

printcraft
PIVOT

USER GUIDE

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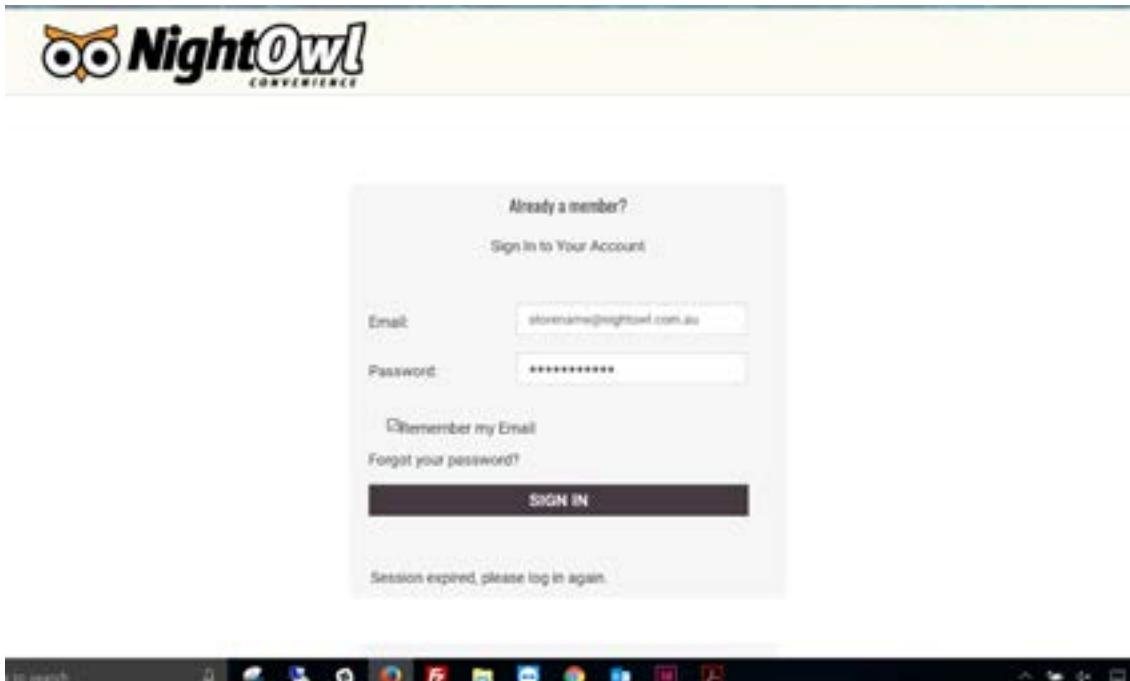
[How to contact Pivot support](#)

PIVOT Support : support@pivot.zendesk.com

How to Login

To login into NightOwl online POS Solution PIVOT.
You will require a User name and Password.

To access PIVOT; click on the PIVOT icon on the
NightOwl website: nightowl.com.au



Your User name will be your NightOwl Store email.
User name: storename@nightowl.com.au

Your password by default is set : nightowl
You can change the default password once you have
logged in for the first time.

