

# ALL NEW LASGO.COM

## Quick Start Guide

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We are delighted to launch the all new lasgo.com website.

To help you get accustomed to some of our new features, we've put together this **Quick Start Guide**. However should you require any further information on using our new website, please don't hesitate to get in touch! Alternatively, you can also visit our [FAQs page](#).

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# 2.

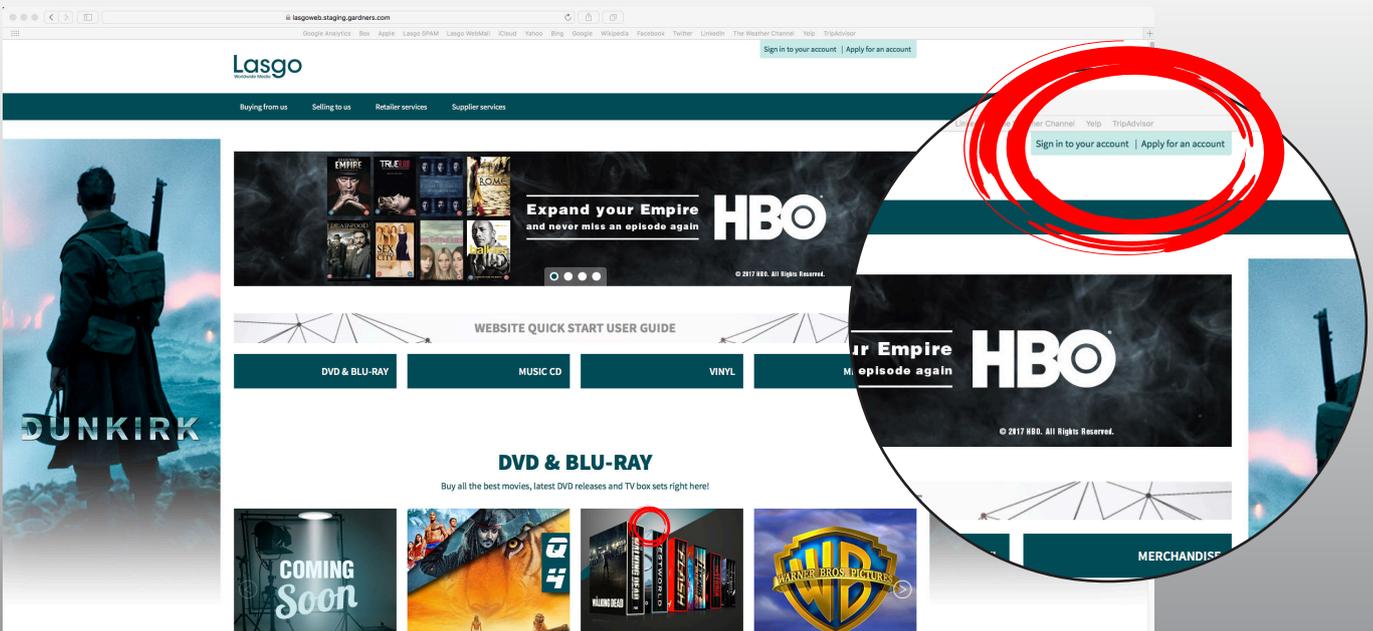
# My Account

## Signing in for the first time

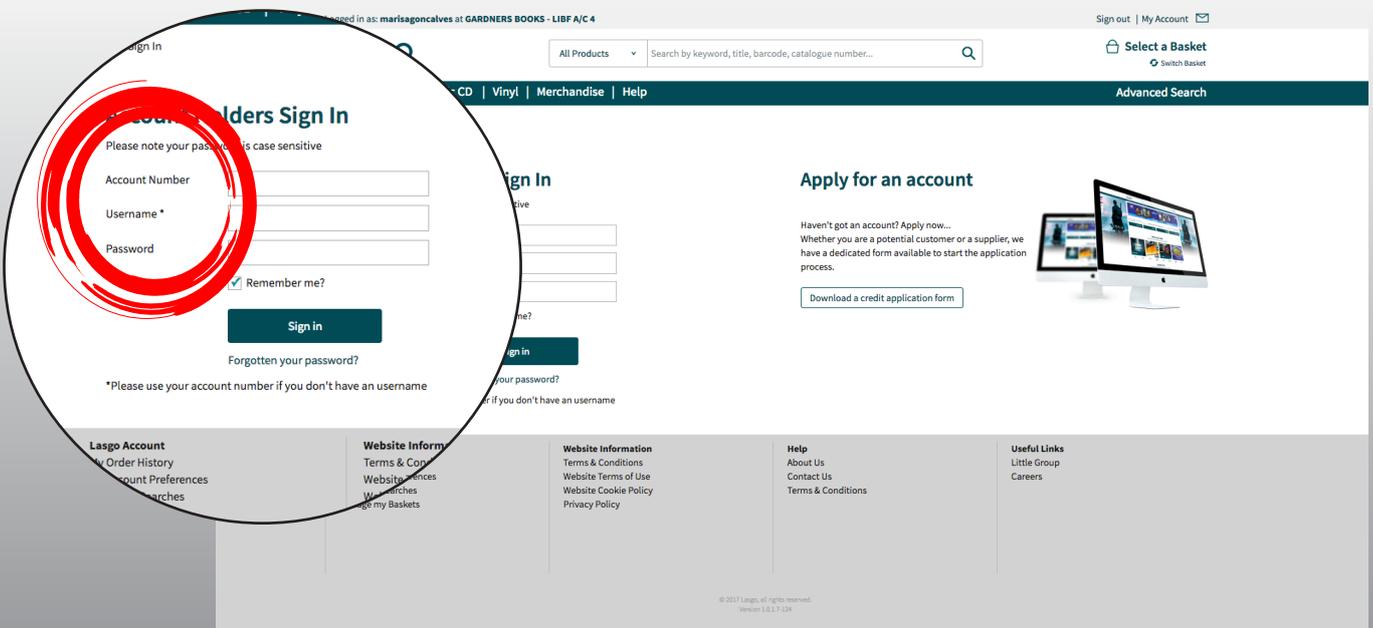
For full access to Lasgo.com, you will need to sign into your account the first time you visit; to do so, click *Sign in to your account* in the top right-hand corner of the page.

Enter your existing *Account Number*, *Username* and *Password*, if you are unsure of your *Username*, enter your account number again. By selecting *Remember me*, your details will be saved and you won't have to log in each time you visit.

