

User Guide

VISITORS' CHOICE

Procurement Site

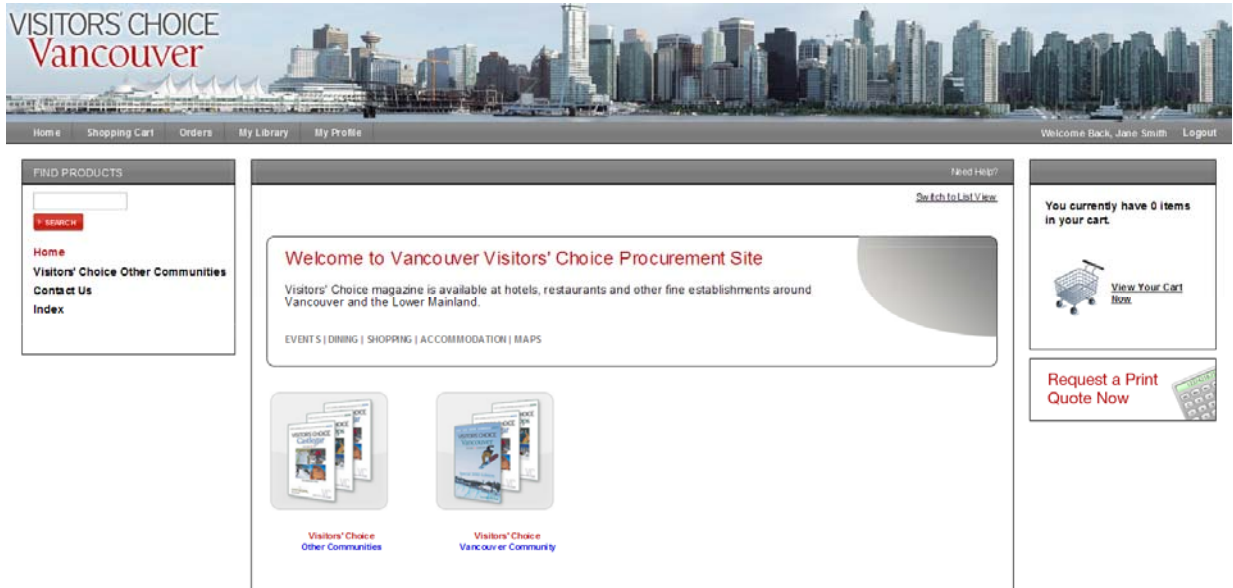
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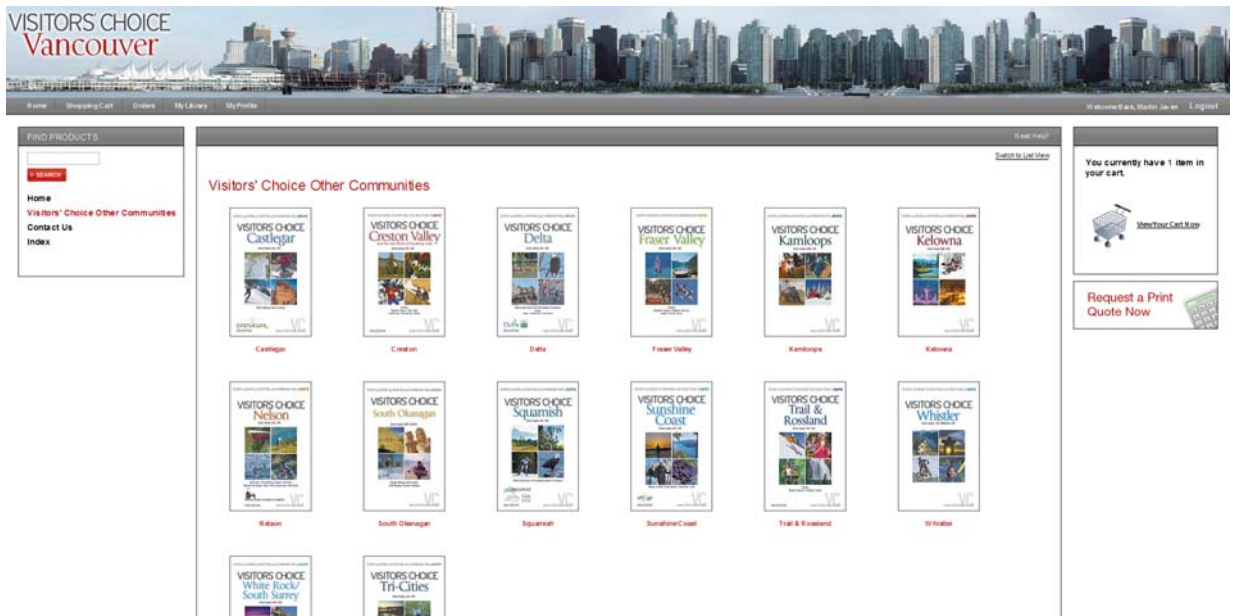
Ordering a Visitors' Guide Book

