e-Staff Purchase Program

User Guide

Table of Contents

1 ICON LOCATION 3

2 HOW-TOS 5

2.1 Running the Apps 5

2.2 Closing the Apps 6

2.3 Search Function 6

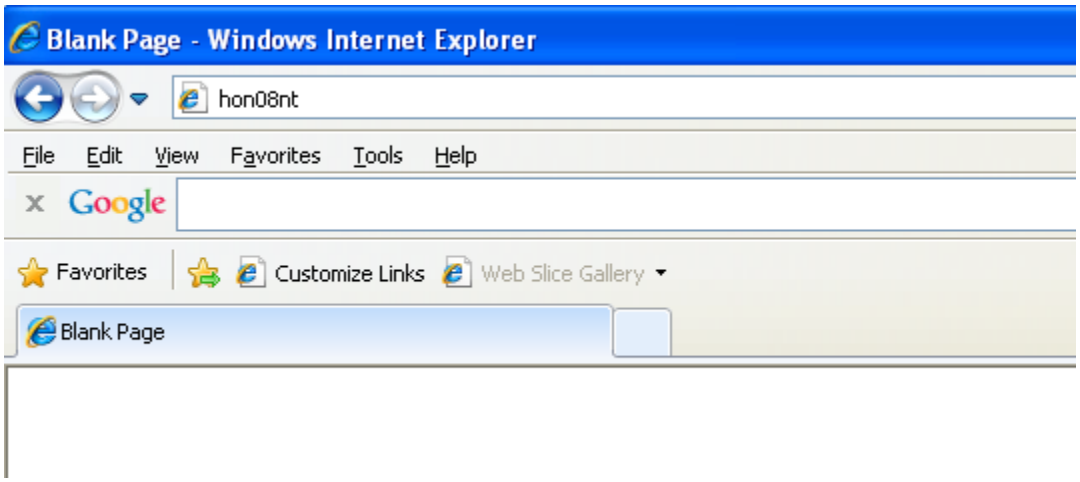
2.4 Filter Function 7

2.5 Buy Item 8

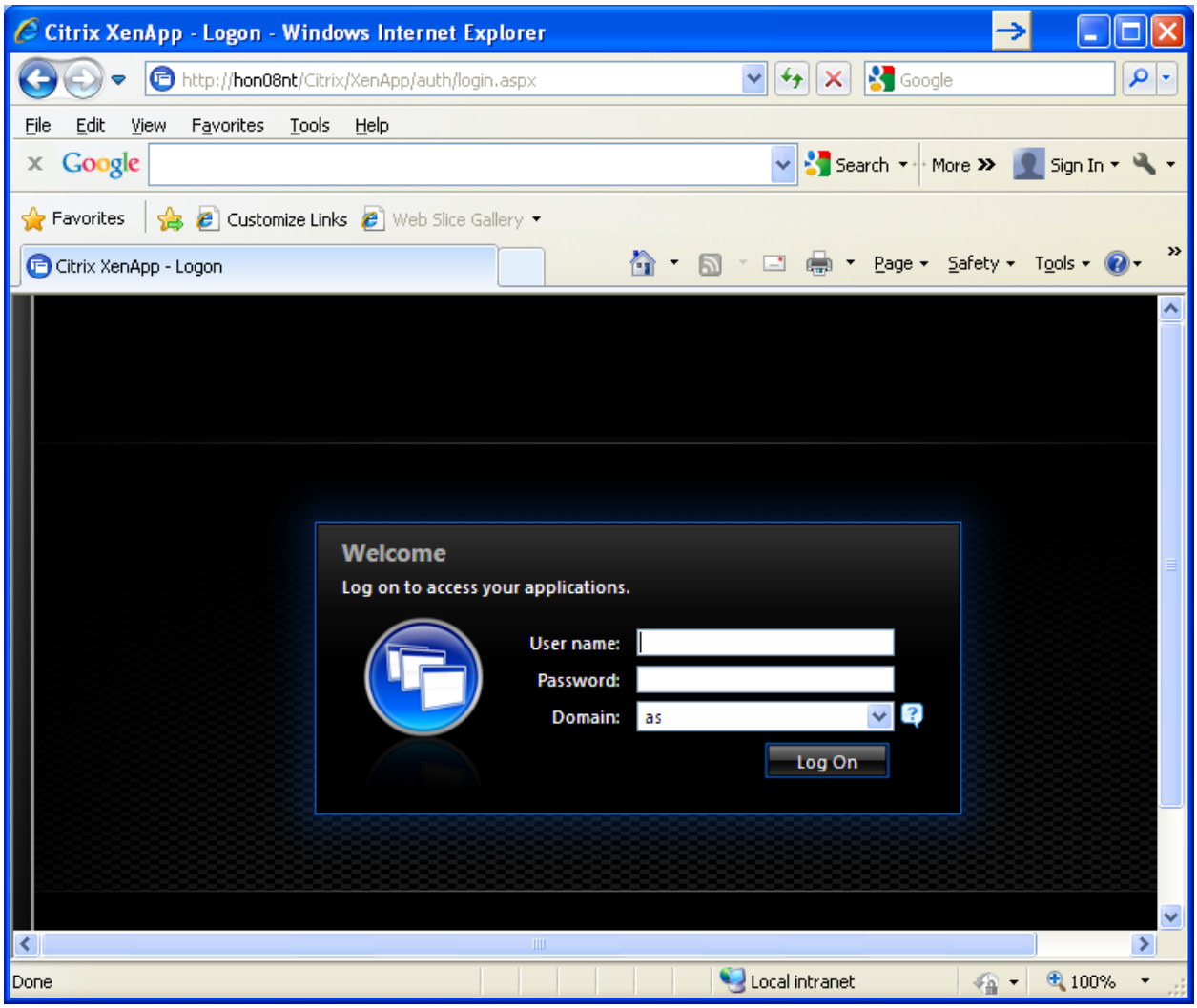
2.6 Payment 10