## Sign in



## Your Details



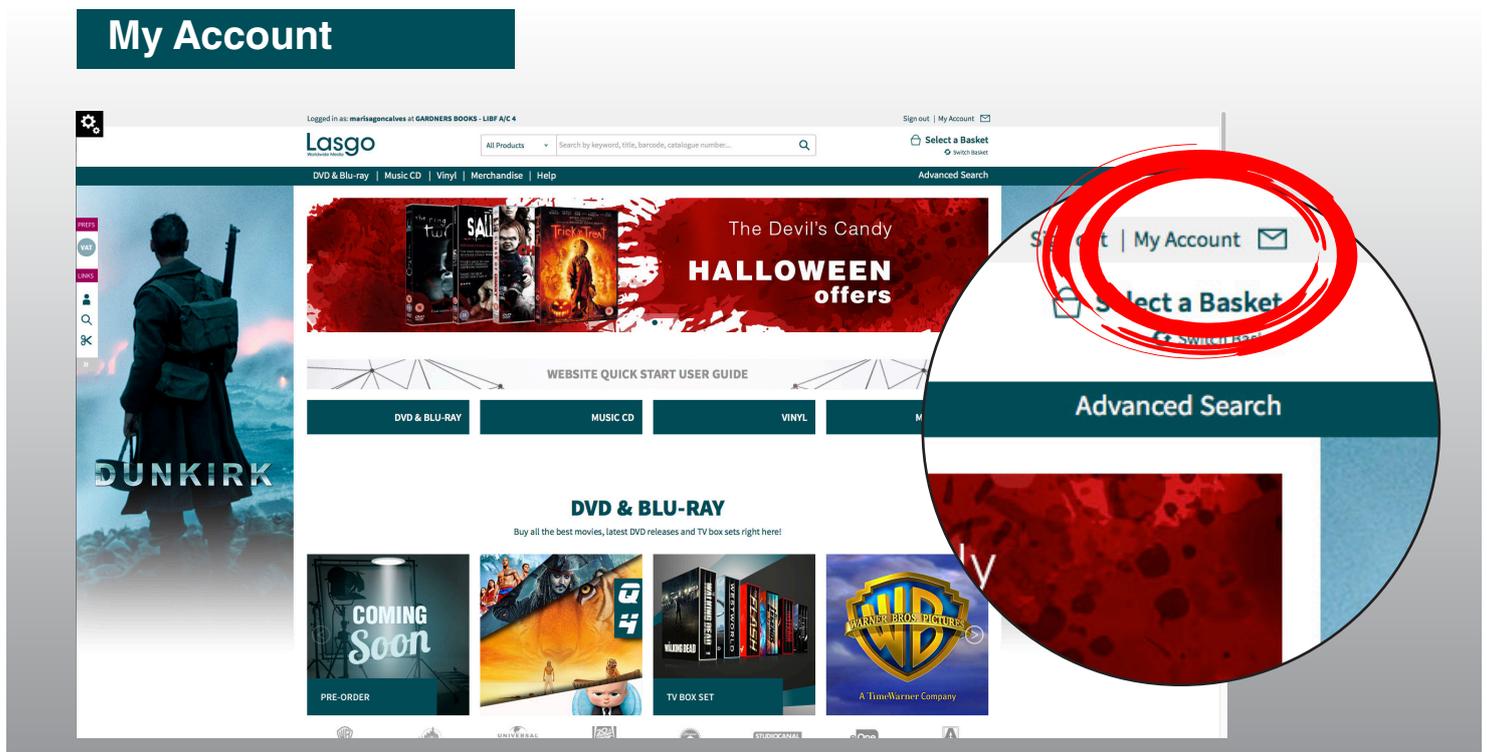
To make the site more relevant to you, there are options within My Account which will determine how you search the site and what products are displayed.

## Choosing Your Preferences

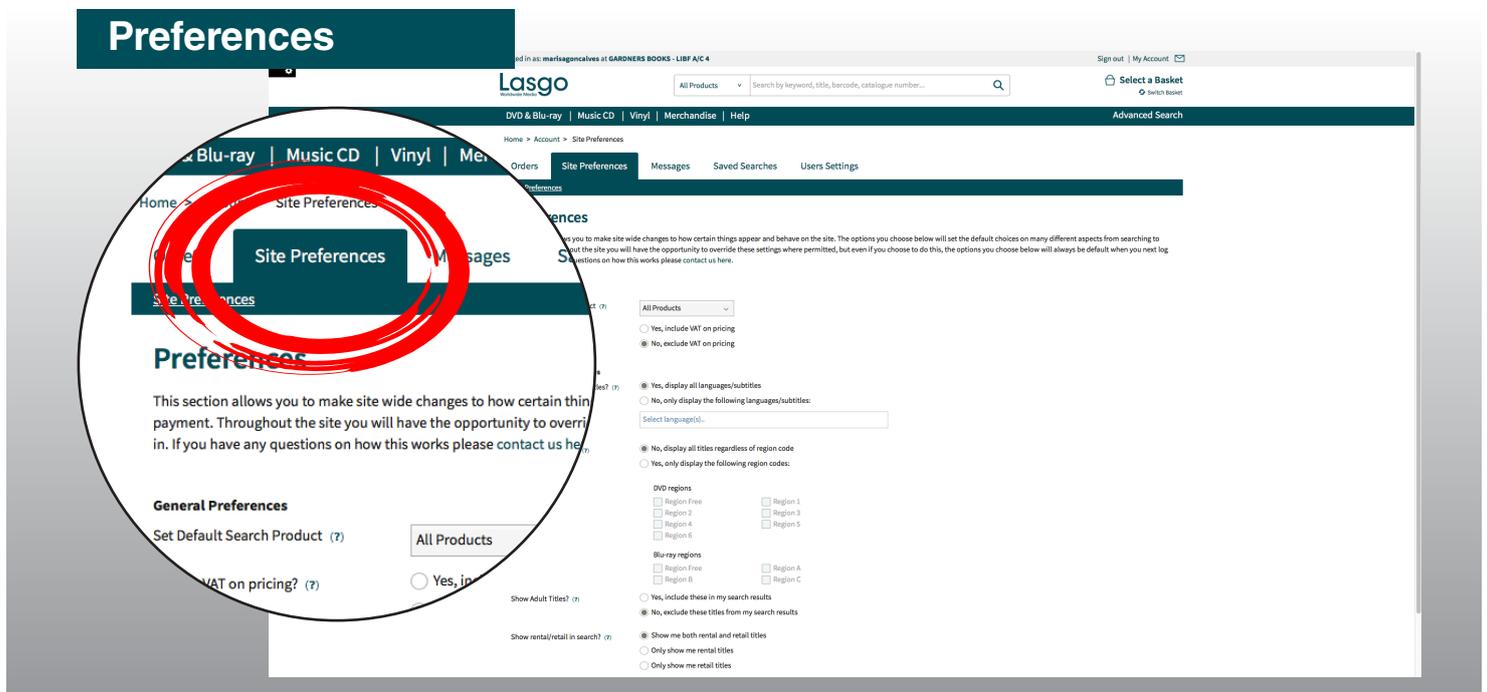
After signing in, to see and change the default settings for your account you will need to go to *My Account*.

