Setting Up eOrder

OP software

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Before you begin

You must complete the “Database Driver Setup Instructions”, “Web Server Setup Instructions” and the “eOrder Server Setup Instructions” before following these steps.

Open a DDMS client session and print out or write down your volume unit locations contained in the “L0” screen.

You must make sure Jack Duncan is available to provide authorization codes when you finish these instructions and before you use eOrder. Contact Jack at 800-722-3615 extension 1 to schedule a time.

Setting the DDMS database locations

You must tell eOrder where to find your DDMS database files. Each dealer controls the location of these files through the L0 parameters screen. You will need to have this information.

If you followed the steps in eOrder Server Setup, then the eOrder monitor program should be on your screen. Click the Server Menu button. eOrder monitor will warn that scheduled jobs will not be processed. Click yes to continue.

When the server menu screen is displayed, click the Server Setup link.

This process will guide you through setting the database locations.

The first location screen is the location of your eOrder database. This location was set when you installed eOrder. Just click next to continue with the DDMS database location settings.

You will be asked to specify the location of each of your DDMS databases used by eOrder. Read each screen for the database being requested and then use the browse button to browse your computer to find these databases.

The database setup routines will verify, and may pause as it verifies, that the locations you enter contain the correct files.

Select your database locations and click next through each of the screens.

Two of the screens will request a primary store location, and a primary pricing location. These values are used as defaults in case another specified location could not be found. You should enter just a one (1) and not zero-one (01) if location one (1) is your default.

Setting the Web Server Options

When the web server setup screen appears, click next to start the web server setup.

The first screen asks for the location of your web files. This location was set by eOrder server installation and should not be changed. Click next to continue the web server setup.

The next screen contains the eOrder home page welcome messages. The text you enter in the top box on this screen will be shown at the top center of the eOrder main page in larger type. The text you enter in the bottom box on this screen will be shown under the centered larger type and will be left justified and smaller type. Read this screen for examples of good messages to use. You can leave these entries blank if you do not want any messages to appear on your eOrder home page.

The next screen provides a link to your existing web site. You can enter text for the link and the Internet URL for your existing web site. Read the screen for examples of how to use this option. You can leave the entries blank if you do not want a link to another existing web site to appear on your eOrder home page.

The next screen contains the end page messages. Just like the begin page messages these messages will appear when the user logs out of eOrder. You can leave these blank if you want no messages to appear.

The next screen allows you to provide another link back to an existing web site when the user completes an order. Again, you can leave these blank if you do not want a link to appear.

Click finish to complete the web server setup. You can return to this section at any time in the future to change these messages or links.

eOrder Item Update Setup

eOrder builds a composite search and lookup file from your DDMS item files. This is one of the major reasons eOrder is so fast. This process sets up the schedule to keep this eOrder version of your item file updated and always current. Click next to begin the item update setup.

Check the box to run the item update automatically on a schedule and then click next.

Check the days of the week you want the item update to run. If you are not open on the weekends, then you can leave Saturday and Sunday unchecked. You should check every weekday.

Pick the start hour and minute you want the item update to run. Make sure that your DDMS will not auto-reboot during this time. Running the item update will slow your DDMS system. You should schedule this to run during off hours when few or none are using the DDMS. You should allow one hour for the eOrder item update, even though it will most likely take only 10 to 15 minutes. Choose the start hour and minute and then click next.

On the next screen, choose the manual run of the partial item update. You should not choose to run the partial update on a schedule at this time.

On the next screen, choose your primary wholesaler eContent Class as the contract sort method. This provides the best sorting when wholesaler eContent is loaded.

Choose the finish button to complete the item update setup.

eOrder Server Setup

This process instructs eOrder how and when to post orders it receives to your DDMS. Choose the next button to begin the setup.

Choose the option to automatically post orders to your DDMS and click next.

Pick the days of the week you want eOrder to post orders. If you are not normally open on the weekends, then leave these days un-checked.

Pick the start hour and start minute you want eOrder to post orders. This time should be your normal start of business day. Late night web visitors will not be aware that their order is being held and not posted until the following morning. The primary reason for this setting is to control order entry and not post orders while system maintenance procedures are underway. When the start time occurs, any orders not yet posted will be posted to the DDMS just as if they had been turned in late by a sales rep and were waiting on customer service to come in the next morning and enter them.

Pick the end hour and minute you want eOrder to stop posting orders for the day. Again this should follow your normal hours of operation. If customer service stops keying orders at 5:30, then you would want to enter 17 as the end hour and 30 as the end minute.

Important! The times are 24-hour format. 5:00 is 17:00!

Click the next button to continue the eOrder server setup.

Pick an interval you want eOrder to check for new orders. A common setting would be 15 minutes. Choosing intervals less than 10 minutes may create unnecessary overhead until your order volume dictates shorter intervals.

Check the box to show the status screen while orders are posting. This causes a box to appear on the screen when orders are posting. If this becomes a nuisance, you can return to this setting at any time and disable this display.

Click next to continue.

Choose a terminal ID to use when orders are posted to your DDMS. You should use a terminal ID that your order entry operations currently use. Click next to continue.

Check the option to have eOrder automatically print orders when received and then click next.

Select the printer you want eOrder to use and then click next.

You can change the font size, left margin, and lines per page. For now, leave the default settings. You can always come back to this screen and adjust these settings.

Click next to continue and then click finish to complete the eOrder server setup.

Dealer Defaults

The dealer defaults controls how new clients are established. eOrder works differently than other systems you may be accustomed to. There are three levels used to control how users are created:

The dealer level. These are the settings we are about to make. These settings let you specify how your individual business operates.

The client level. Before you add users, you must add a client. The client serves as the master for any users. This approach is especially useful when you have a large company that requires several settings for all its users. You establish a client record containing the options needed by the client first. Then each user you add for this client inherits the master client settings.

The user level. This is the bottom level and controls access to eOrder. The dealer and client records only assist in creating user records. You can always change an individual user record regardless of what the setting is in the dealer or client records.

Remember that the user record always overrides and that the user record only inherits the client settings when the user is initially added. The dealer and client records only assist in setting up users. You can always change an individual user settings regardless of what the dealer defaults or client settings are.

Click next to begin the eOrder dealer defaults setup.

