

COMINFO WEBSHOP

User Manual



— Presentation Content

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2. Setting-up your account
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Webshop Introduction

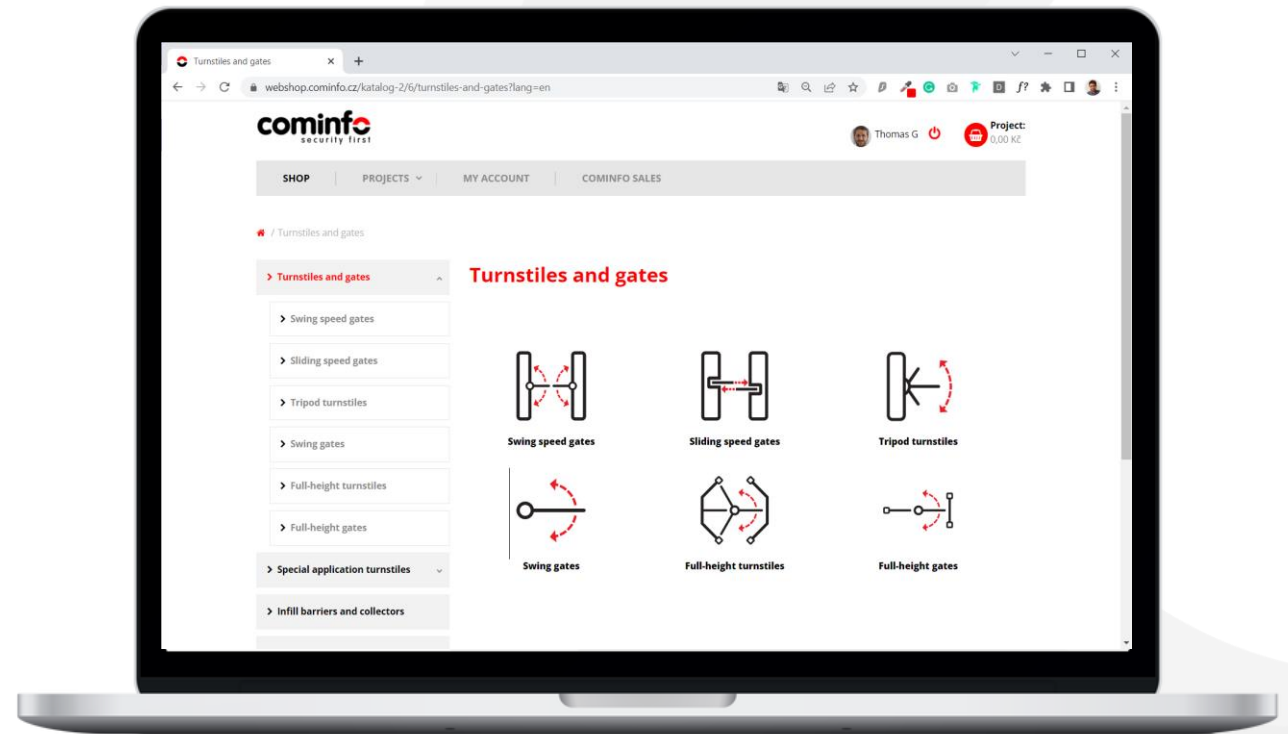
We are committed not only to maintaining an **excellent quality of service** but also to **helping you meet every demand in your market with optimal results** thanks to several tools and platforms.