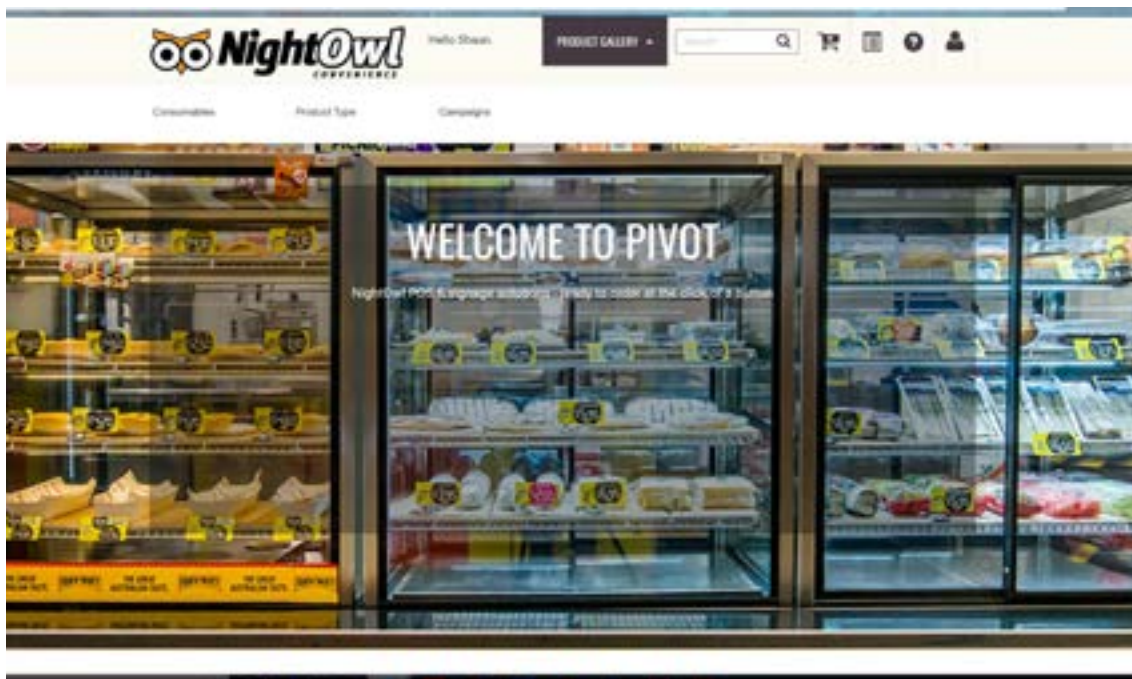
Place an Order

Once logged in you can locate your items in several ways.

Type your item name into the Search field at top and select your item



Click on Product Gallery and select Consumables - Product Type or Campaigns



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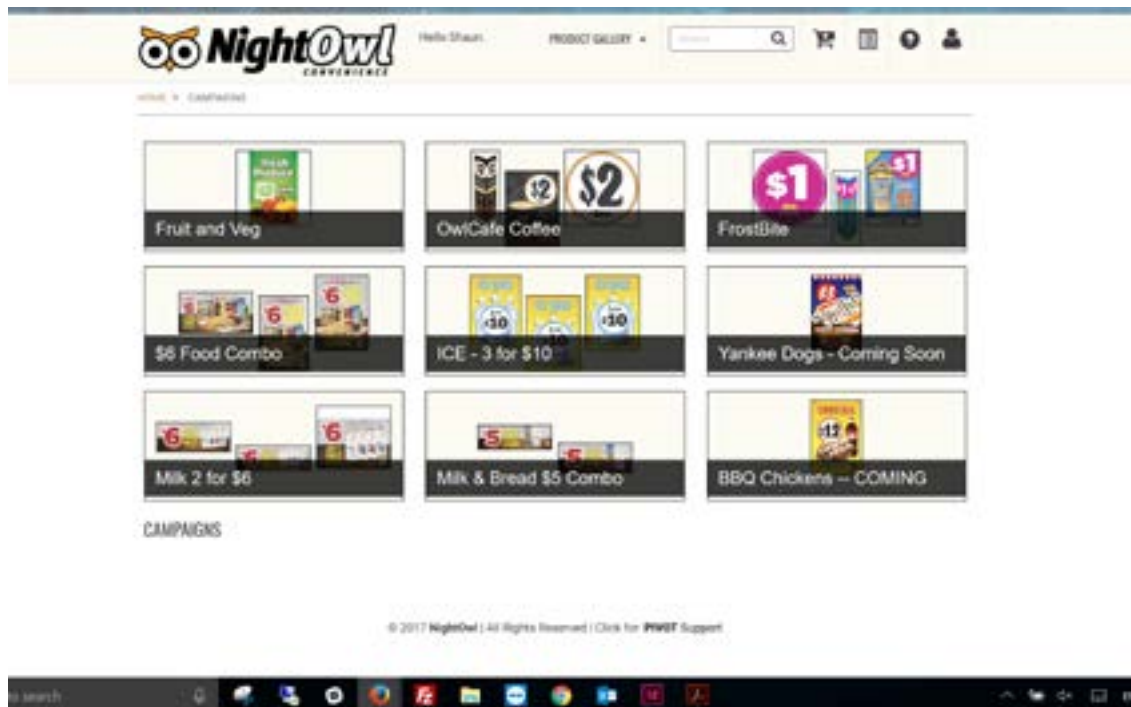
Consumables will allow you to make a further selection of consumable items.



