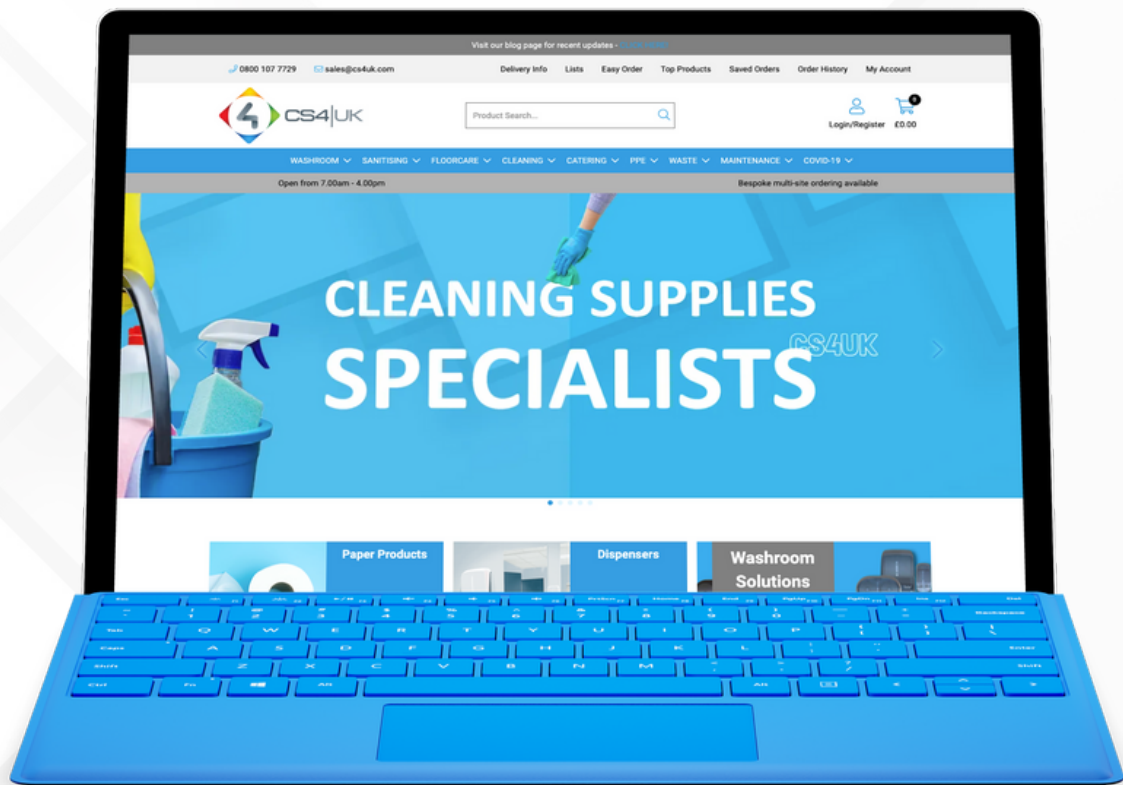
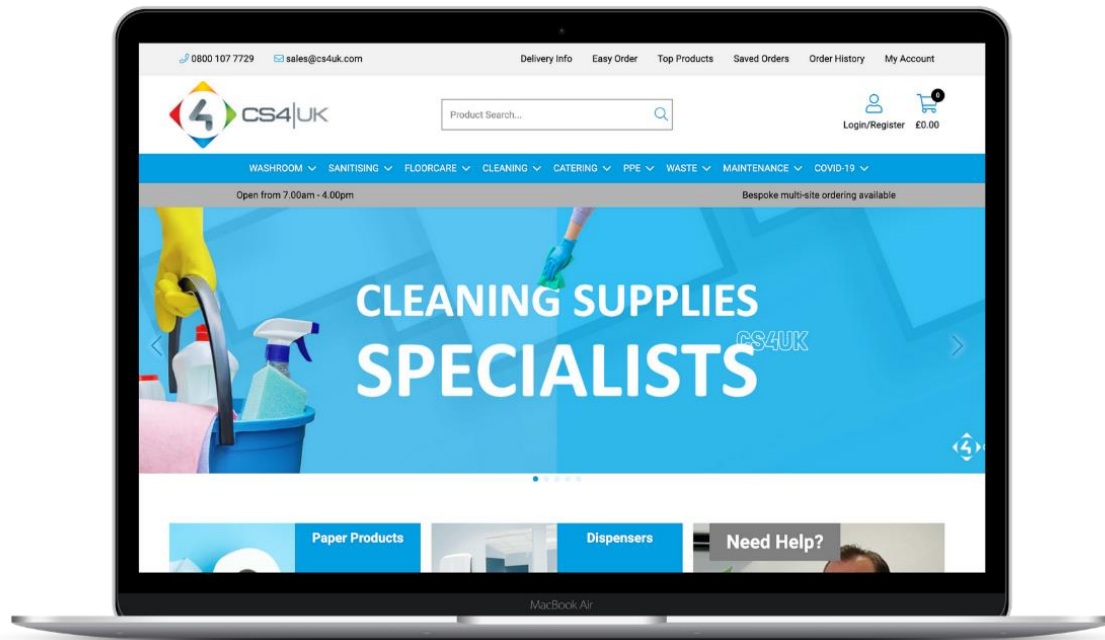