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

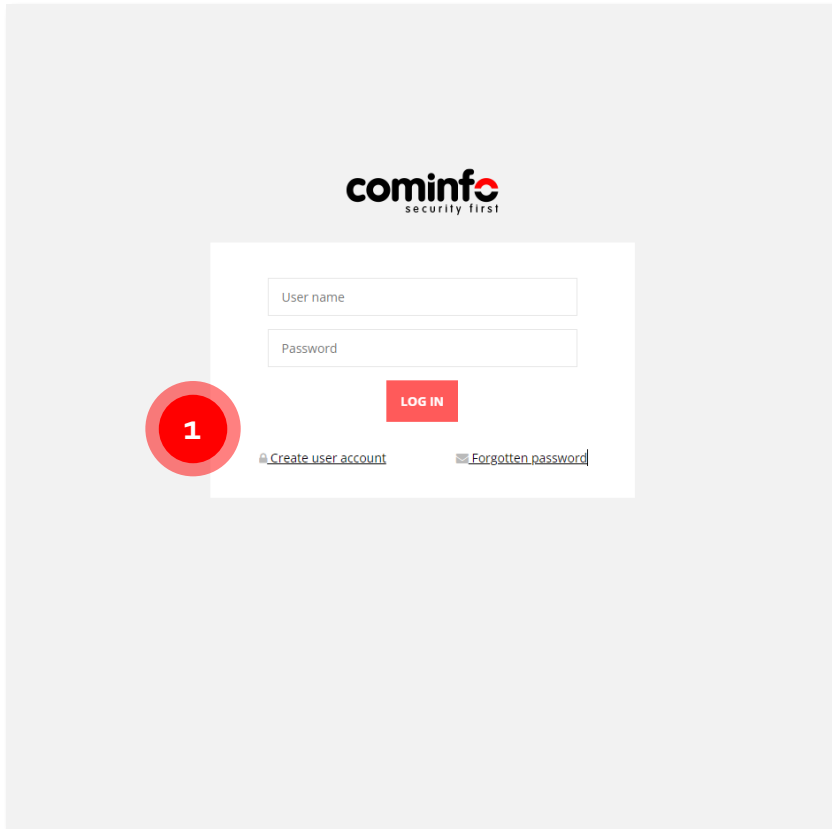
<https://webshop.cominfo.cz/>

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-thought intuitive interface

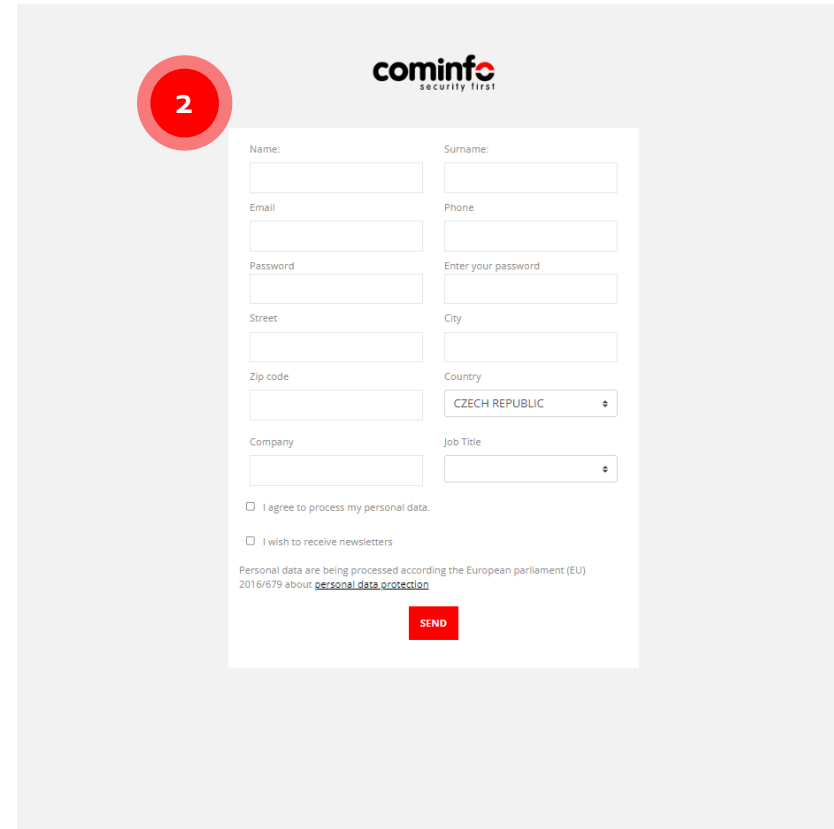


Setting-up your Account



The screenshot shows the cominfo login page. At the top center is the logo "cominfo security first". Below it is a white login form with two input fields: "User name" and "Password". To the right of these fields is a red "LOG IN" button. Below the form are two links: "Create user account" and "Forgotten password". A red circle with the number "1" is positioned to the left of the "Create user account" link.