Dealer Login Defaults:

Enter a password for dealer login to the eOrder site. Make sure this is a private password that only internal people know. Using this special login allows you to see additional account and item information normal users should not see. Click next to continue.

Account and Department Types:

As defaults, you should choose the fixed options for both the account and department. When you create users, you may need to select other options including select from a list of accounts, select from a list of departments, or order from any department.

Order Location Defaults:

Check the option to post orders to DDMS. You can change this option later when you create a demo user so that your demo orders do not post to your DDMS.

Pick the default status you want to post orders to and the location codes to use. Be sure to enter just the location numbers only. Do not enter zero-one (01) for location one (1).

Remember that you can change any of these defaults when you create a user. These settings are only used as the default values when a new user is created.

Click next to continue.

Customer Payment Defaults:

Choose the default payment type. If most users are open account, then choose on account only. If most users are credit card users, then choose credit card only. If you have a mix then you may want to choose ask the user.

Pick the pay code to use for on account and the pay code to use for credit card orders. These pay codes are the same as those used in the DDMS G screen.

If you want, you can have fixed messages on credit card orders. Check the use message box and then the Messages button to specify the fixed messages you want to appear on credit card orders.

Click the next button to continue.

Shi- to Defaults:

Choose the default ship-to method. You should use the customer default ship-to option to have eOrder use the default ship-to information from DDMS. You can change this, and all other options for an individual user.

Choose your default shipping method. If most of your orders are delivered, then choose delivery. If the majority of your orders are drop shipped, then choose drop ship.

Click next to continue.

Purchase Order Defaults:

Choose the purchase order default option. You should probably leave this set to ask. Again, you can always change it for an individual user.

Choose the most common PO method you use. The normal 10-character PO, or the long 35-character PO.

Click next to continue.

Contact Name Defaults:

Choose your default contact name option and click next to continue.

Sales Rep and Order Taker Defaults:

Choose the sales rep type option. You would most commonly have this set to use the sales rep assigned to the account. You can however use a fixed sales rep, which would cause any orders entered through eOrder to post to the specified sales rep.

You must select an order taker for eOrder to use when posting orders. You could change this on an individual user if you wished. Use the lookup button to display a listing of the current order takers on your DDMS system.

Click next to continue.

Forms to Order From Defaults:

You can specify on a user-by-user basis what forms the user can see and therefore order from. As defaults, you should normally check all of these. An exception might be the consumable locator. Currently only

United Stationers provides this information on their eContent CD. If you do not load the United eContent, then this screen is of no use to your customers.

Make sure your contract types are set to contract until you learn and create laundry lists. Laundry lists are better methods of showing forms because they have headings and group like items.

Item Controls Defaults:

The allow ordering of items from is used to control drop shipping. If you have a user that is always drop shipped, then this setting allows you to restrict their items to only United or S. P. Richards. Normally you would want to keep this setting as all items.

The allow ordering from class codes and the allow ordering from department codes let you pick what items from your DDMS database a user is allowed to order. If you have your class codes set up where furniture for example is a separate class or department, then you can choose the exclude list option for the class or department and then enter the department or class in the allow or exclude boxes. If you want to exclude (or include) more than one class or department, then just enter the codes, one after another, without any spaces or other characters. Then only the classes you enter will be allowed or excluded from ordering by the user.

You can also choose the fixed options for class or department. This option allows you to specify the single class or department the user can order from.

Line Item Level Controls:

The line item level controls allow you to choose how individual line items are added and shown on an order. Check the box to show, or uncheck the box to not show, the customers' selling price. Un-checking this option will cause eOrder to show no prices anywhere.

You can establish a maximum line item unit price. Entering a value here will not let the user order any item where the unit price exceeds this value. Leaving the setting at zero means no limit.

You can establish a maximum line total amount. Entering a value here will not let the user order an item if the line total exceeds this value. Leaving the setting at zero means no limit.

You can establish a maximum quantity amount for a single line. Entering a value here will not let the user order more than this value of any product. Leaving the setting at zero means no limit.

Check the show list price option if you want your users to see the list price for the items they order. If you check this option, you can also select the source of the list price. Standard means your normal list price. Catalog means the catalog list price contained in your wholesaler file.

Check the show line discount percent if you want your users to see the discount percent for the items they order. You can also specify a minimum discount percent to show. If the calculated discount amount percent is lower than the percentage you enter here, then no discount percent is shown to the user.

Order Level Controls:

The order level controls allow you to choose options based on the order total. You can specify a maximum and minimum order amount to allow. Leaving these values at zero means no limits. If you specify these values, then a user will not be allowed to submit any orders outside these values.

You can also specify if users can perform certain actions on orders. By default, all these options should be checked.

You can also specify the type and location of the user comments when the order posts to your DDMS.

Credit Checking Defaults:

This screen specifies the default values for eOrder credit checking. You can specify to check for both a credit limit and a past due amount. Both of these options can be set to provide a warning only or to prevent ordering.

For past due checking, you can also specify a minimum amount to disregard. If the user's past due amount is less than the amount you enter here, then eOrder considers the past due amount to be zero.

Credit checking only occurs when the user attempts to submit the order.

Budget Checking Defaults:

This screen specifies how eOrder checks budgets. You can specify to provide a warning only or to prevent ordering.

Budget checking only occurs when the user attempts to submit the order.

Order Approval Defaults:

This screen specifies how order approval works. Normally, unless the majority of your users will require order approval, you would not check the use order approval.

If you use order approval, you need to make at least two other settings. The minimum level to submit order specifies the top approval level. The default user level specifies the normal user level.

If you want contract items to automatically approve, then check the auto approve contract items box. If your user places an order containing both contract and non-contract items, then eOrder will generate two separate orders!

Example of two level order approval process:

Minimum level to submit order is set to one.

Users would be added at approval level zero.

One, or multiple, supervisor accounts would be created with an approval level of one.

Only those users with an approval level of one, the minimum level to submit, would be able to submit orders. Users less than this minimum level would have their orders sent to the next highest level for approval.

Delivery Charge Defaults:

Delivery charge defaults allow you to specify how, if any, you want to apply delivery charges. You can specify a minimum order amount for free delivery and the charge to apply if the user submits an order less than this minimum. If you use this option, then you must also specify an item number in your DDMS database and a description for this charge.

