

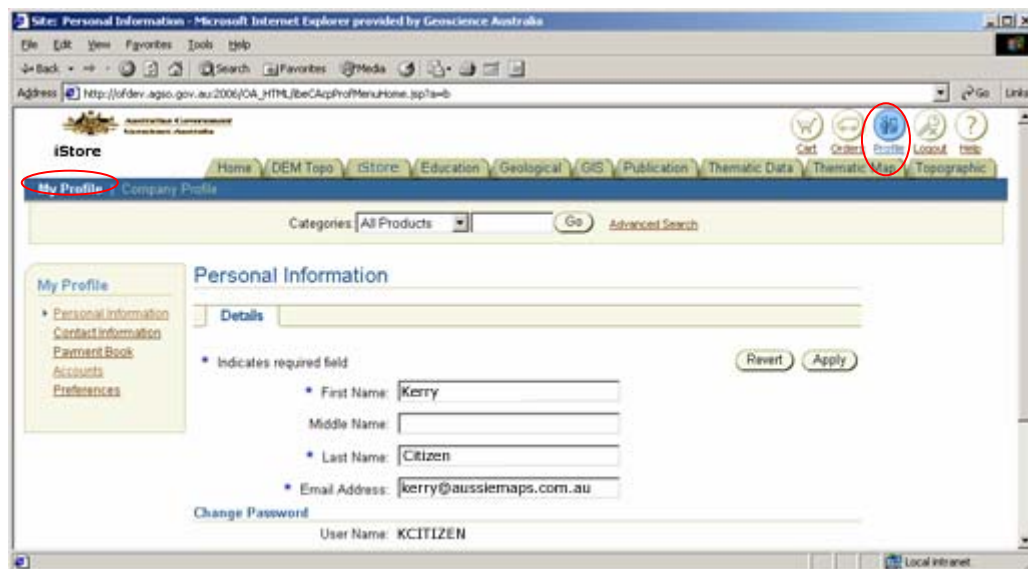
## Change Profile Preferences

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These notes provide instructions on maintenance of the setup options for the users and the customer using 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.

As a user you have permissions to change your personal details through the 'Profile' options. To change profile settings [click](#) the 'Profile' icon on the top right hand side. The 'My Profile' and 'Personal Information' will be displayed.



## My Profile – Personal Information

Changes can be made to all the display information except the 'User Name'. When the changes are complete [click](#) on the 'Apply' button. To cancel any changes [click](#) on the 'Revert' button.

**My Profile**

- Personal Information
- Contact Information
- Payment Book
- Accounts
- Preferences

### Personal Information

**Details**

\* Indicates required field

\* First Name:

Middle Name:

\* Last Name:

\* Email Address:

**Change Password**

User Name: KCITIZEN

\* New Password:  (at least 6 characters long)

\* Verify Password:

[Revert](#) [Apply](#)

To change your contact information [click](#) on the 'Contact Information' link.

**My Profile**

- Personal Information
- Contact Information
- Payment Book
- Accounts
- Preferences

### Contact Information

**Email Addresses** [Phone Book](#)

[Create Email Address](#)

Email	Delivery Format	Primary	Update	Delete
ria.martens@ga.gov.au	Text	<input checked="" type="checkbox"/>		

To update the existing email address [click](#) on the 'pencil' icon under the update heading.

**Email Addresses** [Phone Book](#)

\* Indicates required field

**Update Email Address**

\* Email Address:

Delivery Format: ☐ HTML ☒ Text

Primary: ☒

[Revert](#) [Apply](#)

Make the required changes and [click](#) 'Apply'. To cancel any changes [click](#) on the 'Revert' button.

## My Profile – Contact Information

To create an additional email address, [click](#) on the 'Create Email Address' button.

