

We are XMA.

# XMA Shop User Guide

18/05/2017

## Welcome to XMA Shop

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

<b>Contents</b>	<b>Page</b>
<b>Getting started</b>	<b>3</b>
Registration	3
Logging in	3
Forgotten Password	3
<b>Navigating the website</b>	<b>4</b>
Browsing products	4
Search/category page	4
Apple Configurator	5
Favourites	7
Ink and Toner Selector	7
Product page	8
<b>Your basket</b>	<b>9</b>
<b>Checkout</b>	<b>9</b>
<b>Your Account</b>	<b>10</b>

## Getting started

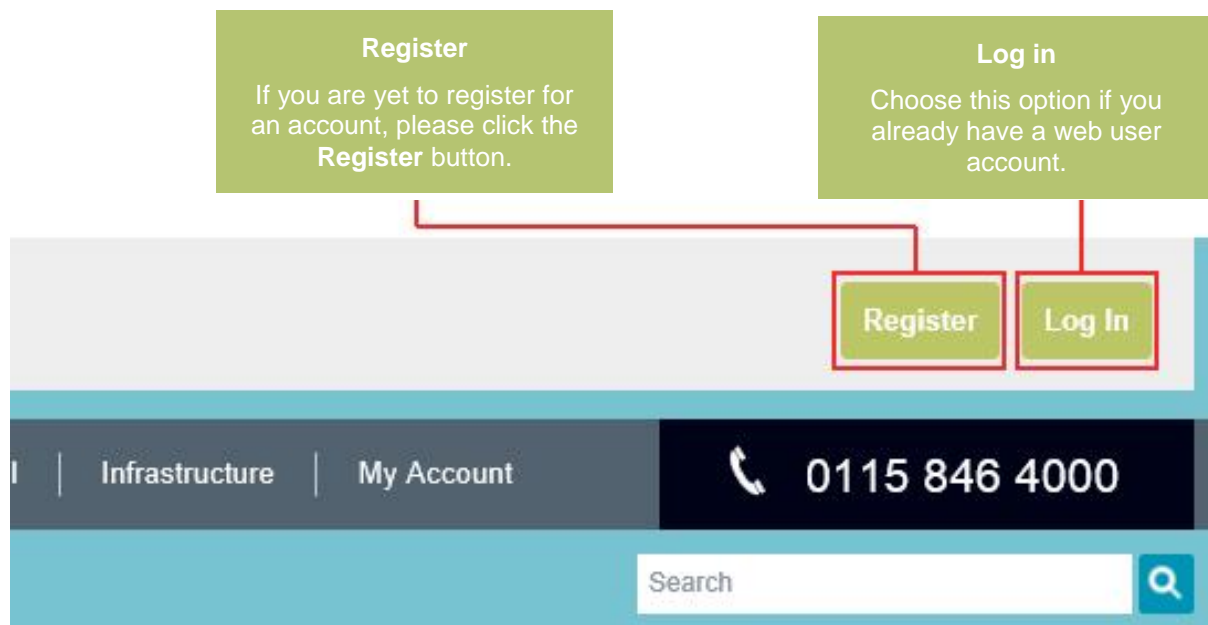
### Registration

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.

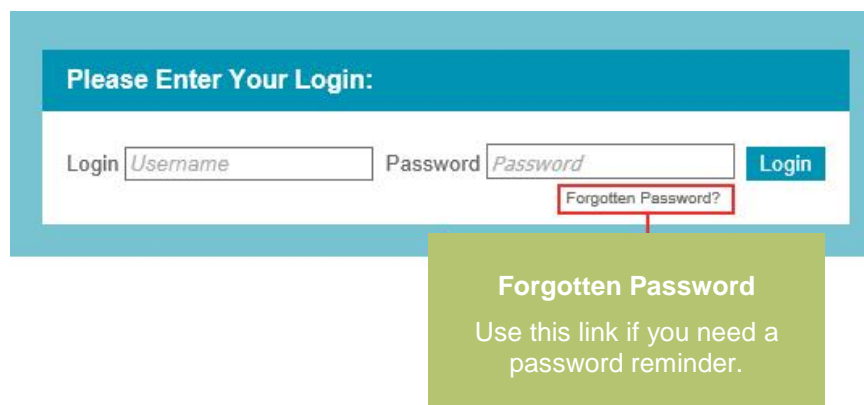
### Logging in

As soon as you receive your log in information from Sales Support, you will be able to login to the XMA Shop 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 XMA Shop, 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 Shop website interface. At the top, there is a navigation bar with the XMA Shop logo, user login information (Logged in as: SubGuest (Logout)), a shopping cart icon showing 5 items for £170.77 (+VAT), and a Basket button. Below this is a secondary navigation bar with categories like iPad and Tablets, Notebooks and Desktops, Print, Audio Visual, Infrastructure, and My Account, along with a contact number 0115 846 4000. A search bar is located on the right side of this bar.

