

DATACOM



DOCUMENT |

Datacom

STUDENT WELCOME PACK

St Joseph's College
Gregory Terrace

2019

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INTRODUCTION

Datacom specialises in supplying solutions to the education sector throughout Australia and New Zealand. We are very pleased to have been selected as the preferred partner for the St Joseph's College Gregory Terrace BYOD program. We look forward to working with the staff and families involved with this program which leads the way for the use of technology in the classroom.

YOUR DEVICE OPTIONS

Datacom in conjunction with St Joseph's College Gregory Terrace has worked very hard to ensure that we supply devices designed to provide students with the best access possible to learning. We have selected a range of laptops to provide the students with a choice of devices that will enable them to truly succeed.

YOUR PORTAL

Datacom has a dedicated on-line ordering system that has been made available for this program. It is called the Datacom e-Commerce portal and will allow you to order your laptop at any time. This system has been customised for St Joseph's College Gregory Terrace and is online 24 hours a day, 7 days a week for your convenience. To access the website, please go to the following link:

<http://myschoolshop-qld.datacom.com.au/terrace>



Terrace BYOD Portal



HOME



YOUR COVER

At school, on the way to school and during normal day to day use your device may be at risk. Datacom have partnered this year with Protecsure who offer insurance for laptops to help manage the risks. You will be able to select options to cover the device from fire and theft.

SUMMARY OF COVER

- Equipment is covered against fire as long as there is a single identifiable incident (no other accidental damage is covered)
- Cover if the equipment is stolen from home or the school or an organised school event.
- There does not need to be forcible or violent entry
- Cover if the equipment is stolen in transit between the school and home as long as it is supervised by the user or a responsible adult
- Cover if left on a mode of public transport
- Overseas cover for up to 28 days anyone trip
- Full consumer legislation protection
- Excess \$150

Protecsure will also offer accidental damage protection on Apple products. Protecsure products can be purchased from the Datacom portal.



YOUR DELIVERY

Delivery of your device will be made to your home or work address as specified in your delivery instructions. Alternatively you can pick up from our warehouse provided that you have arranged this with Datacom beforehand. Star Track Express will be used for delivery of any purchases made from our BYOD portal. Should you not be available to receive your parcel, it will be taken back to the courier depot to arrange redelivery or collection. We will be using our tracking system to ensure we know where your laptop is every step of the way. Should you have questions regarding the delivery of your laptop, please send us an email and we will be able to answer your question.

Orders placed before 30 November will be delivered before Christmas. Any orders placed after this date may not be delivered in time and could be delivered in January.

ACCESSORIES

We have provided a range of accessories that you can purchase for your devices. All accessories and options will be listed on the ordering portal for quick and easy selection. We will deliver any extra accessories with your device on the scheduled delivery date.

PAYMENT METHODS

We realise your time is limited, and that you need to quickly and easily pay for your device in the method that suits you best. This year we will be offering four different methods of payment. Please note that payment **must** be made before goods can be sent. Once we have received your payment, we will notify you by email. If you are not notified of your payment within 3 business days, please send an email to terrace@datacom.com.au and we will follow up for you as quickly as possible.

BANK DEPOSIT

If you would like to make your payment by bank deposit, please use the following details:

Bank: Citibank
Acct Name: Datacom Systems QLD
BSB: 242-000
Acct Number: 230273006
Reference #: *Your order number*

CREDIT CARD

If you would like to make your payment by credit card you can enter your Visa or MasterCard details into the system. The payment will instantly be securely processed and is the fastest way to pay for your order.

CHEQUE/MONEY ORDER

We welcome payment by cheque or money order. Please allow 7 working days for your payment to reach us and clear before your payment is marked as received. When you are ready, mail your cheque to the following address made out to:

To: Datacom Systems (QLD) Pty Ltd
Amount: As per your total including GST
PO Box: 3291 South Brisbane QLD 4101

Please note that we will not be able to give you your laptop if you visit our office without prior arrangement. Should you need to correspond with Datacom then the fastest response can be obtained by sending an email to terrace@datacom.com.au. This address is monitored by a number of people and enables us to ensure that we are able to respond to you within a timely manner.

