

New Website Training Manual

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HOME PAGE



1 Welcome to the new look Certikin website! On the homepage, on the top menu you'll find the access link to your personalised web portal.

2 Displayed are product categories, and a search bar for product code or description lookups.

3 You will also find a selection of featured products and new products.

4 On the right of the screen, news items and notifications.

The screenshot shows the Certikin website homepage. At the top right, there is a navigation area with a 'Sign up' link (callout 1) and a 'Login' link. Below this is a search bar with the placeholder text 'What product do you need?' and a 'Search' button (callout 2). A horizontal menu contains four categories: 'POOL EQUIPMENT', 'WELLNESS', 'WATER TREATMENT', and 'SPARES'. Below the menu is a large banner image of a conference room with the text 'Certikin the brand of professionals!'. Underneath the banner is a 'FEATURED PRODUCTS' section with four items: 'Ball Valves' (callout 3), 'PVC-U Pipe & Fittings 315mm', 'Dosing Pumps', and 'Electric Controls'. To the right of the featured products is a news section with two items: '11/08/2014 CERTIKIN NORTH - POWER RESTORED' and '11/06/2014 CERTIKIN NORTH IS ON A ROLL TO MEET UNPRECEDENTED DEMAND!'. Below the featured products is a 'NEW PRODUCTS' section with four items: 'Commercial Split Tanks', 'Tina Ladders', 'Lane Marking Equipment', and 'Deluxe Double Spine'. At the bottom right of the page is the Certikin logo (callout 4).



LOG IN



1 The first step is to enter your username and password that has been provided to you. This will enable access to your portal.

Once connected, you can change your password, place orders, check stock availability and many other functions (detailed below).

Not yet registered on our website? Sign up

Already registered on our website? Login

What product do you need?

POOL EQUIPMENT WELLNESS WATER TREATMENT SPARES

User

Forgot your Password?

Sign in

Certikin Seminars 2014

Certikin Seminars 2014

Certikin the brand of professionals!

FEATURED PRODUCTS

 Ball Valves	 PVC-U Pipe & Fittings 315mm	 Dosing Pumps	 Electric Controls
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11/08/2014
CERTIKIN NORTH - POWER RESTORED
Power has been restored to Certikin North and phone and email systems are currently operational, though further disruption may occur later today.

11/05/2014
CERTIKIN NORTH IS ON A ROLL TO MEET UNPRECEDENTED DEMAND!
Sales of Certikin North's market leading liners and on-site lining installations have gone through the roof, so the company has recently invested significant sums of money in installing



ACCOUNT INFORMATION



1 After logging in, you can access and view your account information.

It is recommended that you change your password!!

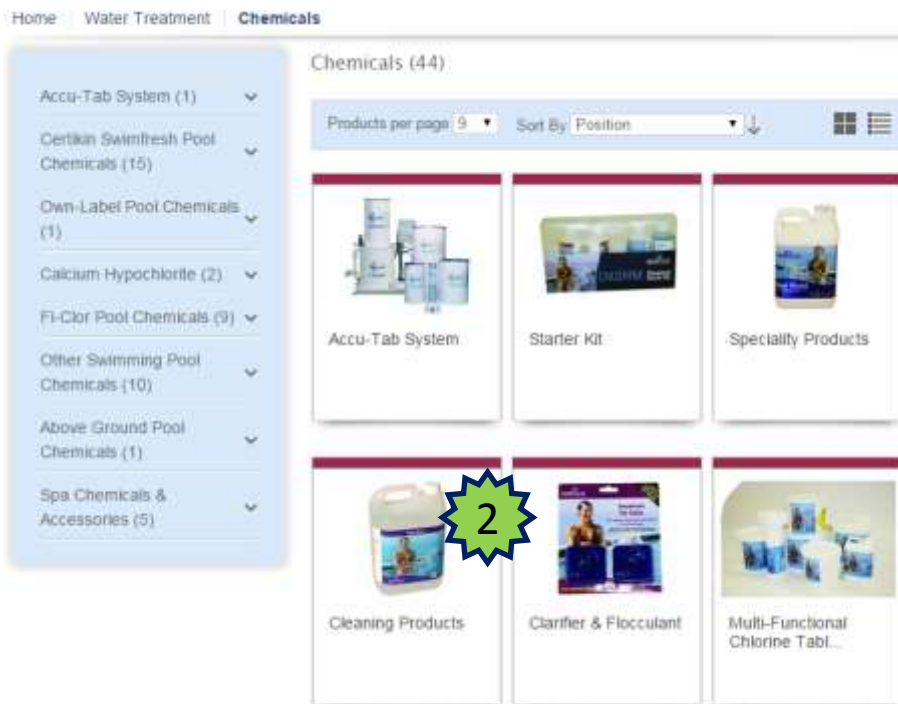
2 The Account dashboard displays information relating to your account, shipping and billing addresses and orders placed.

