





Mobility Aids Australia

Independence Australia

TAC Web Portal

Prescriber | Client





Areas Covered in this Guide...

	Page
Mobility Aids Australia / Independence Australia Overview	3
Introduction	7
Key Features	8
Logging on / off	10
How to search	12
Navigation Panels / Hiring Equipment	13
How to start an order	15
How to review product categories	17
Viewing an individual product listing	18
How to add products to favourites folders	19
The checkout page	23
How to ship elsewhere	25
How to change current orders (delete, add more, change quantities)	26
How to view order confirmation details	27
How to view current order details	28
How to view historical order details	29
How to track order progress (status)	30
How to reorder	31
How to change contact details	32
How to change (reset) account passwords	33
How to review a product	34
How to ask a product question online	35
How to sign up for an e-newsletter	36
How to report a online problem	37
Key Contacts listing	38







Mobility Aids Australia

A DIVISION OF INDEPENDENCE AUSTRALIA

Proud providers for TAC, WorkSafe, SWEP, NDIS and DVA



The IA story ... MAA is a Division of IA

Independence Australia started 70 years ago from a cupboard at the Austin Hospital when a group of paraplegics pooled their resources together to serve their continence needs. It has since grown into multiple divisions of Health Solutions (HS), Community Solutions (CS), our Training arm, Field and of course Mobility Aids Australia (MAA).

HS covers products related to <u>continence</u>, <u>nutrition</u> and <u>wound care</u> areas and CS is supports the disability community through the provision of many services (including carers, respite care, counselling, supported accommodation, etc). As a **Social Enterprise**, our excess funds are funnelled back into assisting the disability sector – mainly through the CS team.

Mobility Aids Australia (MAA) has been in the business of helping people with their mobility and support needs for more than 30 years. About 5 years ago we became part of the IA family and also began operating as a **Social Enterprise organisation** – which is essentially a NFP.

This means that the excess funds produced from our product sales, services and equipment hire are fed back into the community supporting people with a disability.

A **double positive story!** We help people directly with our products **AND** also the general disability community through our Community Solutions arm.



Mobility Aids Australia...

One of the largest product ranges in the industry, including:

- An extensive range of scooters (portable to heavy duty)
- Manual and powered wheelchairs
- Electric lift & recline chairs
- Walking and bathroom aids
- Day chairs and nursing bed chairs
- Specialised bedding including electric beds
- Pressure care mattresses
- Pressure care cushions
- Patient lifters
- Portable ramps
- Daily living aids

What we offer:

- Knowledgeable, experienced, caring staff
- Comprehensive safety training and orientation of relevant equipment
- Free in-home 7-day product trials*
- •14-day money back guarantee
- Qualified technicians and a fully fitted service centre for customisation of equipment as well as standard servicing and repairs
- Mobile service vans and technicians
- Comprehensive rental product range
- •TAC, WorkSafe, NDIS and DVA suppliers





Service and Support...



Mobility Aids Australia
Unit 1/820 Princes Hwy, Springvale, Vic. 3171

On-site or in our showroom

-

Mobile service technicians

+

Service workshop

Our reputation is built on our service and expertise and a focus on: Products and Service that are Fit for Purpose, Right First Time Approach and at the Best Possible Pricing.

Welcome!

The MAA TAC Portal; designed to offer a simple, intuitive and user-friendly web/ordering experience.

This 'guide' focuses on the key features of the Portal so you can get the most from your user experience.

<u>Please bookmark</u> the following site on your browser:



http://tac.mobilityaids.com.au





Key Features Include:

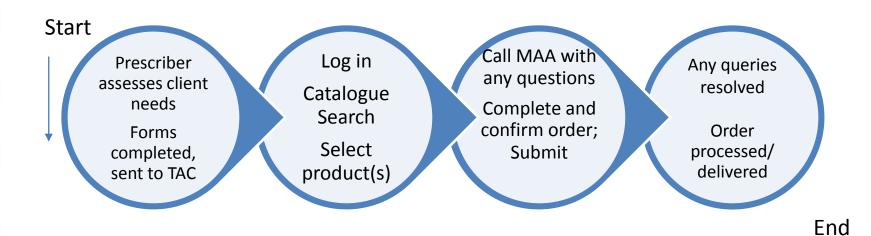
- Easy navigation using multiple menus across multiple pages
- Full catalogue search using product code, product name, manufacture name, etc.
- View product details/specs
- Review order status
- Easy re-ordering function
- Ability to view all orders and invoice history
- Favourites functionality create your own folders
- Instant order confirmations via email







Equipment Ordering Process - Summary







First time logging on / off

If you are logging in for the first time, you'll need to complete the registration form. This can be found in the footer of the landing page (after entering http://tac.mobilityaids.com.au into your browser).

