# · OPTIC SUPPLIES ·

## HOW TO GUIDE & FAQ's 2023 - 2024

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OPTIC SUPPLIES

IOME SHOP EYEWEAR 🗸 NEW ARRIVALS SPARES SIGHTIQUE LABORATORY CONTACT 🛩

# WELCOME TO THE ALL-NEW SIGHTIQUE WEBSITE

#### SHOP NOW

To make your transition even smoother, we have created this comprehensive "How to Guide" that will assist you in navigating the new website effortlessly. This guide includes frequently asked questions (FAQs) and helpful tips to help you get the most out of our new features.

#### **OUR BRANDS**

Our craftsmanship and expertise has allowed us to be leaders in our field, we pride ourselves in pushing excellence thread our proprietor and licensed

brands. We craft unique high quality affordable eyewear designs that elevate trapper<mark>s and individual style</mark>









**BULK ORDER & SEARCH** 



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# WEBSITE HOW TO **GUIDE:**

**Getting Started** 



#### **OUR BRANDS**

allowed us to be leaders in our field, we pride ourselves in pushing excellence through our proprietor and licensed

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HOME SHOP EYEWEAR - NEW ARRIVALS SIGHTIQUE LABORATORY CONTACT -

To access your account on the new website, you will need to reset your password.

Don't worry, it's a quick and easy process!

Step 1: Click onto the "My Account" button

Step 2: Select 'Reset Password'

'Please note this will only be required if you are a pre-existing client'

Alternatively, press "Register" to join.

PLEASE NOTE: This Portal is Reserved for Registered Optometrists, Optical Labs, Ophthalmologists, and Sightique Optic Supplies Customers ONLY. We are a wholesale distributor and do not serve the general public.

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REGISTER

RESET PASSWORD

MY ACCOUNT

## HOW TO GUIDE: RESET PASSWORD

Once you press/ select the 'RESET PASSWORD' button you will be redirected too the the following page.

#### Step 3:

Enter your existing Sightique account 'username or email'

#### Step 4:

Then Press the 'Reset Password'



**Please Read:** This Portal is Reserved for Registered Optometrists, Optical Labs, Ophthalmologists, and Sightique Optic Supplies Customers Only. We are a wholesale distributor and do not serve the general public. Thank you.

Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email

" Insert your account username or email here"

RESET PASSWORD





## HOW TO GUIDE: RESET PASSWORD

You will receive an email notification, sent to the email address the account was registered under.

#### **Please Note:**

If you do not have an existing account, you will need to register via our registration portal first.

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#### Password Reset

A password be reset request has been received for the following account:

Username:

#### "Your username will appear here"

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

#### **Reset Password**

Thanks for reading.



Email Notification screen view

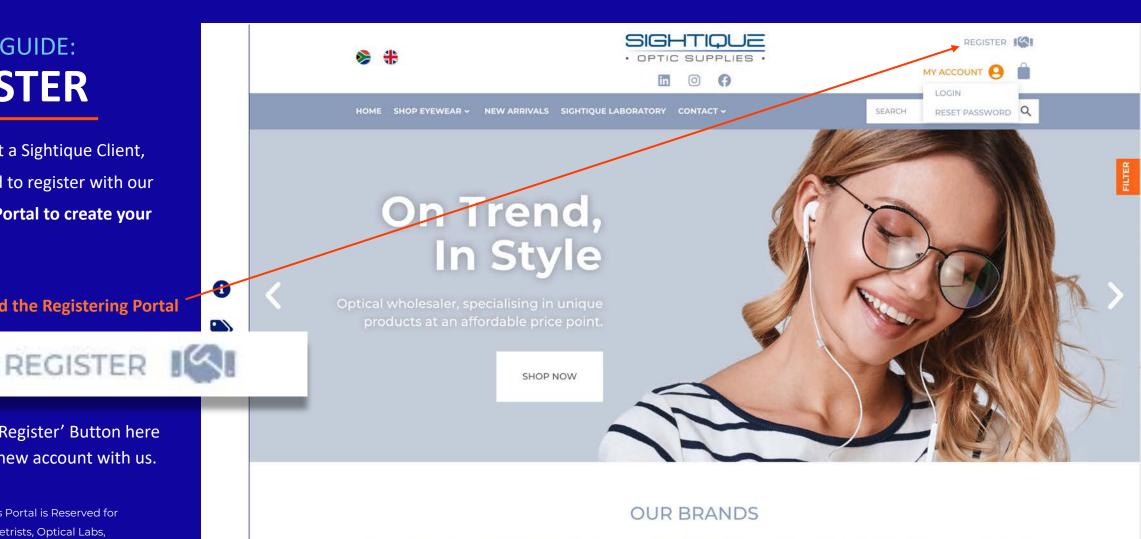
## HOW TO GUIDE: REGISTER

If you are not a Sightique Client, You will need to register with our **Registering Portal to create your** account

Where to find the Registering Portal

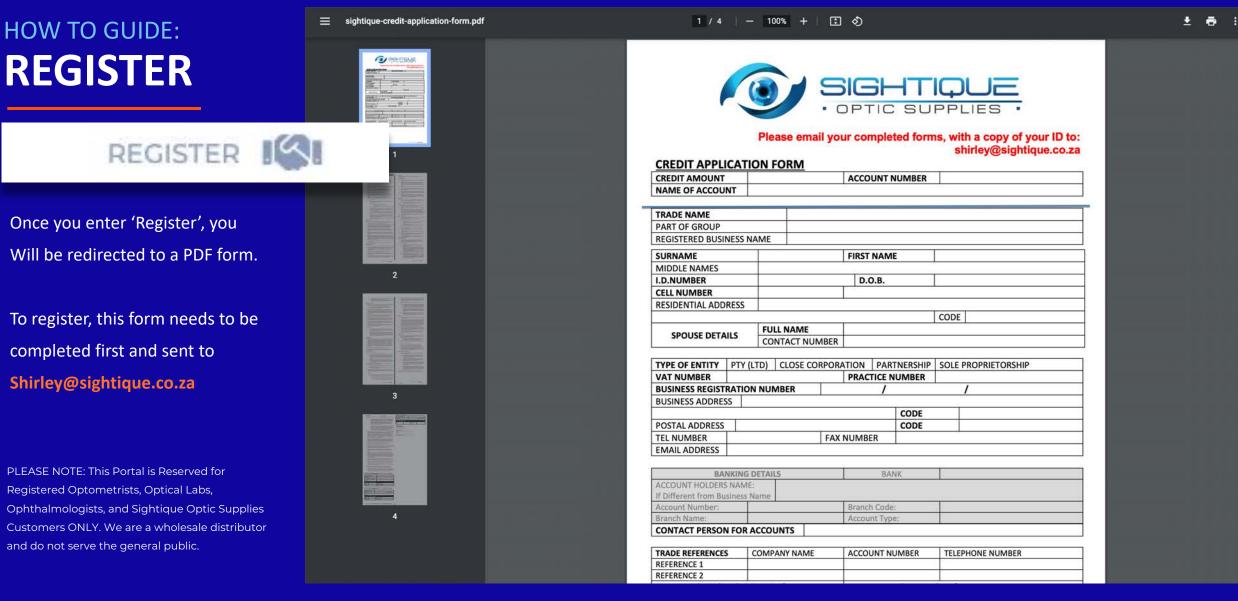
Click on the 'Register' Button here to register a new account with us.

