

Regis *online* Ordering  
User Manual



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# Welcome

Immij are pleased to offer Regis staff an online portal for the ordering of printed collateral and merchandise. Please read through this manual for a full overview to your site including a detailed ordering process.

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# User login

Enter your username and password in the main welcome screen

<http://regis.immij.com/login>

**regis** Home page Catalogue My account News Help

**CATEGORIES**

- General Stationery (46)
- Enquiry Pack (0)
- Posters (10)
- Retirement Living (7)
- Day Therapy (8)
- Brochures (21)
- Envelopes (9)
- Knowing is Care-Ing (1)

**Welcome, Please Sign In!**

**RETURNING CUSTOMER**

Username: kloschiavo

Password: \*\*\*\*\*

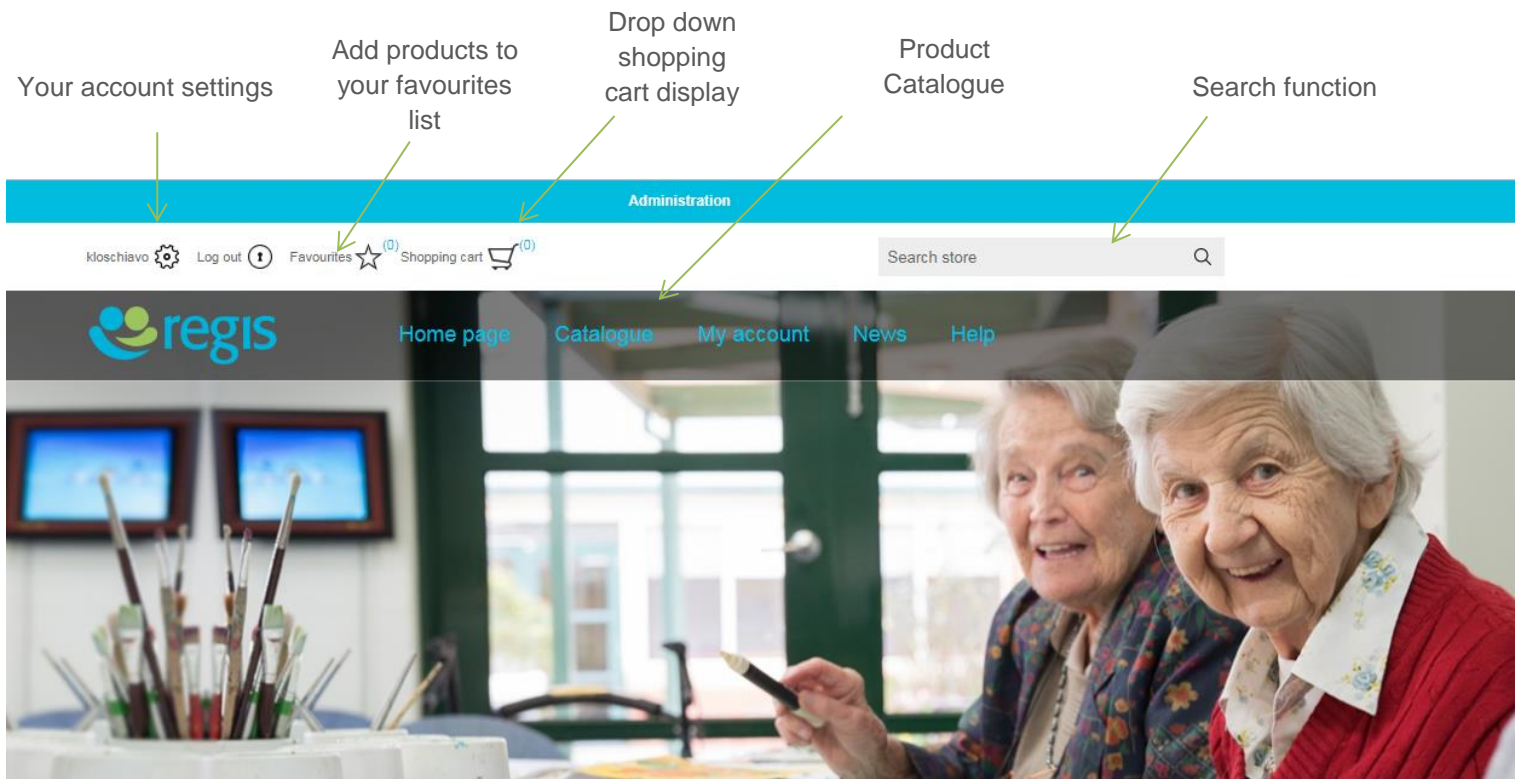
Remember me? [Forgot password?](#)