To illustrate how to order a guide book, we will go through the steps to order a guide book.

1. Select **Visitors' Choice Other Communities** from the list of available products in the left hand navigation.



2. Select any guide book template you would like to use.



3. Read the steps provided on the selected guide book you've chosen.



4. To view your guide book, click "Next Step".

5. To move ahead to the next editing step in sequence, click "NEXT STEP".



6. Select the quantity you want, and identify any special instructions click “NEXT STEP”.

The screenshot shows the 'Production' step of a three-step ordering process. The header includes the 'VISITORS' CHOICE Vancouver' logo and a cityscape background. A navigation bar contains links for Home, Shopping Cart, Orders, My Library, and My Profile, along with a user greeting 'Welcome Back, Jane Smith' and a Logout link. On the left, an 'EDITING STEPS' sidebar lists '1 Customization', '2 Production' (the current step), and '3 Complete Order'. The main content area is titled 'Production' and 'Step 2 of 3'. It features a 'Special Instructions' text box, a 'Quantity' dropdown menu set to '25', and navigation buttons for 'PREVIOUS STEP' and 'NEXT STEP'. A 'Need Help?' link is also present.

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7. Click on ADD TO SHOPPING CART

The screenshot shows the 'Complete Order' step of the ordering process. The header and navigation bar are identical to the previous screenshot. The 'EDITING STEPS' sidebar now highlights '3 Complete Order'. The main content area is titled 'Complete Order' and 'Step 3 of 3'. It displays product details: 'Description: Castlegar', 'Product: Castlegar', and 'ID: D-VVC-0310C5B4'. Below this, there are three buttons: 'ADD TO SHOPPING CART', 'QUIT WITHOUT SAVING', and 'PDF PREVIEW...'. A 'PREVIOUS STEP' button is located at the bottom right. A 'Need Help?' link is also present.

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8. Your business card is now in your Shopping Cart

Shopping Cart

PROCEED TO CHECKOUT CONTINUE SHOPPING

Thumbnail	ID	Description	Product	Date Modified	Options
	D-VVC-8310CRB4	Castlegar	Castlegar	12/2/2009 11:34 AM	Edit EDE Product Duplicate Delete Hold

PROCEED TO CHECKOUT CONTINUE SHOPPING

(a) Edit, Preview, Duplicate or Hold the item before you check out.

(b) Proceed to Checkout when you are ready to order.

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9. Click on “PLACE ORDER” button. **All Orders that are placed will be shipped to your address on your profile, Please make sure your profile has been updated with the correct information.**

CHECKOUT STEPS

1 Order

Order

PLACE ORDER Step 1 of 1 CANCEL CHECKOUT

Items:

Thumbnail	ID	Description	Product	Date Modified
	D-VVC-8310CSB4	Castlegar	Castlegar	12/2/2009 11:34 AM

PLACE ORDER

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