1 Icon Location

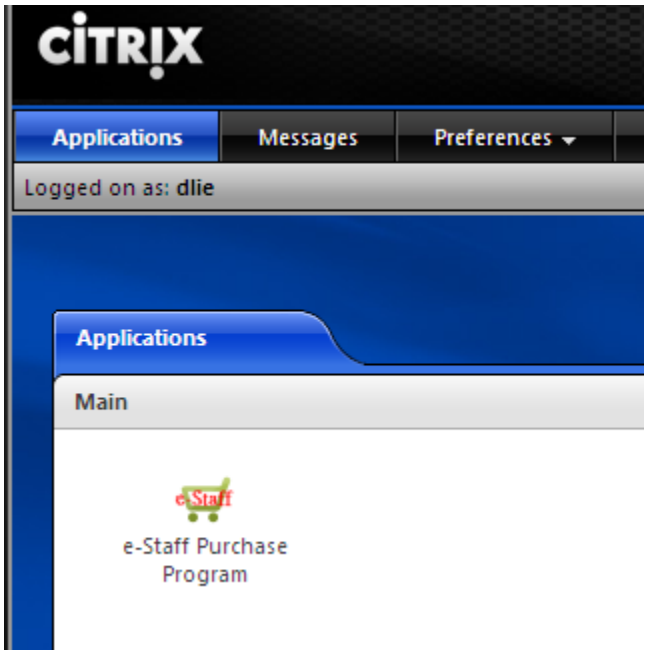
1. Open Internet explorer,
2. type hon08nt



3. Press enter, it will open the Citrix Login page



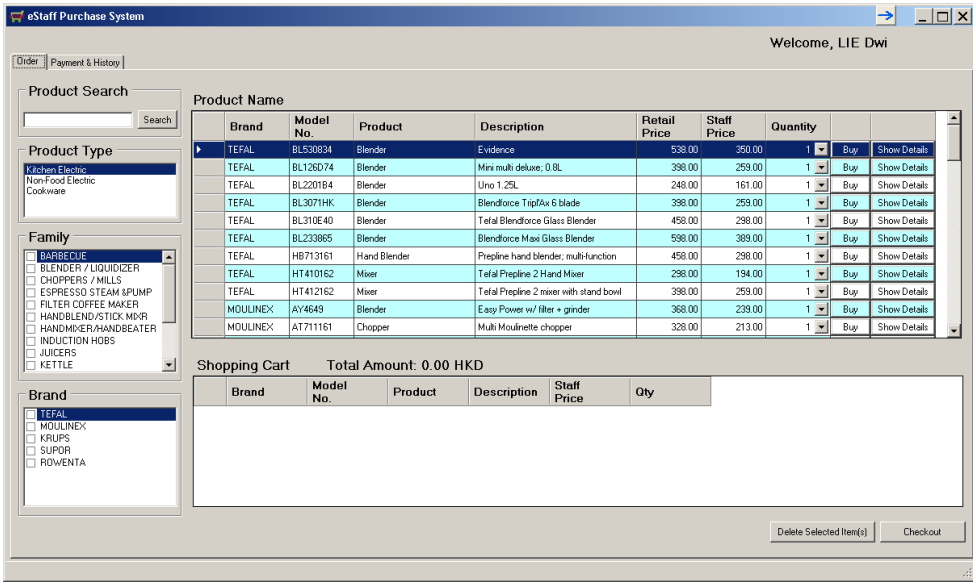
4. User name : use your COMPUTER user name
5. Password : use your COMPUTER password
6. Click button Log On



