

KDA's COSTAR STORE

User Guide

A walk-through guide for browsing products, requesting quotes, placing orders, and managing account details in the COSTAR Store.

Purpose	Help users shop for IT products and services in the branded online store.
Primary tasks	Log in, search products, build a cart, save or accept quotes, track orders, and update account details.

Prepared for KDA Tech Solutions

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Quick Start

#	What to do
1	Open the COSTAR Store link provided by KDA Tech Solutions.
2	Log in when you need accurate pricing, to accept a quote, or to place an order.
3	Use the menu, search bar, filters, and sorting controls to find the products you need.
4	Add products to your cart, continue shopping if needed, then choose checkout or save as a quote.
5	Use My Account to review saved quotes, track orders, reset your password, or update account details.

Important

You can browse the online store at any time, but you must be logged in to see accurate pricing, accept a quote, and place an order.



1. Getting Started and Account Access

The COSTAR Store is your organization-specific online portal for IT products and services. It is customized by KDA Tech Solutions with recommended products and services for your environment.

How to log in

- Use the invitation email sent by KDA Tech Solutions to access the COSTAR Store.
- Follow the link in the email to create your password.
- Keep your password private. KDA Tech Solutions cannot view your password.
- If additional staff members need access, contact KDA Tech Solutions for support.

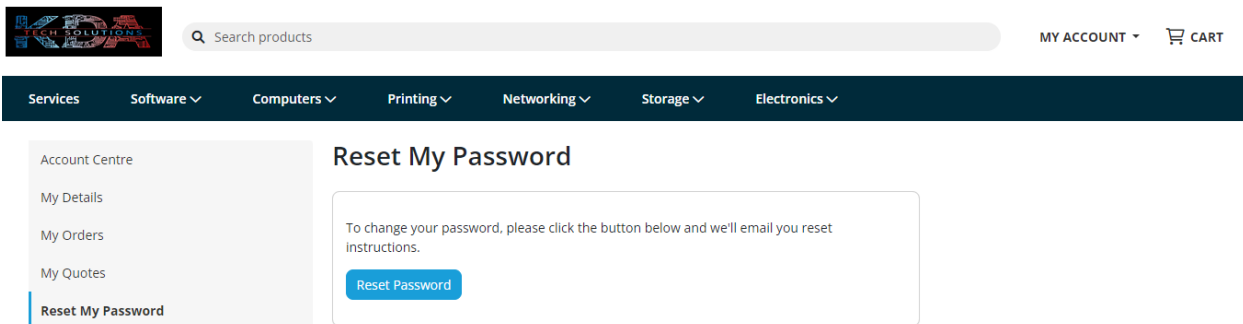
Session note

After you log in, the COSTAR Store keeps you signed in on the current device until you manually log out.

2. Resetting Your Password

Use the Account Centre to change your password when you can still access your account, or use the login page to reset it if you forgot it.

#	Password reset process
1	From the store header, select My Account > Account Centre > Reset My Password.
2	Click Reset Password to receive reset instructions by email.
3	If you forgot your password, click Log In, enter your email address, select Next, then choose Forgot password.
4	Check your inbox for the password reset email and follow the link.



Reset My Password screen with KDA branding applied.

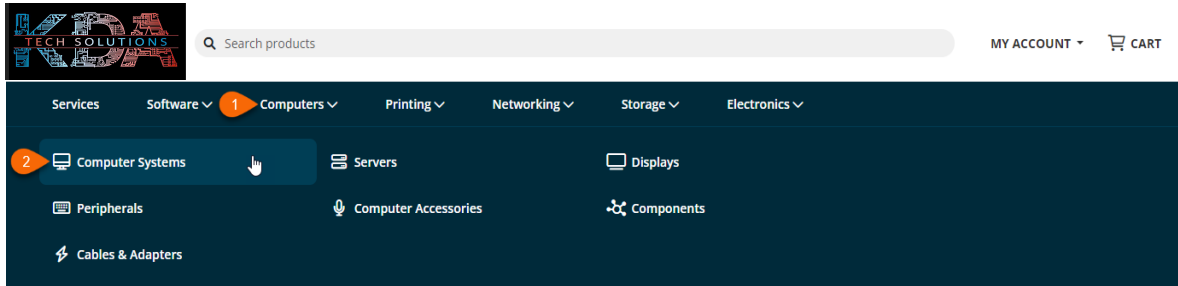


3. Searching and Filtering Products

There are three fast ways to find products: category menus, the product search bar, and the filters shown on product listing pages.

