

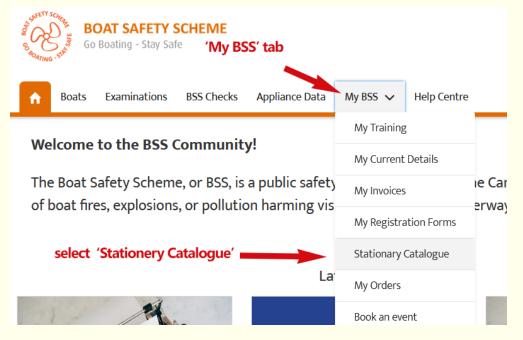
How To Guide – Stationery Shopping and order tracking

22 June 2022

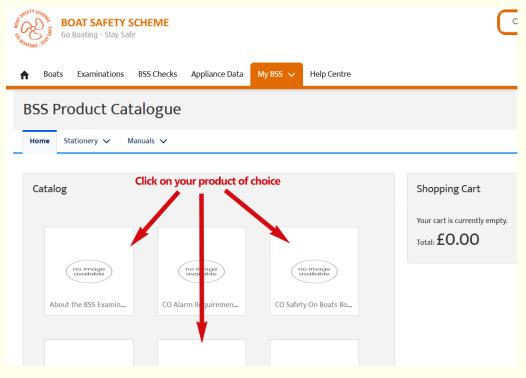
1. Exploring the Stationery tab

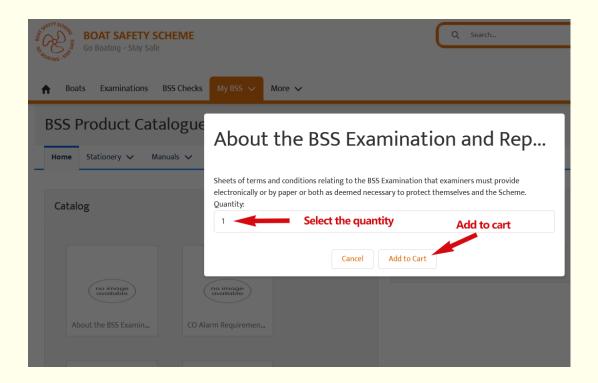
To open a list of your invoices:

- > click on the My BSS tab
- select the Stationery Catalogue menu item as shown in the image below:



Choose the product you want from the product description tiles

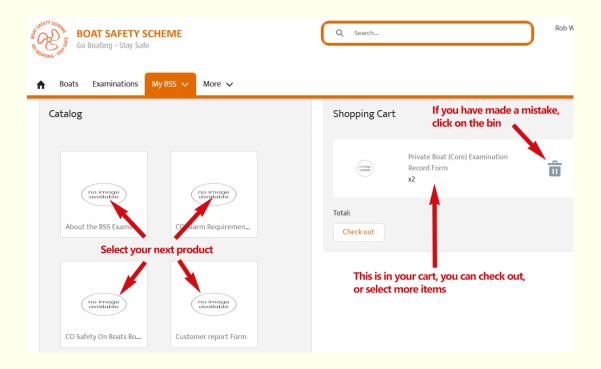




If you chose the wrong item, click on the bin to delete.

If you only want the one product, click 'Checkout'.

If you need some other products, select what you need from the tiles on the left again. Repeat as necessary.



Once happy you have selected everything you need, '**Checkout**'.

BOAT SAFETY SCHI BOAT SAFETY SCHI Go Boating - Stay Safe	EME	Q Search		Rob W
▲ Boats Examinations My	BSS 🗸 More 🗸			
no image available	(no image evailable		Private Boat (Core) Examination Record Form x2	Ô
About the BSS Examin	CO Alarm Requiremen Review your shopp if you are happy, cli	ing cart ck on 'Check Out'	CO Safety On Boats Booklet x1	Ô
nd image available	no image available	(ning)	Refuel Ashore Stickers x1	Ô
CO Safety On Boats Bo	Customer report Form	Total: Check out		

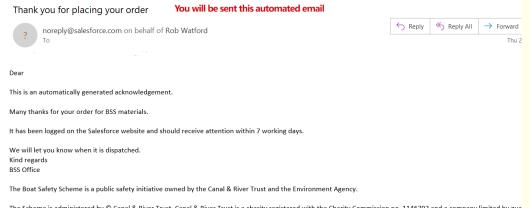
You get one more opportunity to check and review