Product Type will allow you to make a further selection of your item by product type



Campaigns will allow you to make a further selection of items grouped by Campaign



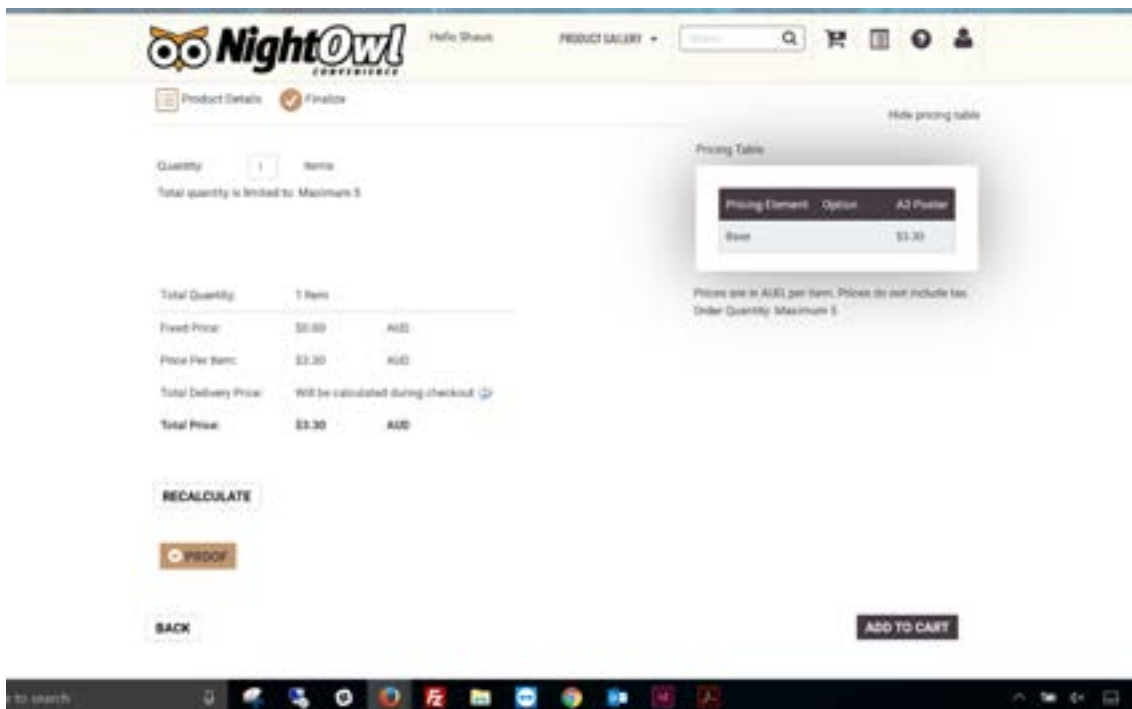
Select Item Click “Select” to pick your item