2 How to

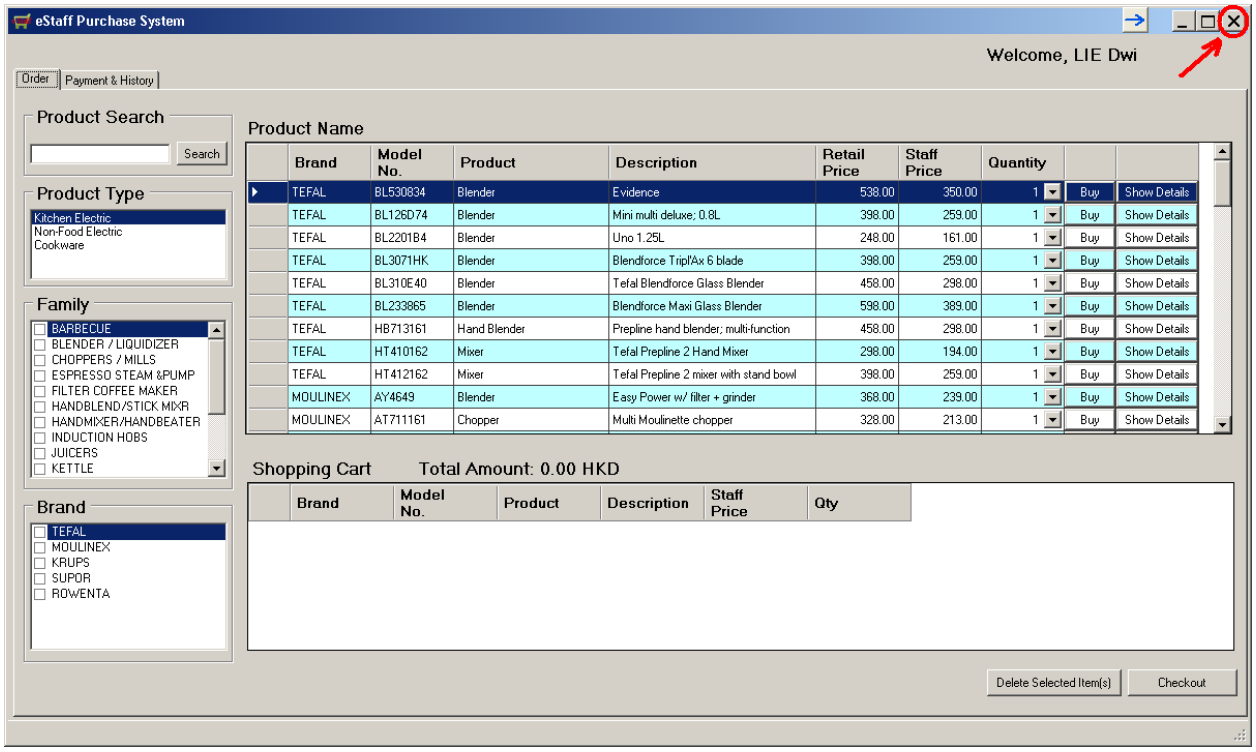
2.1 Running the Apps

1. Click the icon



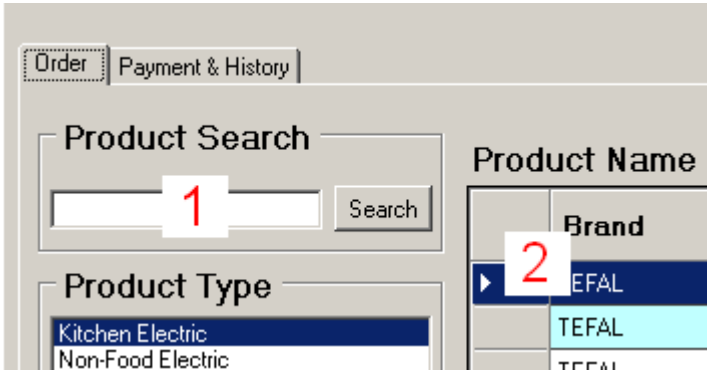
2.2 Closing the Apps

Click the "X" button.