The screenshot displays the Certikin account dashboard for a user named Steve Thorne TEST ACCOUNT. The page features a navigation bar with categories like POOL EQUIPMENT, WELLNESS, and WATER TREATMENT. A dropdown menu is open, listing options such as Account Information, My Orders, My Favourite Products, My Favourite Shopping Baskets, My Quotations, and Sign out. The main content area includes sections for Account Information (Contact Information), Account Configuration, Address Book (Default Billing and Shipping Addresses), and a Shopping Basket with 0 items for £0.00. A green starburst '1' is placed over the 'Change Password' link, and a green starburst '2' is placed over the 'Account Dashboard' menu item.

NAVIGATION



1 Click on the tabs at the top of the screen. From there you can navigate the product categories and product groups. Product group pictures are displayed which can be selected for further information and product ordering.



2 To purchase a product, click on the product tile on screen. This will access specific product detail and allow you to select an item for purchase.



PRODUCT SELECTION



1

At the point of selecting a product group you are presented with a description, photographs and associated documentation.

2

Specific product codes in this range appear in the “drop down” beneath the description. Select an item and the option to buy it appears.

3

Your price, discount and item availability are displayed. To purchase an item enter the number required and click “Add to shopping basket”.

4

A product can be marked as a "favourite" for quick selection later by clicking “Add to favourites”.

5

Further product documentation is available at the bottom of the page. Click on each item to view.

Steve Thorne TEST ACCOUNT
- NEW WEBSITE TESTING
Account Number: 1888

Shopping Basket
0 items | £ 0.00

What product do you need?

POOL EQUIPMENT WELLNESS **WATER TREATMENT** SPARES

Home Water Treatment Chemicals Certikin Swimfresh Pool Chemicals **Cleaning Products**

Accu-Tab System (1)
Certikin Swimfresh Pool Chemicals (15)
Own-Label Pool Chemicals (1)
Calcium Hypochlorite (2)
Fi-Clor Pool Chemicals (9)
Other Swimming Pool Chemicals (10)
Above Ground Pool Chemicals (1)
Spa Chemicals & Accessories (5)

Cleaning Products

Description:
Use the right cleaning product for the job.

Swimfresh Spring Cleaner is an acid based cleaner used to remove calcium scale from concrete and stone surfaces.

Swimfresh Tile and Liner Cleaner is used to remove dirt and grime from the pool waterline.

Swimfresh Scale Off is used for cleaning and removing calcium build up from slatted covers and surrounding areas. It should not be applied to surfaces that are sensitive to acids.

Code | Article
SFTLC02/6 | SWIMFRESH 2.ltr TILE & LINER CLEANER - CASE OF 6

Availability Price
In Stock £101.00

Qty :

Documents
> Brochures
Brochure - chem_br_swimfresh_poolhandbook.pdf
> Safety Data Sheets
Safety Data Sheets - 327 MSDS - Swimfresh Tile & Liner Cleaner 191113.pdf



PRODUCT SELECTION – SPARES 1



Spare parts for products can be purchased too!

