



Online Sales Order Management Application

RETAILER USER GUIDE



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System Requirements

Hardware/Software

In order to use the CenterStone iVendix application, your computer system should be equipped with the following:

Hardware

- PC or Mac computer
- Internet connection at 28kbs minimum, high speed recommended for optimum performance.

Software

- **PC:** Windows 2000+,XP, Vista, or Windows 7 **Mac:** OS X
- Internet Explorer 7.0+ for Windows or Firefox 3.0+browsers, Safari 5+, Chrome 14+ or Opera 8+
- Flash plug-in (is needed to run reporting in the application)
- **In either browser, both java script and cookies must be enabled.**

SSOF (Spreadsheet Order Form) system requirements: (in addition to the above)

- PC: Excel 2003 for Windows or above.
- Mac: Excel 2011 for Mac

Optimizing Your Access

While using the Internet, you build up temporary files that help open pages faster. However, when this "cache" of files gets full, it may cause applications not to work properly. You can optimize your access to the application by clearing this cache before you begin using the application.

Both Internet Explorer for Windows and Firefox 2.0+ have tools to assist you in clearing your cache, managing web browsing history, and clearing cookies.

1. **Click Tools** on the task bar of either browser.
2. **Click Internet Options** or **Options**.
3. **Locate** the tabs or sections where each of the above is controlled.
4. Set settings or perform tasks.

* Refer to individual browser help sections for additional information.

The Basics

Before you get started using the application, you will want to read the following tips regarding the use of our online solutions.

Logging on

1. **Connect** to the Internet.
2. **Open** Internet Explorer for Windows or Firefox 2.0+ if either is not your default browser.
3. **Turn off** or **disable** any and all pop up blockers. **Note:** there may be more than one if you have Google or Yahoo tool bars.
4. **Enter** the URL in the address box located at the top.
5. **Enter** your Username and Password. Passwords are case-sensitive, so you will need to enter them exactly as they appear on your User Card or in your "Welcome" email.
6. **Click Login** or **press Enter** on your keypad.
7. When accessing www.ivendix.com, you will need to **click** on the logo or select the company you wish to enter from the drop down menu.

Term Definitions

- A **worksheet/order** is the side of the page you will use to enter the quantities for the items you are ordering.
- A **proposal** describes a worksheet/order created by sales representatives and submitted to a retailer for approval. The retailer may accept or decline the proposal. If accepted, the retailer will finalize and submit as an order. The retailer can make modifications to the proposal before submitting or transfer the order back to the rep for the rep to submit.
- A **purchase order** or **PO** describes a completed worksheet that has been submitted as an order electronically.
- **Available Inventory** displays information regarding the availability of a product.
- **Future Availability** is product that will become available on a date later than the requested ship date.
- **SSOF** refers to the downloadable spreadsheet order form created by the iVendix application.

Navigating the application - Some general rules:

- There are no forward or back buttons like in a traditional website. This is a software application that you are accessing over the Internet. Occasionally you will see a "Go Back" or "Return to Previous screen" button.
- Use the top menu bar and drop down menus to move around the application like you would most other software applications.
- Avoid exiting a function or the application by closing the browser window or your work may not be saved.
- Quick Icons are provided for quick entry to the most common functions.
- Some windows cannot be fully displayed and you may need to scroll to view all.

The iVendix Supplier Landing Page

After you login, you will be taken to the iVendix Supplier Landing Page or Home page of iVendix. You will see the logo's of all Suppliers that are available on iVendix. Suppliers listed in the top half of the window are the Suppliers you have established access to. You may request a relationship with the other available suppliers. If you already have a valid account with a Supplier and wish to add them to your login, you may request to have your username and password synched to include them.

Functions available on this page:

Enter a Supplier

1. **Click** on the supplier logo or select them from the drop down menu.
2. You will now be on the Supplier's home page.

Request Account Synchronization: If you have an established account with a vendor below the line not yet synchronized with your login.

1. **Contact** support@centerstonetech.com with the details of your request.

