



Murrindindi Regional
Tourism Association

MURRINDINDI REGIONAL TOURISM ASSOCIATION
ONLINE ORDERING USER'S MANUAL



In Murrindindi, or “*Dindi*” as we call it, there’s plenty of mild to wild activities for everyone at every level. Best of all, it’s only 90 minutes north east of Melbourne. More playtime, less travel time.

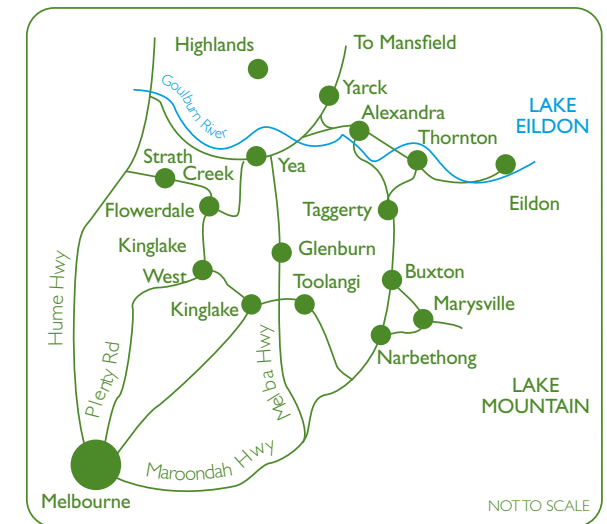
PLAY MILD In a superb natural environment with abundant fishing locations, enjoy touring, golfing, pause to savour gourmet produce and cool climate wines or relax in a spa retreat.

PLAY WILD *Dindi* Playtime offers rock climbing, rafting, cross country or water skiing, mountain biking or horse riding to name a few. All in a naturally beautiful setting.

PLAY & STAY Choose from a host of homesteads, award-winning luxury B&Bs, self-contained cottages, resplendent manors, character-filled pubs and motels, numerous caravan and camping grounds, farmstays and houseboats – you’ll be spoilt for choice.

WORK, STAY & PLAY Experience an unbeatable combination of individually flavoured conference venues set in some of the most spectacular natural vistas, with state-of-the-art meeting facilities and all only 90 minutes away.

For further information about *Dindi* visit www.visitdindi.com.au or phone (03) 5772 0318
For online ordering technical support phone (03) 9735 5811



From the Yarra Valley to the High Country

MRTA Online Ordering System – Welcome to our Online Ordering System. Using this service, you can place orders on your printed products as well as manage your stock levels and produce in depth reports quickly and easily using any standard Web browser.

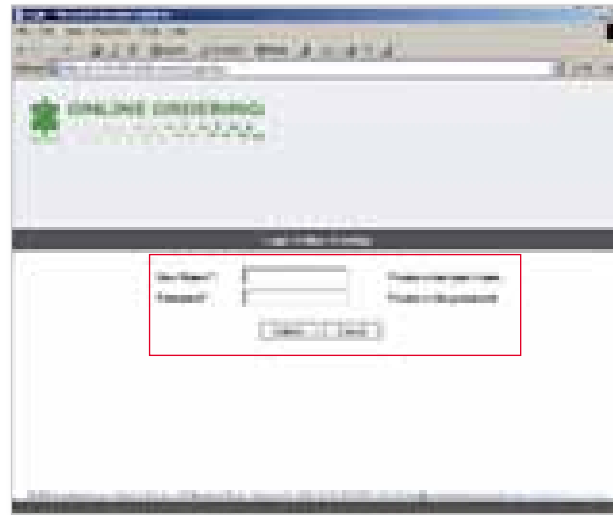
Quick Start Guides – The Quick Start Guides have been provided to take you on a step-by-step journey through interactive display screens to place orders, previews orders, give delivery information and confirmation.

Contents	
1	QUICK START TO MAKING AN ORDER
2	QUICK START TO VIEWING PREVIOUS ORDERS
3	Technical Support

1. Quick Start To Making An Order

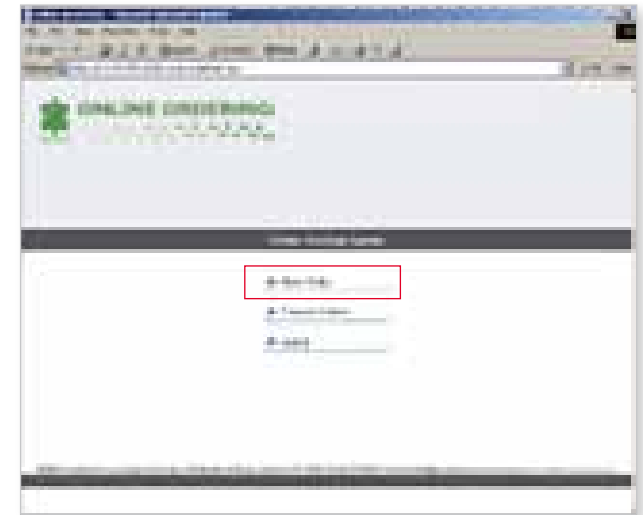


Step 1 Enter the MRTA URL Address:
<http://www.murrindinditourism.com.au/orderonline/index.php>
Use the Online Ordering Link to access the MRTA Online Ordering System.