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



The screenshot shows the cominfo registration form. At the top center is the logo "cominfo security first". Below it is a white registration form with several input fields: "Name:", "Surname:", "Email", "Phone", "Password", "Enter your password", "Street", "City", "Zip code", "Country" (with a dropdown menu showing "CZECH REPUBLIC"), "Company", and "Job Title" (with a dropdown menu). Below the form are two checkboxes: "I agree to process my personal data." and "I wish to receive newsletters". At the bottom of the form is a red "SEND" button. A red circle with the number "2" is positioned to the left of the form.

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.

Quick Hint

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

Setting-up your Account

cominfo
security first

1

Thomas G Project: Test_TG_3.5
20 036,00 €

SHOP | PROJECTS ▾ | **MY ACCOUNT** | COMINFO SALES

My account

Company residence

Name: Surname:

Email: Phone:

Job Title:

SAVE

Thomas Gate
webshop.cominfo@gmail.com

Discount 0%

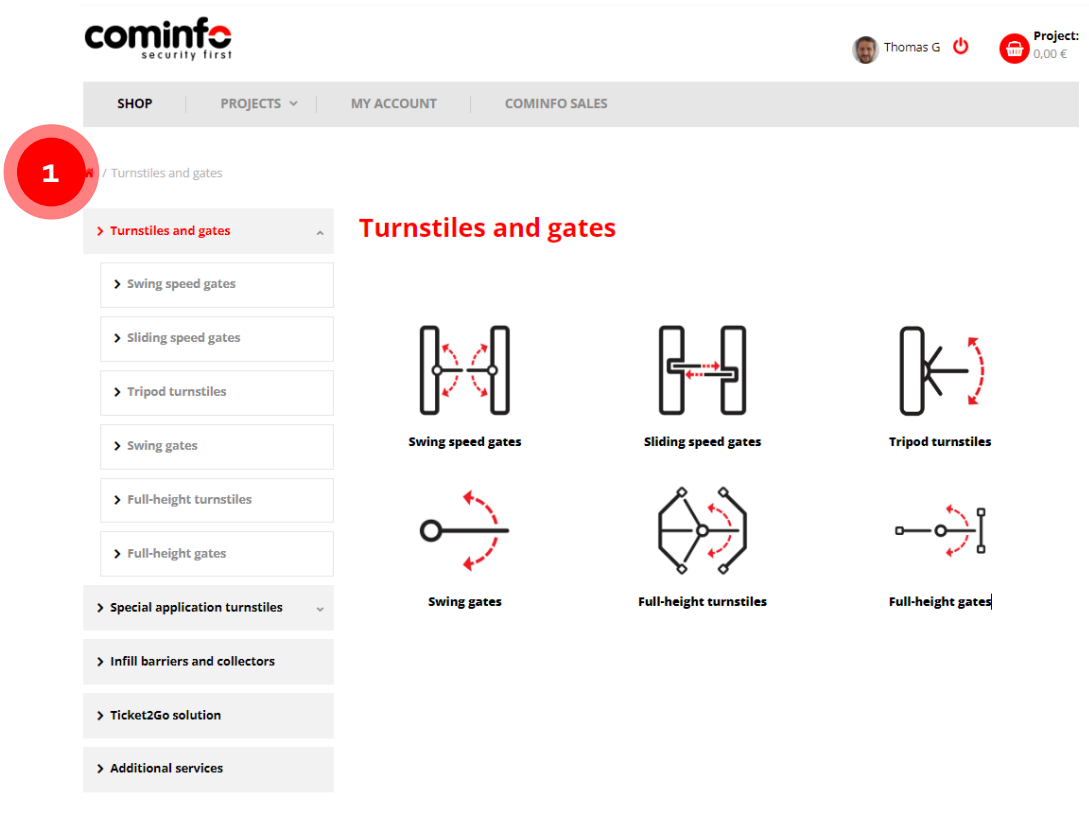
CHANGE PASSWORD

CHANGE PHOTO

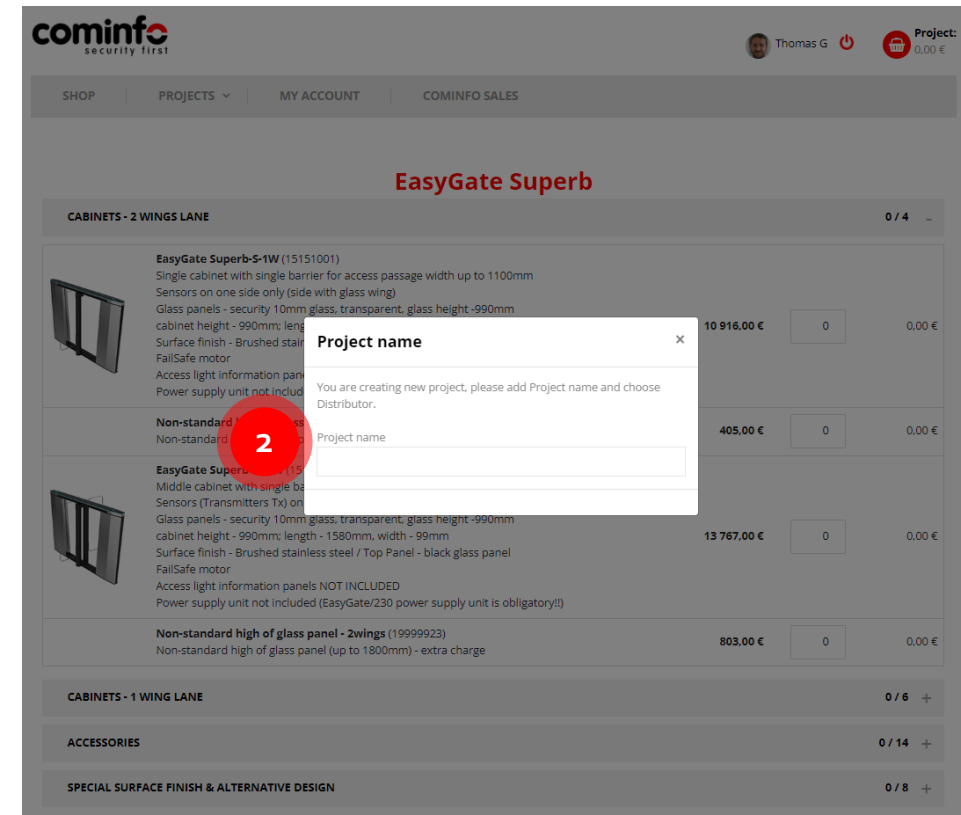
1) Before you create your first project, **do not forget to add your profile picture** in the My Account section of the Webshop.

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**.

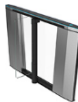
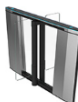
Placing an Order_2

