

Tibard Cloud Store

User Guide for Office Team

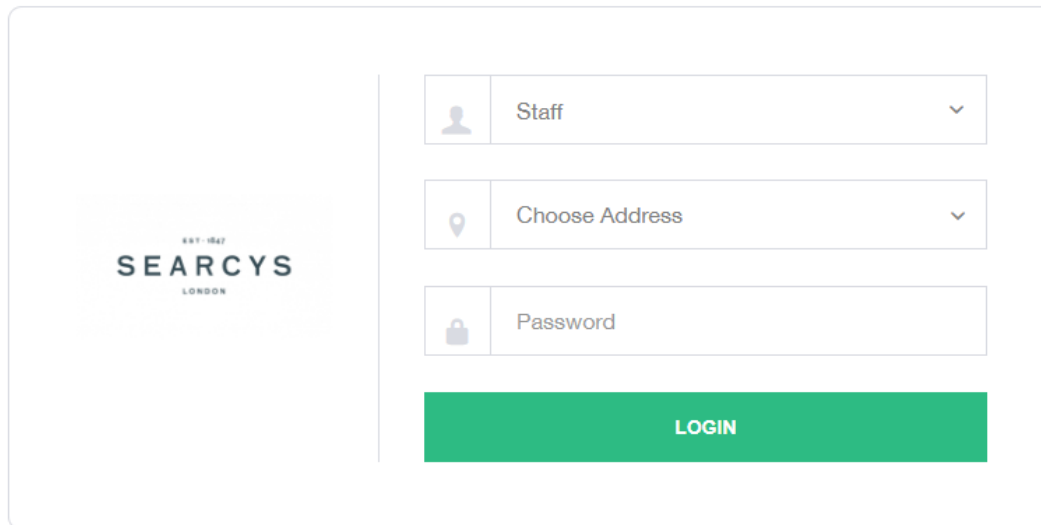
Log In

Access your store by following the link - <https://cloud.tibard.co.uk/store/searcys>

Where it states 'Choose Login' select 'Staff'.

When it states 'Choose Address' simply select your site from the drop-down.

Your Password begins with 'SEAR' followed by your Location Number.




The screenshot shows a login form for Searcys. On the left is the Searcys logo, which includes the text 'EST. 1847', 'SEARCYS', and 'LONDON'. To the right of the logo are three input fields: a dropdown menu with a person icon and the text 'Staff', a dropdown menu with a location pin icon and the text 'Choose Address', and a text input field with a lock icon and the text 'Password'. Below these fields is a green button with the text 'LOGIN'.


Dashboard


When you log in you will be taken to your account dashboard.

Here you can access products by category, by bundle (if available) and by quick order.

You can also see previous orders, make enquiries and see your account handlers details.

TIBARD  **CLOUD STORES**
Uniform in our Expertise

Debbie Greenwood
- Sales Advisor
0161 342 1006 

Dashboard | Logout |  Your Order

Bundles Products ▾ Quick Order Order Status Contact

Staff Dashboard

SEARCHYS
LONDON

Quick Order

Quickly and easily build your order using our quick order feature. Just add a number to the size column and your done!

[View Products](#)

Enquiries

[Click here](#)

Products

[View Products](#)

Order Status

You have not placed any orders yet. When you place an order you will be able to view the status here.

Bundles

Make sure you buy the right quantities for your New Starters. Simply add their sizes for each product and you will get the right quantity of uniform!

[View Products](#)

Quick Order

This is the quickest method to place and order.

Simply add your quantities required in each box – either numerically or using the arrows.

Use the drop down selection in the top left (under Quick Order) to select specific categories.

Home > Quick Order

Quick Order

SEARCH CYS

All ▾

ADD TO ORDER



Indigo Denim Contrast Bib Apron
SEARAPPR127224
£9.69

One Size



Black Ladies L/S Poplin Blouse
SEARBLP30003
£9.64

06	08	10	12	14	16	18	20	22
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					24	26	28	30
					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Light Blue/White Gents L/S Gingham Shirt
SEARSHPR22026
£12.44

Extra Small	Small	Medium	Large	Extra Large	XXL	3XL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Black Gents L/S Poplin Shirt
SEARSHPR20003
£9.19

14.5	15"	15.5"	16"	16.5"	17"	17.5"	18"	18.5"
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				19"	20"	21"	22"	23"
				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Order Review



When you have added all items to your order, go to order review (your cart)

Access by adding an item(s) to your order, or click  [Your Order](#) in the top right of the screen.

In the order review you can amend quantities, remove items or simply 'Proceed to Order'

Order Review



Product Description	Qty	Item Price	Row Total
  Black Ladies L/S Poplin Blouse- Size 08	<input type="text" value="2"/>	£9.64	£19.28

[CONTINUE BUILDING ORDER](#) [UPDATE ORDER QTY](#)

Subtotal	£19.28
Grand Total Excl. VAT	£19.28
Grand Total Incl. VAT	£23.14

[PROCEED TO ORDER](#)

Place Order

When placing the order, your address is pre-filled.

Click continue on your address and on shipping. You can then see your order summary.

Shipping Information

Shipping Method

Order Review

Product Name	Qty	Price	Subtotal
Black Ladies L/S Poplin Blouse- Size 08	2	£9.64	£19.28
Subtotal			£19.28
Shipping & Handling (Tibard Shipping - Standard delivery)			£7.75
Grand Total Excl. VAT			£27.03
Grand Total Incl. VAT			£32.44

Order/Shipping Comments

Forgot an Item? [Edit Your Order](#)

PLACE ORDER

Order Tracking

You can check the status of your order by clicking order status.

When shipped, there will be a track order link – click this to visit and track with DPD.

Home > Order Status

EST - 1847

Order Status

SEARCYS
LONDON

EST - 1847

SEARCYS
LONDON

Order Ref	Order Date	Store	Items	Price	Order Status	
#100001397	06/09/2017		70	£595.74	Complete	VIEW

Order: #100001397

EST - 1847

SEARCYS
LONDON

Order Contact

Order Status

Complete

Shipment Tracking

[Track Your Order](#)

Delivery Details