Change your username, password, or email address

1. **Click** on **My Profile** from the top Menu bar.
2. Make your changes and **Click Submit**.

Admin Menu

From this menu you will be able to manage your personal information as well as view additional information about your company and other company users.

My Profile - A User's basic information is stored and maintained on this page. Your information may be updated at any time. The first time you access a supplier you will be asked to accept the terms of access and be taken to your profile. Please complete the profile making sure to turn on any email alerts that you would like to receive.

User Profiles - Lists all Company Users.

Company Profile – Provides information about your company set up and for using the Employee module. (Request separate instructions for use of the Employee Module)

Change Language – You may select to view the application in any of the languages provided.

My Profile

A User's basic information is stored and maintained on this page. The user may select your language preferences and set up your order alert schedule.

Tasks available from this page:

- **Modify Basic User Information:** Enter all current personal information. Select language preference.
- **Alerts Schedule:** Alerts are email messages sent when an order is submitted, modified or changes status. These messages contain information about the status of an order.

*If you are the Admin user for your company, you will be able to view and manage your access options for yourself and other users for your company. *See *managing users for your company*.

Modify Basic User Information

After first time set up, you can edit the My Profile page to maintain your personal information and alert schedule.

Modify Basic User Information

1. **Click My Profile** from the Admin menu.
2. **Enter** desired modification into appropriate field.
3. **Complete** all the required fields in red.
4. **Click** the **Save** button.

Alerts Schedule

1. **Select** the appropriate alert by clicking on the corresponding tick boxes of your choice:
 - a. No Email Alerts (activated by default)
 - b. New Order placed by Dealer (orders placed directly by the dealer)
 - c. New Order placed by Supplier (orders placed by the sales reps or customer service for a dealer)
 - d. When an Order Status Changes
 - e. New Proposal sent by Supplier (Sales Rep)
 - f. An order has shipped
 - g. A New Message has been posted
 - h. A New File has been shared
 - i. An Employee Order is Pending approval (*supplier specific*)
2. **Verify & Edit** the corresponding email address, language, and format of email.
3. **Click** the **Save** button.

User Profiles

View list of all company users.

1. **Click** the **User Profiles** button.
2. A list of all users for your company will be listed.
3. **Click** the email link to open your email program and send an email to that user.

Managing users for your company

If you are the Administrator for your company, you will have access to set up additional users and set their access options.

To add a New User

1. **Click** the **User Profiles** button from the Admin Menu.
2. **Click Add New User**.
3. **Fill out their information**.
4. **Create** their username and password.
5. **Select** their User Type. **Please select only one.*
6. **Select** Access Options.

To delete, disable, or re-enable a user

1. **Click** the **User Profiles** button from the Admin Menu.
2. **Click** the trash can to delete a user. If the user has order activity then the user will be disabled instead of deleted.
3. To re-enable the user, **open** their profile and **check** to re-enable and save.

Orders Menu

The **Orders Menu** provides access to many tasks related to managing your worksheets, orders, and proposals.

Tasks available from this section:

- **Create Order**
- **Download Order Form**
- **Order Status**
- **Work in Progress**
- **All Work in Progress**
- **Order Search**
- **Inventory**
- **Catalogs**

Create Order

There are several methods available to create and submit orders online. The following will describe each method. Once you start an order you will determine which method you will proceed with. You may use any method for both pre-season/booking or re-order/fill in types of orders.


To start an order



1. **Click Create Order**
2. **Select** the store location if needed and the catalog that contains the products you would like to order.
3. **Select** an order creation method:
 - a. **Create Blank Order:** create a new order using simple or advanced searches, or browse a catalog.
 - b. **Copy/Paste:** Create a worksheet using product identifiers and quantities which can be cut and paste into the application.
 - c. **Copy from a previous order:** Create an order from a previous B2B or NonB2B order when available.
 - d. **Upload iVendix order form:** upload an order created on the iVendix SSOF (spreadsheet order form)
 - e. **Template:** Create an order using products and quantities from a template created by your sales rep and made available to you.

