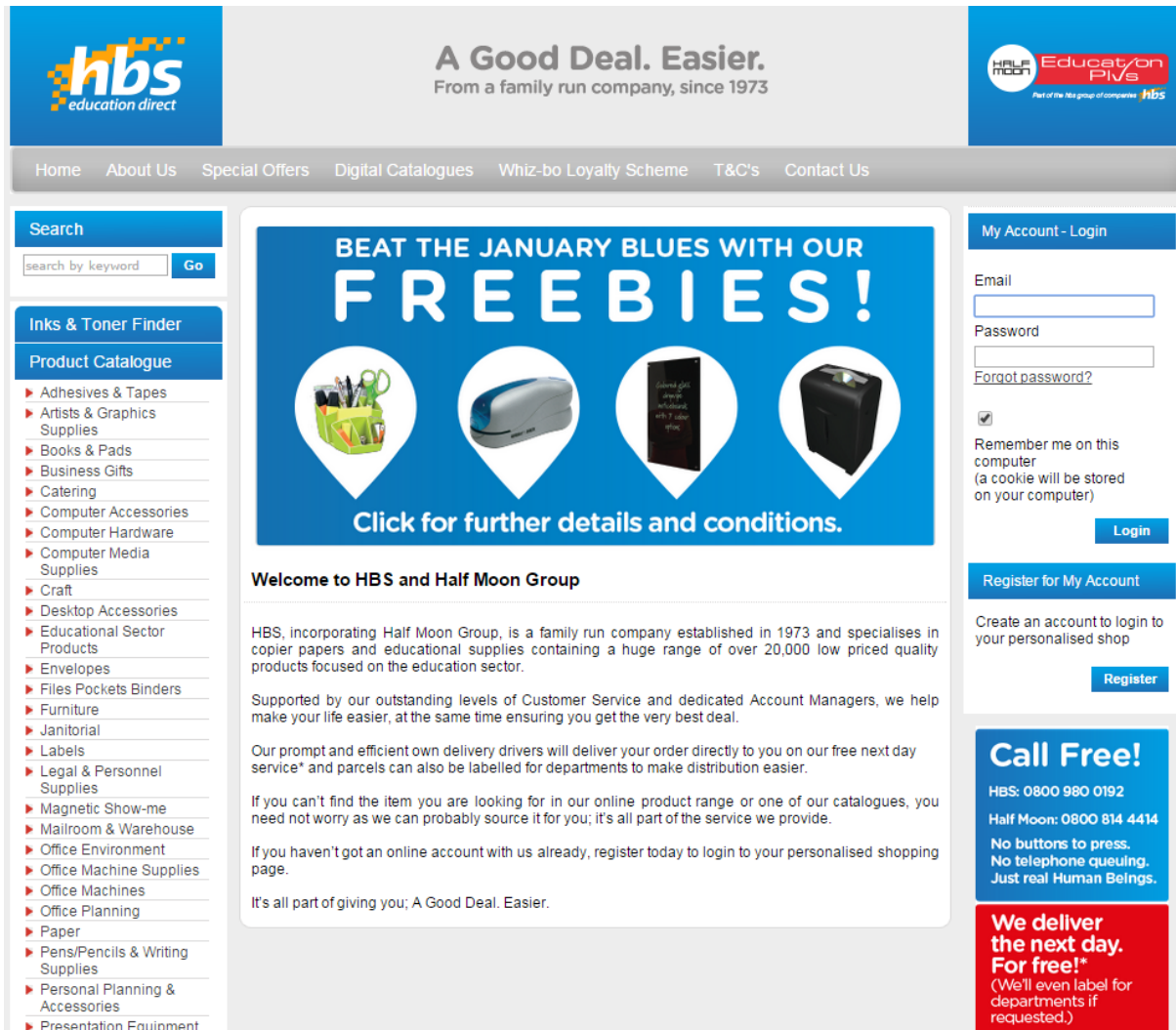


Logging in

1. Open the website <http://www.hbsgroup.net>.
2. You can view our product catalogue without logging in. To place orders, please enter your login details and click [Login](#).



