

A light gray outline of a shopping cart with a single wheel and a handle, positioned behind the title text.

Web Store User Guide

**Updated as of
October 12, 2010**

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Home Page

A Each web store has a unique website address. By entering this address in the address bar in your internet browser you will be taken to the online web store.

Below is an example of how the store will appear. You can search by categories listed on the left side of the screen, or use the search field above the category list.

Your can keep your Bill to and Ship to information updated under “My Account”, as well as viewing the status of your orders. You can view your “Shopping Cart” to see the list of items that you have selected so far and view the running total.

Welcome. Please [Login](#)

HALO
branded solutions

Home My Account Shopping Cart Contact Us

Item Search Search [Advanced Search](#)

Search by Category Halo Branded Solutions Web Catalog

[Apparel](#)
[Bags & Totes](#)
[Business Basics](#)
[Drinkware](#)
[Essentials](#)
[Gifts & More](#)
[While Quantities Last](#)

Can't find what you're looking for?
Click here to browse over 10,000 products.

Select the category you are looking for

Welcome to our Online Store!

[Pro Style Cap](#) [Folding Umbrella](#) [Ceramic Mug](#)

*Multiple product categories
 *Key word search capabilities
 *Size charts
 *Recently viewed items
 *Wish list
 *Comparable items
 *Shopping cart
 *Secure checkout

Searching for an item

You can click on the category where the item is located, or enter a short descriptive word in the search field, and click on the search button. From this screen, you can scroll through the items to locate something that fits your criteria. When you find the item you are interested in, click on the item thumbnail (picture).

The screenshot shows the HALO Branded Solutions online store homepage. At the top right, it says "Welcome. Please [Login](#)". Navigation icons include Home, My Account, Shopping Cart, and Contact Us. A search bar is labeled "Item Search" with a "Search" button and a link to "Advanced Search". A pink arrow points to the search bar with the text "Enter an item code or keyword to search". Below the search bar is a "Search by Category" menu with links: Apparel, Bags & Totes, Business Basics, Drinkware, Essentials, Gifts & More, and While Quantities Last. A central banner features the text "Welcome to our Online Store!" and a pink arrow pointing to it with the text "Click on any category". Below the banner is a "Featured Products" section with three items: Pro Style Cap, Folding Umbrella, and Ceramic Mug. On the right, a "Latest News" section contains a welcome message and a list of features. A blue box on the left asks "Can't find what you're looking for?" and provides a link to browse over 10,000 products.

Enter an item code or keyword to search

Welcome. Please [Login](#)

Home My Account Shopping Cart Contact Us

Item Search Search Advanced Search

Search by Category

Apparel
Bags & Totes
Business Basics
Drinkware
Essentials
Gifts & More
While Quantities Last

Click on any category

Welcome to our Online Store!

Featured Products

Pro Style Cap Folding Umbrella Ceramic Mug

Can't find what you're looking for?
Click here to browse over 10,000 products.

Latest News

Welcome to our online goods promotional store. Our store is built with the user in mind. Our store is very easy to navigate and speedy. Please feel free to select some items and go through the entire checkout process. This is only a demo store and your order will not be filled.

Some features you will find include:

- *Multiple product categories
- *Key word search capabilities
- *Size charts
- *Recently viewed items
- *Wish list
- *Comparable items
- *Shopping cart
- *Secure checkout

You are then brought to a screen with information on the particular item. To see a larger version of the thumbnail, just click on it. The item title, cost, product code, minimum quantity, and description are viewable on this page. If you wish to print out this information, you can click on the Printer Friendly link and receive a print out of the information on the page.

If the item requires a minimum quantity, that number will be required to submit the order; you may change it to any number over the minimum (if that is applicable). Changing a quantity to less than the minimum will result in a message explaining that is not an acceptable action and to change the quantity.

If there are items that may require personalization or special handling that information will be displayed on this page as well.

Once you have decided to order an item then click on the “Add to Cart” button.

branded solutions [Home](#) [my Account](#) [Shopping Cart](#) [Contact Us](#)

Item Search [Advanced Search](#)

Search by Category [Home](#) » [Business Basics](#)

- [Apparel](#)
- [Bags & Totes](#)
- [Business Basics](#)
- [Drinkware](#)
- [Essentials](#)
- [Gifts & More](#)
- [While Quantities Last](#)

Recently Viewed

- [Adhesive Note Pad](#)
- [Business Card Magnet](#)
- [Adhesive Note Pad](#)

Adhesive Cube Pad
Product Code: LW0004
\$ 5²⁸
Quantity: 1

[Printer Friendly](#)

[click to view larger](#)

Product Description
Self-adhering sticky note cube with 550 sheets, 2 3/4 inch x 2 3/4 inch x 2 3/4 inch. Standard stock: 60 lb. Titanium white paper.

