ReportalData FAQ and Manual
ReportalData 用户指南

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Frequent asked question

1) Question : Why can't I choose a document to purchase?
   Answer : You must login with a valid user account in order to have check box enabled on each document for you to add to cart, and pay. Please refer to the Help file for more details.

2) Question : Why must I create a login account?
   Answer : This is to keep track of document purchased so that you can download the same document for free next time based on your login.

3) Question : Can I add documents from various searches, and pay one go?
   Answer : Yes.

4) Question : What payment methods are offered on this site?
   Answer : PayPal account, and credit card (visa, master)

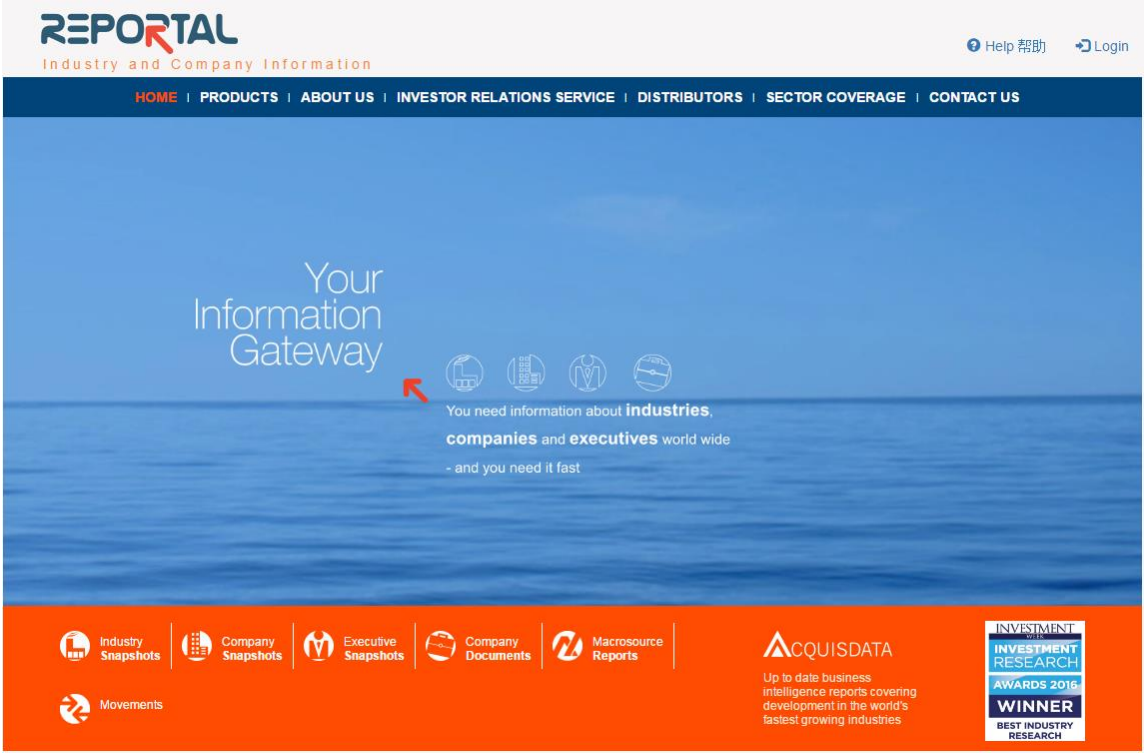
5) Question : How do I know whether the payment is successful?
   Answer : Follows step by step instruction from PayPal, and ReportalData site will be redirected for downloading upon the payment process is completed.

6) Question : How do I download document upon payment is successful?
   Answer : Click on document link on the Cart page for downloading. Please refer to the Help file for more details.

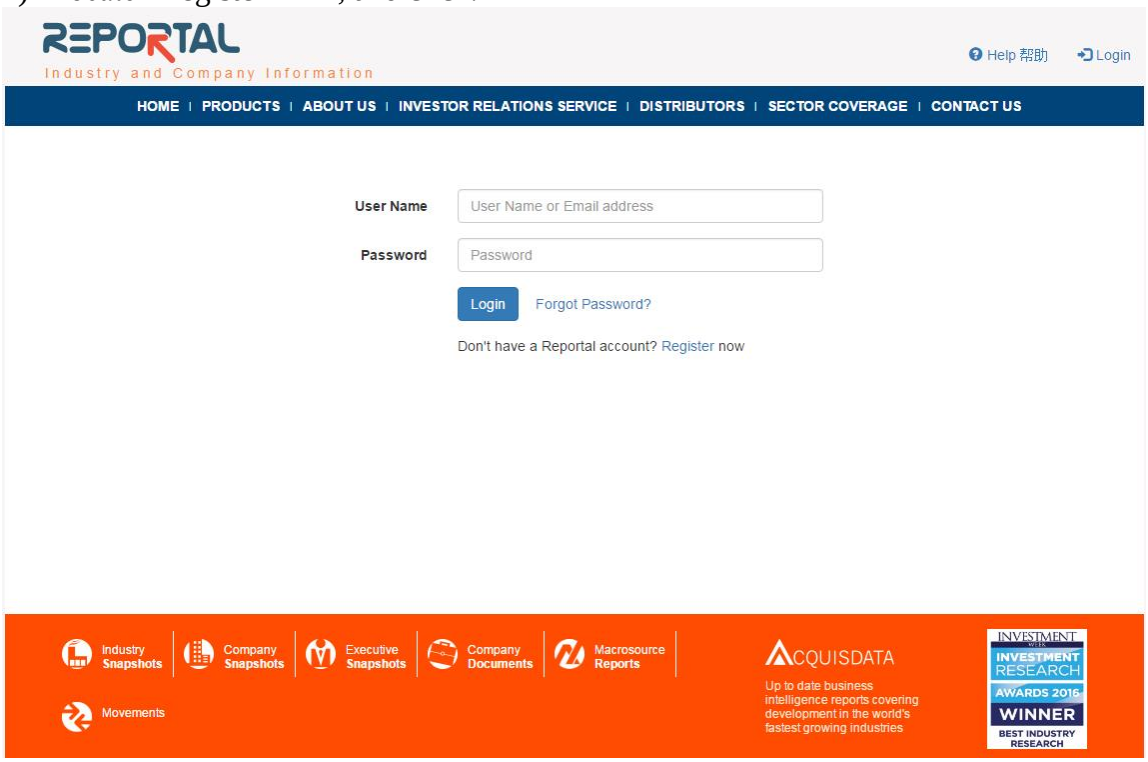
7) Question : Other questions?
   Answer : Write to James@acquisdata.com

How to register a new user?

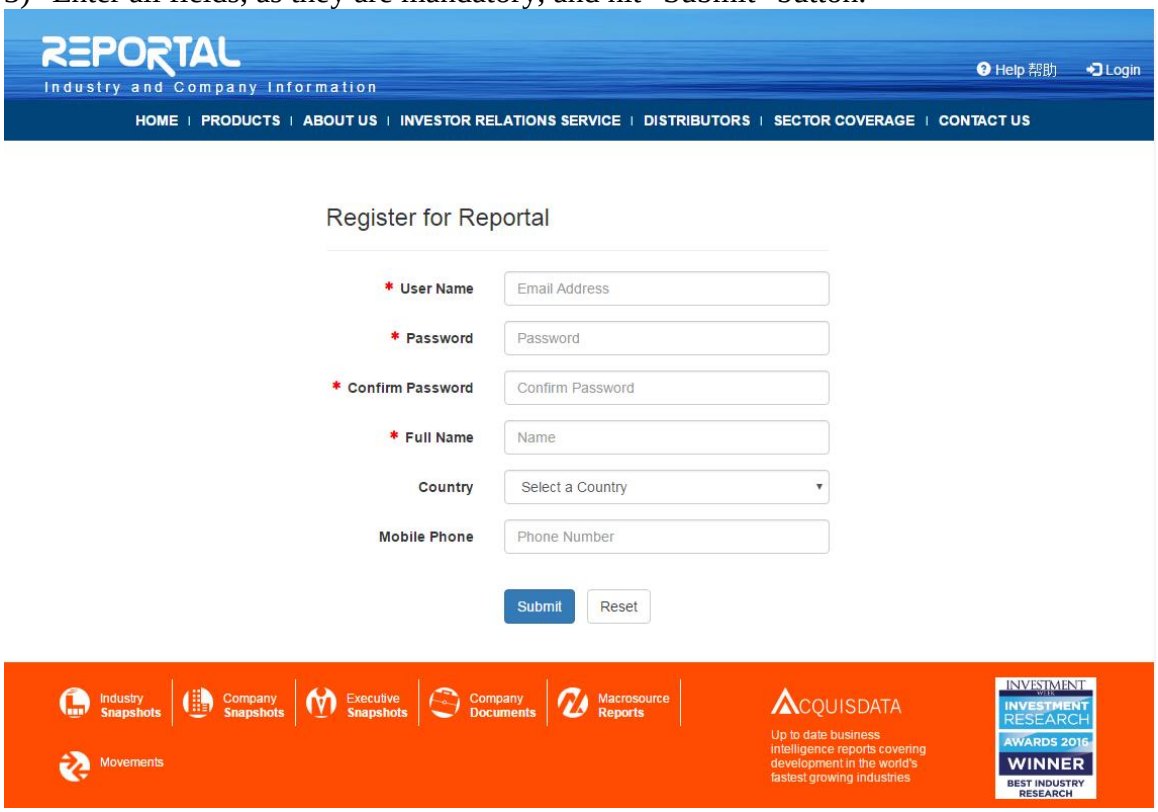
1) On Home page, locate the "Login" icon, and click on it.



