



Shutter Components Australia

Online Ordering System

User Guide

This guide has been created to assist with the creation and submission of new orders.

An assumption has been made the input officer understands many of the concepts within the ordering process.

The online ordering system is relatively intuitive with a number of defaults and assumptions already embedded.

The online ordering system can be accessed directly from our website by selecting "Orders" from our menu bar

User Name / Password: Each client has been provided with a unique User Name and Password. This ensures no one else can order products or services from Shutter Components Australia on your behalf. Embedded in the system is your business name and email address, which is used to send you a confirming email upon submission of any orders.

Forgotten User Name or Password – Please contact our office for assistance. The system at this point does not provide a self-serve reset capability.

Client: Defaults to your Login Details

Colours: All fields in the colour section will default to your selection for "Main Colour" providing an option for you to select other colours where applicable for Strip, Box, Track, and Bottom Bar. Where a curtain requires alternate colours details can be provided within the Select Curtain Colour section

Track: 53mm or Flanged

Track Stops: Quantity Required – Leave blank if Zero

Grilles: ???

Order Type: Supply Only –

Installed – Shutter Components Australia offers a full installation service. Speak with your office for further information on this service

Balance to collect: Input \$\$ if Installer needs to collect funds on your behalf.

SCA to Check Measure: Tick box if **yes**

Customer Name/Order Number: This is your reference

Site Address: Only applicable if Install has been selected

Site Address: Only applicable if Install has been selected

Construction Type: Only applicable if Install has been selected

2nd Story: Only applicable if Install has been selected – Tick is **yes**

Phone / Mobile Number: Only applicable if Install has been selected

Notes: This provides you with an area to add any additional information relative to the order which may not apply to any other field within the system.

Shutter Details:

Add New Shutter: Each roller shutter to be manufactured is detailed within this section

A Back to List hyperlink is provided, which will take you back to the main page.

Width: ??? – input sizes are in mm

Fit Type: ++

+-

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Height: ??? – input sizes in mm

Box Fit: +Box – requests us to add for the box

Finished height – height includes Box

Control: Manual

Motor

Fixed

No Control

Spring

For each Control there are a number of options for Type, Size and Option – **contact our office for assistance if required.**

Once all information has been provided for your shutter select:

Create: When no additional roller shutters are required.

Create and Add Another: Where additional roller shutter is being ordered

For each shutter ordered, details will appear on the bottom of the order form with an option to **Edit, Delete** or **Clone**

Packer: Where packers are required these can be input on the Packer tab next to Shutter Details:

Select Add New Packer:

Packer Type: Three Options are available. A diagram is provided on the screen for the three options

Colour: Select Colour of packers

Size: Input data in millimetres – If selecting Size C (Right Angle) do not input a Size for Size C

Length: Input size in millimetres

Quantity: Input quantity required

Extras:

Additional information can be added for:

Hand Transmitters

ODS Systems

Angles

Tracks

Flashing

Bay Flashing

Corner Brackets

Track End Stop