**My Profile**

- Personal Information
- Contact Information
- Payment Book
- Accounts
- Preferences

### Contact Information

**Email Addresses** [Phone Book](#)

[Create Email Address](#)

Email	Delivery Format	Primary	Update	Delete
ria.martens@ga.gov.au	Text	<input checked="" type="checkbox"/>		

**Email Addresses** **Phone Book**

\* Indicates required field

**Create Email Address**

\* Email Address:

Delivery Format: ☒ HTML ☐ Text

Primary: ☐

Enter a new 'Email Address', click the radio button to indicate the 'Delivery Format', click the 'Primary' checkbox to indicate if this new email address is to be the primary contact email address. Click 'Apply'. To cancel the new entry click on the 'Cancel' button.

To delete an email address from the list, click on the 'trashcan' icon under the 'Delete' heading.

**My Profile**

Personal Information

**Contact Information**

Payment Book

Accounts

Preferences

**Contact Information**

**Email Addresses** **Phone Book**

Create Email Address

Email	Delivery Format	Primary	Update	Delete
ria.martens@ga.gov.au	Text	<input checked="" type="checkbox"/>		
newemailaddress@ga.gov.au	HTML	<input type="checkbox"/>		

\* There must be at least one email contact address in the list. The 'Delete' option will only be available if more than one email address is in the list. You cannot delete a 'Primary' email address.

To change phone number information click on the 'Phone Book' tab. A phone number is not required but is useful for contact information.

**My Profile**

Personal Information

**Contact Information**

Payment Book

Accounts

Preferences

**Contact Information**

**Email Addresses** **Phone Book**

Create Phone Number

Phone Number	Phone Type	Primary	Update	Delete
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Create Phone Number

To create a new phone number entry click on 'Create Phone Number'.

**Contact Information**

**Email Addresses** **Phone Book**

\* Indicates required field

**Create Phone Number**

\* Type:

Country Code:

Area Code:

\* Phone Number:

Extension:

Primary: ☐

Select a phone type from the dropdown list. Enter the phone number.

Optional fields are the Country Code, Area Code and Extension.

Click on the 'Primary' checkbox to indicate this new entry is to be the primary phone number for contact. If there are no other phone numbers in the list this new entry will become the primary phone number.

Click 'Apply'. To cancel the new entry click on the 'Cancel' button.

**My Profile**

Personal Information  
[Contact Information](#)  
 Payment Book  
 Accounts  
 Preferences

**Contact Information**

Email Addresses Phone Book Create Phone Number

Phone Number	Phone Type	Primary	Update	Delete
61-02-62626262x3456	Mobile	✓		

To make changes to the phone number details [click](#) the 'pencil icon' under the 'Update' heading. To delete the phone number [click](#) the 'trashcan' icon under the 'Delete' heading.

## My Profile – Payment Book

To manage credit card payment methods, [click](#) on the 'Payment Book' link.

**My Profile**

Personal Information  
[Contact Information](#)  
[Payment Book](#)  
 Accounts  
 Preferences

**Payment Book**

Add New Payment Method

Card Holder Name: Type: [VISA]  
 Number: Expiration: [01] [2005]  
 Add

To add a new credit card [enter](#) the 'Card Holder Name', [select](#) the Card 'Type', [enter](#) the 'Number', and [select](#) the month and year 'Expiration'.

### Payment Book

#### Add New Payment Method

Card Holder Name: Type: [MCARD]  
 Number: Expiration: [05] [2005]  
 Add

[Click](#) 'Add'. Validation is performed to make sure the credit card number is a valid card number for the type of card chosen.

### Payment Method

Select a payment method and... Update Make Primary

Select	Payment Method	Details	Primary	Delete
<input type="radio"/>	Credit Card VISA ria martens	Number: xxxxxxxxxxxx1111 Expiration: [01] [2009]	✓	
<input checked="" type="radio"/>	Credit Card MCARD new mastercard	Number: xxxxxxxxxxxx7625 Expiration: [05] [2005]		

To make the credit card the primary card for payment, [click](#) the radio button next to the card and [click](#) the 'Make Primary' button.

