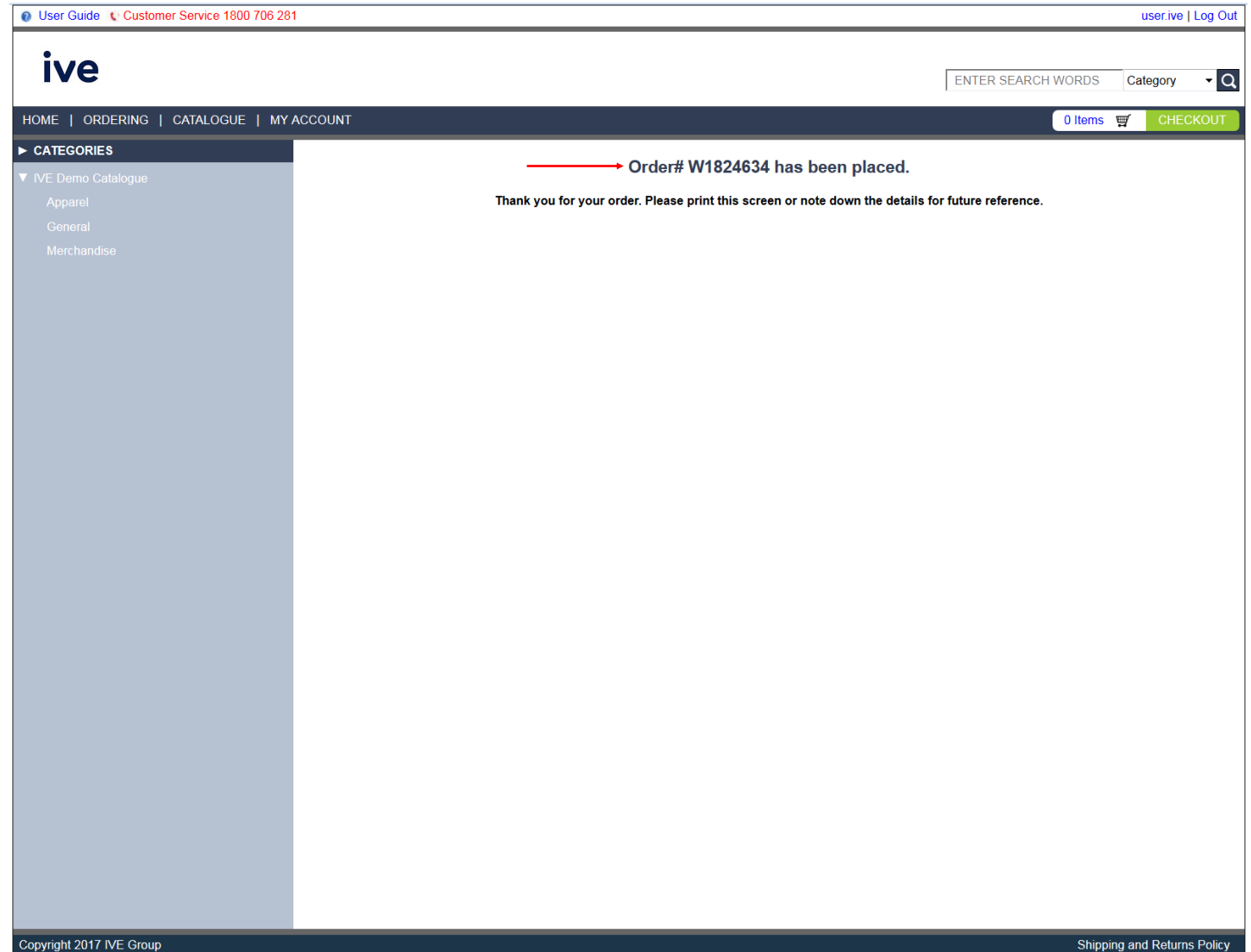
CHECKOUT Page

After completing an order, you should receive a confirmation email shortly thereafter

Your order reference number is also presented on screen

If your order was sent for approval, you will be notified via email. A second email will be sent to notify if the order has been approved or rejected

