

Clark Reliance Employee E-Commerce Site

The screenshot shows a web browser window with the address bar containing the URL <http://www.ShopVisComm.com/Clark>. The website header features the **Clark Reliance** logo and a navigation bar with links for Home, Cart, and Login. The Cart Total is displayed as (\$0.00).

On the left side, there is a vertical price filter menu with the following options:

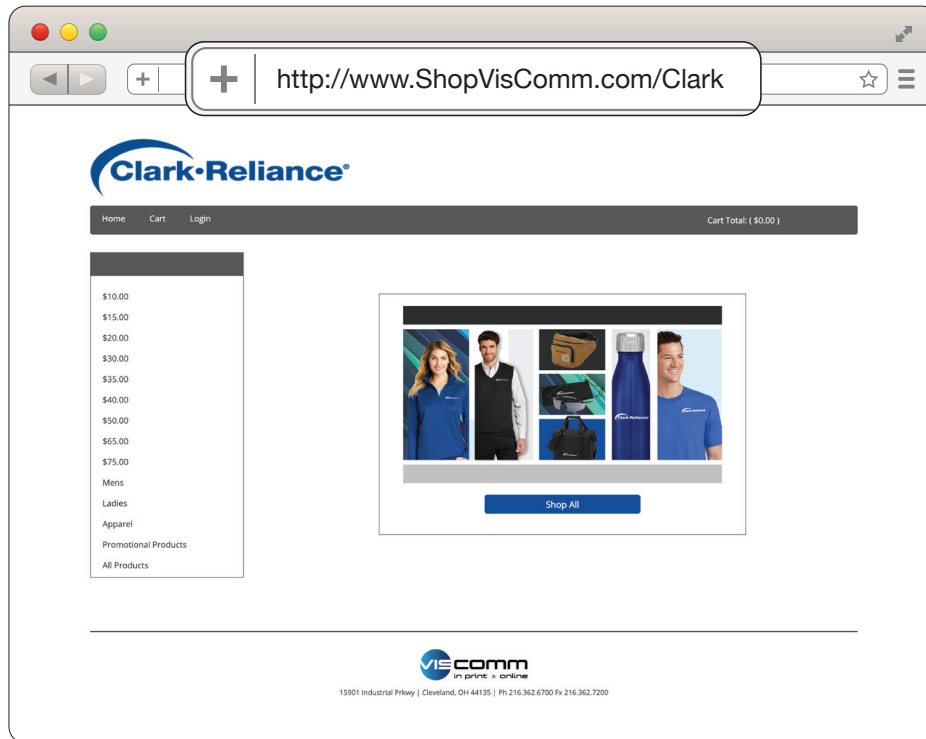
- \$10.00
- \$15.00
- \$20.00
- \$30.00
- \$35.00
- \$40.00
- \$50.00
- \$65.00
- \$75.00
- Mens
- Ladies
- Apparel
- Promotional Products
- All Products

The main content area features a promotional banner with a collage of product images including a woman in a blue polo, a man in a vest, a brown bag, a blue water bottle, and a man in a blue t-shirt. Below the banner is a blue button labeled "Shop All".

At the bottom of the page, the **viscomm** logo is displayed with the tagline "in print • online". Below the logo, the contact information is provided: 15901 Industrial Prkwy | Cleveland, OH 44135 | Ph 216.362.6700 Fx 216.362.7200.

1. Go to URL

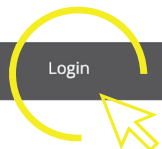
Go to <http://www.ShopVisComm.com/Clark> to enter the website.



