

AusRecord Online Ordering

Customer Manual

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1. Getting started

1.1 Browser requirements

To use the AusRecord online ordering system your web browser must comply with the following requirements:

1. It must be version 6 or later of Microsoft Internet Explorer or Apple Safari or Mozilla Firefox 2 or Netscape Navigator 8
2. JavaScript must be enabled
3. Cookies must be enabled

If you have an older browser you may notice some irregularities with the system. If this is the case, please update your browser.

Notes:

1. Microsoft Internet Explorer 6 is currently the most commonly used browser on the Internet so most users should not need to upgrade.
2. If you do need to upgrade your browser, the latest version of Microsoft Internet Explorer can be freely downloaded from <http://www.microsoft.com>.
3. Both JavaScript and Cookies are enabled by default so most users will not have to do anything special to run the system properly.

1.2 Setting up your new account

If you do not currently have an AusRecord login ID and password you will need to set up a new account. To do this, go to: <http://www.ausrecord.com.au/intro.htm> and click the WA State Govt Order link at the top right of the page. From this page, click the new customer link.

AUS RECORD

WA Government Home AusRecord Home

New Customer Application

Fields marked with an * are required.

Department/Agency *

Telephone * (08) -
(08) 9478 - 3322

Facsimile () -

E-Mail *

Contact *

Invoice Address

Street/PO Box *

Suburb *

State * WA

Postcode *

Delivery Address (if different to invoice address)

Street

Suburb

State

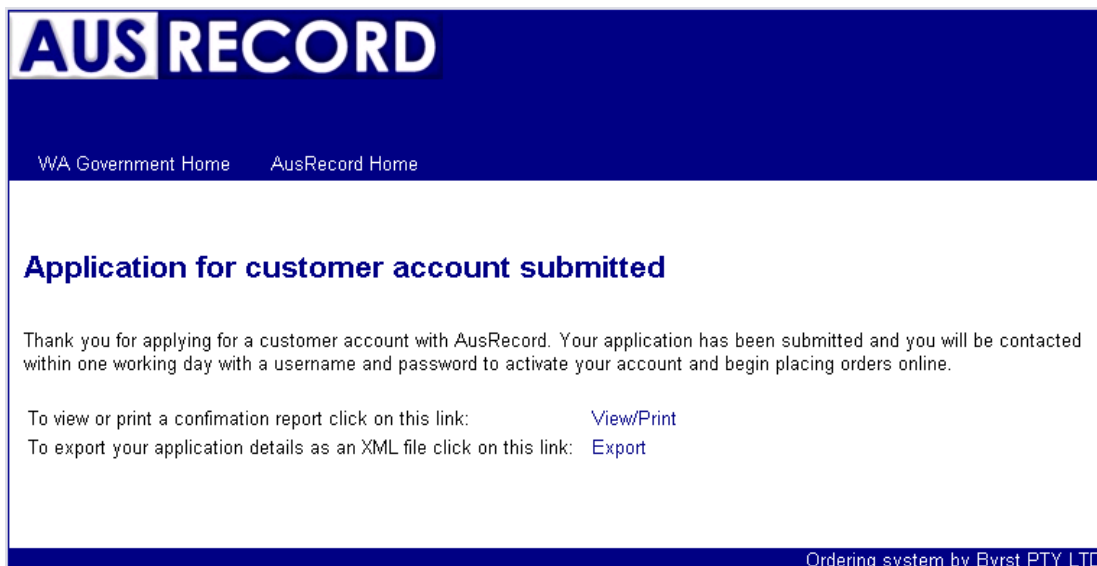
Postcode

Ordering system by Byrst PTY LTD.

You will be directed to the customer application form where you will need to fill out all the relevant details. All required fields are marked with an *.

This information will be used by AusRecord to send your orders to you so it is important all details are complete and correct.

Once all the information is entered click the submit button located at the bottom right of the page.



