

1. Catalogue Entry Point

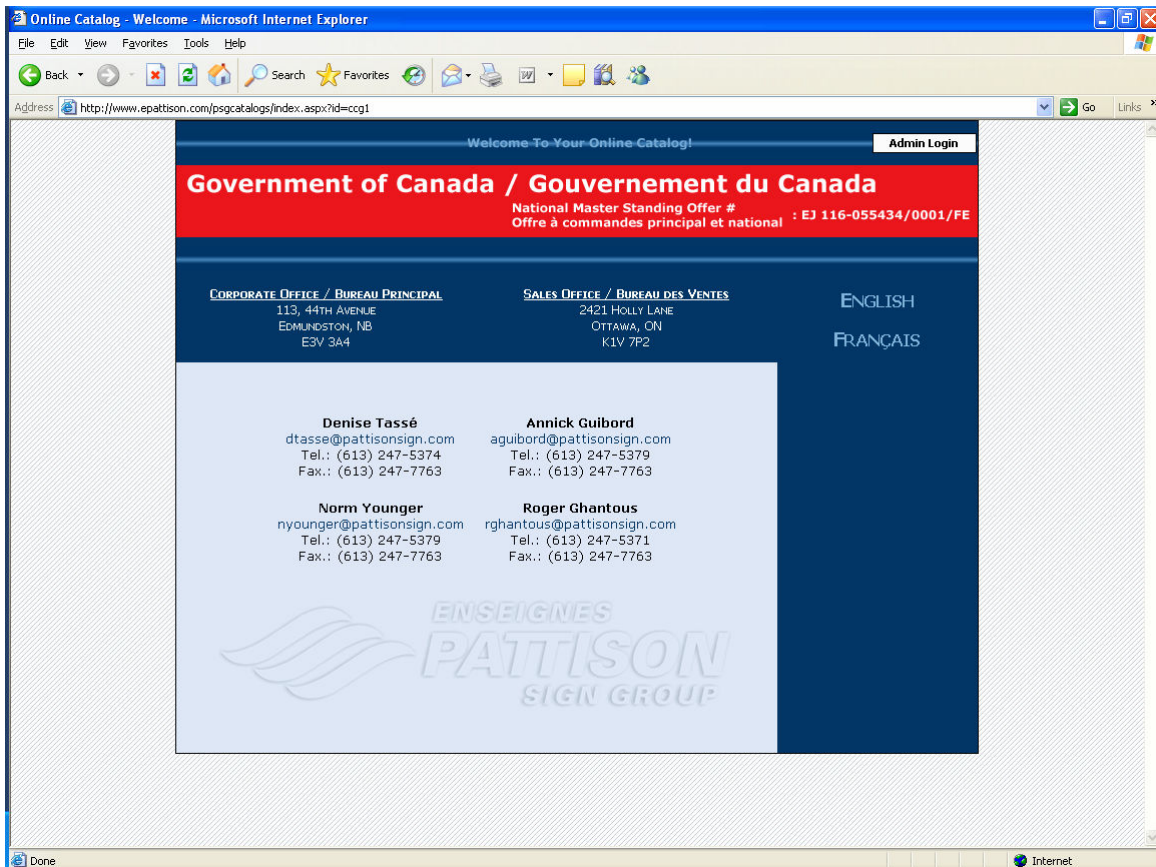


Figure 1: Catalogue Entry Point Screen

1.1. General

Once you access the catalogue's first page, the following information is accessible:

- National Master Standing Offer # ;
- Contact Information of Ensignes Pattison Sign Group Corporate office ;
- Contact Information of Sales Offices ;
- Select the display language of the catalogue.

1.2. Select the display language of the catalogue

The two official languages are supported in the catalogue. This display language can be modified dynamically at all time during your shopping session. When you start a new shopping session, you will need to re-specify this display language.

To display the text in French, click on ***Français***.

To display the text in English, click on **English**.

1.3. Communicate with a Sales Representative

To communicate with a Sales Representative, click on the associated email address. Your email application will defaultly open (ex: Microsoft Outlook). From there, you can write some text and send it via email.

