



WILDHEARTS

USER GUIDE

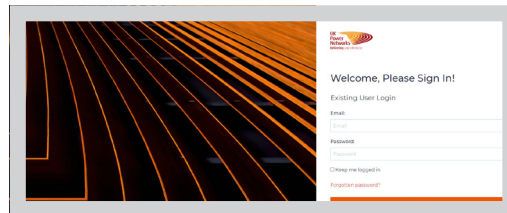
WILDHEARTS CONNECT



GETTING STARTED.

Getting started and accessing the site

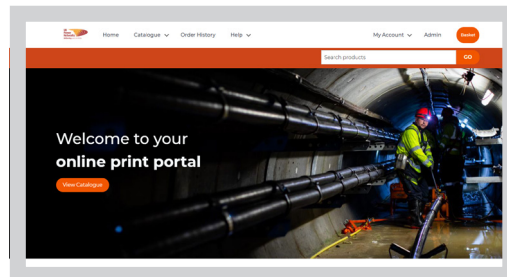
- 1 Simply enter your email address in the email field, enter in your password and click **login**. If this is your first time accessing the system, please click on **Forgot Password** link and reset password accordingly.
- 2 Once logged on, you will see the **welcome page** from which you will now be able to access the catalogue and begin your order.



Help Desk

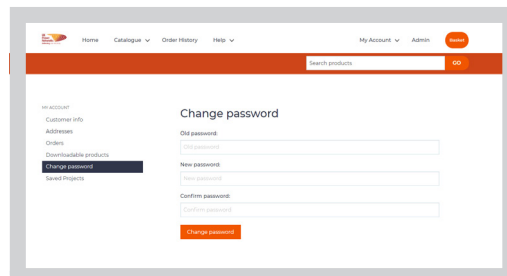
Call
01883 621124

Email
ukpnprint@
wildheartsgroup.com



Changing your password and checking your details

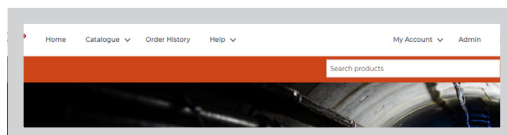
- 1 Simply click on the **My Account** menu
- 2 Click on the **Reset Password** link. Enter your old and new password details and click **Change password**.
- 3 This is now your new password for the next time you log in.



ORDERING.

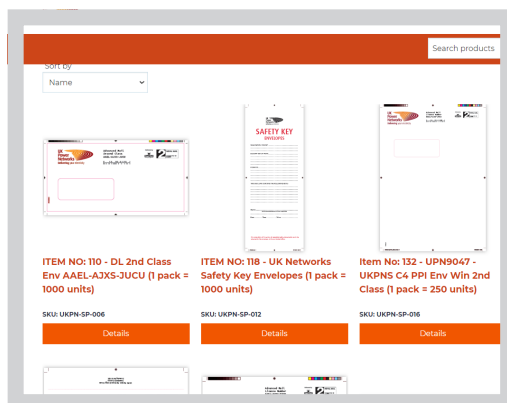
Online ordering

- 1 Click on the **catalogue** menu at the top of the page and select a category.

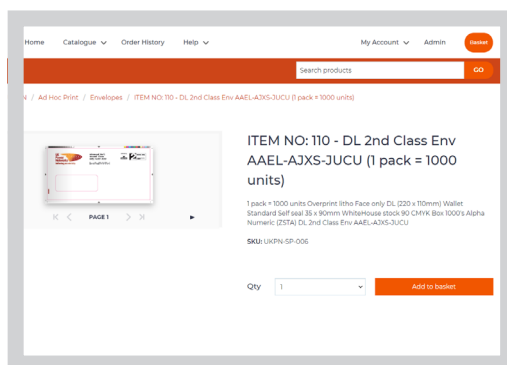


- 2 You will be presented with a list of categories or a list of products.

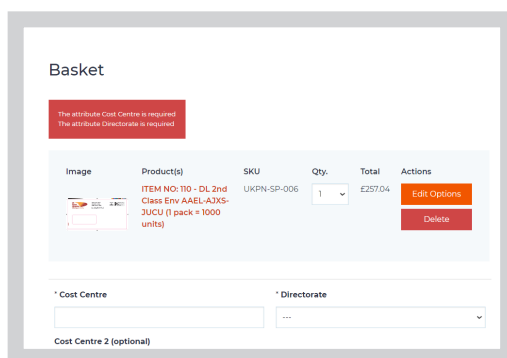
Once you find an item you wish to order, you can view more **details**.



- 3 You can choose your quantity from within this screen, then add to basket.



You can also choose your quantity from within your basket.