See image of footer appearing on landing page below and link to TAC Registration Form.



Click here for registration form to complete

Complete the registration form that appears and submit. Approval should be within 24hrs.

This is a once-off step!









How to log on or off, if already registered

Go to the registration url – tac.mobilityaids.com.au

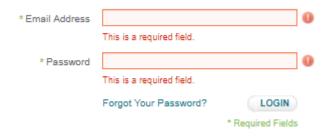
Click "Login" at top RH corner of page

| My sccount | ₩ My cart (0) ▼ | Checkout

Account Login

Log in using your email address and chosen password.

If you have an account with us, log in using your email address.



To log off click "Log Out" button located at top RH corner of page







Only an email address and password is required to log in each time (no account numbers to remember)



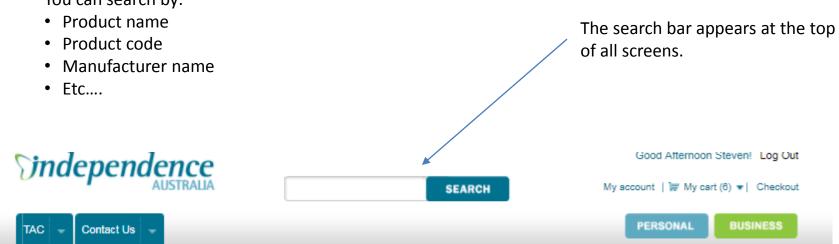
How to search

Go to the search bar at the top of the screen and type in what you are looking for! It's that simple.

The search function is comprehensive.

Remember though, that the broader your search term, the more results you'll get. Try to be as specific as you can to narrow the results.

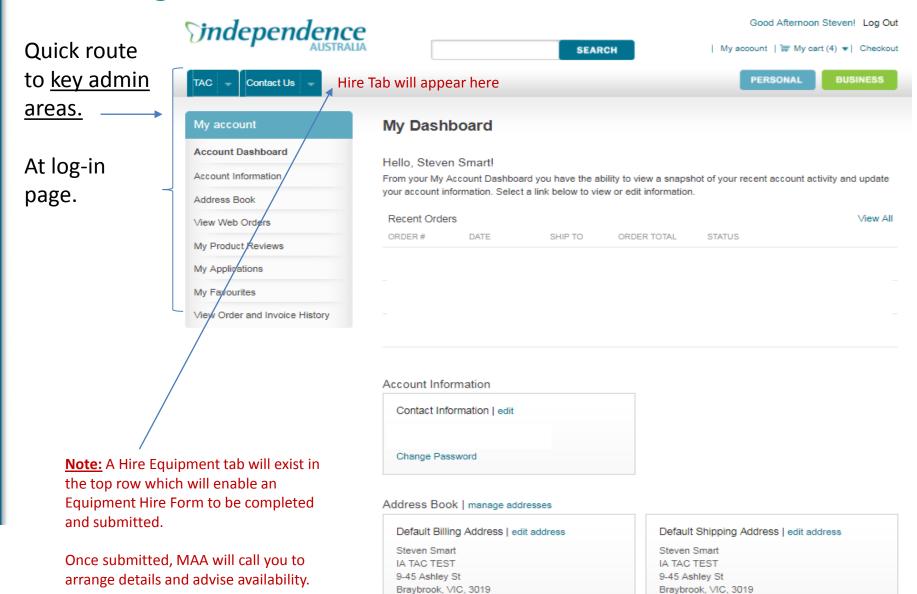
You can search by:







Navigation Panels



Australia

T: 1300788855

Australia

T: 1300788855



SEARCH

My account | ₩ My cart (..) ▼ | Checkout

Good Afternoon Steven! Log Out

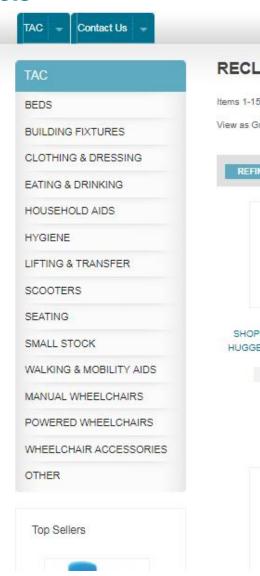
30 45 60

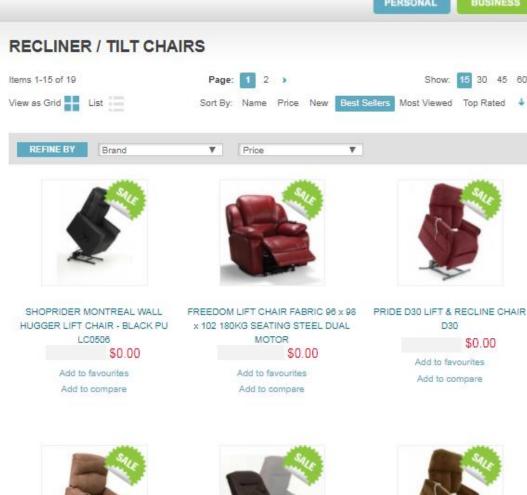
PERSONAL BUSINESS

Quick route to key <u>product</u> categories

Appears on each group product page

Note: The "Sale" flash signs appears by default for each listing. Please ignore.







D30

Add to favourites

Add to compare

\$0.00

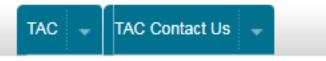




How to start an order

Step 1.

Search for items under main product category tab (hover mouse over TAC)
Contains all product categories



OR

Search by entering a product code or keyword in search toolbar



Step 2. Select an item by clicking its product photo or details

Step 3. Confirm unit quantity

Step 4. Click green ADD TO CART button

Step 5. You will be taken to your Shopping Cart summary, click CONTINUE SHOPPING button to add other items to your order

ADD TO CART

CONTINUE SHOPPING

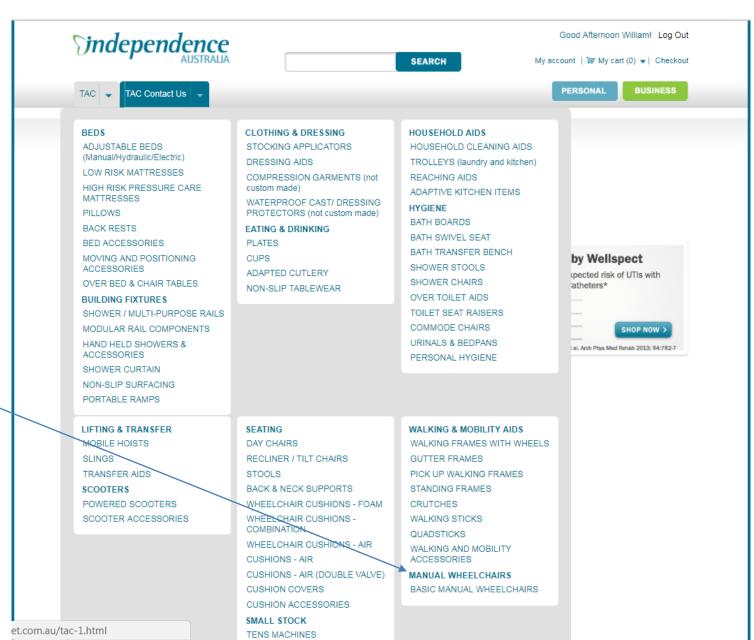




How to view product categories

Hover your mouse over TAC tab

(click desired category... e.g. Manual wheelchairs)





Viewing an individual product listing

General search results:

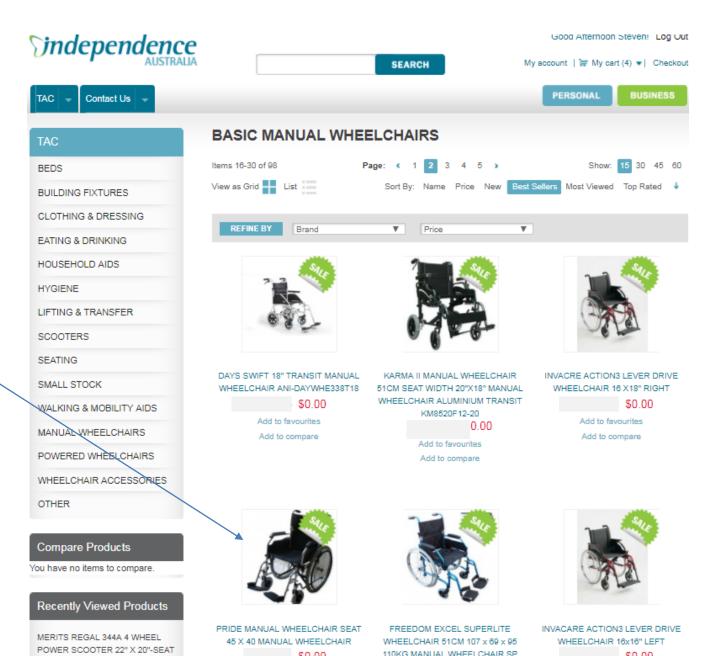
(e.g. Manual wheelchairs)

Click a product to view individual product details

Note:

All prices shown as \$0. Only TAC staff will see contract pricing.

152 x 71 x 135cm 227KG



\$0.00

\$0.00

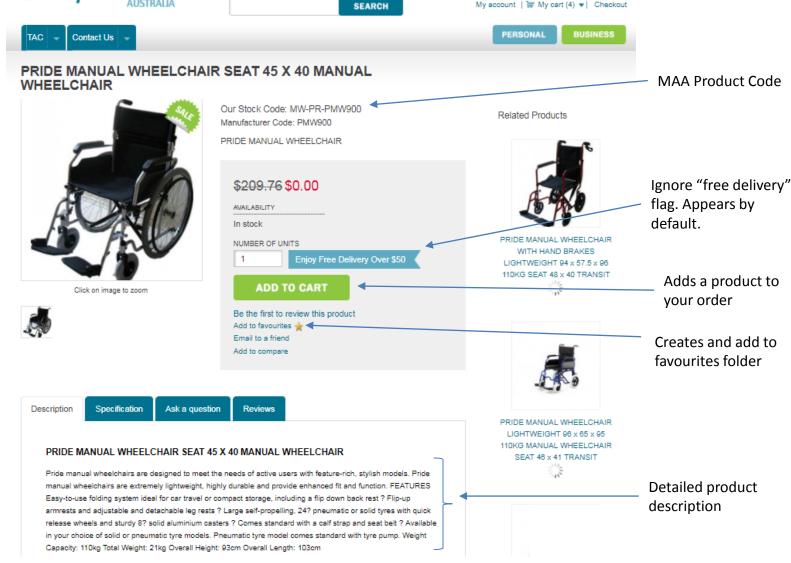




Good Afternoon Steven! Log Out

My account | 1 My cart (4) ▼ | Checkout

Detailed product listing:







How to add products to favourite folders

Step 1

Click "Add to favourites" link found at bottom of every product summary description while in search mode



SHOPRIDER 778HD 3-WHEEL ELECTRIC MOBIITY SCOOTER (INCLUDES BATTERIES) LARGE 48 x 51 182KG SCOOTERS VINYL 60 / 69 SEAT RED 129 TURN RADIUS CM 778HD

Add to favourites
Add to compare

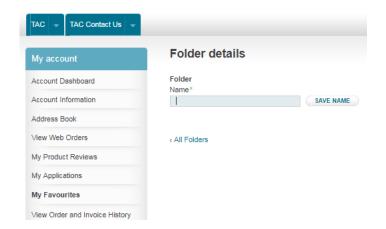
OR

Click "Add to favourites" link found in every full product description ————



Step 2

You will be prompted to create a new folder name, or save favourites item into an existing folder