What you'll see



3. ORDER HISTORY


3.1 Viewing Order History

What you'll see

Use this procedure to view a Submitted order's status and History

By default, submitted orders are displayed in sorted order by Order number

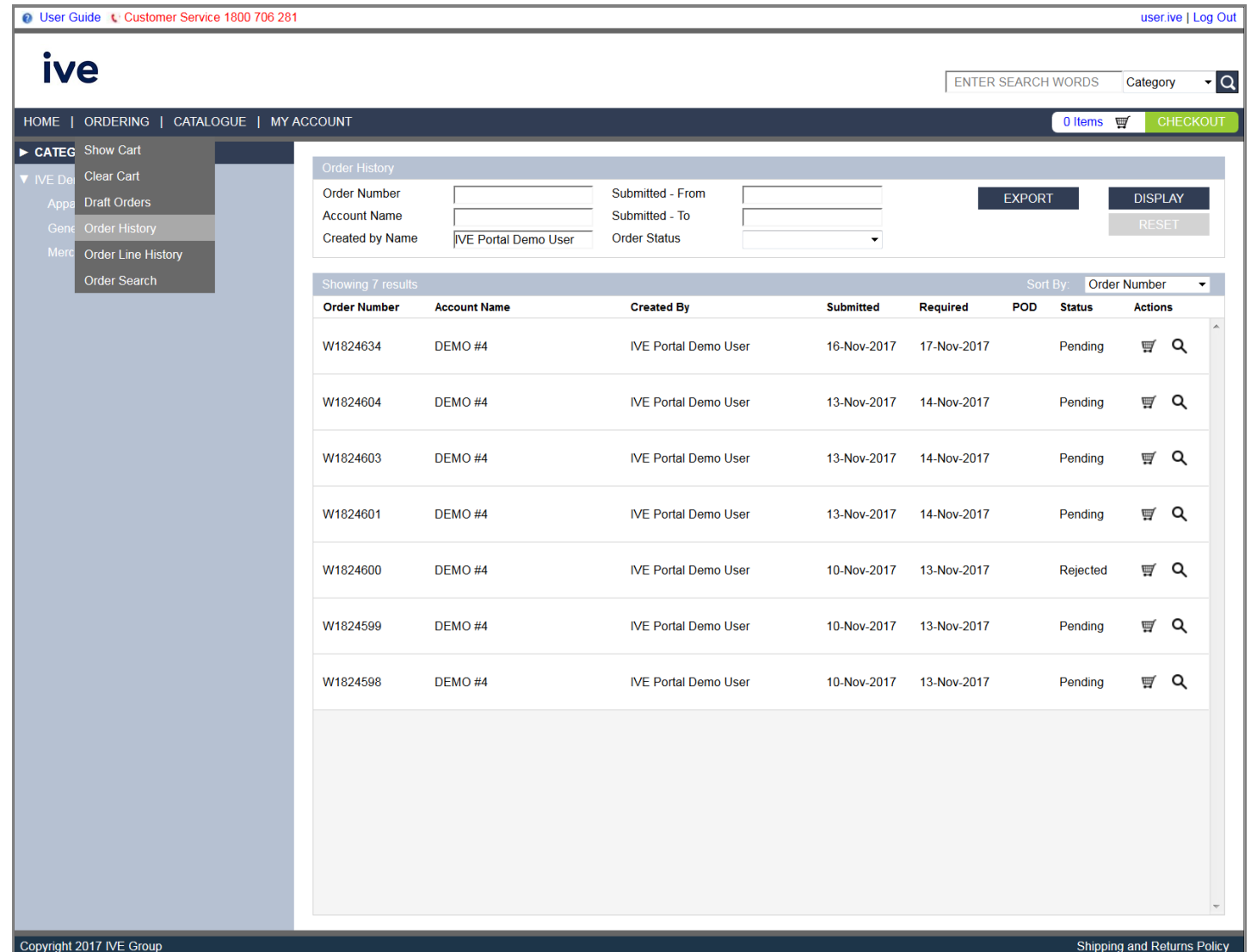
You can use different filters such as Order number, Account Name, Created by Name, Date submitted or Order Status to narrow down your list. Click **DISPLAY** after filling-in the required filter fields

To view details of the order , click 















To re-order, click 

You will also have access to the **REORDER** button when you are viewing the order details

You can export the data displayed in csv format which you can open using MS Excel. To do this, click **EXPORT**




The screenshot displays the IVE Online Ordering interface. At the top, there's a navigation bar with links for User Guide, Customer Service (1800 706 281), and user.ive | Log Out. Below this is a search bar with the text "ENTER SEARCH WORDS" and a "Category" dropdown. The main navigation menu includes HOME, ORDERING, CATALOGUE, and MY ACCOUNT. A sidebar menu on the left shows options like Show Cart, Clear Cart, Draft Orders, Order History (selected), Order Line History, and Order Search. The main content area is titled "Order History" and features filter fields for Order Number, Account Name, Submitted - From, Submitted - To, and Order Status. There are buttons for EXPORT, DISPLAY, and RESET. Below the filters, it says "Showing 7 results" and "Sort By: Order Number". The table lists 7 orders with columns for Order Number, Account Name, Created By, Submitted, Required, POD, Status, and Actions. The footer includes "Copyright 2017 IVE Group" and "Shipping and Returns Policy".

