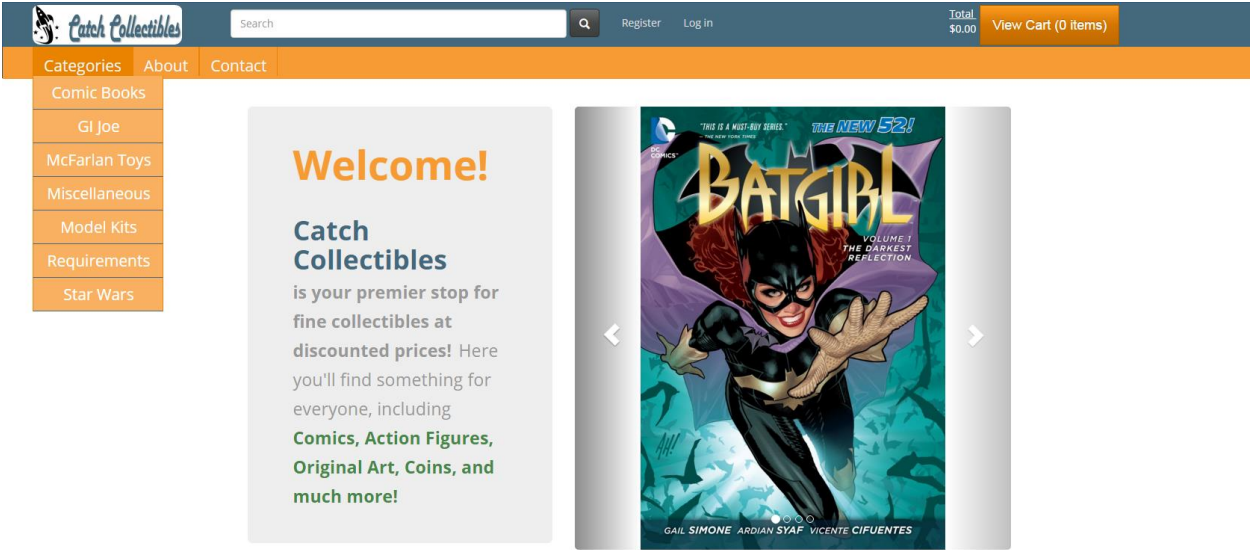


Catch Collectibles User Guide



March 2016

Version 1.0

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1. [Introduction](#)

- a. [Scope and Purpose](#)

This User Guide is intended to help users navigate and use the Catch Collectibles Web site. It will cover the basic function of the website and aims to answer common questions regarding use of the site.

b. Website Overview

Catch Collectibles is a simple, user friendly e-Commerce website. We sell quality collectibles at discounted prices. Users can quickly sign up for an account and begin adding to their collections!

The site makes it easy for users to browse by category, or search by product title. Once you find an item you like, simply add it to your shopping cart. When you're finished shopping, complete our easy two-step checkout process and review your order confirmation.

2. Browsing the Site

a. Navigation Menu

Navigation of the website is designed to be quick, easy, and intuitive. In the upper left corner of the screen you will find a dropdown navigation menu. The navigation menu allows users to quickly navigate to categories and subcategories.

Simply, hover the mouse over the Category box in the navigation bar at the top of the screen (Fig. 1). The Category menu will drop down and you will see the list of main categories (Fig. 2). Any subcategories will expand to the right of the menu when you hover over the category (Fig. 3). You can click on any category or subcategory to go to its page.



Fig. 1

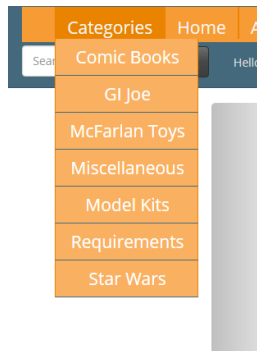


Fig. 2

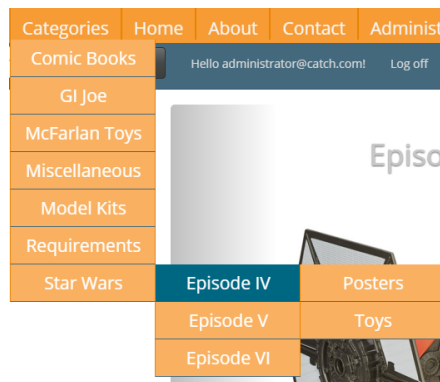


Fig. 3

b. Breadcrumbs

When navigating through categories and products, you will see a breadcrumbs bar located directly under the navigation menu at the top of the page (Fig. 4). This will let

you know where your current page is in relation to the site map. Click on any of these links to navigate to that page.