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Our craftsmanship and expertise has allowed us to be leaders in our field, we pride ourselves in pushing excellence through our proprietor and licensed

brands. We craft unique high quality affordable eyewear designs that elevate trends and individual style.





## WEBSITE HOW TO GUIDE:

Login & Navigation



#### OUR BRANDS

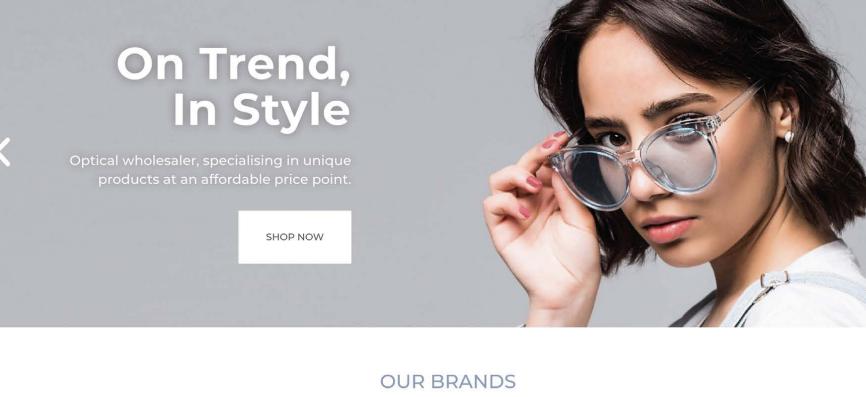
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## Introducing OUR NEW LANDING PAGE

Our revamped website boasts a fresh new look and enhanced functionality, designed to provide you with a seamless and enjoyable browsing experience. a

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HOME SHOP EYEWEAR - NEW ARRIVALS SPARES SIGHTIQUE LABORATORY CONTACT -

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Landing Page screen view, while logged in

MY ACCOUNT

**BULK ORDER & SEARCH** 

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## **ONCE LOGIN...**

**MY ACCOUNT** 

If you hover over the

This will include: - Orders summary

- Practice Address - Account details

- Email Addresses

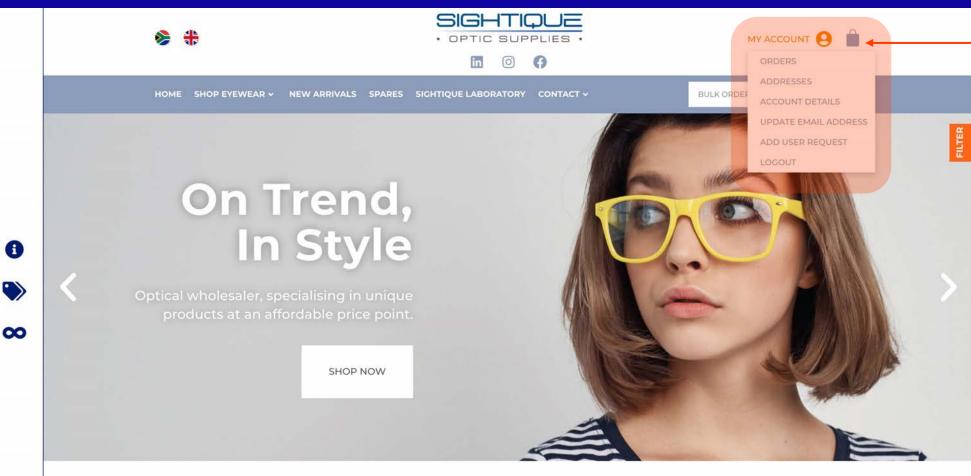
"My Account" button at the top

of the screen here, you will have a variety of options and can view/ update your online account.

*i.e.such as password changes, etc.* 

- Request additional user access.

