

# QUICK START GUIDE

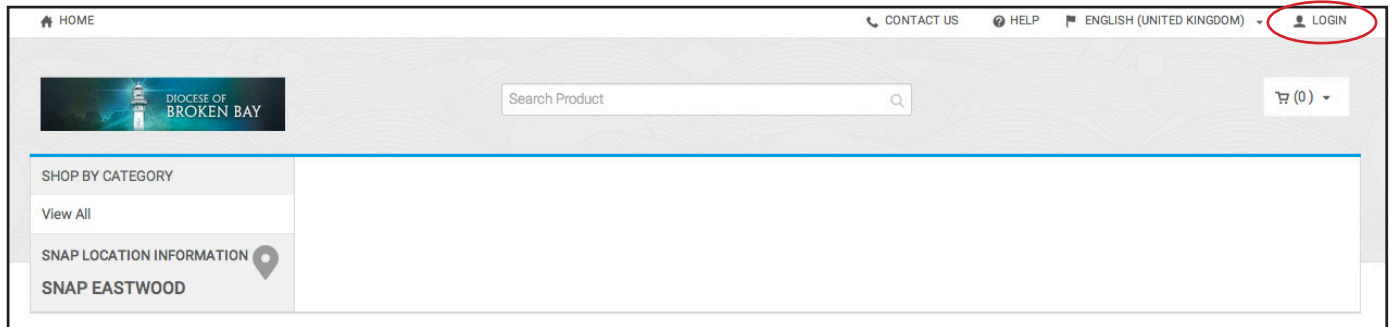
## WELCOME

To start, access your homepage by entering the following URL into your internet browser. We recommend saving the URL to your internet browser bookmarks for fast access.

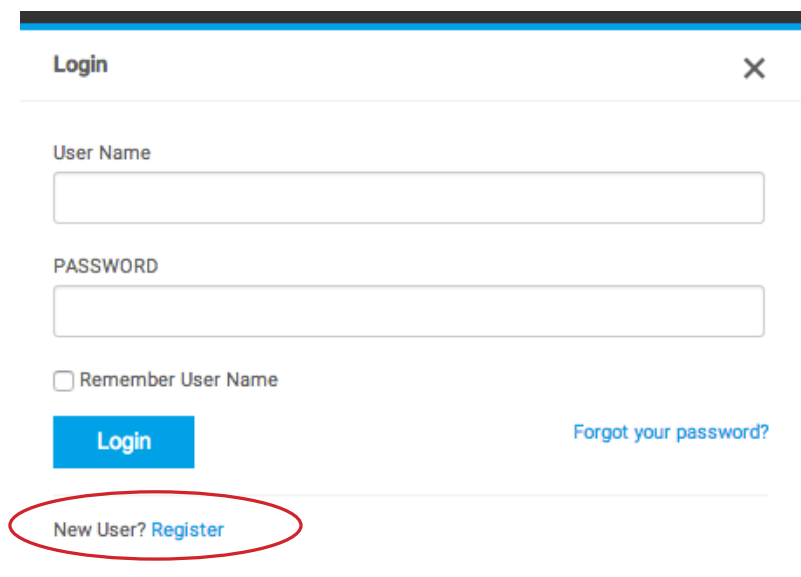
<http://eastwood.snapmyonlineorders.com.au/DSF/Companies/DBB/storefront.aspx>

## LOG IN

To place an order or access the site features, simply login to your site by clicking on the LOGIN icon located on the top right hand corner.



Enter the username and password you have been provided OR if you are a new user click on REGISTER to sign up. Enter the information required and the click on SUBMIT. You are now ready to order.

A screenshot of the Login form. The form has a title 'Login' and a close button. It contains two input fields: 'User Name' and 'PASSWORD'. Below the fields is a checkbox labeled 'Remember User Name'. A blue 'Login' button is positioned to the left of a blue link 'Forgot your password?'. At the bottom of the form, the text 'New User? Register' is circled in red.

HOME CONTACT US HELP ENGLISH (UNITED KINGDOM) DBB DEMO


DIocese of Broken Bay Search Product (1)

**SHOP BY CATEGORY**

- View All
- Music CD
- Students Books
- Teachers Manuals

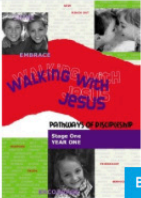
**SNAP LOCATION INFORMATION**  
**SNAP EASTWOOD**

**FEATURED CATEGORIES**




MUSIC CD

[BROWSE](#)



STUDENTS BOOKS

[BROWSE](#)



TEACHERS MANUALS

[BROWSE](#)

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 EFI Productivity Suite



## BROWSE PRODUCTS

Access your products via the Catalogue on the homepage. Your Catalogue is organised into logical categories to help you quickly and easily find the products you wish to order. Simply locate the product you wish to order, enter your quantities and then click BUY NOW.

You can CONTINUE SHOPPING to add more products or PROCEED TO CHECKOUT to finalise your order.

**BASKET**

Snap Location Information **Snap Eastwood**

Products	Quantity	Unit Price	Total
 <b>Students Book - Stage 1 - Year 1</b> Item Name: Students Book - Stage 1 - Year 1 <input checked="" type="checkbox"/> Tax Exempt	5	\$5.00	\$25.00
<a href="#">Save for later</a> <a href="#">Remove</a>			
 <b>Students Book - Stage 1 - Year 1</b> Item Name: Students Book - Stage 1 - Year 1 <input checked="" type="checkbox"/> Tax Exempt	10	\$5.00	\$50.00
<a href="#">Save for later</a> <a href="#">Remove</a>			

Subtotal: \$75.00

Taxes: \$0.00

**Total: \$75.00**

Price subject to change.

You are exempted tax on products

Proceed to checkout to view final order total, including taxes, fees, shipping.

[← CONTINUE SHOPPING](#)
[CLEAR CART](#)
[PROCEED TO CHECKOUT →](#)

## DELIVERY AND PAYMENT

Enter your Delivery details and click PROCEED TO PAYMENT.

If you belong to a Parish and are exempt from paying, please enter the Voucher Code supplied to you and click APPLY to bring the amount down to \$0.

**NOTE: YOU MAY NEED TO REFRESH YOUR SCREEN AFTER APPLYING THE VOUCHER CODE TO CLEAR THE CREDIT CARD MESSAGE.**

It should say ZERO PAYMENT and then you can click PLACE MY ORDER.

HOME CONTACT US HELP DBB DEMO

DIocese OF BROKEN BAY

Shipping Payment Finish

How would you like to pay?

**PAYMENT METHOD**  
Please select a payment type.

Credit Card

**CREDIT CARD**

Click Place My Order to be directed to the secure payment page to enter your credit card information and complete your order.

**Products**

Students Book - Stage 1 - Year 1

Qty	Unit Price	Total
5	\$5.00	\$25.00

Students Book - Stage 1 - Year 1

Qty	Unit Price	Total
10	\$5.00	\$50.00

Subtotal: \$75.00  
Shipping: \$0.00  
Taxes: \$0.00  
**Total: \$75.00**

Price subject to change.

Apply a Voucher Code

Apply

**NOTE: REFRESH YOUR SCREEN AFTER APPLYING THE VOUCHER CODE TO CLEAR THE CREDIT CARD MESSAGE.**

You are exempted tax on products

← CONTINUE SHOPPING PLACE MY ORDER →

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This completes the ordering process and you will receive an email with your order details. The order will be sent to Catholic Diocese for Approval before processing.