

We are XMA.

Print Store User Guide

20/09/2016

Welcome to Print Store

This user guide provides a step-by-step overview of the fundamental functionality and features with Print Store that you will be able to take advantage of.

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Getting started

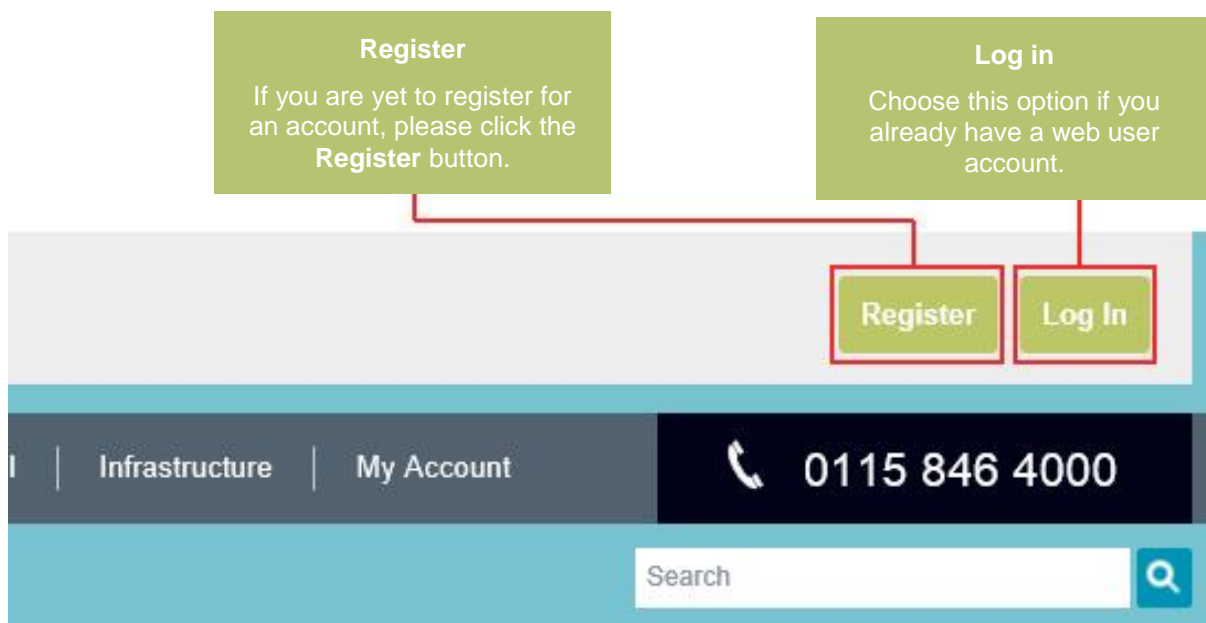
Registration

Once you have clicked **Register**, you can either create a **New Web User** (if your organisation already has an account with XMA) or a **New Organisation Account** (if your organisation does not yet have an XMA account).

When you have completed the form, click **Submit**. Your request will be sent to our Sales Support team, who will set up your account on our system and send you the details once complete.