Customers who bought this product also purchased

- [Business Card Magnet](#)
- [Adhesive Note Pad](#)

Shopping Cart

Following the addition of an item(s) to the shopping cart you will see this screen.

Welcome. Please [Login](#)

HALO
branded solutions


Home My Account Shopping Cart Contact Us

Item Search [Advanced Search](#)

Shopping Cart

Search by Category

- [Apparel](#)
- [Bags & Totes](#)
- [Business Basics](#)
- [Drinkware](#)
- [Essentials](#)
- [Gifts & More](#)
- [While Quantities Last](#)

Item	Description	Price	Qty.	Total	Edit
 Adhesive Cube Pad Code: LW0004		\$5.28	1	\$5.28	Update Remove

Sub Total (1 item): \$5.28

Customer Service
[Contact Us](#)
[My Account](#)
[Change my Address](#)
[Change my Password](#)

Store Policies
[Store Policy](#)
[Shipping Information](#)
[Privacy Policy](#)
[Terms of Use](#)

The item(s) are listed; they can be updated or removed. You can see a subtotal of what is in your shopping cart at this point. You can proceed to checkout, or continue shopping.

Setting up an Account

Once you are ready to checkout and you click on continue to checkout, you will be asked if you are a new customer or if you have logged in before. On the left click on “Create Account” for newcomers, on the right enter your “Email” (login) and “Password” if you are a returning customer. If you do not remember your password, click on the Forgot Password link; otherwise, click on Log In.


The screenshot shows the top navigation bar with the HALO logo and navigation icons for Home, My Account, Shopping Cart, and Contact Us. Below the navigation bar is a search bar with a magnifying glass icon and a search button. The main content area is divided into two columns. The left column is titled "Search by Category" and lists various product categories such as Apparel, Bags & Totes, Business Basics, Drinkware, Essentials, Gifts & More, and While Quantities Last. The right column is titled "Log In" and contains two sections: "New Customers Start Here" and "Returning Customers Log In". The "New Customers Start Here" section includes a text prompt to create a new account, a "Privacy Policy" link, and a "Create Account" button. The "Returning Customers Log In" section includes an "Email:" field with the text "lindsay.hagen@leewayne.", a "Password:" field with a masked password "*****", a "Log In" button, and a "Forgot Password?" link. At the bottom of the page, there is a footer section with links for Customer Service and Store Policies, and a note that the site is powered by HALO / Lee Wayne Corporation.

Creating a new Account


If you are a new user, click on the “Create a new Account” button as shown above, and fill out the requested information. Your email address will be your login and you will create a password which must be 8-20 letters and/or numbers. Then click on “Continue”.





The screenshot shows the HALO branded solutions website interface. At the top left is the HALO logo with the tagline 'branded solutions'. To the right are navigation icons for Home, My Account, Shopping Cart, and Contact Us. Below the logo is a search bar with 'Item Search' and a magnifying glass icon, and buttons for 'Search' and 'Advanced Search'. A 'Search by Category' menu is on the left, listing: Apparel, Bags & Totes, Business Basics, Drinkware, Essentials, Gifts & More, and While Quantities Last. The main content area is titled 'Your Information' and contains a registration form with the following fields: First Name*, Middle Initial, Last Name*, Email*, Confirm Email*, Password* (with a note '(Must be 8-20 letters and/or numbers)'), and Confirm Password*. At the bottom of the form are 'Continue' and 'Cancel' buttons.

Storing Shipping Addresses

Within your account, you have the option of storing shipping addresses. This allows you to save your addresses and simply select your desired ship-to the next time you check out. You can access these options once you have set up an account by clicking on  “My Account” at the top of your page.