HOW TO ORDER

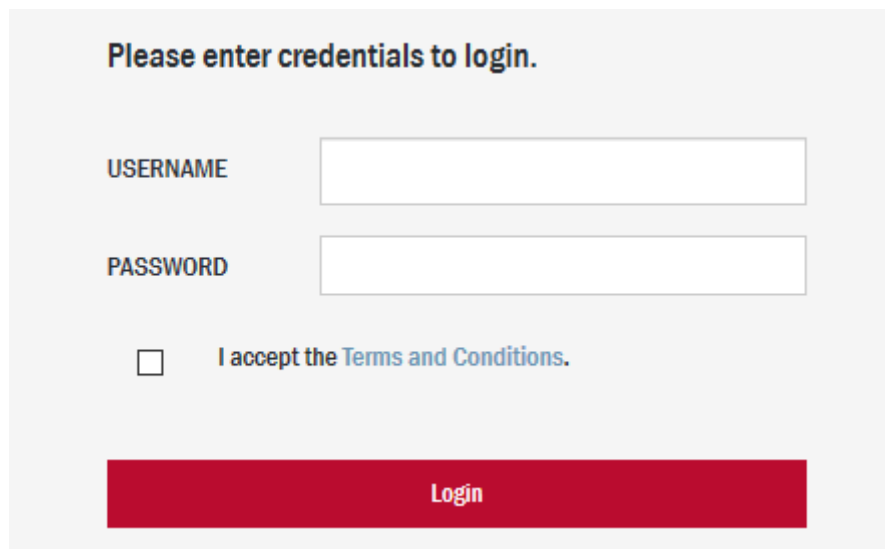
STEP ONE

To begin, you must open a new web browser window on your computer. Once ready, please type into the address bar <http://myschoolshop-qld.datacom.com.au/terrace>

You will now need to log in to the shop to begin seeing the available products. To do this, scroll down until you can see the text fields where you can enter the Username & Password.

The details need to be entered as below, and are case sensitive:

Username: terrace
Password: Gregory1



Please enter credentials to login.

USERNAME

PASSWORD

I accept the [Terms and Conditions](#).

Login

Once you have entered the details, tick “I accept the Terms and Conditions” and click log in. You can view the terms and conditions by clicking the link. You will then be presented with the products being offered under the St Joseph’s College – Gregory Terrace BYOD program.

STEP TWO

Once you have logged in successfully, you will be presented with some information, as well as a number of tabs. This will allow you to browse the products that are on offer as a part of this program. There are six vendors that have been chosen to work with this program. These include HP Inc, Lenovo, Microsoft & Apple. You can click the headings to show the available options. To see further details about a particular product, click the image or text of the product you would like to explore.

STEP THREE

Once you have reviewed the products and have made a decision, select the quantity and click **“Add to Shopping Cart”**. You can alter the quantity at any stage until the transaction has been completed. Recommended accessories will be shown down the right hand side and can be added to your cart from this screen.

[← Back](#)



Surface Pro 256GB i5 8GB + Type Cover Black + Surface Pen

Vendor Code

GXR-00014-BLACK

-

1

+


ADD TO SHOPPING CART

PRINT PREVIEW

To proceed to the checkout, scroll to the top of the page and click on the basket which will list the number of items that have been added. Alternatively, you can continue to shop before proceeding to the checkout. The products you have already added will be saved to the cart until you log out.

Portal



 1 item

pe Cover Black + Surface Pen

:K

PRINT PREVIEW



SURFACE PRO 256GB ✕

I5 8GB + TYPE COVER

BLACK + SURFACE

PEN

1 \$1,975.79

Sub Total Ex GST \$1,796.17

GST \$179.62

Shopping Cart Total \$1,975.79

Inc GST

VIEW CART

CHECKOUT

STEP FOUR

After clicking **“Checkout”**, you will be presented with the finalised Shopping Cart. At this point you can choose to delete, change quantities or add recommended items. To proceed, scroll down to the bottom of the page and click **“Place Order”**.

Shopping Cart

	Product Name	Qty	Price Ex GST	Total Ex GST
	Surface Pro 256GB i5 8GB + Type Cover Black + Surface Pen	<input type="text" value="1"/>	\$1,796.17	\$1,796.17
	MICROSOFT SURFACE PRO - TOTAL 3YR EHS (RTB) WTY UPGRADE	<input type="text" value="1"/>	\$75.23	\$75.23
	STM DUX CASE (MS SURFACE PRO) - BLACK	<input type="text" value="1"/>	\$55.00	\$55.00
	13.3IN TANC 5.0 CASE	<input type="text" value="1"/>	\$71.11	\$71.11
Sub Total Ex GST				\$1,997.51
GST				\$199.75
Shopping Cart Total Inc GST				\$2,197.26

Also Recommended

	13in DUAL PURPOSE HARDSIDED SLIPCASE	\$45.22	
	LoJack Anti Theft Solution 3 Year	\$93.86	
	Microsoft Surface Dock	\$236.41	

STEP FIVE

You are now at the final stage of the checkout. You will now be able to enter the following details to place your order with Datacom. Please enter your student’s name and a 6 digit pin number to identify your order. This will allow you to view the status of your order as well as make enquiries with us should you wish to track it, find out the status or ask a question.

