



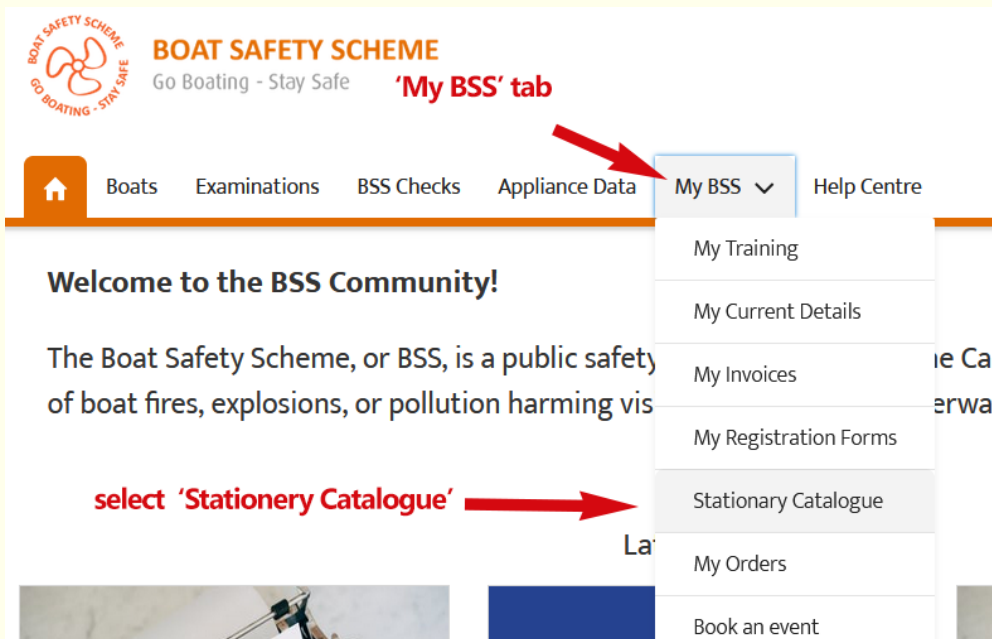
How To Guide – Stationery Shopping and order tracking