Freight Charge Defaults:

You can set freight charges to be on a minimum order amount, or as a percent of the cost or sell prices with a minimum charge.

For example, if you use the wholesaler drop ship service, you may want to select the freight on percent of order amount option and then select 'Cost Price', enter the percent the wholesaler charges, and the minimum amount. This most accurately calculates the drop ship freight charges.

You can also specify a minimum order amount and apply a charge when the user submits an order less than your minimum 'free freight' amount.

If you use this option, then you must also specify an item number in your DDMS database and a description for this charge.

Miscellaneous Charge Defaults:

The miscellaneous charge defaults are for future use and not currently implemented in eOrder.

First Gift Defaults:

The first gift default option allows you to entice users to visit your web site and place an order. If you use this option, then users will receive the free gift you specify on their first order only. You must also specify the DDMS item number to use if this option is used.

Repeated Gift Defaults:

The repeated gift defaults allows you to entice users to place larger orders by offering a free gift with a certain order size. Enter a minimum amount to qualify for a free gift (zero can be used but every order would receive the gift) and specify the item number from your DDMS item files.

Substitute Item Defaults:

This screen allows you to select how eOrder process substitutes. You can choose to show the user your suggested substitutes along with the message you want to display, or choose to not show these substitutes.

Fixed Message Defaults:

You can choose to place fixed messages on orders placed through eOrder. Check the box to use a message and then select the message location and line number to use.

Finishing Dealer Default Setup:

When you complete dealer default setup, you will return to the main dealer default screen. If you made changes, then click the apply button to save your changes. If the apply button is not enabled, then your changes have already been saved.

Click the close button to exit the dealer defaults setup.

Server Update Setup

eOrder is designed to keep itself updated. This helps us make sure your system is operating on the latest release and contains any updates and enhancements.

Click next to begin the server update setup.

The SQL server settings have been made when you installed eOrder. You should not change these settings unless instructed by OPSoftware. Click next to continue.

Check the box to automatically run the server update on a schedule and click next.

Choose all days of the week except Saturday and Sunday. You should not check these days as OPSoftware uses these days for system maintenance. Click next to continue.

Pick the start hour and start minute you want the server update to run. Make sure that this time does not conflict with other jobs or processes you may be running. Click next to continue.

Click finish to complete the server update setup.

User History Update Setup

The user history update setup is used to import your sales history into a fast and efficient database format.

You must specify the location of your sales journal file when you first set up user history. Use the browse button to locate your jour-s file.

You must specify the location of your history files. These files are your previous monthly journal files. Choose the browse button and locate one of your previous monthly journal files. Double click any of these previous monthly journal files to select the location.

Click next to continue the user history update setup.

Check the option to automatically run the user history on a schedule and click next.

Choose the days of the week to run the history update. These days should coincide with the days your business is open. Click next to continue.

Choose the start hour and minute you want to run the user history update. Make sure this time does not conflict with other jobs you may be performing. Click next to continue.

Click finish to complete user history update setup.

eContent Import

If you have received your eContent from your wholesaler, insert the CD in your drive now. If you do not have this CD, then click cancel to cancel the eContent import.

Select your eContent provider and choose next to continue.

Select the CD drive containing your eContent CD and click next to continue.

If you will be importing more than one wholesaler, you must import your primary wholesaler first.

When asked, check the box indicating that this is your primary provider.

S. P. Richards Specifics:

Click the browse button to locate the S. P. import file. Read the instructions on the screen for more information. Click next when the file is selected.

S. P. Richards provides a substitute item file on their eContent CD. Choose the browse button to locate this substitute item file. Read the instructions on the screen for more information. Click next when the file is selected.

Select the location of the S. P. Richards full size images. Double click the top folder, then double click the Full Catalog folder, then double click the Complete folder, then double click the Images folder, and finally double click the Full Size folder. Click next to continue.

Select the location of the S. P. Richards thumbnail images. Double click the top folder, then double click the Full Catalog folder, then double click the Complete folder, then double click the Images folder, and finally double click the Thumbnail folder. Click next to continue.

Click finish to start the S. P. Richards eContent import.

United Stationers Specifics:

Choose browse to locate the United Stationers database file. See the screen for more information on locating this file.

Select the location of the United Stationers full size images. Double click the top folder, then double click the Pictures folder, then double click the Standard folder. Click next to continue.

Select the location of the United Stationers thumbnail images. Double click the top folder, then double click the Pictures folder, then double click the Thumbnails folder. Click next to continue.

Click finish to start the United Stationers eContent import.

Full Item Update

You must run the full item update before you can use eOrder. Choose the full item update option and click next to continue. Choose yes to begin the full item update.

Import History

From the eOrder Server Menu, click the user history update link.

The user history import screen will display.

Choose the import a previous journal file or multiple files option and click next.

You can pick the location of the journal files you want to import. This option allows you to import previous journal files contained on different volumes in your DDMS. Choose the location that contains your journal files and then click next.

Be patient while user history import scans for journal files.

A listing of all journal files found at the selected location will be displayed.

Click on the journal file to import. You can select multiple files by holding down the CTRL key while clicking the journal files you want to import.

Click next to continue.

Click finish to start the import.

Adding a Demo User

You must contact Jack Duncan at 800-722-3615 extension 1 to obtain an authorization code before you can add or modify users. You cannot complete the remaining steps without an authorization code received from Jack.

Before you use eOrder, you should establish a demo account both for demonstration purposes and for testing. Make sure you exit any programs and return to the eOrder Server Menu. The Server Menu is easy to recognize by its large eOrder 3.0-logo picture. You can also start the Server Menu from the eOrder Monitor by clicking the Server Menu button. To start the eOrder Monitor, choose Start – Programs – Startup – eOrder Server Startup.

Add the Client First:

You must add a client before you can add users, even if the client will only have one user.

Click the Add/Edit Clients link from the Server Menu. The Client Maintenance program will start.

Click the Add New Client link on the Client Maintenance main screen.

Type “Demo” in the Client ID code box and “Demo Client” for the client name box. Click next to continue.

Click the Account Defaults Link to display the account section.

Click the Set Order Location Defaults link to display the order location default settings.

Un-check the post orders to DDMS option if it is checked. For now, we do not want our demo client to post orders to DDMS.

