# **IGS INSTRUCTIONS**

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To avoid mistakes and having to navigate through multiple binders or websites, Image Globe Solutions (IGS) has developed a system to easily search & find products for both clients and showrooms.

IGS offers a variety of products from a selection of companies in a timely manner providing the user with an exceptional hassle free experience when selecting a product.

The following instruction manual explains the process on how to navigate through Image Globe Solution's filtering system as a showroom representative or from the customer's point of view.

- 1. Go to imageglobesolutions.com to login or sign up.
- 2. After logging in, hover over main centre to select shower centre.

	LOGIN	Enter your username and password
Username or Email		
Password		
		Ø
Keep me signed	lin	
Login	Register	
	Forgot your password?	

- 3. Choose a subcategroy at the bottom you would like to pursue.
- For this example let's choose BYPASS AND SLIDER SHOWER DOORS



4. To locate desired product, use the displayed filters.

Œ	GS		Main Centre IG	S – Comments Account	Logout <u>Contact Us</u>	
Please Note: The info	S	Your Con Preser LIDERS - BYPASS manufacturers and is subjec	npany Logo nted Here S – SHOWER DOC t to change without notice. Ple	ORS Pase verify selection by click	oose and filter out spe to fit desired produ ir , on the manufacturer's li. k be	cifications uct Iow
BRAND	Search Model		Type of Enclosure		Hardware Color	
	\$		None selected	÷	All	\$
Opening Filter Search	Choose Approx Height		Glass Thickness		Doors with Towel Bars	
All	<b>♦</b> All	\$	All	\$	All	\$
Direction ①	GLASS PATTERN Clear Glass Patter	n Stock	Reset Search			4
# Brand	Model#	Model H	leight Glass	Opening	Hardware	Door Type

### 5. Press anywhere on the row to populate more information on the product.

BRAND		Search M	Nodel	Type of E	nclosure		Hardware Color	
FLEURCO		÷		None se	lected	\$	All	+
Opening Filter S	earch	Choose	Approx Height	Glass Thi	ckness	The second second	Doors with Towel Bars	
All		<b>♦</b> All		\$ All		\$	All	\$
Direction ①		¢ Manu	facture's link provided	ĸ	Reset Search	•	Tap anywhere all rows to reveal	ong the more
#	Brand	Model#	Model	Height	Glass	Opening	information	n. pe
	Fleurco	NHS160-11-40L-79	Horizon	79"	8ММ	56" to 60"	Chrome	Slider -
Link			Link					
Spec. Sheet			Specifications	Spec sh	eet to provide			
Towel Bar			NO	addition	al information			
Glass Pattern			CLEAR GLASS					
Door Direction			LEFT					
			Ē		1			

# 6. Additionally able to forward the website's URL to your client.



7. Fill out the submission form with client's information prior to sending.



- 8. This is how the submitted email appears to the client when they receive it.
- The link is underlined as Product Lines



9. When your client opens the link, it will look very similar to the showroom version. (the client version and logged in showroom version are different)

				Your Com Present	pany Logo ed Here				
	Please Note: The inforr	nation indicate	SLIDERS d below is provided by the manufacture	<b>- BYPAS</b>	5 - SHOV t to change wi	VER DOOF	<b>?S</b> se verify selection by clickir	g on the manufacturer's lin	k below
BRAND		÷	Search Model		Type of En	closure	+	Hardware Color	¢
Opening Filter S	earch		Choose Approx Height		Glass Thic	ness		Doors with Towel Bars	
All Direction	j	\$	All GLASS PATTERN Clear Glass Pattern	÷ Reset	All		\$	All	÷
#	Brand	Model#	Model	н	eight	Glass	Opening	Hardware	Door Type

10. The customer can request a quote to the showroom rep who submitted the link.

#	Brand	Model#	Model	Height	Glass	Opening	Hardware	Door Type
	Fleurco	NAT60-11-40	APOLLO	60"	6MM	57" to 60"	Chrome	SLIDER -
Link		Li	nk					
Spec. Sheet		Sr	pecifications			ŀ	After selecting a produ	ct, the client
Towel Bar		NO					can request a c	luote
Glass Pattern		CLE	AR					
Door Direction		REV	ERSIBLE		K			
			<b>Z</b> 6	REPORT REQUE	ST QUOTE			

11. Upon selecting "Request Quote," the client will be presented with a form to complete.



#### **Request Quote** Model#/Model:NAT60-11-40 Brand:Fleurco FirstName<sup>4</sup> LastName First name Last name Email Confirm Email Email Email Phone Address XXXXXXXXXXX 1234 Main St Format: XXXXXXXXXXXX 40 Address 2 Apartment, studio, or floor Citv Province Postalcode Choose. ÷

## 12. Additional information may be required on certain quotes to help the showroom.

## 13. Both you and your client will receive confirmation emails regarding the request.



We appreciate your interest and look forward to assisting you.





