



**YellowBrickRoad**  
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# **YELLOW BRICK ROAD WEBSTORE USER GUIDE**

**JANUARY 2023  
VERSION 1.0**



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## **HOW TO LOGIN**

To access the Yellow Brick Road Webstore, please visit:

<https://www.ybrwebstore.com/> and click "Login"

Enter your email and password once prompted. Please contact your local administrator if you have not received your login details.



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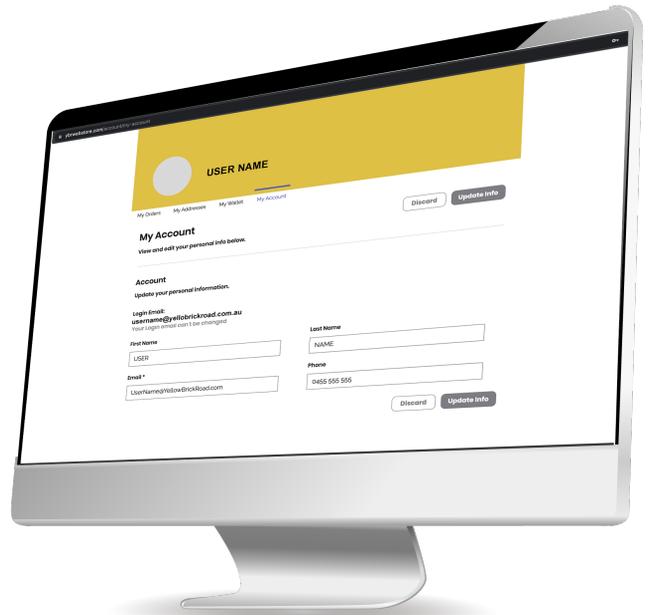


## **HOMEPAGE**

Upon logging into the Webstore, you will be directed to the Yellow Brick Road homepage, where you can select product categories to view, and navigate around the Webstore. You can also view your orders, delivery addresses, wallet, and account details by selecting the drop down menu in the top right.



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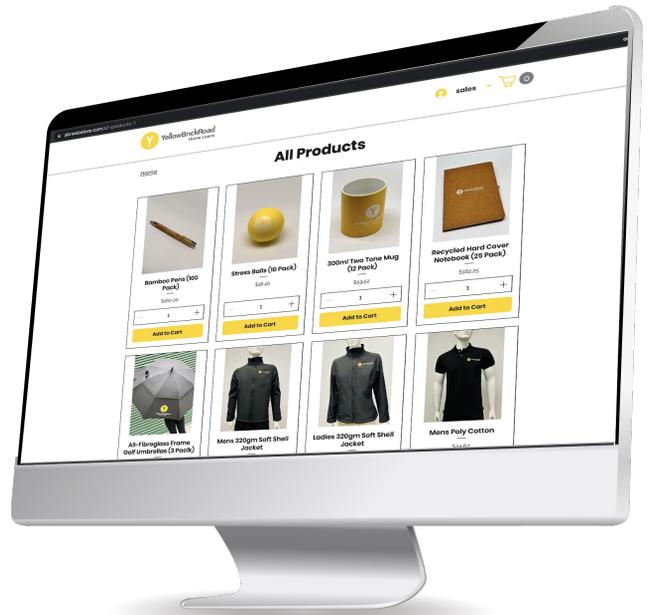


## UPDATE YOUR INFO

By selecting from the dropdown menu, you can update all of your details. Including delivery addresses, name, email address, and phone number. Please note your login email address cannot be changed. Make sure to click the “Update Info” button after making any changes.