# WEBSITE GUIDE



CS4|UK

# CS4UK Website User Guide



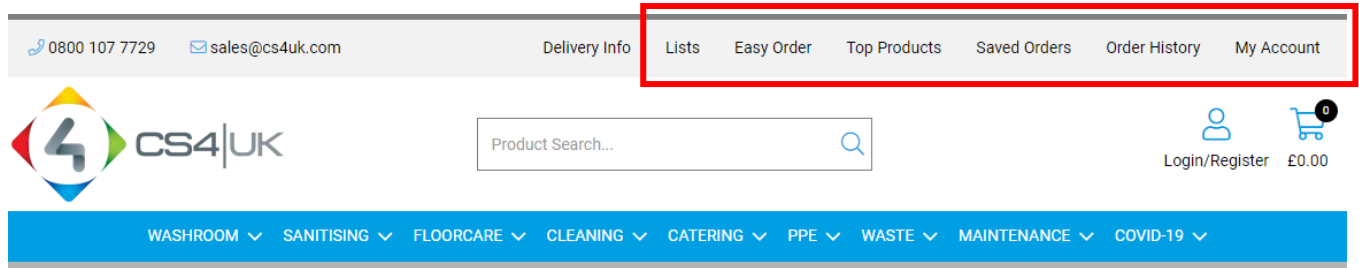
## We are excited to launch our new website for 2022!

With new features and functionality, it has been designed to help you manage your workflows and re-order requirements with ease and efficiency. The added benefit of multiple levels of users means you can now delegate and control what is being ordered whilst making sure that the accounts team are kept in the loop and that orders are priced and authorised as required.

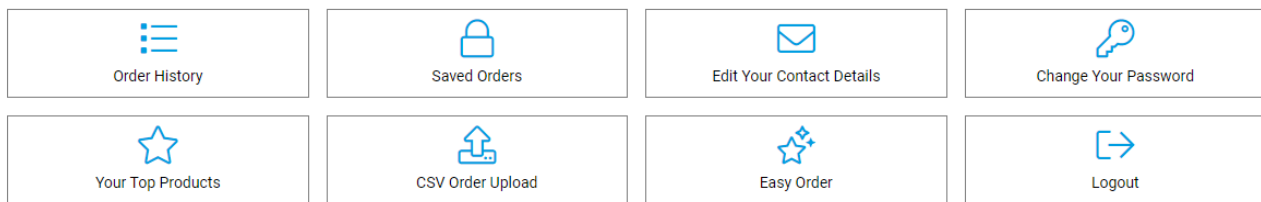
## 4 User Levels

Functions	User	User Plus	Account Manager	Multi-Site Account Manager
Can login, see order history, create and save orders online	✓	✓	✓	✓
Can also process and send orders online via Website	✗	✓	✓	✓
Can also create Users	✗	✗	✓	✓
Can also login into multiple sites	✗	✗	✗	✓

# Overview of top navigation on website



## My Account



This takes you to the Accounts Admin page where you have several options available, depending on the access you have been granted, some of which are also shown on the site heading for ease of access.

## Order History

Order Date	Order Number	Your Purchase Order Reference	Order Total	
10/06/2022			£517.16	<a href="#">View Details</a>
07/06/2022			£75.60	<a href="#">View Details</a>
19/05/2022			£1,564.37	<a href="#">View Details</a>
13/05/2022			£46.85	<a href="#">View Details</a>

This is where you can find orders already placed. You can view and repeat an order, either in full or in part.











## Saved Orders

Order Reference	Order Requested By	Your Reference	Order Amount		
86	Barry	Holmeswood Road	£51.19	<a href="#">Download PDF</a>	<a href="#">View Details</a>
78	Barry	New Order for Barry	£44.83	<a href="#">Download PDF</a>	<a href="#">View Details</a>



Where you will find orders that have been saved ready for processing. To save an order add your items to the basket and proceed through the checkout process. You will find the option to save your order on the last page of the checkout process. We can provide multiple logins to the same account; this means you can have some that create orders and a user that completes them.

# Top Products

Grid List Sort By Stock Code (Ascending) ▼











	Bliss Luxury 3 ply, toilet rolls, 10 x 4 10-312		 1 	
	Bulk pack toilet tissue 2 ply, 36 packs 13-923		 1 	

Selecting this will fetch all the products you have purchased over the last period. This page is set to Stock Code Ascending, and to view the max number of products.