# IGS INSTRUCTIONS (PUBLIC)

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(ļ) (ļ) 1. The client will visit your embedded store or link from our site to your store.



**Shower Door Centre** 

2. Pick a category to look for desired products.



#### 3. You will be sent to the product page when you click on one of the category selections.

			St	Your Se howroc resente	elected om Logo ed Here				
	Please Note: The inform	ation indicate	SLIDERS - BY	<b>PASS</b> is subject	<b>5 - SHOV</b> to change wit	VER DOOR	S e verify selection by clicking	on the manufacturer's link be	elow
BRAND		_	Search Model	_	Type of En	closure	H	lardware Color	/
FLEURCO		\$			None sele	cted	\$	All	\$
Opening Filter S	Search		Choose Approx Height		Glass Thicl	kness		oors with Towel Bars	
All		\$	All	\$	All		\$	All	\$
Direction ①		¢	GLASS PATTERN Clear Glass Pattern	Reset	Search				
#	Brand	Model#	Model	н	eight	Glass	Opening	Hardware	Door Type

4. To locate desired product, use displayed filters.

	6		Main Centre	IGS – Comments	Account	Logout <u>Contact Us</u>	
Please Note: The informatio	You P SLIDERS - BY	r Col rese PAS subjec Send	mpany Logo nted Here S - SHOWER Du it to change without notice to client	OORS e. Please verify sele	Ch ection by click	hoose and filter out s to fit desired pro	becifications oduct below
BRAND	Search Model		Type of Enclosure	/	-	Hardware Color	2
	÷		None selected		÷	All	\$
Opening Filter Search	Choose Approx Height		Glass Thickness			Doors with Towel Bars	
All	<b>♦</b> All	\$	All		\$	All	\$
Direction ()	GLASS PATTERN  Clear Glass Pattern Stock		Reset Searc	h			E.
# Brand M	lodel# Model	•	leight Glass	Openii	ng	Hardware	Door Type

## 5. Press anywhere on the row to populate more information on the product.

BRAND		Searc	n Model	Type of	Enclosure		Hardware Color	
FLEURCO		÷		None s	elected	\$	All	*
Opening Filter Se	earch	Choos	e Approx Height	Glass Th	ickness	Personal and	Doors with Towel Bars	
All		<b>\$</b> All		¢ All		\$	All	\$
Direction	A.L.	¢ Mar	nufacture's link provided	* 💼	Reset Search		Tap anywhere all rows to reveal	ong the more
#	Brand	Model#	Model	Height	Glass	Opening	information	n. pe
A L	Fleurco	NHS160-11-40L-7	9 Horizon	79"	8MM	56" to 60"	Chrome	Slider -
Link			Link					
Spec. Sheet			Specifications	Spec s	heet to provide			
Towel Bar			NO	additio	nal information			
Glass Pattern			CLEAR GLASS					
Door Direction			LEFT					
				REPOR	3			

### 6. Press "Request Quote" to submit to product quote.

#	Brand	Model#	Model	Height	Glass	Opening	Hardware	Door Type
4	Fleurco	NHS160-11-40L-79	Horizon	79	8MM	56" to 60"	Chrome	Slider -
Link		Link						
Spec. Sheet		Specific	ations				Tap anywhe	re along the
Towel Bar		NO					inform	ation.
Glass Pattern		CLEAR GI	ASS					
Door Direction		LEFT						
			<b>X n r</b>					
	Fleurco	NHS160-11-40R-79	Horizon	79	8MM	56" to 60"	Chrome	Slider +

7. Upon selecting "Request Quote," a form will be presented to be filled.



9. Both you and the Showroom will receive confirmation emails regarding the "Quote Request".

Brand:Fleurco	-11-40	
FirstName*		LastName*
First name		Last name
Email*		Confirm Email*
Email		Email
Phone*		Address
XXXXXXXXXX		1234 Main St
Format: XXXXXXXXXXX		
Address 2		
Apartment, studio, or	floor	

## 8. Additional information may be required on certain quotes to help the showroom.



#### Dear Test,

Thank You for submitting your request with us. Your selected store has received your request and will be in contact with you soon.

#### **Quote Details**

Store: Model#: NHS160-11-40L-79 Brand: Fleurco Name: Test Test Email:

Address

In the meantime, feel free to explore further for products that may interest you.

We appreciate your interest and look forward to assisting you.





If you have any questions, please contact the IGS team through the contact tab on the IGS website

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