Click the next button to return to the Client Account Defaults section.

Click Cancel to end the editing session. This will return you to the Client Maintenance main screen.

Normally we would click next to step through all settings both verifying and setting any necessary options unique to the client we are adding.

Since changes were made, the Apply Button is now enabled. Click the apply button to save our changes. Notice that the Cancel Button will now change to Close. This indicates either no changes were made, or all changes have been recorded.

Click the Close button to end the Add Client session.

Note again than if this were a live client, we may want to make other default settings just like we did when we were setting the dealer defaults earlier in this document. Changing the client settings would then cause any users added for this client to inherit these client-unique settings.

Click the close button to close client maintenance and return to the server menu.

Your demo client has now been added.

Add the User:

Click the Add/Edit Users link from the server menu. The user maintenance program will start.

Click the Add New User link from the user maintenance main screen.

Client Selection Screen:

Select the client to add the user for. When you add more clients to your eOrder system, they will show up on this list. For now click our demo client and then click next.

User ID and Name Screen:

Enter demo for the User ID Code and Demo Account for the user name. Click next to continue.

Users Must Have Additional Settings:

Click next from the User Maintenance Main screen. Because the user is the bottom level, the overriding factor in our dealer-client-user hierarchy, we must specify additional information before this user record can be used.

User Login Settings:

You must specify the user login settings before this user can login to eOrder. Enter demo for the password. The email address is not required. Make sure the user can use eOrder box is checked. If this box is not checked, the user will not be able to login to eOrder. Click next to continue.

Customer Account Selections:

If you followed the recommended settings during dealer default setup, then the account and department types shown on this screen should both be “fixed”. You must enter a DDMS account for this user. If you currently have a demo or test account on your DDMS system, then enter that account number in the Fixed Account ID box. You can use the account lookup button to search your DDMS customer files for accounts.

You can also supply a department ID for this account if necessary. If no department is required, then leave the field blank.

Remember, if you followed the recommended instructions, we will not be posting these orders to your DDMS. You can choose any account you like.

Click next to check and accept your account settings. The account number you enter here must be a valid customer account in your DDMS. User maintenance will verify that the account exists in your DDMS before it allows you to continue.

Location Settings:

Note that the post orders to DDMS should not be checked if you followed the instructions when you added the client. This is the result of new users inheriting the client settings. You could of course change this setting. If you did, then your change would only apply to this user. Adding another user, without changing the client record, would add the user with this flag not checked which is the client default.

Important! Going back and changing the client record has NO EFFECT on existing users. The client record settings are only inherited when new users are added.

Click next to continue adding the user.

Finishing the Demo User Setup:

Click Cancel to end the editing session. This will return you to the User Maintenance main screen.

Normally we would click next to step through all settings both verifying and setting any necessary options unique to the user we are adding.

Since changes were made, the Apply button is now enabled. Click the apply button to save our changes. Notice that the Cancel button will now change to Close. This indicates either no changes were made, or all changes have been recorded.

Click the Close button to end the Add User session.

Note again that if this were a live user, we might want to make other settings just like we did when we were setting the dealer defaults earlier in this document. The user settings are the overriding factor. Any modifications made to the user record will override any dealer or client settings.

Click the close button to close user maintenance and return to the server menu.

Your demo user has now been added.

Web Site Activation

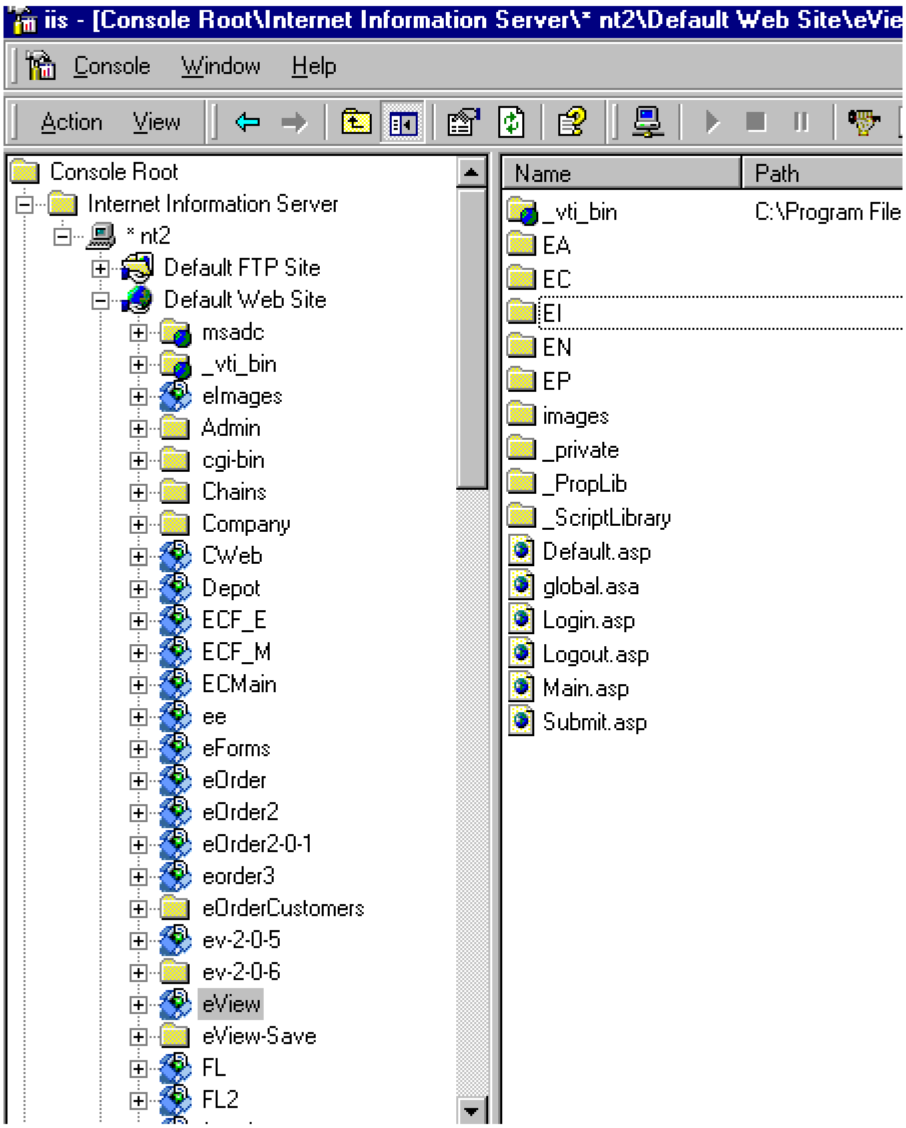
Before you can use your eOrder web site, it must be activated using the Internet Information Manager.

