

# **COMINFO WEBSHOP**

**User Manual** 



#### **Presentation Content**

- 1. Webshop introduction
- 2. Setting-up your account
- 3. Placing an order
- 4. Checking the order status
- 5. Webshop support

## Webshop Introduction

We are committed not only to maintaining an **excellent quality of** service but also to helping you meet every demand in your market with optimal results thanks to several tools and platforms.

Right now, we are **launching a digital platform** that enables **eCommercelike product ordering and tracking** in one easy-to-navigate interface.

https://webshop.cominfo.cz/

#### What the Webshop brings you

- Acceleration and simplification of order entries
- Speeding up communication with COMINFO sales managers
- Great overview of all projects current and realized
- Ability to view historical projects
- Well-though intuitive interface

		les-and-gates?lang=en	40	Q 🖻 🖈 👂	1 0		side J		
cominfo				The	omas G 😃	e	Project 0,00 Kč	0	
SHOP	ROJECTS ~	MY ACCOUNT COMINFO SALES							15
# / Turnstiles and gates									15
> Turnstiles and gate		Turnstiles and gates							15
> Swing speed gate	15								15
> Sliding speed gat	es	$\Pi_{\Sigma} \ge \Pi$	ם ם	Ì	l L	1			15
> Tripod turnstiles		li∕ √l	<u>ה</u>		٦	2			15
> Swing gates		Swing speed gates	Sliding speed gates	Tr	ipod turnst	iles			15
> Full-height turns	tiles	-	()	-	*	የ			
> Full-height gates		· · ·	$\nabla \gamma$			-1			
> Special application	turnstiles 🤍	Swing gates	Full-height turnstiles	Fu	ll-height ga	ites			
> Infill barriers and co	ollectors								
> Infill barriers and c	ollectors								

### Setting-up your Account

Se	curity first
Name:	Surname:
Email	Phone
Password	Enter your password
Street	City
Zip code	Country
Company	Job Title
I agree to process my personal data. I wish to receive newsletters Personal data are being processed accord 2016/679 about <u>personal data octection</u> SE	

#### **Quick Hint**

If you forgot your password, click on the Forgotten password button.

**1)** To create your account, **click on** *Create user account* **o**n the login page of Webshop.

2) Fill in the required details and press SEND. Your account will be approved promptly. Afterward, you can login with your Username (e-mail) and password you have chosen.

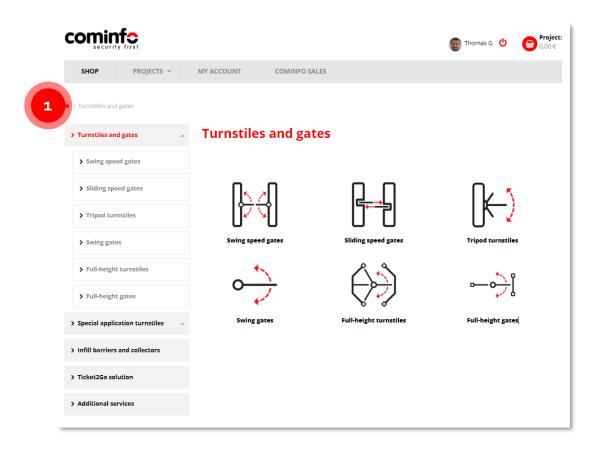
#### Setting-up your Account

	1	Thomas G U Project: Test_TG_3.5 20 036,00 €
SHOP PROJECTS ~ MY	COMINFO SALES	
	My account	
Company residence		
Name:	Surname:	
Thomas	Gate	
Email	Phone	
webshop.cominfo@gmail.com	736523105	
Job Title		
Business Manager	SAVE	(G)
		Thomas Gate
		webshop.cominfo@gmail.com
		Discount 0%
		CHANGE PASSWORD
		CHANGE PHOTO

