Place files in the same folder on one of your network drives.

Only open in Chrome. Using other browsers will cause printing / formatting issues.

You can change text and telephone numbers etc to match your branch quite easily by opening the Data form.html in notepad and browsing through until you find the particular piece of text.

It is possible to access this on the shopfloor tills.

Go to a shop floor or front desk PC signed in using the generic log in and open Chrome. Type something like this in the address bar. For instance, here in Cribbs, the path to our set up form is like this ;-

file://bt-s-fs1/bt-work/Selling/AudioTV/Techsupport/form.html

I cannot tell you exactly what it is going to be. You may need to speak to your systems folks as you'll probably have a different folder structure.

Press enter and if it works, you'll open the html form. Then bookmark the page and add it to your "bookmark bar" - calling it whatever you like. Repeat process on each till. Done.

Any issues, feedback or requests,

Email alison.daines@johnlewis.co.uk