2.3 Search Function

1. Product Search



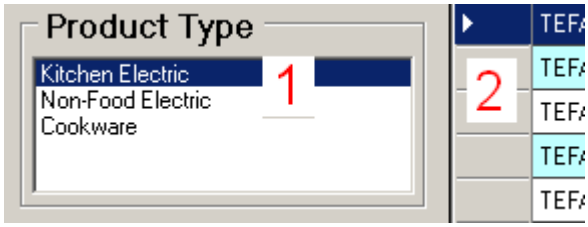
1

Type item name

2 The Result

2.4 Filter Function

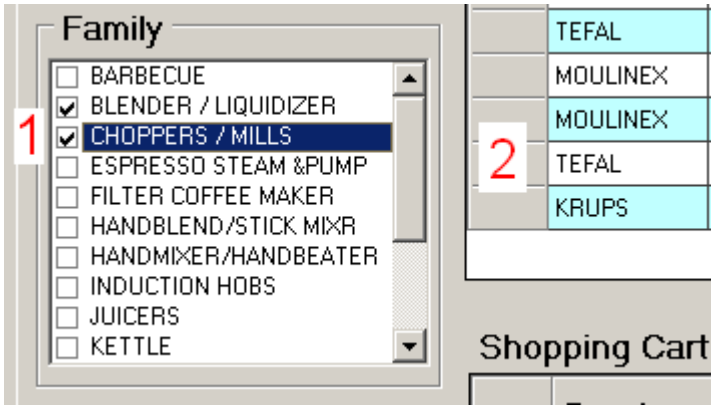
1. By Product Type



