

Easyorder Customer Help

Table of contents

Welcome to Easyorder	3
How to login	3
Understanding the new Easyorder dashboard	3
How to update your personal details on the dashboard	4
How to add in your address on the dashboard	4
How to view your quotes and completed orders	4
How to change your password	5
How to create a quote	5
How to add items	6
How to add a door to your quote	6
How to add a drawer front to your quote	7
How to add a panel to your quote	8
How to add a cabinet to your quote	9
How to set up your default order settings	9
How to enable Quick Quote Setup	10
How to use Quick Quote	10
How to add items on Quick Order	11
How to add a door using Quick Order	11
How to add a drawer front using Quick Order	12
How to add a Panel using Quick Order	12
How to submit an order	13
FAQ	14

Welcome to Easyorder

Easyorder is a online ordering system that allows you to create custom quotes for cabinets, panels and doors.

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How to login

How to access the page

To access Easyorder type in the search bar www.panelform-easyorder.azurewebites.net or through the Panelform website www.panelform.co.nz through clicking on the

Easyorder icon on the top right corner.



How to Login

To login, type in your username and password and click remember me next time. If you do not have an account with Easyorder already click [here](#) or on the link "[New user? Register here](#)" at the bottom of the login page, to be set up in the system.

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Understanding the new Easyorder dashboard

The new dashboard is broken up into three main sections. The left hand section allows you to view all of your personal details, if you wish to know how to update your details click [here](#). The middle section allows you to create your quotes, view your quotes, view your orders in progress and view your archived orders. On the right hand section of the dashboard the graph allows you to see the progress of your orders.

If you wish to see a video tutorial of this click [here](#).

How to update your personal details on the dashboard

To update your personal details click on the button 'update your details'

A rectangular button with a thin border and rounded corners. It contains the text "update your details" followed by a right-pointing chevron.

then type in your new details and click 'save'

A rectangular button with a thin border and rounded corners. It contains the text "save" followed by a right-pointing chevron.

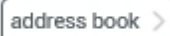
on the top left

hand corner.

How to add in your address on the dashboard

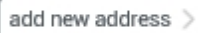
To have your items delivered to your company you must add in your address, to do this

click on the button 'address book'

A rectangular button with a thin border and rounded corners. It contains the text "address book" followed by a right-pointing chevron.

then click on the button 'add new

address'

A rectangular button with a thin border and rounded corners. It contains the text "add new address" followed by a right-pointing chevron.

next type in your address into the box titled "delivery address"

then type in your company name and phone number and finally click 'add'

A rectangular button with a thin border and rounded corners. It contains the text "add" followed by a right-pointing chevron.


on the

top left hand side to save your address into the system.

How to view your quotes and completed orders

How to view your quotes

To view your quotes click on the button 'view my quotes'

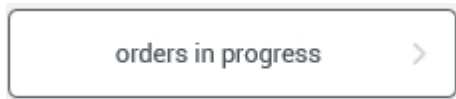
A rectangular button with a thin border and rounded corners. It contains the text "view my quotes" followed by a right-pointing chevron.

, from here you are able to see all of your unsubmitted

quotes.

How to view your orders in progress

To view your orders in progress click on the button titled 'orders in progress'



from here you are able to view your orders and their progress.

How to view your completed orders

To view your completed orders click on the button titled 'archived orders'



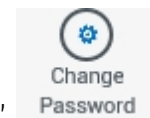
here you are able to see all of your old processed orders.

If you wish to see a video tutorial of this click [here](#).

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How to change your password

To change your password, from the dashboard click on the back arrow at the top left



hand side of the screen then click on the button 'change password' and a box will appear. Then type in your old password and your new password and click on the

button 'update passwords'



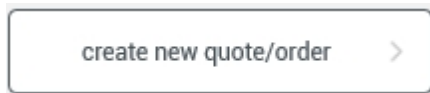
to change your password.

If you wish to see a video tutorial of this click [here](#).

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How to create a quote

To create a new quote click on the icon tittled 'create new quote/order'



then select your product, style, default type for drawer

fronts and colour. To save the Quote type in your quote name in the box 'quote name'

and click 'save' . Once you have saved your quote it will open automatically and you can begin adding items to your quote.