cominfo security first Thomas G Project: Test_TG_4 0,00 €

SHOP PROJECTS MY ACCOUNT COMINFO SALES

EasyGate Superb

CABINETS - 2 WINGS LANE 0 / 4 -

 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 FailSafe motor Access light information panels NOT INCLUDED Power supply unit not included (EasyGate/230 power supply unit is obligatory!)	10 916,00 €	0	0,00 €
Non-standard high of glass panel - 1wing (19999923) Non-standard high of glass panel (up to 1800mm) - extra charge	405,00 €	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 FailSafe motor Access light information panels NOT INCLUDED Power supply unit not included (EasyGate/230 power supply unit is obligatory!)	13 767,00 €	0	0,00 €
Non-standard high of glass panel - 2wings (19999923) Non-standard high of glass panel (up to 1800mm) - extra charge	803,00 €	0	0,00 €

CABINETS - 1 WING LANE 0 / 6 +

ACCESSORIES 0 / 14 +

SPECIAL SURFACE FINISH & ALTERNATIVE DESIGN 0 / 8 +

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

cominfo security first Thomas G Project: Test_TG_4 0,00 €

SHOP PROJECTS MY ACCOUNT 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 1 / 5 +

BACK | Total price 58 780,00 € **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.**

Placing an Order_3

cominfo
security first

Thomas G Project: Test_TG_4
58 780,00 €

SHOP PROJECTS MY ACCOUNT COMINFO SALES

Project creation

1 INFORMATION ABOUT ORDER

Project name
Test_TG_4

Customer
AccessFlow Inc. - Thomas Gate

ATTACHMENTS (INSERT SPEC.PDF ETC...)