- Logout of your account



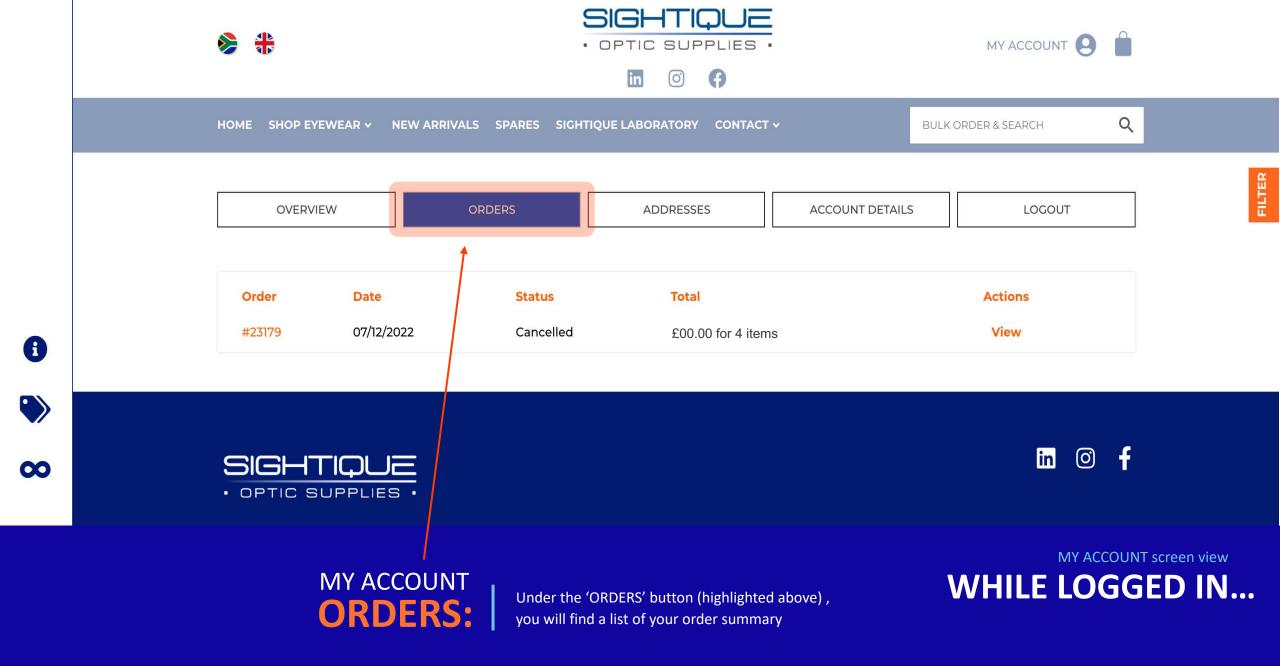
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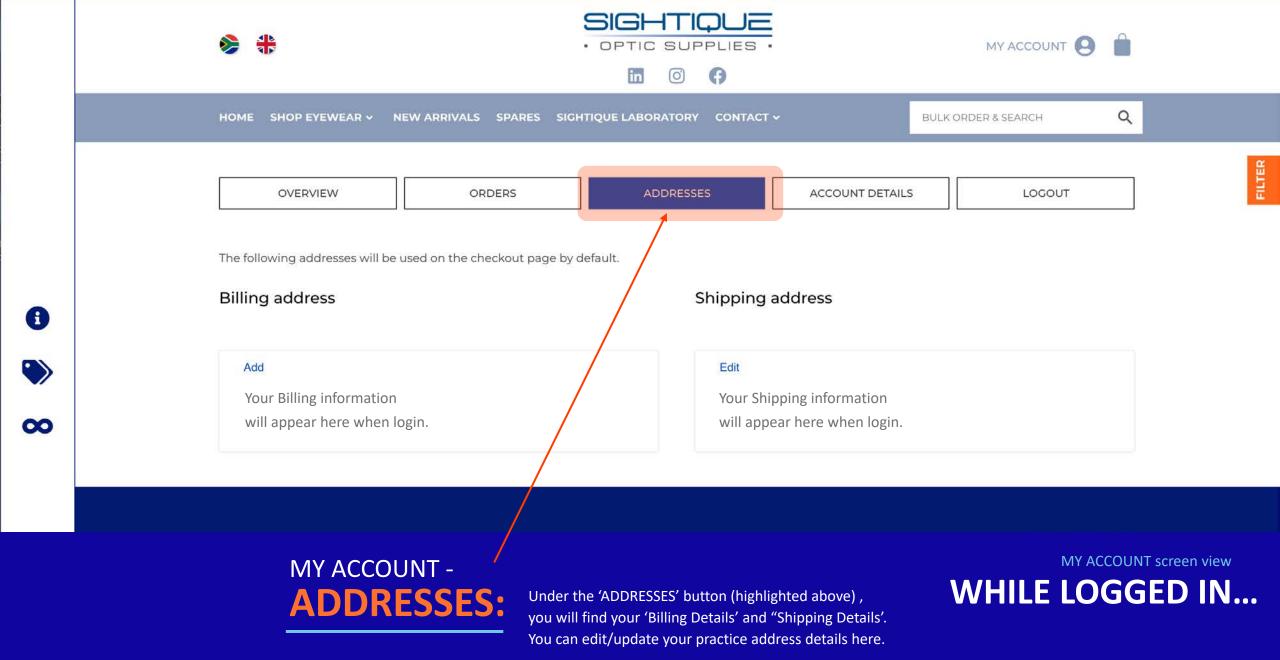
#### **OUR BRANDS**

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Landing Page screen view, while logged in





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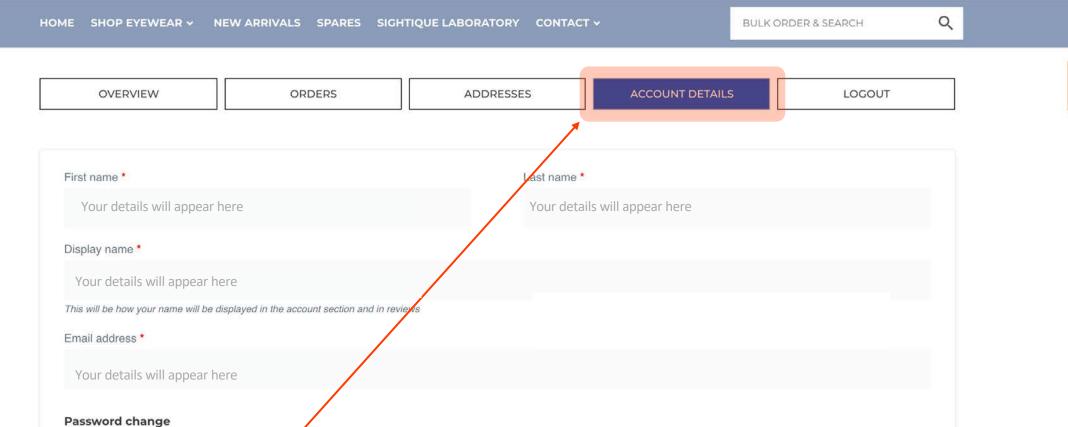
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## MY ACCOUNT -ACCOUNT DETAILS:

Under the 'ACCOUNT DETAILS' button (highlighted above), you will find all your 'Account Details', You can edit/update your practice details here too. MY ACCOUNT screen view
WHILE LOGGED IN...

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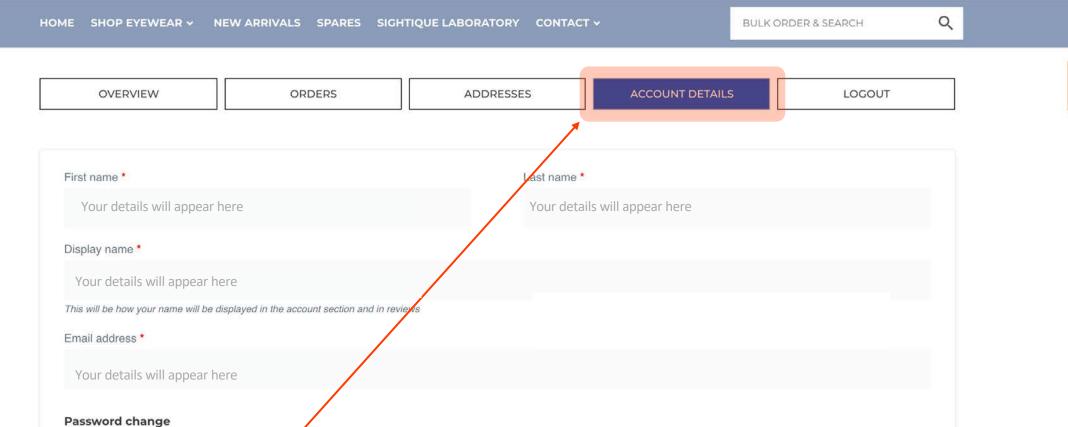
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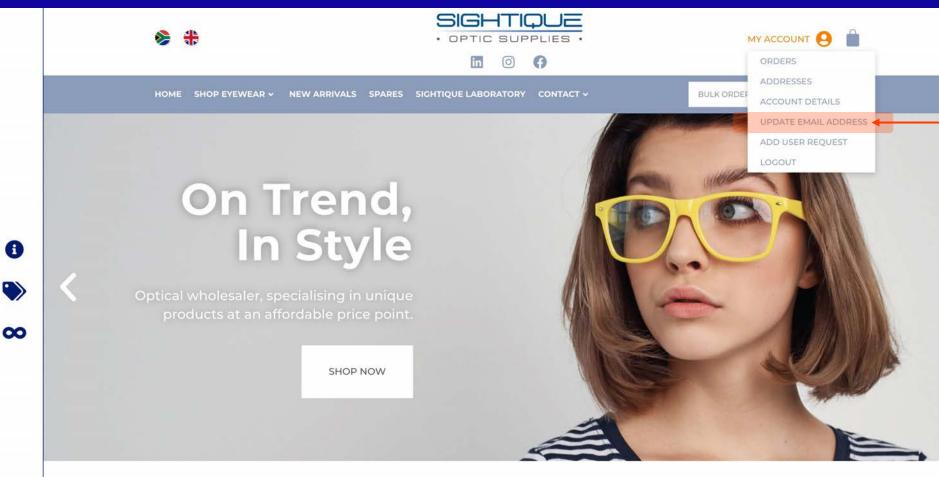
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## MY ACCOUNT -ACCOUNT DETAILS:

Under the 'ACCOUNT DETAILS' button (highlighted above), you will find all your 'Account Details', You can edit/update your practice details here too. MY ACCOUNT screen view
WHILE LOGGED IN...

## WHILE LOGGED IN...



## - HOW TO GUIDE UPDATE EMAIL ADDRESS

Under the 'MY ACCOUNT' button (highlighted in orange), you will be able to update your account email address.

#### OUR BRANDS

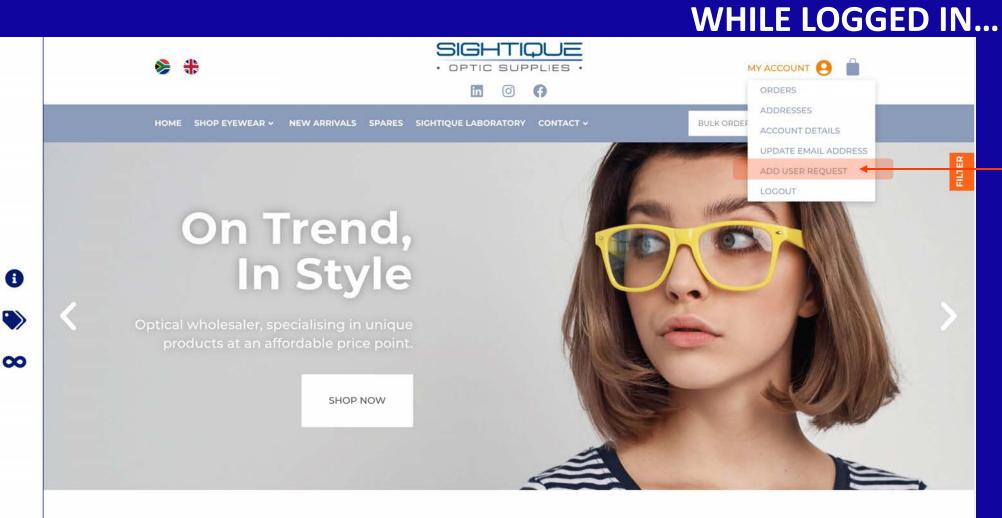
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Landing Page screen view, while logged in

## WHILE LOGGED IN...

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HOME SHOP EYEWEAR V NEW ARRIVA	LS SPARES SIGHTIQUE LABORATORY CONTACT ~	BULK ORDER & SEARCH Q	HOW TO GUIDE
Email Update Request			EMAIL ADDRESS
	Int is: Your email address will appear here r current email address please fill in the below & submit a chang a notification & in future you would need to login with the upda		
NEW EMAIL ADDRESS			Should you wish to update your email address on your account, you will need to complete this form under the "My Account" section.
A REQUEST UPDATE			A request will be sent to our accounts department to action your request. This is also noted on this form/screen.
		in Ø f	When the email address changes you will receive an email notification stating the email address has been changed.



## - HOW TO GUIDE ADD USERS REQUEST PORTAL

Under the 'MY ACCOUNT' button (highlighted in orange), you will be able to add additional 'Users' to your Sightique account.

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Landing Page screen view, while logged in

#### Add User Request

If you would like to grant additional users within your organisation the ability to place orders with us please fill out & submit the below form for our review / action.

#### User 1

USER 1 FIRST NAME	USER 1 LAST NAME	
USER 1 EMAIL ADDRESS		
Jser 2		
USER 2 FIRST NAME	USER 2 LAST NAME	
USER 2 EMAIL ADDRESS		
Jser 3		
USER 3 FIRST NAME	USER 3 LAST NAME	
USER 3 EMAIL ADDRESS		

A REQUEST ADDITIONAL USERS





## HOW TO GUIDE ADDING USERS

When adding additional users to your online account, you will need to complete this form under the 'My Account" section as previously shown.

A request is sent to the accounts department to action the request. This is also noted on this form/

screen.

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HOME SHOP EYEWEAR - NEW ARRIVALS SPARES SIGHTIQUE LABORATORY CONTACT -

BULK ORDER & SEARCH



Shop Page & Navigation

**SUNGLASSES** 









**NEW HEALTH INITIATIVE** 

Jeep

Eyewear

SIGHTIQUE VISION



## SIDE NAVIGATION MENU

For ease of use, we have created easy navigation to our new website, which you will find as illustrated on The left side of your screen.