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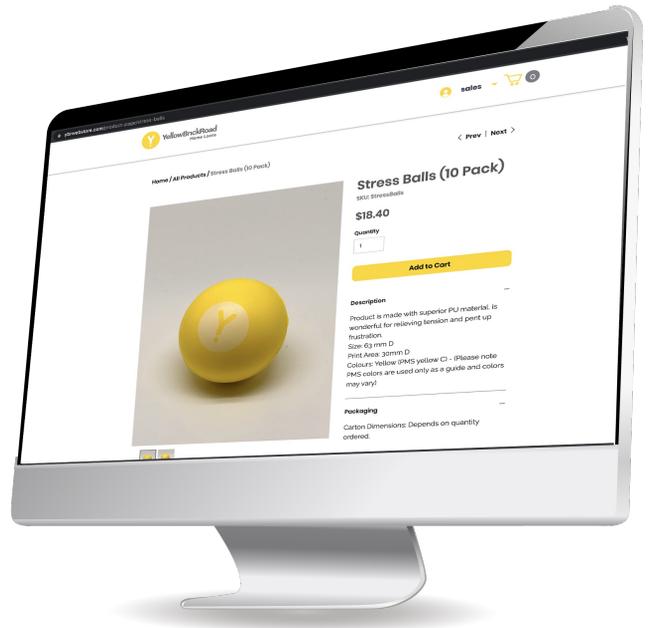


## PRODUCT NAVIGATION

After selecting a category from the homepage, all of the available products will be displayed. From here you can select quantities and add products directly to your cart, or you can click on the products image for more information.



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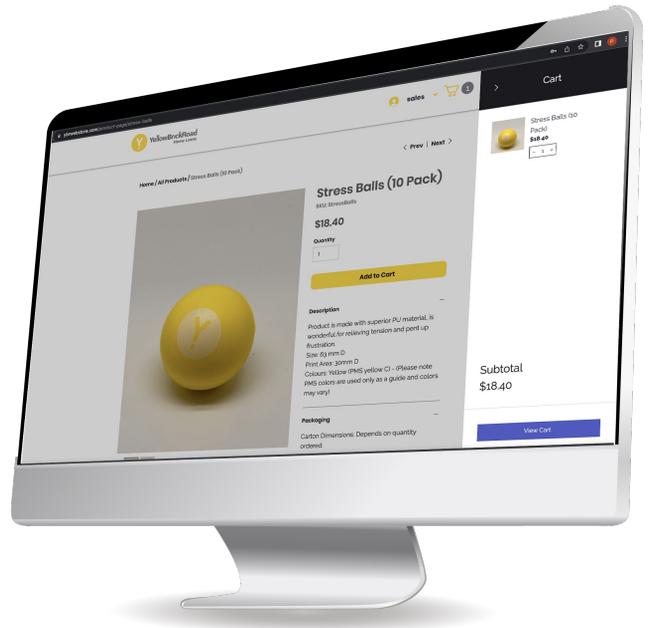
## **PRODUCT INFORMATION**

By clicking on a product's image, you can view more detailed information about the product, additional images, and standard ordering information.

To navigate back to the homepage simply click the Yellow Brick Road logo in the top left at any time.



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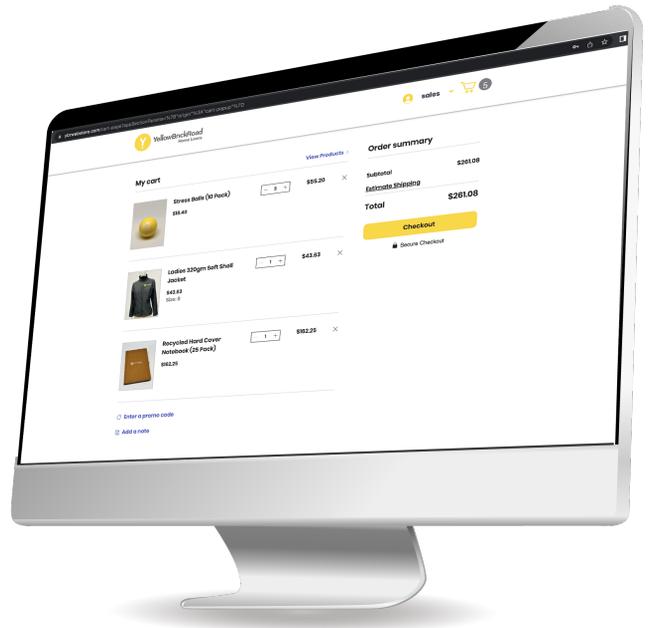
## MANAGING YOUR CART

Each time you add a product to your shopping cart a window will pop up displaying what your cart currently contains. You can adjust quantities and remove products easily from this window before checking out.