The screenshot shows the HBS website homepage. At the top, there is a navigation bar with the HBS logo on the left, the slogan "A Good Deal. Easier. From a family run company, since 1973" in the center, and the "Education Plus" logo on the right. Below the navigation bar is a search bar with a "Go" button and a "My Account - Login" section with fields for email and password, and a "Login" button. A large central banner reads "BEAT THE JANUARY BLUES WITH OUR FREEBIES!" and features images of various office supplies. Below the banner is a "Welcome to HBS and Half Moon Group" section with text about the company's history and services. On the right side, there is a "Call Free!" section with contact numbers and a "We deliver the next day. For free!" section.

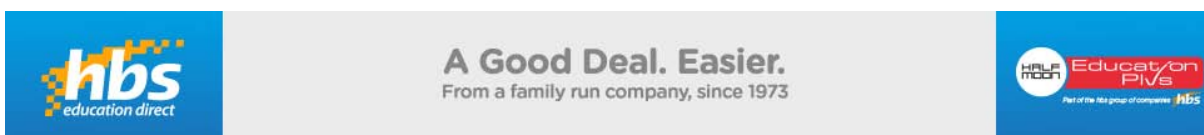
Searching for products

HBS and Half Moon Group products can easily be located as follows in the search screen:

- Enter (part of a) product code or product description in the [Search](#) field and click [Go](#).
- Find the supplies for your device with the [Inks & Toner Finder](#) (using the [Advanced Search](#) tab).
- Under [Product Catalogue](#), select a product category and click a subcategory until you have found your product.

After each search you will see the requested product or a product list page. In a list page:

- Use [Sort by](#) to sort products by brand, description, price or product code.
- When you are logged in: use the price filter for [Nett](#), [Action](#) or [Contract](#) prices.
- Click a product name or image for a larger image and more detailed product information.



The footer of the website features the HBS logo on the left, the slogan "A Good Deal. Easier. From a family run company, since 1973" in the center, and the "Education Plus" logo on the right.

Creating an order

1. Enter the required quantity for a product you wish to order and click [Order](#). The product will immediately be added to your shopping basket.
2. Continue searching and adding products to your basket until you have completed your order.

Other ways of searching for products

After login, you can find products using the following options as well:

- Click [Favourite Products](#) for an order form with your most ordered products.
- Click [Previous Orders](#) to order from orders that you have placed in the past.
- Click [Order Templates](#) for predefined HBS and Half Moon Group order templates or for templates you have created yourself (see explanation below).

Confirming your order

1. Finished your order? Click on the [Checkout](#) button to see the contents of your shopping basket. Now you can choose from several options, for example:
 - Click [Store](#) if you want to save the order for later use. Find your order via menu option [My EasyOrder / Order Tracking](#). To continue with a stored order, click the [activate this order](#) icon (the pencil image before the order number).
 - Change order quantities if necessary. Click the [recalculate order](#) calculator to see the new price.
 - The total order amount is displayed at the bottom of your order.
2. Click [Next](#) for shipping, handling and invoicing details and for order references.
3. Click [Place Your Order](#) to confirm and send the order.

Creating own order templates

To make ordering easier you can create your own order templates including, for instance, products that you frequently order, products for special periods or promotional products.

1. Click search option [Order Templates](#).
2. Click [New order template](#), enter a suitable name for your order template and click [OK](#).
3. Add products: in a detailed product information screen click [Add to order template](#) and select the template of your choice.

Another way is to click [Create order template](#) in your shopping basket and to rename and edit the saved template via the [Order Templates](#) option.

Changing your personal settings

Registered users can change their personal details, password and preferred settings as follows:

1. Click menu option [My EasyOrder](#), followed by the [Settings](#) option.
2. In the [Personal Settings](#) tab, enter your changes and click [Submit](#) to save your updates. If you have changed your password, you will immediately be asked to log in again.

Order tracking

1. Click menu option [My EasyOrder](#), followed by [Order Tracking](#). The [Order Status](#) tab is displayed with an overview of your orders. To locate your order:
 - Select the applicable account (or [All accounts](#)) and select the order status (or [All statuses](#)).
 - Indicate the order period by selecting the [From \(date\)](#) and [To \(date\)](#), and click the [Search](#) button.
 - Use [Sort by](#) to sort the search results by ascending or descending date or order number.
2. Change unsent orders by clicking the [activate this order](#) icon (the pencil before the order number).
3. Click an order number for a complete overview and a print preview of that order.