1 Select one of the items

2 The result

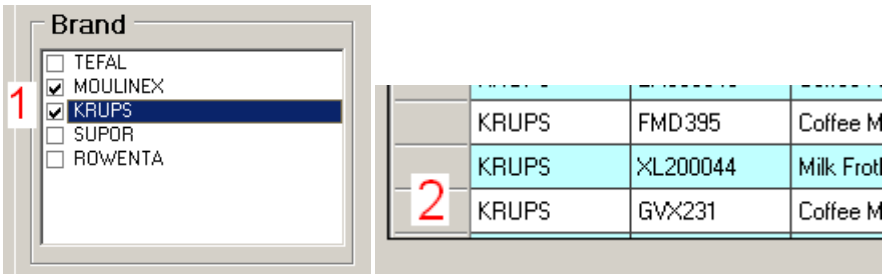
2. By Families



1 Select one or many items

2 The result

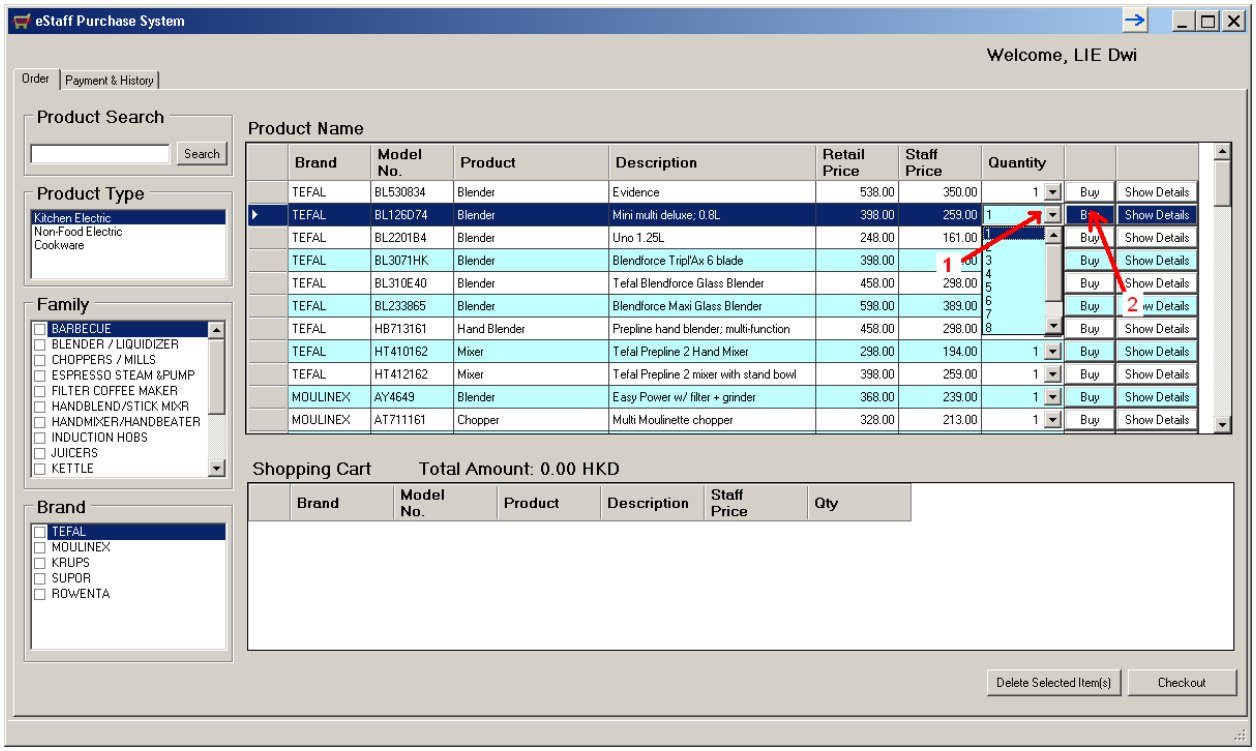
3. By Brands



1 Select one or many items