**Log in**

Click Remember me to avoid logging in each time you place an order

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# Home page overview



## Welcome to our store

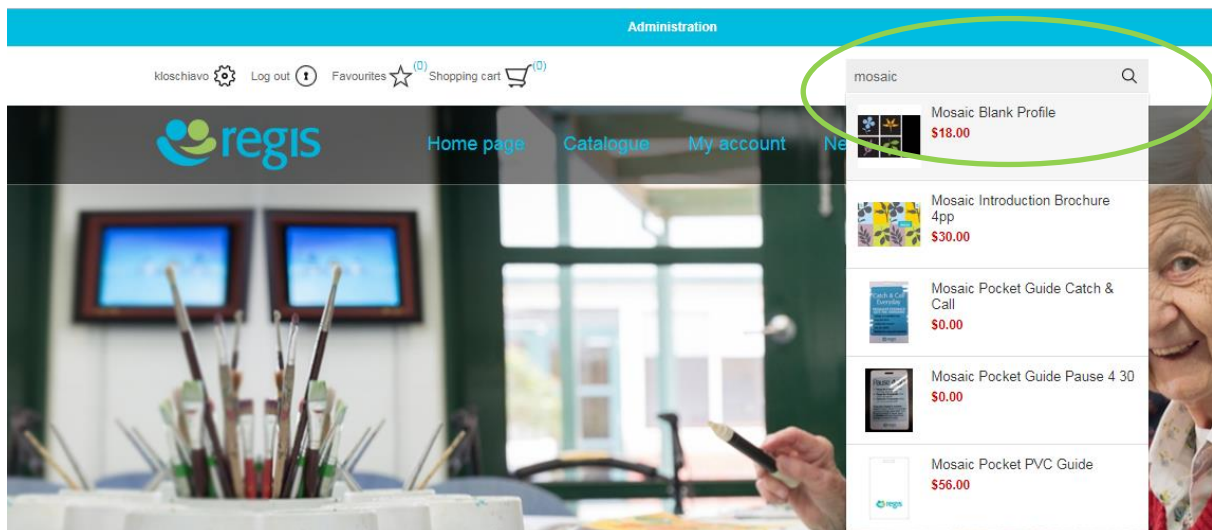
Welcome to the Regis Online Portal, part of the Immij Online suite.

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# Search function

## Product search – Universal

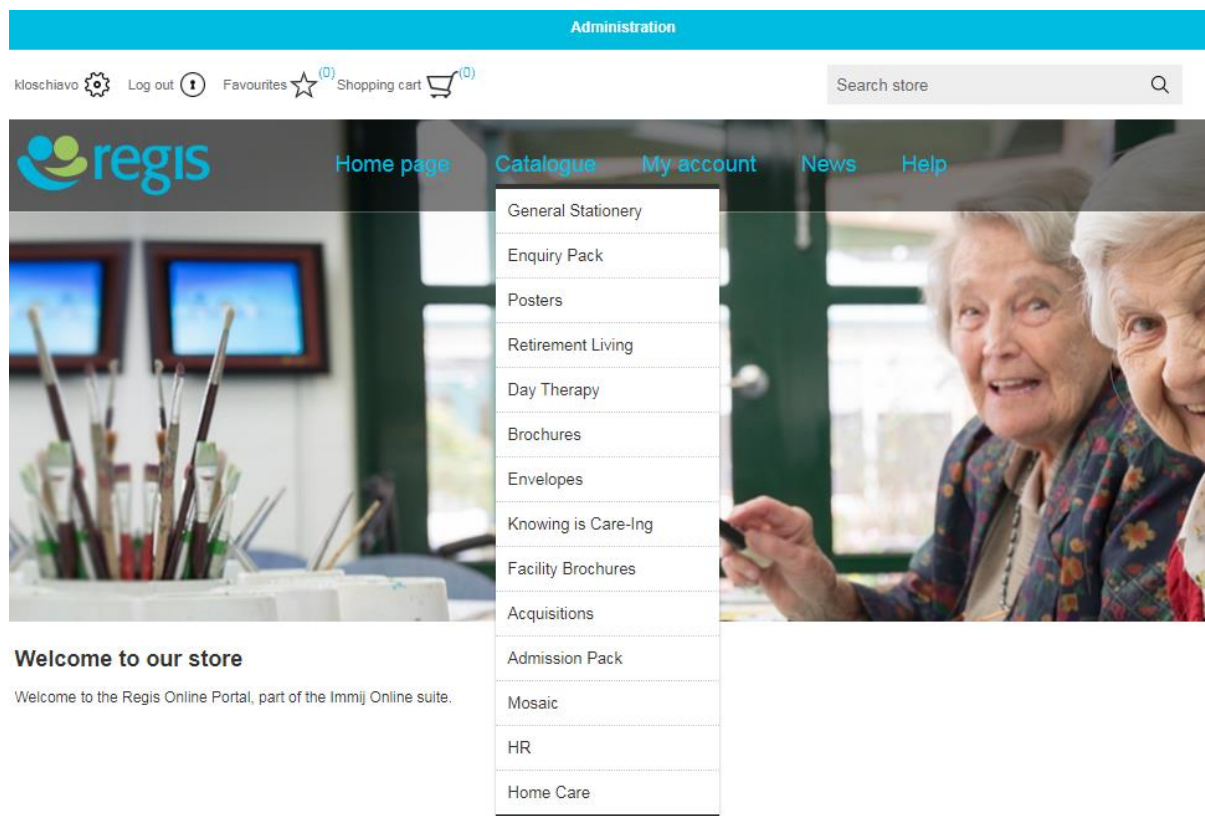
Please enter a product name or code and select the search icon.