Click on the *Site Preferences* tab in the sub-menu, from here you are now able to change the default settings.

## My Account



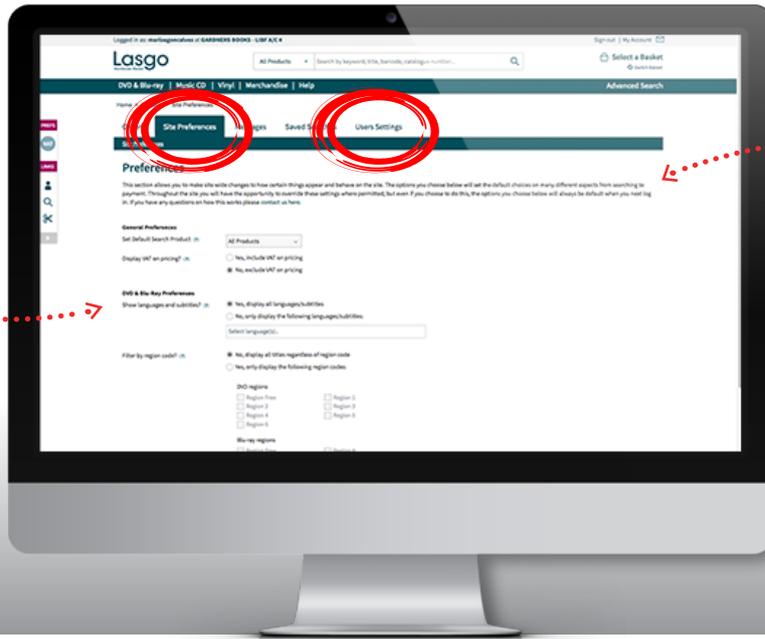
## Preferences



# 4.

# My Account

Your preference settings will determine what products are shown in your search results...



...but don't worry, they can easily be changed, simply return to *Preferences* page!

## Preferences Explained

The *Preferences* section allows you to make site wide changes to how certain things appear and behave. The options you choose will become the default choices on many different aspects from searching to prices displayed.

- a. Default Search Product – this will help filter out products you're not interested in, but you can change search options on individual searches via the search drop down list
- b. Display VAT on pricing

### *There are separate preferences for DVD & Blu-ray*

- a. Show specific languages and subtitles
- b. Filter by region code
- c. Show Adult titles
- d. Show retail/Rental titles in search results

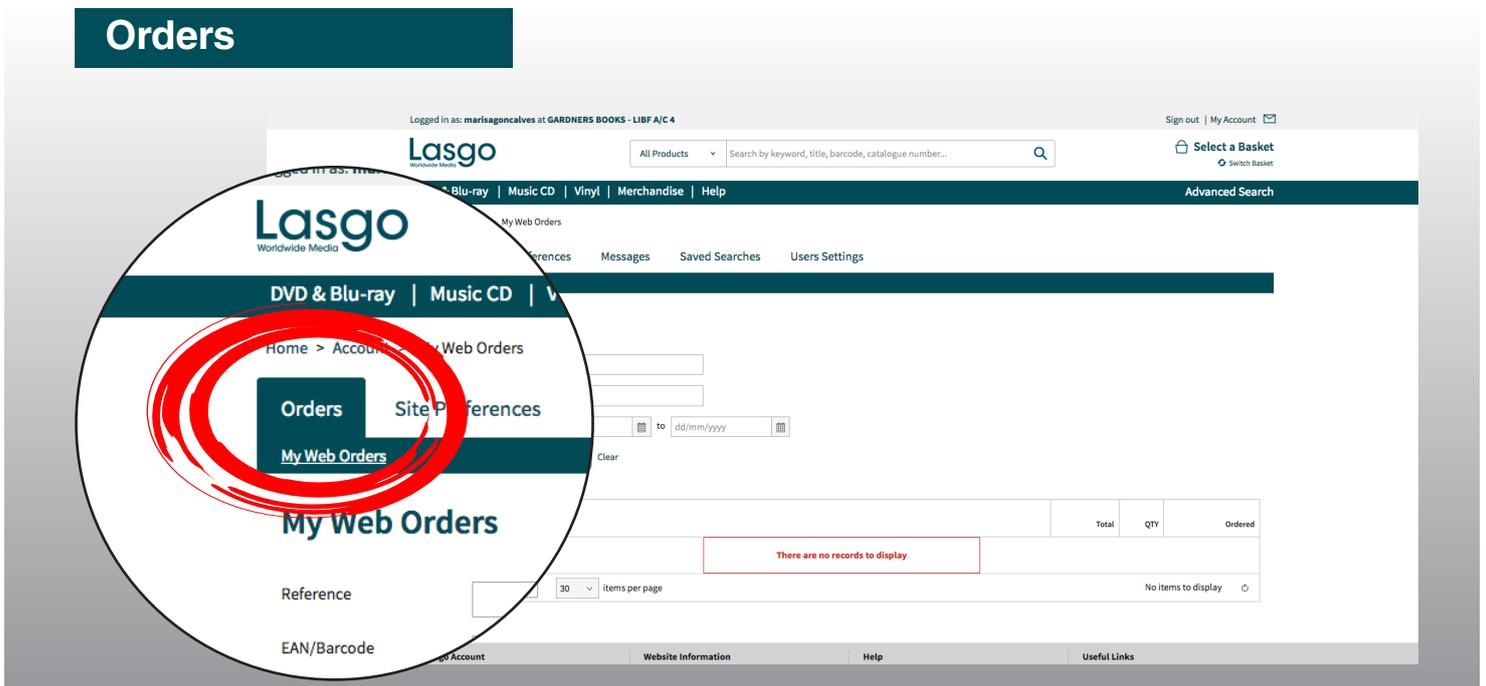
From within the *User Settings* tab, you are able to edit and create new users, change your password and choose whether to show or hide discounts and 'your price' on search results/product pages at user level.

You are able to access details of your orders from the My Account section.