How you access Internet Information Manager depends upon the operating system you are using.

Windows NT 4.0:

Choose Start – Programs – Windows NT 4.0 Option Pack – Microsoft Internet Information Server – Internet Service Manager.

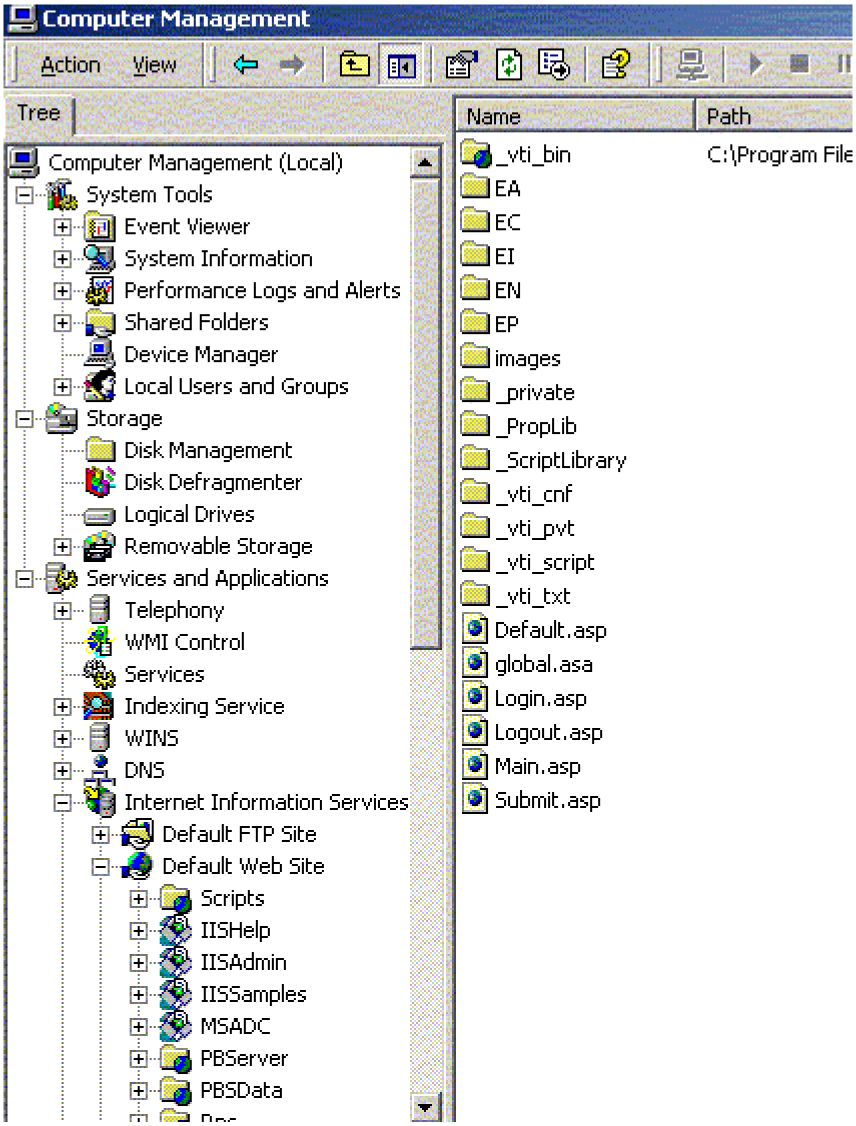
You should see a screen similar to this. You may need to expand the groups by clicking the plus signs until you see Default Web Site and then make sure this item is expanded as well.



Windows 2000:

Right click on My Computer and choose Manage from the pop-up menu.

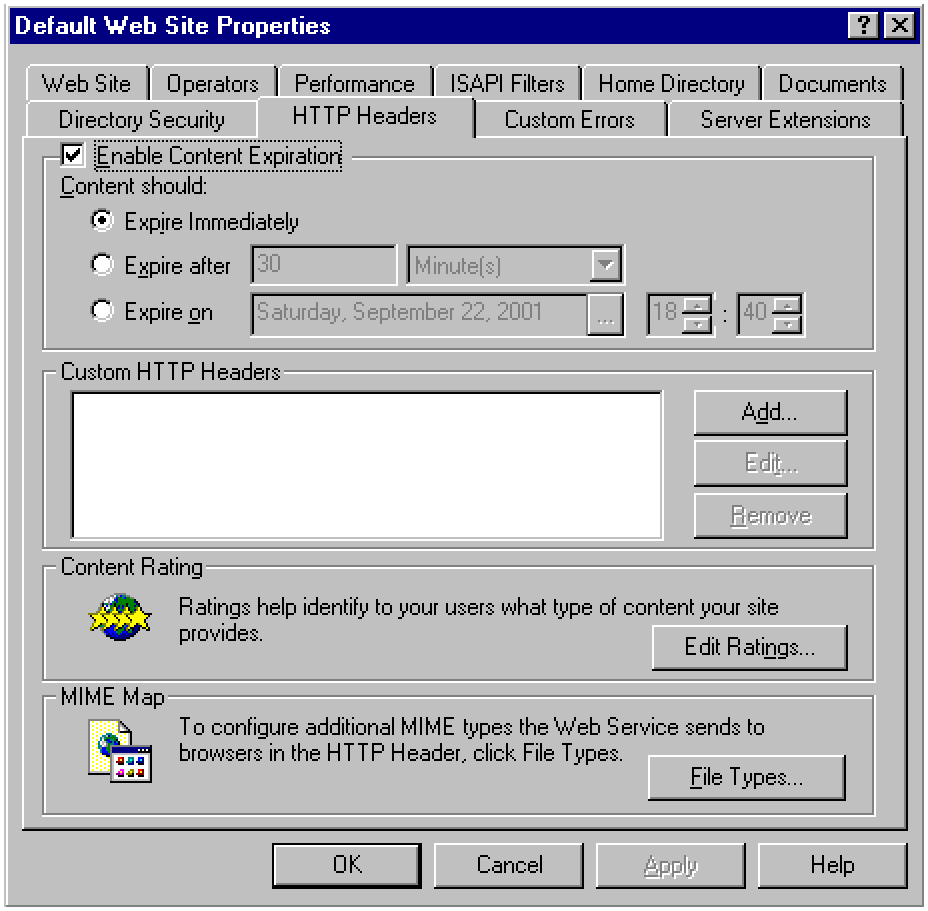
You should see a screen similar to this. You may need to expand the groups by clicking the plus signs until you see Default Web Site and then make sure this item is expanded as well.



