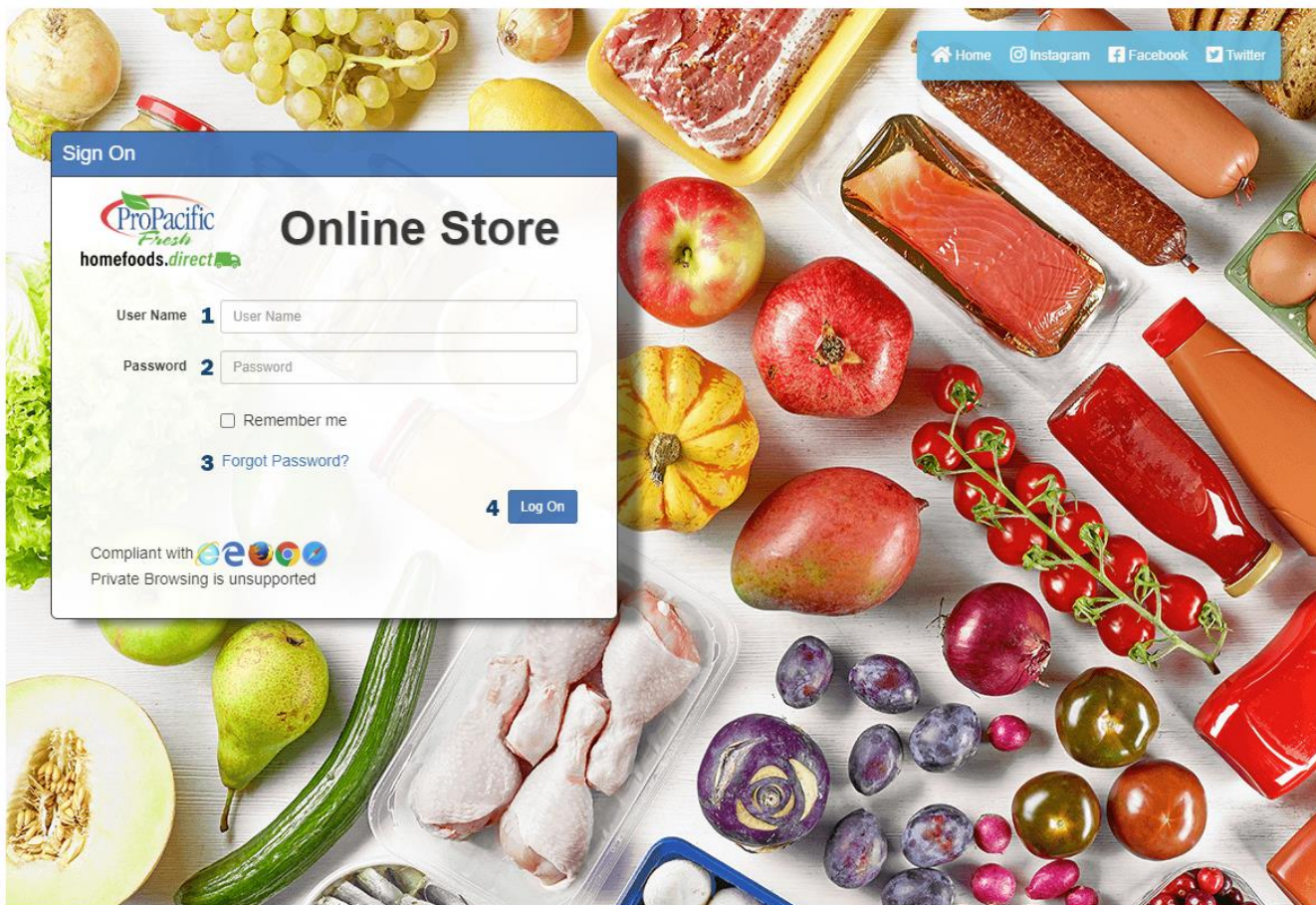# Welcome to ProPacific Fresh's new online order system

This document will walk you through logging in, placing and order, adjusting or cancelling an existing order, searching for products, and changing your password.

This is the login in page. From here you have the option to log in or have your password emailed to you in the event you have misplaced or forgotten your password.

Here's a breakdown of this pages functionality:

1. Username goes here, usually your account number
2. Your password goes here, once logged in you will have the option to change your password
3. If you have forgotten your password, click here to have it sent to the email on file. If you do not receive that email, contact the Sales Department at 1-888-393-5500
4. Once username and password are complete, click on log on to enter.

