



USER GUIDE

Browsing the website.....	3
Product searching.....	3
Signup/Sign in.....	3
Check product price detail	4
Create a flyer.....	4
Customize a product	4
Buying a product.....	5

Browsing the website

The website is structured into catalogs. There are 3 catalogs: AR, IT, KC catalog. Catalog navigation can be found at the top of site.

Each catalog has its categories. Each category can have child categories. Categories are listed on the left of the page.

Product searching

Enter product number of the string into the search box on the top banner then click on Go to perform search. Click on “Advance search” to go to advance search page.

● **SEARCH IN THIS WEBSITE**

Search in:

Price:

Key word:

Example 1: cx1146 cx1148 it3162 kc6673 kc6309 kc6568 ar1618
Example 2: Calcula

Match case Match whole word Ignore whitespace

[Single search](#)

Search Result

Image	Product code	Price	Buy now
-------	--------------	-------	---------

Total **0** Items

In the search page:

- Search in: The category you perform search
- Price: You can choose range of prices
- Keyword: The item number or keyword you want to look for. You can search multiple items or keyword by entering them separately by a blank space.
- Search options:
 - o Match case: Will search all items that have properties match with keyword's case
 - o Match whole word: Will search all items have whole word matched
 - o Ignore whitespace: Will ignore white spaces of keyword while searching

Signup/Sign in

To sign up an account, you need to click on “Sign up” link on the top, declare all information marked with red asterisk and click submit.

Account will help you create flyer, tracking your orders.
To sign in, click on “Sign in” link on the top banner

Check product price detail

When browsing the product lists, you will have 3 options to perform further actions:

- Add to cart: Will lead you to product detail options and add product to shopping cart
- Price detail: Lead you to product and price detail page.
- Click on the photo of product for same action

Create a flyer

Click on Create flyer from the product detail page, you will be redirected to flyer creation page.

Enter all necessary information and submit your selection, you will be noticed by email about the flyer.

Customize a product

Customizing a product can help you put your desired photo and text onto the product.

By clicking the “Customize” button, you will open a customization panel window.

- Upload Logo: Click that link to open logo upload window
- Move: Will move the logo around as directed.
- Zoom: Zoom in/out the logo
- Autoresize: Resize the logo to match its original size
- Rotate: Rotate the logo/text
- Center: Centerize the logo/text
- Typing into the textarea the text you want to display, select font family, font size, font color to manipulate the text.

After all, click “Save & Close” to close the window and save for shopping cart.

When you add the product to shopping cart, the customized artwork/text will go together with it.

Buying a product

● Shopping Cart				
Items	Quantity	Product Description	Total price/ Unit price	Clear
 AR1004-17	<input type="text" value="10"/>	Metal key ring square - Print Cost: 0 EUR - Fee: 0.6 EUR	14.70 EUR 1.41 EUR	Delete
			VAT: 19.00 %	
			Total value: 17.49 EUR	
EMPTY CART UPDATE CART CONTINUE SHOPPING CHECK OUT				

When add product to cart, you will be redirected to shopping cart page

In the product table, you have:

- Items: The image and code of item
- Quantity: The desired quantity
- Product description: The description of product, the printing cost, handling fee
- Total price/Unit price: The total price is unit price multiplies by quantity
- You can click on “Delete” to delete product from shopping cart.

Empty cart: Delete all items in shopping cart.

Update cart: Update the quantity of the product

Continue shopping: Redirect you to browsing

Checkout: Start the checkout process.

● Check out	
Payment Method	
<input type="radio"/>	Bank Account Alpha Bank 12 200 232 000 8223 IBAN GR08 0140 1220 1220 0232 0008 223
<input checked="" type="radio"/>	by Credit Card through Egnatia Bank
Billing Information	
First name	<input type="text"/> *
Last name	<input type="text"/> *
Email address	<input type="text"/> *

There are two options to pay for the product:

- Bank payment via AlphaBank
- Credit card through Egnatia Bank.

Follow the instruction and you will be received email about the orders.