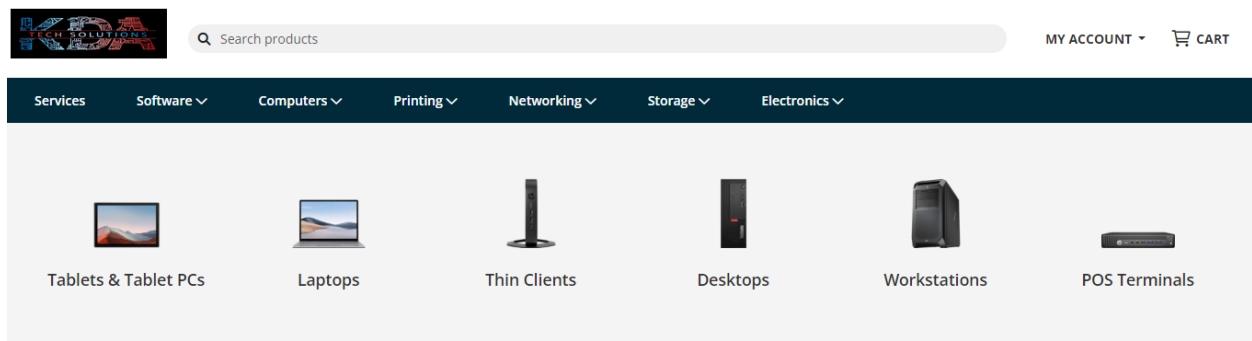
Browse by category

Start with a main category such as Computers, Printing, Networking, Storage, Electronics, Services, or Software. Then select the sub-category that best matches the equipment or service you need.



Use the product menu to move from a main category into a more specific sub-category.

After a category is selected, the page shows sub-categories and featured products. Select a sub-category to narrow the catalog further.



Featured Tablets & Tablet PCs

[View All >](#)



Category landing page with featured products.

Filter product results

Use product filters to focus the list based on the criteria that matter for your purchase, such as brand, price range, screen size, processor, memory, or storage.



Search products

MY ACCOUNT CART

- Services
- Software
- Computers
- Printing
- Networking
- Storage
- Electronics

Laptops

Brands	Price	Screen Size	Processor	Standard Memory	SSD
<input checked="" type="checkbox"/> Lenovo <input type="checkbox"/> HP <input type="checkbox"/> Dell <input type="checkbox"/> ASUS <input type="checkbox"/> MSI <input type="button" value="More"/>	<input type="checkbox"/> \$0 - \$1100 <input type="checkbox"/> \$1100 - \$1700 <input type="checkbox"/> \$1700 - \$2100 <input checked="" type="checkbox"/> \$2100 - \$2700 <input type="checkbox"/> \$2700+	<input type="checkbox"/> 14" <input type="checkbox"/> 15.6" <input type="checkbox"/> 13.3" <input type="checkbox"/> 16" <input type="checkbox"/> 11.6" <input type="button" value="More"/>	<input type="checkbox"/> Core i7 <input type="checkbox"/> Core i5 <input type="checkbox"/> Celeron <input type="checkbox"/> Ryzen 7 PRO <input type="checkbox"/> Ryzen 5 <input type="button" value="More"/>	<input type="checkbox"/> 16 GB <input type="checkbox"/> 8 GB <input type="checkbox"/> 32 GB <input type="checkbox"/> 4 GB <input type="checkbox"/> 12 GB <input type="button" value="More"/>	<input type="checkbox"/> 512 GB <input type="checkbox"/> 256 GB <input type="checkbox"/> 1 TB <input type="checkbox"/> 128 GB <input type="checkbox"/> 2 TB <input type="button" value="More"/>

showing 93 products In Stock All Stock Sort By Best Match Page 1 of 4 < Prev Next >