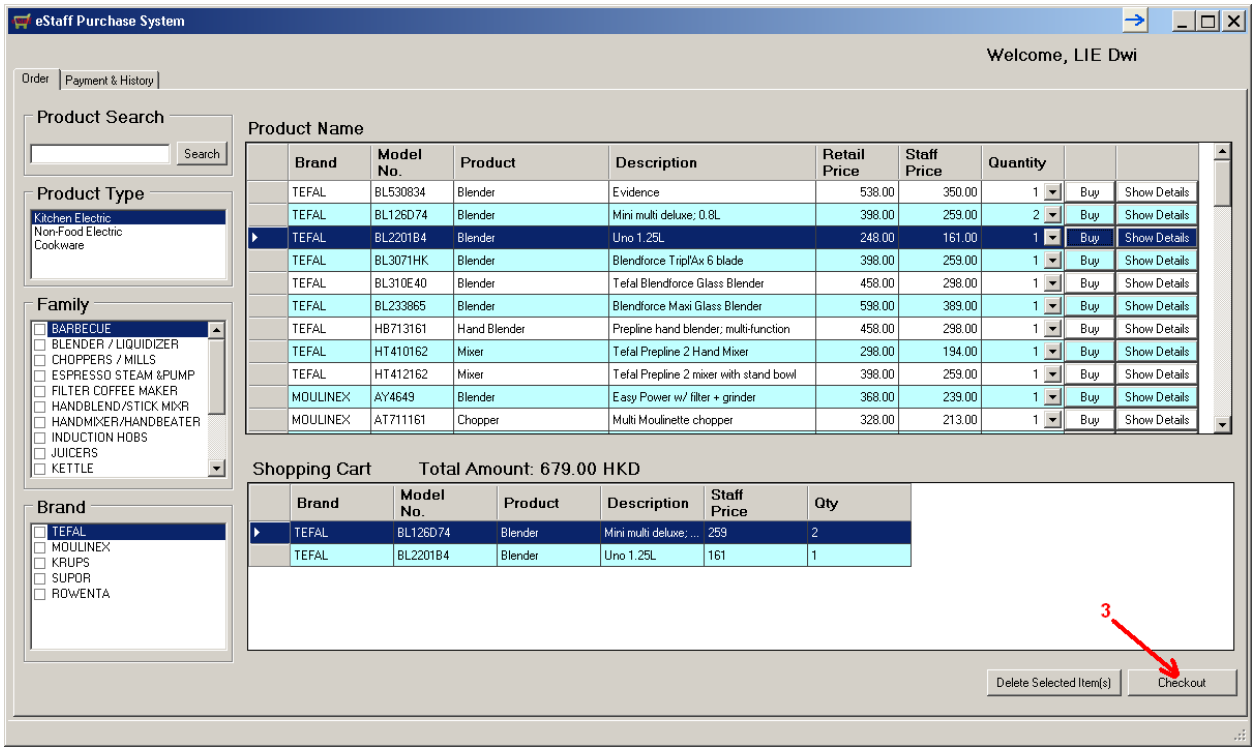
2 The result

2.5 Buy Item

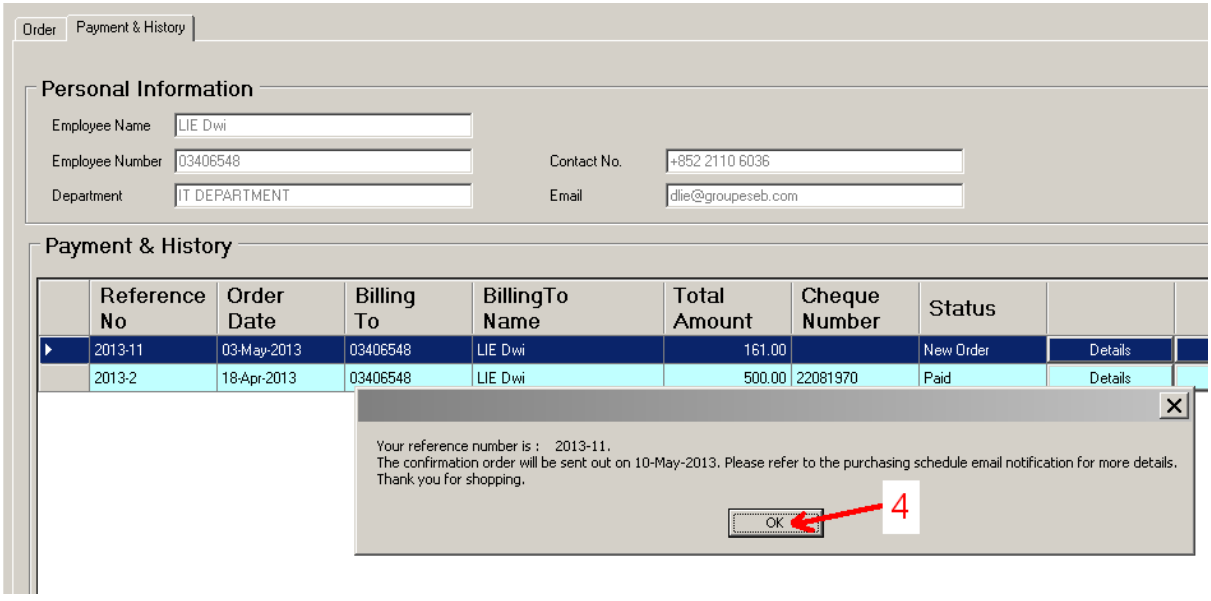


1 Click combobox , select quantity.

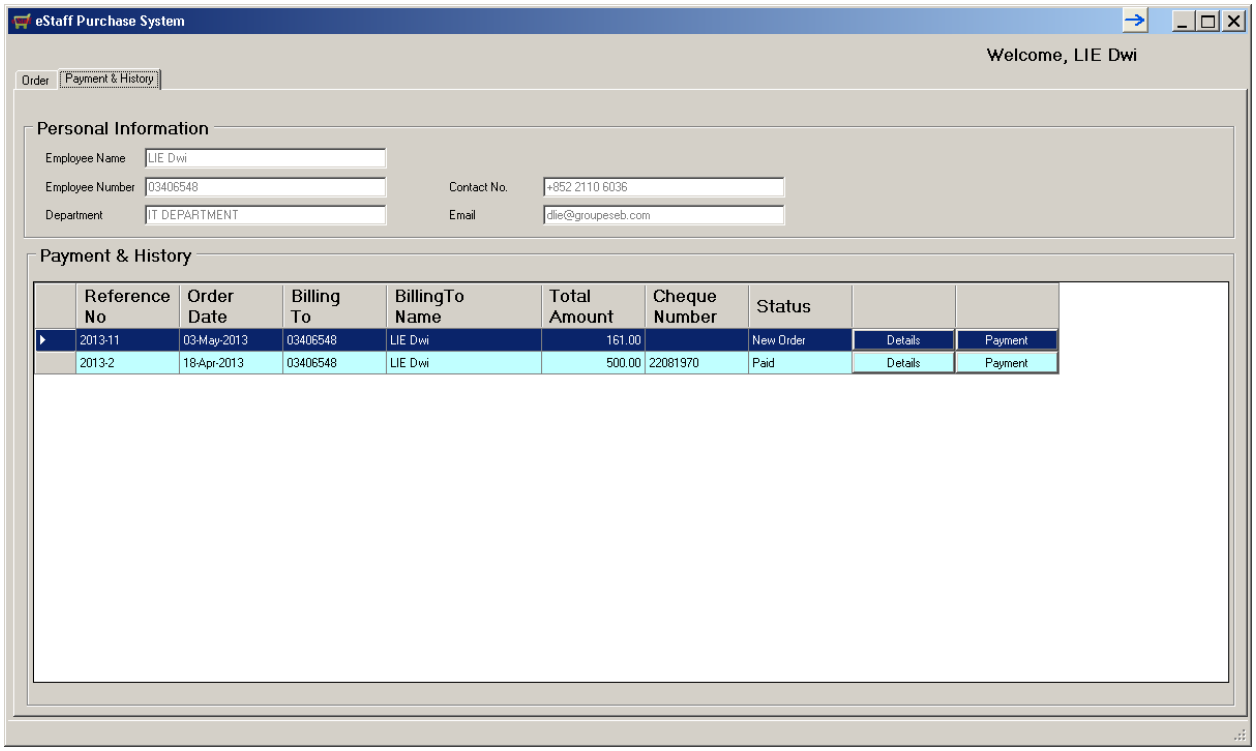
2 Click Button buy.