Welcome Lindsay! - [Logout](#)



 Home
  My Account
  Shopping Cart
  Contact Us

Item Search
Search
[Advanced Search](#)

Search by Category

My Account

[View Orders](#)
[Change Password](#)
[Shipping Addresses](#)

[Billing Address](#)
[Customer Address](#)

Additional Shipping Addresses

Nickname	Address	City	Province/Region	Zip/Postal Code	Country	
My Shipping Address	448 Racine Dr #214	Wilmington	NORTH CAROLINA	28403	USA	Edit Delete

New Shipping Address

Customer Service

- [- Contact Us](#)
- [- My Account](#)
- [- Change my Address](#)
- [- Change my Password](#)


Store Policies


- [- Store Policy](#)
- [- Shipping Information](#)
- [- Privacy Policy](#)
- [- Terms of Use](#)


Save Your Shopping Basket


The “My Account” tool also allows you to save your shopping cart. If you are shopping for items, and you add them to your basket, but you are not ready to check out, simply log in and select “Save Current Basket”. You can then enter a nickname for your basket and save it until you are ready to checkout. You can also restore a saved basket as well as delete a saved basket. Note: In order to access your saved baskets, you must already have an item in your cart. In order to save a new basket, you must first remove all items in your cart.


Welcome Lindsay! - [Logout](#)




Home


My Account


Shopping Cart



Contact Us

Item Search

Search
[Advanced Search](#)

Search by Category

Shopping Cart

Item	Description	Price	Qty.	Total	Edit
 Ceramic Mug <small>Code: LW0001</small>	OPTIONAL: Date by which you need your order delivered Edit Delivery Date	\$1.00	1	\$1.00	Update Remove






Sub Total (1 item): \$1.00

Save Current Basket
 Delete Saved Basket
 Restore Saved Basket

Resetting Your Password

Enter your username and click on the “Send Email” button. Your new password will be randomly assigned. You will receive an email with your new password.

Welcome. Please [Login](#)



Home My Account Shopping Cart Contact Us

Item Search [Advanced Search](#)

Search by Category

- [Apparel](#)
- [Bags & Totes](#)
- [Business Basics](#)
- [Drinkware](#)
- [Essentials](#)
- [Gifts & More](#)
- [While Quantities Last](#)

Log In

Create Account

New Customers Start Here, create a new account now to get advanced notice of sales and special offers.

Forgot Your Password?

Enter your user name and we will send you a email with a new password.

User Name:

[Back to login](#)

Customer Service
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- [My Account](#)
- [Change my Address](#)
- [Change my Password](#)

Store Policies
- [Store Policy](#)
- [Shipping Information](#)
- [Privacy Policy](#)
- [Terms of Use](#)

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Checkout

When you begin the checkout process, you must first enter your customer information (unless you are a returning user, and then it will be entered for you if you have logged in).

Search by Category

Your Information

Your Information

Shipping

Payment

Place Order

Confirmation

(*required information)

[Apparel](#)
[Bags & Totes](#)
[Business Basics](#)
[Drinkware](#)
[Essentials](#)
[Gifts & More](#)
[While Quantities Last](#)

First Name*

Middle Initial

Last Name*

Company

Phone*

Address 1*

Address 2

City*

Country* USA

State* NORTH CAROLINA

Zip/Postal Code*

Email* lindsay.hagen@leewayne.com

These items are to be shipped to:
 This Address
 Another Address
 Multiple Addresses

Qty.	Description	Ship To	Shipping Method	Total

You can then choose your shipping option and enter your payment information. Then click continue.

These items are to be shipped to:
 This Address
 Another Address
 Multiple Addresses

Qty.	Description	Ship To	Shipping Method	Price
1	Sport/Duffel Bag			\$5.62

Sub Total(1 item): \$5.62

Please provide your payment method

- Pay by Credit Card
- Pay by PO Number
- Pay by Gift Certificate

Credit Card Number
(Do not enter dashes or spaces)

Card Security Code (What's this?)

Card Type Select Card Type

Card Expiry Date 1 2010

Name on Card

Gift Certificate Number
[Apply Gift Certificate](#)

Coupon or Promotion Code
[Apply Coupon or Promotion Code](#)

Verify your payment information is correct, and then click on Continue.

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- [Business Basics](#)
- [Apparel](#)
- [Drinkware](#)
- [While Quantities Last](#)
- [Essentials](#)
- [Gifts & More](#)

Your Information
Shipping
Payment
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Confirmation

Qty.	Description	Ship To	Shipping Method	Total
1	Ladies Nike® Full Zip Jacket	My Shipping Address Edit 1 Street Sterling ILLINOIS USA 61081	Freight- \$ 0.00	59.98
1	USB Flash Drive			11.77

Sub Total (2 items) \$71.75
Shipping & Handling TBD
Tax \$0.00
Total \$71.75

Please provide your payment method

Pay By Credit Card

Credit Card Number
(Do not enter dashes or spaces)

Card Security Code
(What's this?)