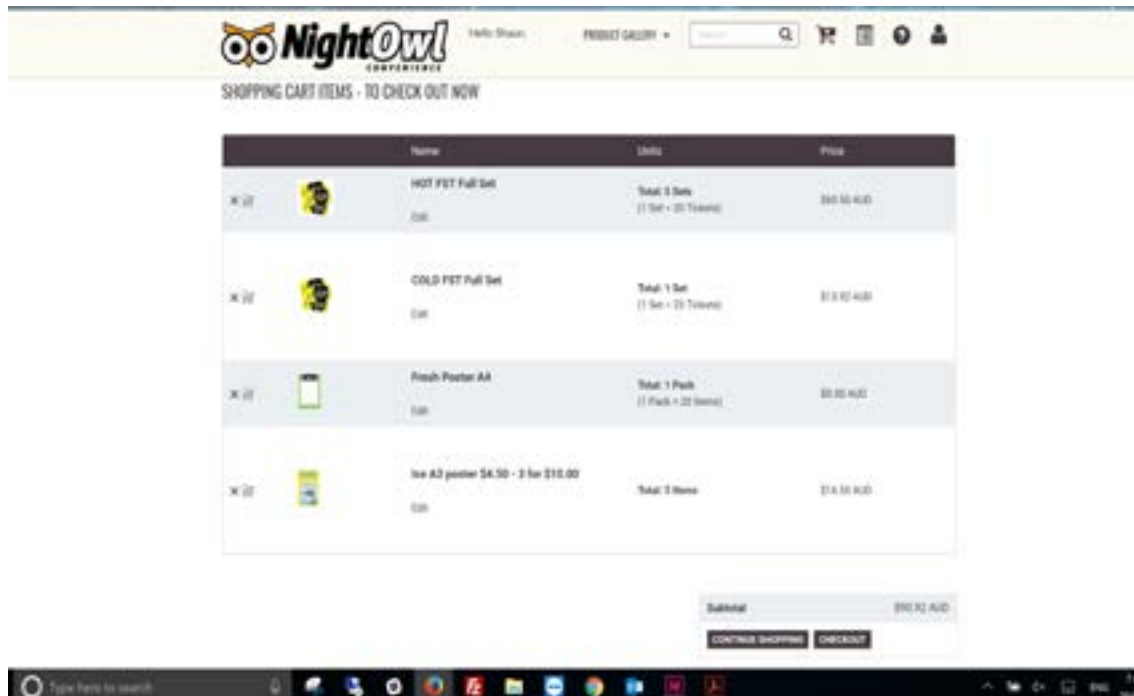
View your item click “Continue” to add item to cart.



Item Detail page displays the unit price and you can enter the quantity of items in the Qty Field. The recalculation button will display the final price for multiple items. Proof Button will display a larger view of the item if required. Click “Add to Cart” to continue.



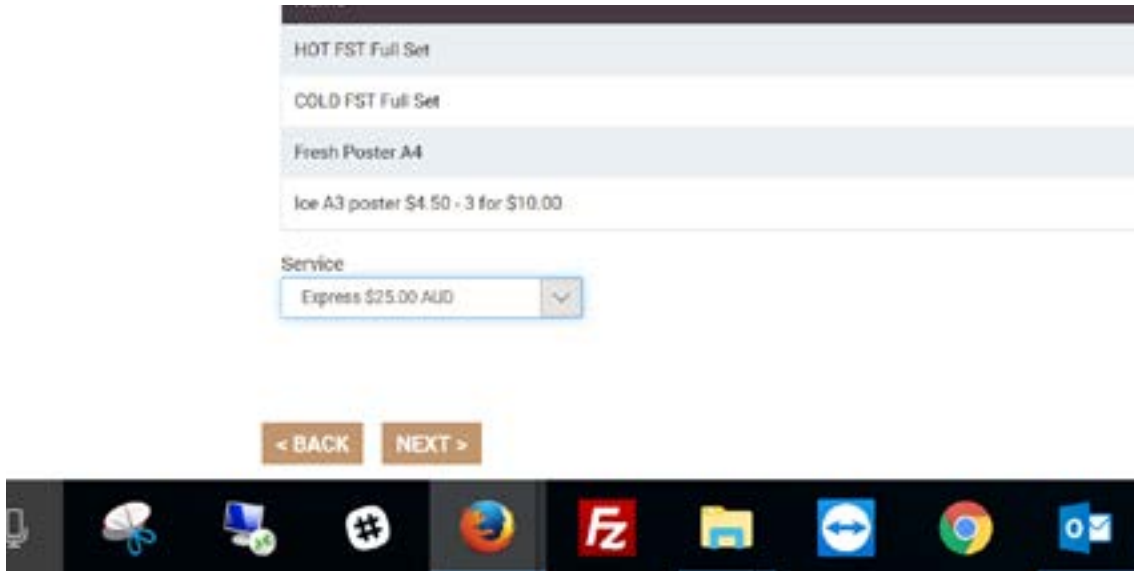
Review Cart check items in cart then, click continue shopping to add more items or click “Check out” to finalise order.