3 Click button checkout



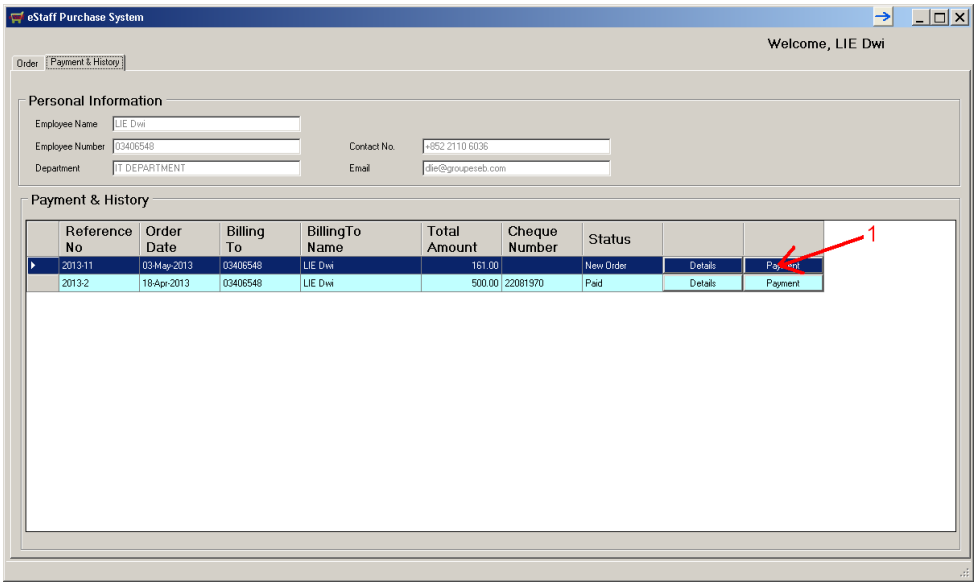
4 Click button OK



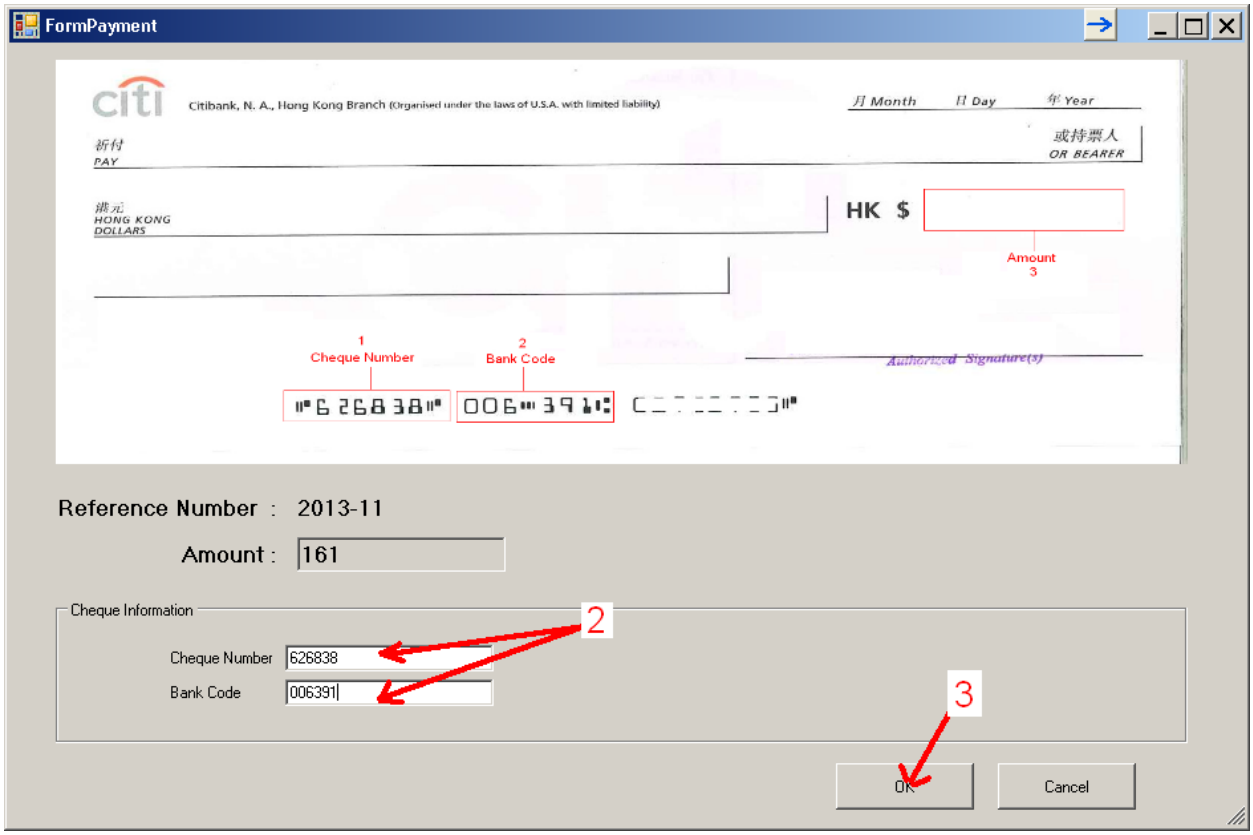
Buy item Done.

