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Top Shelf

# User’s Guide

This user’s guide will give you a run down on how to effectively use TopShelf to its’ fullest potential.

## Overview

The user’s guide will begin with creating an account, what data to enter where. How to edit your settings and what they all do. How to select a store. How to shop for the items you want, how to checkout and add a credit card. Remember that using the back button on the top left of your screen will navigate you to the previous page.

## Step 1 : Creating an account and logging in

The first screen that comes up should be the login page, as you do not have an account yet, you must click on the button (words) “New to TopShelf?”. This will navigate you to a new screen where you may create an account.

1.1 : Create Account

The create new account screen has 4 different text boxes.

* Email
* Password
* Full Name
* Zip Code

the Email text box is the first one, there you should enter the email you wish to be associated with your TopShelf account. Through it you may receive promotional material (coupons), and order progress updates. The second textbox is for the password you wish to be made with the account. The third textbox is for your full name. the fourth textbox is for your zip-code, so that TopShelf can give you a list of stores in your area.

1.2 : Log in

If you are not immediately taken back to the login screen, please press the back button on the top left of your screen.

The login screen has 2 text boxes.

* E-mail
* Password

In the email and password textboxes please use the information you just used to create your account.

## Step 2 : Home Page Navigation

Once you log in you should be taken to your home screen, from here you can click on one of 4 buttons,

* Settings
* Change Store
* Create New Order
* View Order History

This step will cover what you can do once you press each of these buttons

2.1 : Settings

The Settings page has 3 buttons

* Profile
* Logout
* License

And 2 toggles

* Save receipts
* Open external links

The profile button takes you to a new page where you can view and modify your personal information, Name, email, phone number, and street address.

Logout takes you out of TopShelf, use this if you’d like to log in using another account.

License navigates you to an external web page that displays licenses for external services that TopShelf.

Toggling on save receipts will allow TopShelf to save the receipt data directly onto your device.

Toggling on open external links will allow TopShelf to open external links without getting a confirmation from you.

2.2 : Change Store

This button takes you to a list of stores in your area that TopShelf can deliver to you, simply select the one you want and return to the previous menu.

2.3 : Create order

This button takes you to the store’s browser, where you actually do your shopping. Here you browse through the selected stores inventory.

2.4 : View order history

This button navigates you to a new screen where you can view a list of all of your previous orders.

## Step 3 : Shopping

From the home page, you must click on “Create new order”, to begin the process of shopping at the selected store. The create new order button will navigate you to a page where you can scroll through a stores inventory and add things to your cart for checkout.

This screen has a back button to abandon the order and return you to home page, it also has a checkout button, once you are done shopping this will take you to the checkout screen. There you may review your order, your cart, select the back button to shop some more, or proceed to payment.

3.1 : Adding an item to your cart

Once you find an item you want to buy, simply indicate how many of the selected item you would like to purchase and add click “add to cart”.

3.2 : Proceeding to checkout

Once you are done shopping, simply click “Checkout” on the bottom of your screen to proceed to the checkout view. This will bring up a screen with a list of your selected items, if it is all the items you wish to purchase, click “Proceed to Payment”. If it is not all the items you wish to purchase, hit the back button to continue shopping.

3.3 : Payment

The payment screen has 4 text boxes

* Card number
* Expiration date
* CVV
* Street address

For this screen you will need a valid credit card, valid meaning currently active. In the card number text box enter the 16 digits on the front of your credit card. In the expiration date please enter the expiration date of the card in MM/YY format. In the CVV please enter the 3 digit security code on the back of the card. And on the Street address please enter the address that you would like the order to be delivered to. After all the boxes have been correctly filled click the “Place order” button. You will be given a time estimate for delivery and a receipt saved to your device (if you have it toggled on, see 2.1).

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