Create Blank Order

1. **Select Create Blank Order**
2. **Choose** the number of shipments and enter ship dates.
3. **Click Create Order.**
4. **Select** search method, [Simple](#) | [Advanced](#) | [Browse Catalog](#) and search for products.

5. **Click** on the  to add to order. The product will be added to the right side of the page.
6. **Continue** searching and adding to order. Enter your quantities at any time in the quantity entry cell.
7. **Click Continue** to proceed to finalization.
8. **Proceed to Submit Order directions.**

Copy and paste

1. **Select Product List** (copy/paste)
2. **Choose** the **Product Identifier**.
3. **Copy and paste (or enter free form)** the product identifier such as UPC, SKU, or EAN and the associated quantities. You may copy the two columns from a spreadsheet at the same time into the entry field.
4. **Click Submit**
5. **Choose** the number of shipments and enter ship dates.
6. **Click Continue**
7. **Review** order summary to see status of products wanted.
8. **Click Cancel** or **Continue** to proceed.
9. Make additional edits if necessary.
10. **Proceed to Submit Order directions.**

Copy a previous order

1. **Select Copy previous order**
2. **Select** Order Origination: B2B orders, Non B2B orders, or Both (this feature is supplier specific)
3. **Select Search criteria**
4. **Click Search**
5. **Select** the order you want to copy.
6. **Choose** the number of shipments and enter your ship dates.
7. **Click Continue.**
8. **Review** order summary to see status of products wanted.
9. **Click Continue** or **Cancel** to proceed.
10. Make edits as necessary.
11. **Proceed to Submit Order directions**

Upload iVendix Order Form

1. **Select Upload iVendix Order form**
2. **Browse** for the spreadsheet file you wish to upload, making sure it is closed before attempting the upload.
3. **Click Upload Order Form** when located.
4. **Click Review Order** when it has uploaded.
5. **Review** order summary to see the status of the products you are trying to order.
6. **Click Continue** or **Cancel** to proceed.
7. Conduct additional search for product or close Product Search if no more products are to be added.
8. **Proceed to Submit Order directions.**

Create from a Template

Your suppliers and their sales reps may choose to create order templates to share with you. If there are templates available, you will be able to create a new order by selecting a template.

1. **Select Template**
2. **Select** the template you want to copy and decide if you want to include quantities or not.
3. **Choose** the number of shipments and enter ship dates.
4. **Click Continue.**
5. **Conduct** additional product search or modify quantities.
6. **Proceed to Submit Order directions.**

Submit Order

When you have finished entering products and quantities on your worksheet, you can begin the process of finalizing and submitting your order.

1. **Select** the individual worksheets that you would like to submit as an order and **click Continue**. * *If you only have one, you will skip this step and be taken directly to the Order Header.*
2. **Review** and **complete** the **Finalize Order** header page. Items highlighted in red are required fields. Confirm that the Store and Ship to locations are correct.
3. **Click** the **Special Shipping Instructions...** and/or **Additional Comments** link to enter your comments. (Note: supplier specific)
4. **Choose a payment method.** (Note: supplier specific)
5. **Choose your terms.**
6. **Click Go Back** to add to or modify the order.
7. **Click Submit Order** when you have verified that all the header information is correct.
8. A completed order confirmation will be displayed. You may **click Print View** and make your choices. You may also **click** the **Order Export** icon to get a download of the order in Excel.








Using Custom Terms

If the supplier has turned on the function of using "Custom Terms", you may use this function on a per order basis when submitting an order. Please note that each supplier may have additional business rules that you must be aware of before using this feature.

1. **Create** an order all the way to the final header page that is filled out before submitting.
2. The Terms dropdown will contain a choice "**Custom Terms**".
3. **Select Custom Terms** and two new entry fields will appear, one for number of days the bill is due in and one for the percent discount that will be applied to the order.
4. **Enter** the number of days and the discount percent (**do not use decimals**).
5. **Click** on **Additional Comments** if you need to supply any additional information.
6. **Submit** your order.