Lenovo ThinkPad X1 Carbon 8th Gen 20U90030US 14" Touchscreen Ultrabook - Full HD - 1920 x 1080 - Intel Core i7 10th	Copy of Lenovo ThinkPad X1 Carbon + SOE and monthly support	Lenovo ThinkPad X1 Carbon Gen 9 20XW001LAU 35.6 cm (14") Ultrabook - WUXGA - 1920 x 1200 - Intel Core i7 11th	Lenovo ThinkPad X1 Yoga Gen 6 20XY000UAU 35.6 cm (14") Touchscreen Convertible 2 in 1 Notebook - WUXGA -
\$2,259.00	\$2,600.00	\$2,424.00	\$2,459.00
<input type="button" value="Add to cart"/>	<input type="button" value="Add to cart"/>	<input type="button" value="Add to cart"/>	<input type="button" value="Add to cart"/>

Product filters and listing controls help narrow results quickly.

Use stock and sorting controls to view In Stock products or All Stock. Sort results by Best Match, Lowest Price, Highest Price, Newest, or Oldest.

showing 93 products In Stock All Stock Sort By Best Match Page 1 of 4 < Prev Next >

- Best Match
- Lowest Price
- Highest Price
- Newest
- Oldest

Sorting controls help organize product listings by price, recency, or match quality.

Can't find what you need?

Type part of the product name or description in the search bar, then press Enter to run a keyword search.



Search products

Use the search bar when you know part of the product name or description.



4. Choosing and Sharing Products

Some products may appear with a Recommended tag because KDA Tech Solutions has identified them as a good fit for your environment.

Recommended products display a tag like this: 

Open a product listing to review details

- Availability
- Detailed product information
- Photos that can be enlarged and browsed
- Specifications
- Related products and accessories

Product choice guidance

If you select a product outside the recommended range, KDA Tech Solutions can help validate your selection or suggest an appropriate alternative.

Share products with a colleague or with KDA Tech Solutions

To share a search result or product, copy the page address and paste it into an email or message. On a product page, you may also use the sharing tools below the product price.



Share icon

Open available share options.



Email icon

Send the product by email.



Print icon

Print product details.

5. Placing an Order

Use checkout when you are ready to purchase one or more products. Bulk pricing applies automatically when you adjust quantities in the cart.

#	Checkout steps
1	Open the product listing you want to purchase.
2	Select Add to cart.
3	Update the quantity if needed.
4	Select Continue Shopping if you need to add more products, or continue to checkout when ready.
5	Select Continue to Checkout.
6	Review your company account details and enter your Company PO number.
7	Enter a coupon code if one was provided by KDA Tech Solutions.
8	Select Continue to verify or change the delivery address.
9	Select the payment option and enter required payment details.
10	Review the Terms of Service. Open the full statement if needed.
11	Select Place Order to confirm the purchase.

Tip

To open the Terms of Service in a new tab, right-click the link and choose Open link in new tab, or hold Ctrl/Cmd while selecting the link.

6. Saving a Self-Quote

Use Save as Quote when you want to build a quote first instead of placing an order immediately.

#	Self-quote steps
1	Open a product listing.
2	Select Add to cart.
3	Adjust the quantity as needed.
4	Select Continue Shopping to add more products or browse related items.
5	When finished, select Save as Quote.
6	The COSTAR Store opens My Quotes.
7	Select Email Quote to send the quote to KDA Tech Solutions for approval.
8	After you and your account manager are satisfied with the quote, select Accept in the quote.