Order Details <input type="text" value="Student Name"/> <input type="text" value="John Smith"/> <input type="text" value="Order Pin"/> <input type="text" value="*****"/> <input type="text" value="Order Pin Confirm"/> <input type="text" value="*****"/>	Contact Details <input type="text" value="Contact Name"/> <input type="text" value="John's Device"/> <input type="text" value="Phone"/> <input type="text" value="07 3842 8888"/> <input type="text" value="Email"/> <input type="text" value="terrace@datacom.com.au"/>
Delivery Details <input type="text" value="Ship to"/> <input type="text" value="Deliver to your address"/>	Payment Details <input type="text" value="Payment method"/> <input type="text" value="select..."/> <div style="border: 1px solid black; padding: 2px;"> <input type="text" value="+ select..."/> <input type="text" value="+ select..."/> <input type="text" value="Visa"/> <input type="text" value="MasterCard"/> <input type="text" value="Flexirect"/> <input type="text" value="Direct Deposit"/> </div>
Custom Delivery Address <input type="text" value="Address"/> <input type="text" value="501 Ann Street"/> <input type="text" value="City"/> <input type="text" value="Fortitude Valley"/> <input type="text" value="State"/> <input type="text" value="QLD"/> <input type="text" value="Postcode"/> <input type="text" value="4006"/> <input type="text" value="Country"/> <input type="text" value="AUSTRALIA"/>	

STEP SIX

Please enter your delivery address by clicking the drop down menu and selecting **“Deliver to your address”**.

STEP SEVEN

You will now be presented with a final confirmation of your order. You will see the payment details at the bottom of the page. This is the last chance to make any changes to your order. If you are happy to proceed, click **“Place Order”** at the bottom. Your order will be now finalised and will be marked as Pending. You will be provided with an order number (eg: 392696). You can choose to email yourself a copy of the order confirmation, or click print preview to prepare to print the order confirmation. Your order is now complete and we will be in contact with you once we have received your payment and / or have completed processing your order.

Order Number 392696

SEARCH ORDER

BACK TO ORDERS
EMAIL CONFIRMATION
PRINT PREVIEW

Order Details

Order Status	Pending
Ordered By	John's Device on 06-Sep-2017 at 18:48
From Website	https://myschoolshop-qlld.datacom.com.au:443/terrace
Payment Method	Direct Deposit

Delivery

Delivery For	John's Device
Deliver To	-
	501 Ann Street Fortitude Valley QLD 4006 AUSTRALIA
Delivery Phone	07 3842 8888

Vendor Code	Product Code	Product Name	Qty	Price Ex GST	Total Ex GST
GXR - 00014 - BLACK	GXR-00014-BLACK	MICROSOFT EDU SURFACE PRO 5 CORE I5 - 7300U, 12.3", 8GB, 256G	1	\$1,796.17	\$1,796.17
A9W - 00011	A9W-00011	MICROSOFT SURFACE PRO - TOTAL 3YR EHS (RTB) WTY UPGRADE	1	\$75.23	\$75.23
STM - 222 - 103L - 01	STM-222-103L-01	STM DUX CASE (MS SURFACE PRO 4) - BLACK	1	\$55.00	\$55.00
TBT25102AU	3003657	13.3IN TANC 5.0 CASE	1	\$71.11	\$71.11
Sub Total Ex GST					\$1,997.51
Total Ex GST					\$1,997.51
GST					\$199.75

CONTACTING DATACOM AND TRACKING YOUR ORDER

At any time you can use the below contact details to reach our friendly Brisbane team, or alternatively you can look your order up online using your student's name and the PIN created earlier. To start tracking your order online, log into the portal then click "MY ORDERS" in the main menu bar. It will prompt you for the student name and the 6 digit PIN.

HOME MY ORDERS LOG OUT 0 Item(s)

Orders

SEARCH ORDER Open Orders Completed

Order No	PO Ref	Created	Status	Amount Ex GST
392696	BYOD 392696	06-Sep-2017	Pending	\$1,997.51

Showing orders 1 - 1 of 1 Page: 1

Brisbane Office Telephone: 07 3842 8888
Brisbane Office Facsimile: 07 3842 8899
Terrace BYOD Email: terrace@datacom.com.au
Brisbane Warehouse:

Datacom Systems Pty Ltd
Unit 3, Lot 5
457-459 Tufnell Road
BANYO QLD 4014

Thank you for choosing Datacom and we look forward to working with you