The screenshot shows the Certikin website interface. At the top, there is a navigation bar with the Certikin logo, user account information for 'Steve Thorne TEST ACCOUNT - NEW WEBSITE TESTING' (Account Number: 1668), and a shopping basket showing 0 items for £0.00. A search bar is present with the placeholder text 'What product do you need?' and a 'Search' button. Below the navigation bar, there are tabs for 'POOL EQUIPMENT', 'WELLNESS', 'WATER TREATMENT', and 'SPARES'. The 'SPARES' tab is highlighted with a green starburst containing the number '1'. A dropdown menu is open from the 'SPARES' tab, listing various product categories: Pumps, Filters, Around the pool, Pool maintenance, Pool water heating, Pool covers & rollers, Play equipment, Health & wellbeing, Spa, Sauna, and Chemical equipment & testing. On the left side, there is a navigation menu with categories: Domestic Pool Pumps (14), Pump Accessories (3), Submersible Pumps (1), Commercial Pool Pumps (1), and Spares (20). The 'Spares (20)' category is highlighted with a green starburst containing the number '1'. The main content area shows a grid of product cards, including 'Aquaspeed Pumps' and 'ITT J Series S...'. A green starburst '1' is also placed over the 'Aquaspeed Pumps' card.



These items can be accessed via two methods:

- via the product category menu or,
- from the spares tab at the top of the screen.



PRODUCT SELECTION – SPARES 2



1 To view the spare parts for a specific product, click on the product group from the spares menu.



2 Select the relevant product code from the drop down beneath the description.

Aquaspeed Pumps (Spares)



Description:

The Certikin Aquaspeed swimming pool pump is available in a choice of sizes from 0.5HP to 3HP. It has a single piece fibreglass pump body to ensure maximum strength and durability. The solid clear pump lid allows for easy inspection of the pump basket. It is suitable for salt chlorinated pools and has a hydraulically efficient impeller and diffuser design for maximum hydraulic output whilst minimising turbulence.

Features:

- Solid clear pump lid for easy inspection of the pump basket
- Secondary seal for added pump motor protection
- Comes complete with 2 quick connect unions for ease of installation
- 316 grade mechanical seal
- Suitable for salt chlorinated pools
- UV stabilised and corrosion resistant pump body
- TUV approved

Code | Article

AQP071N | CERTIKIN AQUASPEED PUMP 1/2hp 1Ø | £ 490.00



3 A spares drop down menu will load. Click on the bar to expand the contents.

Drawing Reference	Code	Product	Price	Qty	Fav.
	SPAQ47	0.5HP - 2HP Diffuser Screw - Pan Head	£ 0.34 In stock	1	★
17	SPAQ16M	Socket Union Adaptor 63mm	£ 3.61 In stock	1	★
16	SPAQ15	Socket Union Nut	£ 3.78 In stock	1	★
19	SPAQ17	Socket Union 'O' ring	£ 0.67	1	★

4 A list of spares will be displayed with price, a favourites option and an option to purchase.

5 An “exploded” diagram of the part is displayed with number references to spare part locations to match the spares list below.

ACCESSING THE SHOPPING BASKET



1 To view the shopping basket, move the cursor over the shopping basket icon at the top-right of the screen and view its contents at any time.

2 To confirm an order, follow step “1” above and then click on the “Go to shopping basket” button at the bottom of the inset window.

Steve Thorne TEST
ACCOUNT - NEW WEBSITE TESTING

Shopping Basket ▲
3 items | £ 1,280.94

Code	Product	Qty	Price
HD100SN+B/4	Certikin Optimus Range Of Flow Fittings PACK OF 4 CERTIKIN CONCRETE SKIMMERS - COLLAR WEIR - BLACK	1	£ 641.75
HD20LT/10	Certikin Vacuum Points for Liner Pools PACK OF 10 - 1½" CERTIKIN LINER VACUUM POINTS	1	£ 147.70
HMD252/90	Commercial Main Drains for Concrete Pools CONCRETE MAIN DRAIN 250 x 250mm WITH 90mm CONNECTIONS	1	£ 278.00

Grand Total: £ 1,280.94






[Go to shopping basket](#)