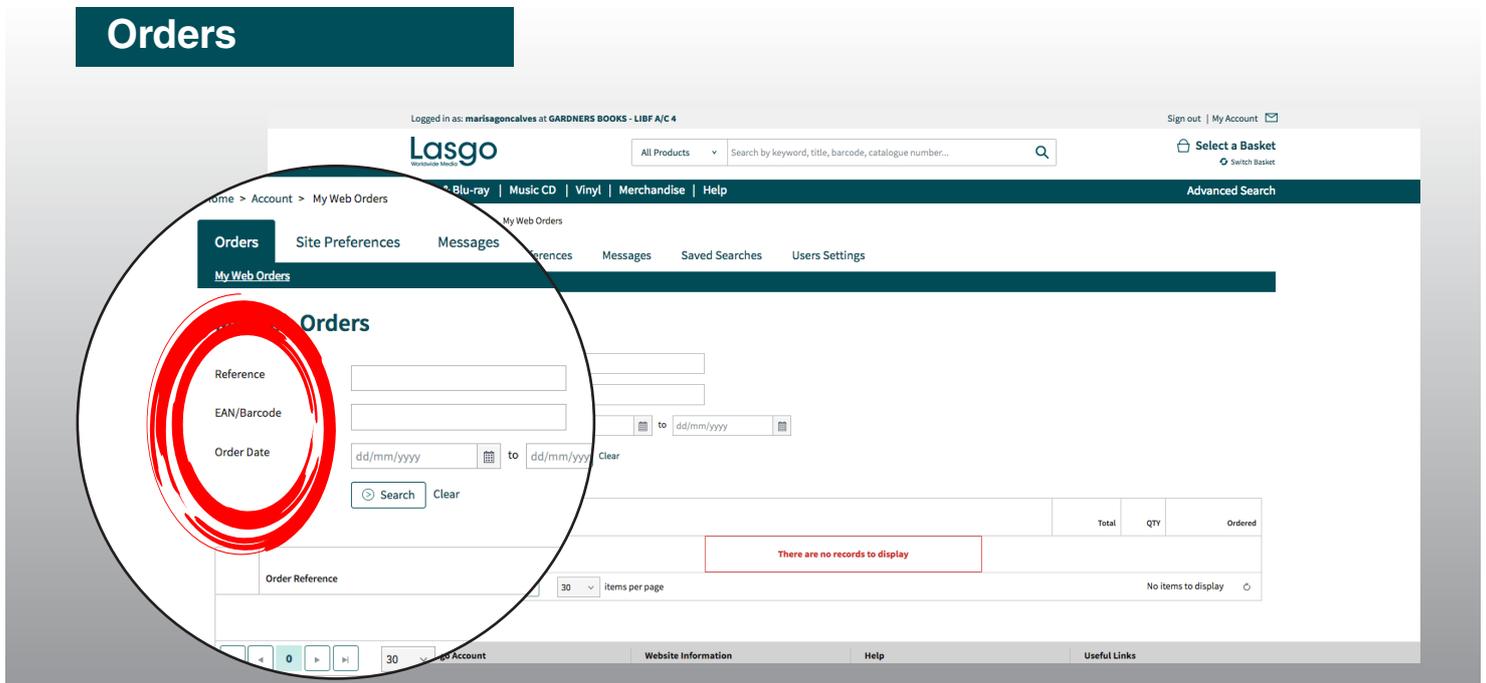
## Orders & Documents

To access orders, click on the *Orders* tab. This will then display a sub-menu containing the aforementioned pages.