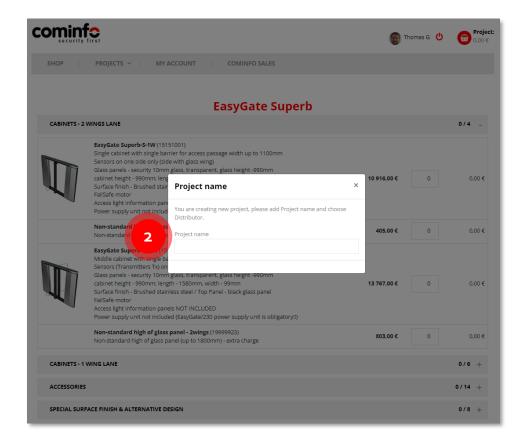
1) Before you create your first project, do not forget to add your profile picture in the My Account section of the Webshop.

In this section, you also have an **option to change specific personal details**.

# Placing an Order\_1



1) Please choose the desired product category from the list available on the default page. For the sake of this manual, we are selecting Swing speed gates. In the following screen, you will choose a specific product – in our case, the EasyGate Superb.



2) After you choose a product from the previously selected category, please fill in the Project name. Then you will be ready to configure your first project.

# Placing an Order\_2

		Thomas G 😃 🕤	Project: Test_ 0,00 €
SHOP	PROJECTS ~ MY ACCOUNT COMINFO SALES		
	EasyGate Superb		
CABINETS	- 2 WINGS LANE		0/4 _
U	EasyGate Superb-S-1W (15151001) Single cabinet with single barrier for access passage width up to 1100mm Sensors on one side only (side with glass wing) Glass panels - security 10mm glass, transparent, glass height -990mm cabinet height - 990mm; length - 1580mm, width - 99mm Surface finish - Brushed stainless steel / Top Panel - black glass panel FallSafe motor Access light information panels NOT INCLUDED Power supply unit not included (EasyGate/230 power supply unit is obligatory!!)	<b>10 916,00 €</b> 0	0,00
	Non-standard high of glass panel - 1wing (19999923) Non-standard high of glass panel (up to 1800mm) - extra charge	<b>405,00 €</b> 0	0,00
	EasyGate Superb-M-2W (15151002) Middle cabinet with single barrier for access passage width up to 1100mm Sensors (Transmitters TX) on one side and sensors (Receivers RX) on the other side Glass panels - security 10mm glass, transparent, glass height -990mm cabinet height - 990mm; length - 1580mm, width - 99mm Surface finish - Brushed stainless steel / Top Panel - black glass panel FallSafe motor Access light information panels NOT INCLUDED Power supply unit not included (EasyGate/230 power supply unit is obligatory!!)	<b>13 767.00 €</b> 0	0,00
	Non-standard high of glass panel - 2wings (19999923) Non-standard high of glass panel (up to 1800mm) - extra charge	<b>803,00 €</b> 0	0,00
CABINETS	- 1 WING LANE		0/6 +
ACCESSOR	NES		0/14 +
SPECIAL S	URFACE FINISH & ALTERNATIVE DESIGN		0/8 +

**1)** In this screen, you can **configure your project** according to available options and your requirements.

	🗑 Thomas G	Project: Test_TG_4 0,00 €
SHOP PROJECTS V <u>MY ACCOUNT</u> COMINFO SALES		
EasyGate Superb		
CABINETS - 2 WINGS LANE		2/4 +
CABINETS - 1 WING LANE		0/6 +
ACCESSORIES		5/14 +
SPECIAL SURFACE FINISH & ALTERNATIVE DESIGN		3/8 +
REMOTE CONTROL		2/16 +
MLU10 FEATURES		1/6 +
INTEGRATION OF OTHER DEVICES		2/7 +
MOUNTING AND INSTALLATION ACCESSORIES		2/6 +
POWER SUPPLY UNIT - DIRECT 230 VAC		2/2 +
PACKING AND HANDLING COSTS & SHIPPING		1/1 +
PROJECT DRAWINGS & MOUNTING OF 3RD PARTY DEVICES	2	1/5 +
васк	Total price 58 7	780,00 € CONTINUE

2) You can see the project's total price based on your configuration at the bottom of the screen. Please be aware that the listed prices in this guide correspond to the standard COMINFO price list and do not reflect actual distributor prices. Click Continue if you are ready to proceed further.