Order Number	Account Name	Created By	Submitted	Required	POD	Status	Actions
W1824634	DEMO #4	IVE Portal Demo User	16-Nov-2017	17-Nov-2017		Pending	 
W1824604	DEMO #4	IVE Portal Demo User	13-Nov-2017	14-Nov-2017		Pending	 
W1824603	DEMO #4	IVE Portal Demo User	13-Nov-2017	14-Nov-2017		Pending	 
W1824601	DEMO #4	IVE Portal Demo User	13-Nov-2017	14-Nov-2017		Pending	 
W1824600	DEMO #4	IVE Portal Demo User	10-Nov-2017	13-Nov-2017		Rejected	 
W1824599	DEMO #4	IVE Portal Demo User	10-Nov-2017	13-Nov-2017		Pending	 
W1824598	DEMO #4	IVE Portal Demo User	10-Nov-2017	13-Nov-2017		Pending	 

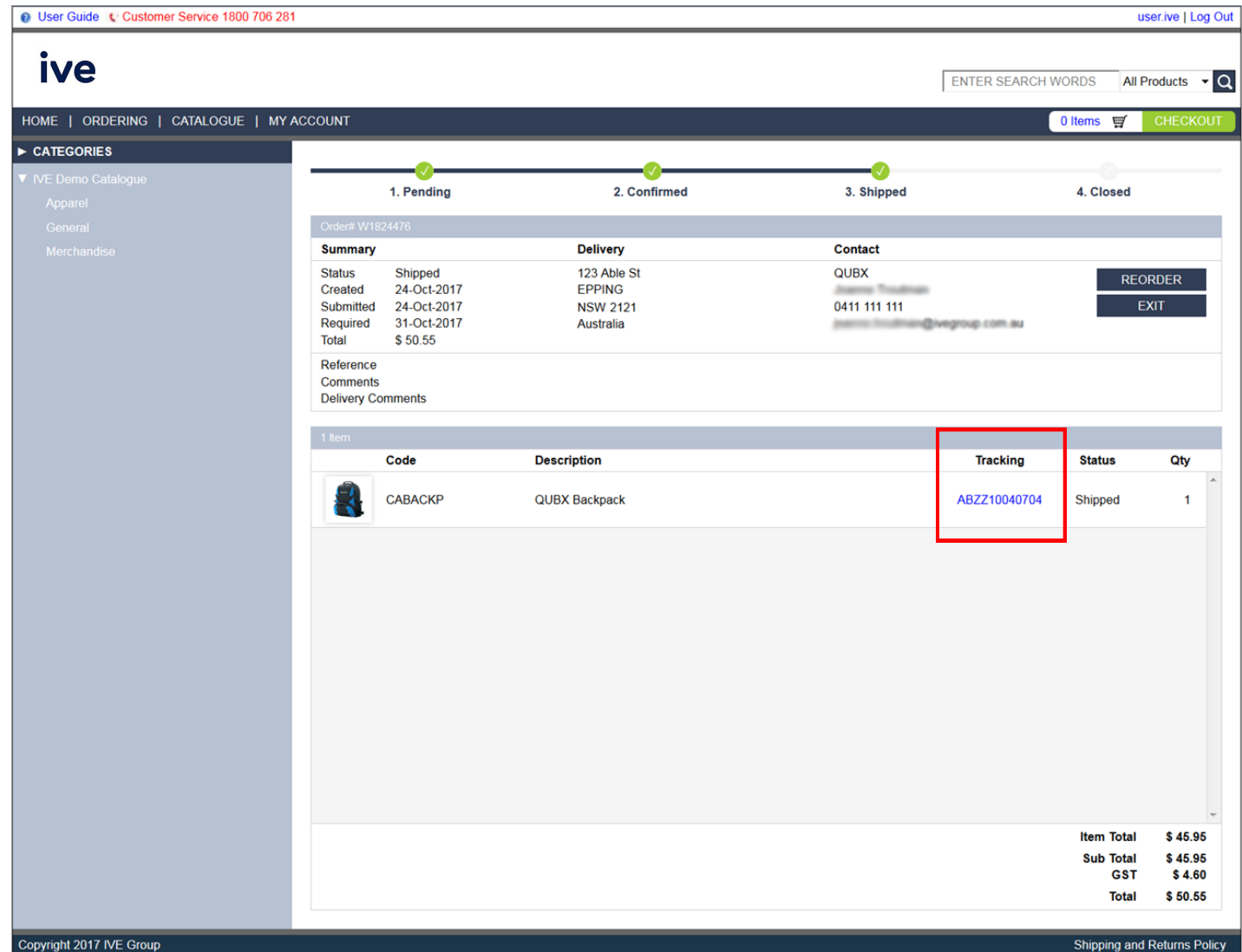
3. ORDER HISTORY

3.2 Viewing Proof of Delivery

What you'll see

If the 'POD' column displays the  symbol on a specific order, this means there is a POD available.

To view POD, click on the Tracking number. This will take you to the courier's website where you can view the tracking details




The screenshot displays the IVE online ordering system interface. At the top, there's a navigation bar with links for User Guide, Customer Service (1800 706 281), and user.ive | Log Out. Below this is a search bar and a navigation menu with links for HOME, ORDERING, CATALOGUE, and MY ACCOUNT. A shopping cart icon shows 0 items, and a CHECKOUT button is present.