2. Shopping in the Catalogue

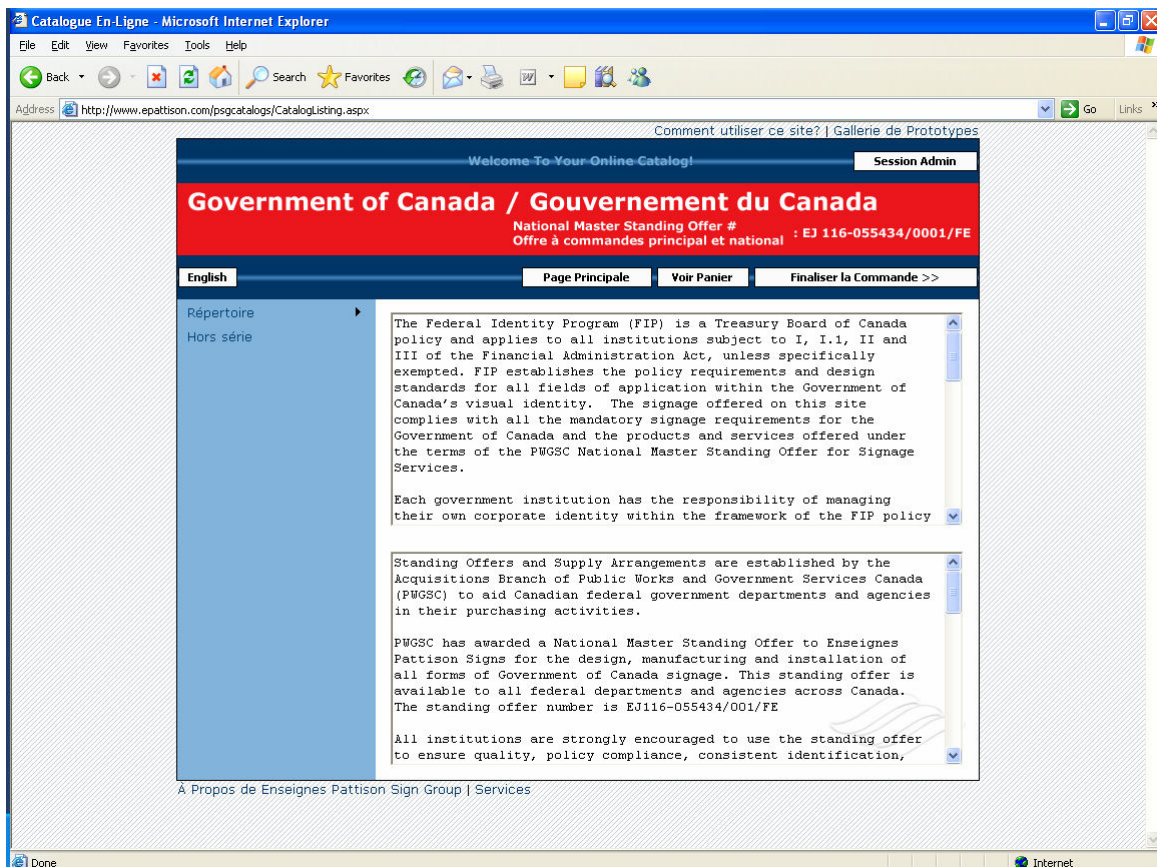


Figure 2: Main Shopping Page

2.1. General

Once you chose the display language, you will be automatically re-directed to the main shopping page. You'll be exposed to you employer's warnings and disclaimers. Also, here are the possible actions to perform on from this page:

- English (or Français)

Click this button to change the display language.

- Main Page
Click this button to go back to the catalogue's main page (see [Figure 2:](#)).
- View Cart
Click this button to display the content of your shopping cart.
- Checkout
Click this button to display the content of your shopping cart and have the possibility to finalize your order.

2.2. Navigate the Different Sections of the Catalogue

2.2.1. Dynamic Menu Categories

The catalogue's menu is divided into two base sections, as well as multiple sub-sections. You can hover these sections with the mouse cursor. For each item in the menu, here are the possible actions when clicking on the hovering item:

- View the sub-sections of a section (see [Figure 3:](#));
- Select the hovered section to see its sign content (see [Figure 4:](#)).