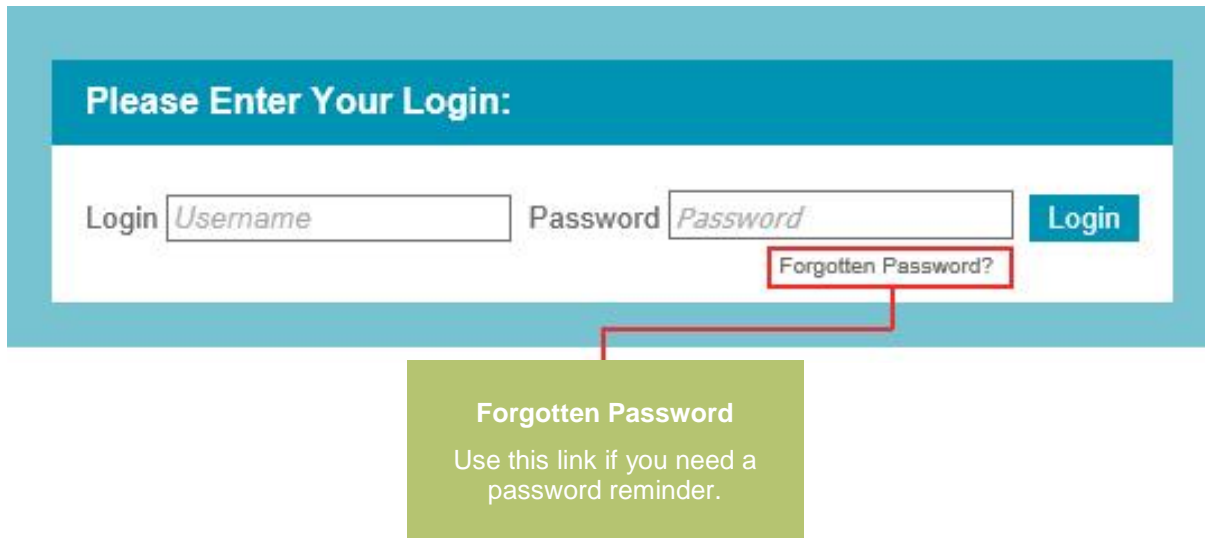
Logging in

As soon as you receive your log in information from Sales Support, you will be able to login to the Print Store and begin purchasing.



Forgotten password

To recover a forgotten password, select the **Forgotten password?** link underneath the username and password fields. Enter your username and hit **Submit**, and an email will be sent to the email address that is registered to your account.



Navigating the website

Browsing products

Once you have logged into Print Store, you will be able to browse the products that are available to you either through the menu at the top of the screen, or by using the search function near the top right of the page.

Search/category page

When you have selected a category or performed a search, you will see the results in the following format:

The screenshot shows the XMA Print Store website interface. At the top, there is a navigation bar with the XMA logo, 'Print Store', and user information (Logged in as: SubGuest (Logout)). A shopping cart icon shows '5 Items - £ 170.77 (+VAT)' and a 'Basket' button. Below the navigation bar is a menu with categories: iPad and Tablets, Notebooks and Desktops, Print, Audio Visual, Infrastructure, and My Account. A search bar is located on the right side of the menu. The main content area features a 'Notebooks' category header with a background image of a person using a laptop. Below the header is a 'Sort By: Stock: High to Low' dropdown menu. The product listing displays two items:

- Toshiba Satellite Pro NB10T-A-11G 11.6" Touchscreen Notebook**: Price £ 223.47, Code: PU143E-01E02VMP, Stock: 3915 left in stock. Buttons: Add to Basket, Add to Favourites, More information.
- HP G3 14" Chromebook**: Price £ 135.00, Code: K3X08EA#ABU, Stock: 92 left in stock. Buttons: Add to Basket, Add to Favourites, More information.

Callout boxes provide detailed instructions for these elements:

- Filters**: Use our filters to refine your search. (Points to the left sidebar filter menu.)
- Product Information**: The product title, code, stock level and price are displayed for each product appear here. (Points to the product details area.)
- Search**: Use the search bar to find a specific product or range. (Points to the search bar.)
- Add to Basket**: Enter the quantity you wish to order, then click Add to Basket. (Points to the quantity input and 'Add to Basket' button.)
- Favourites**: Select this option to add a product to your list of favourites. (Points to the 'Add to Favourites' button.)
- More Information**: Use this button to see more information about a product, including specifications and related products. (Points to the 'More information' button.)

Product page

You will find more detailed information about the product on the product page:

Back to previous page

Use this button to go back to the search/category page.

Actions

Add to basket or add to favourites from the actions section. You can also see the stock level and price here.

Basket

To visit your basket, select the **Checkout** button.

Logged in as: SubGuest (Logout)

5 Items - £ 170.77 (+VAT)
Basket

[iPad and Tablets](#)
[Notebooks and Desktops](#)
[Print](#)
[Audio Visual](#)
[Infrastructure](#)
[My Account](#)

0115 846 4000

<< Back to previous page

Need to speak to someone?

If you need help navigating our website, placing an order, or anything else, please get in touch.

Contact us >

Apple iPad Mini 2 Tablet - Grey

Specifications

Product Information

Product Description	Apple iPad mini with Retina display Wi-Fi - tablet - 16 GB - 7.9"
Product Type	Tablet
Display	7.9" IPS TFT - LED backlight - 2048 x 1536 (326 ppi) - Multi-Touch
Processor	Apple A7 - 64-bit
Storage	16 GB
Wireless Connectivity	802.11 a/b/n/n Bluetooth 4.0

£ 171.44

Code: ME276B/A
UNSPSC:

4266 left in stock

Add to Basket

Add to Favourites

Related Products

Apple Lightning to Micro USB Adapter - iPhone / iPod charging / data cable - 5 pin Micro-USB Type B ...