ST CAL	AFE JUVIE	BOAT SAFETY		1E		Q Search		
"O BOATING	STAT							
A	Boat	ts Examinations	My BS	S 🗸 More 🗸				
					Chec	k out		Examination
		no image available		PRODUCT		UNIT PRICE	QUANTITY	
	Ab	out the BSS Examin.		Private Boat (Co	ore) Examination Record	Form	2	
				CO Safety On Bo	oats Booklet		1	s Booklet
				Refuel Ashore S	tickers		1	
				Total:	Review, then ca	ncel or confirm		(ers
		no image available			Cancel	Confirm		(CI3
) Safety On Boats Bo		Customer report For	m	Total:		
						TOLAI:		
Safety SC	CHENNE	BOAT SAFETY		IE		Q Search		
S BOATING	STAT							
A	Boa	ts Examinations	My BSS	✓ More ✓				
		_		_	_	60.00	_	_
						Total: £0.00		
		no image available						
		oout the BSS Examin.		Your order, Order-920 shopping with us!)3, has been submitted w	ith your account. We than	k you for	
				Whe	n you confirm, th _{Clos}	<mark>is message pops u</mark> •	p	
		no image		no image				

How To Guide to the Stationery Product Catalogue v1 June 2022 Page 3 of 5

2. Your order notification email

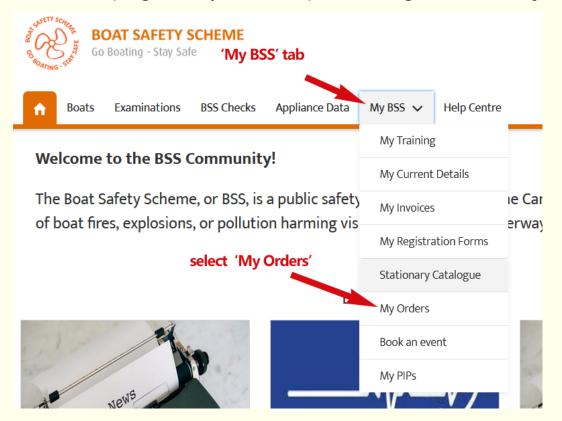
An automated email is sent to you when you confirm your order.



The Scheme is administered by © Canal & River Trust, Canal & River Trust is a charity registered with the Charity Commission no. 1146792 and a company limited by gua registered in England & Wales no. 07807276. Registered address is National Waterways Museum Ellesmere Port, South Pier Road, Ellesmere Port, Cheshire, CH65 4FW.

3. Layout of the order

To view the progress of your order, please change screen to 'My Orders'



Helpful hack: List views in the community can be organised by clicking on the column headers click once for ordering the list a-z /1-100/oldestnewest To open the order you wish to view, click on the relevant order number name.

S G G G ATING - ST	BOAT SAFETY Go Boating - Stay Sa		Q Search					Kob
My BSS	✓ More ✓							
	My Orders 🔻	Select the or click on the r	der you wan name to ope) Search this l		table Vi
49 items	• Sorted by Created ate • F Created Date ↓ ✓	Order M. v	Stage V	Exam 🗸	Num 🗸	Total 🗸	Com 🗸	
1	23/06/2022 21:52	Order-9203	Submitted	1,997	3	£0.00		
2	22/06/2022 19:05	Order-9200	Not Ordered	1,997	1	£0.00		
3	22/06/2022 18:56	Order-9199	Submitted	1,997	2	£0.00		

All the usual details are available, including the status of the order in the '**Stage**' field

If the order isn't '**Completed**', you have a final opportunity to change quantities, remove or add products.

BOAT SAFETY S	IEME		Q Search			Rob Wa	
Go Boating - Stay Safe	BSS Checks More 🗸						
Examiner Name Rob Watford			Examiner PIN 1,997				
Order Name Order-9203			Stage Submitted Completed				
Number of Items			Total Cost				
 Special Notes Special delivery instructions 			Check on	the status			
✓ IMPORTANT NOTES IMPORTANT PRESS SAVE TO CREATE YOUR S	SHOPPING CART						
Grder Items (3)					New	Select Item	
order Item	Item	Cost		Quantity			
tem-15370	CO Safety On Boats Booklet			1			
		60.00		1			
tem-15371	Refuel Ashore Stickers	£0.00		1			

How To Guide to the Stationery Product Catalogue v1 June 2022 Page 5 of 5