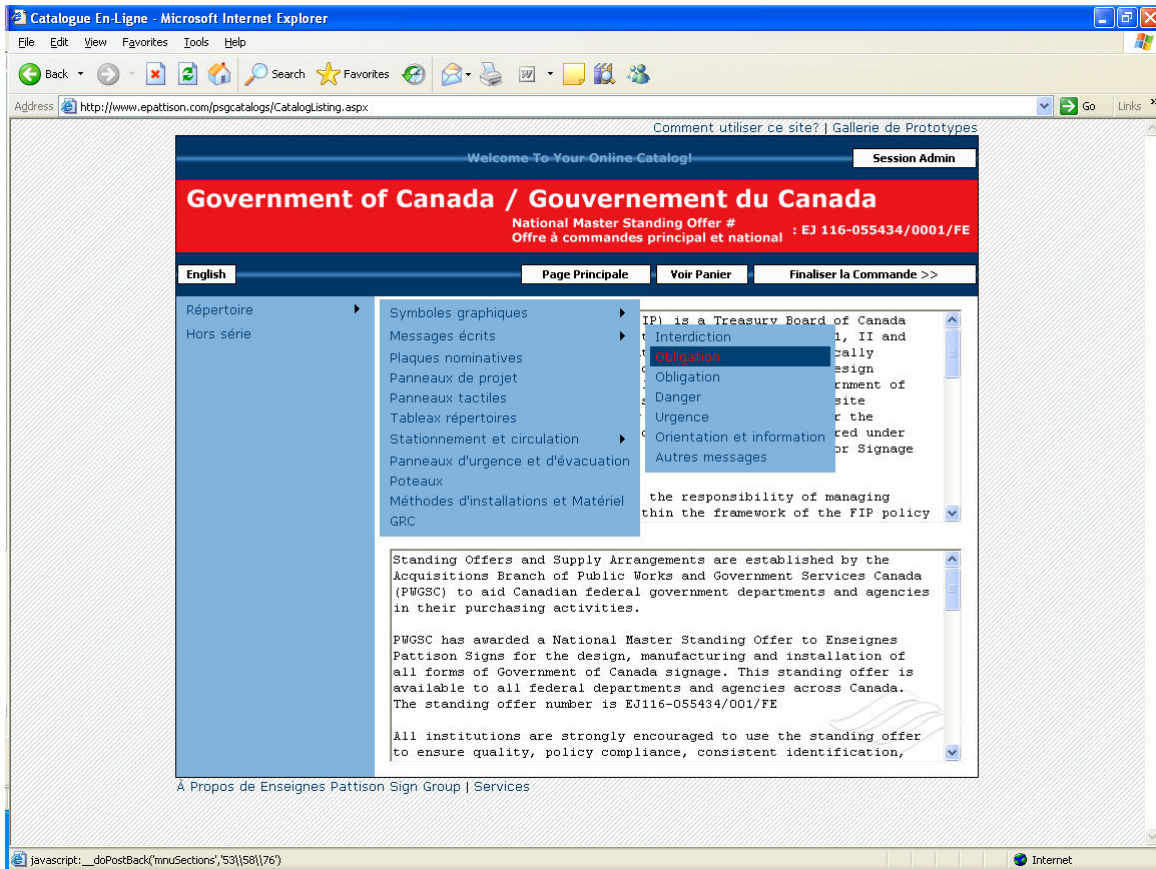


Figure 3: Dynamic Menu

2.2.2. View a Section's Content

To view a section of the catalogue, you need to select a section in the menu. Once you click a menu item (that doesn't contain other sub-sections), you will be able to see the content of that selected section in the right portion of the page.

Also, you are able to access the Custom section of the catalogue. From there, you will need to fill-out a form to perform a special order.