Additional Features Available

There are additional icons located at the top of the worksheet that will allow you to perform other functions with the worksheet. Order summary, Modify ship dates, and Inventory Legend are located on the left side of the page.

- **Order Summary:** located on the top left side of the page. Click on  to view summary of your order by product category and ship dates.
- **Ship dates:** You may add or delete ship dates, change dates, or worksheet name information.
- **Inventory Legend:** open to view the color coding legend.
- : You may expand or contract all product details.
- **Save** : The application has an auto save feature. However, you can ensure that your changes are saved by **clicking** the **Save** icon periodically. Always use menu options to exit your worksheet and you will be able to return to it from your Work in Progress.
- **Transfer to Rep** : This function will transfer your order to your sales rep. They may open, view, modify it, return it to you as a proposal or submit it as an order on your behalf.
- **Clear** : Allows you to clear quantities entered in categories or whole worksheet(s). (If you use clear function, it is like starting over, it will not remember what categories or items you have previously entered quantities.
- **Copy** : The copy function allows you to save time while creating purchase orders with multiple ship dates or ship-to locations by allowing you to create a complex worksheet, and make copies of it with different header detail. The copy function is recommended when either the product, or product and quantities, will be similar for each shipment.
- **Preview** : Allows you to view your entire order in detail. You can preview several worksheets together and print & download them as well.

Transfer this order to your rep

Choosing this option will make your worksheet available online to your sales rep. They can open, view and modify your order. They can return your order to you in the form of a proposal or they can submit the order on your behalf.

1. **Click** the **Transfer Order to Sales Rep**.
2. **Choose** the sales rep.
3. **Enter** any **Comments** you want the rep to see and **check** to send an email notification to the rep.
4. **Click Send**. Your proposal will be available to open online by the sales rep but will no longer be available to you. You will be returned to the Home Page.

Clear (Worksheet)

The Clear button allows you to "clean the slate" while you are working on a worksheet.

1. **Click** the **Clear** button located in the top toolbar. The **Clear Worksheet** window will appear.
2. **Select** worksheets to be cleared of quantities.
 - a. **Current Worksheet only**
 - b. **All Worksheets for current catalog**
 - c. **Select Worksheets...**
3. **Select** categories to clear quantities.
 - a. **Current category**
 - b. **All categories**
4. **Click** the **Clear** button. Please note that clearing will only remove entries that you created and will only affect worksheets not yet submitted as orders.
5. **Click** the **Go Back** button to go back to the worksheet without clearing any information.

Copy (Worksheet)

The copy function is used to create purchase orders with multiple ship dates or ship-to locations. It allows you to create a complex worksheet, and copy its contents to the additional worksheets. The copy function is recommended when either the product, or product and quantities, will be similar for each shipment.

1. **Click** the **Copy** icon.
2. **Select** to **Copy to Other Ship Dates** or **Other Locations**.
3. If **Copy to Other Locations** is selected, your new worksheet(s) for those locations will be found in your Work in Progress.

Preview your Worksheet

Choosing this option will make your worksheet retrievable by your sales rep. They can open, view and modify your order. They can return your order to you in the form of a proposal or they can submit the order on your behalf.

1. **Select** your preview options.
2. **Click** the **Preview** button. The details of the order will appear. *Note: select PDF if you would like to download or print a copy of your worksheet.*
3. **Click** the **Close** button to exit this function.

Download Order Form (SSOF)

This function will allow you to request and download a spreadsheet order form for any of the available catalogs. These order forms can be filled out and uploaded to iVendix at a later time to be completed and submitted online. You will also be able to request multiple ship dates at time of creation. The function requires that you use a PC with Excel 2003 or greater or a Mac with Excel 2011 installed.