When hovered over with your computer's mouse, the left side bar will expand to reveal the following:

#### **ABOUT**

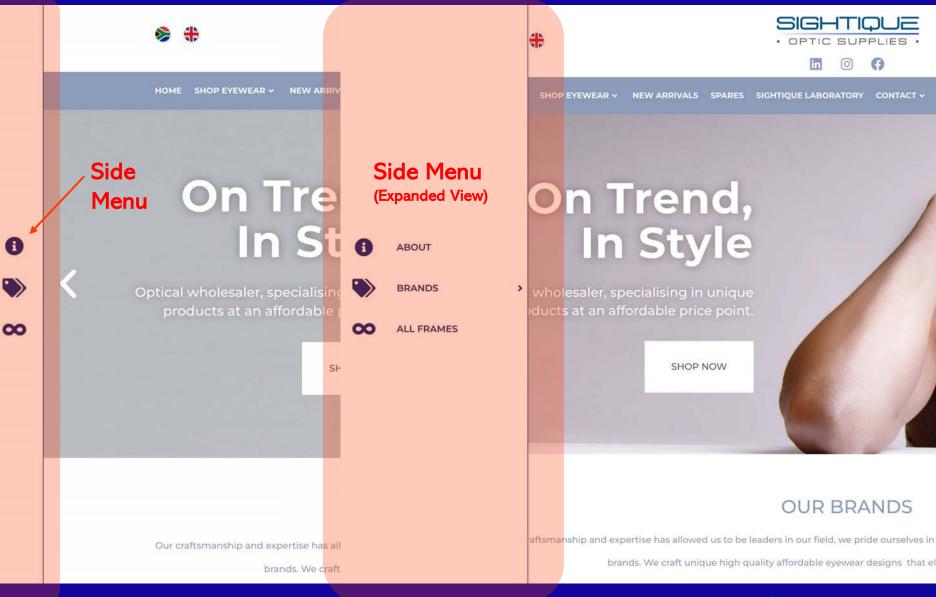
You will find more information about the company

#### **BRANDS**

Here you will find the brand pages for each collection we carry. These pages give detailed information on the collections.

#### **ALL FRAMES**

This will bring up the shop page and list all the frames we stock in the company, in Alpha-Numerical Order.



#### Here is where you can 'BULK ORDER' & 'SEARCH' any frame we stock

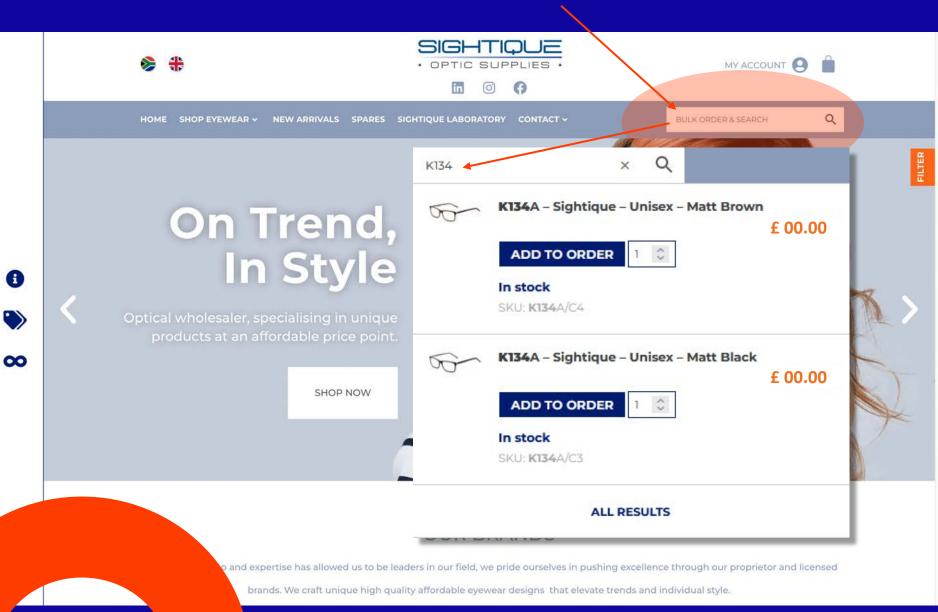
## TOP NAVIGATION MENU

BULK ORDER & SEARCH

As highlighted in the orange circle, here you will be able to 'BULK ORDER' and do a general search for frames we stock.

Applicable search terms are anything related to the items, i.e. Brand name, product code, colour, size, category, gender etc.

The quantity box allows  $\geq 1$  items to be added to the order. The results will pull out the individual frame variations & present them as singular which in turn allows for quantities to be specified.

