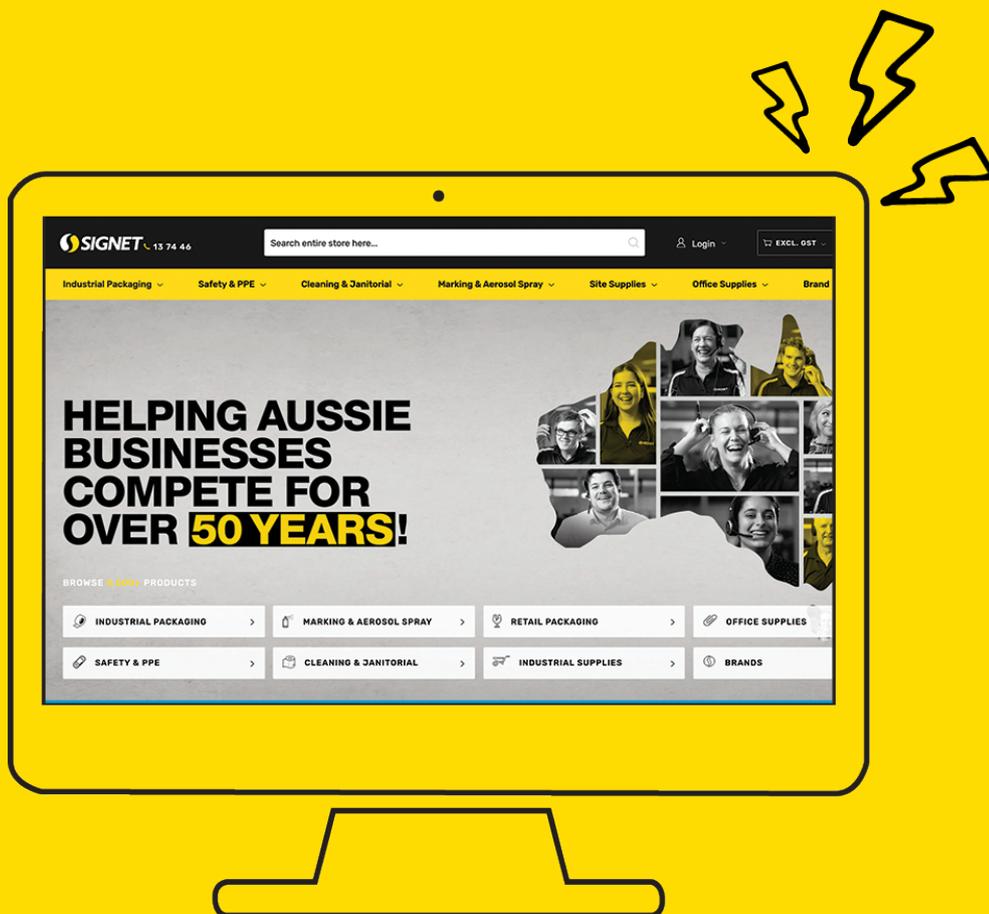


# Signet's New Website

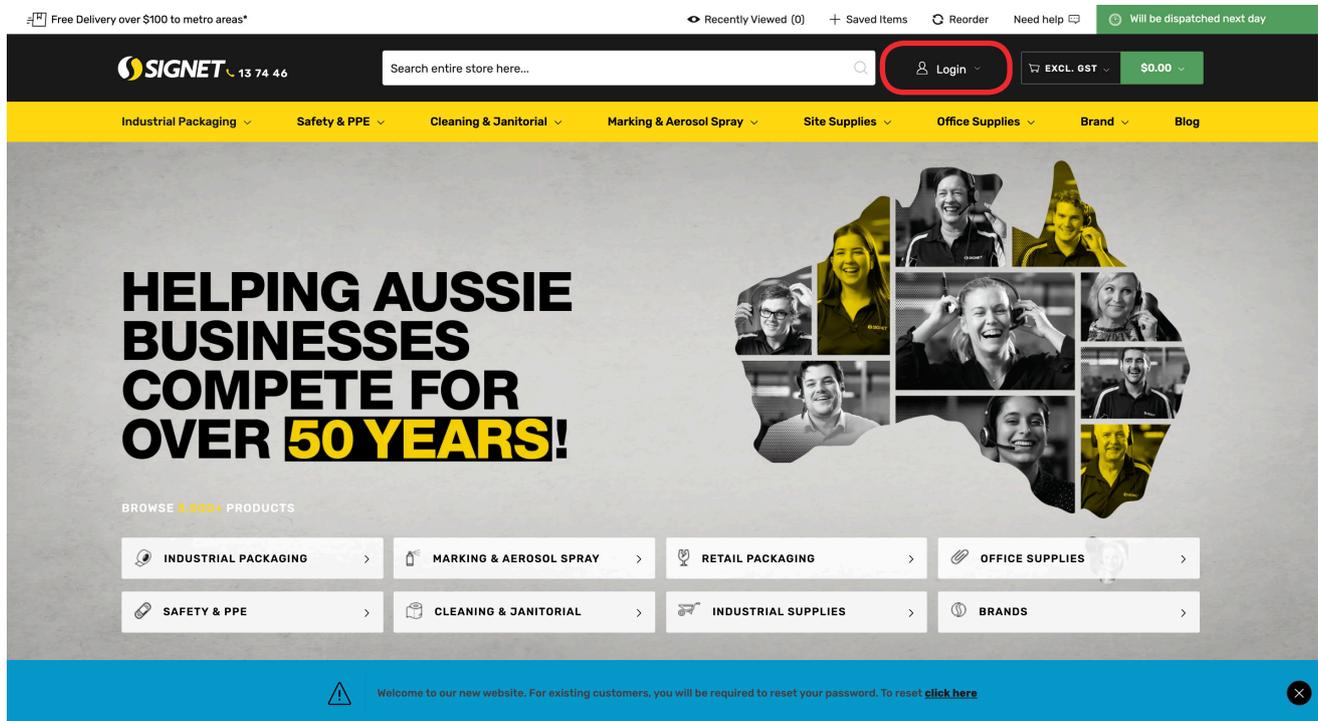
## My Account Overview



A comprehensive guide to help you navigate your way through our new website.