1. **Click Download Order form** from the Orders Menu.
2. **Select** a catalog
3. **Select** the categories to be included on the SSOF.
4. **Select** the number of shipments and enter ship dates. (These may be modified at anytime prior to submitting your order) *If working with first available ship dates or you don't know how many you will need, it is recommended to make a tab for each ship date. They do not all have to be used but tabs cannot be added to the SSOF after they have been created.*
5. **Click Download Order Form** and you may choose to open it or save it to your computer. When you choose to open it, please wait while it prepares itself for use. Make sure to enable macros while using it. ** The B2B application is no longer necessary at this time. *The first time you login and request a download you may or may not encounter the following: After clicking Download Order Form, IE may produce a warning that it has blocked the download. You will see the following message across the top of your page. **Click here for options and click download file.** You will have to start again with your selections and download request. The message will not re-appear for additional downloads within the same session. . If you want to keep this warning from happening and are secure with removing this extra layer of protection (recommended), Go to Tools, Internet Options, Security tab, Click on the Custom Level button. Locate Downloads in the list and the Automatic prompting for file downloads. This is set to Disable by default. Switch the setting to Enable to stop receiving the Information Bar warning in IE. Click OK and click OK to close Internet Options. All future downloads will start automatically instead of presenting the Information Bar warning message.*
6. When the SSOF build is complete there will be an instruction tab, a summary tab that will show you your totals across multiple ship dates, and a tab for each ship date requested.
7. Start with your first ship date tab. **Locate** the products you wish to order and **enter** your quantities. Use the Filter option if you wish to condense the SSOF to specific areas.
8. **Review** your summary tab to see totals for your order.
9. **Perform Save As** and save the file where you can find it again. Due to the variety and number of Excel versions available today, to insure compatibility you will need to save as **File Type: Excel 98-2003 Workbook (.xls) only!!** This is the only file type that is common across all versions. **Make sure to enable macros while using it. Please see the end of this document for more information on Macro security settings.**
10. When ready to upload and submit, go to **Create Order using the Upload iVendix order method.**

Order Status

The Order Status page provides a snapshot of your order activity (Note: You can reset the number of days you wish to go back in the field at the top). From this page you can access the history of an order's progress from one status to the next. You will be able to access an order's detail, download or email an order (or multiple orders) in PDF format, or print them. In addition, the Order Status page also displays order proposals submitted to you by your sales representative.

Orders

- **New Orders:** Order submitted by you the dealer.
- **New Direct Order:** Order submitted by a rep/customer service on behalf of the dealer.
- **Outside Orders:** Orders placed outside of the application, i.e., fax, phone.
- **Received Orders:** Orders received by the supplier and not yet reviewed.
- **Accepted Orders:** Orders accepted by the supplier and shipment is pending.
- **Declined Orders:** Supplier has rejected the order.
- **Shipped:** Orders for which product has been shipped.

Proposals

- **New Proposals:** Proposals sent to the dealer by their rep.

Tasks available within the Order Status:

- **View Order List**
- **View Order Detail/Preview an Order**
- **View Order History**
- **Change display order**
- **Export Options**
- **Retrieve order proposals from your sales representative**

View Order List

The Order list provides a snapshot of order or proposal activity. You will be able to view activity for all orders for which you have been assigned access. If you are an administrator, you will be able to see all orders for your entire organization.

Tasks available from this section:

- **View Order Header Detail** – **Click** the **Order #** to open the PO header information.
- **Preview Order** – **Click** the **Preview** icon.
- **View Order History** - **Click** the **History** icon to the far right to view the tracking data.
- **Sort Options** - **Click** the + by Sort Options.
- **Export Options** - **Click** the + by Export Options to use the advanced options such as downloading in PDF and emailing orders to others.

View Order Detail / Preview an Order

The Order Detail or Preview Order function allows you to view an order in line item or grid format. You can choose to create the preview in a web friendly HTML format, or in PDF (.PDF files can be viewed using the freeware Acrobat Reader) format. The PDF format will take longer to load, but it can be saved on your computer and is printer friendly.

1. **Click** the **View Order Detail** button or the **Preview** icon.
2. **Select** your preview options.
3. **Click** the **Preview...** button. The details of the order will appear.
4. **Click** the **Close** button to exit this function.