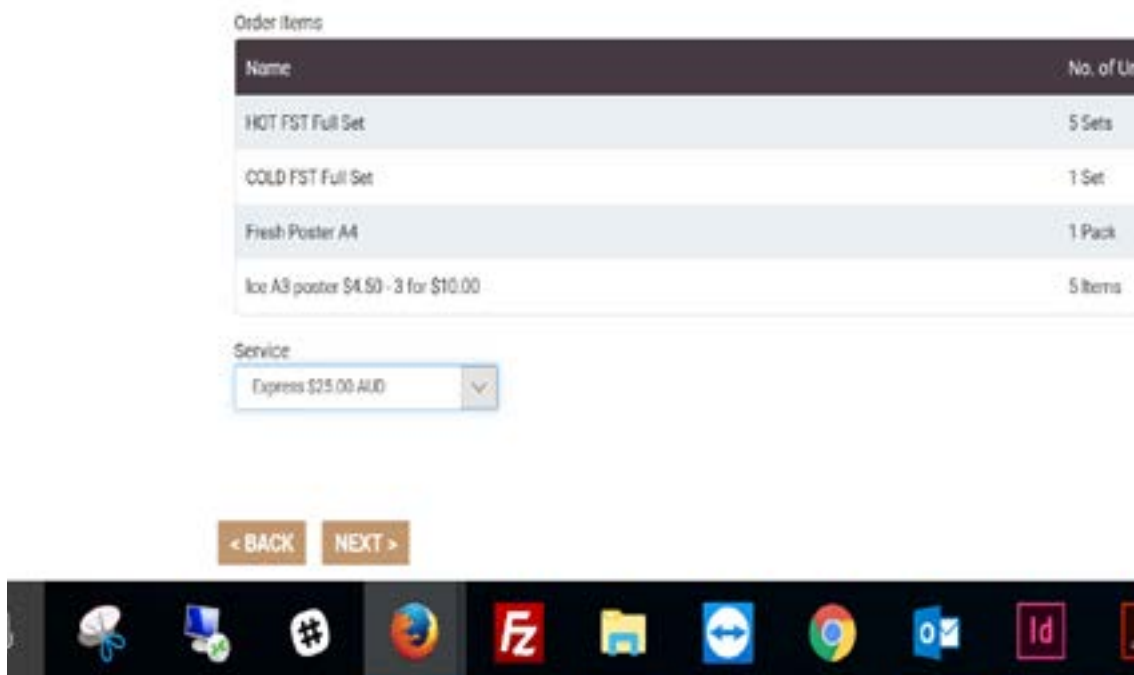
Address Page select address for delivery



Delivery charges you can select “Monthly Order” to have your items delivered FREE of charge with your next POS order.



Express Delivery or you can select “Express” delivery that will be dispatched by courier within 24 hours.