2. Login



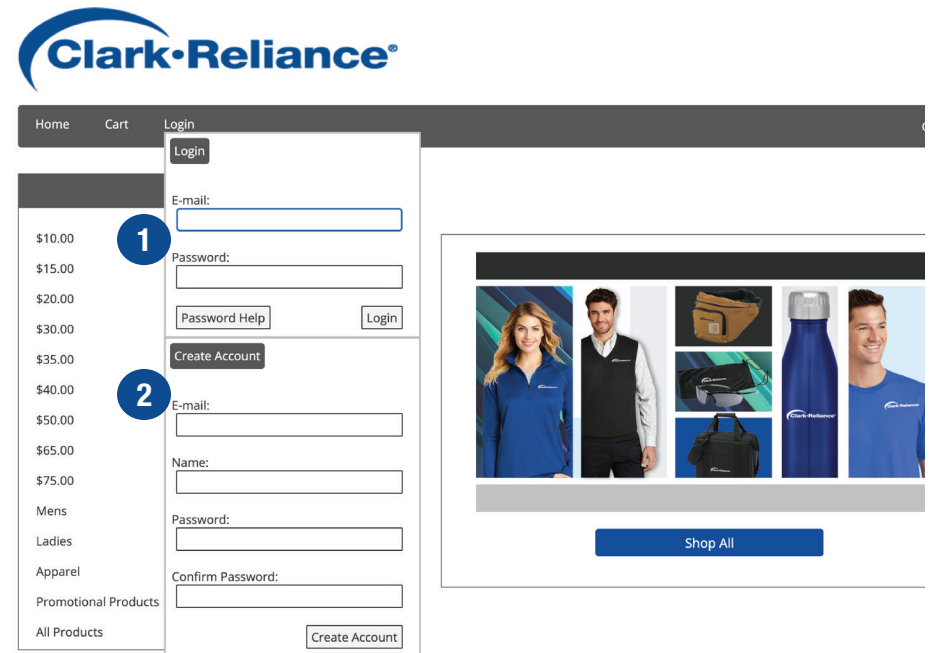
Home Cart Login



Use the login button in the Menu bar to login or create an account.

3. Sign In / Create Account

Either enter your existing information ① or create a new log in by using you email address and a unique password. ②



4. User Settings

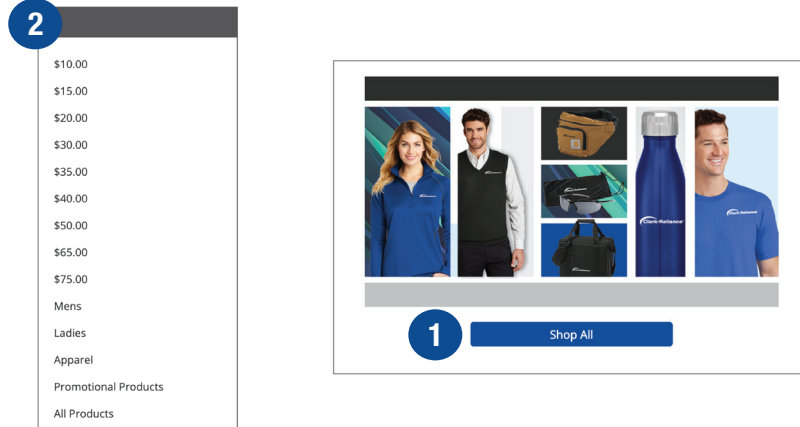


Home Cart Test User Order History User Settings Logout

\$10.00
\$15.00

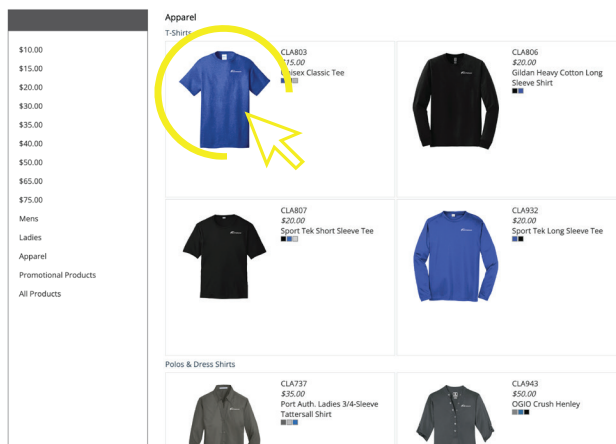
Once Signed In you can access your user history to view previously placed orders or reset your password under User Settings.