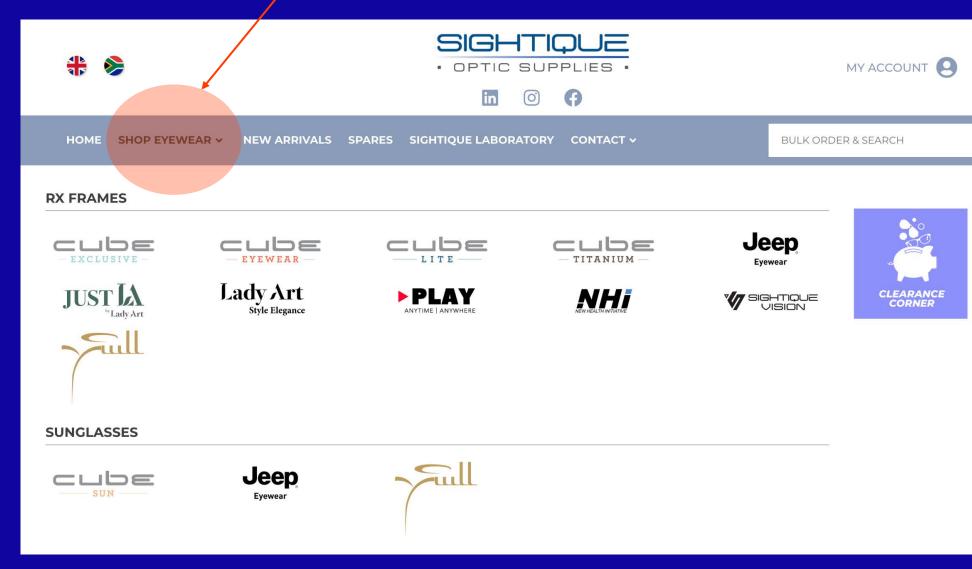


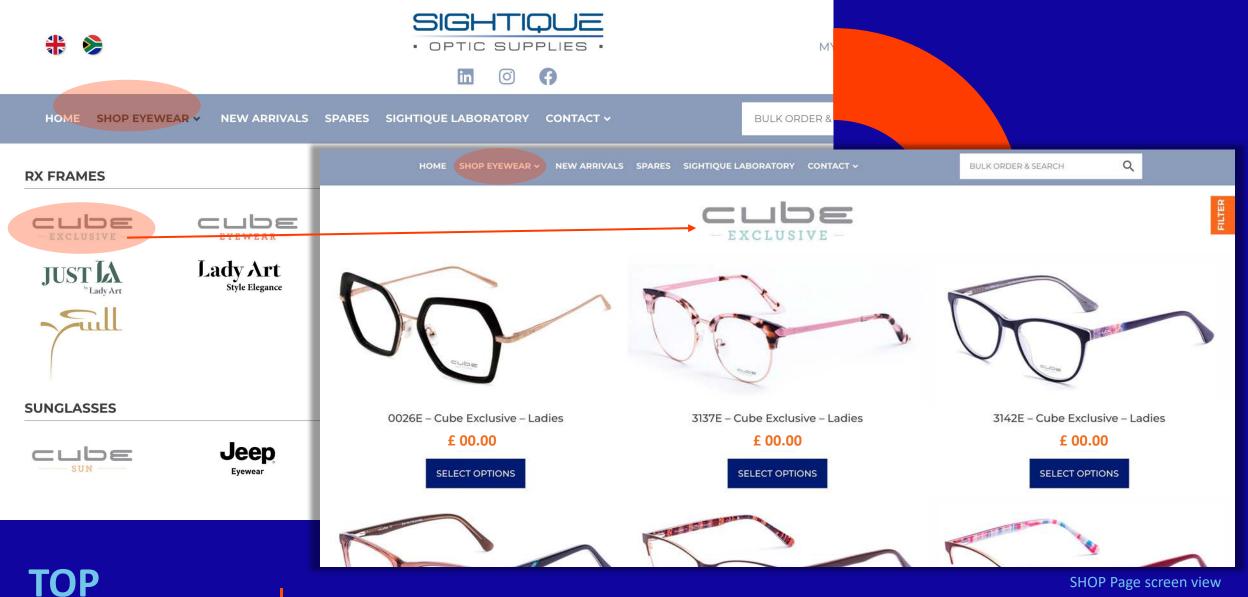
#### Here is where you can shop ALL our frame collections we carry.

## TOP NAVIGATION MENU

## **SHOP EYEWEAR**

Here you will find all the collections we stock and will be able to navigate to each collection shop page from here.





### **HOW TO GUIDE: SHOP PAGE**

**NAVIGATION** 

**MENU** 

When you select a Brand from the 'SHOP EYEWEAR' mega-menu, You will be redirect to that brand's 'Shop Page', where you can view and scroll through all frames stocked within that collection.

SHOP Page screen view

#### **PLEASE NOTE:**

are logged into your account

## SHOP PAGE NAVIGATION

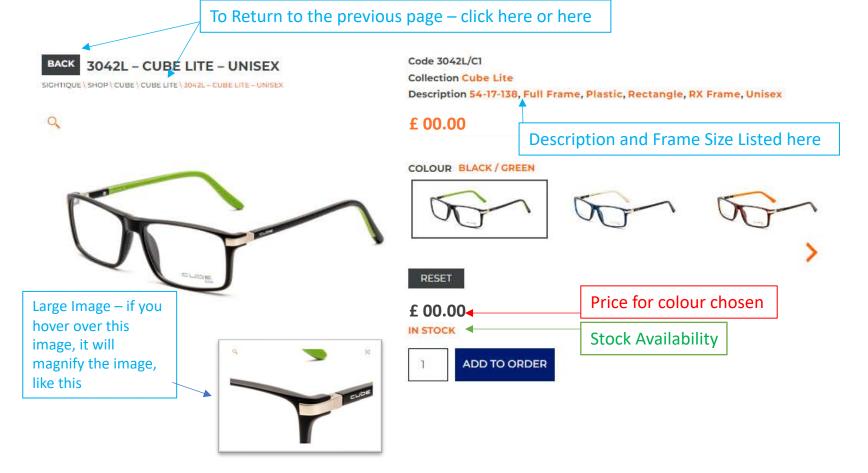
## FRAME VIEW PAGE

Once you select a frame from the 'SHOP PAGE', you will be redirected to the frame order view page. On this page you can add frames to your shopping cart.

By 'Clicking' on the Small Right-Hand side thumbnail images, it will show the larger image on the left-hand side. You can do this to view the other colours the model is available in.

When you are on the colour you wish to order, you then can enter a quantity in the box provided, if more than 1 is needed and then click on, "ADD TO ORDER".

<u>Please Note</u>: The price for the colour is shown just above the order quantity box and also reflects if the colour is in stock or not. So if the pricing differs per colour, this is where the customer can confirm the price for the colour they are ordering.



