

# How to create a web order on the web area MyCatas

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Some years ago, Catas has implemented a web area that allows our subscribed Customers to manage their orders and Test Reports, to access our webinars, check all our CATAS News and our price list.

This issue brings the attention to web orders, a fast and easy service intended to simplify and speed up the relationship between customers and technicians: it allows to create web orders and check their status, as well as to immediately know the prices of the tests and the required sample size and quantity.

But, how a web order can be created? Just following these steps:

Login to myCatas at <https://my.catas.com/en> (fig. 1).

If not yet registered, please go to [my.catas.com/registration](https://my.catas.com/registration)

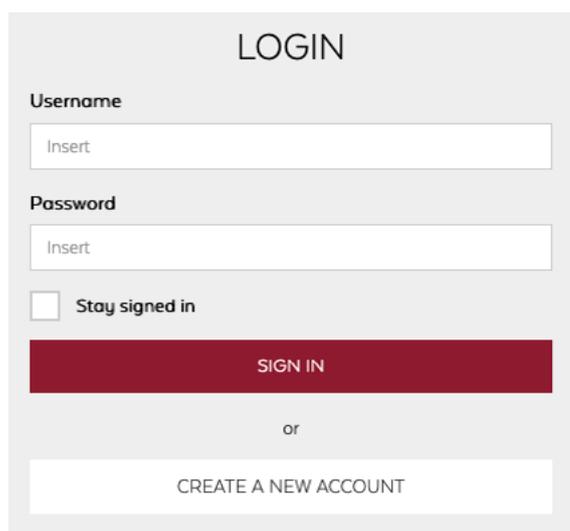


Fig. 1 - myCatas login

Select “**Orders**” and then “**New order**” on the menu on the left. Several selections will be shown on the right; select “**Choose the test on your own**” and then click on “**proceed**” (fig. 2).

The selection “**Repeat a previous order**” allows to copy (and modify, if necessary) a previous order, saving time, while the selection “**confirm a web quotation**” can be used to confirm a quotation received by email.

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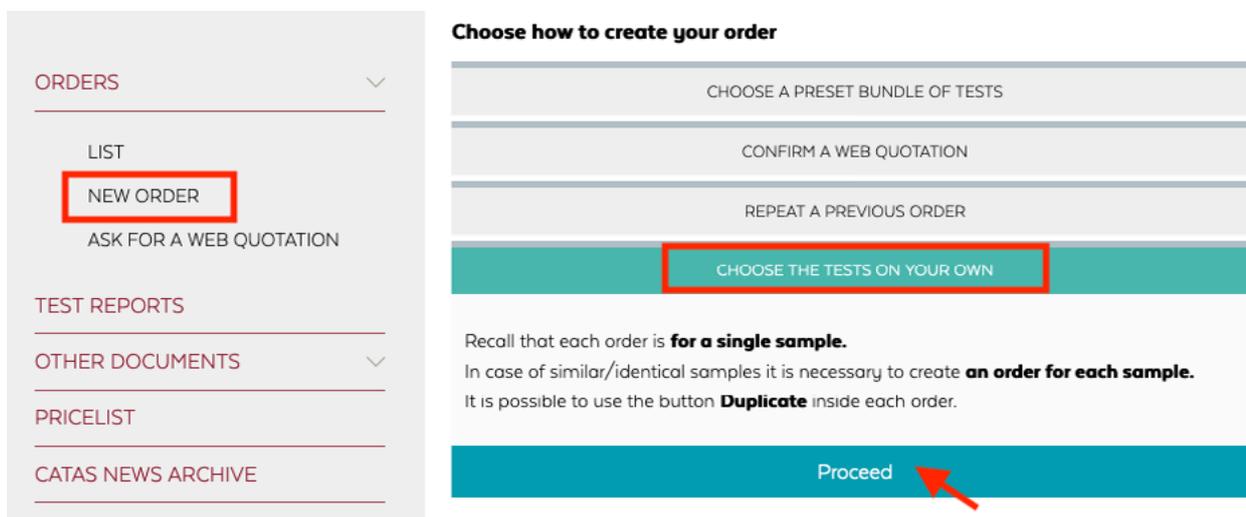


Fig. 2 - First step

You are now on the page where you can create your web order. First you shall choose/insert:

- the language of the report (Italian or English);
- the recipient of the order;
- the name of the sample;
- more information about the sample (i.e.: description, finishing technology, ...) and, if necessary, explanations about the test (i.e.: test duration, resistance class, etc.);
- if the sample should be conditioned before testing;
- if the sample should be returned (in this case, please specify your carrier name and customer number and we will organize the shipment for you).

Then you shall search and select the tests just clicking on the symbol “+” on the right of the green bar “**add tests to your order**” (fig. 4).

A new window will open; search the tests you want to add using the search bar, where you can write the code of the test (for example, IKEA surface testing are listed under the codes 16.iXX) or a word contained into the name of the test. Tests can also be selected searching among your last entries or tests not included in the price list. Once you have selected all the tests click on “**add selected test**” (fig. 5).

You will come back to the previous page where you can check the order before sending it. Click on “**send order to Catas**” in order to send the order. You can also choose “**Save order without sending**” if you want to send the order later (see fig. 4).

If necessary, you can modify an already sent order until it has been confirmed by a CATAS technician. If more changes have to be made to the order after it has been confirmed, you just need to contact the technician.

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**New order** date: 19/02/2020

**Signature:** Utente di prova

**Language of the test report:** Italian

**Recipient:** Choose the recipient

**Sample name:** [Empty text box]

**Remarks:** [Empty text box]

**Do the conditioning (where required):** Yes No

**Sample to be returned after testing:** Yes **No**

*Fig. 3 - Selection of language, recipient, sample denomination and other information.*

Using web orders, both customers and technicians can immediately identify the samples when they need to ask some information about them, and, above all, it allows to process the samples in a faster way and to avoid a delayed issue of the reports due to the reception of samples with no orders or not clearly identified. In this regards, we kindly suggest to identify each sample with the number of the web order which it is referred to. Each order is for a single sample and orders which have still to be sent cannot be processed.

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**TESTS**

Code	Description	Unit price	Quantity	Amount
No data available in table				
<b>TOTAL</b>				

**+** ADD TESTS TO YOUR ORDER

\* The tests marked with the symbol \* can benefit from a quantity discount, so the price in the order might be higher than the effective. The price will be adjusted where necessary during the order confirmation.

SAVE ORDER WITHOUT SENDING

SEND ORDER TO CATAS

Fig. 4 - Buttons for adding tests and sending orders

**+** ADD TESTS TO YOUR ORDER

Price list: Latest entries | Tests not included in the price list

Categories: All

Code	Description	Price	Subscriber price
Selected tests: 0 - Clear selection			

ADD SELECTED TESTS

\* The tests marked with the symbol \* can benefit from a quantity discount, so the price in the order might be higher than the effective. The price will be adjusted where necessary during the order confirmation.

Fig. 5 - Adding tests

We hope this system will be more and more used. Do not hesitate to contact us for information, support or suggestion.

**For info:**

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