# Introduction to "My Account"

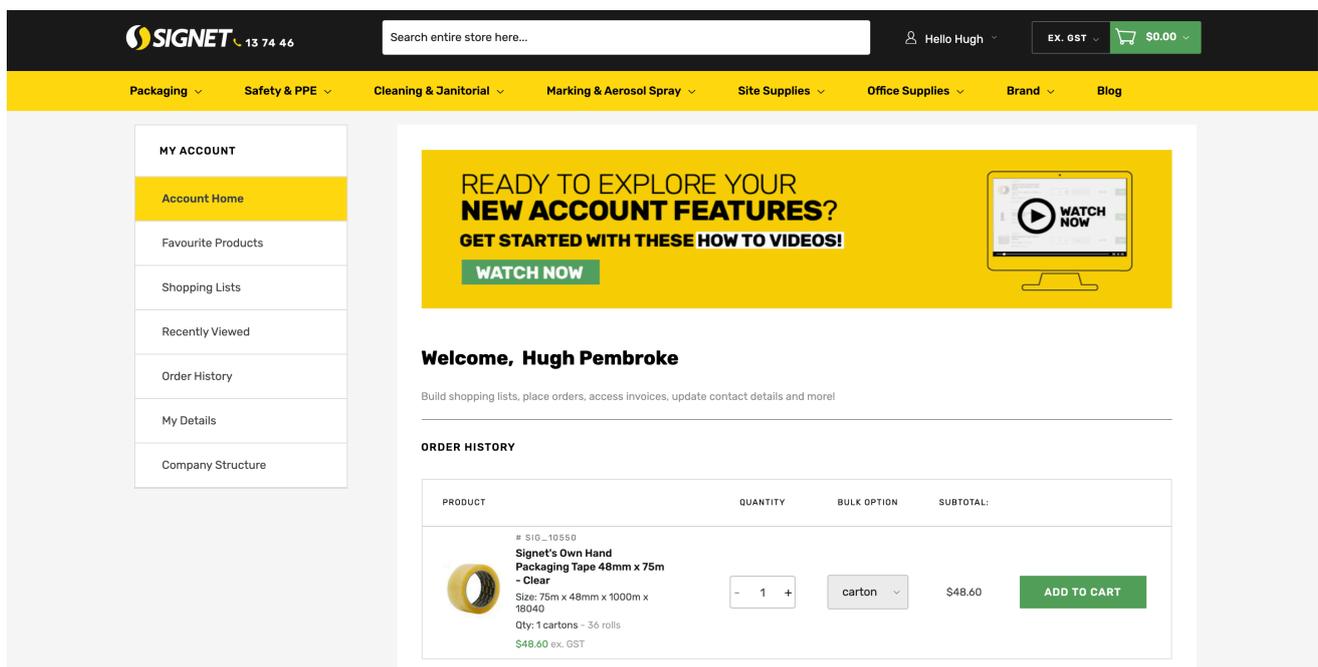
1. Login to your account by clicking on the profile icon on the top right corner.
2. Click into My Account by clicking on the same profile icon located on the top right corner.



