



BlueCross Online Ordering

User Manual



## Contents

<a href="#">Welcome &amp; overview</a> .....	P3
<a href="#">User login</a> .....	P4
<a href="#">Home page overview</a> .....	P5
<a href="#">Search function</a> .....	P6
<a href="#">Stock item overview</a> .....	P8
<a href="#">Order process</a> .....	P9
<a href="#">Business cards</a> .....	P10
<a href="#">Shopping cart</a> .....	P13
<a href="#">Checkout</a> .....	P15
<a href="#">Confirmation</a> .....	P16
<a href="#">Support</a> .....	P17

## Welcome

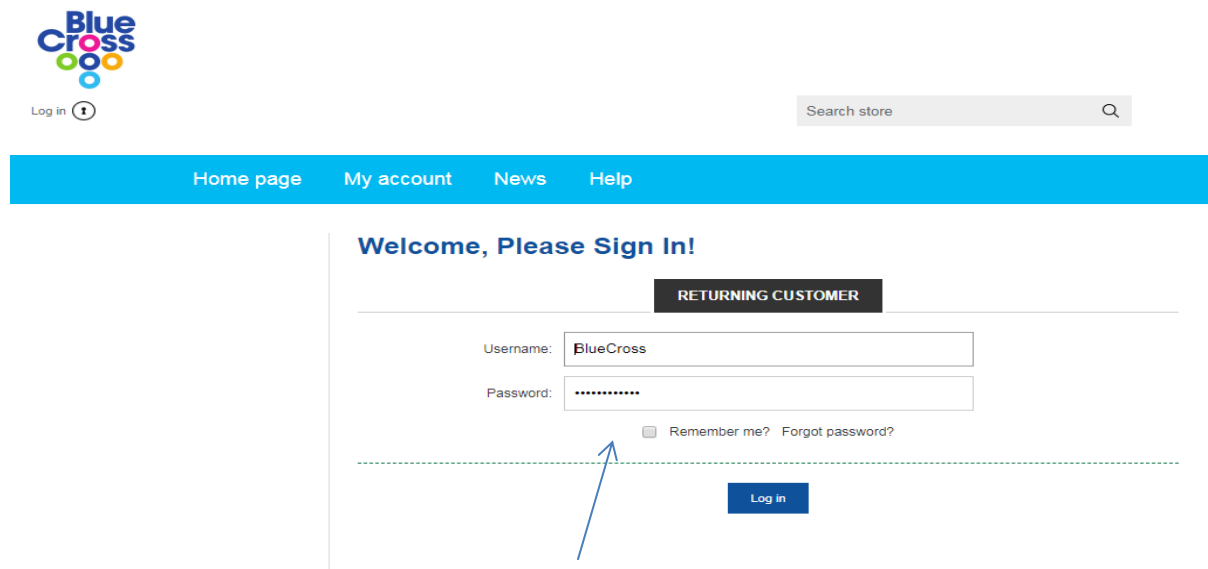
Immij are pleased to offer BlueCross staff an online portal for the ordering of printed collateral and merchandise. Please read through this manual for a full overview to your site including a detailed ordering process.

[Return to contents](#)

## User login

Enter your username and password in the main welcome screen

<http://bluecross.immij.com/login>



The screenshot shows the Blue Cross website's login interface. At the top left is the Blue Cross logo and a 'Log in' link. A search bar is located at the top right. A blue navigation bar contains links for 'Home page', 'My account', 'News', and 'Help'. The main content area is titled 'Welcome, Please Sign In!' and features a 'RETURNING CUSTOMER' button. Below this, there are input fields for 'Username:' (containing 'BlueCross') and 'Password:' (masked with dots). A 'Remember me?' checkbox is present, with a blue arrow pointing to it. To the right of the checkbox is a 'Forgot password?' link. A 'Log in' button is positioned below the password field.

Click Remember me to avoid logging in each time you place an order

[Return to contents](#)

## Home page overview

Add products to your favourites list  
 Drop down shopping cart display  
 Product Categories  
 User manual  
 Your account settings

Home page Products My account News Help

Search store All Q

Welcome to the ImmijOnline Stationery and Collateral Portal

You can order all your stationery and collateral from this new portal. To begin, choose a category from the Products menu above  
 If you have any questions or queries, please email or call on the number at the bottom of the page

CONTACTS INFORMATION

03 9538 8888  
 Immij HelpDesk

Shipping & Returns  
 Frequently Asked Questions  
 Sitemap

Help Desk Contact  
 FAQ'S

[Return to contents](#)