22 June 2022

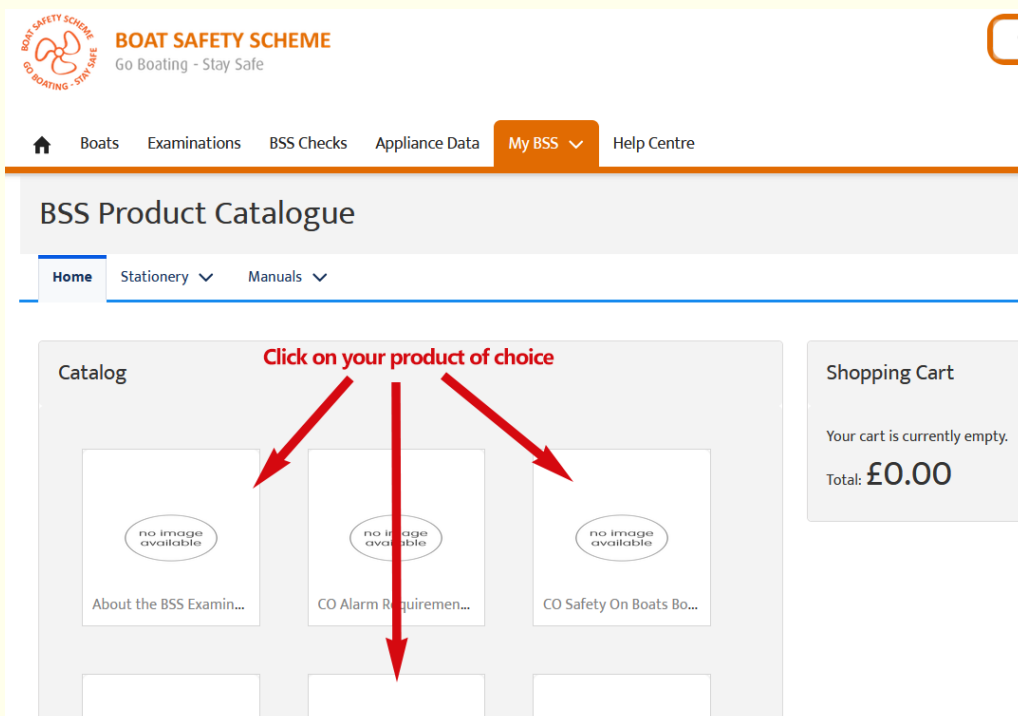
1. Exploring the Stationery tab

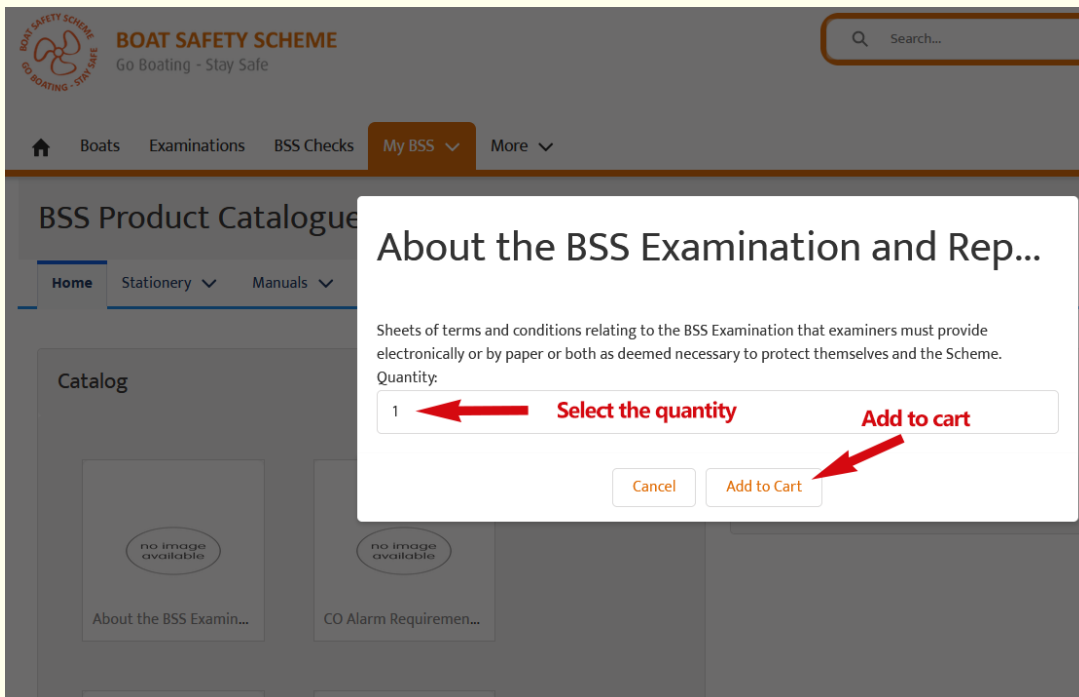
To open a list of your invoices:

- 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

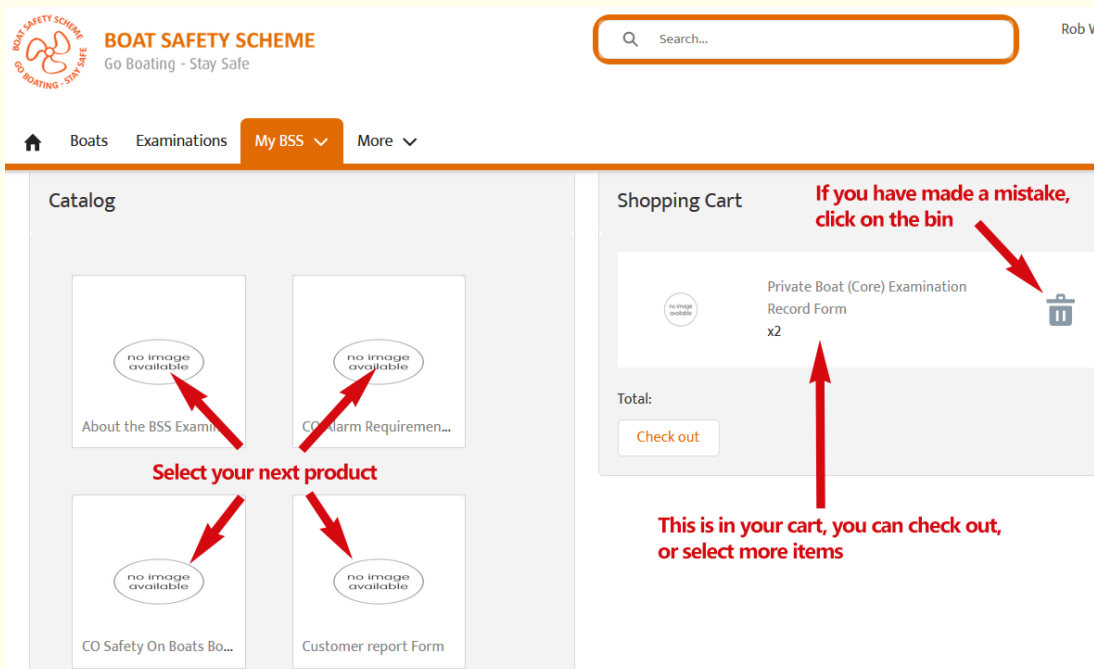




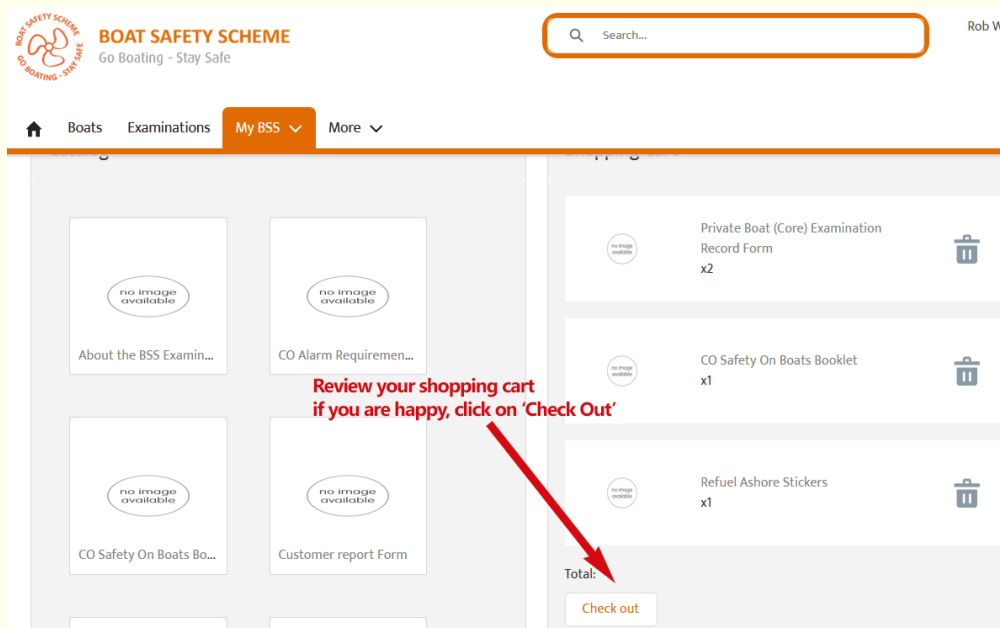
If you chose the wrong item, click on the bin to delete.