#### RELATED FRAMES



3187L – Cube Lite – Mens

£ 00.00

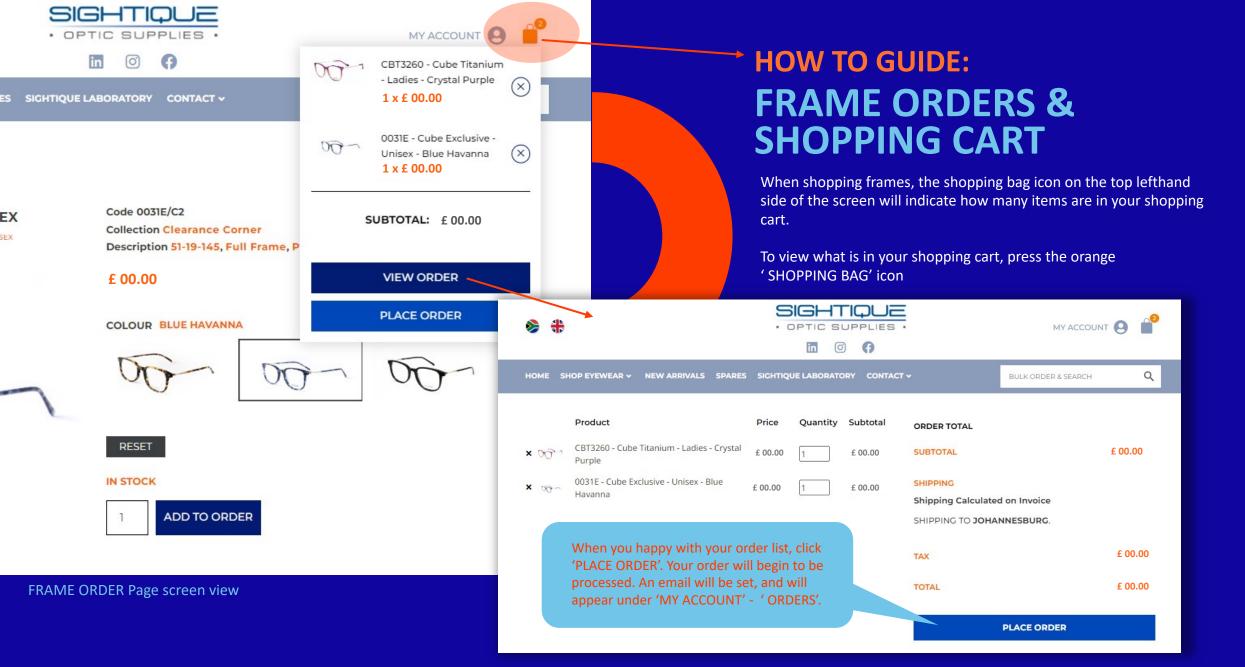
3180L - Cube Lite - Unisex

£ 00.00

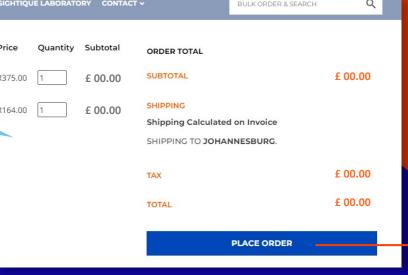


3057L - Cube Lite - Unisex

£ 00.00



SHOPPING CART Page screen view



SHOPPING CART Page screen view

## HOW TO GUIDE: FRAME ORDERS & SHOPPING CART

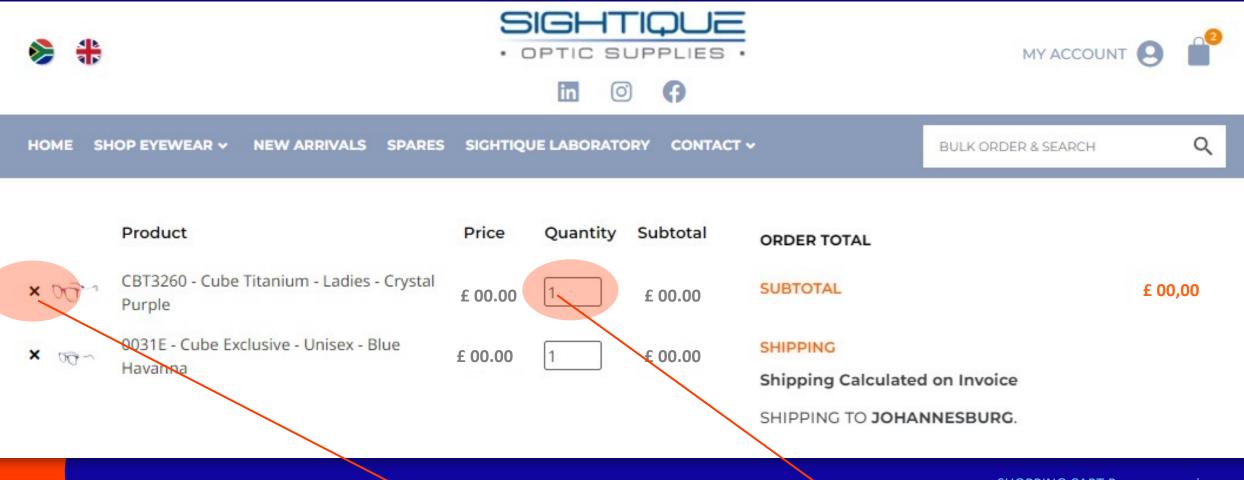
When you click on the "PLACE ORDER" button, you will be directed to the 'Order page' as illustrated here.

You will need to check your details on the left-hand side are correct, if not please correct any information on this screen.

You will then need to enter your own "Purchase order number", as this is a required field.

Then click on the "PLACE ORDER" button to complete the order and submit it to Sightique for processing.

				PLACE ORDE	R Page screen v	viev
HOME SHOP EYEWEAR 🗸 NEW ARR	IVALS SPARES	SIGHTIQUE LABORATORY		RULKOPD	ER & SEARCH	
	TALS SPARLS	Signingor Debokeloki		BULKORD	ER & SEARCH	-
Billing Details			Order Details			
First Name *	Last Name *		Product		Subtotal	
Company Name (optional)			CBT3260 - Cub Crystal Purple	e Titanium - Ladies - × 1	£ 00.00	
				xclusive - Unisex - Blue	£ 00.00	
Email address for invoices (optional)			Havanna × 1			
EMAIL ADDRESS FOR INVOICES			Subtotal		£ 00.00	
Vat number (optional)			Shipping		Shipping	
VAT NUMBER					Calculated on Invoice	
Country / Region *					IIIVOICE	
South Africa		*	Tax		£ 00.00	
Street address *			Total		£ 00.00	
133RE LACHLAN ROAD			Total			
APARTMENT, SUITE, UNIT, ETC. (OPTIC	NAL)					
Town / City *			Purchase orde	r		
KYALAMI			Purchase ord	ler number *		
Province *						
Gauteng		*				
Postcode / ZIP *			Your personal dat	ta will be used to process you	r order, support your	
2191				ghout this website, and for oth		our



SHOPPING CART Page screen view

## HOW TO GUIDE: FRAME ORDERS & SHOPPING CART

#### HOW TO REMOVE ITEMS IN CART

If you want to remove an item from the shopping cart, you can simply click on the "x" icon next to the line item to remove it from the shipping cart.

#### HOW TO ADD QUANTITY TO ITEMS IN CART

If you want to change the quantity being order in your shopping cart, you can simply enter the NEW quantity in the box provided by the line-item show in the shipping cart.

#### Here is where you can shop ALL our frame collections – 'ON CLEARANCE'

## TOP NAVIGATION MENU

## CLEARANCE CORNER

In our 'SHOP EYEWEAR' mega menu You will find a purple blue 'CLEARANCE CORNER' button block.

By clicking on the button, you will be redirected to our 'CLEARANACE CORNER' page, where you can find all frames on clearance.

*Please Note: If this block isn't visible then we do not have any clearance offering at the time.* 

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HOME SHOP EYEW	EAR 🗸 NEW ARRIVALS	SPARES SIGHTIQUE LABORA	ATORY CONTACT ~	BULKORD	ER & SEARCH
RX FRAMES	EYEWEAR Lady Art Style Elegance		TITANIUM –	Jeep Eyewear	CLEARANCE
	<b>Jeep</b> Eyewear	Jull			

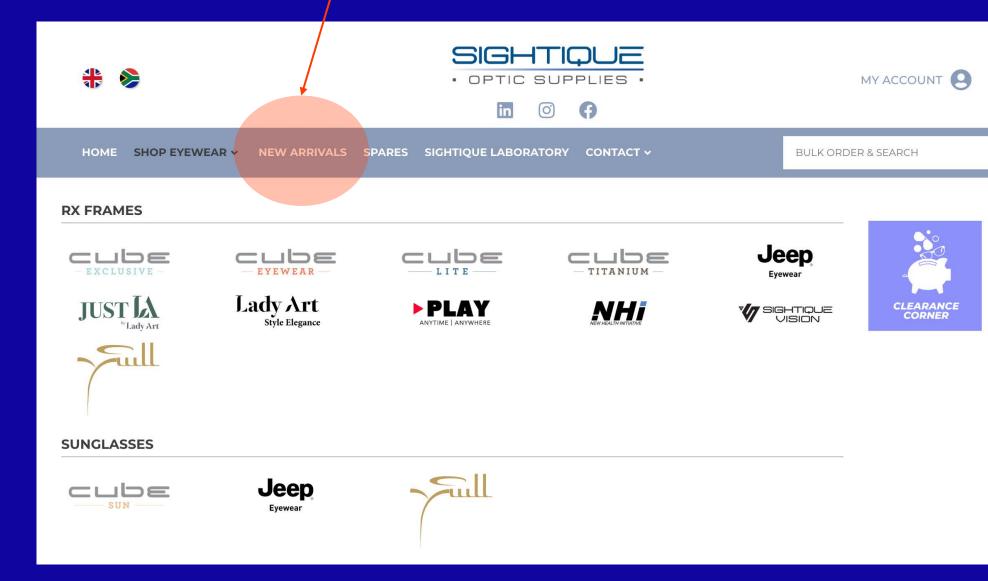
#### Here is where you can shop ALL our NEWEST FRAMES.

