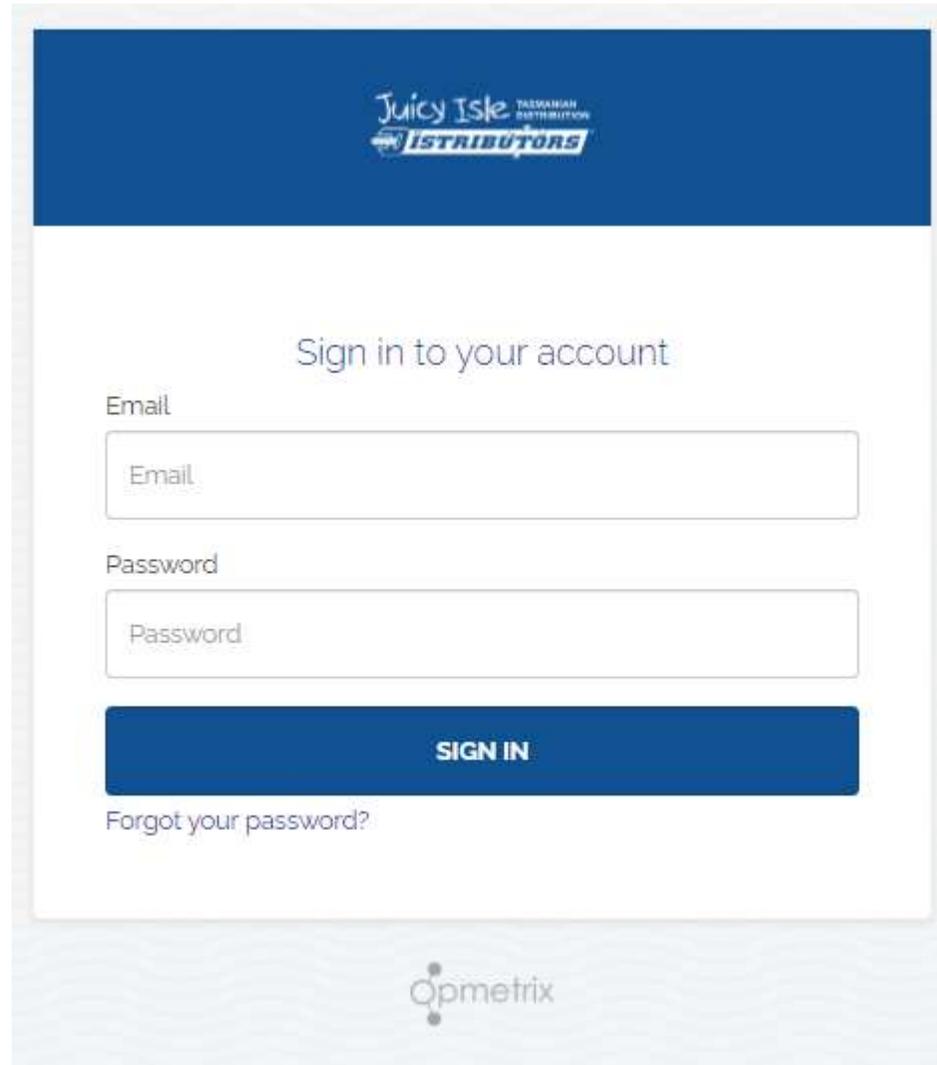


WEB PORTAL QUICK USER GUIDE

- Juicy Isle Pty Ltd



Juicy Isle TASMANIAN DISTRIBUTION
DISTRIBUTORS

Sign in to your account

Email

Password

SIGN IN

[Forgot your password?](#)

Opmetrix

REGISTERING FOR SITE

Organizing Access

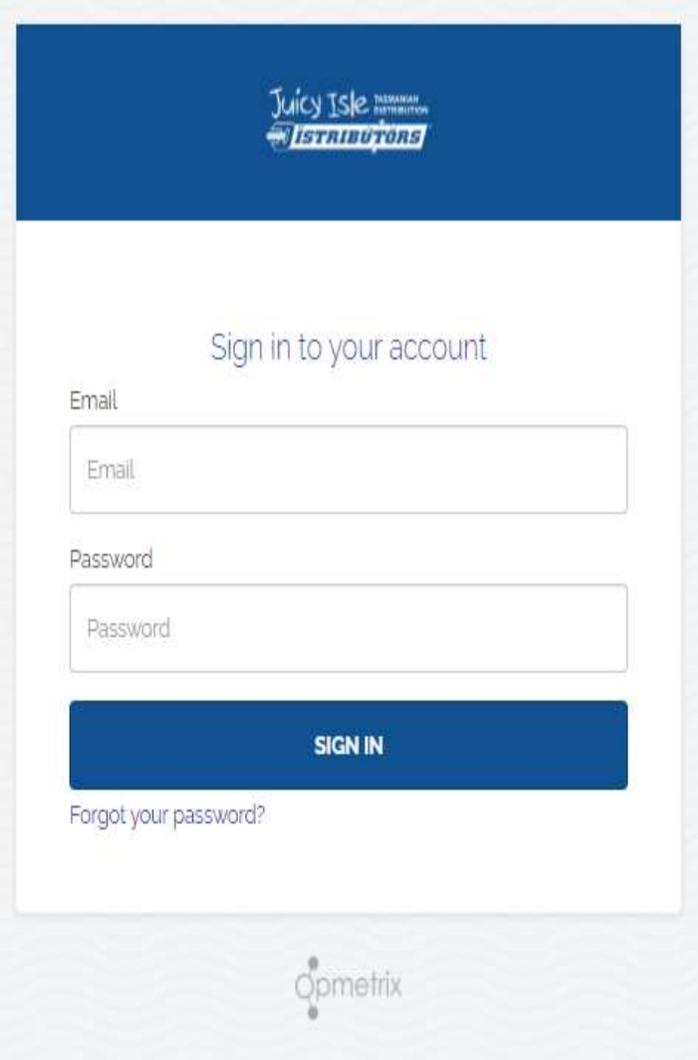
- Contact our customer service team at online@juicyisle.com.au or phone 03 6274 5999 and ask for access to the portal.
- An email with invitation details and a link to set a password will be sent to you to enable you to set a password and login.
- If the email does not arrive in your inbox, check your Junk/Spam folders; corporate email filters can often block these kinds of emails.