Configure the Default Web Site:

Find the Default Web Site item in your list. Right click on the Default Web Site and choose Properties from the pop-up menu. When the Properties window appears, choose the HTTP Headers Tab.

This properties window is similar on both NT 4.0 and Windows 2000:



Make sure the Enable Content Expiration and the Expire Immediately options are selected.

Click the OK button to accept and apply the settings.

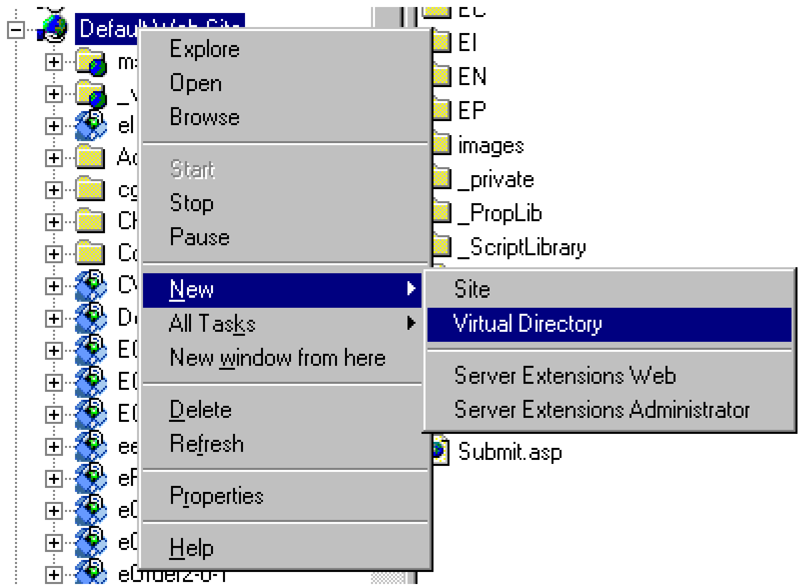
If you receive a message indicating inheritance overrides, make sure you choose to Select All and then Apply to All.

Adding the eOrder Web Site.

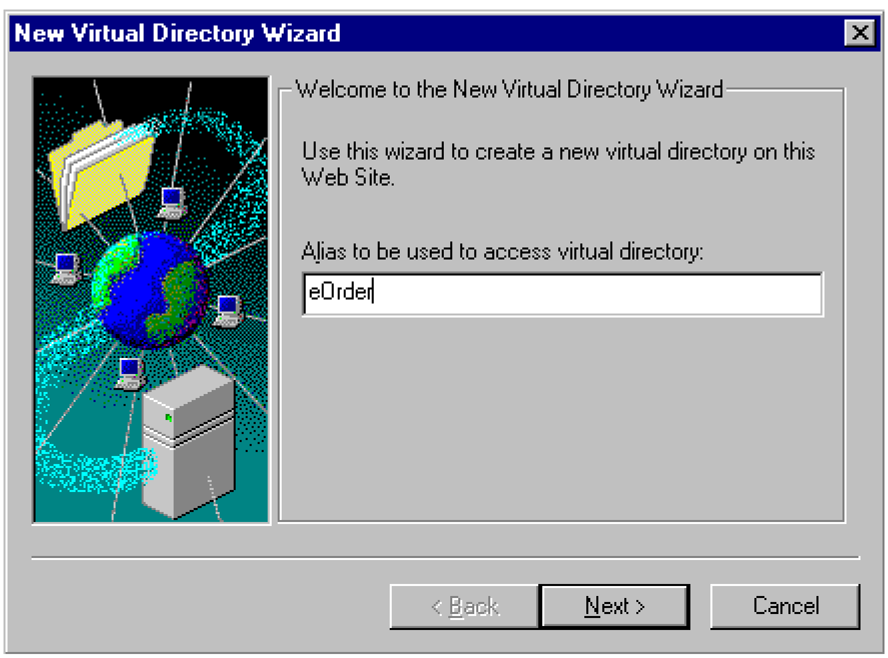
The eOrder web site must be added to Internet Information Services before it can be used.

Find the Default Web Site item in your list. Right click on the Default Web Site and choose New and then Virtual Directory from the pop-up menu.

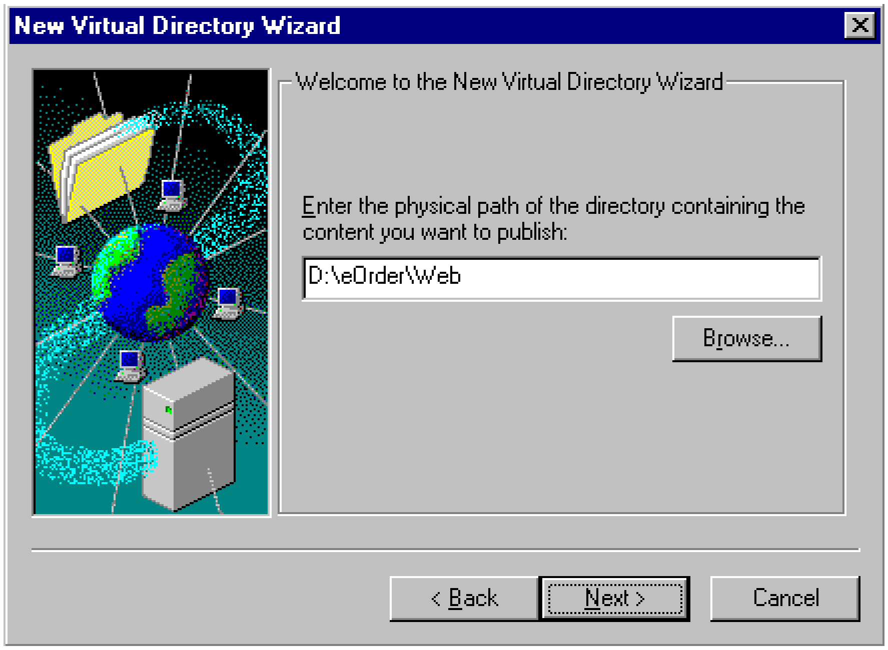
The following menus and screens are very similar but not necessarily exactly the same on both NT 4.0 and Windows 2000:



The following, or a similar, virtual directory wizard will be displayed:



Type eOrder as the alias for the virtual directory and then click next.