### Payment Method

Select a payment method and... Update Make Primary

Select	Payment Method	Details	Primary	Delete
<input checked="" type="radio"/>	Credit Card VISA ria martens	Number: xxxxxxxxxxxx1111 Expiration: [01] [2009]	✓	
<input type="radio"/>	Credit Card MCARD new mastercard	Number: xxxxxxxxxxxx7625 Expiration: [05] [2005]		

To update the credit card expiration details, [click](#) the radio button next to the card. [Select](#) the new expiration month and year from the dropdown lists, and [click](#) the 'Update' button. The Credit card type and numbers cannot be changed. If the credit card is no longer valid or has been entered incorrectly the card must be deleted and the correct credit card information entered.

## Payment Method

Select a payment method and... Update Make Primary

Select	Payment Method	Details	Primary	Delete
<input checked="" type="radio"/>	Credit Card	VISA ria martens Number: xxxxxxxxxxxx1111 Expiration: 01 2009		
<input type="radio"/>	Credit Card	MCARD new mastercard Number: xxxxxxxxxxxx7625 Expiration: 05 2005	<input checked="" type="checkbox"/>	

To remove a credit card from the list of options, [click](#) the radio button next to the card details and [click](#) on the 'trashcan' icon under the 'Delete' heading.

\* For some customers this option is not available.

**My Profile**  
[Personal Information](#)  
[Contact Information](#)  
[Payment Book](#)  
[Accounts](#)  
[Preferences](#)

**Payment Book**  
This site does not support credit cards as payment method. Please contact your system administrator.

**Email Addresses** [Phone Book](#)

\* Indicates required field

Cancel Apply

**Create Email Address**

\* Email Address:

Delivery Format: ☒ HTML ☐ Text

Primary: ☐

[Enter](#) a new 'Email Address', [click](#) the radio button to indicate the 'Delivery Format', [click](#) the 'Primary' checkbox to indicate if this new email address is to be the primary contact email address. [Click](#) 'Apply'. To cancel the new entry [click](#) on the 'Cancel' button.

## My Profile – Accounts

To manage multiple accounts, [click](#) on the 'Accounts' link.

**My Profile**  
[Personal Information](#)  
[Contact Information](#)  
[Payment Book](#)  
[Accounts](#)  
[Preferences](#)

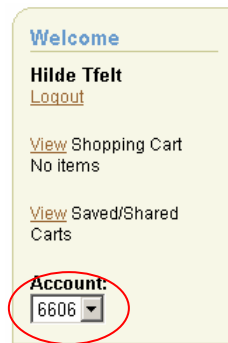
**Accounts**  
The primary account will be used as default account at login time.

Select an account and ... Make Primary

Select	Account Number	Account Name	Primary
<input type="radio"/>	1042		
<input type="radio"/>	6606		<input checked="" type="checkbox"/>

The accounts that have been assigned to you will be displayed. The only change you can make in this screen is to determine which account is your primary account. To change the primary account, [click](#) on the radio button next to the required Account Number, then [click](#) on the 'Make Primary' button.

When you next log in the primary account will be displayed as the default account in the 'Welcome' section of the Home page.



To assign and remove accounts from a user see the section following in this document titled '*Administration – Contact Management*'. A user with the correct permissions will need to assign accounts to you.

## My Profile – Preferences

To maintain the default date, language and express checkout information, [click](#) on the 'Preferences' link.

[Select](#) the preferred date format from the dropdown list

[Select](#) the preferred email language from the dropdown list. There is only one in the list. Marketing emails are not enabled at present.

[Click](#) on the 'Apply' button.

To change the options for Express Checkout [click](#) on the 'Orders' tab.

The screenshot shows a web interface with a sidebar on the left containing links: 'My Profile', 'Personal Information', 'Contact Information', 'Payment Book', 'Accounts', and 'Preferences'. The main content area is titled 'Preferences' and has two tabs: 'General' and 'Orders', with 'Orders' being the active tab. Below the tabs are buttons for 'Revert' and 'Apply'. Under the 'Orders' tab, there is a section for 'Order Preferences' with a dropdown menu for 'Preferred Shipping Method' set to 'AU - Road Freight'. Below this is a section for 'Express Checkout Preferences' with a checkbox for 'Enable Express Checkout'. At the bottom of the 'Orders' section is a 'Shipping Address' section with a 'Change' button.