£ 10.11

Code: MD820ZMA

157 left in stock

Add

Specifications

Detailed specifications for the product are displayed under this tab.

Product Information

Further information about the product can be viewed by clicking this tab.

Related products

Similar and associated products are displayed here.

Your Basket/Quote

To view your basket, click the **Basket** button in the top right hand corner of the page.

Save Basket

Use this option to save your basket for purchase at a later date.

Products

View which products are in your basket and their values, edit the quantity or remove from your basket.

Totals

See the total value of your order, and the amount of VAT being charged.

XMA

Print Store

Logged in as : SubGuest (Logout)

3 Items - £ 227.13 (+VAT) Basket

iPad and Tablets | Notebooks and Desktops | Print | Audio Visual | Infrastructure | My Account

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My Quote

Item	Quantity	Price	Subtotal
<div style="font-size: 10px;">Lexmark - Toner cartridge - 1 x black - 1000 pages - LCCP, LRP Product Code: 0C540A1KG</div>	<input style="width: 30px;" type="text" value="1"/> <small>Remove Update</small>	£38.47	£38.47
<div style="font-size: 10px;">Kodak Ink Combo Pack - Print cartridge - 1 x black, colour (cyan, magenta, yellow) Product Code: 8039745</div>	<input style="width: 30px;" type="text" value="1"/> <small>Remove Update</small>	£17.22	£17.22
<div style="font-size: 10px;">IPAD MINI RETINA WI-FI 16GB S GREY Product Code: ME276B/A</div>	<input style="width: 30px;" type="text" value="1"/> <small>Remove Update</small>	£171.44	£171.44
Total:			£227.13
VAT:			£0.00
Gross:			£227.13

Save Quote

Send eQuote

Continue Shopping

Go to Checkout

Send eQuote

Choose eQuote to have a quote for your current sent to your email address.

Continue Shopping

Use this option to continue shopping on Print Store.

Checkout

Once you're happy with your order, choose this option to proceed to the checkout.

Checkout

When you're ready to complete your order, select **Go to Checkout** from the **My Basket** page.

Delivery Address

You can either enter a new delivery address (if permitted by your organisation), or choose an address from your list of saved addresses. Add a contact name and number for the person who will be receiving the delivery.

Options

Select the delivery method, the date that the order is required, enter an order reference number of your choosing, and any comments that should be added to the delivery label and/or invoice.

Payment

Complete the required details within the payment section for either payment on account or by purchase card, and click **Submit Order** when you are ready to place your order.

Account

To view your account options, hover over **My Account** tab in the main menu at the top of the page.

My Account contains general information about your account, such as your current contact details and your minimum and maximum order value. From this page you can also update the email address and password that is associated with your account.

My Basket takes you to your basket.

My Saved Baskets takes you to any previously saved quotes you have made in the past. Choose **Merge** if you already have products in your basket and you want to add the saved basket to your order. Choose **Select** if you want to clear your current basket and replace it with the saved basket.

Favourites shows you all the products that you have selected as your favourite products. To remove a favourite product from the list, simply click the yellow star icon below that product.

Order Management allows you to view various pieces of order information, such as **Invoices and Credits, Current Orders** and your organisation's **Asset Information**.

Order History shows you a list of your previous orders.

My Pricelist gives you a full list of all the products that appear on your pricelist, the current stock level, and their price. You can also download your full pricelist by clicking **Download to a CSV file**.

Sub Accounts allows you to view and manage any sub accounts that are in your control.

Requested Orders shows you a list of any orders that are awaiting authorisation to be processed.

If you know exactly which product codes you need to order, **Quick Order** allows you to enter the product codes and quantities, and then add them straight to your basket.

Favourites

For easy access to the products you buy most frequently, you can add a product to your favourites list. To do this, simply click the star icon next to the product you wish to add.

Your list of favourite items can be found under the **My Account** menu at the top of the page under the title **Favourites**.

Ink and Toner Selector

If you're looking for ink or toner for your printer, you can find it easily by using our Ink and Toner Selector, which can be found under the **Print** menu across the top of the page.

To locate the correct cartridge, simply choose the printer type, manufacturer, product line, and model of your printer, and you will be automatically presented with the correct cartridges.



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