	· <b>J</b>		ler_	_3		
			G	Thomas G 👌		<b>oject: Test_TG_</b> 780,00 €
SHOP PROJECTS	Y MY ACCOUNT	COMINFO SALES				
		Project creation	า			
INFORMATION ABOUT ORDER						-
Project name						
Test_TG_4						
AccessFlow Inc Thomas Ga	te					
ATTACHMENTS (INSERT SPEC.PDF						
	ETC)					-
Choose a file or drop it here	ETC)					- Browse
			¢ Price ¢	Quantity ‡	Final price (	
Choose a file or drop it here			1 Price 1	Quantity :	Final price (	
Choose a file or drop it here Product number 1 Picture	1 Name	,		Quantity :	Final price ( 21 832,00 €	Action 🛟
Product number : Picture	î Name EasyGate Superb €					Action 1
Choose a file or drop it here Product number : Picture 15151001	Name         EasyGate Superb ()         EasyGate Superb-S-1W ()		10 916,00 €	2	21 832,00 €	Action 1
Choose a file or drop it here  Product number : Picture  15151001  15151002	1 Name EasyGate Superb ⊕ EasyGate Superb-S-1W € EasyGate Superb-M-2W €		10 916.00 € 13 767.00 €	2	21 832,00 € 13 767,00 €	Action :  × ×

1) In this screen, you have an option to make any preferred changes to your project (e.g., add quantities or remove items). You can also add selected attachments. The total price will be automatically recalculated.

RECALCULATE				mode	2	summary	project
9999004		Project drawings - Advanced 🖲	1 36	Add ano		Back to project	New
0001901	$\boxtimes$	Wooden box and handling \varTheta	82	Starting	5 new project i	an delete actual project	in not saved.
1150101	-	Supercap 🖲	25	Do you wa	nt to continue	with actual project or st vill delete actual project	art new project?
9999111		EG Superb/230/110	62	Vou alrea	dy baye open r	project and now adding	another model
9000010		Wooden protection box 🖲	52 AC	dd anot	her mode	!?	
9000004		Anchoring template - standard	460 00 6	1	460 00 F		
0602001		LiftCall - mini	2 629,00 €	1	2 629,00 €	×	
1200110		EXI-Card - motorised card collector <b>0</b>	4 483,00 €	1	4 483,00 €	×	
9999985-001		MLU10 - Combo alarms package	1 143,00 €	1	1 143,00 €	×	
6000005		TMON midi 🖲	2 092,00 €	1	2 092,00 €	×	
0601020	and the second second	EasyTouch	2 812,00 €	1	2 812,00 €	×	
9999901-002		Low Iron Glass Top Lid with RAL back-painting	969,00 €	1	969,00 €	×	
9999965	$\checkmark$	Low Iron Glass wing - up to 1.200mm high glass wing 🖲	698,00 €	1	698,00 €	×	

**2)** If you are satisfied with the **final configuration**, **please press Continue**. If not, you can Delete all items and start all over again, Leave the project without saving, or alternatively, Add a product line and continue afterward.

If you choose to Add a product line (A), you will be redirected to the Webshop homepage. Once you select a product to be added, a pop-up will appear where you can confirm Add another model to your current project, go Back to the project summary, or create a New project.