### Orders



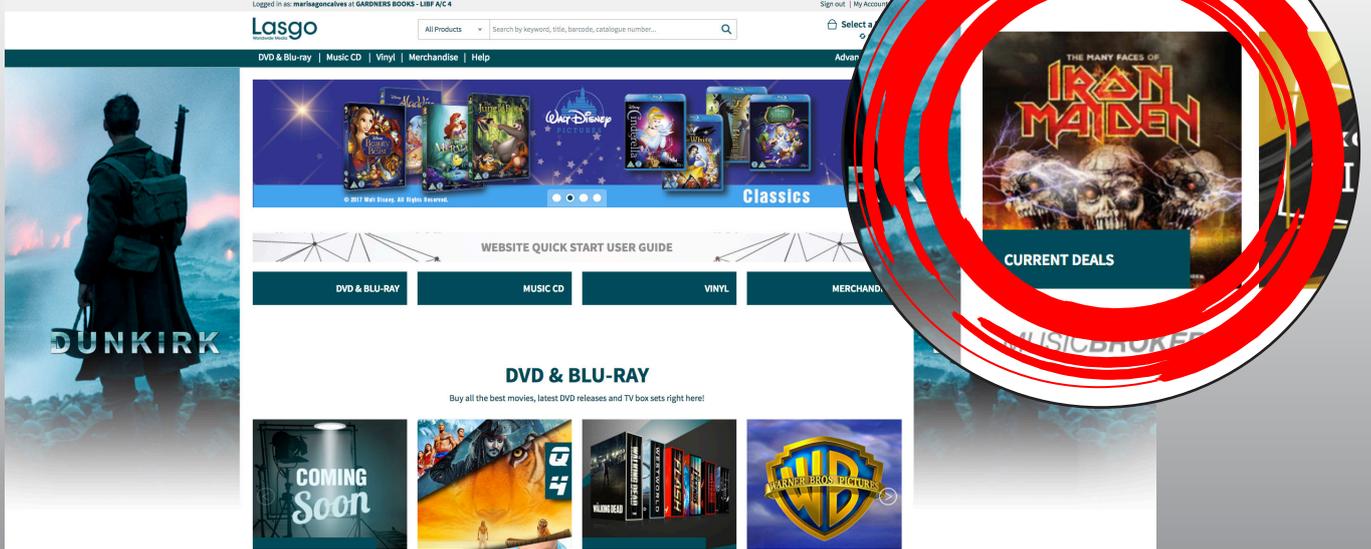
### Orders



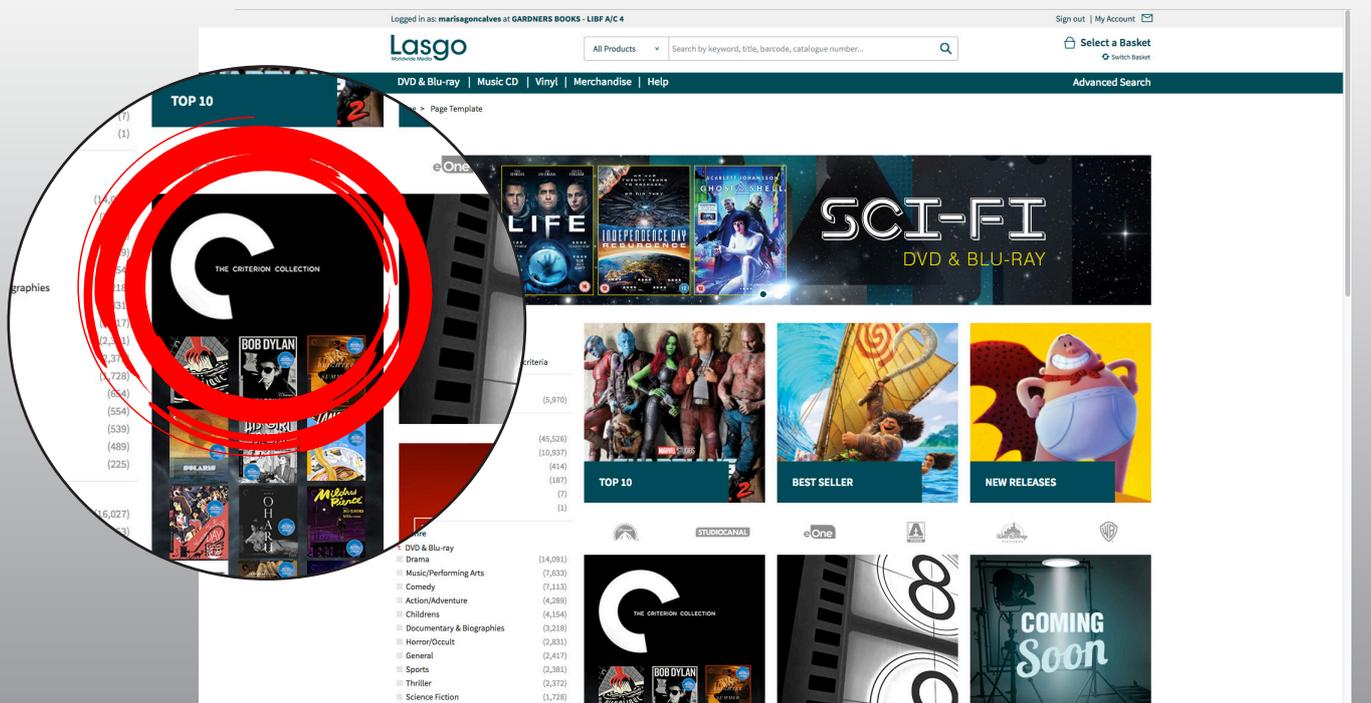
# 6.

# Navigation & Search

## Home Page Promotions



## Landing Page Promotions



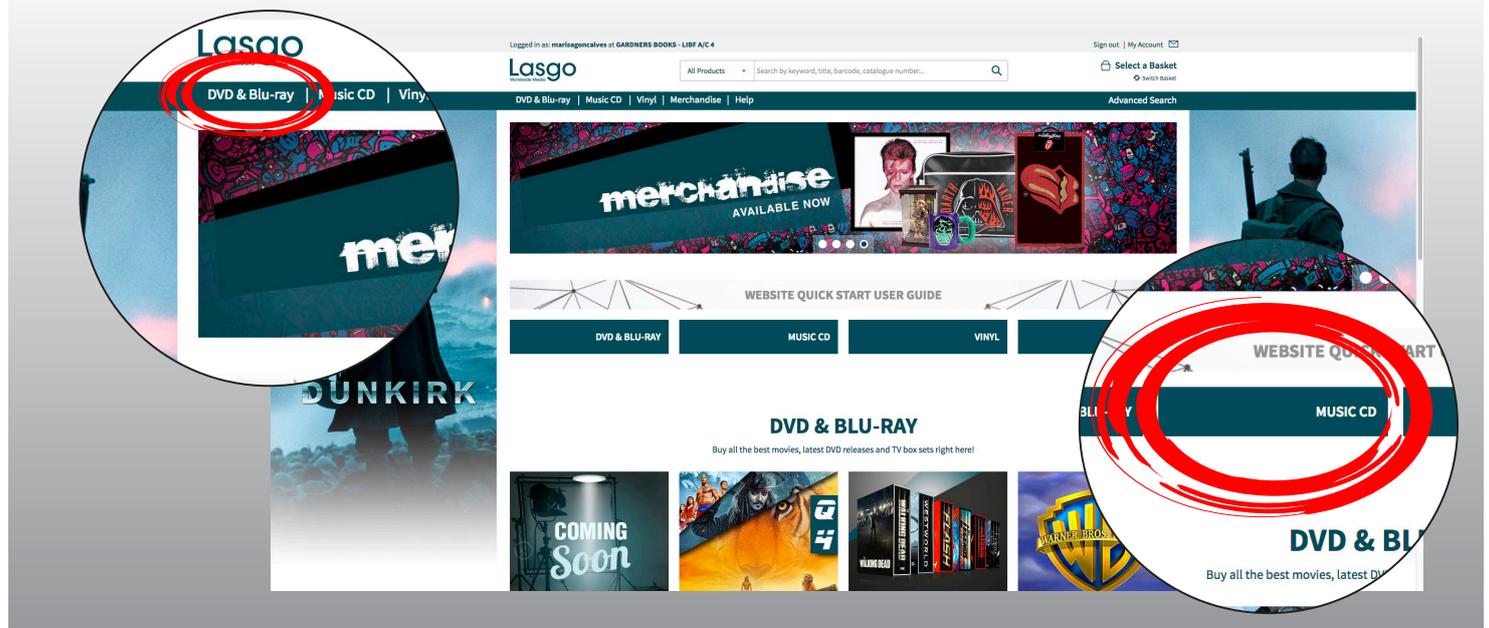
## Promotions

The homepage will show details of promotions, product information and news. Other offers will be available once you press each format from the menu, forwarding you to a landing page specific for each category (DVD & Blu-Ray, Music CD, Vinyl and Merchandise).

## Navigating Product Types

There is a menu structure for each format type. Click on any format within the *menu* to see links to categories, promotions, new and forthcoming and other relevant pages.