## Search function

### Product search – Universal

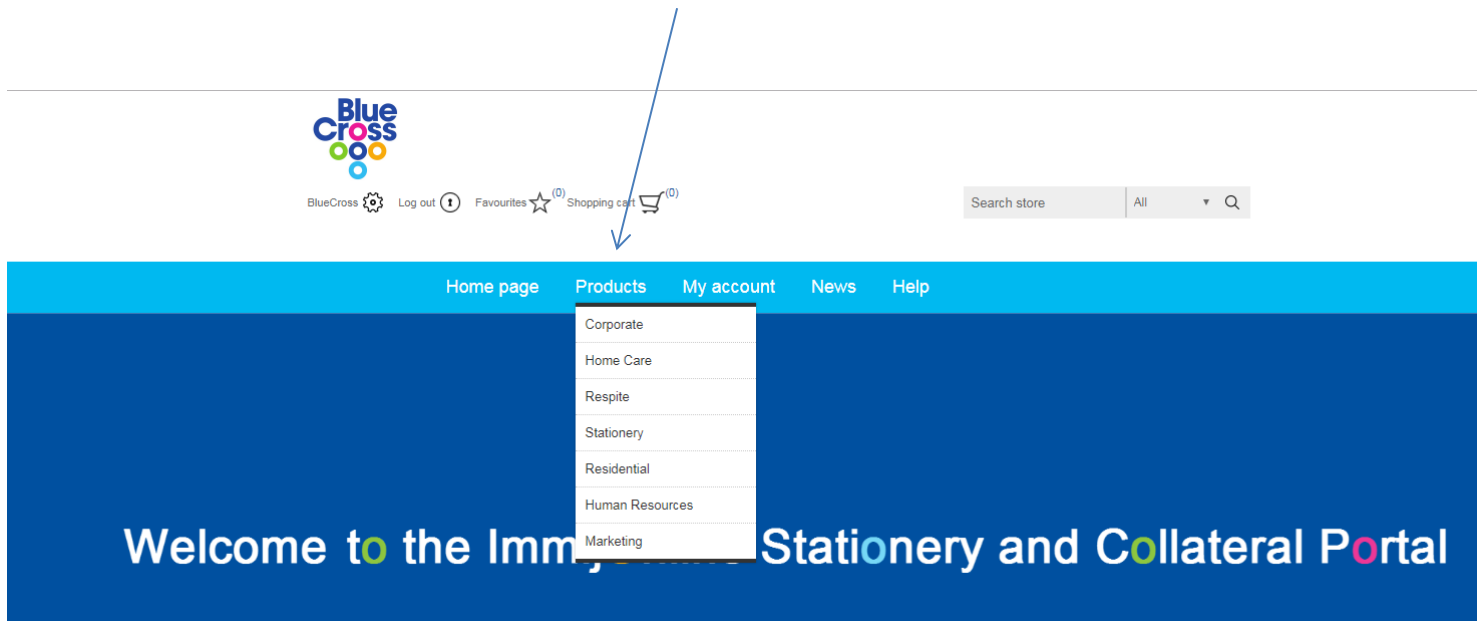
Please enter a product name or code and select the search icon.

The screenshot shows the Blue Cross website interface. At the top left is the Blue Cross logo. Below it, there are links for 'admin@yourStore.com', 'Log out', 'Favourites (0)', and 'Shopping cart (0)'. A search bar is located on the right with the text 'Search store' and a dropdown menu set to 'All'. A navigation bar contains links for 'Home page', 'Products', 'My account', 'News', and 'Help'. A 'Products' dropdown menu is open, listing categories: Corporate, Home Care, Respite, Stationery, Residential, Human Resources, and Marketing. On the left, there are sections for 'CATEGORIES' and 'RECENTLY VIEWED PRODUCTS'. The main content area displays the 'Cresthaven Aged Care Residence Brochure' with an image of the building, an 'Add to Favourites' button, SKU 'BCCRESTB1', and availability '1800'. Below this, there are 'Pack Unit' options: 'EACH' (selected) and '100', with an 'Add to cart' button. The brochure content includes the heading 'Accommodation to suit your needs' and lists options for residents, such as room types and apartment inclusions.

[Return to contents](#)

Search function

Alternatively, search through the categories



[Return to contents](#)

## Stock item overview

The product display default is 48 items per page.

For a more detailed view of the item, click the product title of the thumbnail.

The screenshot shows the Blue Cross website interface. At the top, there is a search bar and navigation links for Home page, Products, My account, News, and Help. A sidebar on the left lists categories such as Corporate (2), Home Care (5), Respite (3), Stationery (17), Residential (44), Human Resources (0), and Marketing (4). The main content area displays the 'Cresthaven Aged Care Residence Brochure' with a thumbnail image and a callout box titled 'Accommodation to suit your needs'. The callout box lists room options and apartment selections. The product details section shows the SKU BCCRESTB1, availability of 1800, and a pack unit of EACH. The quantity is set to 100, and there is an 'Add to cart' button. Annotations with arrows point to these elements: 'Quantity on hand' points to the availability number, 'Pack unit' points to the 'EACH' dropdown, 'Order quantity options' points to the '100' input field, and 'Add your order quantity' points to the 'Add to cart' button. A separate annotation 'Select the thumbnail to view a larger option' points to the product thumbnail image.