Dashboard

This is your dashboard. From here you can start a new order, adjust or cancel an open order, select your delivery date, and go to the *my account* page for changing your password.

Here's a breakdown of this pages functionality:

1. Use this button to start a new order
2. Click the calendar button here to adjust your delivery date for your new order
3. This area shows open orders, recent online orders, and cancelled orders. Click on the order to open it for more details, such as adjusting quantities or cancelling the order
4. This is where you can access the My Account settings, which is where you change your password.

My Account / Changing Your Password

Let's see how to change your password. After logging on, click on the *my account* tab at the top of the page (4). This will take you to the My Account settings.

Here's a breakdown of this pages functionality:

1. Enter your current password here
2. Enter your new password here
3. Click change password to save your settings.

You're all set! Should you forget your new password, you can always request it at the log in screen with the *forget password* option.

Order Entry

Let's go over how to place an order. You will be selecting items in the *Order Entry* screen. From the Dashboard, select the new order button (1). This will bring you to the order entry screen.

Welcome to the *Order Entry* screen!

Here's a breakdown of this pages functionality:

1. You have the option to adjust the delivery day for your new order
2. This is the *All-Product* search bar, used to browse our entire catalog at ProPacific Fresh
3. This is the quick search bar, for items on you Order Entry screen assigned by your Sales Rep.
4. This is where you can adjust the amount of product you would like to order
5. Use this button to cancel the order at anytime
6. This button takes you to the Order Summary page, <u>note an order is not complete yet after clicking this button</u>
7. The text above the 7 is your running total and order minimum, to let you know if you have reached your order minimum yet. To the right of the 7 is the *Add Products* button, this is used when adjusting an existing order.

We will go over searching using the *All-Product* search bar and adjusting orders in more detail, let's focus on submitting an order next. After you have added your desired quantities in the Units column (4), click the *Next* button (6) to be taken to the *Order Summary* page.

Order Summary (one more step to complete order!)

 Welcome to the Order Summary Screen. Think of this screen like your cart, you still need to *Submit* to checkout at the bottom of the page. You can also adjust delivery days, cancel order, and go back to your order using the *Adjust* button.

Here's a breakdown of this pages functionality:

1. You can change your delivery day before submitting on this page as well

2. This is an itemized summary of your order
3. This is total summary of your order
4. This button can be used to go back to the *Order Entry* screen, note back button on your browser will not work to get back into the order. If you do hit back on your browser, you can simply click on the open order from your dashboard.
5. This button can be used to cancel the order
6. This button is the submit button, <u>the final step to placing an order. Your order is not submitted until you click this button!</u>

Once you have submitted your order, it can be displayed on the open orders and order entry tabs located on the top of you dashboard in blue. You can always open your order to adjust the items or cancel the order up until the cutoff the day prior to delivery.

Searching the Catalog

If you are curious about other products not on your order guide, feel free to sue the *All-Product* search bar to explore our entire product catalog!

