

# Welcome to Omni-Mall



## [Start shopping](#)

This allows you to browse through a store and its departments. After choosing a store you can select individual products and receive more detailed information about them.



## [List Products](#)

This will display a list of products in the current store and department. The store and department names are displayed near the bottom of the screen.



## [Review Invoice](#)

This option allows you to view your current outstanding invoice, and modify or delete products from it.



## [Keyword Search](#)

Use keyword search to search for products. This option allows you to find products without knowing which store/department they might be in.



## [Preferences](#)

Preferences allow you to configure this shopping program for operation on your computer.



## [File Cabinet](#)

The file cabinet allows you to store products for off-line browsing. This also allows you to browse through other departments before completing your order.



## [Cascade Open Windows](#)

This will cascade all open windows from the upper left hand corner down and to the right. This is a quick method to organize the screen.

## **Address 1**

Enter the first line of your street address here.

## **Address 2**

Enter the second line (if any) of your street address here.

## **Address on check**

This is the address as it is printed on the check.

## **Available Payment Options**

These are the types of payments accepted by this on-line store. Each [store](#) may accept credit cards, pre-paid accounts, purchase orders, COD Cash, COD Checks, credits and Checks.

## **Billing Information**

This provides the [store manager](#) with necessary billing information to complete your order.

## **Browse**

This allows you to select a [store](#) and a [department](#) to begin looking at the [products](#) available. Detailed information is provided for each store. Once you have selected a store, a list of departments will be displayed to further [browse](#) though. Select the desired department and you will be shown a list of products to choose from.

## Browse Department

This will allow you to look through all the [departments](#) under a store. The [number of products](#) in each department will be displayed next to each department picture. Each department will have an info button that will describe the department in more detail. To choose a department double click on the department name or click on the [select](#) button. When you are done [browsing](#) through department click the close button to exit.

## **Browse Store**

By choosing Browse Store you will be able to view [stores](#). Each store will have an [info](#) button that will describe the store in more detail. To choose a store double click on the store name or click on the [select](#) button. When you are done [browsing](#) through stores click the close button to leave.



## **Business check**

If you are using a business check select this type to make your purchase. You will be required to enter the companies name as it appears on the check.

## **Cascade**

This will redisplay all open windows in an orderly fashion.

## Change

This allows you to edit the current selection, you may also change the [quantity](#), and the [size and specification](#) or [delete](#) the item(s).

## **Check**

This is how you check appears in your checkbook. Select the OK button to submit the information and make a purchase.

## **Check information**

This is the number information from the bottom of your check. Enter the routing number and account number as they appear on your check.

## **Check Number**

This is the number of the check you will be using to make a purchase.

## **Check Ok Button**

Click this option if you are satisfied with your check information. Once you click on this option, the information will be submitted to make a purchase with your check.

## **City**

Enter your city.



## **Close**

Close the current window.

## **Company**

Enter your company name. Be sure and enter the entire company name.

## Complete Order

The [payment option](#) allows you to select the payment method for this order. You may have to fill out the [questionnaire](#) associated with this store.

## **Complete Your Order**

The [payment option](#) allows you to select the type of payment method to be used for this order. You may have to fill out a [questionnaire](#) before the order can be completed. Once all the information has been completed then you can select the [submit](#) button to process your order.

## **Contact**

Enter the contact person.

## **Country**

Enter your country.

## **Customer Registry**

The Customer Registry contains the billing & shipping information. [Billing information](#) and [Shipping information](#) are collected about the purchaser in order to complete sales orders.

## Delete

This will delete the order in the [file cabinet](#).



## Department

On-line shopping is categorized by [Stores](#), Departments, and [Products](#). Stores contain Departments and Departments contain products.

Store 1 ->	Department 1 ->	Product 1
		Product 2
		Product 3
	Department 2 ->	Product 4
		Product 5
		Product 6

## Department Codes

Each department within the mall is represented by a department code. This code is used to store and retrieve information about the [departments](#).

## **Display**

Display a detailed description about the selected [product](#).

## **Drivers license number**

This information is required to make a purchase with your checkbook. This number is found on your drivers license. Enter the number as it appears on your license.

## **Edit Check**

This allows you to edit information in your Check registry.

## **E-mail**

This allows you to write E-mail to the [store manager](#).

## **E-mail Store Manager**

This allows you to write E-mail to the [store manager](#). Enter the title of the message and add the text you want to send to the store manager. Once you have finished writing the message click on the Send button.

## **Fax Number**

The fax number for this [store](#).



## **File Cabinet**

The file cabinet is used to store [products](#) for off-line display. When viewing products you can choose to save them in the file cabinet for later viewing with the [File It](#) command.

