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