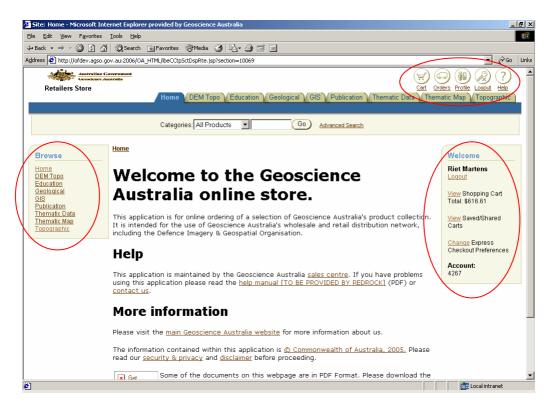


Geoscience Australia Online Store: User Guide OM01

Front Screen Icons

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These notes provide a description of the Front Screen (home page) icons and buttons for the GA Online Store application. It is intended for the use of Geoscience Australia's wholesale and retail distribution network. This includes the Defence Imagery and Geospatial Organisation.



The icons shown on the top right hand side are:

- Cart
- Orders
- Profile
- Logout
- Help

When an icon is selected the colour changes.

In the 'Browse' section on the left hand side the categories of products are shown. These are also repeated in the tabs across the top of the screen. This assists in searching for products by category. The options are:

- Home
- DEM Topo
- Defence
- Education
- Geological
- GIS
- Publication
- Thematic Data
- Thematic Map

• Topographic

On the right had side of the Home page there a number of quick links. They are:

- <username>Logout
- View Shopping Cart
- View Saved/Shared Carts
- Change Express Checkout Preferences (not an option for Defence customers)
- Account selection (if there are multiple accounts)

Icon Descriptions



Click on 'Cart' to show the list of items that you have selected for the current purchase.

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	Categories: All Products Go Advanced Search	
	Your Shopping Cart	
	Continue Shopping) Express Checkout Checkout	
	Items Check Availability	
	Save Cart) Share Cart) Save To List	
	of Your Store cart expires on 13-APR-2005. Please save this cart if you intend to use it beyond this date	
	Delete Part Number Item UOM Quantity Unit Price Total Price List \$5.05 List \$5.05	
	Image: Subscription of the state o	
	Delete Cart Sub-Total: \$5.05	
	: \$0.00 OST 10%(Rate: 10%): \$0.51	
	(Recalculate) Total: \$5.56	
	Continue Shopping) Express Checkout) Checkout	
	Home <u>DEM Topo</u> <u>Education Geological GIS Publication Thematic Data Thematic Map <u>Topographic</u> <u>Cart Order Profile Logout Help</u></u>	
Done	international	apot

Other options that can be shown are:

- My Shopping Lists list of saved selected items for purchase. For additional information about shopping lists see 'Online Store User Guide OM07 Create a Shopping List'.
- My Carts lists of shopping carts that have been saved and shopping carts that are shared by you or to you. For additional information about shared carts see 'Online Store User Guide OM08 Share a Cart (Defence Approval)'.



Click on 'Orders' to show the list of orders you have created and have been completed from the shopping cart. This list can be selected by recent number of days, a date range, or order and reference numbers. For additional information about orders see 'Online Store User Guide OM10 -Track Orders'.

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	<u>10980</u>	239	World Wide Maps and Guides	10-MAR-2005	10-MAR-2005	Closed				
	<u>10952</u>	172	World Wide Maps and Guides	09-MAR-2005	09-MAR-2005	Closed				
	<u>10951</u>	171	World Wide Maps and Guides	09-MAR-2005	09-MAR-2005	Booked				
	<u>10950</u>	132	World Wide Maps and Guides	09-MAR-2005	09-MAR-2005	Closed				
	<u>10925</u>	131	World Wide Maps and Guides	08-MAR-2005	08-MAR-2005	Booked				-
<u>ଜ</u> ୀ									📑 Local intranet	

Other options that can be shown are:

- Pending Express Checkout list of pending orders ready for Express Checkout. This
 option is only available if Express Checkout is available for the customer. (ie.
 Defence customers will not see this option.)
- *Invoices* lists of purchases that you have created invoices for. These can also be selected by recent number of days, a date range, or order and reference numbers.
- *Payments* lists of payments against invoices you have created. These can also be selected by recent number of days, a date range, or order and reference numbers.



Click on 'Profile' to change your preferences and profile details.

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For the 'My Profile' option these include:

- Personal Information including password.
- Contact Information multiple email addresses and phone numbers.
- Payment Book define one or many payment options.
- Account define one or many billing accounts.

• Preferences – formats, order, shipping and billing preferences.

Other options that can be shown are:

- Company Profile organisation, contact and administrators information.
- *Administration* maintain lists of contacts for the organisation. This option is only available for users with Administration roles.



Click on 'Logout' logs you out of the application and redisplays the login screen.

* If you have some unsaved work it will **NOT** prompt you to save the work.



Click on 'Help' shows help for the application. The application is maintained by the Geoscience Australia Sales Centre. If the help in the application is not sufficient contact the Sales Centre.

Browse Descriptions

These links show the categories of products available for purchase. For more information about finding a product see 'Online Store User Guide OM02 - Find a Product'.



Click on a link to show the products in that category.