Choose a file or drop it here

Product number	Picture	Name	Price	Quantity	Final price	Action
		EasyGate Superb				...
15151001		EasyGate Superb-S-1W	10 916,00 €	2	21 832,00 €	x
15151002		EasyGate Superb-M-2W	13 767,00 €	1	13 767,00 €	x
19999109		Passage Light	1 198,00 €	1	1 198,00 €	x
51150103		WAV player	845,00 €	1	845,00 €	x
50600033		Access Panel / Proxy bracket	505,00 €	1	505,00 €	x

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.

19999901-001		Low Iron Glass middle panel	1 076,00 €	1	1 076,00 €	x
19999965		Low Iron Glass wing - up to 1.200mm high glass wing	698,00 €	1	698,00 €	x
19999901-002		Low Iron Glass Top Lid with RAL back-painting	969,00 €	1	969,00 €	x
50601020		EasyTouch	2 812,00 €	1	2 812,00 €	x
76000005		TMON midi	2 092,00 €	1	2 092,00 €	x
19999985-001		MLU10 - Combo alarms package	1 143,00 €	1	1 143,00 €	x
51200110		EXI-Card - motorised card collector	4 483,00 €	1	4 483,00 €	x
50602001		LiftCall - mini	2 629,00 €	1	2 629,00 €	x
19000004		Anchoring template - standard	460,00 €	1	460,00 €	x
19000010		Wooden protection box	55,00 €	1	55,00 €	x
19999111		EG Superb/230/110	62,00 €	1	62,00 €	x
51150101		Supercap	25,00 €	1	25,00 €	x
10001901		Wooden box and handling	82,00 €	1	82,00 €	x
19999004		Project drawings - Advanced	1 360,00 €	1	1 360,00 €	x

Add another model?

You already have open project and now adding another model.
Do you want to continue with actual project or start new project?
Starting new project will delete actual project if not saved.

RECALCULATE

2 **A**

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**.

Placing an Order_4

cominfo
security first

Thomas G Project: Test_TG_4
59 249,00 €

SHOP | PROJECTS ▾ | MY ACCOUNT | COMINFORM SALES

Project creation - Last step

1

INFORMATION ABOUT ORDER

Project name: Test_TG_4
PO Number:
Dispatch term: Select date
Shipping:
Incoterms 2010:
Market segment:
Note:

ATTACHMENTS (INSERT SPEC.PDF ETC...)

Choose a file or drop it here

Total price 59 249,00 €

2

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

1

cominfo security first

Thomas G 0,00 €

SHOP PROJECTS MY ACCOUNT COMINFO SALES

Planned orders Active orders Realized orders Canceled orders

Planned orders

PROJECT: Test_TG_4

Refresh

Project name	Name	Status	Updated	Total price	Options
Test_TG_4	Gate Thomas	In progress	6. 10. 2022 11:35:28	59 249,00 €	...
Test_TG_3	Gate Thomas	In progress	11. 9. 2022 18:57:41	3 779,00 €	...
Test_TG_2	Gate Thomas	In progress	11. 9. 2022 18:46:34	13 767,00 €	...

Clone Edit

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**.

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.



10

2

cominfo security first

Thomas G 61 125,00 €

SHOP PROJECTS MY ACCOUNT COMINFO SALES

Project creation - Last step

INFORMATION ABOUT ORDER

Project name: Test_TG_4 PO Number: 23TG1010_2022 Dispatch term: 14. 12. 2022

Shipping: Arranged by partner Incoterms 2010 Market segment: -- Office Buildings

Note: Adding two more accessories.

ATTACHMENTS (INSERT SPEC.PDF ETC...)