## Account Home

What you can see here?

- Order history, shopping lists, favourite products, make payments and edit contact details.



## Order History

The order history tab gives you an overview of all recent orders and invoices on your account. We have made it easier for you to view all the invoices and orders that you have placed on your account. Below is a breakdown of the order status and what it means for your order.

**Processing** - We have received your order and it is currently being picked and packed in the warehouse.

The screenshot shows the SIGNET account interface. The navigation menu includes: Packaging, Safety & PPE, Cleaning & Janitorial, Marking & Aerosol Spray, Site Supplies, Office Supplies, Brand, and Blog. The 'MY ACCOUNT' sidebar has 'Order History' highlighted. The 'RECENT ORDERS' section shows a table with columns: ORDER #, DATE, TOTAL, ADDRESS, ORDER STATUS, ORDER DETAILS, and REORDER. Below the table, it states 'We couldn't find any records.' and '0 Item(s)'. The 'INVOICES' section has a sub-header and a 'Pay via Credit Card' button.

Easily track your invoices and view items purchased by clicking on the invoice number as per below screenshot.

<input type="checkbox"/>	<a href="#">#3038168</a>	Invoice	16/10/19	\$72.86	Paid	<a href="#">Track</a>
<input type="checkbox"/>	<a href="#">#3036352</a>	Invoice	14/10/19	\$7.35	Paid	
<input type="checkbox"/>	<a href="#">#3036355</a>	Invoice	14/10/19	\$227.56	Paid	
<input type="checkbox"/>	<a href="#">#3036356</a>	Invoice	14/10/19	\$72.86	Paid	<a href="#">Track</a>
<input type="checkbox"/>	<a href="#">#3033763</a>	Invoice	09/10/19	\$72.86	Paid	
<input type="checkbox"/>	<a href="#">#3033768</a>	Invoice	09/10/19	\$72.86	Paid	<a href="#">Track</a>

The screenshot shows the invoice details for #3038168. The 'MY ACCOUNT' sidebar is visible on the left. The invoice header includes contact information: Call Us: (07) 3364 2100, Email Us: accrec@signet.net.au, and Talk to Us on Live Chat. Below the header, there are buttons for DATE (16/10/19), STATUS (Invoiced), and PRINT. The 'TRACK' button is highlighted with a red circle. The invoice is divided into two columns: BILLING ADDRESS and DELIVERY ADDRESS, both pointing to Signet, 1 Verdelho St, OL EIGHT MILE PLAINS, QLD, Australia.

