

The Copy Shop Business Centre website helpful hints.

www.copyshop.com.au

- Keep the **shortcut for the website on your desktop** by right clicking the screen once you are on the front page of our website & click on “set as desktop item” or “create shortcut”. Alternatively hold down the control key & press “d” to add the website’s link to your bookmarked favorites.
- If you have **any questions** about individual items **for your order** or can’t find a particular item then enter your question in the comments field when going through the checkout process. Please include any brand name, product code, colour, size and any other relevant info that will make it easier for us to match up with your product query.
- The checkout process is where you can enter your **own order number** and delivery instructions.
- **Add regularly used products to your FAVOURITES** so that they are easy to find next time they need to be ordered. Delete one-off purchases from your favourites list so that all items on it remain relevant.
- Use order histories to find **previously purchased items** or **easily reorder** a previous order with the ability to change quantities or add items.
- If you are in charge of stationery ordering **make your life easier** each time a staff member informs you of an item that needs to be ordered, establish if it is **urgent**, logon to the website & order the product & go through the checkout. If the item is **not urgent** & you have a weekly or monthly routine of ordering just logoff again. When you log back on again your order will still be waiting for you to either add to & logoff again or for you to send off. No MORE sticky notes or grumpy staff members wanting to know where their gear is!

There are **three ways to find products on the site**:

1. Use the **Fast Order** button in conjunction with the **catalogue code** to find out the **pricing for any catalogue item**. (Please ensure that you have an amount in the quantity field for this to work.)
2. Use the **search field** in the top right hand corner by typing in a **brand name & product code** if you have it (otherwise keep the product description simple eg rubber band, label etc). The secret to success with this function is not to give it too much info – you may end up with several pages to look through however you are more likely to find what you are after.
3. Use the tabs down the right hand side of the front screen to do your own **search by categories** listed which happen to line up with the catalogue if you don’t already have one.