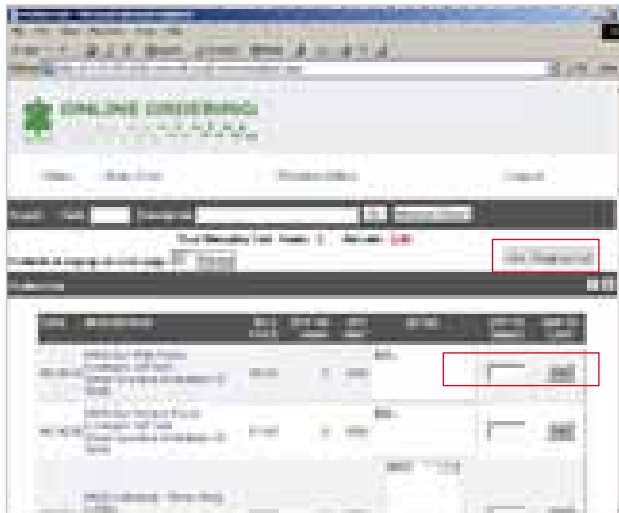
Step 2 Enter your username and password in the fields provided. This will load the MRTA Online Ordering Home Page.

When you are registered as an Online User, an email confirming your username and password will be sent.



Step 3 Click on the "Make Order" Link.

1. Quick Start To Making An Order

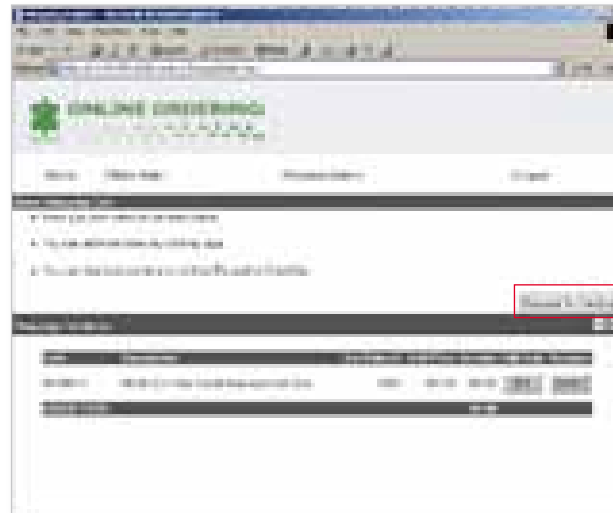


The Product List, showing all the products available.

Step 4 Enter the Quantity to Order Amount in the field provided. Click "Add" to add the order to your Shopping Cart.

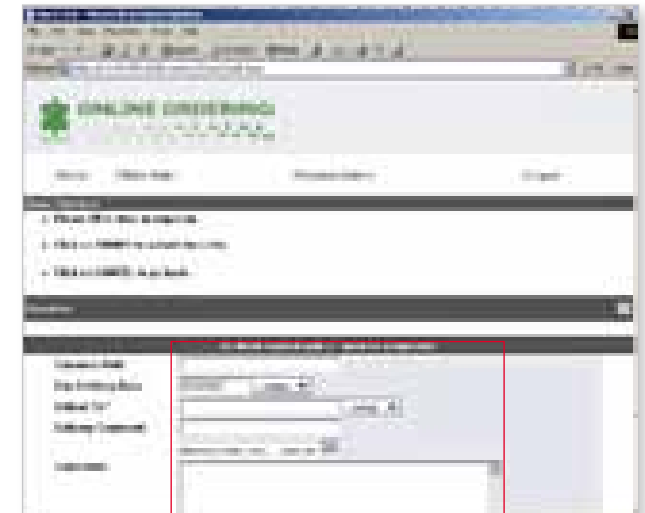
Repeat Step 4 to add multiple products to your Shopping Cart.

Step 5 Click "View Shopping Cart" to view all products added to the Shopping Cart.



Step 6 To make any edits to products you have placed in your Shopping Cart, click the "Edit" button. To delete any of the products you have placed in your Shopping Cart, click the "Delete" button.

Step 7 Click "Proceed to Checkout".



Step 8 Fill in the Details for Delivery in the Fields provided, including Due Delivery Date, Delivery Address, Comments, as well as marking if the Delivery is Urgent.

Standard expected delivery of 5 business days applies.

Additional charges apply for Urgent deliveries. If the delivery is marked as Urgent, our Production department will contact you to confirm the earliest Delivery Date Possible.