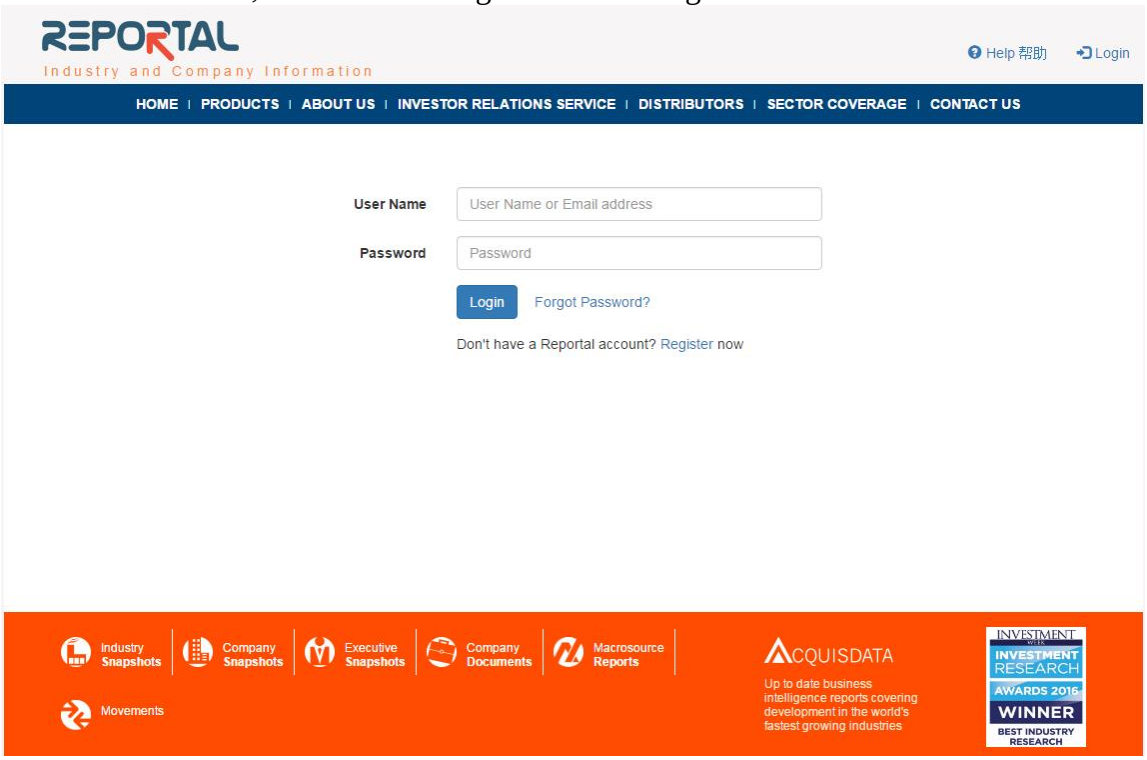
2) Locate “Register” link, and click.



3) Enter all fields, as they are mandatory, and hit "Submit" button.



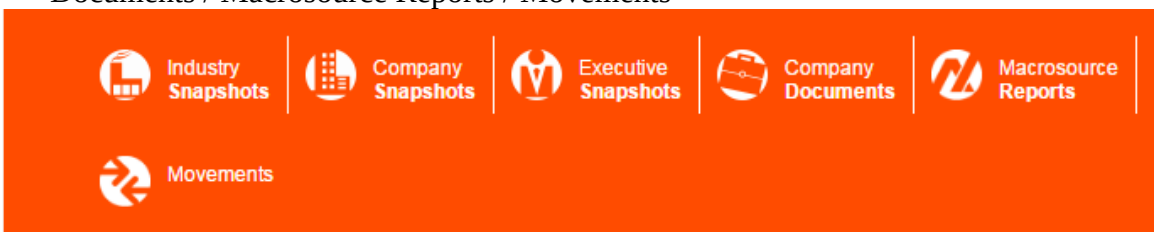
4) Click on the "Login" icon to bring up the login page, and type in both "User Name" and "Password", and then hit "Login" button to login.



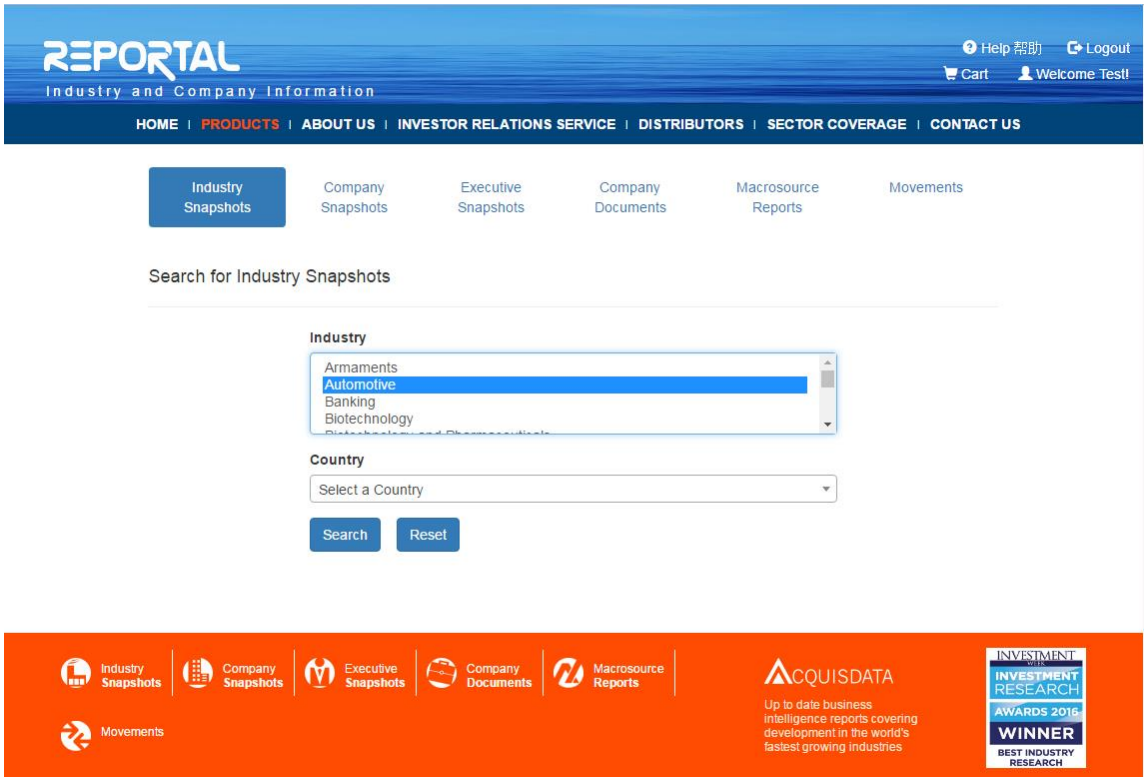
How to add a document to cart page and make payment?