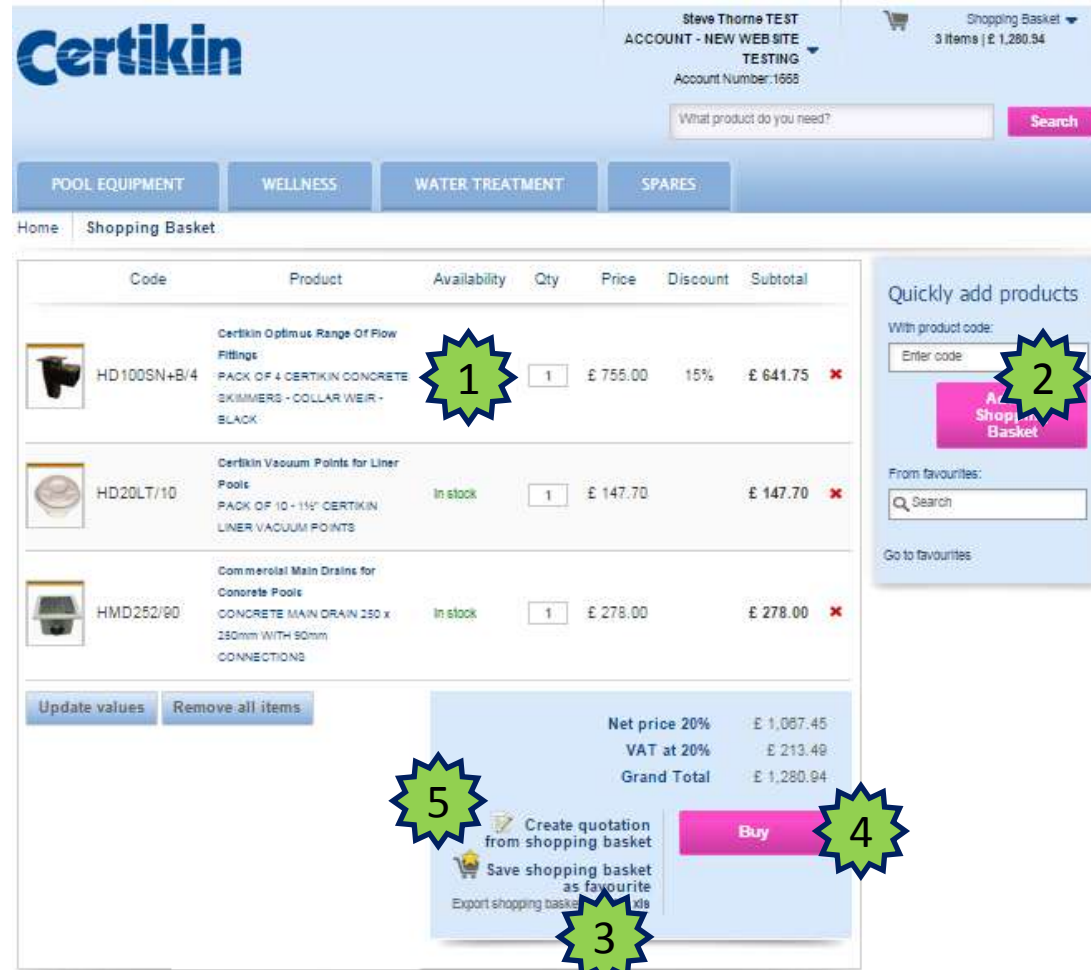
CERTIKIN NORTH IS ON A ROLL TO MEET UNPRECEDENTED DEMAND!
Sales of Certikin North's market leading liners and on-site lining installations have gone through the roof, so the company has recently invested significant sums of money in installing state of the art equipment and doubling its installation team numbers to meet demand.

THE SHOPPING BASKET



In the shopping basket you can:

-  Change product quantities or remove an item.
-  Add another product to the shopping basket quickly by typing the code in the search field in the “quickly add products” section on the right of the screen.
-  Save the shopping basket as a favourite to make a quick order at another time.
-  Confirm the order by clicking on the “buy” button and proceed to “checkout”.
-  Create a quotation to pass on to your own customers. Click on the link and follow the process (More information on page 13). *Please be assured that all quotations are confidential and will not be used by Certikin UK for any purposes.*



The screenshot shows the Certikin website's shopping basket. At the top right, the user is logged in as 'Steve Thorne TEST' with account details. The basket contains 3 items worth £1,280.94. Below the navigation tabs (POOL EQUIPMENT, WELLNESS, WATER TREATMENT, SPARES), the shopping basket table is displayed with columns for Code, Product, Availability, Qty, Price, Discount, and Subtotal. Three items are listed: Certikin Optimus Range Of Flow Fittings (HD100SN+B/4), Certikin Vacuum Points for Liner Pools (HD20LT/10), and Commercial Main Drains for Concrete Pools (HMD252/60). A 'Quickly add products' sidebar on the right allows adding items by code. At the bottom, there are buttons for 'Update values', 'Remove all items', and a 'Buy' button. A summary box shows the net price (20% discount), VAT (20%), and grand total (£1,280.94). A 'Create quotation from shopping basket' button is also visible.

