PWW User Manual

MERCER COUNTY FOOD BANK
PWW USER MANUAL

Benefits
• Connects to live data which means that the available quantities are current.
• Able to print a shopping list.
• Able to place your order online..
• Able to check on orders, statements, invoices, and grants.

Adobe Software
To view or print many of these items you will need to have installed on your computer the free software called Adobe Reader. You can find this at http://www.adobe.com

Reminders
• This program is only supported on a Windows PC based computer with the following web browsers: Internet Explorer and Mozilla Firefox.
• Use the Logout link in the upper right hand corner to close your Online Web Ordering session.
• Your Agency Relations representative can assist you in answering questions regarding your Agency's contents on the Web.

Help
• When on a particular page, use the Help link in the upper right hand corner to clarify frequently asked questions. **Scroll to bottom of help page and click on "close" exit the help function

Accessing the Online Web Ordering System
 • You will begin the same by going to http://www.mercercountyfoodbank,org
 • Agency resources link is at the bottom right hand corner of the homepage and clicking "Online Ordering" when prompted

The next window will look a little different. Each person authorized to order food online will need to know:
• Your agency number
• The username
• The agency's password
o **IMPORTANT NOTE**: All agencies who submitted a request for a PWW account received an email with login information. If you cannot get into your account, email Bailey.

The Home Page
On the home page, you will find Mercer County Food Bank announcements and useful web links. From the home page, you can view and directly access your shopping cart by using the 'Your Cart' tab.

PLACING AN ORDER
Select the + Order Entry on the right side of the screen to open up the shopping list:

Method: Pick-up
Location: Dock pick-up
Date: Always select the following Thursday from when you are placing your order.
Time: Select a time left from the available slots.

- NOTE: You cannot change shipping options once you click Continue. You must Cancel Order if you need to select different shipping options.

Note the three buttons:
• Print Shopping List: Select to print a shopping list.
• Print Cart: Select to print the items in the cart.
• View Cart: Select to view the items within the cart.

The Search textbox allows you to type in the product name or the product reference number to search the shopping list for that particular item.

The Ref (reference) column contains the item number. Clicking on the product reference number will bring up a new window containing the product details and the product photo (if available)

Place the quantity of item in the Qty Textbox and either tab or select another Qty box by moving the mouse cursor.

PLEASE NOTE: An order that is left in the cart for more than 48 hours will be automatically canceled and deleted.

Sorting the Shopping List
You can change how many products are viewed on a page by choosing a different page size. To avoid scrolling through pages of the product, select "all."

All columns can be sorted by clicking on the underlined word. This will sort the column in ascending or descending order. Keep clicking the word until you get the view you want. Note: the small arrow pointing downward indicating an ascending selection (smallest number to largest number or alphabetical).

View Cart Button
Once you've completed your order click on "View Cart." The Shipping/Delivery information will automatically fill in - like it does on the POL - unless MCFB is closed on your date. Be sure to fill in the shipping date and times if it doesn't auto fill. Contact Information is required.

Select the **Shopping List** button to return to the shopping list. Select the **Checkout button** to submit your order to MCFB.

Orders Tab
This lists all of the orders for your Agency and their current status. Clicking on a table row (line) will bring up the order details

Grants Tab
This lists the grants that have been applied to an Agency with amounts used, initial balances, and remaining balances.

My Docs Tab
    a. **MY DOCS – Statements Tab**
This window lists your Agency's statements that have been published to view online – for administrators only.

    b. **MY DOCS – Invoices Tab**
This window lists the invoices for your agency and works the same way as the statements tab.

Tab 2