Search products

MY ACCOUNT CART

Services Software Computers Printing Networking Storage Electronics

Account Centre
My Details
My Orders
My Quotes
Reset My Password

My Quotes

Quote	Expiry	Total	
Quote Q10796	21 Feb 2023	\$469.59	View Quote Email Quote

My Quotes page for saved quotes and quote review.

7. Managing Quotes

Use the My Quotes page to review active quotes, confirm expiry dates, and manage quote actions.

- Select View Quote to open and review a quote.
- Use the Print icon to print the quote.
- Use the Chat icon to contact KDA Tech Solutions about the quote.
- Depending on quote settings, you may be able to select or deselect products or edit product quantities.
- Select Accept when you are ready to approve the quote.



8. Tracking Orders and Order History

Use My Orders to monitor order progress and retrieve order records.

#	Order tracking steps
1	From the store header, select My Account > My Orders.
2	Review each order status in the My Orders list.
3	If the order is on its way, select Track to follow delivery progress or obtain proof of delivery.
4	Select View Order to reprint a sales order or tax invoice and retrieve product serial numbers.

The screenshot displays the 'My Orders' section of the user interface. At the top, there is a search bar and navigation links for 'MY ACCOUNT' and 'CART'. Below this is a horizontal menu with categories: Services, Software, Computers, Printing, Networking, Storage, and Electronics. The main content area is titled 'My Orders' and features a table with the following data:

Order No	Date	Status	Total	View Order	Email Order
SO141373AIRMSP / PO9802098234	23 Jan 2023	Some Items Sent	\$17,211.41	View Order	Email Order
SO141342AIRMSP / PO92390234	09 Nov 2022	Track	\$19,524.75	View Order	Email Order
SO141341AIRMSP / PO90238234234	08 Nov 2022	In Progress	\$12,782.89	View Order	Email Order
SO141339AIRMSP / PO092310923	08 Nov 2022	Delivery 1 of 2	\$11,506.26	Track	View Order Email Order
		Delivery 2 of 2		Track	
SO141338AIRMSP / PO23029384	08 Nov 2022	Some Items Sent	\$766.50	View Order	Email Order
SO141260AIRMSP	29 Aug 2022	Track	\$2,290.55	View Order	Email Order
SO141259AIRMSP / PO34324324	29 Aug 2022	In Progress	\$13,531.75	View Order	Email Order
SO141258AIRMSP	29 Aug 2022	Received	\$20,487.14	View Order	Email Order

My Orders page showing order statuses, tracking links, and order history actions.

9. Updating Account Details

Use Account Centre to review and update contact information, billing information, and delivery addresses.

#	Account update steps
1	From the store header, select My Account > Account Centre.
2	Review the account summary.
3	Select Edit to update contact details, billing address, or delivery addresses.
4	Save changes before leaving the page.





Search products

MY ACCOUNT CART

Services Software Computers Printing Networking Storage Electronics

Account Centre

- My Details
- My Orders
- My Quotes
- Reset My Password

Hello Bill,

Welcome to your Account page at KDA Tech Solutions. This is the easy way to access your order history, quotes, print invoices, edit your address details and change your password.

Account Summary

Name	Bill Gaites
Email	bill@gaites.com
Company	Gaites Group

[Edit](#)

Account Centre page with KDA branding applied.

10. Tips and Support

- Use the category menu when you want to browse broadly.
- Use the search bar when you know part of the product name or description.
- Use filters to narrow a large product list quickly.
- Use Save as Quote when you need KDA Tech Solutions to review the selection before purchase.
- Use My Orders for tracking, proof of delivery, reprints, and serial numbers.
- Contact KDA Tech Solutions if you need additional user access, product validation, quote help, or order support.

Support

For questions about access, recommended products, quotes, approvals, or order tracking, contact KDA Tech Solutions.

Guide content adapted from the Kaseya Quote Manager Online Store instructions for organizations and rebranded for KDA Tech Solutions.