## **File It**

Saves products in the [File Cabinet](#) for later viewing.

## **Files**

This preferences option allows you to specify the method used to handle downloaded images.

## **Find User-ID**

This allows you to enter a partial or the full User-ID you wish to find. All possible matches will be displayed in a list. Click on the User-ID you wish to find.

# Help

This help file!

## Information

This will display detailed information about the [store](#) or [department](#) available to you. To [write E-mail](#) to the [store manager](#) select the information button on the [Browse Store](#) screen.

## Invoice

This is the information about the sale of [products](#) you are about to purchase. Each [department](#) will have an invoice associated to it. A [customer registry](#) is supplied for [billing](#) and [shipping information](#). You must choose a [shipping method](#) before your [invoice](#) can be processed. Once all other information is completed you may [complete the order](#). You must settle all purchases before you may view other [stores](#) .

## Invoice Editor

The invoice editor allows you to edit the [quantity](#) of [products](#) you have selected. You may decide to delete your [invoice](#) or you may make changes. Any changes made will be final.



## **Item cost**

This is the total amount of the purchase. This cost does not include the tax if applicable. If this purchase option does not have a tax rate then a tax will not be added.

## Keyword Search

Keyword search allows you to search through a [store](#) and or a [department](#) for a word or phrase. The [search description](#) allows you to select the type of search method to use for the keyword search. A description of the search will be displayed in the search explanation. The search will attempt to find the key word and then display the results in the [keyword search result](#) window.

## Keyword Search Result

The keyword search result displays the results by the [store](#), [department](#) and the [product code](#) in which it was found. To view the product either double click on the desired product or highlight it then select the [view product](#) button. This will display the product information about the product.

## List Products

This will list the products in the most current [department](#) you are viewing. The [store](#) name and department are displayed to reference the store you are viewing.

## **Name**

The name field may be up to 40 characters in length.

## **Next**

This will attempt to retrieve the next available set of information. If there is no more information then the next button will be disabled.

## **Number of Products**

This number indicates the total number of products under each [department](#).

## **Ok**

This is used to make a selection.



## **OK Check Button**

Select this option to save your personal profile privately. Your personal profile is stored to allow you to expedite further purchases.

## Order

Order the selected [product](#). You will be prompted for the [quantity](#) and the purchase will be added to your [invoice](#).

## **Personal Check**

If this is not a business account then select this option to indicate this is a personal check.

## **Personal Profile**

This information will be stored privately so that you can make purchases with checks. You will need to include all the check information to make a purchase.

## Phone Number

Enter your telephone number.

**Ex: 303-987-6543**

## Preferences

Preferences allow you to configure the startup size of the Omni-Mall window, disable or enable the [toolbar](#) and select a download method for saving image, WAV, and abstract files.

## **Previous**

Display the previous item. This button will only be enabled if there is a previous item available.

## **Primary first name**

If more than one name appears on the check, please type in the name of the first person name and initial.

**Ex: Fred L.**



## **Primary last name**

If more than one name appears on the check, please type the name of the first person last name.

**Ex: Jones**

## **Print**

Print the information from the current window. Make sure your printer is turned on and ready to print.

## Product

This is an item that can be purchased through a [department](#). To select the [product](#) highlight the product then select order, or simply double click on the product.

Each store within the mall contains one or more departments, and each department contains one or more products.

Store 1 ->	Department 1 ->	Product 1
		Product 2
		Product 3
	Department 2 ->	Product 4
		Product 5
		Product 6

## Product Browse

This allows you to browse through the [list of products](#) within a [department](#). The products are listed by [product code](#) and description. To view more [products](#) click on the [next](#) button. To view the previous list of products click on the [previous](#) button. Select the [display](#) button or double click on the product to view details about a particular product.

## **Product Code**

This is the product code or product number. Each product has a unique product code.

## Product Information

Product information includes the Title, Price, Description, Image files, Abstract file, and Sound file. You can print the product information by clicking on the print button. To order the product simply double click on it, or click on the order button.

You can also save the product information and access it later with the [file it](#) option. If there are images available you can [Zoom](#) for a closer look, or zoom out for a wider view. To view the image at normal size click on the [redisplay](#) button.

If a product has a sound file attached to it you may listen to the sound file by playing it on the [sound meter](#). This option does require that you have a sound card installed in your Windows computer.

If the product has an abstract file attached, you can view it for a more complete description of the product.

## **Product Order**

Once you have ordered a product you may need to provide additional information to complete the order. Some [products](#) may have a [size, color, shape or specification](#) that you need to designate to complete the order.