8

Project: Test\_TG\_4

**.** 

🚮 Thomas G 🛭 🕛

# Placing an Order\_4

MY ACCOUNT

cominfo

PROJECTS V

#### **Project creation – Last step**

**COMINFO SALES** 

INFORMATION ABOUT ORDER			-
Project name	PO Number		Dispatch term
Test_TG_4			Select date
Shipping	Incoterms 2010		Market segment
	\$	\$	\$
Note			*
			-
ATTACHMENTS (INSERT SPEC.PDF ETC)			-
Choose a file or drop it here			Browse
	2		Total price <b>59 249,00 €</b>
	LEAVE WITHOUT SAVING BACK	ADD PRODUCT LINE	SAVED AS PLANNED SEND TO COMINFO

1) In the last step of the project creation, you **must fill all the necessary information**, optionally add a note to your sales manager or add the desired attachment.

Please, bear in mind that each order must have all Specification forms added in the attachment and filled in correctly; otherwise, the order will be rejected! Valid specification forms can be found and downloaded from the Extranet.

**2)** As in the previous screen, you have an option to Leave without saving and Add a product line to the project.

Suppose you want to continue later or are gathering further information. In that case, you can Save the project as planned and continue later.

If you are ready to proceed, you can **send your project to COMINFO**. Afterward, your **sales manager will evaluate the submitted project** and take the necessary steps toward finalization – more details are in the following slides.

# Checking the Order Status\_Planned Orders

Refer 15 of 1 o			1	comi		Crst					🗑 Thomas G  🖞	60,0
Project name Name: \$ Status Updated † Total price ; Options   Normania Name: \$ Status Updated † Total price ; Options   Normania Name: \$ Status \$ Updated † Total price ; Options   Name: \$ Status \$ Updated † Total price ; Options   Name: \$ Status \$ Updated † Total price ; Options   Name: \$ Status \$ Updated † Total price ; Options   Name: \$ Status \$ Updated † Total price ; Options   Name: \$ Status \$ Updated † Total price ; Options   Name: \$ Status \$ Updated † Total price ; Options   Name: \$ Status \$ In progents \$ 0.10.2022 11:35:28 \$ 92 49.00 €   Name: \$ Status \$ In progents \$ 11.9.2022 18:57:41 3 779.00 €   Name: \$ Total fright \$ In progents \$ 11.9.2022 18:67:41 3 779.00 €				SHOP		PROJECTS ~	MY ACCOUNT	COMINFO S	ALES			
Norther       Automatical and							Planned orders	Active orders	Realized orders	Canceled orders		
Refresh								Planne	d orders			
Alight Alight   addition addition   addition												
Image       Image <th< th=""><th></th><th>4</th><th></th><th></th><th>6</th><th>A —</th><th>REFRE</th><th>5H</th><th></th><th></th><th></th><th></th></th<>		4			6	A —	REFRE	5H				
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Andres States       Notified States       Notified States       Solution States       SolutionStates       Solution States       So	Po Number: Dote: Shipping:	2376/000,2022 10/6/0222,315/42/PM 12/16/0222,100:00-AM	Attachment 📑 😒	hnout - 23761010,2022, Project detai	a nispđ				s	Updated ↑	Total price ‡	Options
warys       01024       Q Test_T6_4       Gate Thomas       In progress       6. 10. 2022 11:35:28       59 249.00 €          Warys       warys       warys       Gate Thomas       In progress       6. 10. 2022 11:35:28       59 249.00 €          Warys       warys       warys       Gate Thomas       In progress       6. 10. 2022 11:35:28       59 249.00 €          Warys       warys       warys       Gate Thomas       In progress       11. 9. 2022 18:57:41       3.779.00 €          Warys       warys       warys       Gate Thomas       In progress       11. 9. 2022 18:57:41       3.779.00 €          Warys       warys       warys       Gate Thomas       In progress       11. 9. 2022 18:46:34       13.767.00 €          Warys       warys       warys       warys       Gate Thomas       In progress       11. 9. 2022 18:46:34       13.767.00 €	Detail PO Number: Dete: Shipping: Status:	2376/01/0,2022 106/02022,313/42/PM 12/14/02022,100:00.AM	Attachment 📑 😒	hnout - 23761010,2022, Project detai	ik talis pot				s ‡	Updated †	Total price ‡	Options
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W     tradict Starts     Q Test_TG_2     Gate Thomas     In progress     11. 9. 2022 18:46:34     13 767,00 €	Petali PO Number; Date: Shipping: Setter: Incoteme 2010: Merket segment: Total price Hipping address Accessibus rice, Thomas Cate	2370049,3822 990222,354274 12979222,5000 Adl 577022 C/R 6780578 6912728 6	Amachment 0000	hoort 2016/140,2002, Project Beak	a Sele pol	Project name	1 Name: Gate Thomas	Ĵ Statu	ress	6. 10. 2022 11:35:28	59 249,00 €	
	Peeal Polyamber Date: Da	2700000,332 000000,315,074 000000,315,0000,44 00000 00000 000000 000000 000000 000000	Attudinent 2014	houd, 2016/010,2022 Project deal given mere accessiones.		Project name	1 Name: Gate Thomas	Ĵ Statu	ress	6. 10. 2022 11:35:28	59 249,00 €	
	An Annaher: Po Nannher: Bother: Doughang: Bother: Bother: Market: Rander: State price: State price: Stat	2010/01/2022 2010/02/2010/01 2010/2022 2010/2020 2010/20	Attudinent 2014	houd, 2016/010,2022 Project deal given mere accessiones.		: Project name Q Test_TG_4 Q Test_TG_3	‡ Name: Gate Thomas Gate Thomas	; In pro	yess	6. 10. 2022 11:35:28 11. 9. 2022 18:57:41	59 249,00 € 3 779,00 €	 Clo
	An Annaheri	200000,322 1000002.510.00 100002.510.00 04 04 05 05 05 05 05 05 05 05 05 05	Attachment Team Addin Investor address Antenna Strange Marganess Margane	Invari 2019113.202. Project deal Class Ford accessories. Hey Park	Tatal price	: Project name Q Test_TG_4 Q Test_TG_3	‡ Name: Gate Thomas Gate Thomas	; In pro	yess	6. 10. 2022 11:35:28 11. 9. 2022 18:57:41	59 249,00 € 3 779,00 €	 Clo