For complete instructions on setting up 'Express Checkout' see 'Online Store User Guide OM09 - Enable Express Checkout'.

## Company Profile – Company Information

To view or maintain the Company Information, [click](#) on the 'Company Profile' heading, then [click](#) the 'Company Information' link.

The screenshot shows a web browser window displaying the 'iStore' application. The 'Company Profile' heading is selected in the sidebar, and the 'Company Information' link is also highlighted. The main content area is titled 'Organization Information' and shows a 'Detail' tab. The information displayed includes: Organization Name: Aussie Maps, Registry ID: 16831, Annual Revenue: Australian Dollar, Year Established, Total Employees, and Web Site. A red circle highlights the 'Company Profile' heading in the sidebar, and another red circle highlights the 'Company Information' link. A red arrow points from the 'Company Information' link to the 'Organization Information' section.

If the user does not have administration permissions the Company Information will only be displayed. The information will not be available for update.

The instructions below are for users who have Administration permissions only.

The screenshot shows the 'Company Profile' page with the 'Organization Information' section. The 'Detail' tab is selected. The form contains the following fields: Organization Name (Aussie Maps), Registry ID (20861), Annual Revenue (empty), Currency (Australian Dollar), Year Established (empty), Total Employees (empty), and Web Site (empty). There are 'Revert' and 'Apply' buttons at the bottom right of the form. A red circle highlights the 'Apply' button.

[Enter](#) the required changes to the information and [click](#) 'Apply'. To cancel the changes [click](#) 'Revert'. The 'Registry ID' cannot be changed.

## Company Profile – Contact Information

The following information comes from the GA Financials application and is display only in these screens. For changes to be made to this information contact the Sales Centre for Geoscience Australia.

The first screenshot shows the 'Email Addresses' tab selected. The table has columns: Email, Delivery Format, Primary, Update, and Delete.

The second screenshot shows the 'Phone Book' tab selected. The table has columns: Phone Number, Phone Type, Primary, Update, and Delete.

The third screenshot shows the 'Telex' tab selected. The table has columns: Telex Number, Primary, Update, and Delete.

## Company Profile – Administrators

Click on the 'Administrators' link to show the current users for this customer who have Administration permissions. For instructions on how to set up users and administrators see the following section titled 'Administration – Contact Management'.

Name	Email Address
Alex Citizen	alex@aussiemaps.com.au
Charlie Citizen	charlie@aussiemaps.com.au
Chris Citizen	chris@aussiemaps.com.au
Kerry Citizen	kerry@aussiemaps.com.au
Mel Citizen	mel@aussiemaps.com.au

## Administration – Contact Management

To maintain the Company Contact and User Information, click on the 'Administration' heading, then click the 'Contact Management' link.

The screenshot shows a web browser window with the URL: http://ofdev.agso.gov.au:2006/OA\_HTML/lbeCZapGetTemplateFile.jsp?tmp=STORE\_LM\_CONTACT\_SUMMARY\_D&bempf=2:0. The page has a navigation bar with links: Home, DEM Topo, Education, Geological, GIS, Publication, Thematic Data, Thematic Map, Topographic. The 'Administration' link is highlighted in the left sidebar. The 'Contact Management' section is active, showing a search bar and a 'Contacts Summary' table. The table has columns: Contact Name, User Name, Email Address, Approval Status, Status, and Update. The table is currently empty, displaying 'No search conducted.'



If the user does not have administration permissions the 'Administration' heading will not be displayed.

For detailed instructions on how to manage the list of Contacts and Users refer to the '*Online Store User Guide OM11 - Create New Users*'.

## Administration – Pending Approvals

This option is not used in the Geoscience Online Store application and information on this screen is not relevant to the current method of processing of shopping carts or orders.