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

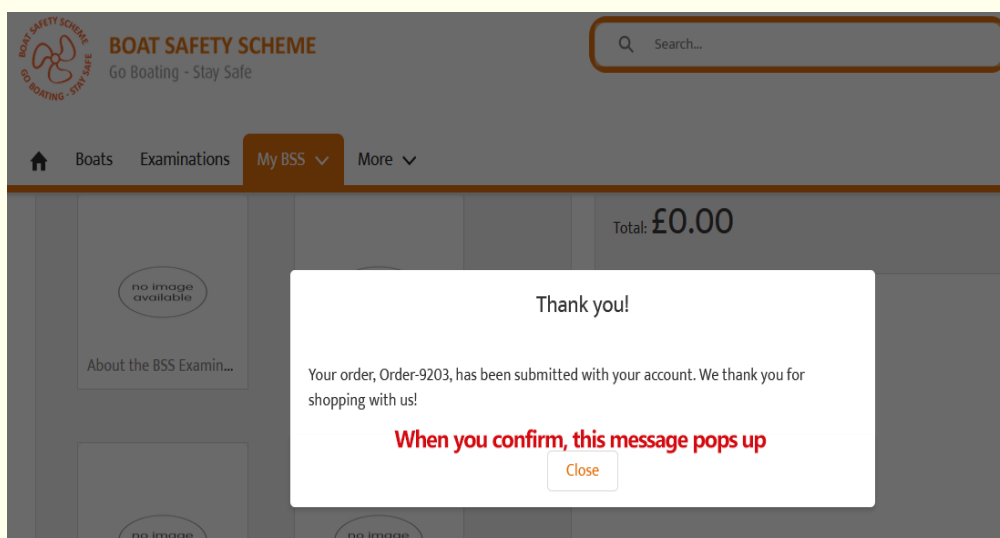
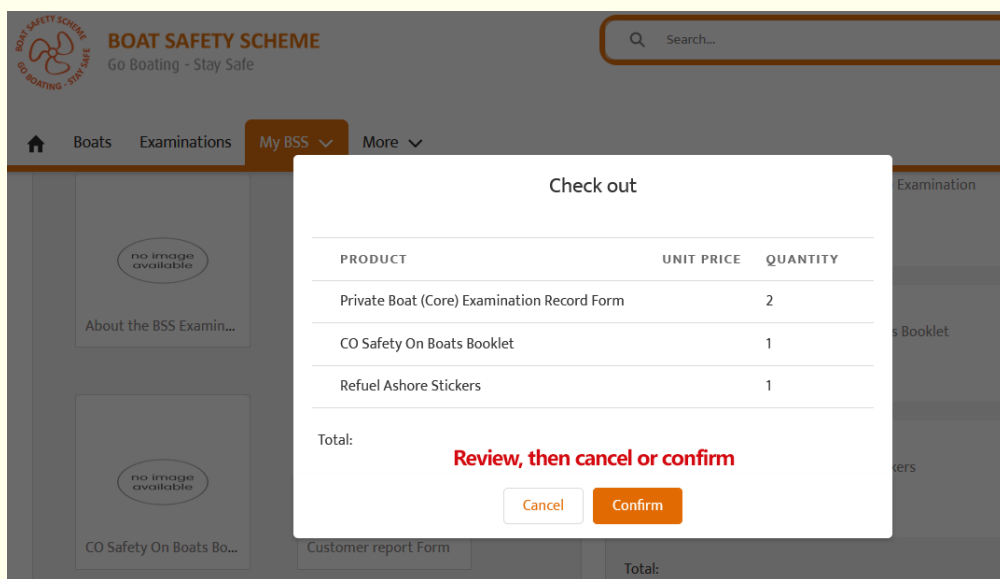
If you need some other products, select what you need from the tiles on the left again. Repeat as necessary.



