

# Brosch

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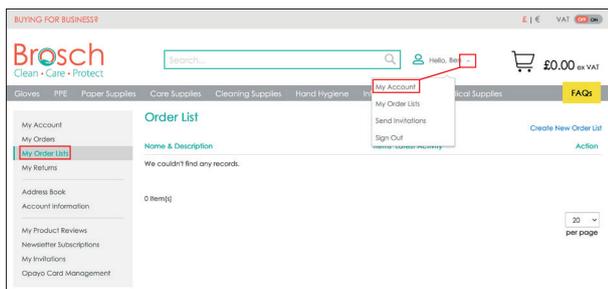
## User Guide

### Order Lists

A simple guide to assist you when using the online order list function

#### How to create an Order List

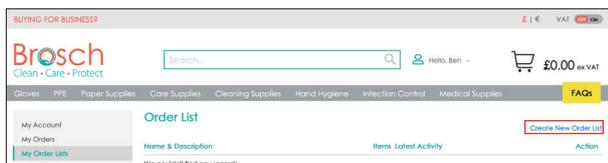
1. Click on the down arrow next to your name at the top of the page. Navigate to the 'MY ACCOUNT' section and select 'MY ORDER LISTS'.



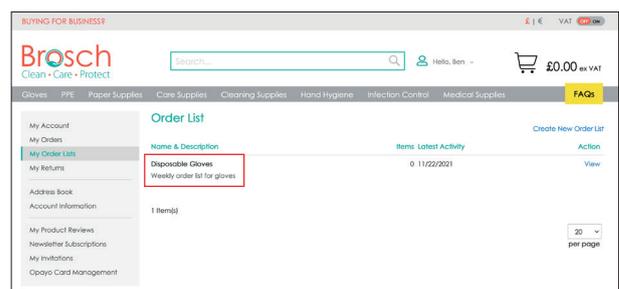
3. Once you have clicked on "CREATE NEW ORDER LIST" a popup will appear where you can enter a name for the order list and a description if required.



2a. Select 'CREATE NEW ORDER LIST' from the top right of the screen.



4. Click 'SAVE' and this order list will now appear in the 'MY ORDER LISTS' section.



2b. Alternatively from the product page just under the 'ADD TO BASKET' button you will see an 'ADD TO ORDER LIST' option. Click this link and a new mini window will pop up displaying the 'CREATE NEW ORDER LIST' option.



Now you can begin to add products to the list you have just created.

Please note if you created a new order list via a product page this product will be in your new order list.

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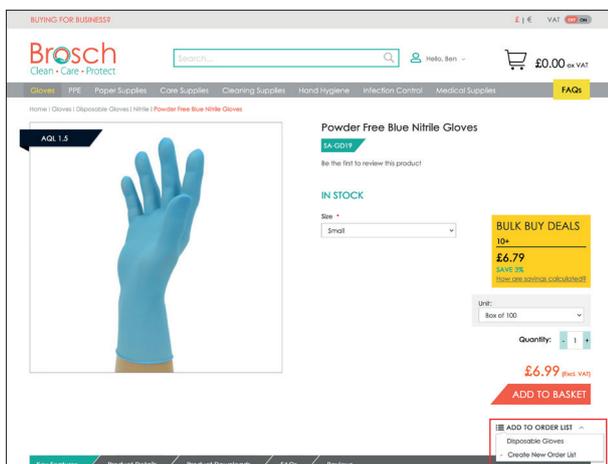
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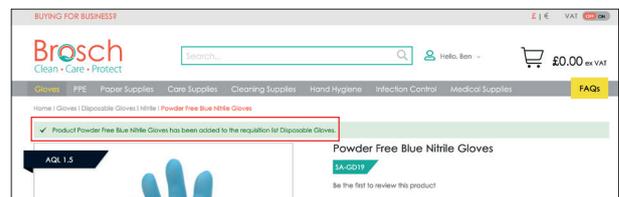
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#### How To Add Products To My Order Lists

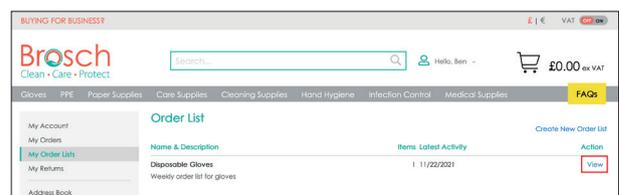
1. Navigate to the first Sku/Product you wish to add to your list using the search bar or product menu.
2. On the product page just under the 'ADD TO BASKET' button you will see an 'ADD TO ORDER LIST' option. When you select 'ADD TO ORDER LIST' a new mini window will pop up showing your current Order Lists by name and the option to 'CREATE A NEW LIST'.



3. Select the order list you wish to add the product to, the page will refresh and a green message will appear at the top confirming the product has been added to your Order List. Please note if the product has variants (i.e. different sizes) you have to select the required size from the drop down before adding to your list.



4. If you want to check the Order List for Skus/products that you have added, then you can navigate back to the 'MY ORDER LISTS' section in 'MY ACCOUNT'. Select the List you wish to view by clicking 'VIEW' on the right-hand side of the screen.



Repeat the steps until you have added all the required products to your Order List.

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#### Using an Order List to Create an Order.

1. Navigate to the 'MY ORDER LISTS' section in 'MY ACCOUNT' and select the list you wish to order from using the 'VIEW' button.
2. Select the items you wish to add to your order by ticking the check box on the left hand side, quantities are set to 1 so if you require more than one of a particular product you can change the amount in the quantity box on the right hand side, then click the 'UPDATE LIST' button. This will change the default from 1 to the required quantity.

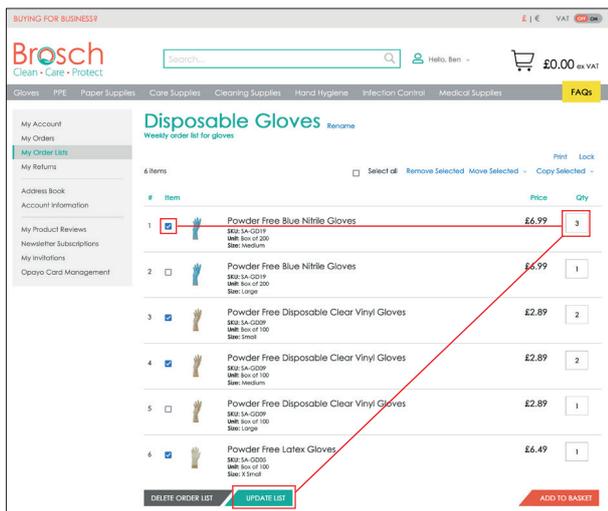
4. You will now be able to view the items in your basket using the 'VIEW BASKET' option. You can then checkout using the normal process.

#### Additional functionality:

**'REMOVE SELECTED' option** - If you wish to remove a product from your order list simply tick the product you wish to remove and click on the 'REMOVE SELECTED' option.

**'MOVE SELECTED' option** - if you wish to move a product to a different order list simply tick the product you wish to move and click on 'MOVE SELECTED'. A popup will appear to move it to any other lists you have or create a new order list for it to be moved to.

**"COPY SELECTED" option** - if you wish to have a selected product available in a different order list but want it to remain in the current list, simply tick the product you wish to copy and click on 'COPY SELECTED'. A popup will appear to copy it to any other lists you have or create a new order list for it to be copied to.



3. Once you have completed your order list simply click on the 'ADD TO BASKET' button at the bottom of the screen. The items and quantities you have selected will then be added into your basket, you will see a green confirmation message on the top of the screen.