23TG1010_2022_Project details.pdf DELETE

Choose a file or drop it here Browse

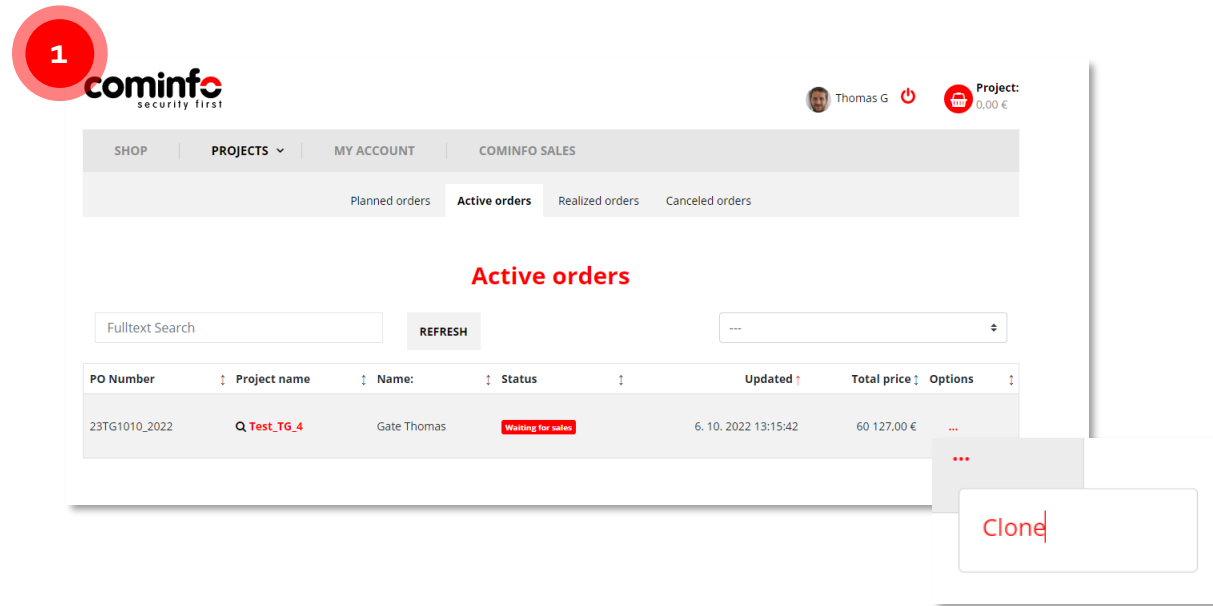
Total price 61 125,00 €

LEAVE WITHOUT SAVING BACK ADD PRODUCT LINE DELETE PROJECT SAVED AS PLANNED SEND TO COMINFO SAVE

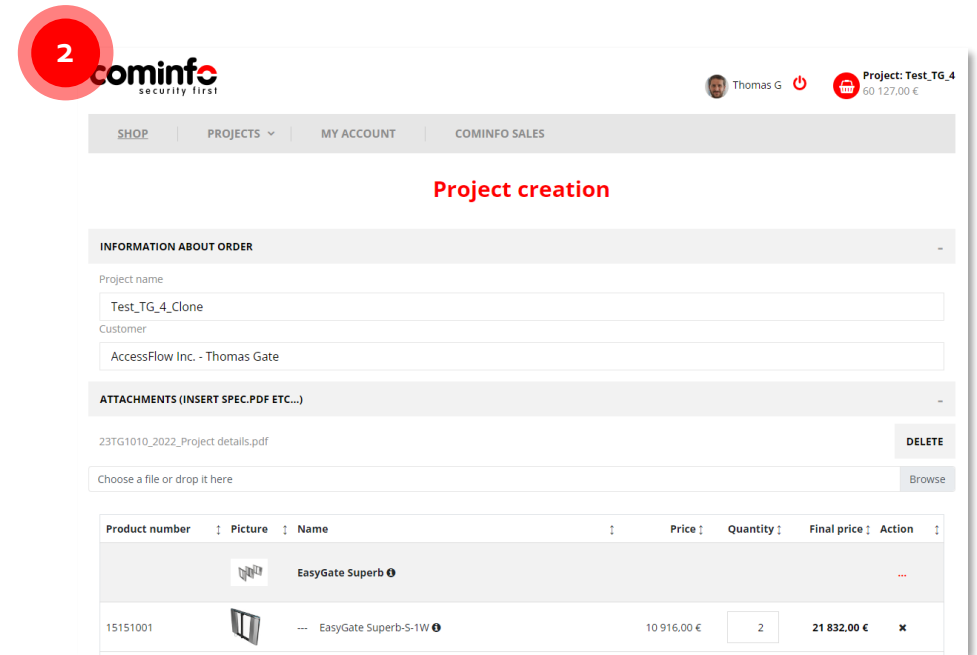
2) In the case you will choose to edit the project, you have an option to **edit multiple project specifics** (e.g., add a note to your sales manager).