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

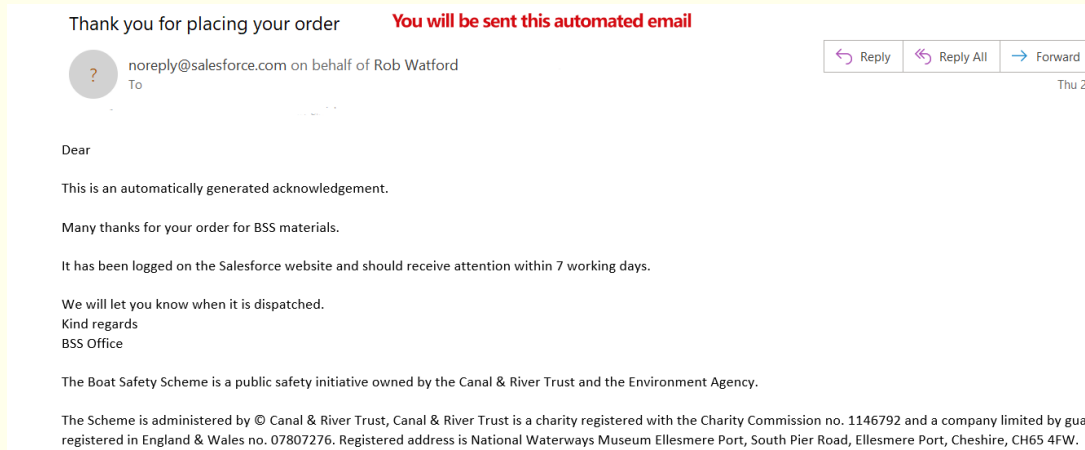


You get one more opportunity to check and review



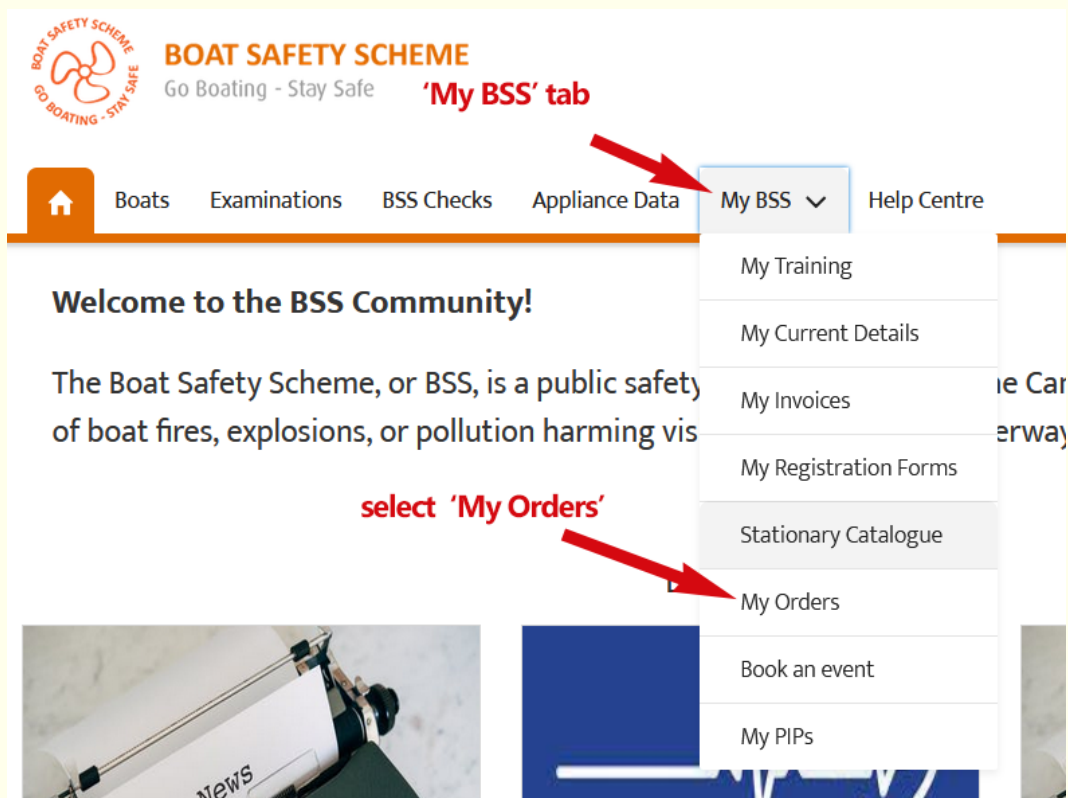
2. Your order notification email

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



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/oldest-newest

To open the order you wish to view, click on the relevant order number name.

BOAT SAFETY SCHEME
Go Boating - Stay Safe

Search...

My BSS ▾ More ▾

Order Requests
My Orders ▾

Printable View

49 items • Sorted by Created Date • Filtered by My order requests

Search this list...

	Created Date ↓ ▾	Order Name ▾	Stage ▾	Exam... ▾	Num... ▾	Total ... ▾	Com... ▾	
1	23/06/2022 21:52	Order-9203	Submitted	1,997	3	£0.00	<input type="checkbox"/>	▾
2	22/06/2022 19:05	Order-9200	Not Ordered	1,997	1	£0.00	<input type="checkbox"/>	▾
3	22/06/2022 18:56	Order-9199	Submitted	1,997	2	£0.00	<input type="checkbox"/>	▾

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 SCHEME
Go Boating - Stay Safe

Search...

Rob Watford ▾

Boats Examinations BSS Checks More ▾

Examiner Name
Rob Watford

Order Name
Order-9203

Number of Items
3

Special Notes
Special delivery instructions

IMPORTANT NOTES
IMPORTANT
PRESS SAVE TO CREATE YOUR SHOPPING CART

Examiner PIN
1,997

Stage
Submitted

Completed

Total Cost
£0.00

Check on the status

Order Items (3) New Select Items

Order Item	Item	Cost	Quantity
Item-15370	CO Safety On Boats Booklet		1
Item-15371	Refuel Ashore Stickers	£0.00	1
Item-15369	Private Boat (Core) Examination Reco...		2

View All