You can also track your order or reorder from the top navigation menu

 Recently Viewed (23)

+ Saved Items (3)

 Reorder

 Track Order

Need help 

You can also view, download or pay any outstanding invoices. You can opt to pay your invoices by credit card or direct debit. Below is a breakdown of the invoice status and what it means.

**Pay Online** - We have not yet received payment, please make payment as soon as possible.

**Paid** - Payment has been received and you should be able to download a copy of your invoice.

## INVOICES

Below are your invoices that are on your account. You can pay your invoices by Credit Card or Direct Debit.

Pay via Credit Card

INVOICE	TYPE	DATE	TOTAL	STATUS	TRACKING
<input type="checkbox"/> <a href="#">#3135634</a>	Invoice	30/03/20	\$1,120.08	Paid	
<input type="checkbox"/> <a href="#">#3092682</a>	Invoice	28/01/20	\$134.64	Paid	
<input type="checkbox"/> <a href="#">#3090165</a>	Invoice	22/01/20	\$359.98	Paid	
<input type="checkbox"/> <a href="#">#3062218</a>	Invoice	25/11/19	\$116.20	Paid	

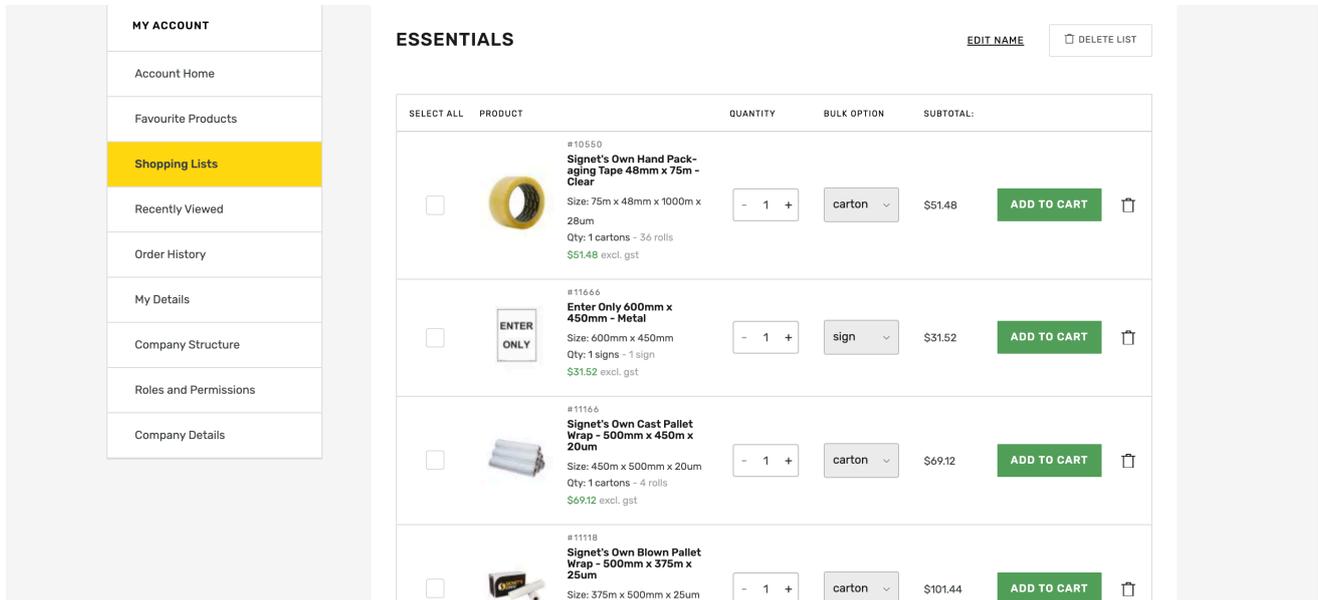
## Shopping Lists

Shopping lists are a great way to manage the products that you purchase from Signet. We have now made it as easy as ever to add items to your shopping lists.

You can add an entire list to your cart, or alternatively click into the shopping list and add individual items to the cart.