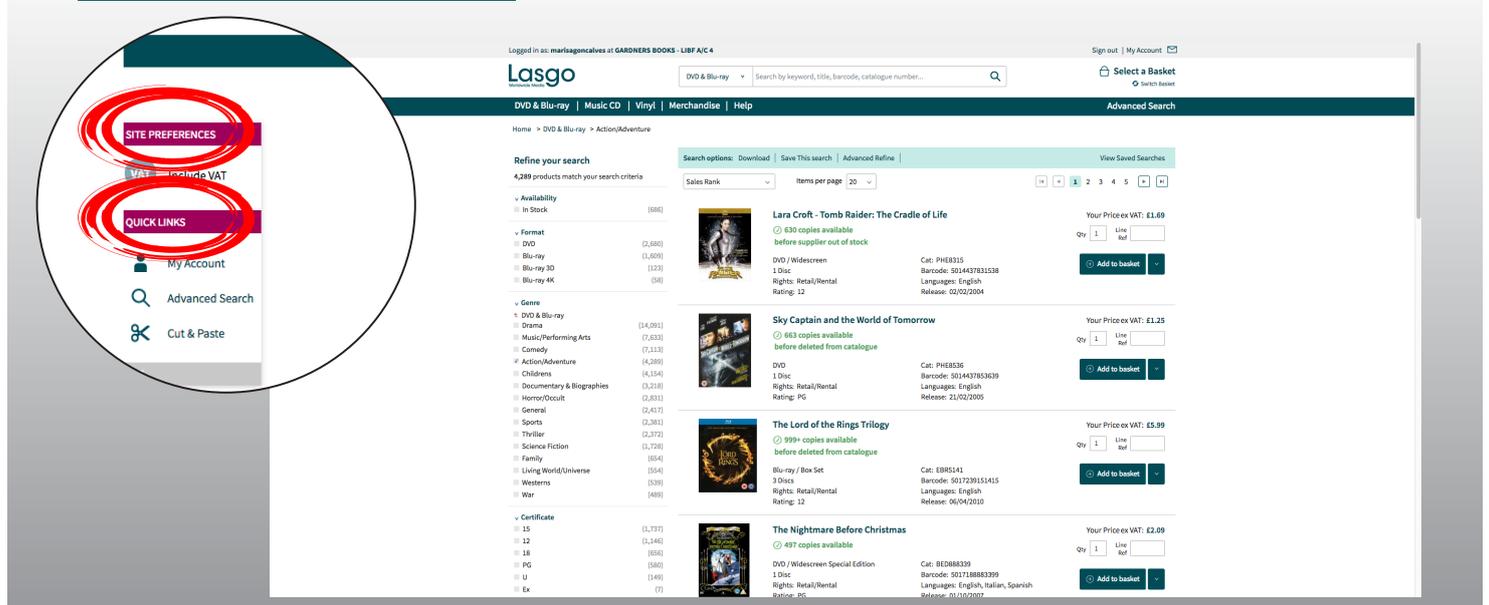
### Navigation Menu



## Toolbar

The *toolbar* on the left-hand side of the page provides quick access to useful and frequently used features. The options under *Site Preferences* allow you to quickly show/hide VAT prices on search result and products pages. There are a number of shortcuts under *Quick Links*, such as *My Account*, *Advanced Search* and *Cut & Paste*. Clicking on the arrows will either expand or close the toolbar. The *toolbar* cannot be hidden.

### Toolbar



# 8.

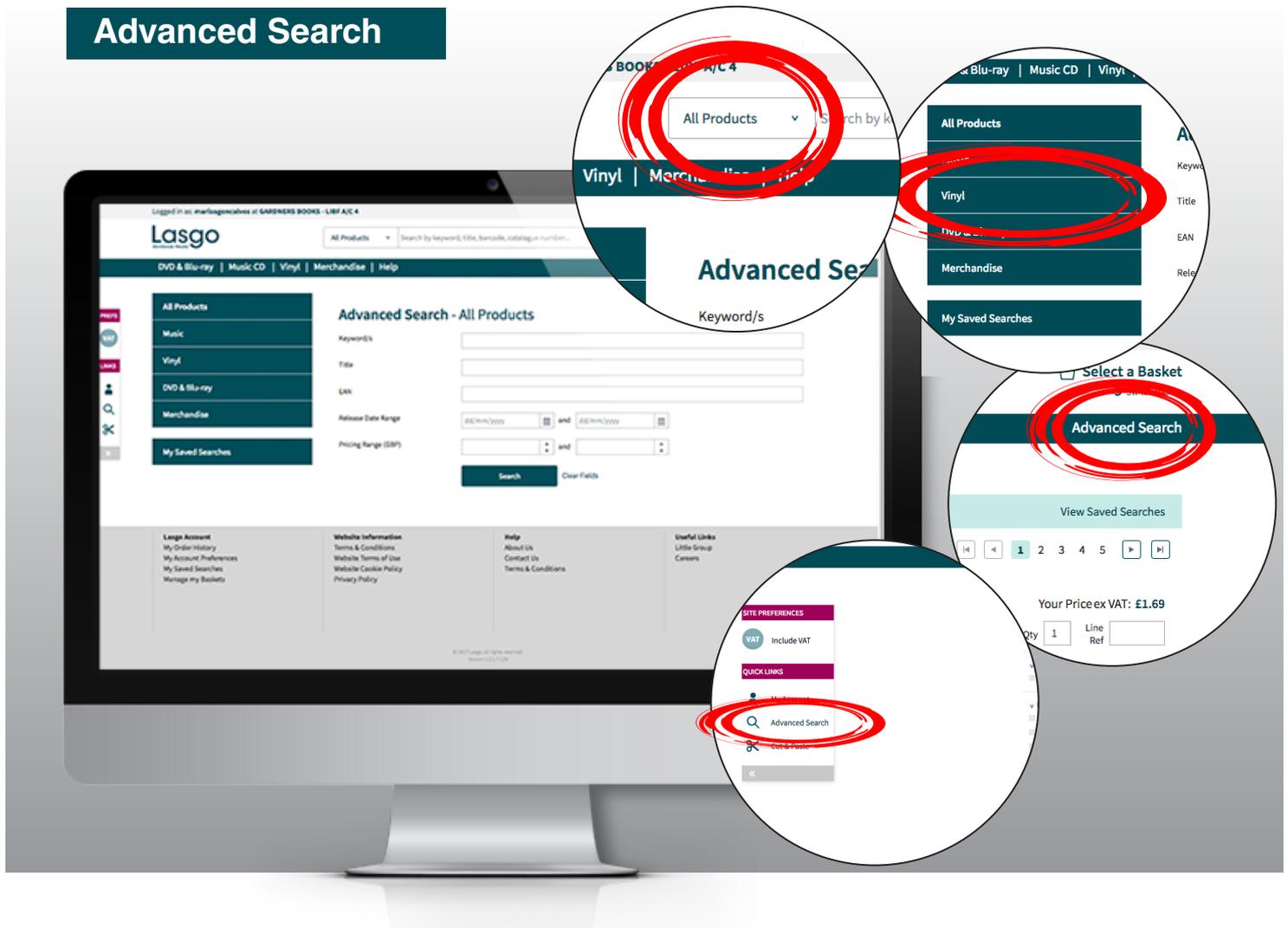
# Navigation & Search

## Search & Advanced Search

There are two ways to search for products, either using the search bar at the top of each page, or by using the *Advanced Search* feature.