5. Navigation Menu



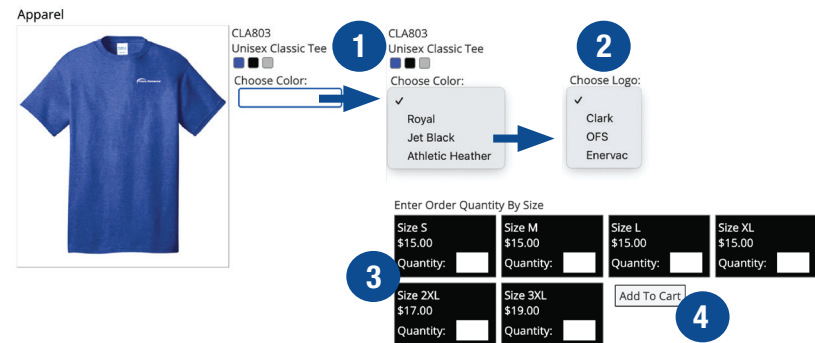
Once logged in, you can shop products by clicking Shop All ① to view all products on the site or you can select a category from the left Navigation Menu ②. These categories include price point, style and type of product.

6. Selecting Items



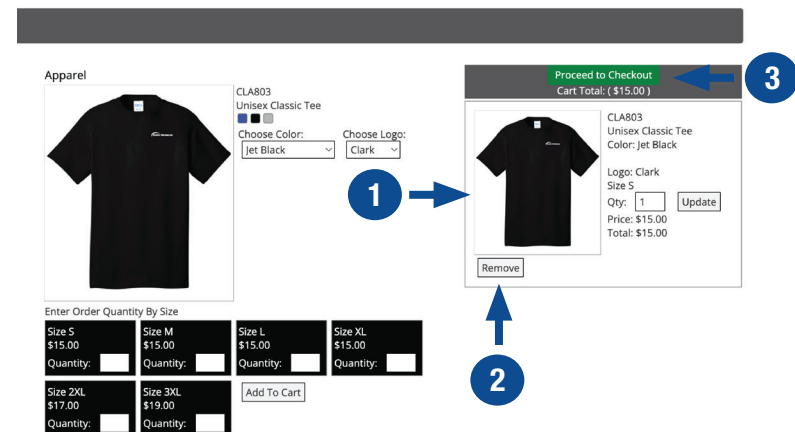
Select the item you would like to see by clicking on the item. You can also mouse over the color swatches to the right of an item to see different colors.

7. Color / Logo / Size



You can add the interested item to the cart by selecting the Color ①, the Logo ②, and the Size ③. The Color of the item will be reflected in the Size entry field. Once the Size Quantity is entered click Add To Cart ④ to add the item to the Shopping Cart.

8. Adding to Cart



After adding to the cart you will see the item in the shopping cart in the upper right side ①. You may add as many products as you want or you can remove ② the item by clicking remove. Click Proceed to Checkout ③ to finish your order.

9. Proceeding to Checkout

At Check out you will be required to enter your Name, Email and Phone Number ❶. The default address will be Clark Reliance Corporate however you can enter an alternative address. You may enter a PO# or Cost Center Number if you wish. Click Review Order ❷ to proceed.

10. Review Info & Submit Order

This screen allows you to review your items and information before placing the order. You are able to edit you order be pressing the Edit Order Details button ❶. If you are ready to submit the order click the Create Order button ❷.

11. Pending Order Status

Once the order is placed it will be reviewed by an Approval Operator at Clark Reliance. You will receive an email notification only if the order is not approved.

12. Email Confirmation

An email confirmation will be sent once the order is placed. You will only receive another email if the order was not approved. If you do not receive and email confirmation please check your "Junk" or "Spam" folders in your email application.