The main content area shows a progress bar with four stages: 1. Pending (checked), 2. Confirmed (checked), 3. Shipped (checked), and 4. Closed. Below the progress bar, the order details for Order# W1824476 are displayed in a table format:

Summary		Delivery	Contact
Status	Shipped	123 Able St EPPING NSW 2121 Australia	QUBX James Trudman 0411 111 111 james.trudman@ivegroup.com.au
Created	24-Oct-2017		
Submitted	24-Oct-2017		
Required	31-Oct-2017		
Total	\$ 50.55		

Below the order details, there's a section for Reference, Comments, and Delivery Comments. A REORDER button and an EXIT button are also visible.

The item list shows 1 item:

Code	Description	Tracking	Status	Qty
 CABACKP	QUBX Backpack	ABZZ10040704	Shipped	1

The tracking number ABZZ10040704 is highlighted with a red box. At the bottom right, the item total is \$45.95, sub total is \$45.95, GST is \$4.60, and the total is \$50.55.

The footer contains Copyright 2017 IVE Group and a link to Shipping and Returns Policy.

3. ORDER HISTORY

3.3 Viewing Order Line History

What you'll see

Order Line History allows you to view submitted orders based on filters such as product code, line status, etc wherein the system performs an order search on a line level. All orders containing the specified filters will display.

Scroll through the list using both vertical and horizontal scroll bars

To view full details of the order, click anywhere on the line.

When you are in the order details, click on **REORDER** to re-order

To go back to the order line list, click **EXIT**

You can export the data displayed in csv format which you can open using MS Excel. To do this, click **EXPORT**

The screenshot displays the IVE Online Ordering interface. At the top, there's a navigation bar with links for User Guide, Customer Service (1800 706 281), and user.ive | Log Out. Below this is a search bar and a navigation menu with options like HOME, ORDERING, CATALOGUE, and MY ACCOUNT. The main content area is titled 'Order Line History' and features a filter section with fields for Order Number, Product Code, Line Status, and Delivery Company, along with buttons for EXPORT, DISPLAY, and RESET. Below the filter section, a table shows 20 results, sorted by Order Number. The table columns are Submitted, Order Number, Product Code, Description, Quantity, Line Status, and Deliver Attention. The table lists various orders, including QUBX Blue Polo, QUBX Black Polo, and QUBX Backpack, with their respective quantities and statuses (Pending or Rejected). At the bottom, there's a footer with Copyright 2017 IVE Group and a link to Shipping and Returns Policy.

Submitted	Order Number	Product Code	Description	Quantity	Line Status	Deliver Attention
16-Nov-2017	W1824634	CAREBLPOLO12	QUBX Blue Polo Size12	1	Pending	IVE Portal Den
13-Nov-2017	W1824604	CACAMBWPOLO08	QUBX Black Polo	1	Pending	IVE Portal Den
13-Nov-2017	W1824604	CAREBLPOLO12	QUBX Blue Polo Size12	2	Pending	IVE Portal Den
13-Nov-2017	W1824603	CACAMBWPOLO08	QUBX Black Polo	1	Pending	IVE Portal Den
13-Nov-2017	W1824603	CAREBLPOLO12	QUBX Blue Polo Size12	2	Pending	IVE Portal Den
13-Nov-2017	W1824603	CABACKP	QUBX Backpack	1	Pending	IVE Portal Den
13-Nov-2017	W1824601	CACAMBWPOLO08	QUBX Black Polo	2	Pending	IVE Portal Den
13-Nov-2017	W1824601	CAREBLPOLO12	QUBX Blue Polo Size12	2	Pending	IVE Portal Den
13-Nov-2017	W1824601	CABACKP	QUBX Backpack	1	Pending	IVE Portal Den
10-Nov-2017	W1824600	CABACKP	QUBX Backpack	1	Rejected	IVE Portal Den

4. USING FAVOURITES AND WATCHLIST

4.1 Using Favourites - Add

Use this feature to create quick access to ordering frequently used products

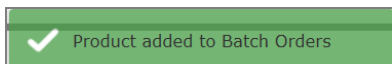
In the MY ACCOUNT menu, Select 'Favourites'

To create a new Favourite group, click **New Group**

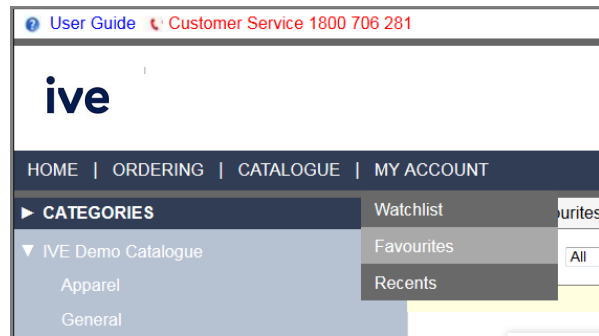
Enter the new group name then click **Add favourites group**

To add items to your Favourite group, select a product from the catalogue and click to view product details. In the 'Favourites' section, tick the box beside the Favourite group name.