You can simply browse the products and add them to your shopping lists on the go. From here, you can also create a new shopping list.

To help make shopping easier, you can add an entire order from your “Order History” into a “Shopping List”

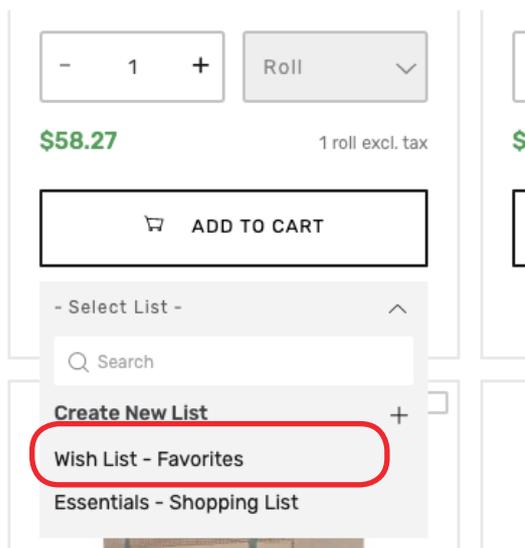


## Favourite Products

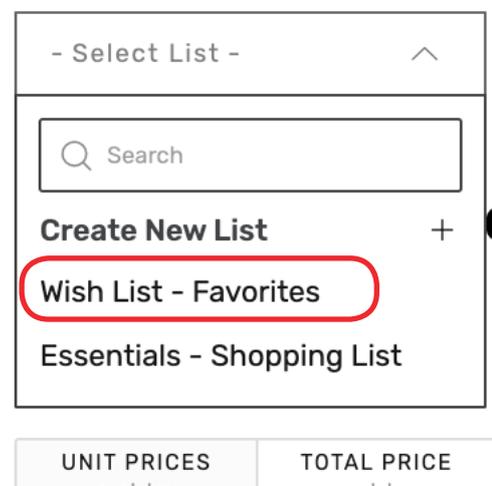
Favourite products are a way to add products to a wish list, that you would like to come back to have a look at later.

To add an item to “Favourites”, simply click on “Select List” and “Wish List - Favourites”. You can add an item to favourites from the product page, or category listing page.

### Category Listing Page



### Product Page



OIL

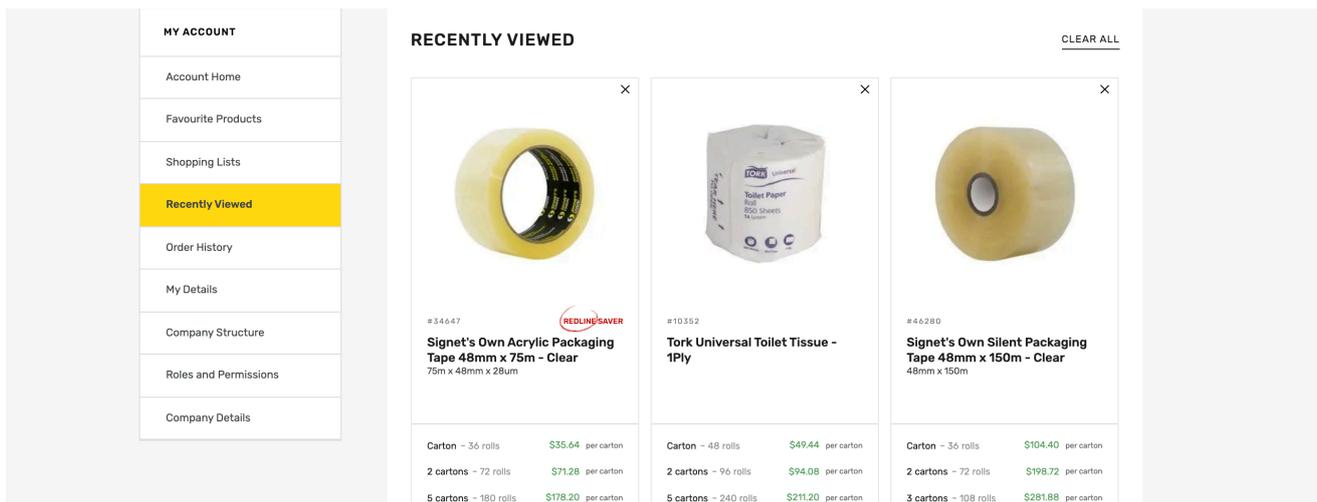
You can also access Favourites on the top navigation menu