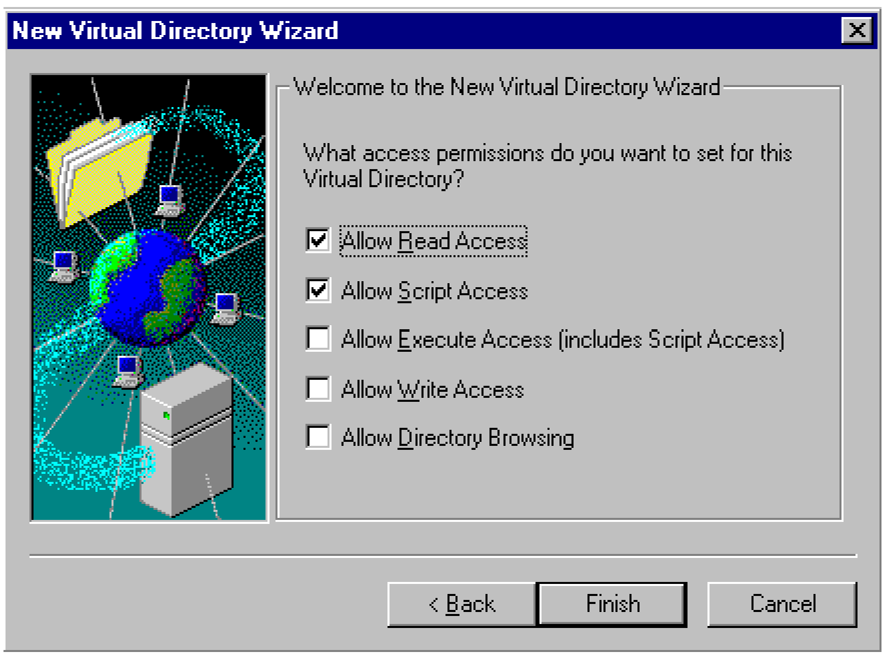


Click the browse button and browse to your eOrder folder and then select the Web folder in the eOrder folder.

Make sure the Web folder is selected!

Your entries should look like the ones in the screen above. Make sure that this physical path points to the web folder in your main eOrder folder.

Click next to continue the virtual directory creation wizard.



Make sure that read and script access permissions are checked and nothing else.

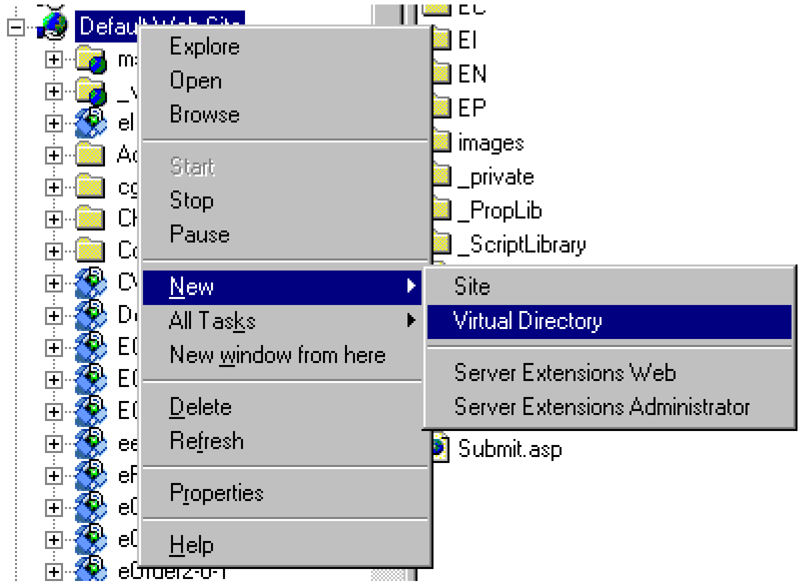
Click finish to complete the virtual directory creation wizard.

Adding the Image Directory

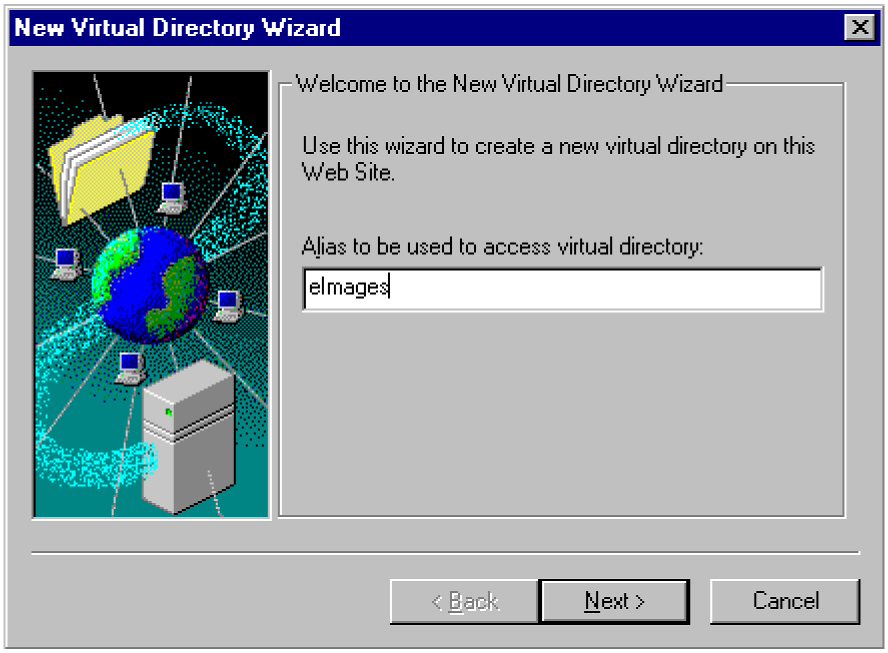
Before you can access your eContent images, you must create a virtual directory entry in the default web site. This allows visitors to your web site 'read only' access to these images.