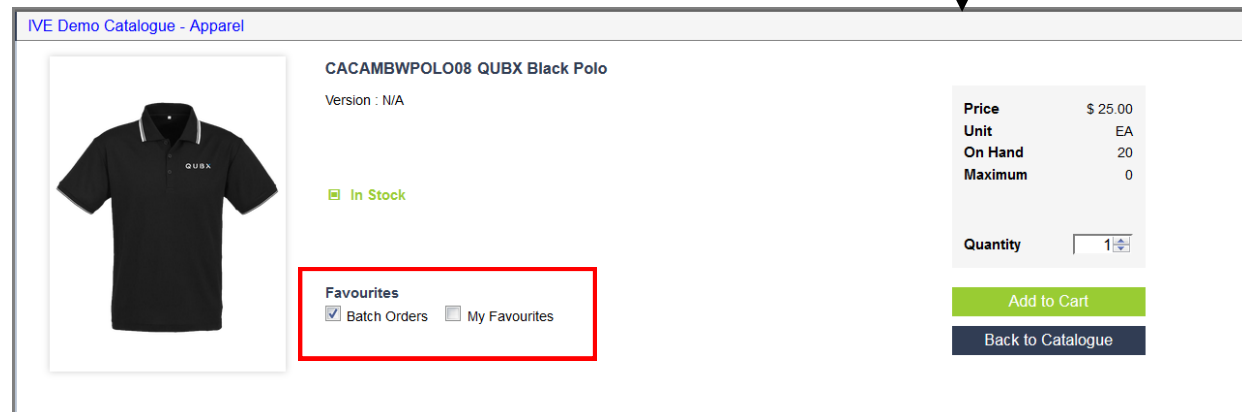
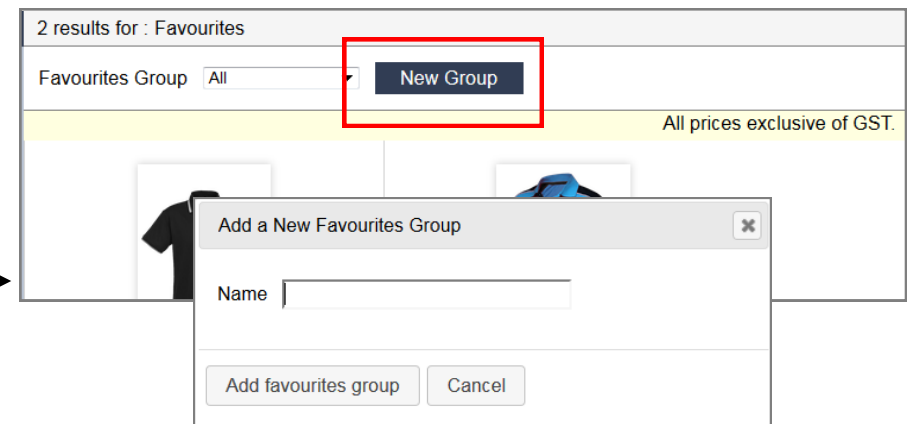
A message prompt will appear to confirm that item has been added:



What you'll see



ADD New Favourite Group:



4. USING FAVOURITES AND WATCHLIST

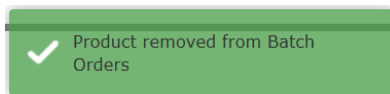
4.2 Using Favourites - Delete

What you'll see

To remove items from your Favourite group, select the group from the drop down list

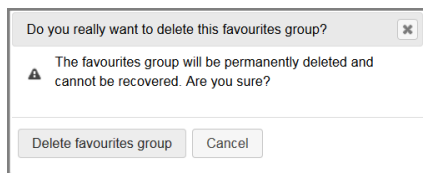
Click on the product that you would like to remove. In the 'Favourites' section, untick the box beside the Favourite group name.

A message prompt will appear to confirm that item has been removed :



To delete a Favourite group, remove the items first from the group. Once you have removed the item, click [Delete Group](#)

You will be asked to confirm action:



4. USING FAVOURITES AND WATCHLIST

4.3 Using Watchlist - Add

What you'll see

You can create a list of products that have got zero stock on hand so that when the stock is replenished you will be “alerted” via an email

To add a product to your watchlist, select an item from your catalogue that is out of stock ('Add to Cart' button will be in red or will say 'Out of Stock') then click **Details** to display Product details.