The main content area displays a category page for 'Notebooks'. On the left, there is a 'Filters' sidebar with options for Price Range, Manufacturer, Display, Storage, Processor, Memory, Operating System, and Colour. The main product list shows two items:

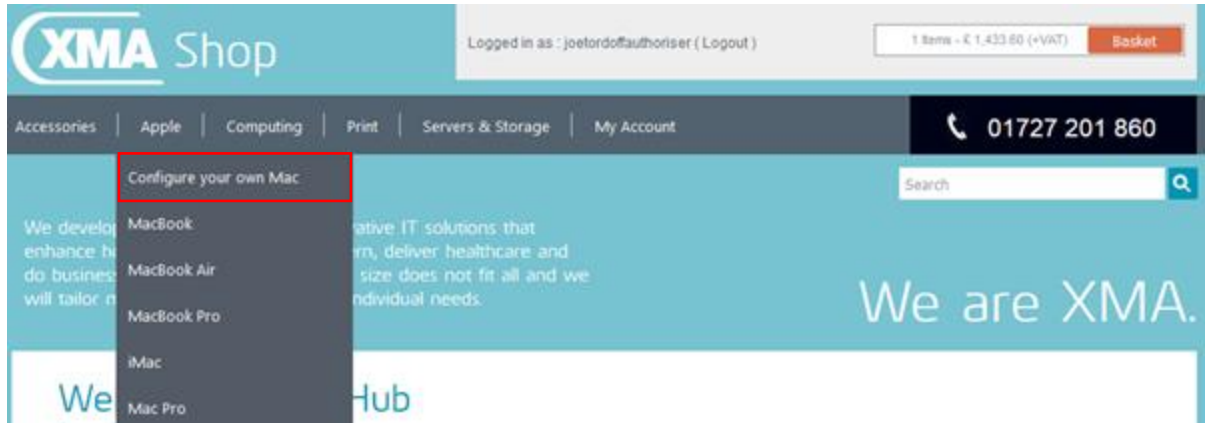
- Toshiba Satellite Pro NB10T-A-11G 11.6" Touchscreen Notebook**: Price £223.47, Code: PU143E-01E02VMP, Stock: 3915 left in stock. It has an 'Add to Basket' button with a quantity of 0, and 'Add to Favourites' and 'More information' buttons.
- HP G3 14" Chromebook**: Price £135.00, Code: K3X08EA#ABU, Stock: 92 left in stock. It also has an 'Add to Basket' button with a quantity of 0, and 'Add to Favourites' and 'More information' buttons.

Callout boxes provide detailed instructions for these elements:

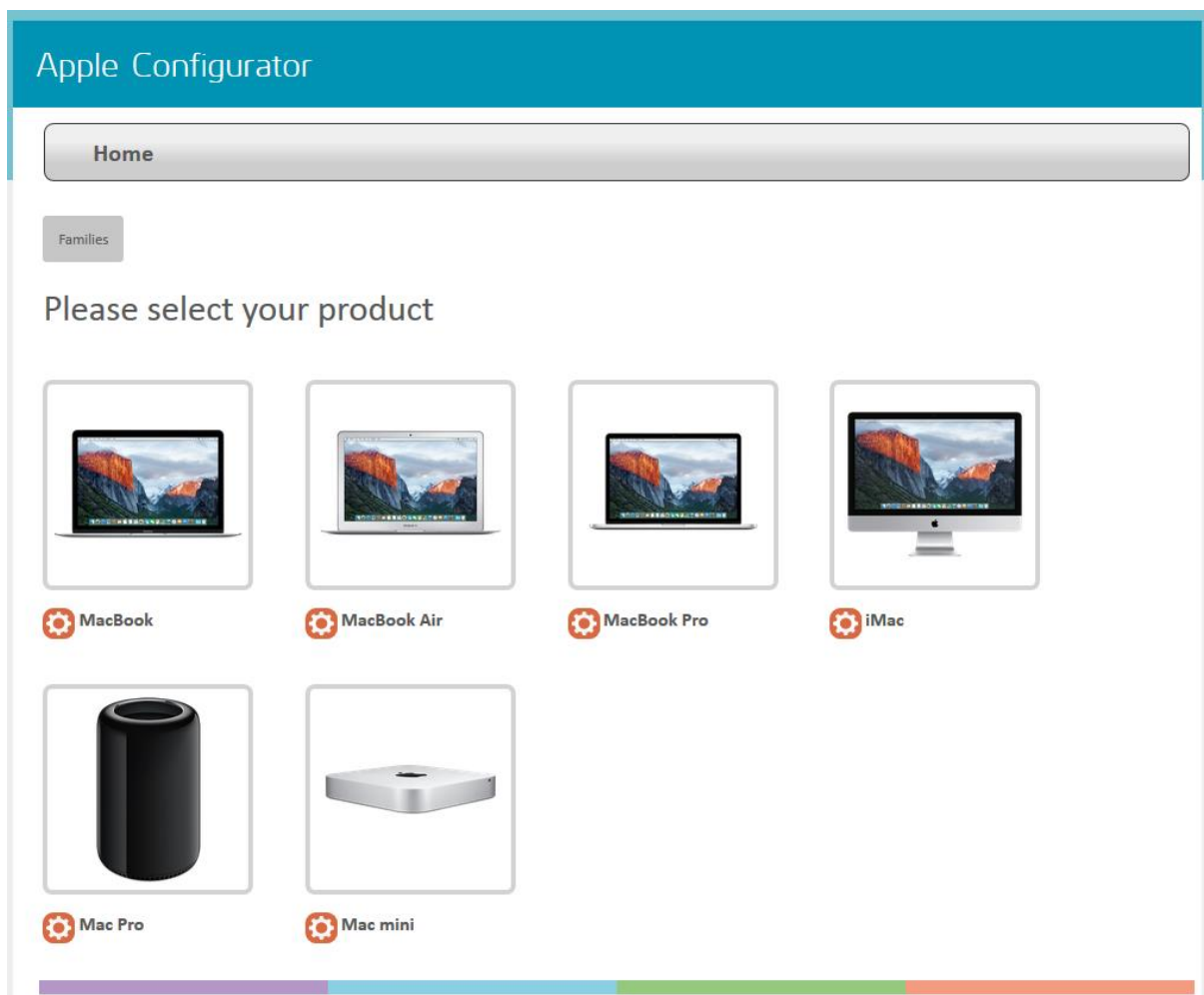
- Filters**: Use our filters to refine your search.
- Product Information**: The product title, code, stock level and price are displayed for each product appear here.
- Search**: Use the search bar to find a specific product or range.
- Add to Basket**: Enter the quantity you wish to order, then click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