View Order History

You can view an order's history to see details of status changes.

1. **Click** the scroll icon next to the order for which you want to view history.
2. The Order History page will list the **Date** on which the order's status was modified, the **Status** to which the order was changed, the **User** or **EDI doc** that changed the status, and any **Comments** entered by that user when they made the status change.
3. **Click** the **Print** button to print a copy of this order's history.
4. **Click** the **Go Back** button to return to the View Order List.

View Acknowledgement, Shipping and Tracking

You can view an acknowledgement or shipping details along with tracking information and a link to the carrier's website if the supplier is providing this information to the application.

1. **Click** the status of Accepted or Shipped Orders for a list of orders that have been shipped or search for an order or group of orders using Order Search.
2. **Click** the order # to open the order header.
3. **Click** a link provided under Order Notifications. You may view each notification individually or you may click the link to see a complete picture of all notifications combined in one view. You may also use the filter choices located at the top of the page.

Sort Options

This section allows you to re-organize the sequence in which the orders within a given Order Status appear on the page.

1. Use the **Sort by** drop down menus to select criteria by which the order list will be organized. The system will sort by criteria 1 first, then by criteria 2, and so forth.
2. **Select** to sort by **Ascending** or **Descending** value.
3. Use the **Orders per page** drop down menu to determine how many orders will appear on each page of your results.
4. **Click** the **Re-display orders** button to view your list.

Export Options

The **Export Options** function allows you to Download an Order as a PDF document, consolidate multiple orders into a single PDF document, or email selected order(s) in PDF format.

1. **Choose** export selection type.
2. **Select Show products in grid format** or **Show products in line item format**.
3. **Select** to download or email files.
4. **Select** the box(s) next to the orders you want to download.
5. **Enter** email if emailing file.
6. **Click** the **Export Selected Orders** button.
7. **Click** the link to the created file and open if not emailing, save the file to your computer.

Retrieving Order Proposals

Your sales representative can create a proposed order for your review. You may open it, review it, make modifications, and continue to submit the order or transfer it back to your sales representative.

1. **Click** on the **New Proposal** link on the **Order Status** page.
2. **Click** on the **proposal number** to open the proposed order.
3. **Click** on the **Preview** icon to review the details of the proposed order.
4. **Exit** the preview. Make any necessary modifications.
5. **Proceed** to either **Transfer to Rep** or **Submit Order**.

Order Search

The **Order Search** function allows you to conduct searches for specific orders or groups of orders.




1. **Click** the **Order Search** button on the tool bar.
2. **Select Order Origination**, orders placed outside of the application will only be accessible if provided by the supplier.
3. **Select Date Type**.
4. **Select Date Range**.
5. **Select Additional Criteria** (note restrictions for outside orders).

Work In Progress

Work in Progress is the area that stores worksheets until they have been submitted as orders.



1. Click the **Work In Progress** button on the tool bar.
2. **Click** the magnifying glass with envelope icon to Preview Order.

3. **Click** the Edit icon to open the worksheet.
4. **Click** the icon  to permanently delete a worksheet or order.
5. **Click** a **Store - (Worksheet Name)** link to access that worksheet and complete the **Create PO** process.

Inventory

The **Inventory** function allows you to view the selected supplier's inventory availability for multiple products in a single report. This allows you to view entire categories or catalogs at one time rather than product-by-product as from within a worksheet.



1. **Click** the **Inventory** button on the tool bar.
2. **Click** on your search method preference, simple, advanced, or browse catalog.
3. **Choose** the **Catalog**.
4. **Click** Show Options.
5. **Choose** report format, **HTML, PDF, Or Excel** export.
6. **Enter** number of days out to see future availability or leave "0" to see current. (supplier specific)
7. **Click** Search. Your report will appear.