1) Login. Upon successful login, your "Full Name" will be displayed on the top right of the screen.

2) Go to menu Industry Snapshot / Company Snapshot / Executive Snapshot / Company Documents / Macrosource Reports / Movements

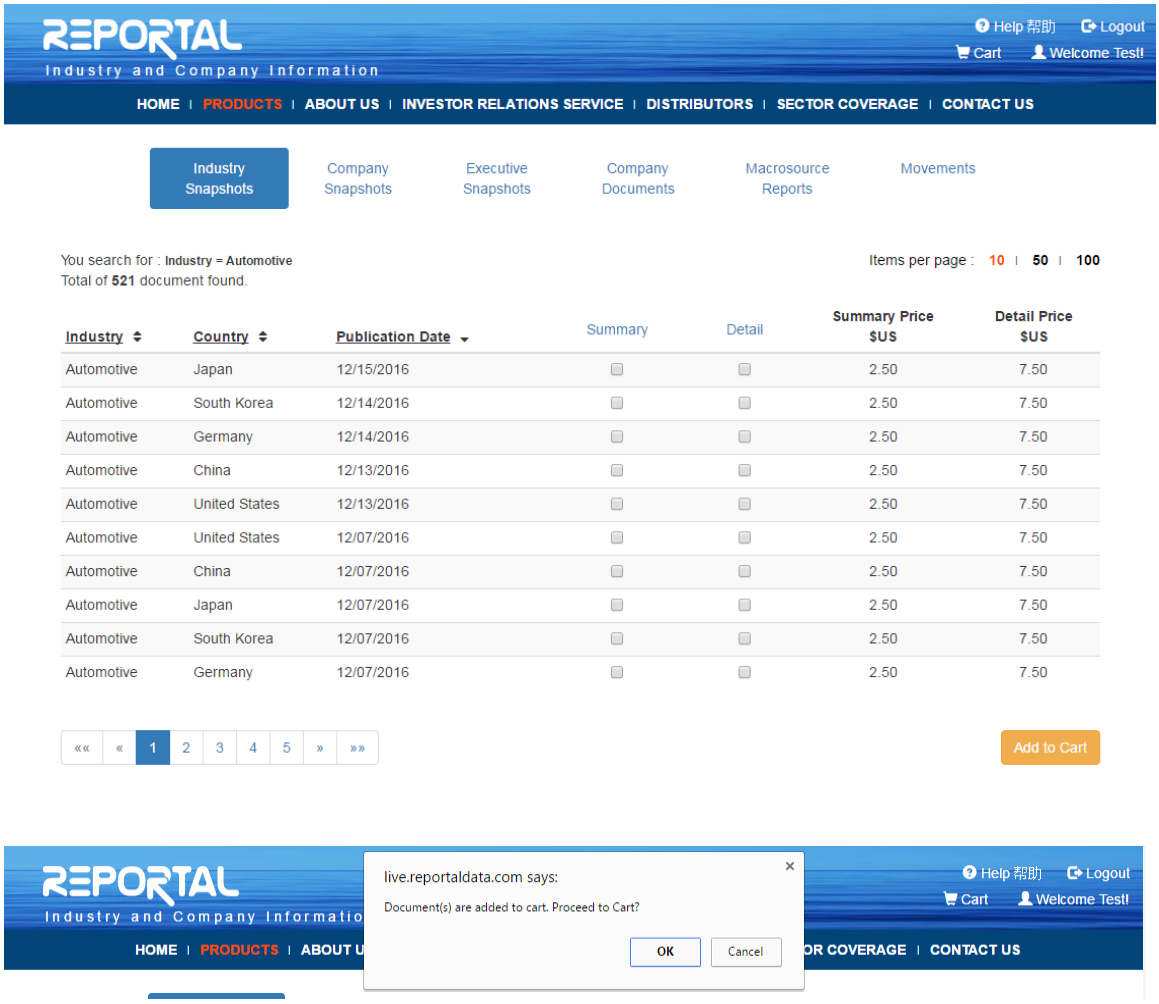


3) Specify search value, and hit "Search". In this example, Industry Snapshots > industry=Automotive

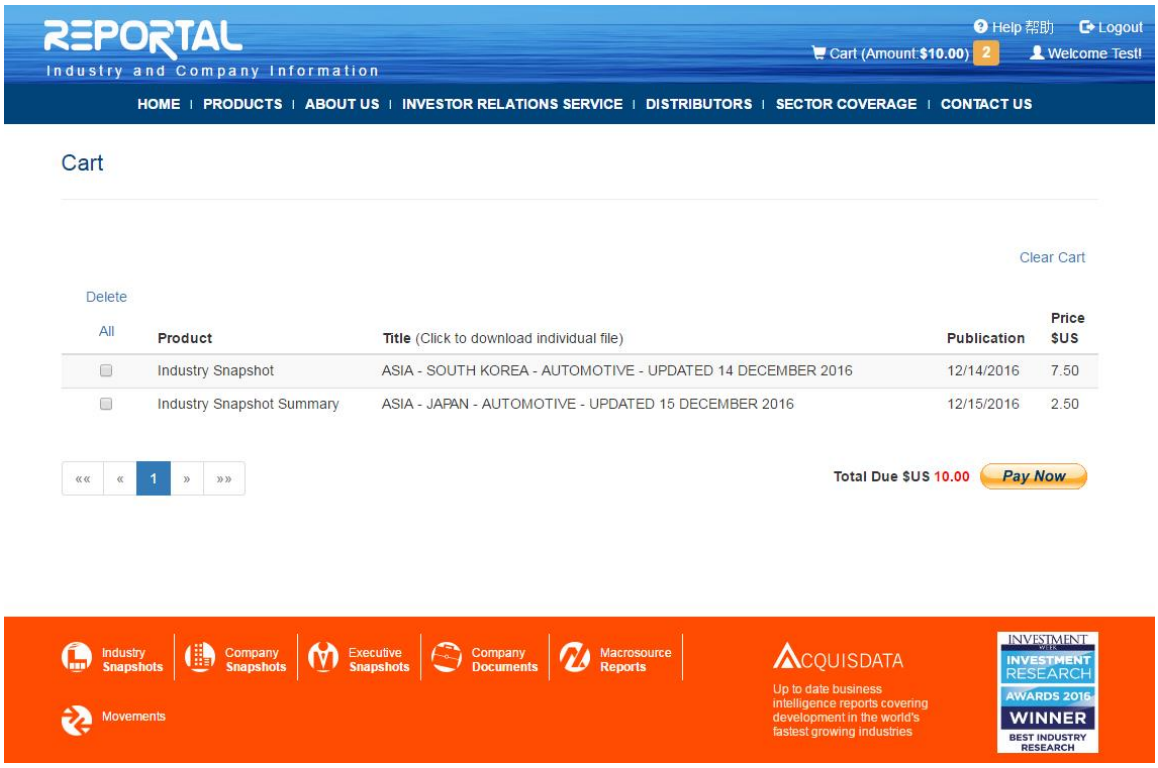


4) On the search results page, check on the document desired, and hit "Add to Cart" button. A dialog box "Proceed to Cart?" is popped up. Click "OK" to bring up the Cart page