1) If you choose to save the project as planned in the previous step, you can find it with the rest of the planned orders in the tab **Projects / Planned Orders**. On this screen, you can either **Edit or Clone** the project.

Please click on the Project name (A) or three dots as depicted above (B) to edit (a pop-up will appear where you'll press the Edit button). If you want to Clone the project, click on (B) and follow the next slide's instructions.

			Project: 61 125,0
SHOP PROJECTS ~ MY AC	COUNT COMINFO SALES		
	Project creation – Last	step	
INFORMATION ABOUT ORDER			
Project name	PO Number	Dispatch term	
Test_TG_4	23TG1010_2022	14. 12. 2022	
Shipping	Incoterms 2010	Market segment	
Arranged by partner 🗢	CFR - Cost and Freight	<ul> <li> Office Buildings</li> </ul>	
Note Adding two more accessories.			
ATTACHMENTS (INSERT SPEC.PDF ETC)			
ATTACHMENTS (INSERT SPEC.PDF ETC) 23TG1010_2022_Project details.pdf			

**2)** In the case you will choose to edit the project, you have an option to **edit multiple project specifics** (e.g., add a note to your sales manager).

In this screen, you can also Delete the project.

It is important to note that **you will be able to see only your own orders** (planned / active) **in your account**, not those of your colleagues.