## Apple Configurator

Apple Mac products can be configured within XMA Shop using the Apple Configurator, which can be found within the header navigation menu under “Configure your own Mac”.



Simply select the family and model of the product you wish to configure.



You can then select the additional options you require, including Processor, Memory and Storage. Once you have configured the product you want, click “Add” to add it to your XMA Shop basket.

**Your configuration**  
The available systems and specifications change depending on the options you select, as does the price of the device you have created.

**Select options**  
Select the options and upgrades that you require.

The screenshot shows the Apple Configurator interface for an iMac 27". The main navigation includes 'Home', 'Families', 'iMac', 'Select base system', and 'Configure your system'. The current step is 'Configure your iMac 27"'. A central image shows the iMac monitor. To the right, configuration options are listed for Processor, Memory, and Storage. The Processor is set to '3.2GHz Quad-core Intel Core i5, Turbo Boost up to 3.6GHz'. The Memory is set to '8GB 1867MHz DDR3 SDRAM - 2x4GB'. The Storage is set to '2TB Fusion Drive'. Below the configuration options, there is a section for 'Available Systems' and 'Specifications'. The 'Available Systems' section shows a single system: 'Z0RT2000198447 - iMac 27" Retina 5K - 3.2GHz Quad-core Intel Core i5, Turbo Boost up to 3.6GHz - 8GB 1867MHz DDR3 SDRAM - 2x4GB - 2TB Fusion Drive - AMD Radeon R9 M380 2GB GDDR5 - Apple Magic Keyboard (British) - Apple Magic Mouse 2 - UK Power', which is marked as 'Out Of stock'. The 'Specifications' section lists the current configuration: Processor (3.2GHz Quad-core Intel Core i5, Turbo Boost up to 3.6GHz), Memory (8GB 1867MHz DDR3 SDRAM - 2x4GB), Storage (2TB Fusion Drive), Graphics (AMD Radeon R9 M380 with 2GB GDDR5), Power Supply (UK Power), Keyboard & Documentation (Apple Magic Keyboard (British)), and Mouse (Apple Magic Mouse 2). The total price is £1,514.25. At the bottom left, there is an 'Add to basket' button with a quantity of 1.

**Add to Basket**  
Once you have configured your device, add it to your XMA Shop

## 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.

## 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.

**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.



## My Basket

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

The screenshot shows the 'My Basket' interface. At the top, there are three callout boxes: '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.), and 'Totals' (See the total value of your order, and the amount of VAT being charged.). Below these is the 'My Basket' header. The main content area contains a table with one item: an iMac 27" 3.2GHz Quad-core i5 - 8GB - 2TB Fusion - UK Kbd/UK Power - Magic Mouse 2 - 3 Year Warranty (Product Code: 2000198447-3YR). The table columns are Item, Quantity (1), Price (£ 1,514.25), and Subtotal (£ 1,514.25). Below the table is a summary: Total: £1,514.25, VAT: £302.85, Gross: £1,817.10. At the bottom of the basket are four buttons: 'Save Basket', 'Save/Send Quote', 'Continue Shopping', and 'Go to Checkout'. Below the screenshot are three callout boxes: 'Save/Send Quote' (Choose this option to save your basket as a quote. You can also choose to email the quote.), 'Continue Shopping' (Use this option to continue shopping on XMA Shop.), and '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 Favourite Baskets** takes you to any saved Favourite Baskets you have created 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.

**My Saved Quotes** gives you access to any quotes you have saved, and allows you to convert those quotes into orders. You can also update the details of the quote, and resend the quote by email.

**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 History** shows you a list of your previous and outstanding orders, including tracking information and downloadable PDF invoices.

**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**.

**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.



# XMA Shop User Guide

We are XMA.