## TOP NAVIGATION MENU

### **NEW ARRIVALS**

Here you will find all the newest and latest frames just landed.

By clicking on the 'NEW ARRIVALS' Button, you will be redirected to A shop page where you can scroll through all the latest frames.



#### Here is where you can order spares

## TOP NAVIGATION MENU

#### **SPARES**

As highlighted in the orange circle, This is where you will be able to order your spares from.

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This form will need to be filled in online. Once completed, click on the ' REQUEST SPARES' button.

A request is sent to the spares department to action.

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HOME SHOP EYEWEAR	<ul> <li>NEW ARRIVALS SPARE</li> </ul>	S SIGHTIQUE LABORATOR	Y CONTACT V	BULK ORDER & SEARCH	Q
ORDER SPARI	ES				
Practice Name					
Email			Phone Number		
Order By			Your Reference Number		
Spare #1					
Serial Number	Model	Eye Size	Colour	Select Spare	•
Spare #3					
Serial Number	Model	Eye Size	Colour	Select Spare	•
Spare #3					
Serial Number	Model	Eye Size	Colour	Select Spare	-
Spare #4		1. 1.		at. 1	
Serial Number	Model	Eye Size	Colour	Select Spare	•
Notes					

Online Page screen view

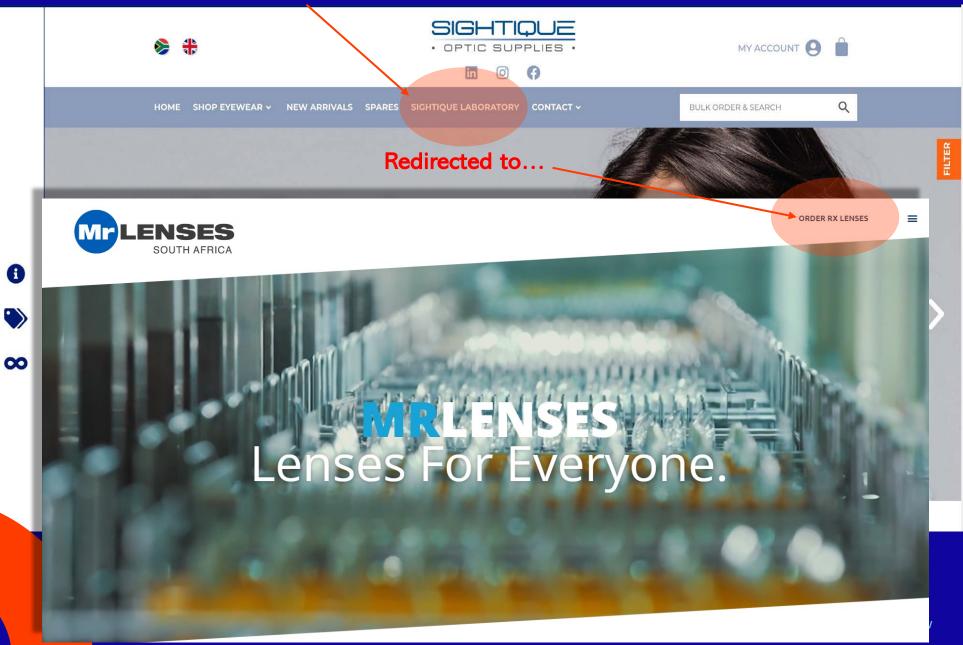
#### Here is where you can order your lenses

## TOP NAVIGATION MENU

## SIGHTIQUE LABORATORY

As highlighted in the orange circle, This is where you will be able to order your lenses.

This will redirect you to our lenses ordering portal, where your lens order will be processed.



#### Here is where you can find our contact details and address.

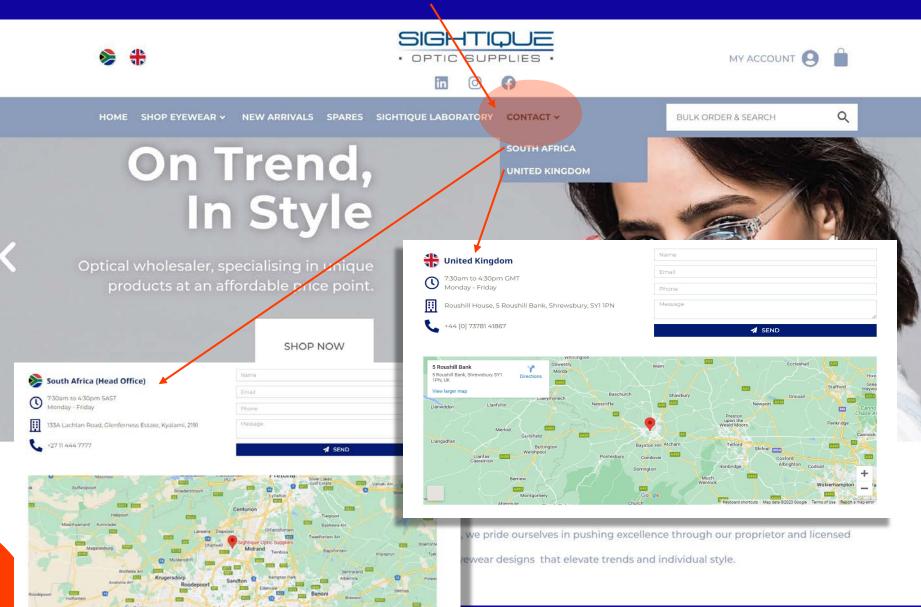
## TOP NAVIGATION MENU

### **CONTACT DETAILS**

As highlighted in the orange circle, here you will be able to find our contact details.

As you hover your mouse over the 'CONTACT' button, you will see a Drop-Down menu.

Here is where you can choose to view either one of our Sightique office contact details.



#### Here is where you will find the website footer

## BOTTOM FOOTER NAVIGATION MENU

## **SHORTCUTS**

At the footer of the new Sightique website, you will find shortcuts to all the relevant content in the website.



## THANK YOU FOR YOUR TIME ③