

# *User Guide*

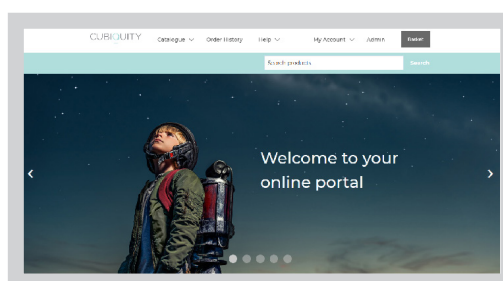
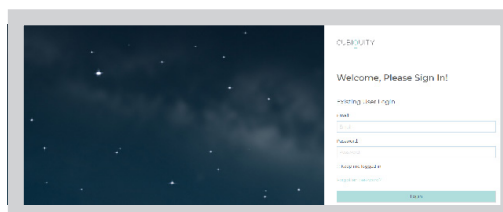
A quick guide to your online print system

CUBIQUITY  
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# GETTING STARTED.

## Getting started and accessing the site

- 1 To access the Cubiquity portal please, copy and paste the link below into your web page address bar and click enter  
**hae.cubiquityonline.com**
- 2 You can also save this in your browser's Favourites for ease of access.
- 3 Simply enter your email address in the email field, enter in your password and click **login**. If this is your first time accessing the system, please click on **Forgot Password** link and reset password accordingly.
- 4 Once logged on, you will see the **welcome page** from which you will now be able to access the catalogue and begin your order.



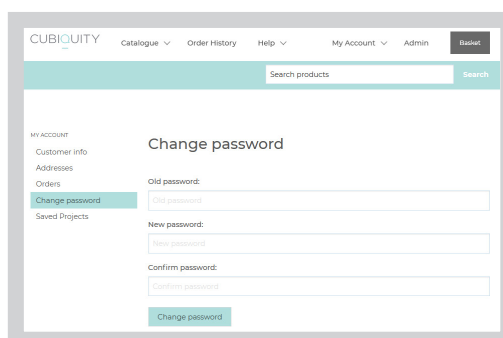
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Print Services  
Administrator

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## Changing your password and checking your details

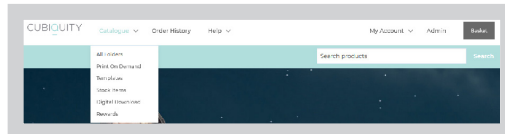
- 1 Simply click on the **My Account** menu
- 2 Click on the **Reset Password** link. Enter your old and new password details and click **Change password**.
- 3 This is now your new password for the next time you log in.



# ORDERING.

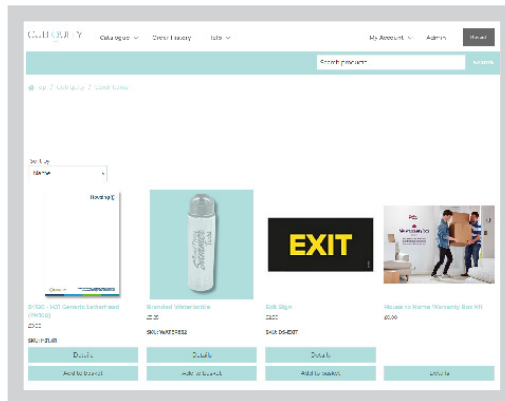
## Online ordering

1 Click on the **catalogue** menu at the top of the page and choose folder you wish to access.

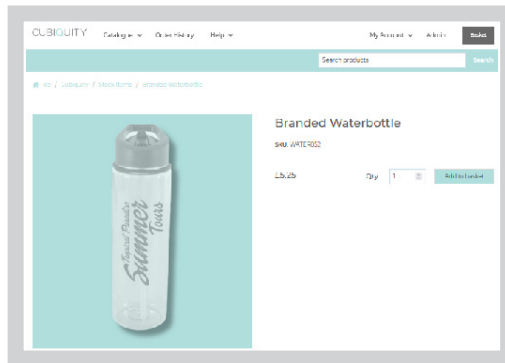


2 Depending on what you choose, you will be presented with a list of categories or products.

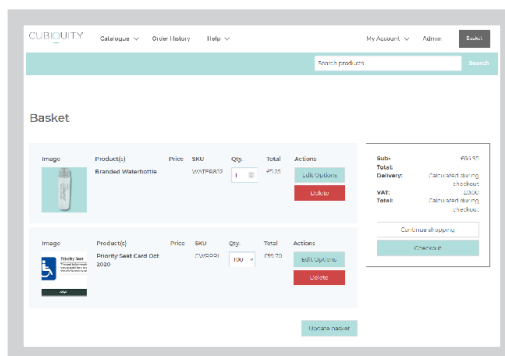
Once you find an item you wish to order, you can choose to view more **details**, or you can **Add to basket**.



3 If you choose to view more details, you can choose your quantity from within this screen, then add to basket. Don't worry, you can change your quantity from your basket too. More on that later.



And if you choose to add directly into your basket, you will choose your quantity from within your basket.



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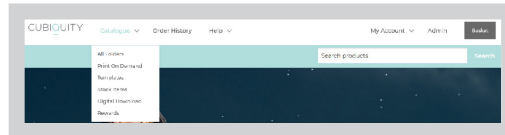
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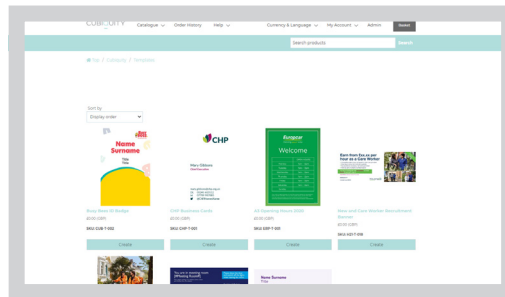
# TEMPLATED ITEMS.