Set Password

- The email link will navigate to the Opmatrix eCommerce store where a password can be set.
- Note: The password must be at least 8 Characters with a Capital letter and at least one number.
- Substituting numerals for vowels is one easy way to create relatively complex but easy to remember password.

Sign In

- Registration is complete. Sign into your account with email and password. If the password is forgotten, clicking the forgot password link will send an email to enable a reset.



The screenshot shows a web page for logging into a distributor account. At the top, there is a dark blue header with the 'Juicy Isle TASMANIAN DISTRIBUTION' logo and 'DISTRIBUTORS' text. Below the header, the main content area is white and contains the text 'Sign in to your account'. There are two input fields: one for 'Email' and one for 'Password'. Below the password field is a dark blue button with the text 'SIGN IN'. At the bottom of the form area, there is a link that says 'Forgot your password?'. The footer of the page features the 'Opmatrix' logo.

USING THE SITE

- Once registered and logged into Juicy Isle eCommerce, you will see the site homepage.

Juicy Isle Pty Ltd eCommerce Continue

Juicy Isle TASMANIAN DISTRIBUTION
DISTRIBUTORS

Welcome to Juicy Isle's online ordering portal.
We hope that you enjoy your online ordering experience

New Features For You

- Multiple logins for your business
- Current pricing
- Access to view previous sales transactions
- Filter by Brand, Stockcode or size
- Customisable order templates

Please contact our Online team, Isabel and Jacqui on (03) 6274 5945 or online@juicyisle.com.au if you require assistance

Our current Promo Catalogue can be found [here](#) and you can use the template below to place your order

USING THE SITE

- Once on the homepage you can scroll down to see the current Promotions and featured items.
- Under that, you will see your recent transaction history. This transaction history shows historical orders placed through eCommerce. You can preview them by selecting the view option

Quick Pick Templates

-  Featured Items
Collection of 2 products
-  Juicy Isle Monthly Promos list
Collection of 152 products

Featured Items



\$21.56

750ML PURE TASSIE SPARKLING WATER x 8

16038



\$28.00

350ML PURE TASSIE SPARKLING x 12

16056

Transaction History

ID	Order No	Entered Date	Delivery Date	Total	Preview
PWL4	Test	31/08/2020 13:51:42	31/08/2020	\$631.78	View
PWL3		25/08/2020 10:09:39	25/08/2020	\$215.45	View
PWL2	Test	24/08/2020 13:39:01	24/08/2020	\$256.62	View

USING THE SITE

- To view the whole product catalogue and to start ordering you click on the Products tag on the top right of the page and this will bring up all of the products with Filters.

The screenshot shows the Juicy Isle website's product catalogue. The top navigation bar includes 'My Saved Lists', 'Products', 'Cart', and 'Logged in as Rebecca Logout'. A search bar is present with the text 'Search for...'. The main content area is titled 'Products' and displays a grid of seven Hartz CSD beverage bottles. Each product card shows the bottle image, a price tag of '\$36.22', the product name, a stock quantity, and an 'Add' button. The products are: 800ML HARTZ CSD LIME X 12 (4210), 800ML HARTZ CSD RASPBERRY X 12 (4211), 800ML HARTZ CSD LEMON X 12 (4212), 600ML HARTZ CSD LEMONADE X 12 (4213), 800ML HARTZ CSD SARS X 12 (4214), 800ML HARTZ CSD ORANGE X 12 (4219), and 800ML HARTZ CSD CREAMING SODA X 12 (4220). On the left, there are filter sections for 'PRODUCT FILTER' (listing various snack groups like '110G BOILED CHEEZLS', '150G KETTLE CHUNKY', etc.), 'SALES FILTER' (with 'All' selected), and 'BRAND' (with 'All' selected).

ORDERING FUNCTIONS

- Select Add to add an item to the cart or enter the required quantity and then press add. The item line will show how many items of the items are already in the cart.
- You can view your sales history of all products on the product and it will show the last 3 months worth of sales.
- In the Sales Filter, select "Show previously ordered" and the list will be filtered to items purchased in the last 3 months. This is a fast way to complete a 'top up order' or quickly replenish regularly purchased items
- You can also save an order as a "Saved List" to create a template that you can use each time. This can be done at Checkout and can be located on the top right of the screen when you want to use it.
- Review Cart / Complete the Order
 - Select the Cart icon at anytime to review the current order or complete it.
 - From the Review Cart screen item quantities can be edited, the cart emptied (cancels order) or you can continue to add products.
 - Confirm Order
 - Complete the Order No (Customers Purchase Order Number) if required and optionally add a note.
 - Submitting the order completes the process. It cannot be edited/cancelled after this point.
 - You will need to contact the customer service team if any alteration is needed.