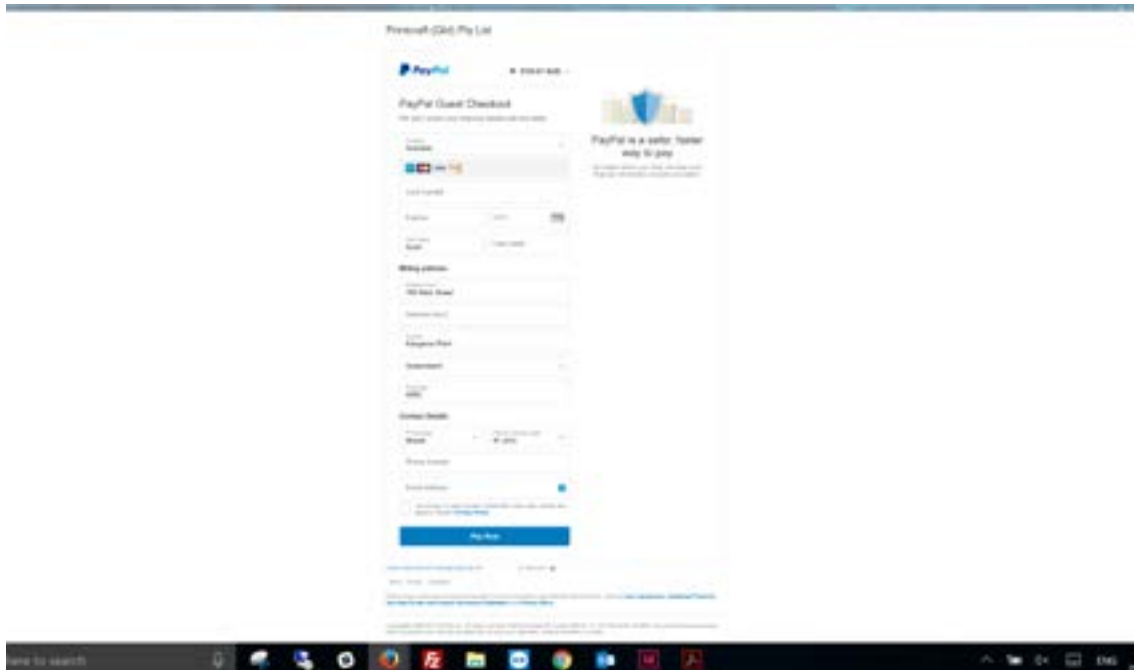
Checkout you can now check out using Paypal Select “Check out”



PayPal you will be directed to pay for your items via Paypal... Select “Pay by Card”

A screenshot of the PayPal login page. The page features the PayPal logo and the text 'Pay with PayPal'. Below this, there are input fields for 'Email address' and 'Password'. A checkbox labeled 'Stay logged in for faster checkout' is present. A blue 'Log In' button is located below the input fields. Below the button, there is a link for 'Having trouble logging in?'. At the bottom, there is a grey button labeled 'Pay with a Card' and a small link for 'Cancel and return to Printcraft (20) Pty Ltd'.

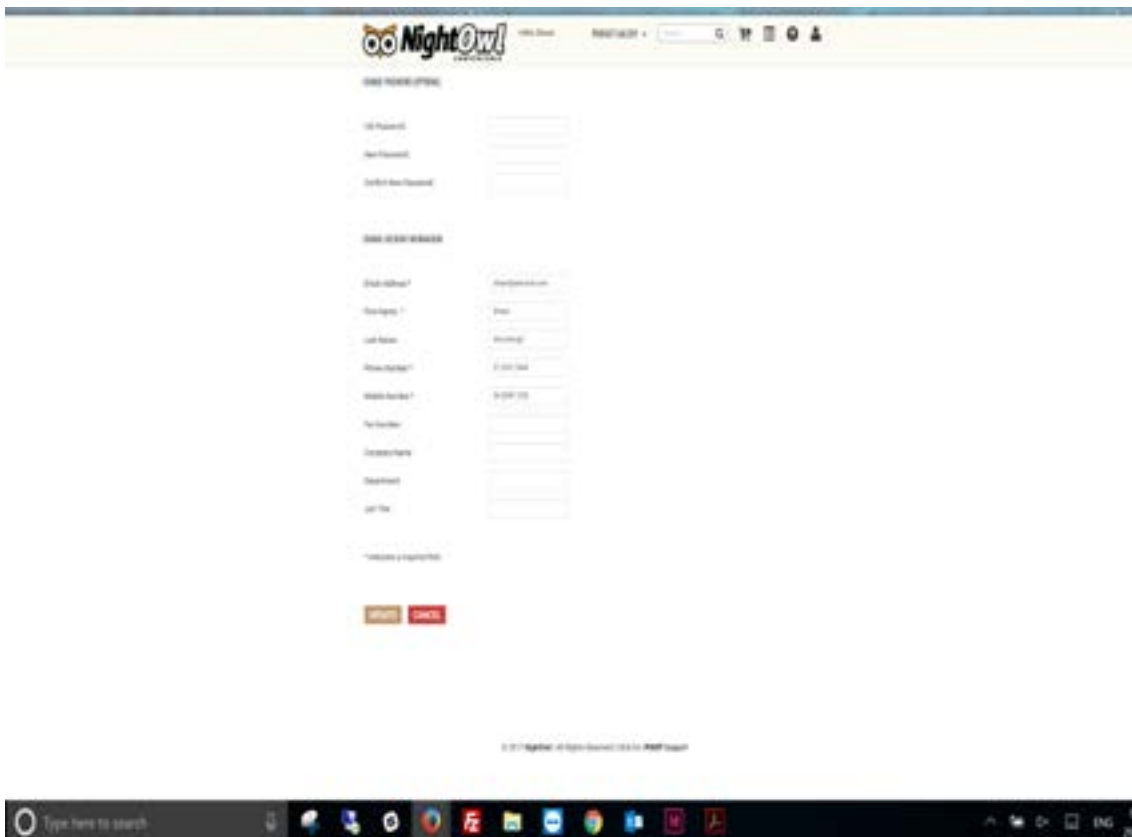
Paypal enter your card details and submit payment.
Your order is now being processed and will be delivered
via your selected delivery option.