## Online ordering

1 Click on the **catalogue** menu at the top of the page and choose the folder you wish to access.



2 Depending on what you choose, you will be presented with a list of categories or products.

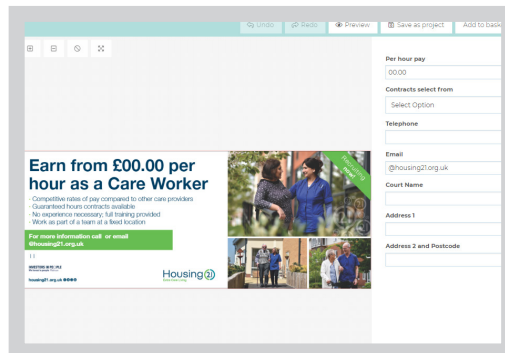


Once you find an item you wish to order, click **Create**.

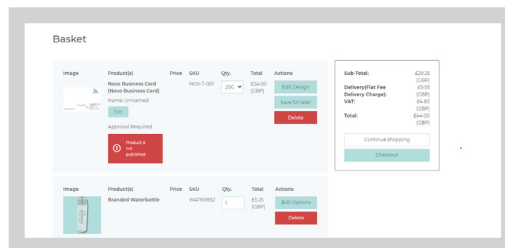
3 Complete the relevant details in the boxes on the right hand side.

**PLEASE CHECK ALL DETAILS CAREFULLY AT THIS STAGE.**

Once all details have been entered and checked, click **Add to Basket** in the top right.



4 You can change the quantity from within your basket.



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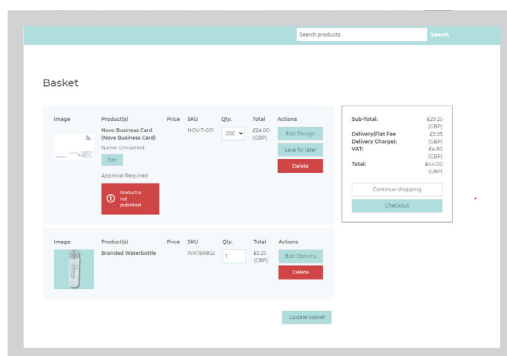
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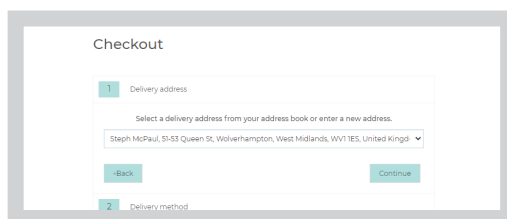
# CHECKOUT.

## Completing your order

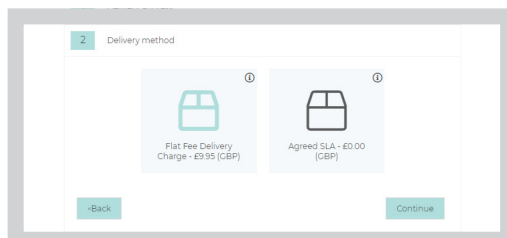
- 1 To return to your basket, click the **Basket** button in the top right corner. You can keep your shopping basket open for as long as you like and simply add to it next time you log in. When you're ready to place your order, click **Checkout**.



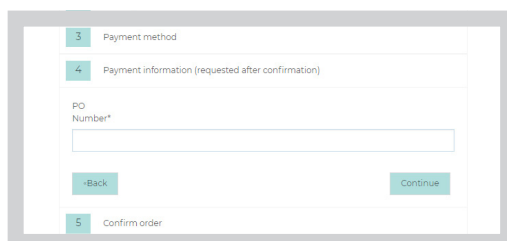
- 2 Choose a **Delivery address** from the dropdown menu or add a new address, then press continue.



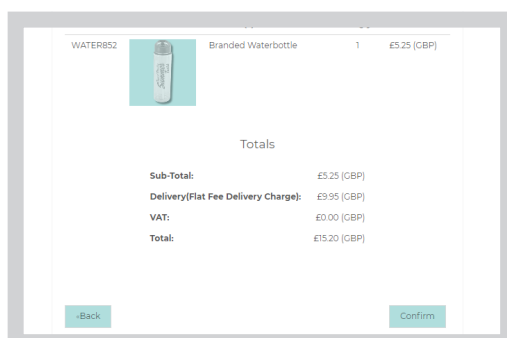
- 3 Choose a **Delivery method** by selecting the symbol, then press continue.



- 4 Enter your PO number under **Payment information**.



- 5 You will then be presented with the confirm order screen. Please check all details are correct, then press **Confirm**.



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# PAST ORDERS.

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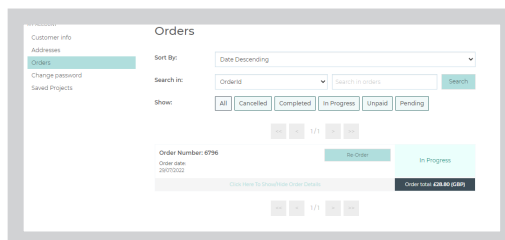
## Order history

Click **Order History** in the top menu to see all past orders that you have placed and their current status. You can filter orders by their status.

**Pending** means that the order is in our workflow and is waiting to be accepted.

**In Progress** means the order has been accepted and is being produced.

**Completed** means the order has been fulfilled and will be with you shortly.



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## Order lead times

Orders will be processed daily and delivered within 3-5 days of order authorisation.