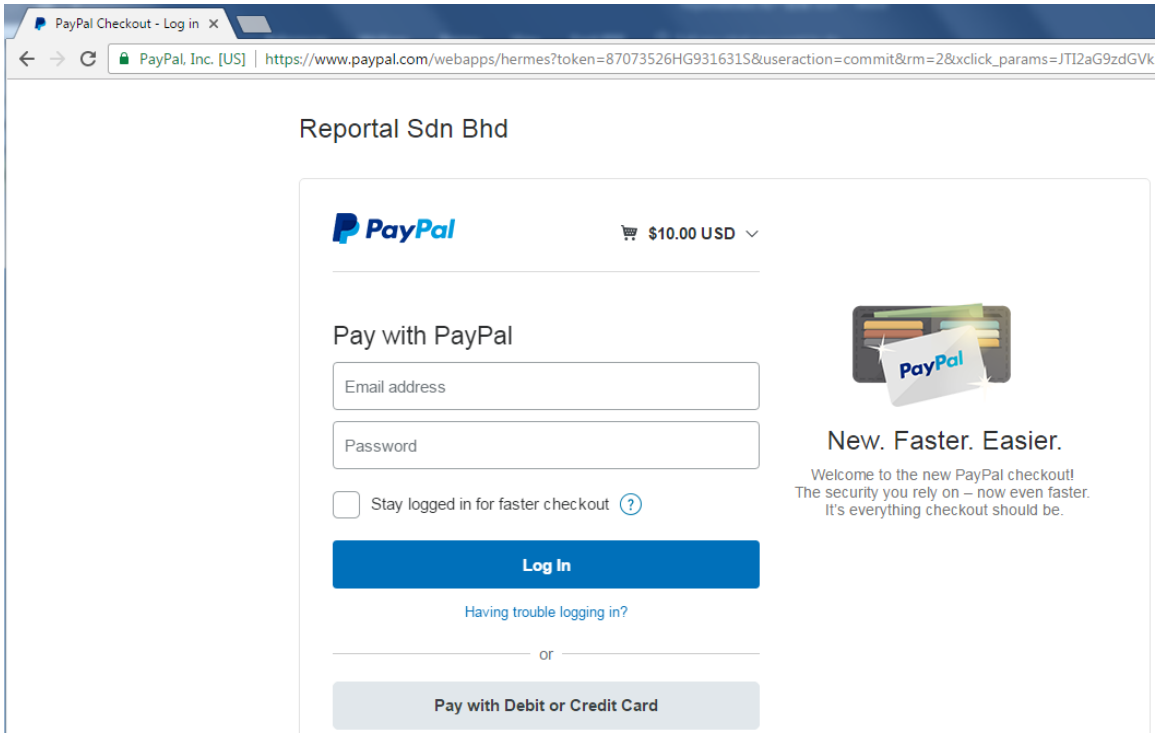
- Click "Cancel" to retain on the page.



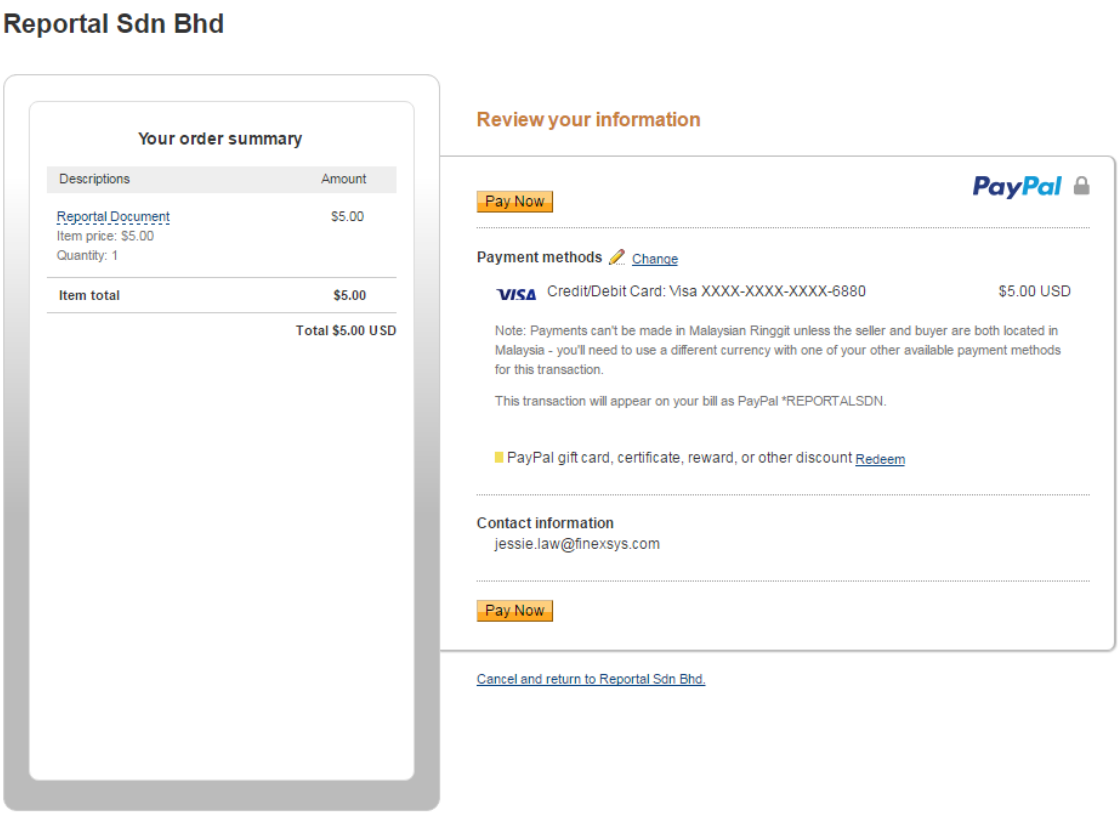
5) On Cart page, the amount due is displayed. Click on "Pay Now" button to start the payment process.
   - Alternatively, click on other search menu if desire to add more documents before making payment.



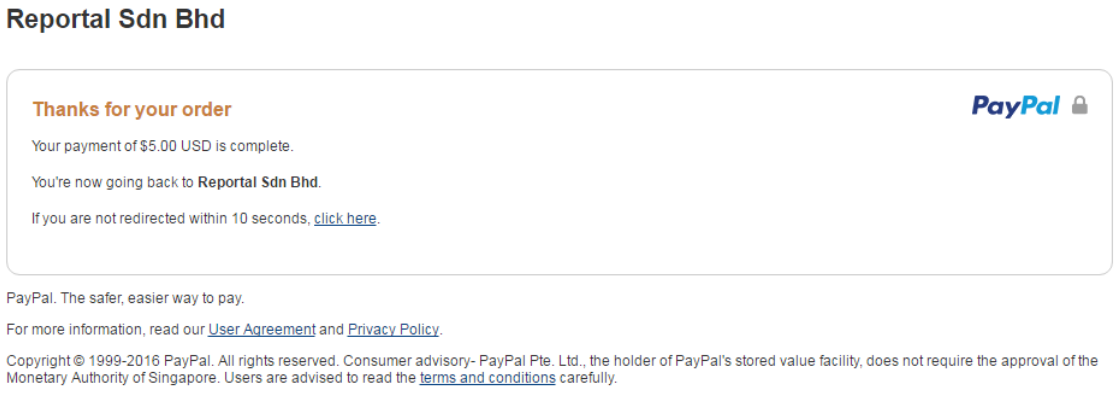
6) Payment can be done either by login with PayPal account, or specifying credit card details



Type in Email and PayPal Password, and click "Log In"



Click "Pay Now"



This screen means the payment is successful.

The "Cart" page is redirected upon payment for document is successful.
Click on the Title link to download the document.

Cart

Clear Cart

Delete All	Product	Title (Click to download individual file)	Publication	Price $US
☐	Industry Snapshot	UNITED STATES - AUTOMOTIVE	11/27/2015	*Paid*
☐	Industry Snapshot Summary	EUROPE - GERMANY - AUTOMOTIVE	11/25/2015	*Paid*

«« « 1 » »»

Industry Snapshots | Company Snapshots | Executive Snapshots | Company Documents | Macrosource Reports
Movements

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常见问题

1) 问题 : 为什么我无法选购文件?
   答案 : 您必须使用有效的账号登录系统。登录后系统会在每个文件资料旁显示复选框。您可在选择并勾选后付款。详细信息请参阅 **帮助（HELP）** 文件。

2) 问题 : 为什么我必须注册新帐号?
   答案 : 通过帐号，系统会记录您已购买的文件。您可在登录后重复下载已购买文件，无需付款。

3) 问题 : 请问我可以从不同的搜索页中添加文件，并一次付款吗？
   答案 : 是的，您可以这么做。

4) 问题 : 请问 ReportalData.com 提供什么付款方式？
   答案 : 我们接受 PayPal 在线支付平台与国际信用卡支付(Visa & Master).