2.6 Payment

Payment can be done after your received Accepted Status Confirmation.

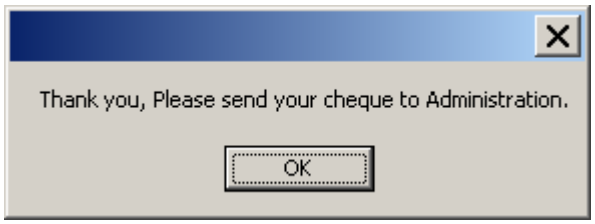


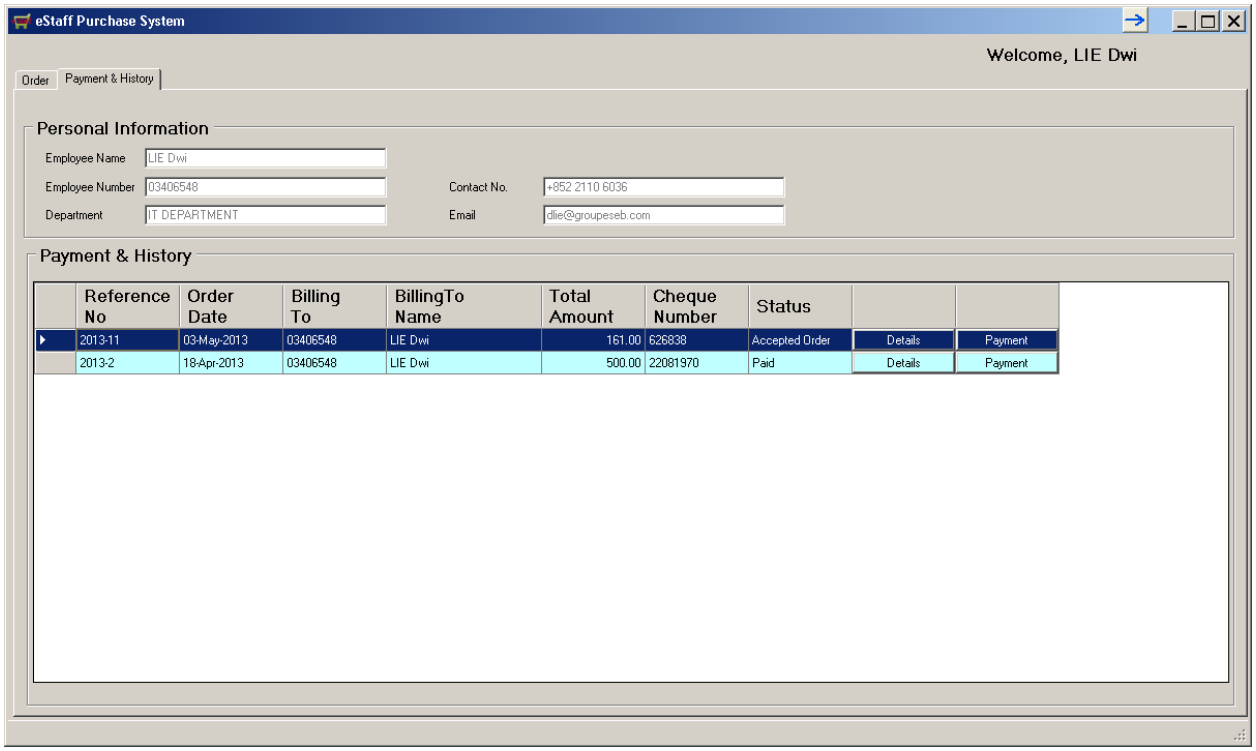
1 Click button Pavment



2 Fill Cheque Number and Bank Code information.

3 Click button OK





Send your cheque to administration.
Your cheque will be validated and change your order status to Paid.

Payment Done.