Find the Default Web Site item in your list. Right click on the Default Web Site and choose New and then Virtual Directory from the pop-up menu.

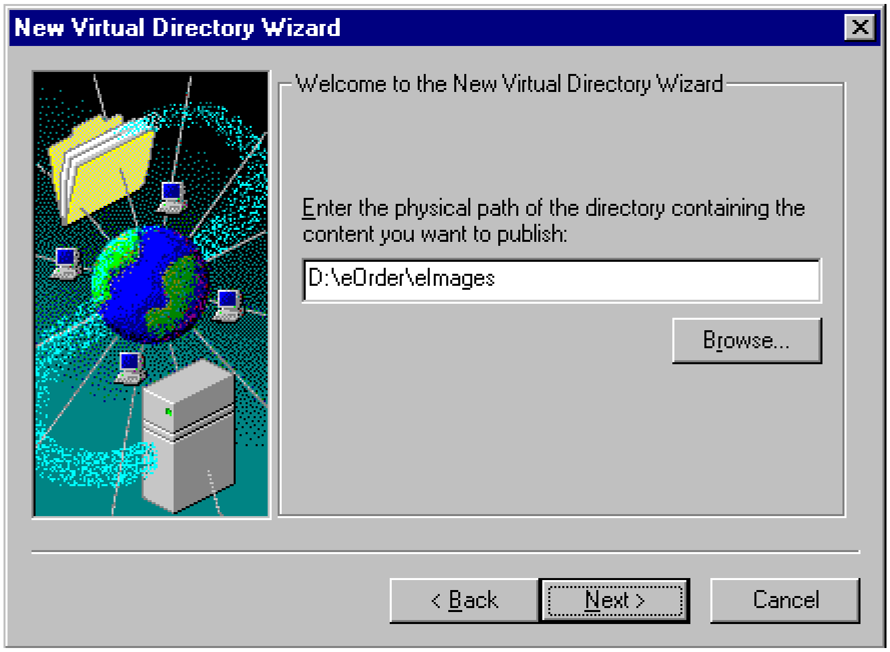
The following menus and screens are very similar but not necessarily exactly the same on both NT 4.0 and Windows 2000:



The following, or a similar, virtual directory wizard will be displayed:



Type eImages exactly as shown as the alias for the virtual directory and then click next.

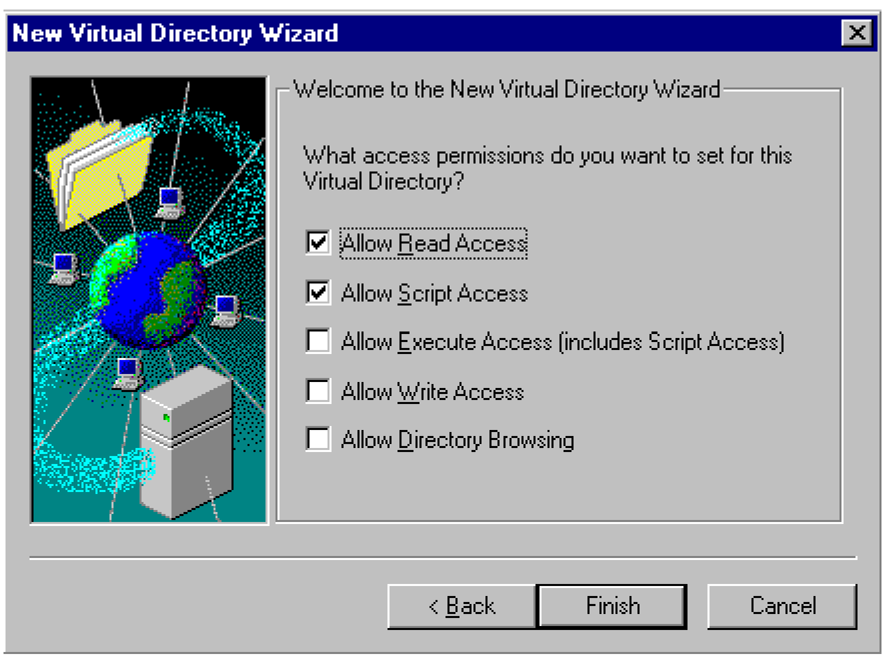


Click the browse button and browse to your eOrder folder and then select the eImages folder in the eOrder folder.

Make sure the eImages folder is selected!

Your entries should look like the ones in the screen above. Make sure that this physical path points to the eImages folder in your main eOrder folder.

Click next to continue the virtual directory creation wizard.



Make sure that read and script access permissions are checked and nothing else.

Click finish to complete the virtual directory creation wizard.

Testing your eOrder Web Site

Open Internet Explorer.

Type http://computer-name/eorder in the browser address bar where computer-name is your internal network name for the computer hosting your eOrder web site.

The eOrder login page should be shown in the browser window.

Login using the demo account we created earlier in this document. Type Demo for the client, Demo for the User, and Demo for the password if you followed the recommended instructions.

Case does not matter when you login to eOrder. You can use upper or lower case or a combination of both.

Click the Login to Order Entry button to login.

If your setup was successful, then you should receive the welcome user screen showing your billing and shipping address.

Click the Continue With Order button to continue the testing.

The eOrder main menu should be displayed.

Click the Order From Catalog button.

Enter a known good item number in the Find By Item Number Box. You should select a popular item carried by your wholesaler that most likely has an image associated with it. Note that not all, but most, items will have images associated with them.

If you entered an item number that matches more than one item in your database, then a list will be shown where you can select from the matching items. Click the item number link to select the item.

The enter quantity to order page should be shown.

Make sure you see an image and not a red x where the image should be. If you see the no image available, then this item does not have an image. A red x where the image should be indicates a problem with the setup.

Click the small image and make sure the large image is displayed.

Close your browser to finish the eOrder test.