Code	Product	Availability	Qty	Price	Discount	Subtotal
HD100SN+B/4	Certikin Optimus Range Of Flow Fittings PACK OF 4 CERTIKIN CONCRETE SKIMMERS - COLLAR WEIR - BLACK		1	£ 755.00	15%	£ 641.75
HD20LT/10	Certikin Vacuum Points for Liner Pools PACK OF 10 - 115° CERTIKIN LINER VACUUM POINTS	In stock	1	£ 147.70		£ 147.70
HMD252/60	Commercial Main Drains for Concrete Pools CONCRETE MAIN DRAIN 250 x 250mm WITH 90mm CONNECTIONS	In stock	1	£ 278.00		£ 278.00

Summary:
Net price 20%: £ 1,067.45
VAT at 20%: £ 213.49
Grand Total: £ 1,280.94

ORDER CHECKOUT



1

The checkout screen displays a summary of your order and costs. It allows you to change the shipping location, the shipping method and payment method options before being processed on Certikin's ordering system. When you are ready to place the order enter your reference number and any additional comments relevant to the order. Then click on the "Place order now" button.

2 Shipping method

Transport Options

Send when order complete?

Please choose a shipping method.

Certikin to decide

- 1st class post
- 1st class SPECIAL post
- Overnight delivery
- Overnight AM delivery
- Overnight - before 9:00am
- Overnight - before 10:30am
- 3-day delivery
- On regular delivery to business premises
- Collection from Certikin
- Certikin to decide

Delivery Information

If applicable, a delivery charge will be added to your order. Please refer to [Carriage Details](#) for information.

2

Checkout

Welcome to the checkout. Fill in the fields below to complete your purchase!

1 Billing address

CERTIKIN INTERNATIONAL Not available, Unit 9 Witton Park Station Lane, Witney, OX284FJ, United Kingdom

- Ship to the same address
- Ship to another address
- Collect

2 Shipping method

Transport Options

Send when order complete?

Please choose a shipping method.

Certikin to decide

3 Payment method

Prepay/Cash w/order(CWO) Cheq.

Review your order

Product	Qty	Price	Discount	Subtotal
Certikin Optimus Range Of Flow Fittings PACK OF 4 CERTIKIN CONCRETE SKIMMERS - COLLAR WEIR - BLACK	1	£ 755.00	15%	£ 641.75
Certikin Vacuum Points for Liner Pools PACK OF 10 - 1 1/2" CERTIKIN LINER VACUUM POINTS	1	£ 147.70		£ 147.70
Commercial Main Drains for Concrete Pools CONCRETE MAIN DRAIN 250 x 250mm WITH 90mm CONNECTIONS	1	£ 278.00		£ 278.00
		Net price 20%		£ 1,067.45
		VAT at 20%		£ 213.49
		Grand Total		£ 1,280.94

1

Place order now

2

There are ten standard shipping options to choose from. Please note that if applicable a delivery charge will be added to your order. To view the charges click on the "carriage details" link.

ORDER TRACKING



Steve Thorne TEST
ACCOUNT - NEW WEBSITE TESTING
Account Number:1668

Shopping Basket
3 items | £ 1,280.94

What product do you need?

POOL EQUIPMENT WELLNESS WATER TREATMENT SPARES

Home My Account **My Orders**

My Account
Account Dashboard
My Orders
My Favourite Products
My Favourite Shopping Baskets
My Quotations

My Orders

Search by order number

Order #	S / Ref	Date	Name	Order Status
Not assigned	TEST TEST TEST	19/01/2015	CERTIKIN INTERNATIONAL	Not available
0150926		15/01/2015	TEST ACCOUNT - NEW WEBSITE TESTING	Budgeted
★0150545	TEST TEST TEST	13/01/2015	TEST ACCOUNT - NEW WEBSITE TESTING	Completed and Invoiced

1 From the Account Screen click on the “My Orders” menu item on the left of the screen. See the orders processed, the date they were placed, Certikin’s order ★reference number and track the status of the order through to completion.