#### Checking the Order Status\_Clone Project

SHOP	PROJECTS ~	MY ACCOUNT	COMINFO	SALES			
		Planned orders	Active orders	Realized orders	Canceled orders		
			Active	orders			
Fulltext Search		REFRE	ѕн				\$
O Number	1 Project name	1 Name:	1 Status	I	Updated †	Total price 🏌	Options 1
23TG1010_2022	Q Test_TG_4	Gate Thomas	Waiting f	or sales	6. 10. 2022 13:15:42	60 127,00 €	

1) You can clone the project either from Planned orders or Active orders. In both cases, click on three dots and press the Clone button.

cominfo security first				6	Thomas G (	60 127,	<b>t: Tes</b> ,00 €
SHOP PROJECTS ~	MY ACCOUNT	COMINFO SA	ALES				
		Project o	reation				
INFORMATION ABOUT ORDER							
Project name							
Test_TG_4_Clone							
Customer							
AccessFlow Inc Thomas Gate							
ATTACHMENTS (INSERT SPEC.PDF E	TC)						
23TG1010_2022_Project details.pdf							DEL
Choose a file or drop it here							Bro
Product number 1 Picture	1 Name		1	Price 🕽	Quantity 🕽	Final price 🗎 Act	ion:
Alajıs	EasyGate Superb						

2) Once you press the Clone button, a duplicate project with the same specification as the original one will be created (we recommend always editing the Project name).

On this screen, please follow the same instruction as addressed in the slide **Placing an Order\_3**. If you press Continue, you will follow the steps shown in the slide **Placing an Order\_4**.

### Checking the Order Status\_Active Orders

	Thomas G U Control Project 0.00 €	ject: De 2 Security first	
SHOP PROJECTS V MY ACCOUNT COMINFO S	SALES	SHOP PROJECTS - MY ACCOUNT	COMINFO SALES
Planned orders Active orders	Realized orders Canceled orders	Planned orders Ac	Active orders Realized orders Canceled orders
Fulltext Search REFRESH	e orders	Fulltext Search REFRESH	Active orders
O Number 🗘 Project name 🗘 Name: 🗘 Status	1 Updated 1 Total price 1 Options	PO Number     Project name     Name:	û Status û Updated
3TG1010_2022 Q Test_TG_4 Gate Thomas Waiting for	or sales 6. 10. 2022 13:15:42 60 127,00 €	23TG1010_2022 Q Test_T6_4 Gate Thomas	Waiting for partner         6. 10. 2022 13:09:51
	Waiting for sa	ales	W

1) Once you send your order to COMINFO, it will be sent to your sales manager for approval and potential comments. In this case, you will see the status Waiting for sales in the Active orders tab.

2) If it is necessary to comment on the project from your side after it is sent to COMINFO or if there are any suggestions from the side of your sales manager, you will see the Waiting for partner status on the respective screen.

Project.

\$

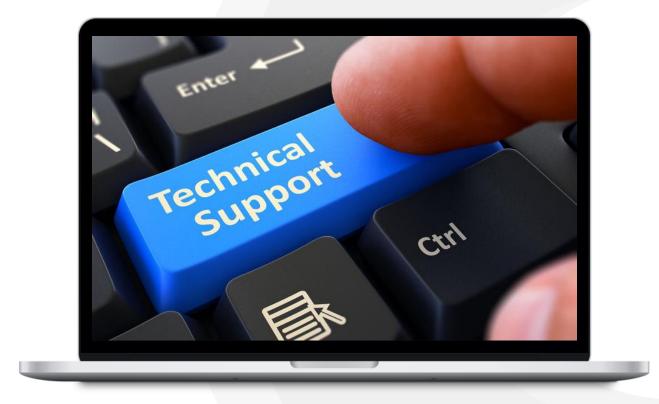
otal price 1 Options 59 927.00 €

ng for partner

After the agreement of both sides about the project specification, an order status, Send to production, is displayed.

# Webshop Support

In case you need any technical support with your account, don't hesitate to get in touch with us at: <u>marketing@cominfo.cz</u>



# **Contact Information**

COMINFO, a.s.

Nabrezi 695

76001**,** Zlin

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