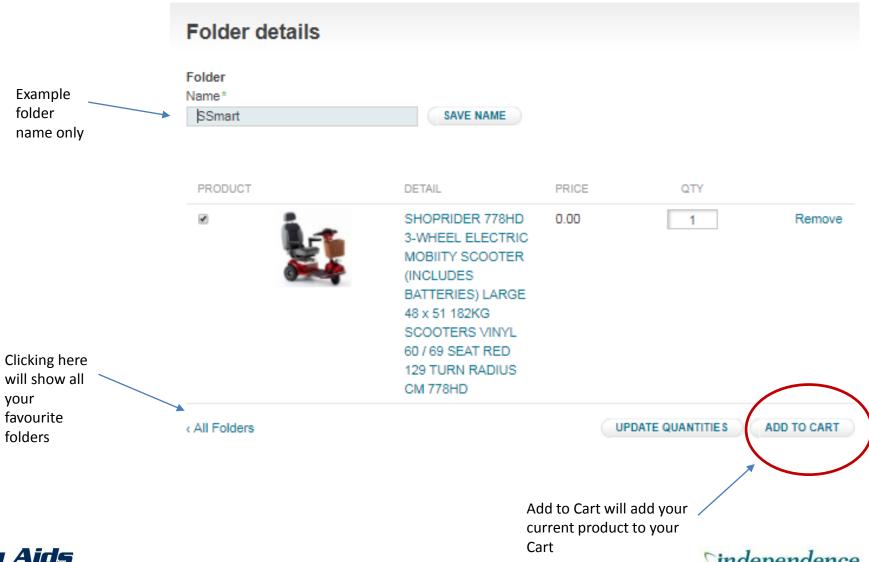


If you order the same item regularly, set up favourite items folder to allow you to add orders to the 'cart' with one click.



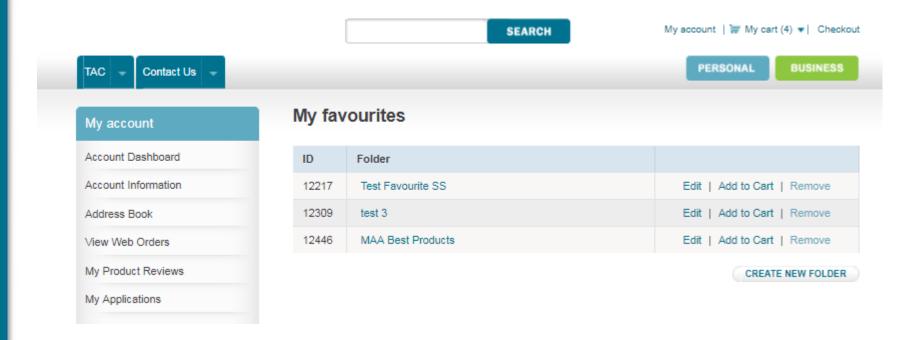


The created favourites folder contains the selected product. From here you can 'Add to Cart'.





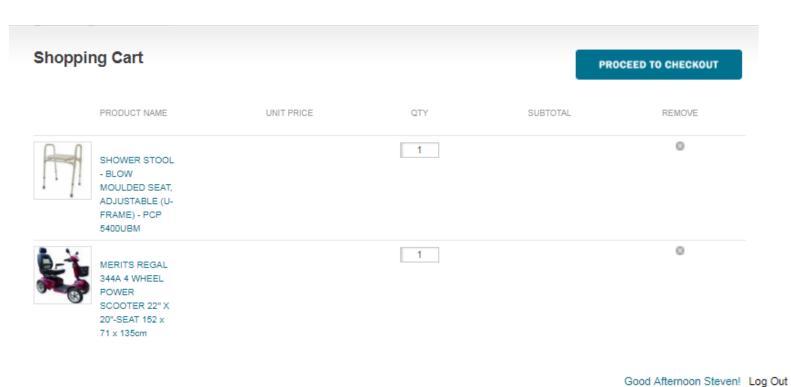
Clicking 'All Folders' (previous page screenshot), will show this page. You can edit/delete/add all items within a folder, to your cart. You can even create new folders from this page.







At shopping cart, review your order/selection, click on Proceed to Checkout.



Alternatively you can click on 'Checkout' in the top RH corner of any screen.

Similarly, you can also view your cart by clicking on 'My Cart' in the same area.