Help Desk

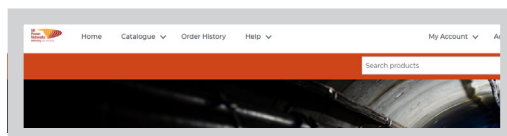
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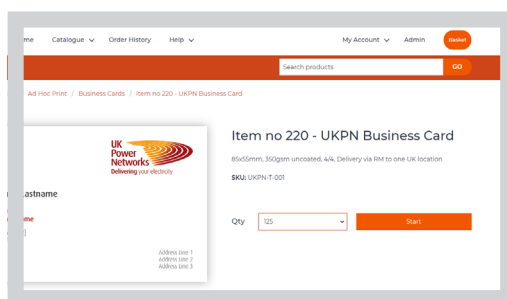
TEMPLATED ITEMS.

Online ordering

- 1 Click on the **catalogue** menu at the top of the page.



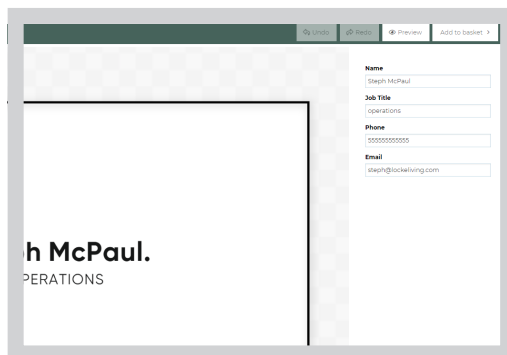
- 2 Once you find an item you wish to order, click **Details**, choose your item quantity, then **Start**.



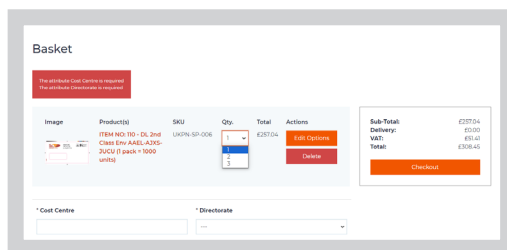
- 3 Complete the relevant details in the boxes on the right hand side.

PLEASE CHECK ALL DETAILS CAREFULLY AT THIS STAGE.

Once all details have been entered and checked, click **Add to Basket** in the top right.



- 4 You can also change the quantity from within your basket.



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CHECKOUT.

Completing your order

- 1 To return to your basket, click the **Basket** button in the top right corner. You can keep your shopping basket open for as long as you like and simply add to it next time you log in.
When you're ready to place your order, click **Checkout**.

My Account Admin Basket

Search products GO

Total	Actions
£257.04	Edit Options
	Delete

Sub-Total:	£257.04
Delivery:	£0.00
VAT:	£51.41
Total:	£308.45

[Checkout](#)

- 2 Choose a **Delivery address** from the dropdown menu or enter a new address, then press continue.

Checkout

- 1 Billing address
- 2 Delivery address

Select a delivery address from your address book or enter a new address.

Steph McPaul, Cubicity, St-Esprit-Queen St, Wolverhampton, WV1 1ES, United Kingdom

* First name: Steph

* Last name:

- 3 Enter your PO number under **Payment information** and upload your PO document.

4 Payment information

PO Number*

Sub-Total: £257.04
Delivery(Agreed SLA): £0.00
VAT: £51.41
Total: £308.45

Drop your file here or click to upload*

PDF file with a maximum size of 10MB

- 5 You will then be presented with the confirm order screen. Please check all details are correct, then press **Confirm**.

UKPN: SP-006

ITEM NO: 110 - DL 2nd Class Env ADEL- A3XS-3UCU (1 pack = 1000 units)

Cost Centre: 3
Directorate: CEO
Cost Centre 2 (optional): -

Totals

Sub-Total:	£257.04
Delivery(Agreed SLA):	£0.00
VAT:	£51.41
Total:	£308.45

[Back](#) [Confirm](#)

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PAST ORDERS.

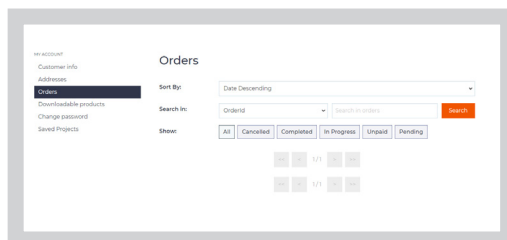
Order history

Click **Order History** in the top menu to see all past orders that you have placed and their current status. You can filter orders by their status.

Pending means that the order is in our workflow and is waiting to be accepted.

In Progress means the order has been accepted and is being produced.

Completed means the order has been fulfilled and will be with you shortly.



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