There is the option on this page to add the items to your Easy Order list, you may wish to do this if you would like a concise list of the items that you order most frequently. Simply click on the star  and it will turn to  which indicates that it has been added to your Easy Order list.

# Easy Order

Grid List Sort By Stock Code (A-Z) ▼

	Bliss Luxury 3 ply, toilet rolls, 10 x 4 10-312		 1 	
	Bulk pack toilet tissue 2 ply, 36 packs 13-923		 1 	

As mentioned above, this is where you will find all the products that you have 'starred' in the Top Products list, or directly from a product elsewhere on the site. Every product has a star that can be clicked. You can adjust the quantities and add items directly from here to the cart for re-ordering.

# Lists

## My Site Lists

Add New List

Site Name

Save

Oakley House Site	Remove
John Smiths list	Remove
Dispensary - For Diane	Remove

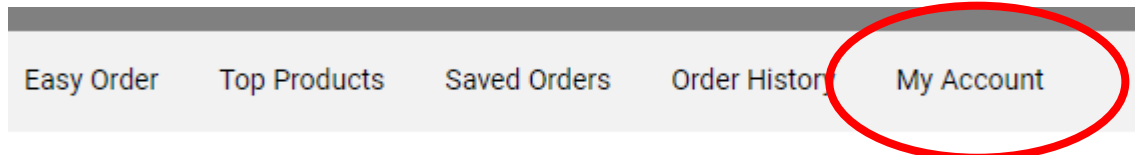
This is where you can as a user set up lists of products that you want to order regularly, maybe for a specific person or department. It is very simple to use, just type in your list name and click save, then open the list by clicking on the title and use the search box to select the items you want to appear in the list. To place an order from a list firstly make sure the quantities are correct, then select add to basket and then follow the checkout process as normal.

# How to set up an additional user

Account managers can set up additional users so that they can create orders and save them ready for your team to process. Just follow the simple steps below. Please note, the option to set up additional purchasers will not show for you if you have not been set up as an account manager.

## Step 1

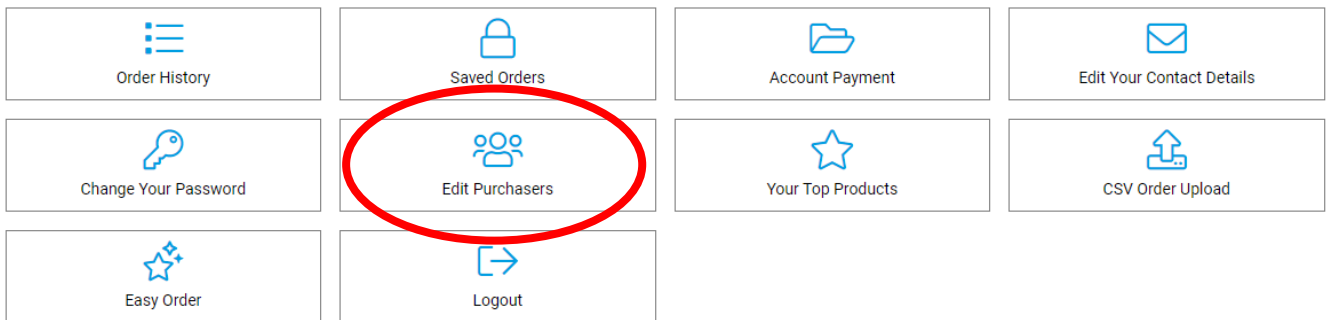
Log in, then click on My Account



## Step 2

Click on Edit Purchasers

### Account Overview

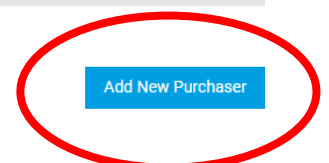


## Step 3

Click on Add New Purchaser

### Edit Purchasers

Name	Email address	Account Manager		
Mr Demo		<input checked="" type="checkbox"/>	<a href="#">Edit Contact Details</a>	<a href="#">Change Password</a>
Barry John		<input type="checkbox"/>	<a href="#">Edit Contact Details</a>	<a href="#">Change Password</a>



## Step 4

Complete details of New Purchaser

Please note – if you do not want this Purchaser to be able to set up addition purchasers DO NOT tick the Account Manager tick box.

# Add New Purchaser

Fields marked \* are required

## Login Details

**Password \***

Password is required

**Confirm Password \***

Save Orders Only

Select this if you want this user to only create and save orders, not send them.

## Purchaser Details

**First Name \***

**Last Name \***

**Email Address \***

Email Address is required

**Telephone \***

**Mobile**

**Account Manager**

Select this only if you want this user to also be able to create purchasers.

**Default Delivery Address**

Save Changes

Save Changes and Email the Purchaser

For more information, and if you need any assistance in setting this up for your organisation, please contact the sales team who will be more than happy to assist.

**Call us:** 0800 107 7729 **Email us:** [sales@cs4uk.com](mailto:sales@cs4uk.com)