The *All-Product* search bar in the *Order Entry* screen is how to explore new items to purchase (2). Simply enter a simple name or quality to search by (apples, bacon, organic, local, etc.) and click on the magnifying glass to the right or hit enter on your keyboard. This will bring up the *Product Catalog* search menu.
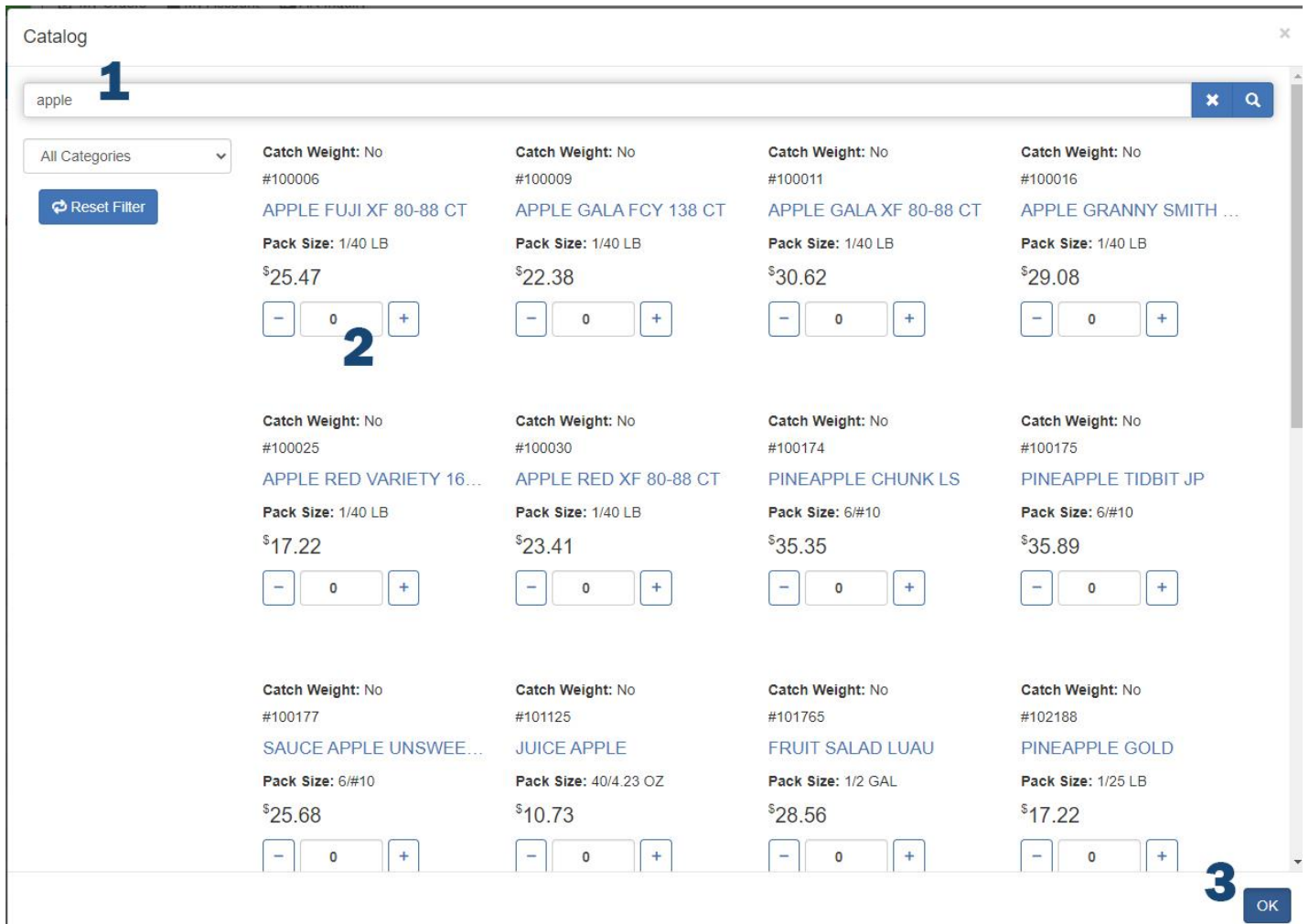
Here's a breakdown of this pages functionality:

1. You can change the search parameter here
2. Here you can add the item to your order using the + and – buttons, or typing in a quantity.
3. If you have more than 0 selected on any item, hit Ok to add them to your order. They will appear at the very bottom of the *Order Entry* item list.

Simply add the items you are interested in and hit ok to get them on your order! Feel free to contact your Sales Rep for more information on any given item you are not familiar with.

Adjusting an Order

When adjusting an order, only the items selected for the order will be displayed by default when returning to the *Order Entry* screen. There is an extra step to bring back your full selection of items similar to the *Order Entry* screen when placing a new order. We will go over that extra step below.

To adjust an order, you can click on an open order from your *Dashboard* (click anywhere on the order) or from the *Order Summary* page, by clicking the *Adjust*.

Once back to the *Order Entry* screen, click on the *Add Products* button (1) and select *From Order Guides* in the dropdown (2).

You will be presented with the screen below.

Simply click on all options here regardless of name (1) and click *Ok* (2). Your *Order Entry* screen will now have additional items, similar to starting a new order.

Order History

You can view your order history up to 90 days using the order history button, located on the Order Entry Tab (1). This option is an arrow dropdown next to the new order button (2).

This will bring you to a 90 day historical order view. From here you can view past orders (3) or make a copy of an older order (4). This will start an order with a copy of the items from the prior order, which you can also or adjust before submitting.

	Order Number ↓	PO Number	Delivery Date	Day Of Week	
	6797736		6/25/2020	Thursday	Copy
	6795916		6/18/2020	Thursday	Copy
	6793404		6/4/2020	Thursday	Copy
	6793404		6/4/2020	Thursday	Copy
	6791295		5/21/2020	Thursday	Copy
	6790424		5/14/2020	Thursday	Copy
	6788706		5/7/2020	Thursday	Copy
	1595431410997(Pending)		7/23/2020	Thursday	Copy

Questions? Contact the Sales Department at 1-888-393-5500