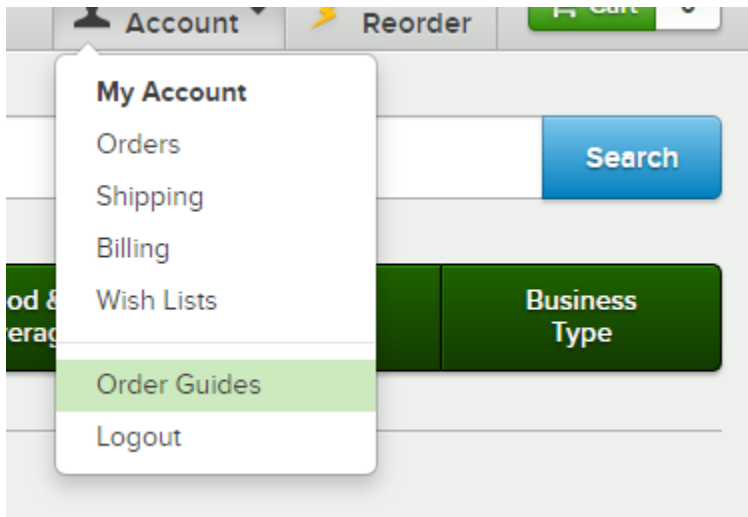
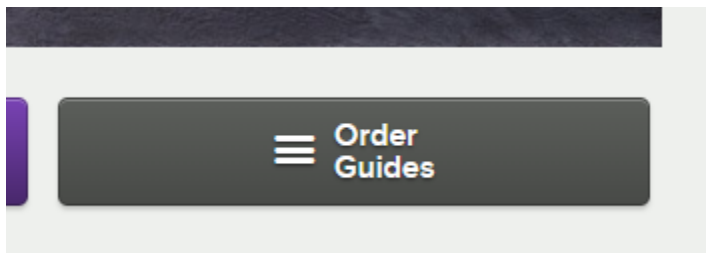


Accessing Your Order Guide

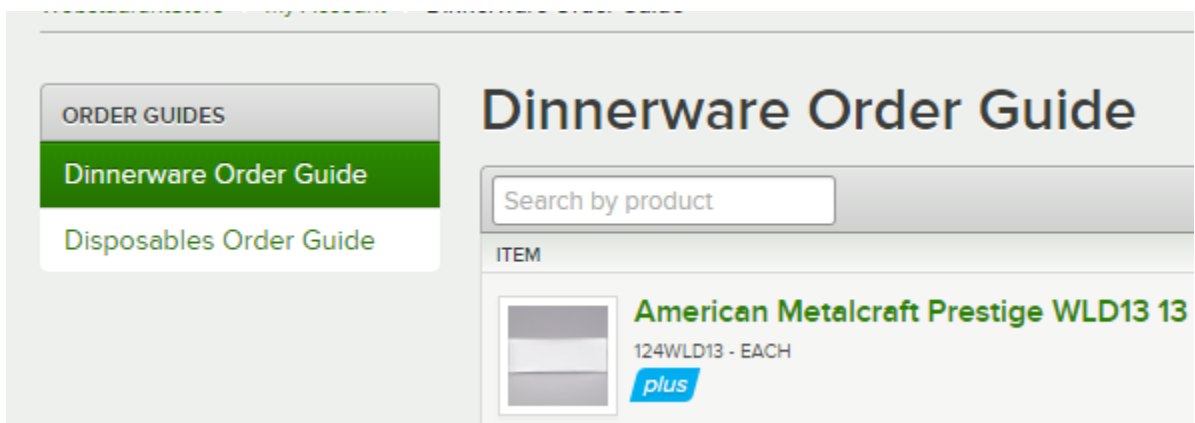
- 1) Click on your name at the top right side of the screen, then Order Guides from the dropdown menu.



- 2) Alternatively, you can click the black Order Guide button on the right of the main page of our website when you are logged in.



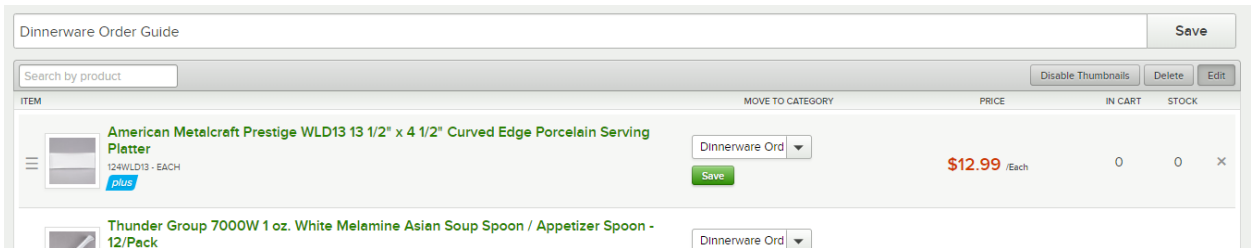
- 3) Either option will take you to the Order Guide Dashboard. You can select a specific guide from the menu on the left.