Catalogs

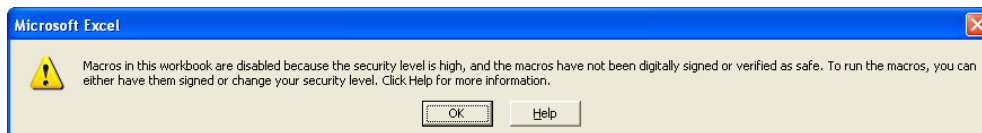
Some suppliers will provide a graphic version of their catalog that includes images of their product. These Catalogs can be accessed from this section.

1. **Click** the **Catalogs** button from the **Orders** menu. A list of catalogs that you are eligible to order from will appear.
2. **Click** the name of a **Catalog** to view a list of **Categories** available within the catalog.
3. **Click** the name of a **Category** to open a page that displays the product and images contained in that category.
4. **Click** a product image to open a window with additional details.
5. **Click Available Inventory** to view inventory details.

Spreadsheet Macro Security Help

One important component of the iVendix SSOF function is its ability to ensure data integrity in the entering of product quantities and the transmission of that data to the online B2B application. The module depends on Excel macros to support this data integrity component as well as the movement of data between worksheet tabs. The Excel application has a Macro Security setting that must be set to Medium to ensure that the ability to enable macros is available. A user that intends to open and enter data into the spreadsheet **must** make sure that their Excel Macro Security settings are set properly before they begin to enter data. The following will guide you through the settings of Macro Security for Excel 2003-2007 for Windows.

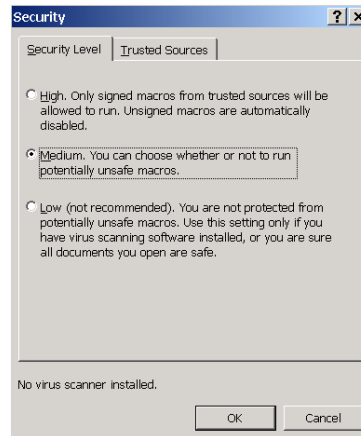
Excel 2003 users are presented with the following error when they open the spreadsheet to notify them that they need to change their settings.



If the user selects ok, the Excel spreadsheet will allow the user to enter data but it will not be stored for uploading.

The user must close the spreadsheet and perform the following steps:

- 1) Open Excel, not the Spreadsheet, but the actual Excel program
- 2) Select "Tools" from the Excel Menu bar
- 3) Select "Macro" from the Tools menu list
- 4) Select Security
- 5) The following window will appear:

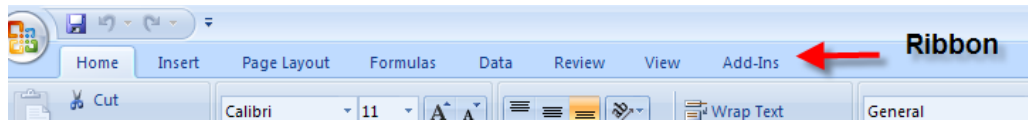


- 6) Ensure a security setting of "Low" or "Medium" is selected.
- 7) Reopen the SSOF if you had it open while making these setting changes.

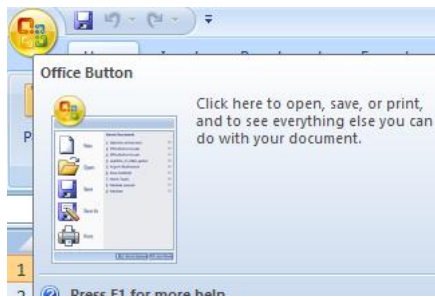
Excel 2007

Macro security is well hidden in Excel 2007 and typically defaulted at disabling automatically. As enabled macros are needed to allow the SSOE to function properly, you will need to make sure that the security is configured properly. Please follow the following steps:

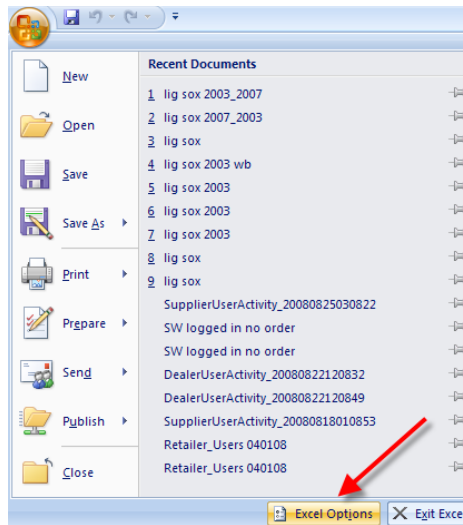
First Macro Security is found under the developer tab in the ribbon. If you do not see this tab, follow these steps to make it appear.