The screenshot shows the AusRecord website interface. At the top, there is a dark blue header with the 'AUS RECORD' logo in white. Below the logo, there are two links: 'WA Government Home' and 'AusRecord Home'. The main content area is white and features a bold heading: 'Application for customer account submitted'. Below this heading, a paragraph reads: 'Thank you for applying for a customer account with AusRecord. Your application has been submitted and you will be contacted within one working day with a username and password to activate your account and begin placing orders online.' There are two links provided: 'View/Print' and 'Export'. At the bottom of the page, a dark blue footer contains the text 'Ordering system by Byrst PTY LTD.'

You will then see a confirmation page informing you that your application has been lodged.

From this page you are given two links:

View/Print
Export

The View/Print option allows you to see your application information in a new browser window and gives you the option to print it for your records. The Export option allows you to save your application information as an Extensible Markup Language(XML)¹ document. This can be imported into Microsoft Excel or a similar product. To learn how to import XML into Microsoft Excel or a similar product please refer to the relevant Help files in the application.

Once your application has been submitted, you will need to wait for AusRecord to contact you with your new Customer Code and Password. This will usually happen within one working day.

If you haven't heard from AusRecord in a reasonable time please call 9478 3322 to check the status of your application.

Once AusRecord supply you with a username and password you will then be able to logon and place orders.

¹ Extensible Markup Language is a text based format designed to facilitate the sharing of data across different information systems. It is well supported by most modern applications.

2. Ordering

2.1 Logging In

Once you have received your customer code and password you can start ordering.

To get to the login page go to www.ausrecord.com.au/intro.htm and click the WA State Govt Order link at the top right of the page. From here, click on the existing customers link.



AUS RECORD

Customer Login 

Username/Customer code

Password

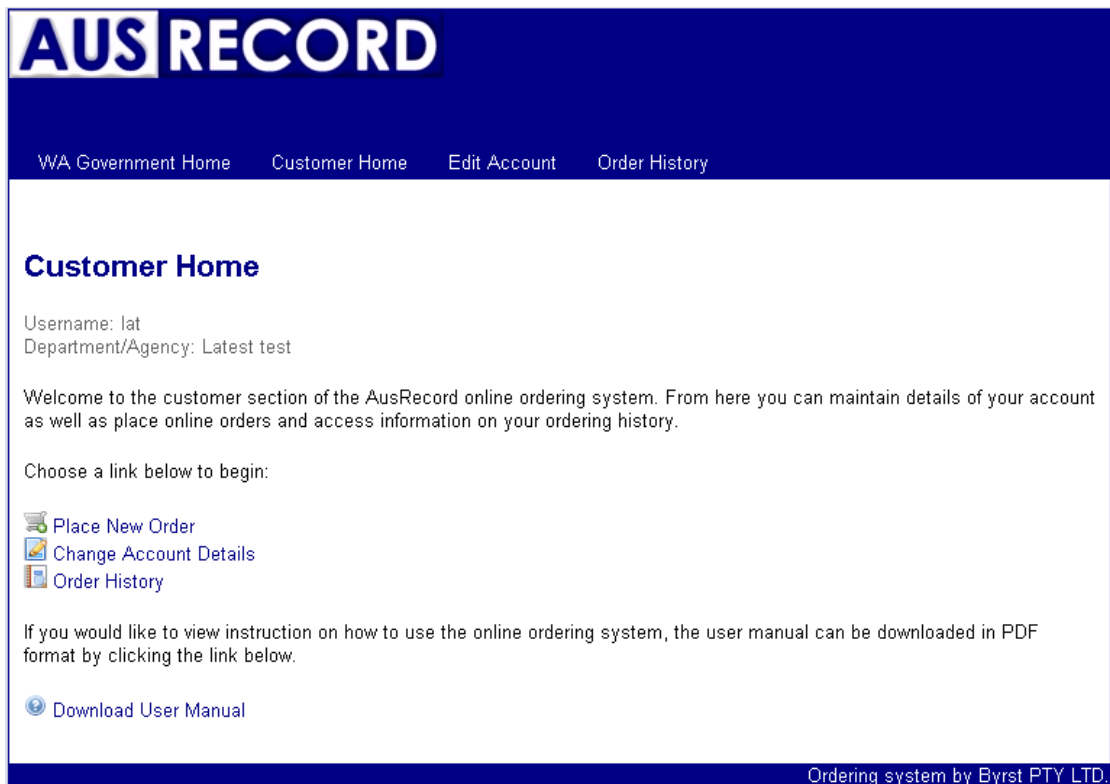
Haven't got a username and password?
[Click here to complete the customer registration form](#)

Ordering system by Byrst PTY LTD.