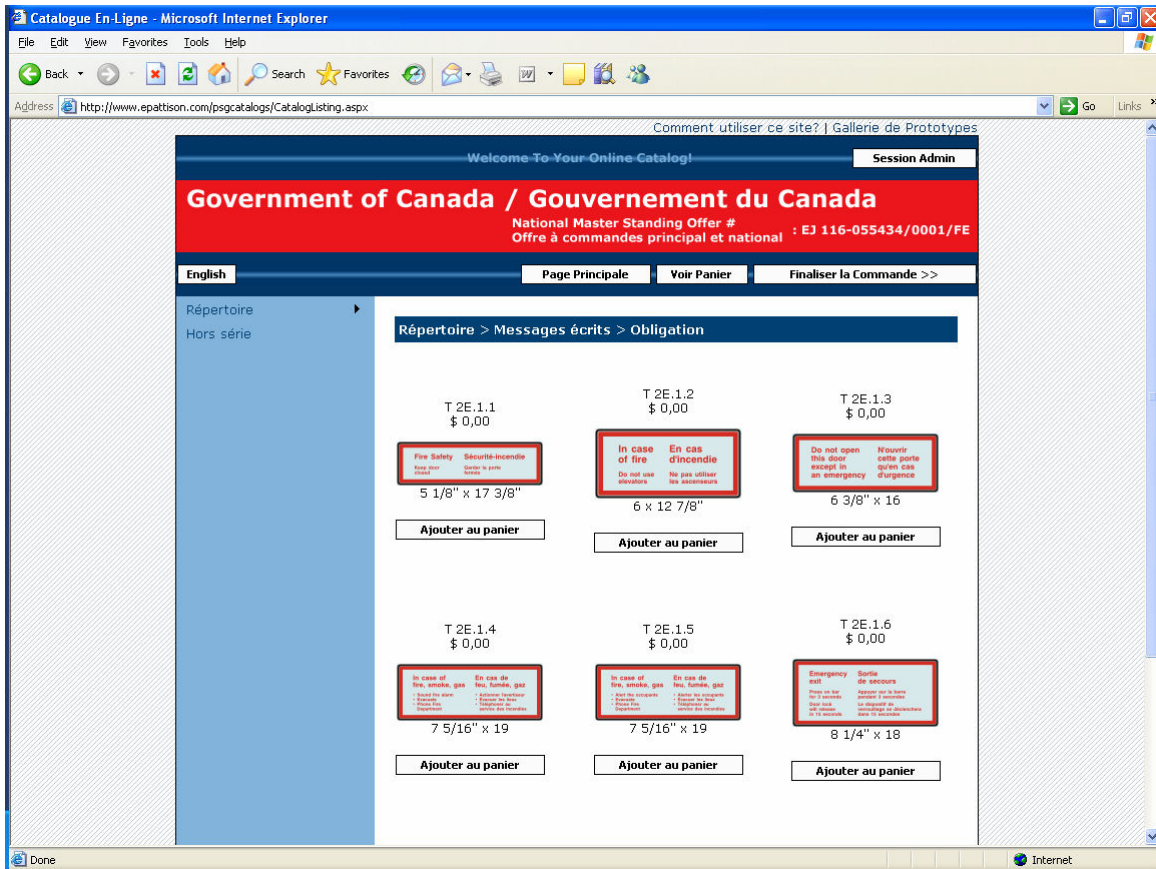


Figure 4: View the Content of a Sub-Section

3. Cart

3.1. Add an Item to Cart

When you see the section's items in the right portion of the page, you will be able, by clicking the **Add To Cart** button (see [Figure 4:](#)), to add the clicked item into the shopping cart. If you add the same item multiple times, the quantity of that item will adjust itself accordingly.

3.2. View Items in Cart

To view items that you put into your shopping cart, you simply need to click on the **View Cart** button. All items in the shopping cart will be displayed along with this information:

- Item's Description ;
- Item's Dimensions ;
- Ordering Quantity ;
- Item's Unit Price ;
- Total Amount of the order.