YOUR CUSTOMER QUOTATIONS



1 Our website allows you to create your own customer quotes from the products you have selected in the shopping basket.

The following additional options are available:

- 2 - Customise your logo.
- 3 - Adjust the sales margin to the desired value and add lines to the quote, i.e. third-party products or additional services.
- 4 - Record your customer contact information.

Home | My Account | My Quotations

My Account

Account Dashboard

My Orders

My Favourite Products

My Favourite Shopping Baskets

My Quotations

My Quotations

Products per page: 9

Reference	Title	Customer	Customer price	Copy	PDF	Add to Shopping Basket	Delete
TEST1	TEST1	Stev Thome	£ 1,957.96				

↓

2

CERTIKIN INTERNATIONAL, for attention
 Unit 9 Witan Park Station Lane
 (OX24) Witney
 Phone: 02993 777290
 Fax:

4

To:
 Certikin
 Witan Park
 (OX24) Witney

Phone:
 Email:

3

Quotation
 Quotation reference: TEST1
 Date: 21-03-2015
 Title: TEST1

Reference	Product Description	List Pr.	Disc.	Price	Quantity	Total Price
W2210084-034	Certikin Optimus Range Of Flow Fittings PACK OF 4 CERTIKIN CONCRETE SOMMERS - COLLAR WEIR - BLACK	£ 755.00	-6.5 %	£ 705.33	1	£ 705.33
W2230250	Certikin Vacuum Points for Liner Pools PACK OF 10 - 15" CERTIKIN LINER VACUUM POINTS	£ 147.70	0 %	£ 147.70	1	£ 147.70
HM025280	Commercial Main Drains for Concrete Pools CONCRETE MAIN DRAIN 250 x 250mm WITH 90mm CONNECTIONS	£ 276.00	0 %	£ 276.00	1	£ 276.00
XYZ	LABOUR			£ 900.00	1	£ 900.00
Total						
Subtotal						£ 1,831.03
VAT 20%						£ 326.33
TOTAL						£ 1,957.96

Agreement to order

Date:
 Comments:
 Signature:

PRODUCT FAVOURITES



1 From the “My Account” screen you can navigate to the “My Favourite products” screen. This will display a list of previously selected favourite products that can be added quickly to the shopping basket – your Wishlist!

Home My Account My Wishlist

My Account

- Account Dashboard
- My Orders
- My Favourite Products**
- My Favourite Shopping Baskets
- My Quotations

My Wishlist

Products per page: 9 Search Search

Code	Product	Category	Qty	Price Available
CCM384	Graphite Maintenance Equipment Graphite 8'-16" telescopic vac. handle	Graphite Maintenance Equipment	1	£ 28.50 £ 14.56 In stock
CCM369	Graphite Maintenance Equipment Graphite 10" scoop thermometer	Graphite Maintenance Equipment	1	£ 2.80 £ 1.95 In stock
CX9N	Vacuum Hoses CERTIKIN 11/2" (35mm) FLOATING VACUUM HOSE - 5mtr	Vacuum Hoses & Accessories	1	£ 36.75 £ 22.05 In stock

2 From the “My Account” screen you can navigate to the “My Favourite shopping baskets” screen and easily populate a new shopping basket to place an order quickly.

Home My Account My Favourite Shopping Baskets

My Account

- Account Dashboard
- My Orders
- My Favourite Products
- My Favourite Shopping Baskets**
- My Quotations

My Favourite Shopping Baskets

Products per page: 9 Search Search

Title	Units	Total Price	Create quotation
test1 12-01-15	0	£ 1,280.94	
13Jan15-test1	0	£ 1,280.94	



Sign in to

<http://www.certikin.co.uk>

and discover it yourself

If you have any questions
please send an email to
weborders@certikin.co.uk or
call our Customer Services
team on 01993 777200