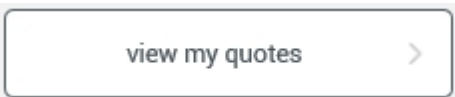
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How to add items

How to add items

To add items onto your quote first open your quote, to do this click on the icon 'view my

quotes'  then select your quote. Once your quote has opened you can begin adding items onto your quote. If you wish to know how to add a door onto your quote click [here](#), if you wish to know how to add a drawer front to your quote click [here](#), if you wish to know how to add a panel to your quote click [here](#).


If you wish to see a video tutorial of this click [here](#)

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How to add a door to your quote

To add a door select the button tittled 'door'  this will open up to a page that will allow you to create a custom door. Your preset details will be already logged in, if you

wish to change them click on the box and change your selection. Type in the quantity of doors you wish, the height and width of the doors and if you wish you have the option to have a frame, if you wish to have a frame click on the drop down box titled "Frame options" and choose the frame you wish. You also have the option to add in notes under the notes box, though this window must not alter the size or specifications of the door.

You also have the option to have your hinges drilled, though please note we only drill for Blum hinges. To add hinge drilling select yes on the icon  then select your hinge swing, hinge count and type in the distance you want your hinges drilled from top and bottom.

Once you are happy with your selection click on the button titled 'save'



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How to add a drawer front to your quote

To add a drawer front to your quote click on the button titled 'drawer front' , your preset details will already be logged in if you wish to change them click on the box and change your selection. Easyorder allows up to five drawers per drawer set for example if you wish to have three drawers for your set add in three heights in the height boxes then type in your width. If you wish to add more then one set click on the button 'add set' and if you wish to remove a set click on the button 'remove set'

. You also have the option to add in notes under the notes box, though this must not alter the size or specifications of the drawer front.


Once you are happy with your selection click on the button titled 'save'



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How to add a panel to your quote

Adding a panel for Durostyle

To add a panel onto your quote click on the button titled 'panel'  you must select your style for the panel before entering any other details, to do this click on the box titled "style" then select your style. You have the option of a 180 Wrapped Panel, Double Sided 180 Wrapped Panel or a Flat Panel, the different styles determine the default edges, these can be changed at any time by clicking on the box and changing your selection. Then type in the quantity, height and width of your panels.

You also have the option to add in notes under the notes box, though this must not alter the size or specifications of the panel.

Adding a Panel for Touchtex, Puregloss or Stylelite

To add a Panel for Touchtex, Puregloss or stylelight the preset details will already be logged in, if you wish to change any or the edges click on the edge you wish to change and change your selection. Once you are happy then type in the quantity, height and width of your panels.


You also have the option to add in notes under the notes box, though this must not alter the size or the specifications of the panel.

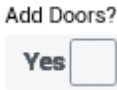
Once you are happy with your selection click on the button titled 'save'



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How to add a cabinet to your quote

To add a cabinet click on the button titled 'cabinet'  then select a cabinet group, a cabinet type then a cabinet. After you have selected your cabinet type in your quantity, height, width and depth. Then select your hinges you have the option of left or right. You

also have the option to add doors onto your cabinet if you wish to select 'yes'  , the doors will be calculated with a 2mm clearance at the top and bottem, though please note non-standard door/panel sizes must be ordered seperately. Once you are happy

click on the button 'save'  .

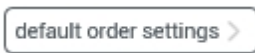
If you wish to know the cabinet specifications for your specific cabinet click on the

button on the top right hand corner titled 'cabinet specifications'  , here you can see the sizing details, drawer details, shelf details and hardware description.

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How to set up your default order settings

To set up your default order settings from the dashboard click on the button in the top

left hand corner titled 'default order settings'  a box will appear prompting you to put in your default details, now this can be changed at anytime though these options will appear as your defaults for your Quick Quotes. Select yes on the icon

Quick Quote Setup [What's this?](#)

Yes ☐

to inable the one line quoting system, allowing you to create a quote and add items easily and quickly. If you wish to know how to enable the quick quote setup click [here](#), if you wish to know to use quick quote click [here](#) or if you wish to



know how to use Quick Order click [here](#).

To view a video tutorial on this click [here](#).

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How to enable Quick Quote Setup

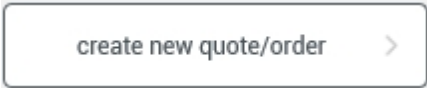

To use the quick quote ordering system you must make sure the quick quote setup is enabled. To do this click on the button on the top left hand corner titled 'default order

settings'  then select yes on the icon  to enable the one line quoting system. If you wish to know how to use Quick Quote click [here](#).