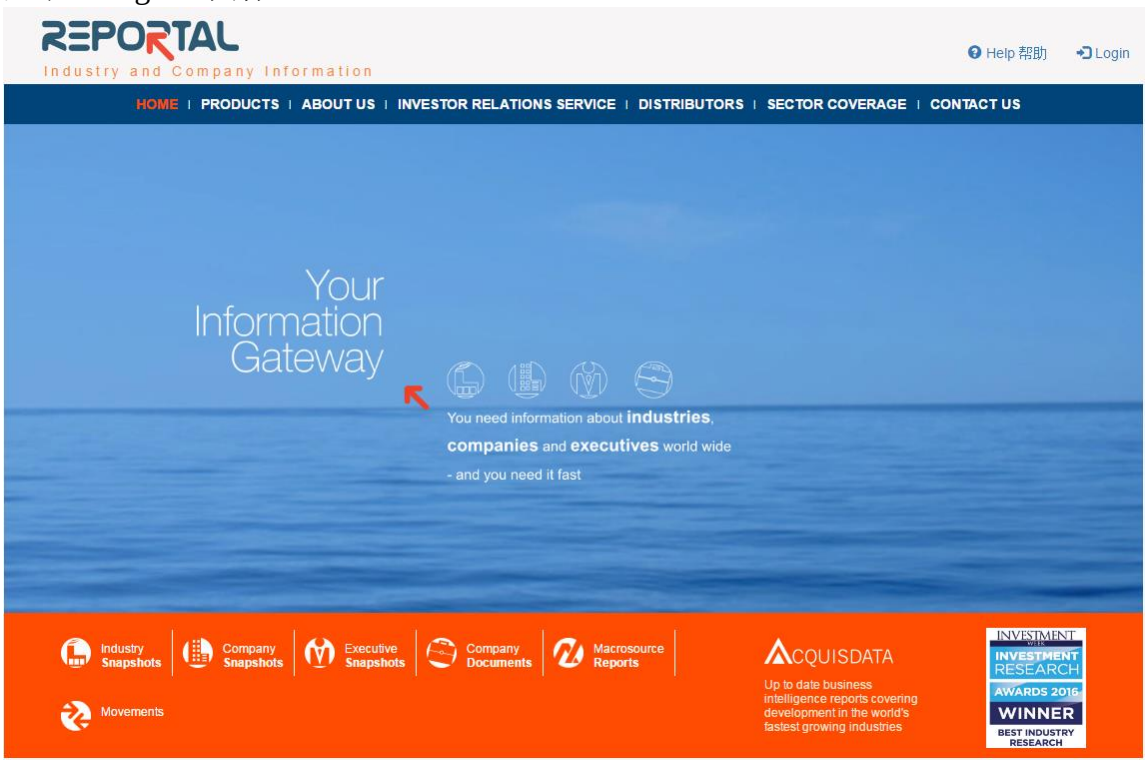
5) 问题 : 请问我如何得知付款成功？
   答案 : 请您根据 PayPal 提供的支付步骤完成付款。付款通过后，我们的系统会将您引导至下载页面。

6) 问题 : 付款完成后，如何下载文件资料？
   答案 : 在购物车页面内，点击文件链接来下载。详细信息请参阅 **帮助（HELP）** 文件。

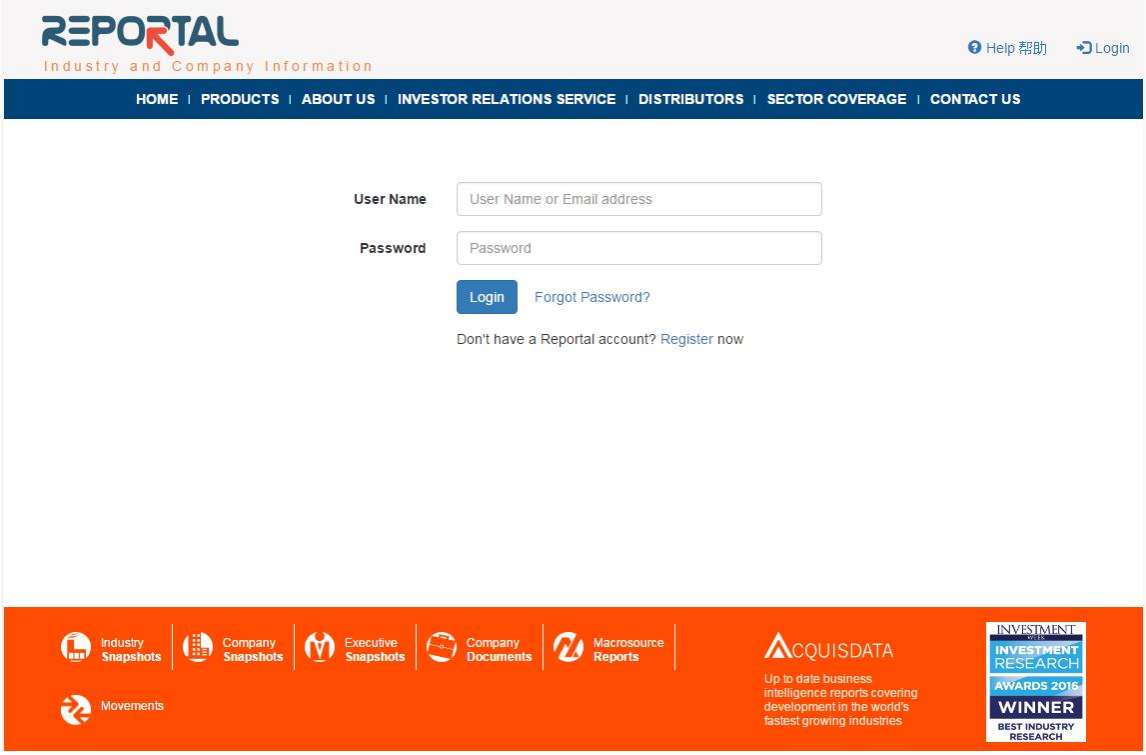
7) 问题 : 更多问题?
   答案 : 请电邮至 James@acquisdata.com

如何注册成为新用户?

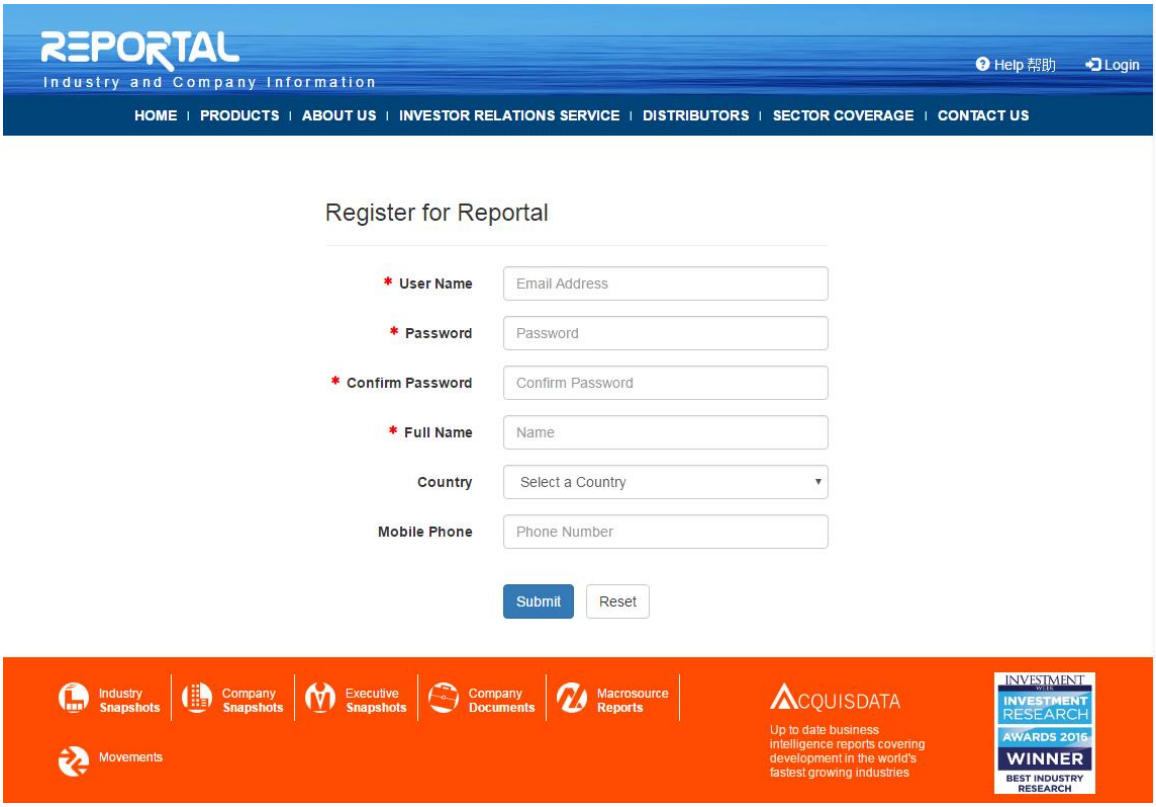
1) 于浏览器网址列输入网址 www.reportaldata.com。 进入 **主页（Home）**， 点击登录（Login）图标。