Step 9 Click the "Submit Button" to process your order.

1. Quick Start To Making An Order



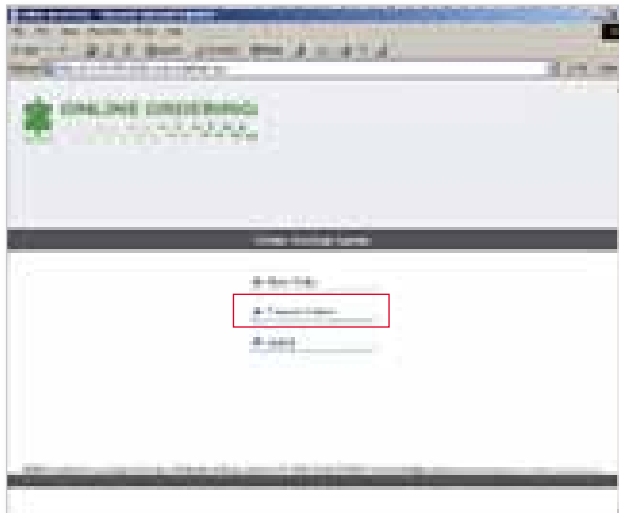
When you submit your order the above screen will be displayed to let you know when the order goes through the MRTA Online Ordering System.

Now that your order has been processed, the order confirmation page will load, showing you all your order details.



Step 10 Click "Home" in the Navigation Bar to load the MRTA Online Ordering Home Page.

2. Quick Start To Viewing Previous Orders



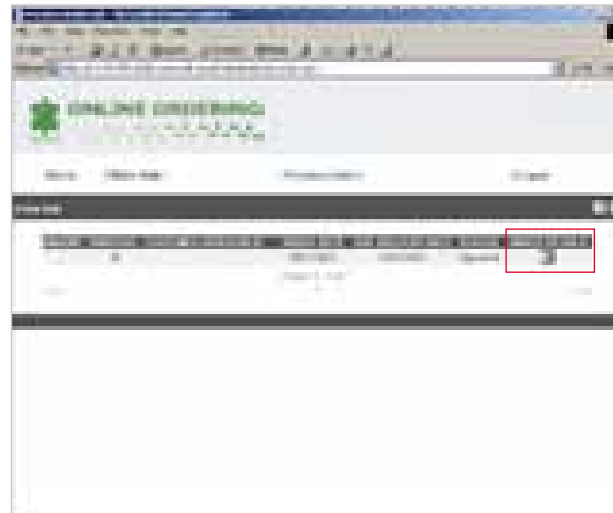
Step 1 Enter the MRTA URL Address:
<http://www.visitdindi.com.au/onlineordering>

Use the Online Ordering Link to access the MRTA Online Ordering System.

Step 2 Enter your username and password in the fields provided. This will load the MRTA Online Ordering Home Page.

When you are registered as an Online User, an email confirming your username and password will be sent.

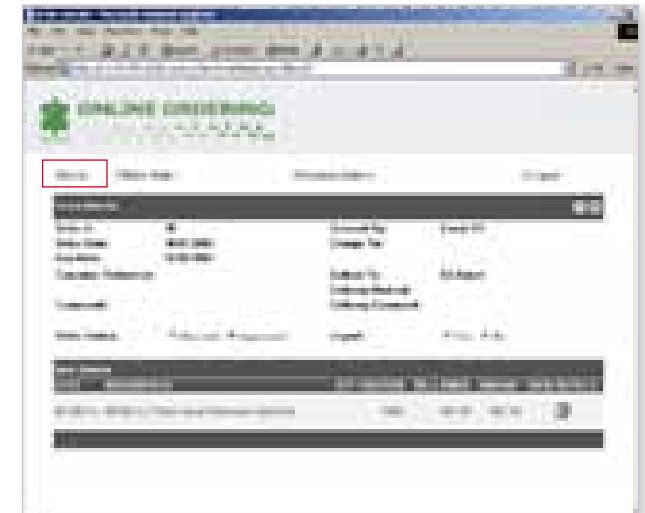
Step 3 Click on the "Previous Order" Link.



The "Previous Order" page contains the list of orders you have placed, showing the orders, urgency, order number, customer reference, order date, due delivery date, the order's status as well as a link to see more information on the order details.

The Order Status will contain one of three messages: **Approved**, **In Progress** and **Delivered** this will allow you to follow the progress of your order.

Step 4 Click the "Order Details" button.



The Order Detail Screen, shows further information about your order.

Step 5 Click "Home" in the Navigation Bar to start over.

3. Technical Support

If you are having any difficulty with your Courtney Colour Online Ordering System and cannot find the solution in this User Manual, please feel free to contact your Courtney Colour Sales Representative:

T 03 9735 5811 **F** 03 9739 7734