To login, enter your customer code into the first field and your password into the second field, and then click 'Login'.

2.2 Customer Home Page

When you first logon, you will be taken to the customer home page.



The screenshot shows the AusRecord Customer Home Page. At the top, there is a dark blue header with the 'AUS RECORD' logo in white. Below the logo, a navigation bar contains four links: 'WA Government Home', 'Customer Home', 'Edit Account', and 'Order History'. The main content area is white and features the heading 'Customer Home'. Below this, the user's login details are displayed: 'Username: lat' and 'Department/Agency: Latest test'. A welcome message follows, stating: 'Welcome to the customer section of the AusRecord online ordering system. From here you can maintain details of your account as well as place online orders and access information on your ordering history.' Below the welcome message, there is a prompt: 'Choose a link below to begin:'. Three links are listed, each with a small icon: 'Place New Order' (shopping cart icon), 'Change Account Details' (document icon), and 'Order History' (list icon). Below these links, there is a note: 'If you would like to view instruction on how to use the online ordering system, the user manual can be downloaded in PDF format by clicking the link below.' A single link, 'Download User Manual' (document icon), is provided. At the bottom right of the page, there is a footer: 'Ordering system by Byrst PTY LTD.'

From this page you have three options:

- Place New Order
- Change Account Details
- Order History

These options are discussed further below.

2.3 Ordering Page

To start a new order click 'Place New Order' from your customer home page.

At the top of the order page there are two optional fields. These are a purchase order reference field and comment field. The comment field is for any additional information you may wish to let AusRecord know, for example, delivery instructions.

To add product lines to your order click on one of the large buttons in the center of the page. Each button takes you to a new page where you supply additional details and click 'Add to order'. At this point you are returned to the main order page and your new order line will have been added to the 'Order lines' grid in the lower section of the page.

Product lines can be removed from your order by clicking 'Remove line' from the link that appears next to each order line.

Continue adding product lines until you are satisfied with the order.

If you wish to cancel the order and return to the customer home page; click 'Cancel', your order will not be lodged if you do this.

AUS RECORD

[WA Government Home](#)
 [Customer Home](#)
 [Edit Account](#)
 [Order History](#)

Place Order

Department/Agency: Latest test	Comments
Purchase Order Ref: <input type="text" value="AR-6102"/>	<input style="width: 95%;" type="text" value="Please Deliver before 2pm"/>

Click on a button to add lines of files, fasteners or labels to your order.

Add Files

Add Fasteners

Add Labels

Order lines

Product Code	Description	Additional info	Qty	Cost	Remove Line
FG3B	Black Print 1 side		500	274	Remove Line
75017	Split Pin 38mm - Box of 200 (Fitted)		10	250	Remove Line
Order Total				524.00	

Order Total includes GST.
 Order Total does NOT include delivery charges or costs for non standard template government codes.

Ordering system by Byrst PTY LTD.

To complete your order click 'Place Order'. You will then be shown the order confirmation page.

AUS RECORD

[WA Government Home](#)
 [Customer Home](#)
 [Edit Account](#)
 [Order History](#)

Order Confirmation

Thank you for ordering with AusRecord. Your order has been submitted.

To view or print an order confirmation click on this link: [View/Print](#)
 To export your order details as an XML file click on this link: [Export](#)

You can re-print or export past orders at any time from the 'Order History' link on your customer homepage.

Ordering system by Byrst PTY LTD.

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From the order confirmation page, you can view your order and print it for your records. If you wish you can also export (save) the order in XML format.

At this point, the order has been lodged with AusRecord. Depending on the complexity of the order you may be contacted by AusRecord for additional details before your order is dispatched.

Note that a complete history of all orders you have placed with AusRecord is available at any time by following the link on the customer home page.

2.3.1 Adding files to your order

To order files click the 'Add Files' button on the Order Page.