You must also indicate the [quantity](#) you want to order. The Price Summary indicates the Unit Price and the Extended price of the order along with any handling charges.

## **Purchase**

Click this button when you are ready to make a purchase.



## **Purchase description**

This indicates the amount of the purchase, the tax rate if any and a short description of the service this purchase will provide.

## **Purchase Table**

This is a list of the available purchase options. Click on the purchase item you wish to buy.

## Quantity

This is the number of [products](#) you want to order.

## Questionnaire

These are question designed by the [store manager](#) that need to be answered to complete your order. There may be from 0 to 4 questions.

## **Redisplay**

This will redraw the image window at normal size. Use this option to quickly resize images to fit in the display window.

## **Resubmit**

This will submit your order with the changes and/or modifications you made to it.

## **Review Orders**

This allows you to view any orders that have not been completed and submitted for processing.

## **Sample**

Click on this button to see how your check will look with all the information entered from your personal profile.



## **Sample Check**

This is how your check will appear with your personal profile information. This is only a sample which is provided to give you a visual representation of your check.

## **Sample Ok Button**

If you are satisfied with the way your check will be displayed click this button.

## **Save**

This will save the current changes.

## Search Description

You can search the product titles and descriptions of the products. You can limit your search to one department, to one store, or an unlimited search of every store and department.

**Search One Department in a Store:**

Find the keyword or phrase in the specified [department](#) .

**Search All Departments in a Store:**

Find the keyword or phrase in the specified [store](#).

**Search All Stores and Departments:**

Find the keyword or phrase in all [stores](#) and [departments](#).

## **Search Keyword**

Enter the keyword or phrase to search for. The search will find any matches in product titles or descriptions.

## **Secondary first name**

If a second name appears on the check, enter the persons first name and initial.

**Ex: Mary S.**

## **Secondary last name**

If a second name appears on the check, enter the persons last name.

**Ex: Smith**

## Select

This button will select the highlighted [store](#) or [department](#).



## **Send**

This will send the [E-mail](#) message to the [store manager](#).

## Setup Size

This is a [preference](#) option. This option allows you to specify the size of the window when Omni-Mall starts.

## Shipping Information

This information provides the [store manager](#) with the necessary information to ship products.

## **Shipping Method**

Select the shipping method for delivery of your order. Each shipping option will have a charge based on the weight of the products ordered.

## **Signature**

This is your full name as you would sign your check.

**Ex: Fred L. Jones**

## **Size/Specification**

This is the available size(s) or specifications of the [products](#) you are ordering. This information is used to complete your order.

## **Social security number**

You may use your social security number to make purchases using checks. This number may be found on your drivers license.

**Ex: 555-55-1234**

## **Sound Meter**

The sound meter allows you to play sound files that are attached to a [product](#). You must have a sound card installed to play a sound file. All sound files are WAV format.



## **Start Search**

This will begin the search using the specified keyword or phrase. Each match will be displayed as it is found.

## **State/Province**

This is State/Province as it appears on your check.

**Ex: NY**

**Ex: ONT**

## Store

On-line shopping is categorized by Stores, Departements, and Products. Stores contain Departments and Departments contain Products.

Store 1 ->	Department 1 ->	Product 1
		Product 2
		Product 3
	Department 2 ->	Product 4
		Product 5
		Product 6

## Store Codes

This is the store code that identifies each store. Each [store](#) has a store code, a title, and a long description.

## **Store Manager**

Each [store](#) has a user in charge of running it on a day to day bases. The store manager processes orders, adds products, edits products, and removes products. Each order is sent to the store manager for processing. You may also send [E-mail](#) to the store manager.

## **St/Province**

Enter your state or province.

## **Submit**

This will submit your order for processing. You will need to provide a [payment method](#) to complete your order.

## **Toolbar**

Enable or disable the toolbar from the [preference](#) menu. You can access the preferences menu from the toolbar, or from the menu bar.



## **Type of check**

There are 2 types of checks: the Personal check and the Business check. Select the type of check you are going to use to make your purchase.

## **Unit of Measure**

This is the unit of measurement for weight: Pounds, Kilos, Ounces, Grams, etc.

## **View Product**

This allows you to view a more detailed description of the [product](#).

## Zip/Postal Code

Enter your Zip Code or Postal Code.

Ex: 12345 US

Canadian

Ex: 13245-6789 US

Ex: J2J-2J2

Ex: J2J 2J2

Canadian

## **Zoom In**

The zoom in option allows you to enlarge the image in the window. Each time you click on this button the image will be enlarged by a factor of 2.

## **Zoom Out**

The zoom out option allows you to decrease the size of the image in the window. Each time you click on this button the image will be reduced by a factor of 2.