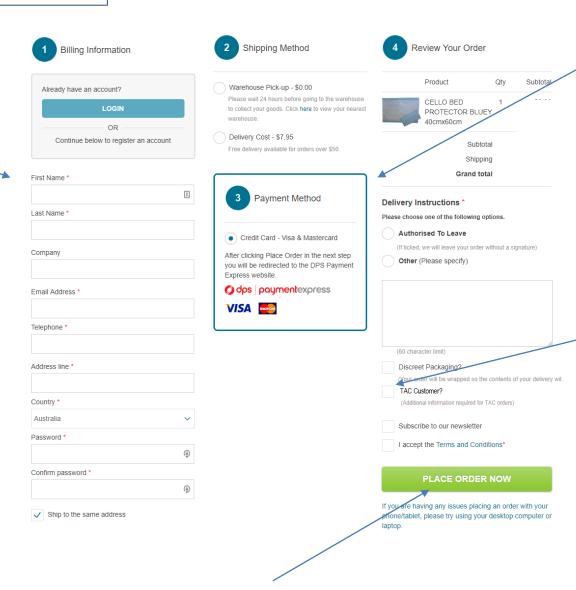






Checkout page:

Nominate/ enter client address in this section



Ignore references to payment methods

Make sure you tick the TAC Customer checkbox. This will enable you to enter relevant information (see next page):

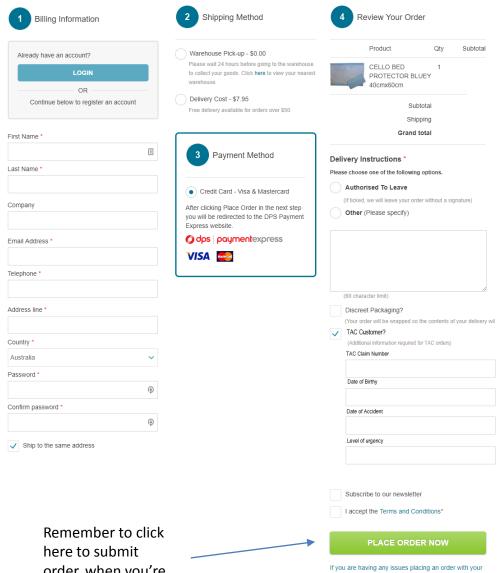
- Claim #
- Accident date
- Date of Birth
- Urgency level (if known)

Remember to click here when happy with order and all details are correct.





Checkout page:



Enter client info in respective sections:

- Claim #
- Accident date
- Date of birth
- **Urgency level** (if known)



order, when you're happy with all

details



phone/tablet, please try using your desktop computer or



How to ship elsewhere

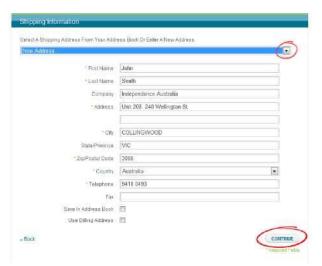
Step 1. At any time, click blue "Checkout" link at top RHS corner of any page

I My account I My cart (1) I Checkout

Step 2. Under "Billing Information" select "Ship to Different Address" and click white "CONTINUE" button



Step 3. Under "Shipping Information" select "New Address" in drop down box and input new address

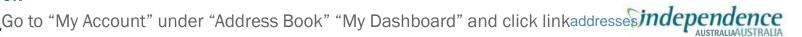




Select Save In Address Book tick box to avoid retyping address again in future orders.

Step 4. Click white CONTINUE button to accept changes





How to change current orders (delete, add more, change quantities)

If you've submitted an order and you wish to update or cancel an order, it is best to contact Mobility Aids Australia directly.

This is because your order may have already started to be processed and to avoid order duplication, unnecessary work or incorrect deliveries.

Please contact us on:

e. tac@mobilityaids.com.au

P. 1800 625 530

Please have details of your order available for reference. Thank you.





How to view order confirmation details

Immediately after placing an order, follow onscreen prompt *Click here* to print a copy of your order confirmation⁷

Your order has been received

Thank you for your purchase!

Your order# is: 100000XXX.