[Home](#) / [Categories](#) / [Star Wars](#) / [Episode V](#) / [Empire Strikes Back - Soundtrack](#)

Fig. 4

c. Search Bar

Inside the toolbar (on the left side) you will see a search bar (Fig. 5). Enter a product name or part of the name into the search bar and click on the magnifier icon directly to the right of the search bar. You will then be navigated to the search results page that displays the results of the search.

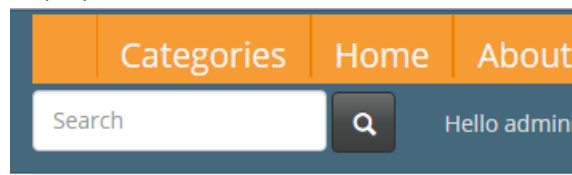


Fig. 5

3. Shopping Cart

a. Adding Products to Your Cart

To add a product to your shopping cart, click on the product in the categories page or in the search results page. You will then be directed to the products detail page. Once there, select the number of products you would like to buy in the Quantity dropdown

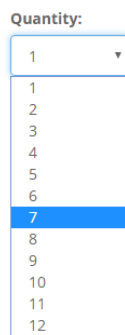


Fig. 6

selector (Fig. 6). By default the quantity dropdown will be set to 1. Next, simply click the large green Add to Cart button located at the upper right of the screen (Fig. 7). You will then be navigated to your shopping cart page to review your cart.



Fig. 7

b. Product Quantities

i. Quantity Dropdown

When adding a product to your cart, you will see a quantity dropdown menu to the right of the product description (Fig. 6). If the product is in stock, you will be able to select a quantity from the dropdown selector.

ii. Inventory Information

If a product is kept in inventory, the number of products in stock will be displayed below the Quantity drop down (Fig. 8). Information will also be displayed if back orders are available for the product.

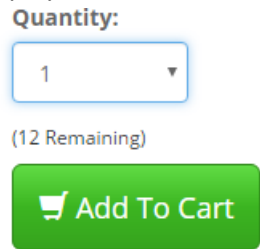


Fig. 8

iii. Changing Quantity in your Shopping Cart

You can change the quantity of a product within the shopping cart review page by clicking the up or down arrows in the Quantity box to the right of the product (Fig. 9). You can also type the desired quantity directly into this box.

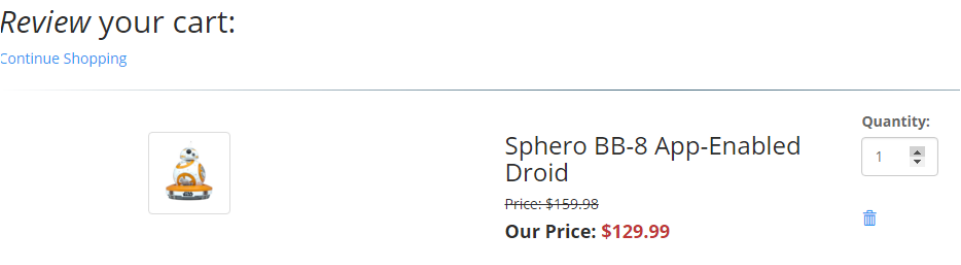


Fig. 9

c. Deleting Products

To delete a product in the shopping cart review page, simply click on the trash can icon (Fig. 10) to the right of the product. The product will be removed from your cart and the total will be updated.



Fig. 10

d. Proceed to Checkout

To go to the checkout page, simply click the *Proceed to Checkout* button located to the bottom right in the shopping cart review page (Fig. 11). If you are already signed in to your account you will be directed to the checkout page. If you are not signed in, you will be directed to the sign in page. If you have not created an account yet, click the *Register as new user* link bellow the Log In button in the sign in page.

Subtotal: \$299.75

Proceed to Checkout

Fig. 11

4. User Accounts

a. Registering for an Account

To register for a new account, click the Register link in the navigation bar at the top of the screen (Fig. 12). This will direct you to a registration page. Type in your email address and a password and click the Register button to create an account (Fig. 13). Once an account is created and you are signed in you will see your username located in the navigation bar, to the right of the search bar (Fig. 14). To the right of your username, you will see an option to sign out of your account.