Click **Add to Watchlist**

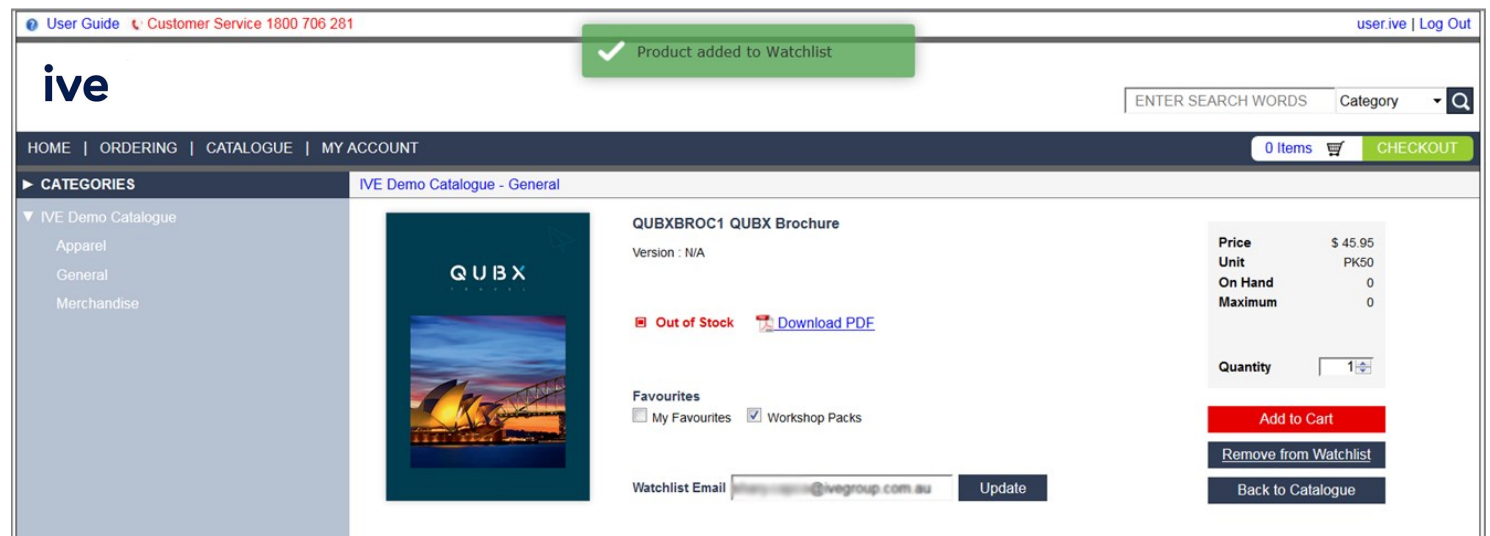
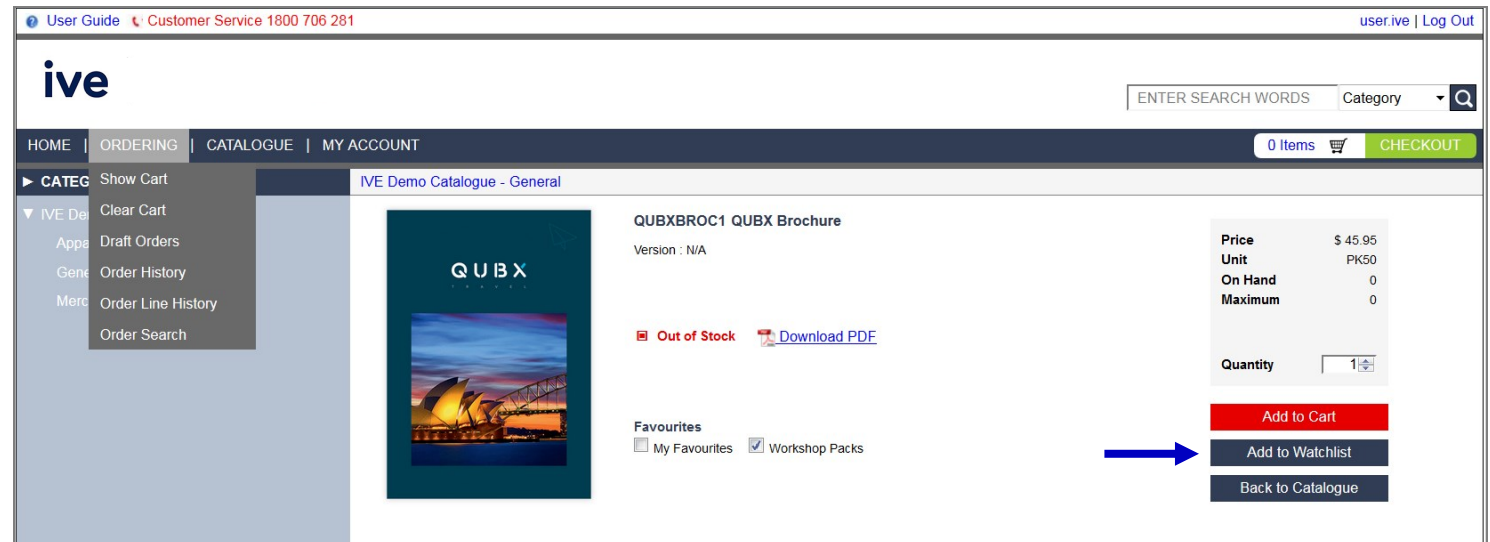
You will be prompted with a message to confirm that product has been added to Watchlist

The Watchlist Email field will display:

Watchlist Email **Update**

If you want to send the alert email to someone else, you can change it here. Click **Update**

Once an item is back in stock, you will receive an email advise



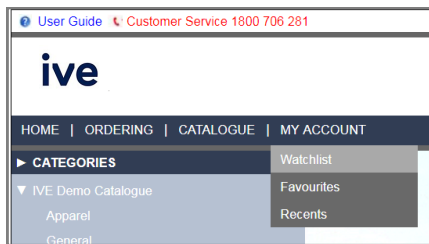
4. USING FAVOURITES AND WATCHLIST

4.4 Using Watchlist - Remove

What you'll see

Once an item is back in stock, the item will automatically be removed from your Watchlist

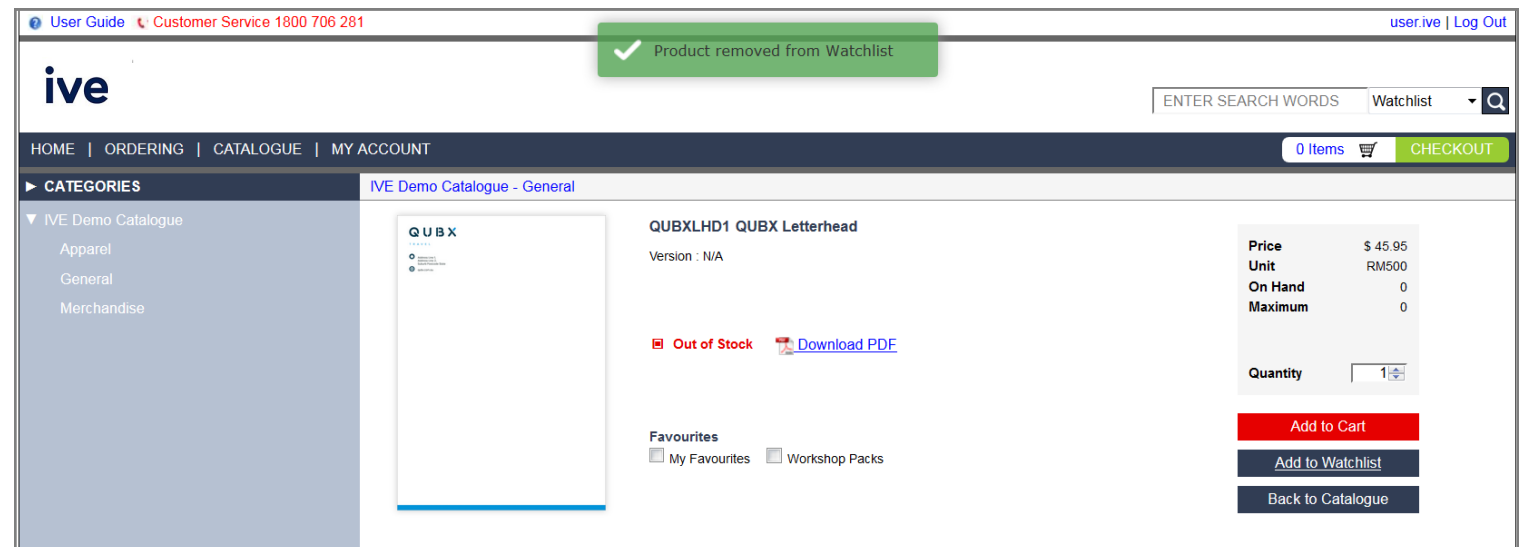
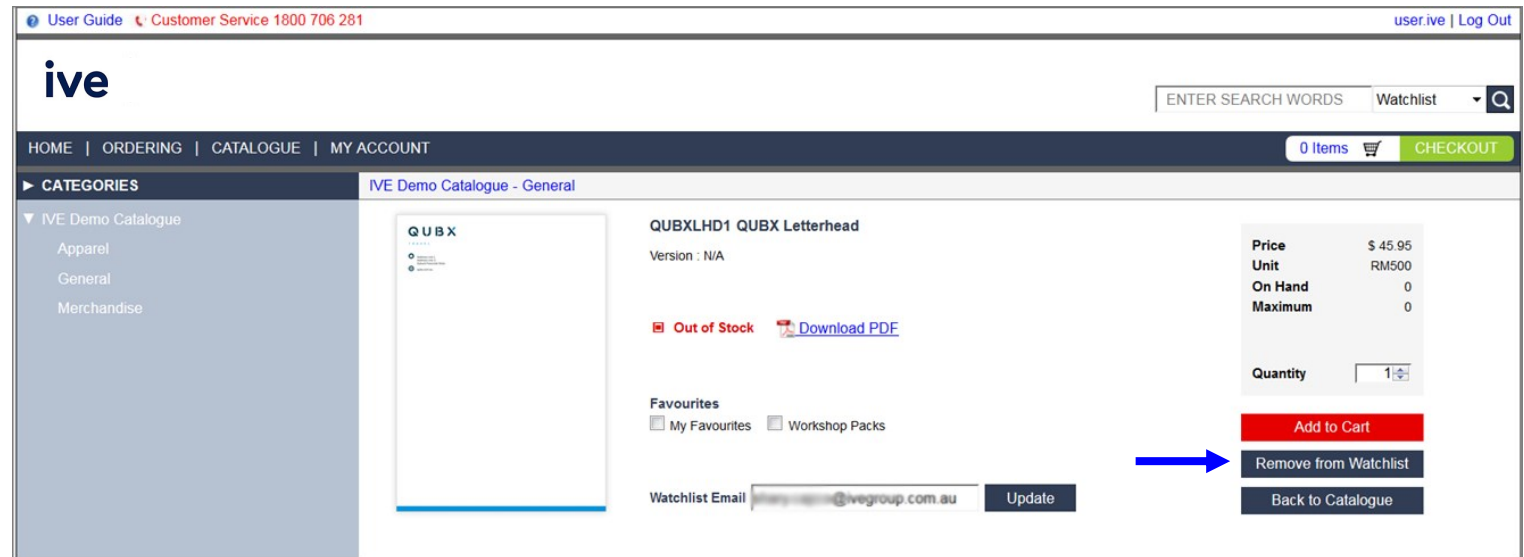
If you want to manually remove an item from your Watchlist, access the Watchlist menu from MY ACCOUNTS.



