Here's how to shop in our online store:

You use your student's ID to login to Charms

Look for the shopping cart logo ^{online store} and click on it.

For the Mum Sale, you are entering these into the store in "summary mode" from your list of orders. So your quantities entered for each item, is the total of all the same item for all your orders. For example, I had 4 orders, and on those orders, I have a total of 3 – 12" Yellow Mums. I would enter a quantity of 3 for that size and color item from the store.

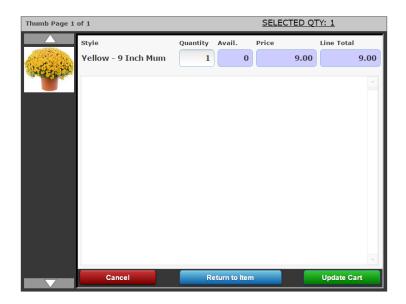
Scroll through the various designs and once you decide to order one, click the "choose" button.

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NTROL PANEL BASIC SETUP STORE ITEMS		😔 🔮 Select Student 🔹	Select Guest Shopper 🔹 🍞 🏹 🔞 🛋
My Store - Demo		FIRST OR LAST NAME: SCAN ID:	Checkout Start Over
 (→) WITH NO STUDENT SELECTED THIS SCREEN WILL (→) YOU WILL NOT BE ABLE TO CHECKOUT UNTIL YOU 			
AVAILABLE ITEMS			
9 Inch Mum view larger	Single colored mum in a 9 inch pot		Choose
View Larger	Single colored mum in a 12 inch pot	4	Choose
12 Inch Hanging Basket view larger	Mums of one color in a hanging basket pot		Choose
View larger	Usually 3 different colored mums in one pot		Choose

Once you select "Choose", you will be brought to the next screen:

No Images			SELECTED QTY: 0	
	Single colored mum	in a 9 inch pot		
	③ SELECT FROM THE LE	FT LIST, THEN FROM	I THE RIGHT LIST WHEN IT A	PPEAR
	SELECT FROM THE LE Inch Mum	FT LIST, THEN FROM	Yellow	PPEAR
		FT LIST, THEN FROM		PPEAR
		FT LIST, THEN FROM	Yellow	PPEAR
		FT LIST, THEN FROM	Yellow White	PPEAR

Click on the color if there are multiple selections. You will be brought to this screen:



Enter the quantity of the size and color you selected, click "update cart", and you will return to the available items list, and your item that was "bought" will display on the top of the screen. If you want to select another item, repeat the step above. You can also "Start Over", "Edit/Delete" your line you have entered, and "Checkout".

Ay Store - Demo		FIRST OR LAST NAME:		SCAN II	SCAN ID:		Checkout Start Ov		
WITH NO STUDENT SELECTED TO	HIS SCREEN WILL DEMONST	RATE THE SHOPPER'S EXPERIENCE.							
YOU WILL NOT BE ABLE TO CHE	CKOUT UNTIL YOU SELECT A	A STUDENT OR A GUEST SHOPPER.							
YOUR SHOPPING CART HAS BEE	N UPDATED.								
ELECTED ITEMS									
tem	Description		Qty	Avail	Price	Amount	Tax Rate	Edit Qty	
Inch Mum (photo)		mum in a 9 inch pot							
	Yellow - 9 Inch	i Mum	1	0	9.00	9.00	0.000%	EDIT DELET	E
					SubTotal: Tax:	9.00 0.00			
					Total:	9.00			
AVAILABLE ITEMS									
view larger	1	Single colored mum in a 9 inch pot						Choose	
view larger	m	Single colored mum in a 12 inch pot						Choose	
12 Inch Ha	nging Basket	Mums of one color in a hanging basket pot						Choose	

If you are done with your "shopping", click the "checkout" button in the top right of your screen. You will be brought to the Payment selection screen:

Checkout Options					
Q YOUR SHOPPING CART IT	EMS WILL BE RESERVED FOR 5 MINUTES WHILE YOU CHECKOUT.				
choose a payment option	Process Payment Continue Shopping	l⊋		Order Number: Order Status: Waiti	199589 ing for Checkout
	The Shopping cart	contains items that may be on back order.			
SELECTED ITEMS					
	Description/Style	Qty	Price	Amount	Tax
Item	Description/Style Single colored mum in a 9 inch pot	Qty	Price	Amount	Tax
Item		Qty *1	Price 9.00	Amount	Tax 0.000%
Item	Single colored mum in a 9 inch pot				
SELECTED ITEMS Item 9 Inch Mum	Single colored mum in a 9 inch pot		9.00	9.00	

You will see a backorder message, this is normal, as we are placing the order and do not have these in stock.

Click on the "choose payment option" and select "bill and pay".

WWW.charmsoffice.com say: y charmsoffice.com	C 🖍 🔒 https://www.ch	armsoffice.com/charms/ShopAdmCheckout(Options).asp			Q, S	x 🔺 🖬 🔍 🚺
Checkout Options Checkout Options Checkout Options Checkout Options Checkout Options Checkout Status Walle BE RESERVED FOR S MANUTES WALLE YOU CHECKOUT. Bill And Print Process Payment Continue Shopping Continu	- <u>* *</u> -	ii 🐟 /# ¥ 🕧 🖩 🞗	www.charmsoffice.com says: By clicking the "Ok" button the Student will be billed in the amount of 9.00.	x berConference 🕒 CP VPN 🎦 CP	CHARM	S OFFICE ASSIST
	ET CHARMS					0
Order Number: 199 Order Status: Waiting for Check SELECTED ITEMS Item Description/Style Qty Price Mum Single colored mum in a 9 inch pot 9 Joch Mum Yellow - 9 Inch Mum *1 9.00 9.00 0.00 Yellow - 5 Inch Mum Tax: 9.00 0.00		S WILL BE RESERVED FOR 5 MINUTES WHILE YOU CHECKOUT.			ß	
SELECTED ITEMS Item Description/Style Oliver Amount in a 9 inch pot 9 Inch Mum Single colored mum in a 9 inch pot	Bill And Print	Process Payment Continue Shopping				19958 aiting for Checkou
Item Description/Style Qty Price Amount T 9 Inch Mum Single colored mum in a 9 inch pot 9,00 9,00 9,00 0,00 Yellow - 9 Inch Mum 9,00 9,00 9,00 0,00 SubTotal: 9,00 Tax: 0,00			The Shopping cart contains items that may be on back or	der.		
Yellow - 9 Inch Mum *1 9,00 9,00 0,00 SubTotal: 9,00 -0,00	Item		Qty	Price	Amount	Tax
	9 Inch Mum		*1			0.0009

Click the "Process Payment" button, and a message will appear for you to agree to pay the amount of your order.

Click OK. You will see displayed your order number and total of your order. This will be the total order of your mum sale orders. You can now submit your check made payable to the "LWE Music Boosters" and place it in an envelope marked "Mum Sale" for the order total. You may also print this as a receipt.

🖶 Print Order Number: 199589 Lincoln-Way East HS Order Status: Billed Online Purchase - Peter Sturino (181699) Date Billed: 07/26/2016 Order Not Filled SELECTED ITEMS Item Description/Style Qty #Delivered Price Amount Tax 9 Inch Mum Single colored mum in a 9 inch pot Yellow - 9 Inch Mum 1 0 9.00 9.00 0.000% SubTotal: 9.00 0.00 Tax: Total: 9.00

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THANK YOUR FOR SHOPPING!!