My Account you can manage your account by clicking on the “User” icon in the top menu..



My Account you can change your details and password in the My Account window.



History you can check and review your order History PIVOT Support by clicking on the “User” icon in the top menu, then select “History”



Order ID:

View:

Advanced Search

Orders List [Clear search results](#)

Order#	Order Date	Total Amount	Status	Show Receipt
80345	3/21/2017	\$3.30 AUD	In Progress	Show Receipt
75245	3/18/2017	\$3.30 AUD	In Progress	Show Receipt
13345	3/13/2017	\$6.60 AUD	In Progress	Show Receipt
82345	3/12/2017	\$3.30 AUD	In Progress	Show Receipt
58145	3/1/2017	\$21.60 AUD	In Progress	Show Receipt
58145	6/29/2017	\$37.40 AUD	In Progress	Show Receipt
85845	6/29/2017	\$52.40 AUD	In Progress	Show Receipt

[BACK](#)

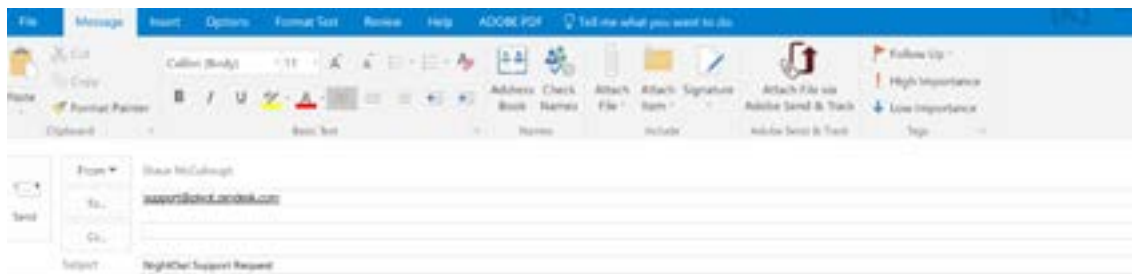
Support you can view or download the PIVOT User Guide by clicking on the “?” icon in the top menu.



Support you can contact PIVOT Support by clicking on the support link at the bottom of the page.

PIVOT Support : support@pivot.zendesk.com

PIVOT Support when you click on the “?” icon this will launch a configured email ready to send to PIVOT Support, just type in your issue and a member of the PIVOT Support team will contact you shortly to answer any questions or resolve any issues you may have with the operation of PIVOT



Enter you issue here and send a member of the PIVOT support team will contact you shortly to resolve your issue |