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How to use Quick Quote

To use Quick Quote once enabled simply click on the button 'create new quote/order'


 you will be then directed to a page that allows you to fully create a quote from one page, your default options will already be logged in but if you wish to change them simply click on the box of the option you want to change and change your selection. Once you are happy with your selections, choose your delivery option and name your quote. To begin adding items click on the button on the bottom of the screen titled 'add items to quote' . If you wish to learn how to add items using one line ordering click [here](#).

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How to add items on Quick Order

To add items using Quick Order first open your quote, to do this click on the icon 'view




my quotes'  then select your quote. Once you are inside your quote click on the button on the top right hand corner titled 'quick order'

 . Quick Order is a one line ordering system that allows you to add items on one page bypassing all the images and extra pages. If you wish to learn how to add a door using Quick Order click [here](#), if you wish to learn how to how add a drawer front using Quick Order click [here](#) or if you wish to learn how to add a panel using Quick Order click [here](#).

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How to add a door using Quick Order

To add a door through Quick Order click on the button on the left hand side titled 'door'


 . From there all of your preset details will appear, much like adding items normally if you wish to change your edges click on the box and change your selection. Type in the quantity, the height and width of the doors. You also have the option to have a frame to do this click on the drop down box titled "Frame options" and choose the frame you wish. You also are able to add in notes under the notes box, though this window must not alter the size or specifications of the door. If you wish to delete an item click on the little red x on the left hand side of the screen  , this will delete the current line you are working on, if you wish to cancel all items click on the button beside the "save" button titled 'cancel all items'  . Once you are happy with your order either click on a new item, this will save the current item and allow you to add more


items or click save on the top left corner to finish your order.



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How to add a drawer front using Quick Order

To add a drawer front using Quick Order click on the button titled 'drawer front'

, your preset details will already be logged in if you wish to change them click on the box and change your selection. Easyorder allows up to five drawers per drawer set for example if you wish to have three drawers for your set add in three heights in the height boxes then type in your width. If you wish to add more than one set click on

the button 'add'  and if you wish to remove a set click on the button 'remove'

. You also have the option to add in notes under the notes box, though this must not alter the size or specifications of the drawer front. If you wish to delete an item click on the little red x on the left hand side of the screen , this will delete the current line you are working on. If you wish to cancel all items click on the button beside the




"save" button titled 'cancel all items' . Once you are happy with your item either click on another order or click save on the top left corner.

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How to add a Panel using Quick Order

Adding a panel for Durostyle

To add a panel for Durostyle you are given three different style options

   flat panel, 180 wrapped panel, double sided 180 wrapped panel, the different styles determine the default edges, these can be changed at any time by clicking on the box and changing your selection. Then

type in the quantity of panels you want and the height and width. You also have the option to add frames, to do this click on the "frame option" box and make your selection. You also have the option to add notes into the notes box, though this must not alter the size or specifications of the panel.

Adding a Panel for Touchtex, Puregloss or Stylelite

To add a panel for Touchtex, Puregloss and Stylelite click on the button titled 'panel'

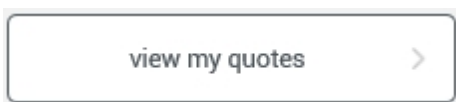


, type in the quantity of doors, height and width. If you wish to change the edges click on the box and change your selection. You also have the option to add frames, to do this click on the "frame option" box and make your selection. You also have the option to add notes into the notes box, though this must not alter the size or specifications of the panel.



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How to submit an order

To submit your order first open your quote, to do this click on the icon 'view my quotes'



then select your quote. Then click on the button

'submit order'  , a notification will appear prompting you to confirm you have checked all the details, once you are happy select yes. Once the submit order page appears, choose your required date, the standard is 8 to 10 working days. Then type in your order name and select your delivery option and once you are happy click on the 'submit button'  , do not click out of the page till you have received the notification confirming that your order has been submitted.

If you wish to see a video tutorial of this click [here](#).

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FAQ

What do i do if I have submit an order and want to cancel it?

Why does the Panels for Durostyle come in three styles whereas the other products don't have that option?

Howcome when I click to add cabinets while creating my quote does it not add Cabinets onto my order?

How do i print out my quote?

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