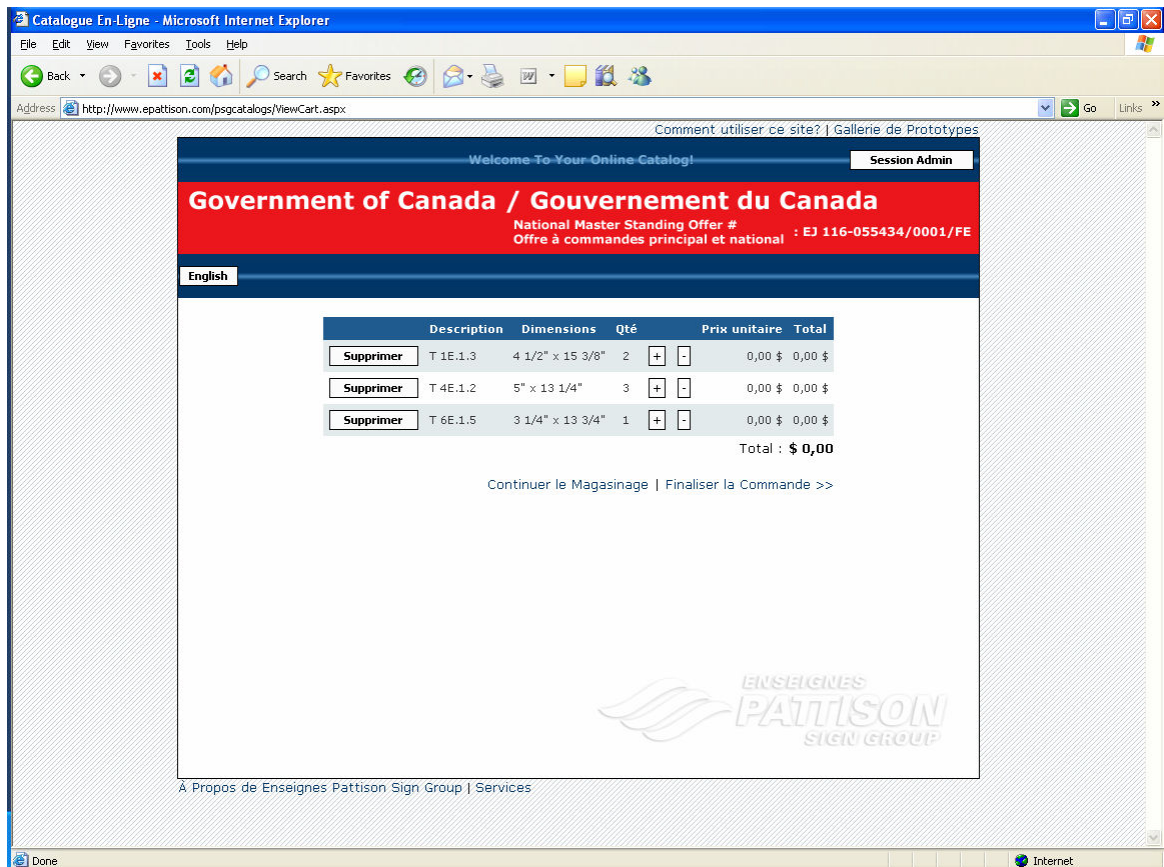


Figure 5: View Cart

3.3. Remove an Item From the Shopping Cart

While viewing the content of the shopping cart, it is possible to remove an item from it by clicking the corresponding **Remove** button. Lorsque vous visualisez le contenu de votre panier de magasinage.

Note that if you click the – (minus) button and that the actual quantity of that item is set to 1, the item will be removed automatically from the shopping cart.

3.4. Modify the Quantity of an Item

To modify the quantity of a shopping cart item, simply click the + or – buttons to add or remove quantities from that associated item.

3.5. Save the Shopping Cart Content

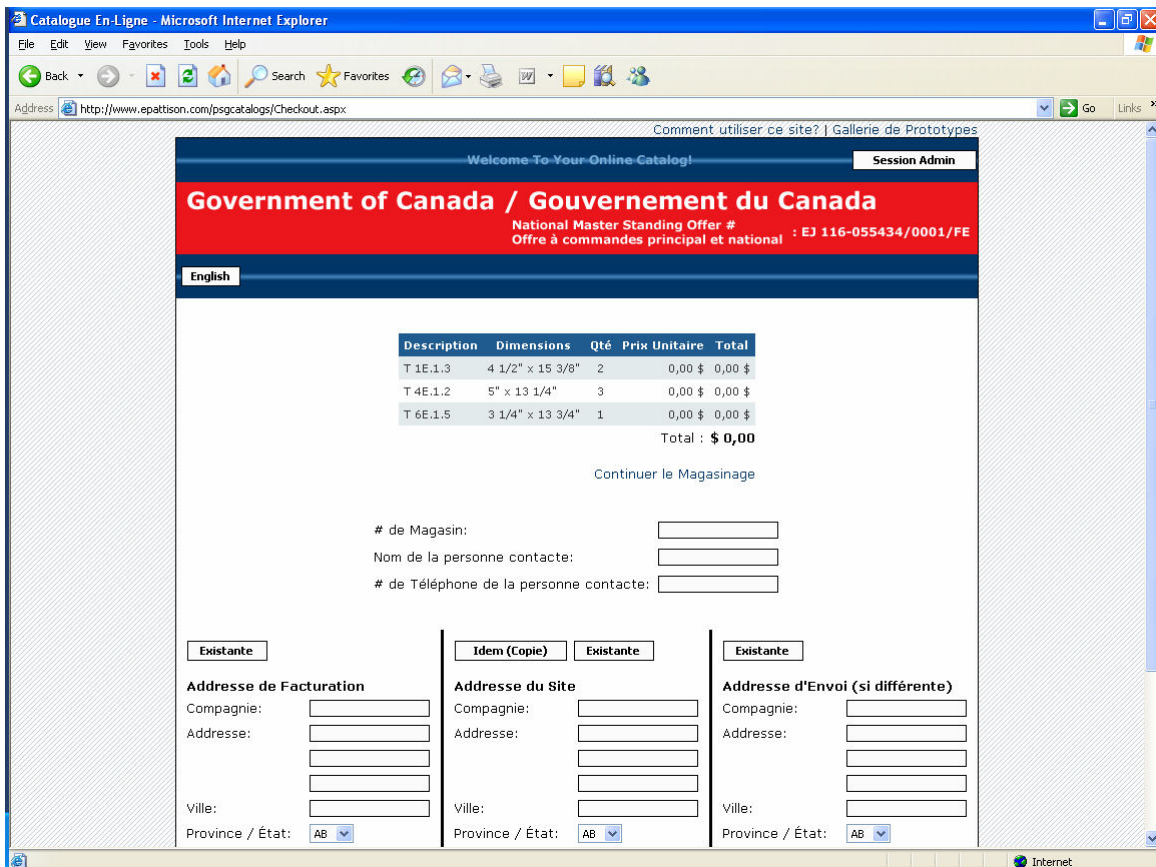
The content of the shopping cart is automatically saved at the condition that your browser (ex : Internet Explorer) supports cookies integration. The saved content from the shopping cart will only be accessible from the same computer that you used to add the items.