In this screen, **you can also Delete the project**.

Checking the Order Status_Clone Project



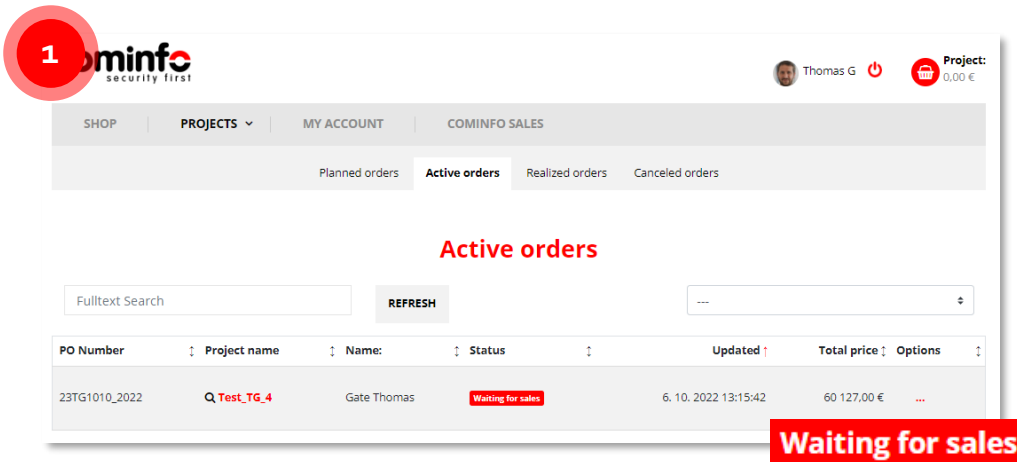
1) You can clone the project either from Planned orders or Active orders. In both cases, click on three dots and press the Clone button.



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



1

ominfo security first

Thomas G Project: 0,00 €

SHOP PROJECTS MY ACCOUNT COMINFO SALES

Planned orders Active orders Realized orders Canceled orders

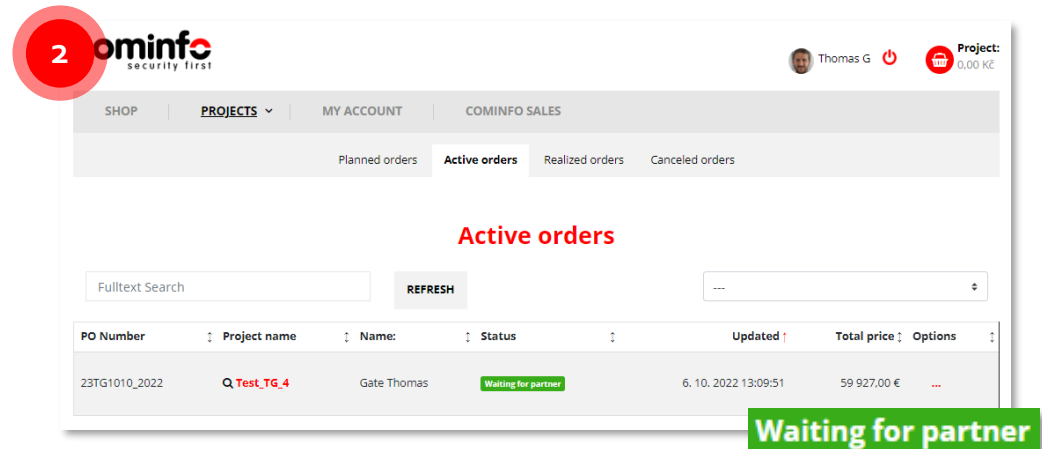
Active orders

Fulltext Search REFRESH

PO Number	Project name	Name:	Status	Updated	Total price	Options
23TG1010_2022	Test_TG_4	Gate Thomas	Waiting for sales	6. 10. 2022 13:15:42	60 127,00 €	...