[Return to contents](#)



## Order Process

When you have found the product required, apply the quantity required then select “Add to cart”. Repeat this process until you have ordered all your stationery, and then go to the [shopping cart](#)

**CATEGORIES**


- Corporate (2)
- Home Care (5)
- Respite (3)
- Stationery (17)
- Residential (44)**
- Human Resources (0)
- Marketing (4)

**RECENTLY VIEWED PRODUCTS**

- Cresthaven Aged Care Residence Brochure

### Cresthaven Aged Care Residence Brochure

Home / Residential / Cresthaven Aged Care Residence Brochure





Cresthaven Aged Care Residence Brochure

Add to Favourites ☆

SKU: BCCRESTB1  
Availability: 1800

Pack Unit: EACH 100 **Add to cart**





#### Accommodation to suit your needs

**Our options**  
Residents can choose from 183 rooms, including single suites and apartments, all with private ensuites. Our spacious rooms range from 23m<sup>2</sup> to 71m<sup>2</sup>, with options to bring your much-loved pieces from home.

**All rooms include:**

- King single bed
- Quality cabinetry including built-in robes
- Ensuite bathroom with sitting area toilet
- In-room heating and cooling
- Digital wall system
- 40-inch TV
- Armchair
- Bedside dresser
- Motorised black outblinds and sheer curtains

**With a selection of Apartments including:**

- Sofa
- Additional armchair
- Side table
- Additional bedside table
- Second 40-inch TV
- Dining table and chairs
- Kitchensette
- Walk-in wardrobe
- Balcony with outdoor furniture

**Overview**

[Return to contents](#)

## Business cards

Business cards are ordered going into the Stationery section of the website and then select on Personalise.


Home page Products My account News Help

**CATEGORIES**


- Corporate (0)
- Home Care (2)
- Respite (0)
- Stationery (17)**
- Residential (40)
- Human Resources (0)
- Marketing (4)

**Stationery**  
Home / Stationery

Display 48 per page

 **BlueCross Generic Presentation Folder**  
Code : BCPRESF  
Pack Unit: EACH Stock Level: 14900  
50 ADD TO CART

---

 **Business Card**  
Code : BCBUSCARD

**Personalise**

[Return to contents](#)

## Business cards

Enter in your details and select on Click to Refresh Preview which will display your card.

If all details are correct, select Next. If there is an error, correct the information then select on click to refresh preview to ensure the information is now correct.



The screenshot shows a web interface for customizing business cards. At the top, there is a 'Customise' header with a search icon. Below it, a progress bar shows 'Customise' as the active step and 'Finalise' as the next step. On the left, there are input fields for personal and contact information:

First Name	<input type="text" value="Sam"/>
Surname	<input type="text" value="Sample"/>
Title	<input type="text" value="Sample Compliance Testing"/>
Telephone	<input type="text" value="1111 2345"/>
Mobile	<input type="text" value="0000 000 000"/>
Email	<input type="text" value="sam.sample"/>

Below the input fields is a link labeled 'Click to Refresh Preview' which is circled in blue. At the bottom left, there is a 'Back' button. On the right side, a preview of the business card is shown, featuring the name 'Sam', the Blue Cross logo, and contact details. Below the preview is a 'Page 1' label and navigation arrows. At the bottom right, there is a green 'Next' button which is also circled in blue.

[Return to contents](#)

## Business cards

The quantity will automatically populate to 240 cards, and you have the opportunity to view the proof again prior to completing the transaction. If changes are required, select on back to correct any fields.

If all correct, select on Add to Cart. When you have finished all your ordering requirements, go to the [Shopping Cart](#).

### Finalise Your Order



Quantity:  Mixed Colour Business Cards

Total Quantity: 240 Mixed Colour Business Cards  
Total Price: \$1.00 AUS

[Recalculate](#)

