## FAMILY AND COORDINATOR LOGIN PAGE



This is the Login page you will see as a coordinator to access your organizations database. Also the same Login Page that your families will see to login and enter their order.

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This is the Order Form that will pop up for your families to place their order. All scrip is listed alphabetically with the various denominations. A family enters the quantity of each scrip they want to order. The order will automatically tally for them. When they are done they hit Submit. They will receive a confirmation email of the order that they entered.



Scrolling over the Logo on each scrip will tell them what other locations that a particular scrip can be used at and any restrictions on it use.



The order entry page also allows a family to check their entire order history. Go back and check the order they just entered. Enter an additional order for items they forgot and this will automatically add to any prior or that is still in the queue to be filled so only 1 order and total appears per family each week despite several additional add-ons to an order. This page also allows editing of your personal information such as address, passwords, email address, etc. And they can also use the link to contact the coordinator should they have a question.

## **Coordinator Menus**



When the Scrip Coordinator Logs In they will see it there are any orders in the queue to be approved.

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When clicking on the word "orders" this next screen will appear. Click RUN and you will se all the orders waiting for Coordinator approval.

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These orders can be approved one by one or the entire batch at once. Any corrections can be made at this time prior to approval of the order.

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If approving the entire batch of orders you can change the effective order date to your deadline order date for that order period. And then click APPROVE. These orders are now in your database and a

family's database to be filled for that order period. Just the click of Approve all selected orders without any data entry by a coordinator.

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For Scrip Coordinators that want to manually enter an order this screen pops up when selecting Scrip Orders under the Scrip tab on the Home screen.

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Once all orders are entered and a Coordinator is ready to print the invoices for sorting they select t under Scrip tab Scrip Invoice.

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Here is what each invoice looks like per family. Scrip is listed alphabetically allowing for easy sorting.

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If an order needs to be edited for any reason after it has been approved. Under the Edit tab is Edit Scrip Orders. Here you unlock the order and make the appropriate changes. Once complete hit OK and the database is updated to reflect these changes. The same editing can be done for any changes to a Purchase Order to a supplier.

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If you want to manually enter items for a purchase order or order extra stock for cash Sales. Select under Scrip Tab New Purchase Order to add items to purchase order.



Here are the various menus under the Scrip Tab.



The Reports Tab shows all the reports that can be run. Family Profit, Scrip profit, Organization Profit, Scrip Inventory to name a few.

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The Setup tab allows the Setup of multiple Suppliers, Vendors and New families. Also any new scrip is setup here as well.