Enter your search term into the search bar, which can be found at the top of each page. To restrict a search by product type, select an option from the drop-down menu to the left of the search bar.

The *Advanced Search* feature can be accessed from the main header, or from the *Quick Links* section of the toolbar as shown on the previous page. The *Advanced Search* feature allows you to search firstly by product type and then by various fields depending on the selected product type; for example, advanced search fields for books include: Title, Artist, Barcode, Format, Series, Release Date, etc.



**Please note:** The initial search category selected will depend on your Default Search Product Settings, which can be found under Preferences in the My Account section.

Please see pages 4 & 3 for more information on customising your site preferences.

## Refining Search Results

Search results can be refined by clicking on the filters on the left-hand side of the page; clicking on the arrows next to the filter name will either show or hide more information.

Search results can also be refined by clicking *Advanced Refine*, which can be found at the top centre of the search results page.

### Refine Search

The screenshot shows a search results page for 'DVD & Blu-ray'. A red circle highlights the 'Refine your search' button in the left-hand navigation menu. The page displays search options, a list of products, and a sidebar with filters for Availability and Format.

**Refine your search**

Availability

- In Stock

Format

- DVD
- Blu-ray

Search options: Download | Save This search | Advanced Refine | View Saved Searches

Sales Rank: [Dropdown] Items per page: 20 [Dropdown]

**Lara Croft - Tomb Raider: The Cradle of Life**

630 copies available before supplier out of stock

DVD / Widescreen 1 Disc Rights: Retail/Rental Rating: 12

Cat: PHE8315 Barcode: 5014437831538 Languages: English Release: 02/02/2004

Your Price ex VAT: £1.69 Qty: 1 Line Ref: [Form] [Add to basket]

**Sky Captain and the World of Tomorrow**

663 copies available before deleted from catalogue

DVD 1 Disc Rights: Retail/Rental Rating: PG

Cat: PHE8536 Barcode: 5014437853639 Languages: English Release: 21/02/2005

Your Price ex VAT: £1.25 Qty: 1 Line Ref: [Form] [Add to basket]

### Advanced Refine

The screenshot shows a search results page for 'DVD & Blu-ray'. A red circle highlights the 'Advanced Refine' button in the top navigation bar. The page displays search options, a list of products, and a sidebar with filters for Availability, Format, and Genre.

**Advanced Refine**

Items per page: 20 [Dropdown]

**Lara Croft - Tomb Raider: The Cradle of Life**

630 copies available before supplier out of stock

DVD / Widescreen 1 Disc Rights: Retail/Rental Rating: 12

Cat: PHE8315 Barcode: 5014437831538 Languages: English Release: 02/02/2004

Your Price ex VAT: £1.69 Qty: 1 Line Ref: [Form] [Add to basket]

**Sky Captain and the World of Tomorrow**

663 copies available before deleted from catalogue

DVD 1 Disc Rights: Retail/Rental Rating: PG

Cat: PHE8536 Barcode: 5014437853639 Languages: English Release: 21/02/2005

Your Price ex VAT: £1.25 Qty: 1 Line Ref: [Form] [Add to basket]

## Adding Products to a Basket

Items can be added to your basket from the search results page or from individual product pages by selecting the *Add to basket* button to the right-hand side of the product. Once selected, a dialogue box will appear asking you to either select an existing basket to add the product to, or create a new one.

To select an existing basket, simply choose from the drop-down menu. The selected or newly created basket's name will be displayed in the top right-hand side of the screen.

A green basket icon with the quantity ordered will be shown against that product on the search results page.

### Add to Basket

The screenshot shows the Lasgo website search results page. A red circle highlights the 'Add to basket' button for the product 'Lara Croft - Tomb Raider: The Cradle of Life'. The product details include: '630 copies available before supplier out of stock', 'DVD / Widescreen', '1 Disc', 'Rights: Retail/Rental', 'Rating: 12', 'Cat: PHE8315', 'Barcode: 5014437831538', 'Languages: English', and 'Release: 02/02/2004'. The price is £1.69. Other products like 'Sky Captain and the World of Tomorrow' are also visible.

### Basket Selection

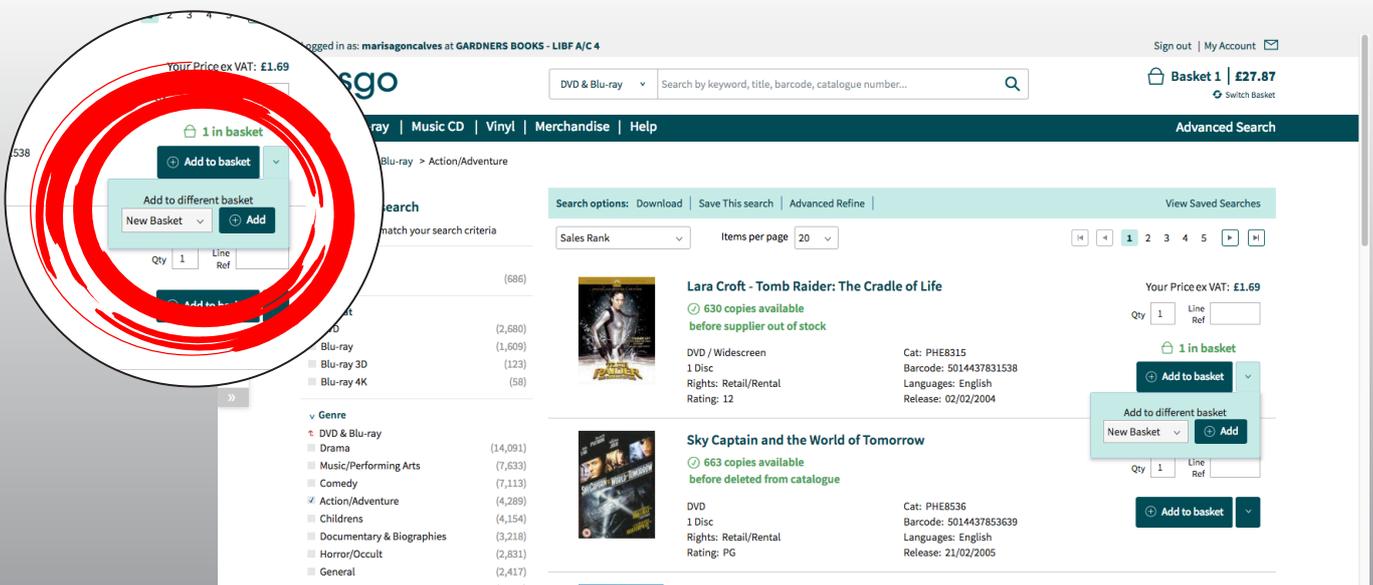
The screenshot shows the Lasgo website with a 'Basket Selection' dialog box open. The dialog box has two sections: 'Your Existing Baskets' with a dropdown menu set to 'Basket 1' and a 'Use Basket' button, and 'Create a New Basket' with a text input field for 'Basket Name' and a 'Create New Basket' button. In the top right corner of the website, a green basket icon is shown with 'Basket 1' and '£27.87' next to it, and a 'Switch Basket' button below it. The background shows the search results for 'Lara Croft - Tomb Raider: The Cradle of Life' and 'The Lord of the Rings Trilogy'.