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# Search function

Alternatively, search through the catalogue



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# Stock item overview

The product display default is 8 items per page. For a more detailed view of the item, click the product title of the thumbnail

The screenshot shows a product page for 'Mosaic Blank Profile'. On the left, there are four thumbnails of different leaf patterns: a blue flower-like leaf, a yellow leaf, a purple leaf, and a green leaf. An arrow points from the text 'Select the thumbnail to view a larger option' to the bottom-left thumbnail. On the right, the product details are displayed: 'Mosaic Blank Profile', 'Add to Favourites' button, 'SKU: RGM7005', 'Availability: 1700', and '\$18.00'. Below this is a 'Pack Unit' dropdown menu showing '50' and an 'Add to cart' button. Arrows point from the text 'Quantity on hand' to the availability number '1700', from 'Pack unit' to the dropdown menu, from 'Order quantity options' to the '50' value, and from 'Add your order quantity' to the 'Add to cart' button.

**Mosaic Blank Profile**  
Home / Mosaic / Mosaic Blank Profile

Mosaic Blank Profile

Add to Favourites ☆

SKU: RGM7005  
Availability: 1700  
**\$18.00**

Pack Unit: 50 50 Add to cart

Quantity on hand

Pack unit

Order quantity options

Add your order quantity

Select the thumbnail to view a larger option

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# Order process

When you have found the product required, apply the quantity required then select “Add to cart”. Repeat this process until you have ordered all of your stationery, and then go to the [shopping cart](#)

