

Logging in

1. Open the web site <http://oyezstraker.easyorder.eu>.
2. If you already have a username and password, please click *Sign in* to place your order directly.
3. Are you a new customer? Click *Create account* to register.

The screenshot shows the OyezStraker online login interface. At the top, there is a blue and purple gradient header with the 'Oy!' logo and 'OyezStraker online' text. Below the header is a navigation bar with links for 'home', 'faq', and 'about us'. On the left side, there is a search box with two input fields: 'search' and 'search product code', each with a 'Go' button. The main content area is titled 'Welcome to OyezStraker' and contains two columns. The left column is for 'Sign in to OyezStraker' and includes fields for 'Email' and 'Password', a 'Remember me on this computer' checkbox, a 'Sign in' button, and a 'Forgot password?' link. The right column is for 'Are you a new customer?' and includes the text 'Create an account to sign in to your personalised shop.' and a 'Create account' button.

Creating an order

The current assortment of OyezStraker is sorted by brand and by product group in the web shop, to make searching and ordering products easy. This is how to order at OyezStraker online:

1. Click the *search* option.
2. Click *select brand* or *product category* in the search window on the left to find a product.
3. Select a brand or a product category and click a subcategory. You go directly to either a product page or a page with an overview of the current assortment for that brand.
 - Use *Sort by* to sort products by brand, price or product code.
 - Click a product name for a larger image and more detailed product information.
4. Enter the required quantity for the product you wish to order and press *Order*. The product will be placed in your shopping basket immediately.
5. Click *Next* to go to the next page of this product category and to continue your order. Always add products to your shopping basket before proceeding to the next page.
6. Follow the same procedure for other brands or product categories until you have completed your order.



Other ways of searching products

OyezStraker products can be located as follows in the search screen:

- By key word: enter (part of a) key word in the *search* field and click *Go*.
- By product code: enter (part of a) product code in the *search product code* field and click *Go*.

Every search results in an overview of search results. Click the product description for a larger image and more detailed product information.

Using order templates

You can create your own order templates to make ordering easier, including, for instance, products that you order frequently for your largest customers, or special promotions products.

1. Click *order templates* in the search screen. Click *Add*.
2. Enter a suitable description for your order template in the *Description* field and click *OK*.
3. Add products. Click *Add to order template* in a detailed product information screen and select the required order template.

Confirming my order

1. Finished your order? Click the *Checkout* button under the *Shopping Basket*. Your order will be displayed.
 - Click *Store basket* if you want to save the order for later use. Find your order by using the *order tracking* option or click *home* for the *Stored Shopping Baskets* overview.
 - Enter a *Memo*. This is for the benefit of your own administration and therefore optional.
 - Change *Quantity* if necessary. Click *> Calc.* to recalculate and to see the new amounts.
 - You will find the total order amount at the bottom of your order.
2. Click *Next* to confirm and send the order.

Changing my personal settings

Change your personal details, password and certain preferred settings as follows:

1. Click the *setting* option. The *personal settings* screen appears.
2. Change your settings and click *Submit*. The changes are processed immediately.
3. If you have changed your password, you will immediately be asked to log in again.

Order tracking

1. Click the *order tracking* option. The *Order Status* screen appears with an overview of your orders. There are different ways to locate your order:
 - Select an order status in *Select order status*, or select *All*. The requested orders are shown.
 - Indicate the order period in *From (date)* and *To (date)*, and click the *Search* button.
 - Sort search results in ascending or descending order of, for instance, date or order number in *Sort by*.
2. Orders with status *Open*, *To be authorised* and *Saved* can be changed by clicking the *Edit* icon (for the order number).
3. Click an order number for a complete overview of that order.