Décor 24 Training Outline

**Briefly cover how we sign up accounts and how to request a new signup.**

* Each new customer account is set up with one login when it is created
* Can request new logins via the Helpdesk system.

**Cover how to reset a password and how we can send an email for reset.**

* Customers can reset their own password if they know their username or email address.
* We can also trigger the reset email by request using the helpdesk system.

**Item Search, Cart and Order Placement**

* Landing page – Show and Explain
	+ - Shipping calculator and newsletter signup
* Item search – Show and Explain
	+ Price
	+ Packaging
	+ Stock levels at other locations
* Place item into cart – Show and Explain
	+ How to load another item
* How to check out and place an order – Show and Explain
	+ Go through the steps

**Tabs**

* Main / Dashboard
	+ Dynamic flyers – Explain
	+ My Dashboard /Order Status – Show
	+ Online Invoices – Show
	+ Information request – Show
	+ Place Samples – Explain
* Cart
	+ Shopping cart – shown during other points
	+ Archive – Show Great use for dealers
* Price List
	+ Dynamic price list – Show/Run and show download
	+ Old style price list – Explain use
* Vendor Info/Helpful Tools
	+ Tile and Tools – Show and Explain
		- LTD website
	+ Tech Talk – Explain
		- YouTube
	+ Warehouse locations – Explain
	+ Supplier calculators – Show
* Clearance/DI material list – Explain
	+ - Updated Monthly