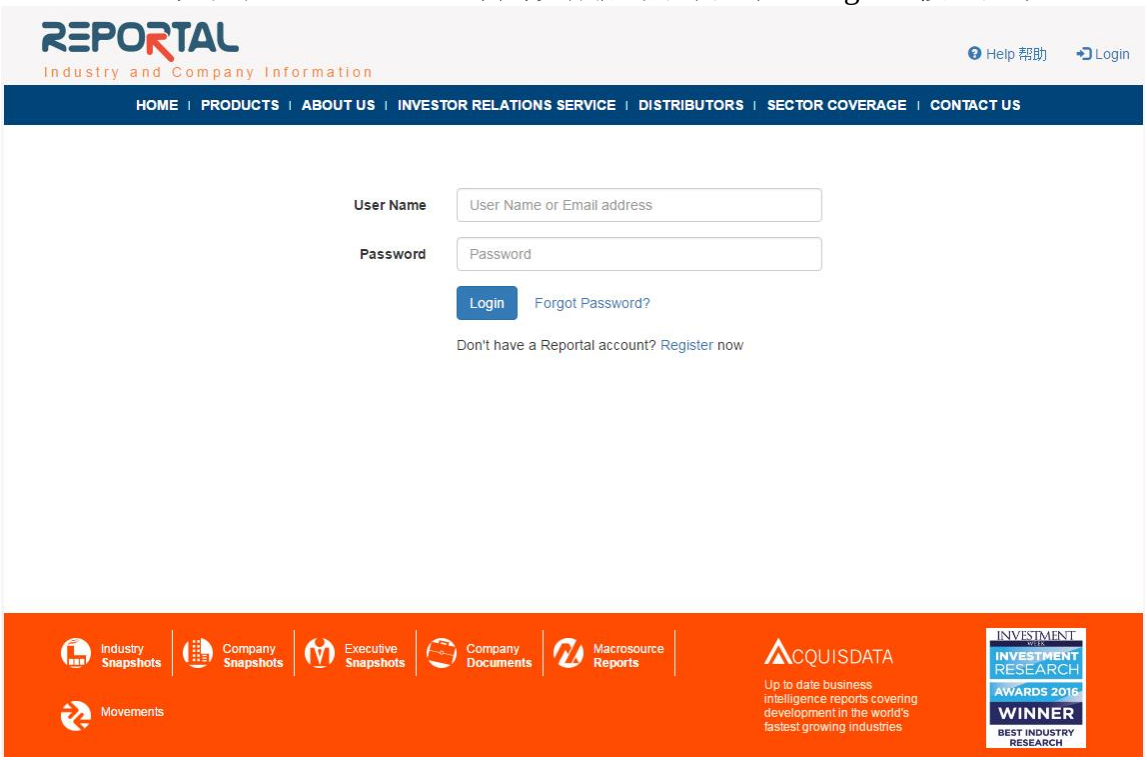
2) 点击 **注册（Register）**链接。



3) 填写注册资料, 用户电邮与密码 。完成后点击 提交（Submit）按钮。

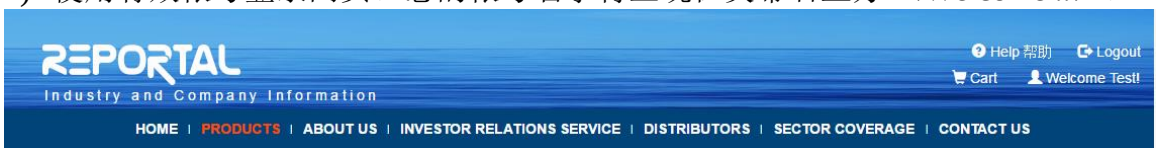


4) 点击登录（Login）图标。进入登录页面后，输入早前注册的用户名（User Name）与密码（Password）。填写完成后 点击 登录（Login）按钮登录。

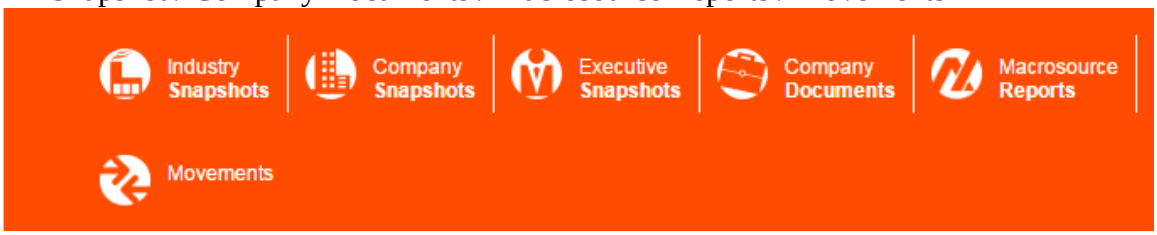


如何添加文件至购物车页面, 以及付款?

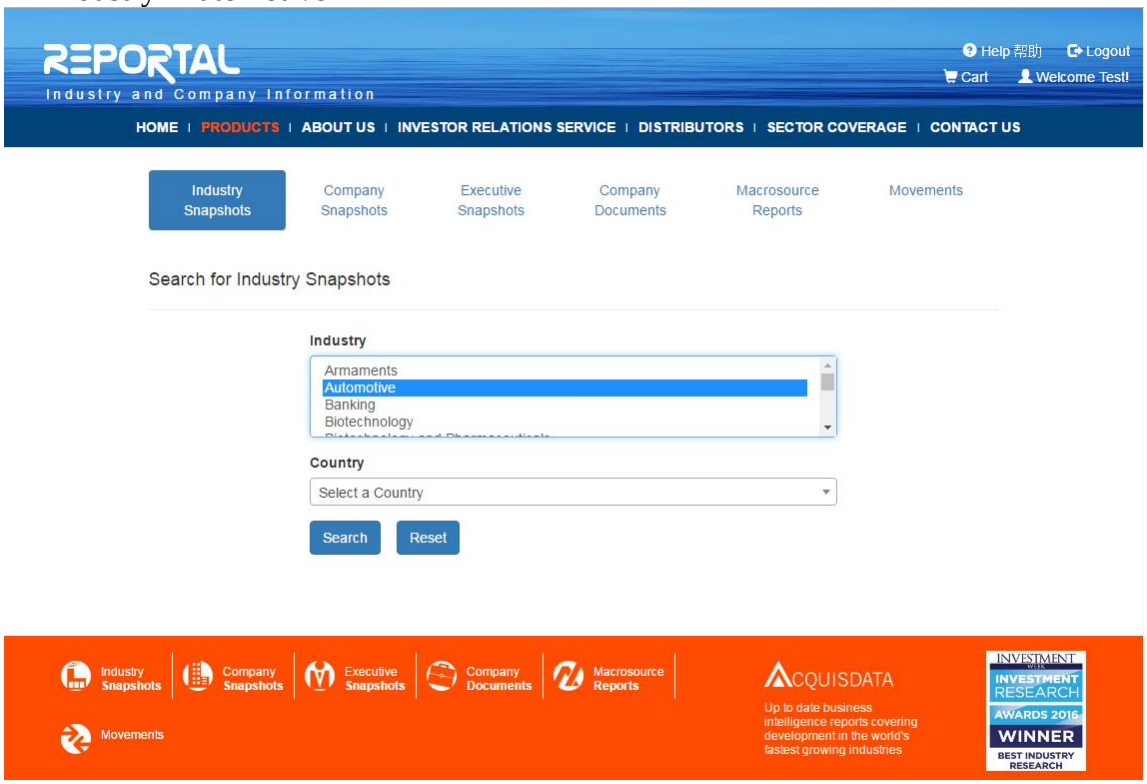
1) 使用有效帐号登录网页。您的帐号名字将显现在荧幕右上方 （Welcome ..）。