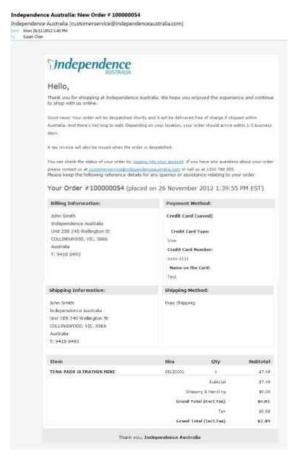
You will receive an order confirmation email with details of your order and a link to track its progress.

Click here to print a copy of your order confirmation

OR

Check nominated email account for order confirmation details. You nominated email account is the one you signed in with.

Your confirmation email will look like this:

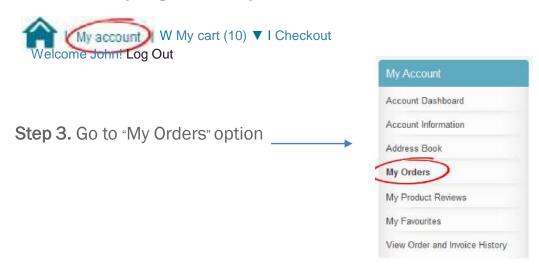




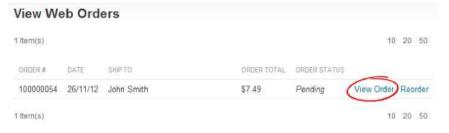
How to view current order details

Step 1. Log in as a registered user

Step 2. Click blue "My Account" link at top RH corner of any page. Clicking My Account is the fastest way to get back to your 'home screen' of the Portal.



Step 4. Click blue "View Order" link to see full order details





12 months of order history will be available online. You'll onlybe able to see orders made online.



How to view historical order details

Step 1. Log in as a registered user

Step 2. Click blue "My Account" link at top RHS corner of any page

My Account My cart (0) Checkout

Step 3. Go to "View Order and Invoice History" option



Step 4. Select an order to see full order details

Item(s)					10	20	50
COMPANY ORDER #	ORDER#	ORDER STATUS	ORDER DATE	ORDER TOTAL	INVOICE NUMBERS		
4535774	100000057	On Backorder	27/11/12	\$2.39			





How to track order progress (status)

Step 1.

Click blue "My Account" link at top RHS corner of any page



Step 2.

Go to "Account Dashboard "option



Step 3.

Under "Recent Orders" see "Status" column.





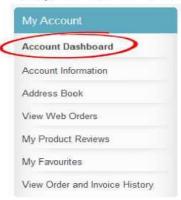


How to reorder

- Step 1. Log in as a registered user
- Step 2. Click blue "My Account" link at top RH corner of any page



Step 3. Go to "Account Dashboard" option



Step 4. Under "Recent Orders" click blue "Reorder" link



- Step 5. Product for reorder will be added to current shopping cart
- Step 6. Follow process to complete order and check out (step 8 and 9)



How to change contact details

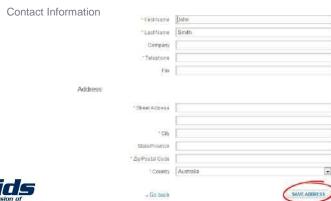
- Step 1. Log in as a registered user
- Step 2. Click blue My Account link at top RH corner of any page

My Account My cart (0) I Checkout

Step 3. Go to "Address Book" option



Step 4. Under Add New Address update details and click SAVE ADDRESS button to capture changes Add New Address







How to change (reset) account passwords

Step 1. Log in as a registered user

Step 2. Click blue "My Account" link at top RH corner of any page

My Account | ' My cart (0) I Checkout

Step 3. Select "Change Password " tick box

Edit Account Information

Account Information

First Name
John
Last Name
Smith
Femail Address
John.smith@independenceaustralia.com
Change Password

Step 4. Enter your current and new password and click white "SAVE" button to capture changes

Change Password







How to review a product

Step 1.