## Recently Viewed

To make the ordering process easier as well as finding products you have viewed, we have enabled this function where you can look through your history of viewed products.

The products that appear here are products that you have clicked through and viewed their respective product page. From here, you can add them to cart, favourite products or



You can also access Recently Viewed items on the top navigation menu



## My Details

This is where you can come in to update your contact details such as email addresses, password, contact number and address.

If you would like to add a contact to a company, please navigate to "Company Details" which will be explained in the next section.

To update company details, make the necessary changes in the fields provided, and click "Save Details"

To change email or password, scroll all the way to the bottom, and tick the necessary boxes, as illustrated on the right, and a pop up will appear to be filled.

SUBURB		CITY
<input type="text"/>		<input type="text" value="WAKERLEY"/>
STATE	POST CODE	COUNTRY
<input type="text" value="QLD"/>	<input type="text" value="4154"/>	<input type="text" value="Australia"/>
<input type="checkbox"/> CHANGE EMAIL <input type="checkbox"/> CHANGE PASSWORD		
<input type="button" value="SAVE DETAILS"/>		

## Company Details

This is where all company details live, such as shipping addresses as well as primary and secondary contacts.

### COMPANY DETAILS

Update or check your company information to ensure we always have the correct information.

<p>COMPANY NAME LINE 1</p> <input type="text"/>	<p>NO. EMPLOYEES</p> <p>Choice an option</p>
<p>COMPANY NAME LINE 2</p> <input type="text"/>	<p>ADDRESS LINE 1 *</p> <input type="text"/>
<p>ABN</p> <p>58627720003</p>	<p>ADDRESS LINE 2</p> <input type="text"/>
<p>TELEPHONE</p> <input type="text"/>	<p>SUBURB</p> <input type="text"/>
	<p>CITY</p> <input type="text"/>

If you scroll down, you can also add or remove contacts connected to your company from this view.

### COMPANY MEMBERS

Update or check your company member information to ensure we always have the correct information.

Q
+ ADD NEW MEMBER

TEAM MEMBER	ROLE	EMAIL
HUGH TESTPembroke	TEster	hughtest3@gmail.com

<p>FIRST NAME</p> <input type="text"/>	<p>LAST NAME</p> <input type="text"/>
<p>SALUTATION</p> <p>Choice an option</p>	<p>STREET ADDRESS</p> <input type="text"/>
<p>JOB TITLE</p> <p>TEster</p>	<p>STREET ADDRESS 2</p> <input type="text"/>
<p>PHONE NUMBER</p> <input type="text"/>	<p>SUBURB</p> <input type="text"/>
<p>MOBILE NUMBER</p> <input type="text"/>	<p>CITY</p> <p>WAKERLEY</p>
<p>EMAIL</p> <p>hughtest3@gmail.com</p>	<p>STATE</p> <p>QLD</p>
	<p>POST CODE</p> <p>4154</p>
	<p>COUNTRY</p> <p>Australia</p>
	<p><span style="background-color: #2e8b57; color: white; padding: 5px 15px; border: none;">UPDATE DETAILS</span></p>
	<p><span style="border: 1px solid black; padding: 5px 15px; border-radius: 3px;">DELETE</span></p>

## Contact Us

If you have any questions or enquiries, please feel free to contact us on any method below. Our friendly customer care team will get back to you as soon as possible.



13 7446



[sales@signet.net.au](mailto:sales@signet.net.au)



Live Chat on Website