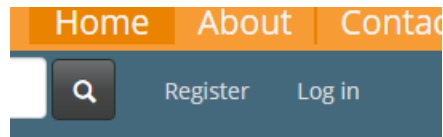


Fig. 12

Register.

Create a new account.

Email

Password

Confirm password

Register

Fig. 13

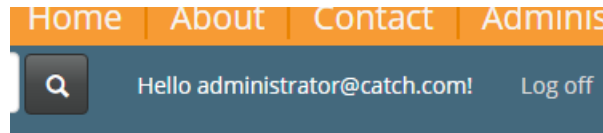


Fig. 14

b. Signing in to Account

Once you are a registered user you can sign in by clicking the Log In link located in the navigation bar. This will direct you to the log in page where you will enter your username and your password (Fig. 15).

Log in.

Use a local account to log in.

Fig. 15

c. Change Account Password

To change your password, sign into your account and click on your username in the navigation bar. This will take you to an account management page (Fig. 16). Once there click on [change your password] link. Enter your current password and your new password into the specified text box (Fig. 17). When finished, click the Change Password button to complete the process.

Manage.

Change your account settings

Password: [[Change your password](#)]

Fig. 16

Change Password.

Change Password Form

Current password

New password

Confirm new password

Change password

Fig. 17

5. Checkout

a. Shipping Address

Fig. 18

Checkout

Shipping

Shipping Name

Shipping Address

Shipping Country

Shipping City

Shipping State

Shipping Postal Code

email

Phone (555-555-5555)

Comments

On the left side of the Checkout page, you will see the Shipping information text boxes (Fig. 18). Enter the shipping information for your order.

b. Billing Information

On the right side of the Checkout page, you will see the Payment information text boxes (Fig. 19). Enter the address for your credit or debit card and your card information. If the payment address is the same as the shipping address, press the blue *Use Shipping Address* button (Fig. 20) above the Payment column and the payment address text boxes will auto-fill with your address information.

Payment

Use Shipping Address

Billing Name

Billing Street Address

Country

Billing City

Billing State

Billing Postal Code

Card Type

American Express

Card Number

CVC (3 Digits)

Expiration Date MM/YYYY

Cardholder Name

Check Out

Fig. 19

Use Shipping Address

Fig. 20

c. Order Overview

Once the checkout page is filled out, press the green Check Out button on the bottom right of the checkout page (Fig. 21). This will take you to the order review page where you will find a summary of your order along with your order number (Fig. 22). This page serves as a receipt for your order and you can save or print it for your records.



Fig. 21

Order Review

Username: administrator@catch.com

Order Number: 128

Order Date: 3/14/2016 4:44:12 PM

Items Ordered

| Product Name | Description | Quantity | Price |
|---|--|----------|----------|
| Sphero BB-8 App-Enabled Droid | The Star Wars: The Force Awakens Sphero BB-8 App-Enabled Droid | 1 | \$129.99 |
| Detective Comics #27 Special Edition | (Batman 75 Day Comic 2014) (2014-) #1 | 10 | \$9.98 |
| Unicorn Gundam Model Kit (1/144 Scale) | Bandai Hobby HGUC #178 Full Armor | 1 | \$39.98 |
| Batman: The Jiro Kuwata Batmanga Vol. 2 | Paperback – July 14, 2015 | 1 | \$19.99 |
| Star Wars Episode 7 Poster | 10" X 24" | 1 | \$9.99 |
| Total: | | | \$299.75 |

Payment Information

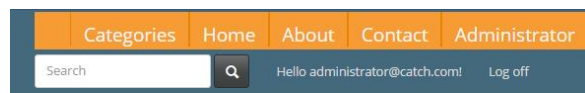
| Billing Address | Payment Method |
|---|--|
| Devin Austin Cook 4963 S 89th Pkw Omaha, NE, 68888 USA | Card Type: Master Card Card Number: *****1123 |

Fig. 22

6. Troubleshooting

a. Error Page

If a server side error occurs you will be directed to the error page (Fig. 23). Contact tech support if necessary to resolve any issues.



Sorry...Something went wrong!

[Return to Homepage](#)



Fig. 23

b. Contact Tech Support

Email: dacook@catchintelligence.com

Phone: 555-555-555 (Monday-Friday 8am-9pm)