You will see 3 drop down lists which will allow you to select the specific files you require. Start from the top and work your way down.

AUS RECORD

[WA Government Home](#) [Customer Home](#) [Edit Account](#) [Order History](#)

Add Files to Order

[Return to order](#)

Select the type of file you require from the drop down list below. You will then be shown additional options to complete your selection.

Choose type of file

Choose product

Choose quantity

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Certain files need additional information regarding colours. If you select one of these files an additional field or fields will appear to allow you to enter the additional colour(s).

The screenshot shows the 'Add Files to Order' page. At the top, there is a blue header with the 'AUS RECORD' logo and navigation links: 'WA Government Home', 'Customer Home', 'Edit Account', and 'Order History'. Below the header, the page title is 'Add Files to Order' with a printer icon. On the right side, there is a 'Return to order' link and an image of three folders (red, pink, and blue). The main content area contains a form with the following fields: 'Choose type of file' (dropdown menu set to '30mm Spine'), 'Choose product' (dropdown menu set to 'FG3B2C - Black Print and 2 Colours 1 side'), 'Enter the PMS codes for the colours you require' (two empty text input boxes), and 'Choose quantity' (dropdown menu). At the bottom right of the form area is an 'Add to Order' button. The footer of the page reads 'Ordering system by Byrst PTY LTD.'

Enter the PMS code of the colours you require into the new fields. If you are unsure of the exact PMS code enter a brief description (e.g. red, blue, etc) and someone from AusRecord will contact you for more information.

Once you have selected the files you require and provided any additional information needed, choose your quantity. You have the option of set amounts or choosing 'other amount'. If you select 'other amount' a text box will appear and you can manually enter the desired quantity.

To add the selected files to the order click the 'Add to order' button at the bottom of the page.

To return to the main order page without adding any lines to your order, click 'Return to order' at the top right of the page.

2.3.2 Adding fasteners to your order

To order fasteners click the 'Add Fasteners' button on the Order Page.

To order a specific fastener select the drop down list next to the desired fastener and select the amount required. Note: if you select 'other amount' a text box will appear where you must input the number of boxes you require manually.

If you require your fasteners to be fitted click the check box labeled 'Fitted' next to the relevant drop down list.

Please note fasteners are sold by the box/roll NOT per unit.

To add your selection to your order, click 'Add to order'.

To return to the main order page without adding any lines to your order, click 'Return to order' at the top right of the page.

2.3.3 Adding labels to your order

To order Labels click the 'Add Labels" button on the Order Page.

In the top section of the page you will find a drop down list with all the types of labels available (e.g. Alpha Labels, Numeric Labels, etc). Select the type of labels you require, the page will reload with a graphical interface to show you the labels available. To select a specific label simply choose the quantity you require from the drop down list to the right of the label.

To have these labels fitted click the check box above the available labels.

To add your selection to your order, click 'Add to order'.

To return to the main order page without adding any lines to your order, click 'Return to order' at the top right of the page.

3. Change Account Details

To edit your customer details click 'Change Account Details' from the customer home page.

Here you can change any of your information apart from your customer code and password.

Please make sure any changes are correct as they will be used by AusRecord for deliveries and invoicing.

You can also contact AusRecord if you would like them to make the changes for you.

4. Order History

To display your order history click 'Order History' from the customer home page.

OrderID	PO Ref#	OrderDate	View	Export
114		29/06/2007	View	Export
115		29/06/2007	View	Export
116		29/06/2007	View	Export
117		29/06/2007	View	Export
118		29/06/2007	View	Export
119		02/07/2007	View	Export
123		02/07/2007	View	Export
124	p75864	03/07/2007	View	Export
125		04/07/2007	View	Export

The order history page displays all of your previously placed orders listed by date entered. You can view the orders as a printable page or export them to XML to be viewed in Microsoft Excel or a number of other programs.

To view or save **all** orders click either 'View order history as report' or 'Export order history as XML file' at the top of the page.

To view or save a **single** order click 'view' or 'export' from the grid next to the appropriate order.

5. Additional information

If you would like any additional information please don't hesitate to contact AusRecord on 9478 3322.

End of document