Card Type

Card Expiry Date

Review your entire order to make sure everything is correct, and then you can click on “Place Order”

[Advanced Search](#)

[Search by Category](#)

Review

Your Information
Shipping
Payment
Place Order
Confirmation

Qty.	Description	Ship To	Shipping Method	Total
1	Adhesive Cube Pad	My Shipping Address Edit 1980 Industrial Dr Sterling ILLINOIS USA 61081		\$5.28

Payment Method Pay by PO Number
TEST [Edit](#)

Sub Total(1 item): \$5.28
Shipping & Handling: TBD
Tax: \$ 0.00
Total: \$ 5.28

Note: Freight is shown as "0.00". Cost will be billed at actual cost when your order is shipped.

Email Confirmation

Online Store User Guide

Once an order is submitted, you will receive a confirmation that will look much like this. This is not an invoice and therefore does not include Sales Tax.

Order 09082400005 details:

Order Comment : test order


Product Code	Title	Ship To	Quantity	Status	Unit Price
GC01.2X-NVY-FIR	T-Shirt - Flash It Right - 2X (+ \$2.00) - Navy	My Shipping Address	16	Being Prepared	\$10.95
GC01.2X-NVY-FIR	T-Shirt - Navy - Flash It Right - 2X (+ \$2.00)	123	20	Being Prepared	\$10.95
				Discount Applied:	\$0.00
				Subtotal:	\$394.20
				Shipping:	\$33.60
				Tax:	TBD
				Total:	\$427.80





Shipping Address:	My Shipping Address Lindsay Hagen Lee Wayne 1980 Industrial Dr Sterling ILLINOIS 61081 USA
Shipping Address:	123 123 123 123 123 123

Viewing Orders

To view the status of your order, click on  "My Account" and then on "View Orders"

Welcome Lindsay! - [Logout](#)



 Home
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My Account

[View Orders](#)
[Change Password](#)
[Shipping Addresses](#)

[Billing Address](#)
[Customer Address](#)

View Orders

ID	Date Of Order	Email	Total	Ship Status
10101200002	Oct 12, 2010 3:25:45 PM	lindsay.hagen@leewayne.com	\$5.28	In Progress
10101200001	Oct 12, 2010 3:05:52 PM	lindsay.hagen@leewayne.com	\$5.28	In Progress

Customer Service

- [- Contact Us](#)
- [- My Account](#)
- [- Change my Address](#)
- [- Change my Password](#)

Store Policies

- [- Store Policy](#)
- [- Shipping Information](#)
- [- Privacy Policy](#)
- [- Terms of Use](#)

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By clicking on the “ID”, you will see this detail of your order. It is an order acknowledgement; it does not include Shipping or Sales Tax. You will be invoiced with the complete total after your order has shipped.

[Business Basics](#)
[Drinkware](#)
[Essentials](#)
[Gifts & More](#)
[While Quantities Last](#)

Your Invoice Details:

Invoice/Order No: 10101200002
 Order Date: Oct 12, 2010 3:25:45 PM
 Tax #: ---
 Merchant: ---

Your order will be billed to:

Billing Address

Attention: Lindsay Hagen Company: Address: 1980 Industrial Dr City: Sterling	Province/Region: ILLINOIS Country: USA Zip/Postal Code: 61081 Phone: 910-473-1215 Email: lindsay.hagen@leewayne.com
---	---

Your order will be shipped to:

My Shipping Address

Attention: Lindsay Hagen Company: Address: 1980 Industrial Dr Town/City: Sterling	Province: ILLINOIS Country: USA Post code: 61081 Phone: 910-473-1215 Email: lindsay.hagen@leewayne.com
--	--

Order Details	Ship To	Qty.	Unit Price	Total Price	Status
Product Code: LW0004 Product Description: Adhesive Cube Pad.	My Shipping Address	1	\$5.28	\$5.28	Being Prepared
			Sub Total		\$5.28
			Shipping & Handling		TBD
			Tax		\$0
			Paid		\$5.28
			Total		\$0