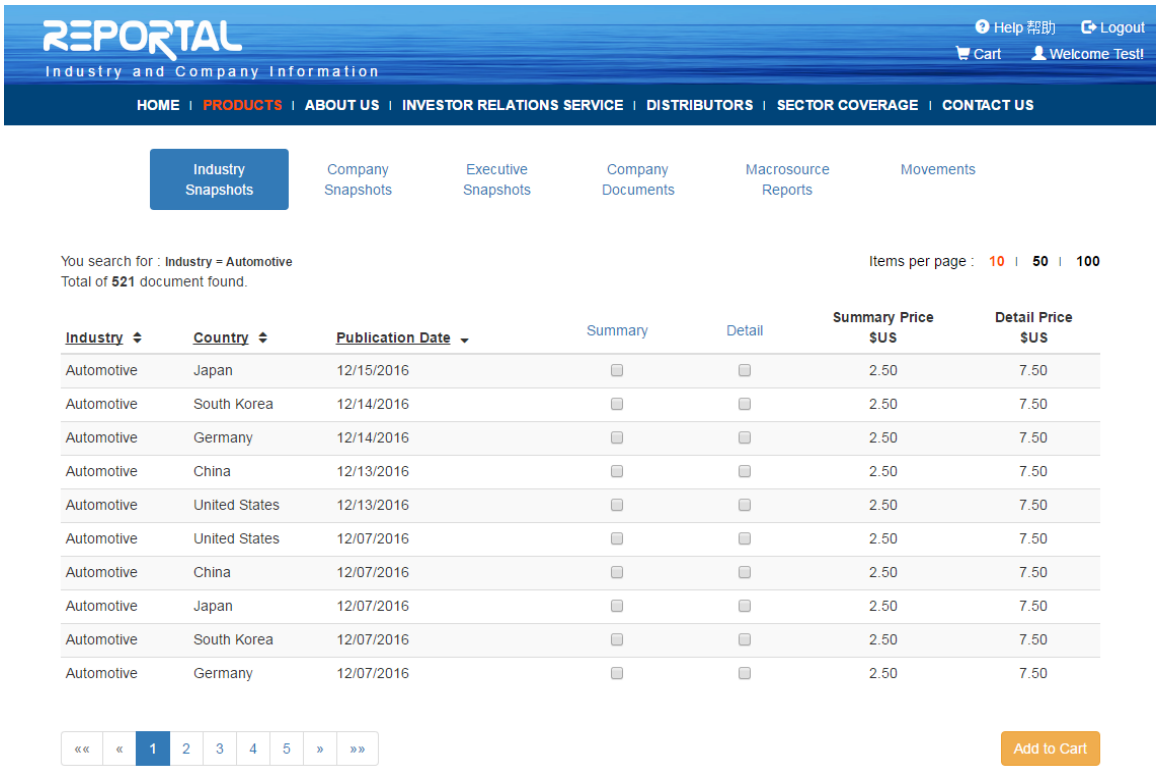
2) 选择菜单栏中其中一个菜单项 Industry Snapshot / Company Snapshot / Executive Snapshot / Company Documents / Macrosource Reports / Movements

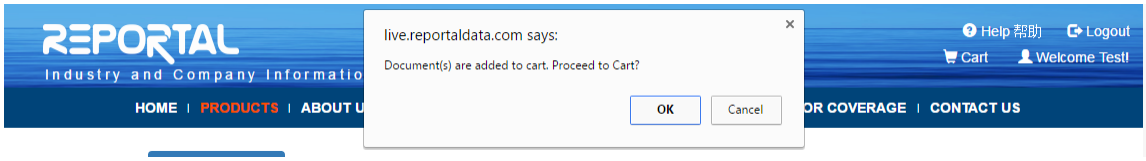


3) 输入搜索关键词，点击搜索（Search）按钮。例如： Industry Snapshots > industry=Automotive

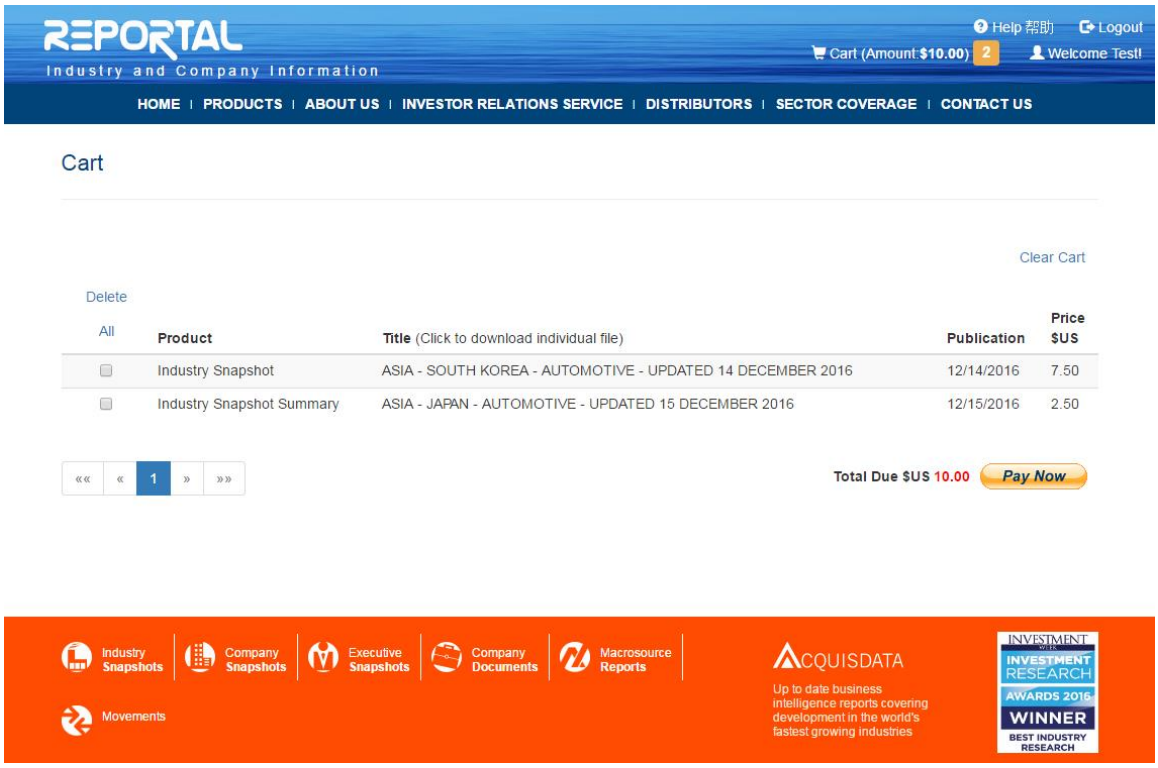


4) 在搜索结果页面，勾选您要购买的文件，完成后点击 加入购物车（Add to Cart）按钮。在弹出的对话框 "Proceed to Cart?" 点击 "OK" 按钮，系统将会引导至购物车（Cart）页面。
   - 点击 取消（Cancel）将会保持在当前页面。