Waiting for sales

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

ominfo security first

Thomas G Project: 0,00 €

SHOP PROJECTS MY ACCOUNT COMINFO SALES

Planned orders Active orders Realized orders Canceled orders

Active orders

Fulltext Search REFRESH

PO Number	Project name	Name:	Status	Updated	Total price	Options
23TG1010_2022	Test_TG_4	Gate Thomas	Waiting for partner	6. 10. 2022 13:09:51	59 927,00 €	...

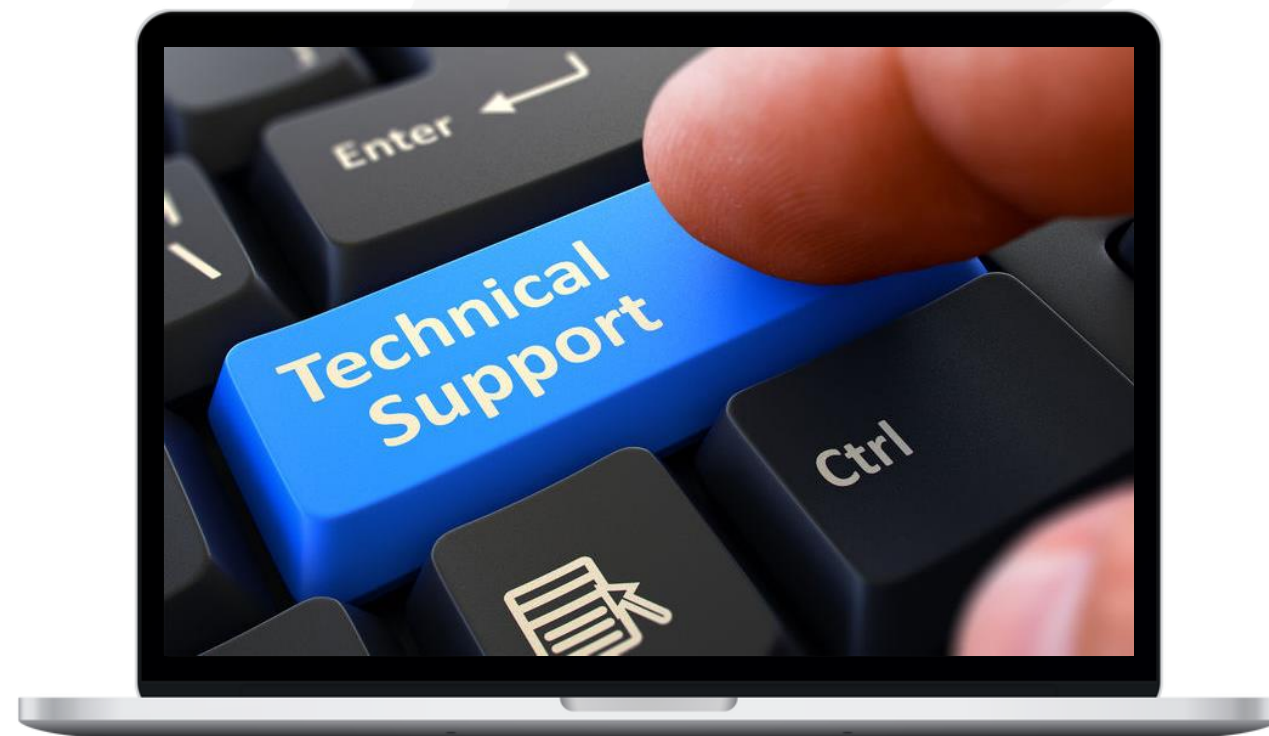
Waiting for partner

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.

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: marketing@cominfo.cz



Contact Information

COMINFO, a.s.

Nabrezi 695

76001, Zlin

Czech Republic

Telephone: **+420 603 151 333**

E-mail: **cominfo@cominfo.cz**

Website: **www.cominfo.eu**