- 4) You can search items within the guide using the search bar on the upper left corner of the guide.
- 5) On the right of each line, you can change the quantity before adding the items into your cart. You can also see the live stock count on the far right if the line.

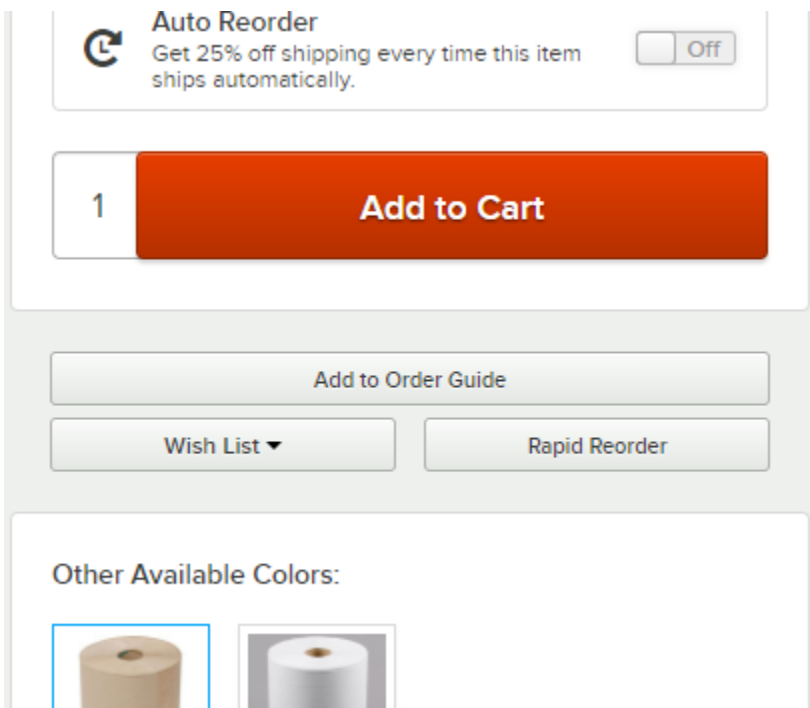


- 6) Clicking the Edit button on the right of the page will allow you to removed items from the guide, change the order of the items, and rename the guide. Be sure to click Save when you are finished. Click the Edit button again to leave the edit mode.



Adding to an Order Guide

- 1) Find the item on our site that you would like to add. On the right side of the item page, under the Add to Cart button, you will see the Add to Order Guide Button.



- 2) Clicking this will bring up the Add page. From here, you can select to which Guide you would like to add the item from the Add Item To dropdown menu.

Add Item to

Choose Guide
Dinnerware Order Guide ▼

Dinnerware Order Guide
Disposables Order Guide

Additionally, you can choose to add the item to a new guide by entering a guide name into the Add Item to New Guide box.

Add Item to New Guide

Guide Name
Janitorial

You can choose to apply the change to just your Supervisor account:

Your account

All accounts:

Apply to All Accounts

Or just specific sub accounts:

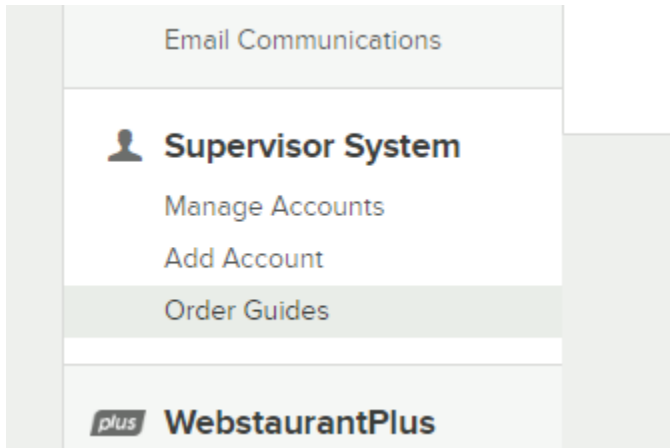
Your Sub Accounts

Creating a New Order Guide

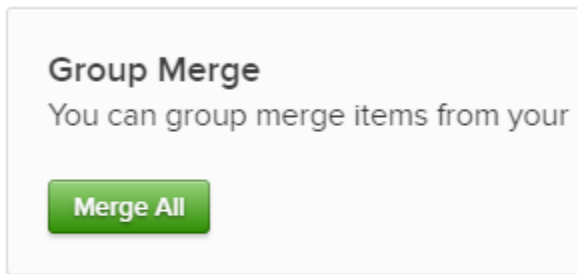
- 1) Follow the same instructions above, but add the item to a new guide. This will create a new guide, and it will now be available in the Add Item To dropdown menu.

Sharing an Order Guide

- 1) Click on your name at the top right of the screen, then My Account to go to your Account Dashboard.
- 2) On the left side of the screen, scroll down to the Supervisor System section, and click on Order Guides.



- 3) From there, you can choose to share all of the order guides on your Supervisor account with your sub accounts by clicking Merge All.



- 4) You can also choose to send the guides to a specific location, by clicking Merge Guide, under that specific location.



- 5) Additionally, Edit Guide will let you make changes to the guides on that location's account.

