Bringing the Branch to you 24/7

on2Site

DOWNLOAD THE on2Site APP

Download the on2Site app on your smartphone or tablet

Available on the App Store

ANDROID APP ON Google play

🔍 Search on2Site in your app store

- *Before you download the app, register for on2site at www.jarussell.co.nz*

Product Search

🔍 Search

Browse the **shop** to get product information, pricing, stock availability at any branch and access to SDocs.

Search for products by entering the product code, key words or using the on2Site app **scan a barcode** function.

🔍 Search part number or keyword...

TIP!
Turn your phone into a barcode reader

Shop

Product Range

Have your order delivered or 'click & collect' and have it ready for pick up at any of our branches.

Manage multiple carts for multiple jobs.

- Click on default cart.
- Add a new cart.
- Switch between carts by selecting the cart you wish to shop with.

Quotes

Quotes

There are many features with the on2site quoting platform. These features will assist you in pricing your jobs as well as keeping track of them. Features include:

- Accept a branch quote by turning it into an order.
- Create your own quotes.
- Quote your customer using our 'mark-up' engine.
- Add your own items to your quote e.g. labour.
- Create templates for jobs that you quote regularly.

Catalogues

Catalogue

A personalised product catalogue has been created for you based on your previous purchases. With this you can:

- Download the file and import it into your job costing system.
- Download as a PDF complete with product images.
- Add and remove products if you wish.

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Register

Register

Account

Add A New User

- Go to *www.jarussell.co.nz*
- Click **register** in the centre of the page.
- If you are the business owner or administrator, you will need a copy of your J. A. Russell Ltd statement.
- Enter your account information as instructed.
- You will be sent a verification email. Once you accept this you are ready to go.

Once registered as the administrator you can manage other employee's access to the account. If you are an employee you can also self-register. Your request for access will need to be approved by your company's administrator.

Integrate

Set up to have your invoices, quotes, price books and statements automatically sent to you.

Integrate

- Select the file type & format you would like to receive your documents in.
- Select the frequency you would like to receive your documents.
- Integrate your job management software or accounting package with on2Site.
- Check or update your email address in account, update account details.

Account

Update Account Details

Find Invoices & Statements

Search and find invoices and statements that have been created in the last 13 months.

Invoice & Statement

- Search by invoice number or your order number/reference.
- Download invoices in various formats.
- Multi-tick feature allowing bulk printing or download.
- Buy the same items again by simply selecting Order Again from the action drop-down menu.

Order Again

0819

www.jarussell.co.nz

J. A. Russell Ltd
ELECTRICAL & DATA SUPPLIERS

Radcliffe ELECTRICAL