To configure the cookies support on your browser or for more information about cookies, please contact your network administrator.

4. Finalize the Order

When you click on the **Checkout** button, the page seen at [Figure 6](#): will appear on screen. The shopping cart content will be displayed again. From there, simply fill-out the information about the billing address, the site address and the shipping address (if different).

Note : All fields concerning the addresses are editable. So even if you have selected an existing address, it may be possible to modify some information in this form before sending your order.



Catalogue En-Ligne - Microsoft Internet Explorer
 http://www.epattison.com/psgcatalogs/Checkout.aspx
 Comment utiliser ce site? | Galerie de Prototypes

Welcome To Your Online Catalog! Session Admin

Government of Canada / Gouvernement du Canada
 National Master Standing Offer #
 Offre à commandes principal et national : EJ 116-055434/0001/FE

English

Description	Dimensions	Qté	Prix Unitaire	Total
T 1E.1.3	4 1/2" x 15 3/8"	2	0,00 \$	0,00 \$
T 4E.1.2	5" x 13 1/4"	3	0,00 \$	0,00 \$
T 6E.1.5	3 1/4" x 13 3/4"	1	0,00 \$	0,00 \$
Total :				\$ 0,00

Continuer le Magasinage

de Magasin:

Nom de la personne contacte:

de Téléphone de la personne contacte:

Adresse de Facturation

Compagnie:

Adresse:

Ville:

Province / État:

Adresse du Site

Compagnie:

Adresse:

Ville:

Province / État:

Adresse d'Envoi (si différente)

Compagnie:

Adresse:

Ville:

Province / État:

Figure 6: Checkout your order

4.1. Enter/Select Billing Address

To select an existing billing address, simply click the **Existing** button. A new window will appear containing a list of already created billing addresses, from the financial system.

In this new window, you can search the text in it using keywords (like in any other Windows Explorer windows). Click the « Edit → Find » entry in your window's menu bar at the top of the screen.

To select an address on that page, click on the link **Select** (1st column).

4.2. Enter/Select Site Address

You can make an identical copy of the billing address into the site address fields. To perform this, click the **Same as Billing** button. If you need to select another address, simply click the **Existing** button associated with the site address section. A new window will appear containing a list of already created site addresses, from the financial system. Those site addresses are directly linked to the billing address selected previously.

In this new window, you can search the text in it using keywords (like in any other Windows Explorer windows). Click the « Edit → Find » entry in your window's menu bar at the top of the screen.

To select an address on that page, click on the link **Select** (1st column).

4.3. Enter/Select Shipping Address (optional)

Simply click the **Existing** button associated with the shipping address section. A new window will appear containing a list of already available sub-contractors used by the company, from the financial system.

In this new window, you can search the text in it using keywords (like in any other Windows Explorer windows). Click the « Edit → Find » entry in your window's menu bar at the top of the screen.

To select an address on that page, click on the link **Select** (1st column).

5. General Sections

Those sections are accessible at all time during your shopping session. The links to those general sections are located in the upper right corner of the screen, as well as in the lower left corner of the screen.

5.1. Section – How to use this site?

This section gives you the possibility to read the user guide of this catalogue, in a .PDF format (www.adobe.com).

5.2. Section – Prototypes Gallery

This section shows you real-life pictures of signs sold in this online catalogue.

5.3. Section - Services at EPSG

This section describes all interesting services offered at EPSG to our clients.

For more information, please visit us at www.pattisonsign.com.