Show pricing table

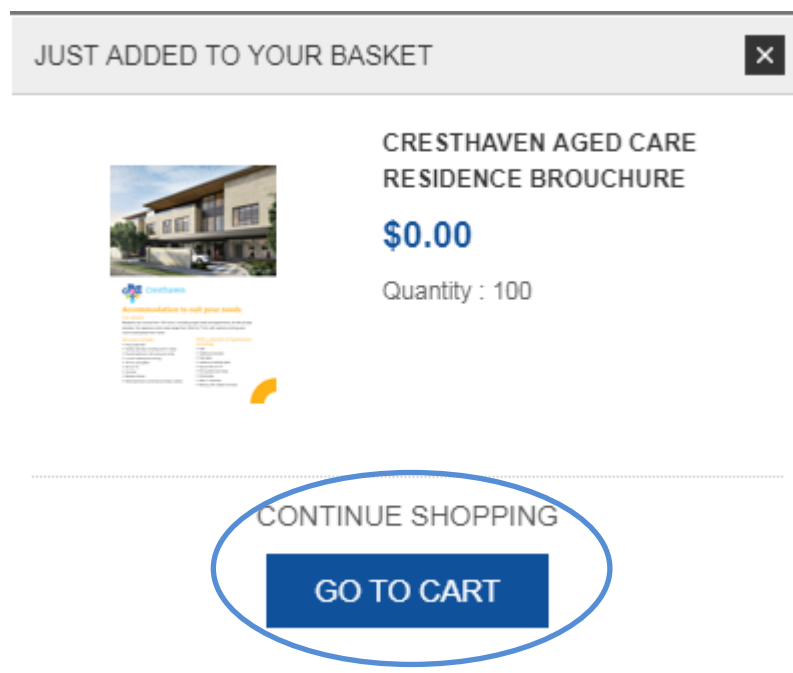


[Return to contents](#)

## Shopping cart

When you have finished shopping, the cart can either be accessed by pressing on Go to cart (pic 1) when you have finished, or alternatively by selecting on the shopping cart option from the home page (Pic 2)

Pic 1



Pic 2



[Return to contents](#)

## Shopping cart



Check the contents of the shopping cart. Ensure all items and quantities are correct

If there are items which are not required, check on remove.

If quantities are to be updated, amend the quantity and when finished select on update shopping cart.

When all items are correct, select on [Checkout](#)

### Shopping cart

#	Remove	SKU	Product(s)	Qty.
	<input type="checkbox"/>	BCCRESTB1	 Cresthaven Aged Care Residence Brouchure	100 ▼
2	<input type="checkbox"/>	BCBUSCARD	 Business Card (Sample) <i>--Edit--</i>	240 ▼

Special Instructions

Update shopping cart

Continue shopping

Checkout

[Return to contents](#)

## Checkout

If the address you require the goods to ship to is correct, select on Ship to this address. Otherwise enter in the new required address then select on Next.



Cart



Address



Shipping



Payment



Confirm



Complete

## Shipping address

### SELECT SHIPPING ADDRESS

Please note only street addresses can be used - deliveries cannot be made to PO Box addresses. Thank you.

Ship to this address

Steve Blue Blue Cross

Email: bluecross@immij.com

Phone number:

Fax number:

Blue Cross

16 Palmer Crt

Mt Waverley , Victoria 3149

Australia

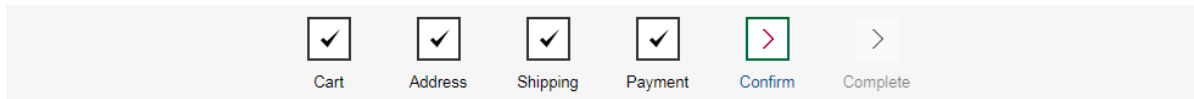
### OR ENTER NEW ADDRESS

Please note only street addresses can be used - deliveries cannot be made to PO Box addresses. Thank you.

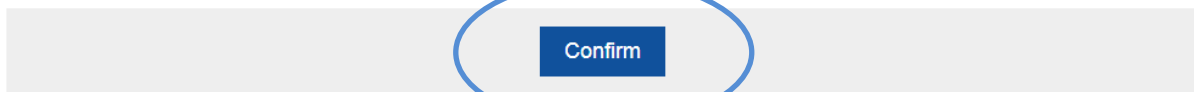
[Return to contents](#)

## Confirmation

The final step is confirmation of your order. If all delivery and product information is correct, select on confirm





### Confirm your order



**Shipping Address**  
**Sam Sample**  
 Email: sam.sample@sampletown.com.au  
 Phone:  
 Fax:  
 Blue Cross Samples  
 1 Sample St  
 SAMPLETOWN, Victoria 3000  
 Australia

**Shipping**  
 Shipping Method: Standard

#	SKU	Product(s)	Qty.
1	BCCRESTB1	 Cresthaven Aged Care Residence Brouchure	100
2	BCBUSCARD	 Business Card (Sample) <i>--Edit--</i>	240

The order is now confirmed, and your order number will display

## Thank you

**YOUR ORDER HAS BEEN SUCCESSFULLY PROCESSED!**

Order number: 9000003  
 Click here for order details.

Continue

[Return to contents](#)



## Support

### **Order Enquiries**

If you have any questions regarding an order, please contact Immij Helpdesk on 03 9538 8888, or use the contact us link on the website.

James Brown from Immij will also be available to assist staff through the ordering process.

### **James Brown**

Account Support

Mobile: 0424 779 868

Phone: 03 9588 8836

Email: [jbrown@immij.com](mailto:jbrown@immij.com)