**Mosaic Blank Profile**  
Home / Mosaic / Mosaic Blank Profile

Mosaic Blank Profile



Add to Favourites ☆

SKU: RGM7005  
Availability: 1700  
**\$18.00**

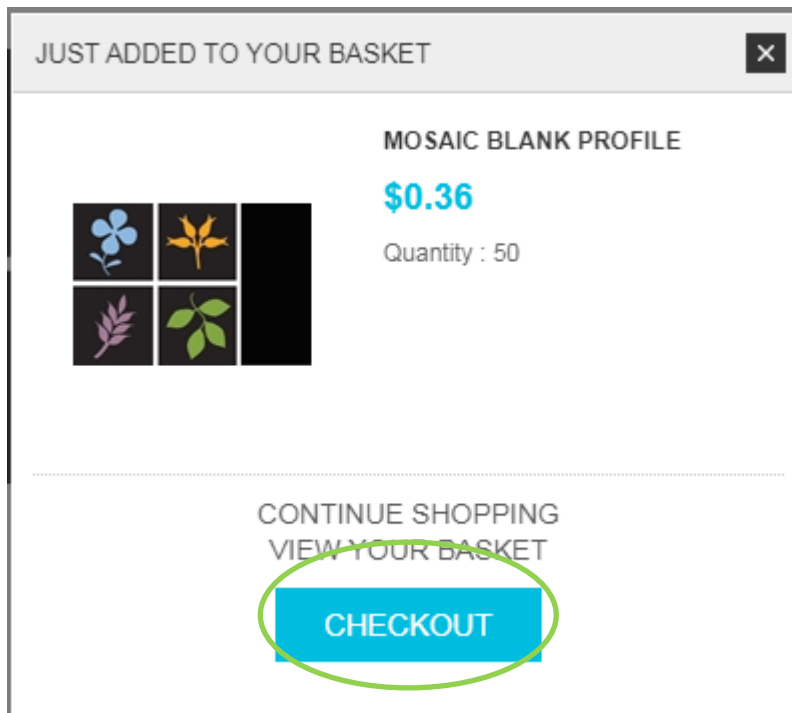
Pack Unit: 50 40 ▼ **Add to cart**

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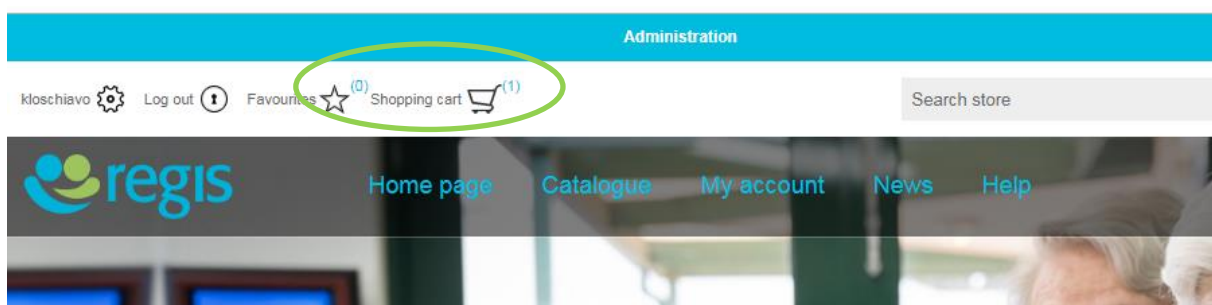
# Checkout

When you have finished shopping, the cart can either be accessed by pressing on Go to cart (pic 1) when you have finished, or alternatively by selecting on the shopping cart option from the home page (pic 2)

Pic 1



Pic 2



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# Checkout

Check the contents of the shopping cart. Ensure all items and quantities are correct

If there are items which are not required, check on remove.

If quantities are to be updated, amend the quantity and when finished select on update shopping cart.

When all items are correct, select on [Checkout](#)



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## Shopping cart

#	Remove	SKU		Product(s)	Price	Qty.	Total
1	<input type="checkbox"/>	RGM7005		Mosaic Blank Profile	\$0.36	50	\$18.00
						<a href="#">Update shopping cart</a>	<a href="#">Continue shopping</a>
						Total:	\$18.00
						<a href="#">Checkout</a>	

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# Checkout

If the address you require the goods to ship to is correct, select on Continue. Otherwise select on New Address and enter in the new required address then select on Continue

## Checkout

### 1 Shipping address

Select a shipping address from your address book or enter a new address.

Kerry Loschiavo, 1 Test Rd, Mt Waverley, Victoria 1111, Australia ▾

Kerry Loschiavo, 1 Test Rd, Mt Waverley, Victoria 1111, Australia

New Address

Continue

### 2 Shipping method

### 3 Payment method

### 4 Payment information

### 5 Confirm order

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Select on continue for purchase order as your payment method

## Checkout

1 Shipping address

2 Shipping method

3 Payment method



Purchase Order

Back

Continue

4 Payment information

5 Confirm order

# Confirmation

The final step is confirmation of your order. If all delivery and product information is correct, select on confirm. If there are changes to be made, press on Back and amend where required.

## Checkout

- 1 Shipping address
- 2 Shipping method
- 3 Payment method
- 4 Payment information
- 5 Confirm order

### Shipping Address

Kerry Loschiavo  
Email: kloschiavo@immij.com  
Phone: 9538 8818  
Fax:  
Immij  
1 Test Rd  
Mt Waverley , Victoria 1111  
Australia

### Shipping

Shipping Method: Standard

#	SKU		Product(s)	Price	Qty.	Total
1	RGM7005		Mosaic Blank Profile	\$0.36	50	\$18.00

Total: **\$18.00**

Back

Confirm

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For all enquires please contact

## **Order Enquiries**

If you have any questions regarding an order, please contact Immij Helpdesk on 03 9538 8888, or use the contact us link on the website.