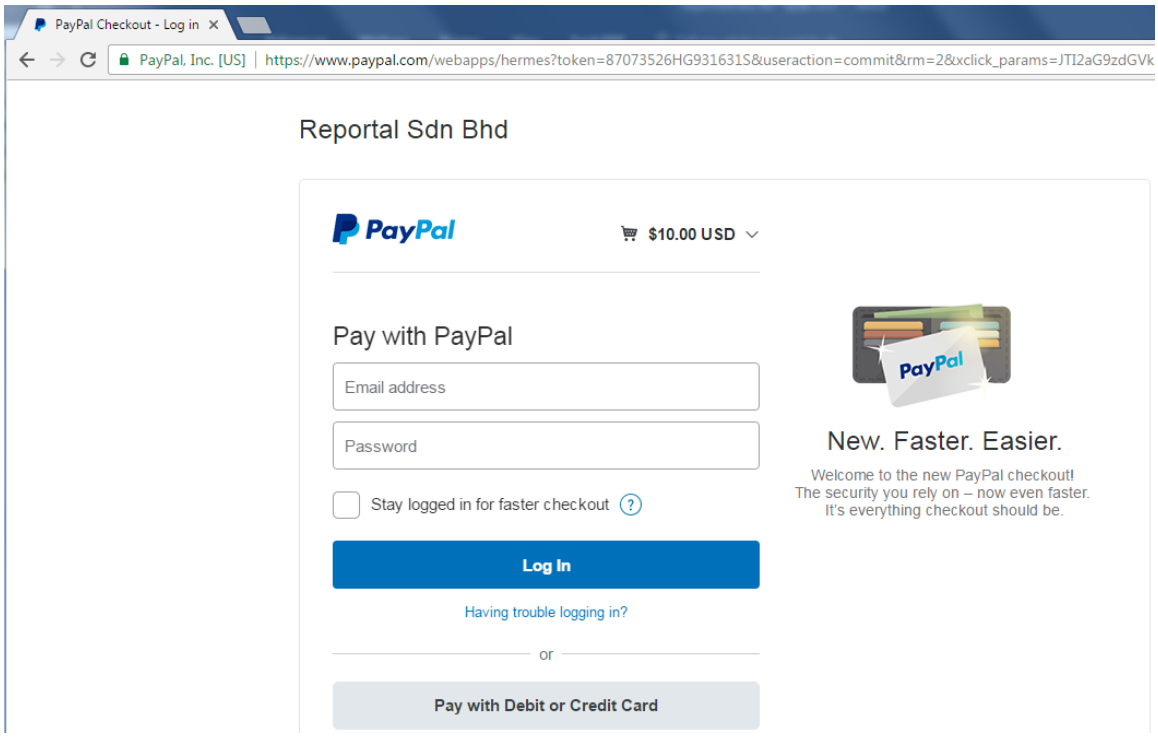




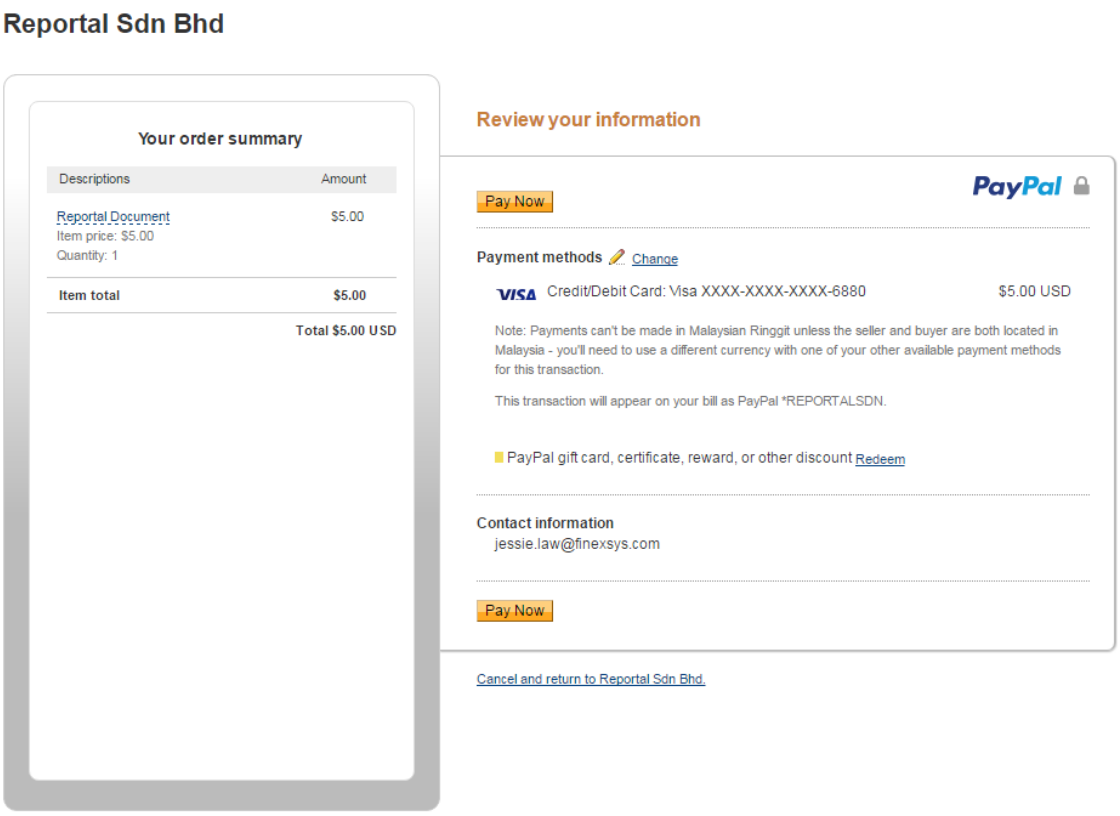
5) 在购物车（Cart）页面上将会显示应付金额。点击 付款（Pay Now）按钮并开始付款流程。
   - 此外，在付款前，您还可点击其他菜单项来添加新的文件。



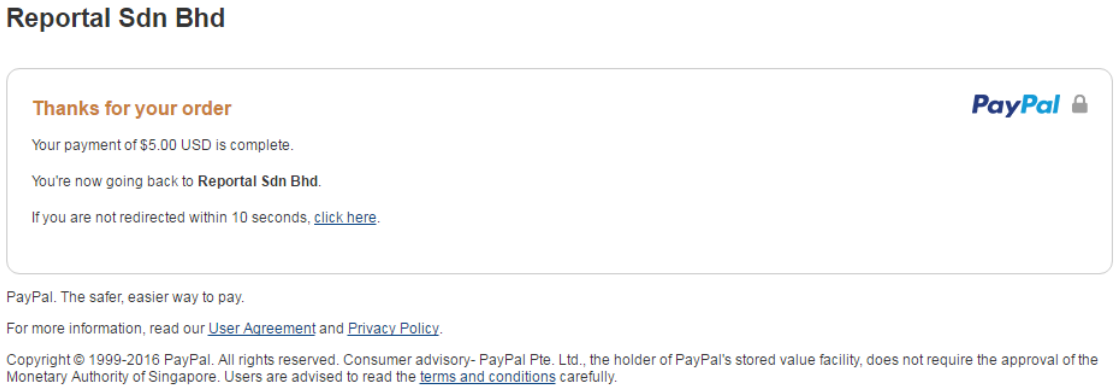
6) 您可登录 PayPal 在线支付账户或是填写国际信用卡信息来完成付款。



输入 PayPal 账户电邮（Email）与密码（Password）, 完成后点击 登录（Log In）。



点击 付款 "Pay Now"。



付款成功后，PayPal 系统将会显示此信息。请稍候数秒钟， 系统将带您回到购物车（Cart）页面。
在购物车（Cart）页面，点击标题（Title）以下载文件。

Cart

Clear Cart

Delete All	Product	Title (Click to download individual file)	Publication	Price $US
☐	Industry Snapshot	UNITED STATES - AUTOMOTIVE	11/27/2015	*Paid*
☐	Industry Snapshot Summary	EUROPE - GERMANY - AUTOMOTIVE	11/25/2015	*Paid*

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