Click "Be the first to review this product " or "Review this product" link in any full product description



ADD TO CART

Se the first to review this product
Add to favourites
Email to a friend
Add to compare

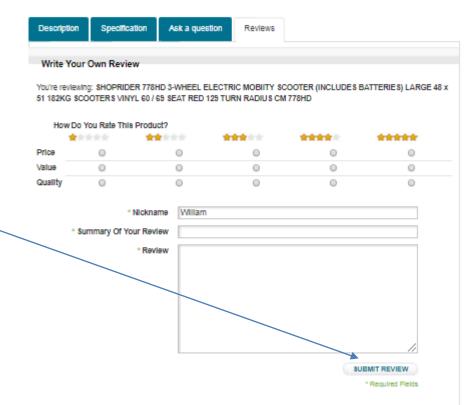
OR

Click blue Reviews tab at the bottom of any full product description

Step 2.

Rate and review product and click white SUBMIT REVIEW button

All reviews will be submitted to Independence Australia (MAA) for moderation





Go to My Account and under My Product Reviews you can see a summary of every review you have submitted.

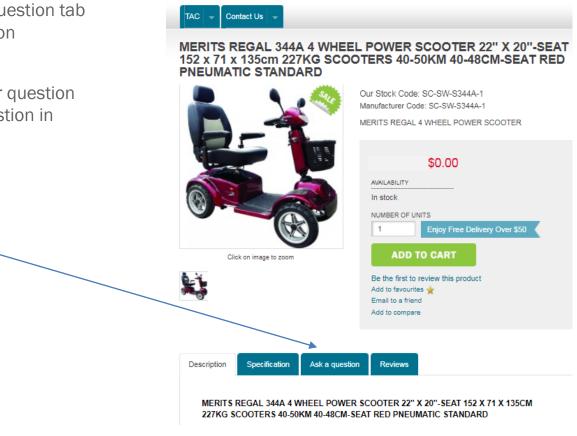




How to ask a product question online

Step 1. Select a product and click Ask a question tab at the bottom of any full product description

Step 2. Enter your details, choose whether question visibility is public or private, type your question in the field, and click SUBMIT QUESTION







How to sign up for e-newsletter

Signing up is a great way to hear about the latest products or market advances.

You can opt in by ticking the check box for "Sign Up for Newsletter" when you create an account or enter your Name and Email address and click "SIGN UP" button at the bottom of most pages.

Your contact details will remain safe and will never be shared with any third party. We value our privacy as much as you do!



Sign up for our email newsletter to receive the latest updates and exclusive deals directly to your inbox!

Name	Email
------	-------

SIGN UP





How to report an online problem

Issues with the online store or general TAC related questions:

e. tac@mobilityaids.com.au

P. 1800 625 530

Operational – Mobility and supporting products associated with the TAC contract, orders, deliveries, questions.

Or

P. 1300 793 133

Key Accounts Group

(continence, wound care, nutrition))

Remember you can always talk to us at Mobility Aids Australia during normal business hours (M-F 0830-1700 hrs and Sat 0900-1300 hrs) if you should have any equipment related questions. We'll always do our best to support you. (For Emergency Out of Hours **Service**, call: 1800 765 833).





MAA contact details:

TAC | WorkSafe | Mobility Aids Australia Key Contacts

Who		Contact Number Business Hours (8:30am - 5pm M-F)		
General Enquiries	info@	1800 625 530		
General Fax			03 9546 7744	
TAC Orders/Enquiries	TAC(1800 625 530		
WorkSafe Orders/Enquiries	WorkSa	1800 625 530		
TAC/WorkSafe/MAA		Outside Business Hours Only Service/Repairs - Contact Number 1800 765 833		
MAA Key Contacts	Title	Email address	Contact Number Business Hours (8:30am - 5pm M-F)	
Steven Smart	Sales Operations Manager	StevenSmart@mobilityaids.com.au	0402 421 797 Or 1800 625 530	
Nathalie Vinaccia	Service Coordinator			
Debbie Forkgen	Sales Support Officer			
Hanady Habboucheh	Sales Consultant	info@mobilityaids.com.au	1800 625 530	
Shaun Kannemeyer	Senior Sales Consultant			
Andrew Richardson	Sales Consultant			
Boyd Tolley	Business Development Manager	BoydTolley@mobilityaids.com.au	0401 584 977	
Independence Austra Continence, Wound Care, I			1300 793 133	



Vers; Feb 2013







Mobility Aids Australia

Independence Australia

TAC Web Portal

Prescriber | Client