Your cart can be viewed at any time by clicking on the cart icon in the top right of the screen next to your login name.



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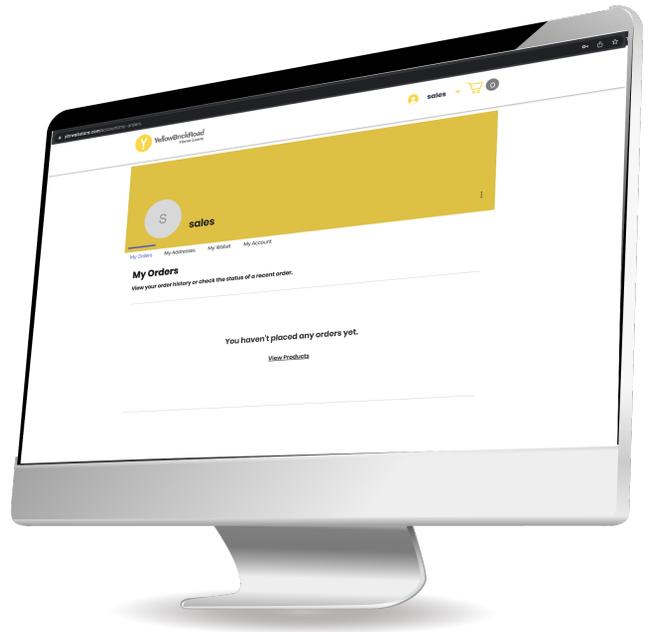
## **PLACING AN ORDER**

To place an order, simply open your cart and click the button at the bottom of the window titled “View Cart”. You will then be taken to an order screen with a breakdown of all your items.

When you are ready to complete your order click the “Checkout” button and confirm your delivery and payment details.



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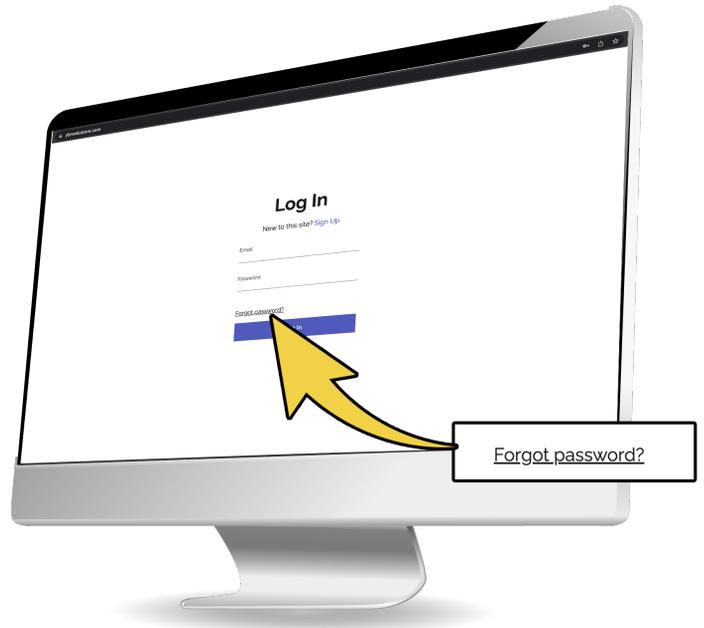
## **ORDER HISTORY**

To view your order history, click on the dropdown menu next to your login name in the top right corner of the screen and select “My Orders”.

This will display a history of all of your webstore orders.



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## **FORGOT PASSWORD**

If you forget your password, go to the login page and click “Login”. When prompted to enter your email and password select the “Forgot Password” link.

You will then be prompted to enter in your login email address to reset your password. Submit your login email address and then check your email for a link to reset your password.