Select the item you want to remove and click to display Product details

Click **Remove from Watchlist**

A message prompt will display to confirm that product has been removed from Watchlist



5. ORDER SEARCH

5.1 Order Search

What you'll see

Depending on your user configuration, this feature may or may not be able to you.

Use this procedure to view a submitted order's status and history

From the ORDERING menu, select 'Order Search'.

In the window presented, enter your order number (begins with "W") and the email address you supplied when you created your order.

Click 'SEARCH'

(continued on next page..)

The screenshot displays the IVE Online Ordering interface. At the top, the 'ive' logo is on the left, and a search bar with the placeholder 'ENTER SEARCH WORDS' and a dropdown menu set to 'All Products' is on the right. Below the logo, a navigation bar includes links for HOME, ORDERING, CATALOGUE, and MY ACCOUNT. A shopping cart icon shows '0 Items' and a 'CHECKOUT' button is present. A 'Product Advisory' banner on the right states: 'The QUBX Backpack (CABACKP) will be available late December 2017. Please watch this space for further announcements.'

The 'ORDERING' menu is expanded on the left, showing options: Show Cart, Clear Cart, Draft Orders, Order History, Order Line History, and Order Search. The 'Order Search' option is highlighted with a red box. A red arrow points from this box to a modal window titled 'Search for Your Order'.

The modal window contains two input fields: 'Order Number*' with the value 'W1824728' and 'Email Address*' with a partially visible email address ending in '@ivegroup.com.au'. To the right of these fields are 'SEARCH' and 'CANCEL' buttons. Below the modal, the main content area lists tasks: 'Products' (find a product, check availability, preview image, download PDF), 'Personalised Catalogue' (use favourites), 'User Guide' (obtain assistance), and 'Logout' (exit the system). A footer note states: 'To protect your account from unauthorised access, this application automatically closes its session after 60 minutes of inactivity. If your session ends, refresh your browser, and then log on again.'

The bottom of the page shows a copyright notice: 'Copyright 2017 IVE Group'.

5. ORDER SEARCH

5.1 Order Search...cont'd

What you'll see

You will be presented with your Order details.

The overall status of your order is displayed in the progress bar above the summary section.

Specific order line status can be seen within the order lines under the 'Status' column.

'Pending' status means order has been submitted.

'Confirmed' status means order has been received by warehouse.

'Shipped' status means order has been despatched from the warehouse.

If you want to place the same order again, click **REORDER**

A new order will be created with the same details and will be presented on screen. You can make changes to it before completing the ordering process.

ive

ENTER SEARCH WORDS Category Q

HOME | ORDERING | CATALOGUE | MY ACCOUNT 0 Items CHECKOUT

CATEGORIES

- IVE Demo Catalogue
 - Apparel
 - General
 - Merchandise

Order# W1824728

Summary	Delivery	Contact
Status: Pending	350 Parramatta Road	IVE Demo
Created: 29-Nov-2017	Homebush	IVE Portal Demo User
Submitted: 29-Nov-2017	NSW 2140	
Required: 30-Nov-2017	Australia	
Total: \$ 105.55		
Reference: Test Order		
Comments:		
Delivery Comments:		

REORDER

3 Items

	Code	Description	Tracking	Status	Qty	Total
	CACAMBWPOLO08	QUBX Black Polo		Pending	1	\$ 25.00
	CAREBLPOLO10	QUBX Blue Polo Size 10		Pending	1	\$ 25.00
	CABACKP	QUBX Backpack		Pending	1	\$ 45.95

Item Total	\$ 95.95
Sub Total	\$ 95.95
GST	\$ 9.60
Total	\$ 105.55

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<<<END>>>