CSQ ONLINE STORE

USER GUIDE

WEBSITE: **http://www.csqanalytics.com**

CONTENT:

1.0.   REGISTRATION

1. Click on "*Register*", which is on top right of the screen and fill-in the necessary data ("***" is a required data).
2. Customer will received email notification on the registration.
3. Once registration approved, the customer will received an approval email notification and able to login.

2.0.   PRODUCT SEARCH & ADD TO CART

2.1.   PRODUCT SEARCH

There are 2 ways of searching for products:

1. Search using **Products** tab, which located on the main menu.

2. Search using **Keyword or Item Code**. The result will be display either:
   a. Straight display with a list of product, OR
   b. By clicking on "*View All Result*", it will display all the result.
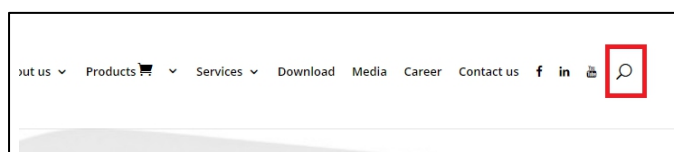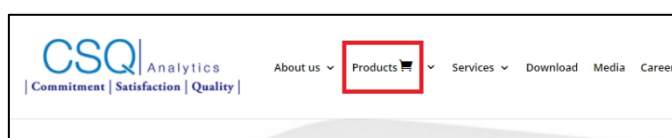
Customer can choose their item(s) & Add to Cart.

2.2.   CART

Customer can remove or change the quantity of the items:

1. Remove item:
   a. To remove unwanted item, just click on "X"
   b. There will be a notification on the removed item

2. Change of quantity:
   a. To change the item quantity, just click on the number text box & edit it
   b. Then, press "Update cart" and click on "Proceed to checkout"

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3.0.   ORDER NOW OR GENERATE QUOTATION

3.1   ORDER DETAILS

This page will display the billing and product details

1. For first time user, they are required to fill-in the necessary details for their account
2. For non-first time user, they need to confirm their account details are correct and edit if necessary

Billing details   **Your order**

First name *

abc

Last name *

test

Company name *

def sb

Country / Region *

Malaysia   ⌄

Street address *

jln address

Apartment, suite, unit, etc. (optional)

Town / City *

trial city

State / County *

Negeri Sembilan   ⌄

Postcode / ZIP *

71010

Phone *

012345678

Email address *

info@csqanalytics.com

Additional information

Order notes (optional)

Notes about your order, e.g. special notes for delivery.

Product	Subtotal
EAR LOOP FACE MASK SKU: DFM02 × 1	RM25.00
Subtotal	**RM25.00**
MPV Charges (Minimum Purchase Value Charges for total order value that less than RM200.00)	**RM20.00**
Total	**RM45.00**

○ Place Order
● Generate Quotation

Quotation will be generated.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.

Submit

3. Once confirmed, you can choose either to :
    a. Proceed with "**Generate Quotation**", click on the option and press "Submit"

○ Place Order
● Generate Quotation

Quotation will be generated.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.

Submit

b. Proceed with "**Place Order**", click on the option and press "Submit"

4. Customer can view it either online, via **My Account** or on their email (a copy of the quotation/order will be sent to customer's email).

4.0.   MY ACCOUNT

1. My Account allow user to view **Orders**, edit **Address** and **Account Details**.
2. Orders contains customer's Quotation and Orders, where there will be a display of status. There are 4 status:

    a. "*Quotation*": enquiry status
    b. "*Processing*": order received, will proceed according to terms
    c. "*Pending for Payment*" : waiting for payment
    d. "*Completed*": Order delivered and payment received.

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