## Adding Products to a Basket Continued

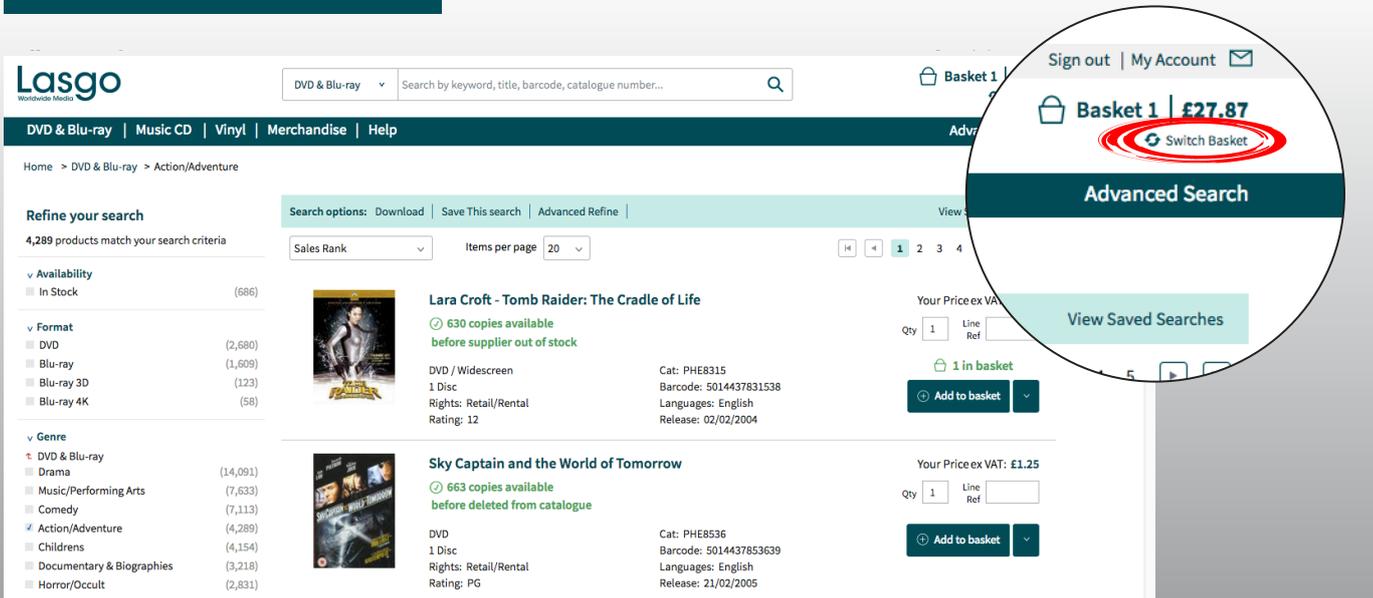
Once a basket has been selected, all further items will be added to this basket. To use another basket or create a new basket, click on the small arrow to the right of the *Add to basket* button on the search results page; or use the drop-down menu under the Add to basket button on the individual product page.

You are also able to switch baskets using the *Switch Basket* option, which is located in the top right-hand corner of every screen under the basket name and total.

## Selecting a Different Basket



## Switch Basket



## Managing Baskets

To manage your different baskets, go to the *Switch Baskets* option, which is located in the top right-hand corner of every screen, under the basket name and total. From here, select *Manage existing baskets*; you will then be taken to a page displaying all open baskets.

After selecting your chosen baskets using the check box to the left hand side of the basket name, you are then able to delete or merge baskets by choosing from the options at the top of the basket list.

### Manage Existing Baskets

The screenshot shows the Lasgo website interface. At the top right, there is a 'Select a Basket' dropdown menu. A circular callout highlights the 'My Current Baskets' dropdown, which contains the following options: 'Choose a basket', 'Use', 'Create a new basket', and 'Manage existing baskets'. The 'Manage existing baskets' option is circled in red. Below the callout, the website banner features 'HALLOWEEN offers' with images of DVD and Blu-ray cases.

### Merging & Deleting Baskets

The screenshot shows the 'Manage Baskets' page on the Lasgo website. A circular callout highlights the '1 Items Selected' dropdown menu, which contains the following options: 'Merge Baskets' and 'Delete'. The 'Merge Baskets' option is circled in red. Below the callout, the page displays a table of baskets with columns for Basket Name, Last Updated, Total Quantity, Total Ex Vat, Use Basket, and XLSX File.

| Basket Name                                  | Last Updated     | Total Quantity   | Total Ex Vat   | Use Basket   | XLSX File  |           |
|--|------------------|------------------|----------------|--------------|------------|-----------|
| <input checked="" type="checkbox"/> Basket 1 | 10/10/2017 17:36 | 3                | £27.87         | Use          | Download   |           |
| Your Colleagues' Baskets                     |                  |                  |                |              |            |           |
| Basket Name                                  | Created by       | Last Updated     | Total Quantity | Total Ex Vat | Use Basket | XLSX File |
| <input type="checkbox"/> Basket 3            | lasgotest        | 11/10/2017 09:39 | 2              | £8.68        | Use        | Download  |
| <input type="checkbox"/> Tony Baldwin        | lasgotest        | 11/10/2017 09:37 | 22             | £213.97      | Use        | Download  |
| <input type="checkbox"/> BazMTestBasket      | barrymasters     | 10/10/2017 16:44 | 1              | £16.90       | Use        | Download  |
| <input type="checkbox"/> Basket 1            | zaceverett       | 10/10/2017 16:43 | 8              | £44.10       | Use        | Download  |
| <input type="checkbox"/> Basket 1            | Fat Tony         | 10/10/2017 15:04 | 5              | £14.01       | Use        | Download  |
| <input type="checkbox"/> Basket 1            | gavinwragg       | 05/10/2017 16:21 | 1              | £5.69        | Use        | Download  |
| <input type="checkbox"/> Basket 1            | lasgotest        | 27/09/2017 15:08 | 108            | £555.58      | Use        | Download  |