Browse	DEM Top	<u>0</u>		
Home DEM Topo Education Geological GIS Publication Thematic Data	DEM	Topographic Add to Cart Express	s Check	out
Thematic Map	Salact	Product	Unit Pri	ico
<u>Topographic</u>		GEODATA 9 Second Digital Elevation Model (DEM-9S) DEM topographic (Part Number 48026)		
		Grid Digital Elevation Model (DEM) 3 and 18 Seconds of Arc DEM topographic (Part Number 48027)	\$63.00	Each

If the category has sub categories the list in the 'Browse' Section will be expanded and the subcategories will be displayed.

Browse			
Home DEM Topo	Thematic Map		
Education			
<u>Geological</u> <u>GIS</u>	Administrative Boundary	• Environment	
Publication Thematis Data	Infrastructure	Geoscience	
Administrative			
Boundary Environment	• Tobriet		
Infrastructure Geoscience			
Tourist			
Topographic			

Click on the subcategory link to show the products in that subcategory.

Browse Thematic Map Administrative Boundary Environment Infrastructure Geoscience Tourist	Thematic I	Map Tourist Add to Cart Exp	ress Checkout)
	Select Produ	ct	Unit Price
	🗖 🛛 Asia Pa	acific Thematic Map Tourist (Part Number 60920)	\$5.05 Each
	🗖 🛛 Asia Pa	acific Thematic Map Tourist- folded (Part Number 60920FO)	\$5.05 Each
	Austral	ia tourist map Thematic Map Tourist (Part Number 42256)	\$5.05 Each
	Austral	ia tourist map Thematic Map Tourist- folded (Part Number 42256FO)	\$5.05 Each
	Austral	ian Capital Territory Map (Part Number 42279)	\$5.05 Each
	Austral	ian Capital Territory Map- folded (Part Number 42279FO)	\$5.05 Each
	🗖 Kakadi	ı National Park Thematic Map Tourist (Part Number 42276)	\$5.05 Each

For additional information on how to purchase a product see 'Online Store User Guide OM03 - Purchase a Product'.

* You can only view detailed information about a product in one of two ways. Select the item from the list and click 'Add to Cart', then click on the product link provided in the shopping cart. OR Search on the product name, using a simple search or an advanced search, then click on the product link provided in under 'Results' heading.

Welcome Descriptions

Options under the Welcome heading can change depending on the permissions of the user, the profile options for the user and the profile options for the customer.



Click on 'Logout' logs you out of the application and redisplays the login screen. This is the same as if you clicked on the 'Logout' icon in the top right hand side of the screen.

* If you have some unsaved work it will **NOT** prompt you to save the work.

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Login		
* Indicates required field		
* User Name:		
* Password		
(Login)		
Forgot your Username/Password information?		
This site is for restricted users.		
Please contact Geoscience Australia if you require further information		
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Click on 'View' displays the contents of the current shopping cart. This is the same as if you clicked on the 'Cart' icon in the top right hand side of the screen.

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C	Delete Cart		Sub-Total: \$560.55 : \$0.00 GST 10%(Rate: 10%): \$56.06	
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		Continue Shop		•
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<u>View</u> Shopping Cart Total: \$616.61	
View Saved/Shared Carts	

Click on 'View' displays the list of Saved and Shared Carts. This is the same as if you clicked on the 'Cart' icon in the top right hand side of the screen, and then clicked on the 'My Carts' heading.

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Retailers Store					Profile Logout Help	
Home	DEM Topp Education Geol	ogical VGIS V Publication	n 🏹 Thematic Data	Thematic	: Map 🔏 Topographic	
Shopping Cart My Shopping List (My Carts						
Catego	ries: All Products	Go Advanced Sea	rch			
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Cart Name You do not have any saved	Created Date	E	piration Date			
	ans.					
Shared Carts						
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Cart Name	Created Date	Expiration Date	Shared By	Role		
You do not have carts share	d with you.					
Carts Shared By You						
Cart Name	Created Date		piration Date			
my shared cart #1	14-MAR-2005	12-JUN-2005				
Home DEM Topo E	ducation Geological GIS Public Cart Order Profile		ematic Map <u>Topog</u>	raphic		•
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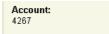


* This option is not available to all customers.

Click on 'Change' displays the list Express Checkout Preferences for the user. This is the same as if you clicked on the 'Profile' icon in the top right hand side of the screen, and then clicked on 'My Profile', then 'Preferences', then 'Orders'.

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Retailers Store Cart Order Profile Loaout Hele Home DEM Topo Education Geological GIS Publication Thematic Thematic Thematic Topographic
Categories: All Products Go Advanced Search
My Profile Preferences Personal Information General Orders Surrout Orders Revert Apply Preferences Defend Objects Defend Objects Defend Objects
Preferred Shipping Method: AU - Off Peak (required when express checkout is enabled) Express Checkout Preferences
Deselect the checkbox and click 'Apply' if you want to turn off the Express Checkout Preferences. I Enable Express Checkout
Shipping Address
Ground Floor 187 George Street Change BRISBANE OLD 4001
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If the user has only been assigned one account to work from the account number will be displayed in the welcome box.



If the user has a number of accounts to choose from then there will be a dropdown list to choose from. The primary account number defined in the user preferences will be shown when the user first logs in. To change to another account select the other account from the dropdown list.



This sets the account for all the screens showing carts and orders.