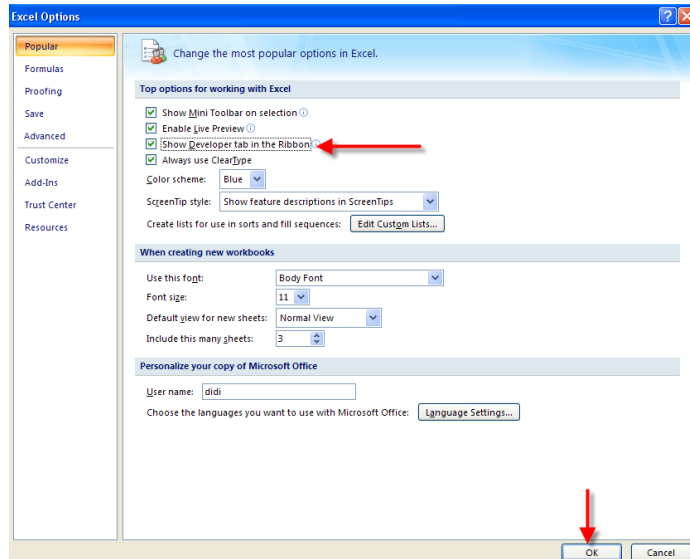
1. **Click** on the Office Button in the top left corner of Excel.



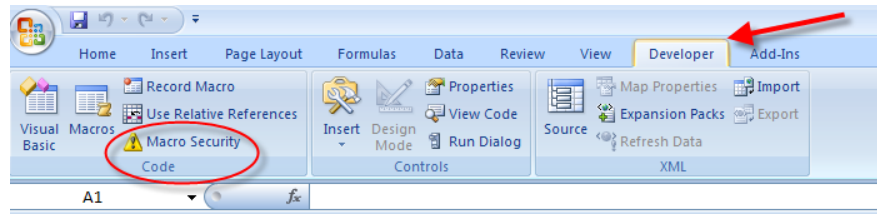
2. **Click** on the Excel Options button



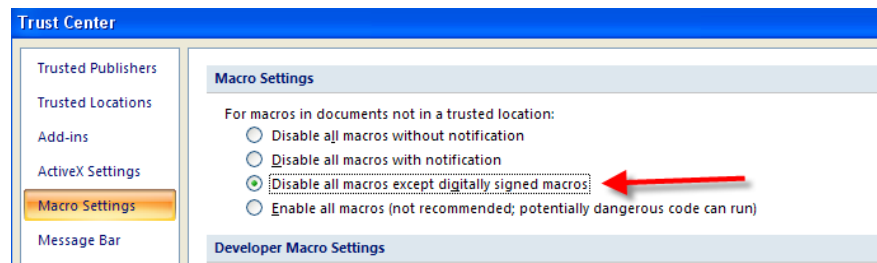
3. **Check** the box to “Show Developer tab on ribbon” and click okay.



- Now click on the Developer tab and then on Macro security code.



- If not already selected, select to “disable macros except digitally signed macros” and click OK.



- If you have the SSOF open while doing this, you may have to close the order form and re-open after you have changed the settings for them to take effect. You will not have to repeat any of these steps in the future.


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To access Announcements:



1. **Click** the **Announcements** button from the **Message Center**.
2. **Click** the **Subject** description to view the message.
3. **Click** the file  icon if you want to save the message in your inbox.

Shared Files

To access files:



1. **Click** the **Files** button from the **Message Center**.
2. **Click** the file name to view the file. Files may be saved to your computer.