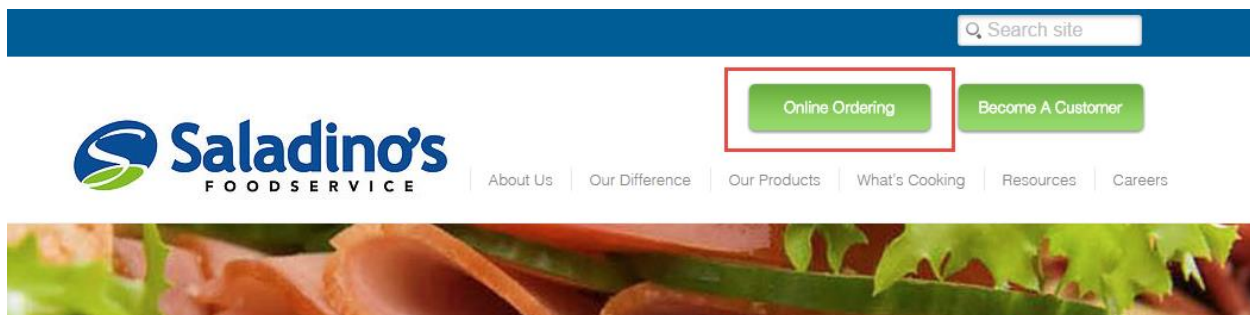


Online Ordering – Managing User Options

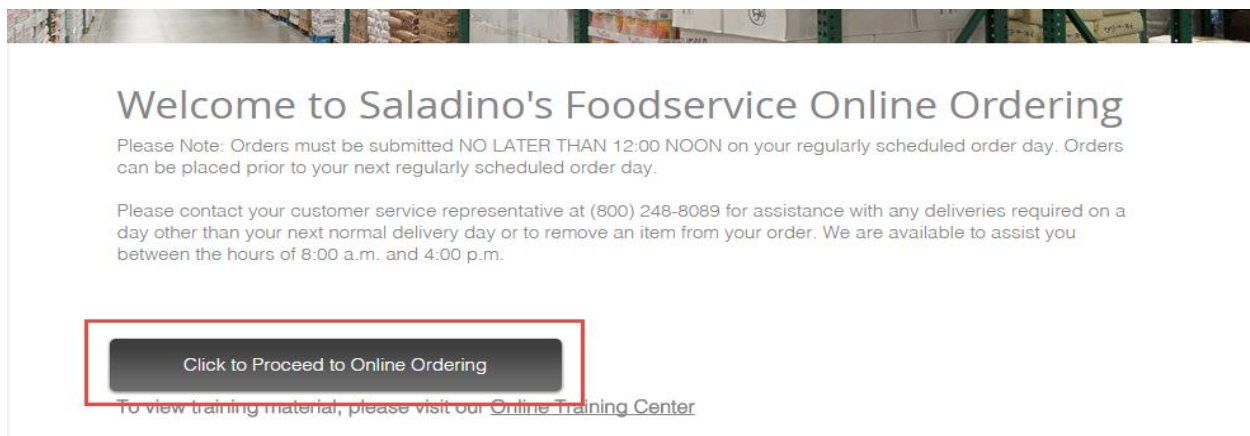
To begin, open an internet browser and navigate to www.saladinos.com. For best performance, please use Google Chrome for your internet browser.



From the Saladino's homepage, click "Online Ordering".



On the following page, click the button that states "Click to Proceed to Online Ordering".



You have now reached the Online Ordering login page. Please enter your credentials and click "Sign In" or press "Enter" on your keyboard. Please **DO NOT** use the Back, Forward, or Refresh buttons on your internet browser after signing in. If you do, please signoff and sign back in.



Sign In

User ID:

Password:

Forgot your password? Enter your User ID above, check this box, then click Sign In and we'll email your password to you!

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After logging in, you will be presented with active bulletins that are set to display. You may click the "X" icon in the top-right corner of the message to close.

A screenshot of a web browser window. At the top, a blue header bar contains the word "Welcome" and a red-bordered "X" icon in the top-right corner. Below the header is a message board interface. The message board title is "Message Board - Read Message(1 of 1)". The message content includes: "From: KJOST", "Sent: 03/29/2016", "Subject: Online Training Center", and "Priority: Always Display". The main body of the message is a large image with a wooden background. The text on the image reads: "Welcome to the new Saladino's Online Ordering Website" in green, followed by "Please visit the Online Training Center for videos and guides on basic and advanced ordering features" in white. At the bottom of the image is a red button with white text that says "Click Here to Visit the Online Training Center".

You have now reached your Online Ordering Dashboard. For more information regarding your Dashboard and additional features, please watch our training videos available at <http://www.saladinos.com/#!online-training/suwlz>

Saladino's FOODSERVICE

Locally Sourced Organic Produce
Talk to your Saladino's sales associate today

Dashboard UnliCustomer: KURTS FANCY FEASTS (DEMO)

Hello Demo User

Search by Item number or description

Orders

Order #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Status
706071	Dashboard		03/29/2016	Tue 03/29/2016	5	5	In Use
706050	Standard Guide	03/28/2016 - 11:24:00	03/28/2016	Tue 03/29/2016	286	286	Confirmed
706042	Standard Guide	03/28/2016 - 07:54:14	03/28/2016	Tue 03/29/2016	3	3	Confirmed
706032	Standard Guide		03/25/2016	Tue 03/29/2016	8	24	In Use

Welcome

Please note the following:

- Orders must be submitted NO LATER than 12:00-Noon on your regularly scheduled order day
- Orders can be placed prior to your next regularly scheduled order day
- Please contact customer service at 1-800-248-8089 for assistance with any deliveries required on a day other than your next normal delivery day or to remove an item from your order. Please call between 8:00AM and 4:00PM

[Visit our Online Help Center to view training videos and documents](#)

Account

Invoice #	Date	Type	Amount	Customer Balance	Check #	Reference	PO #
2610638	03/29/2016	Invoice	17416.83	19363.83			
2610635	03/26/2016	Invoice	1617.75	19444.00		TEST - DO NOT PULL	
2610634	03/24/2016	Invoice	326.25	326.25			

Messages

Subject	Message	Sent
Online Training Center	https://saladinospublic.s1.amazonaws.com/MessageBoardMboard_Welcome.html	03/29/2016 04:12:29 PM

To begin managing user options, click the User Options icon located on the right-side above “Create Order”. If clicking this icon doesn’t open the “User Options” menu (shown on next page); please be sure to check your internet browser settings and extensions for pop-up blockers and be sure they are turned OFF.

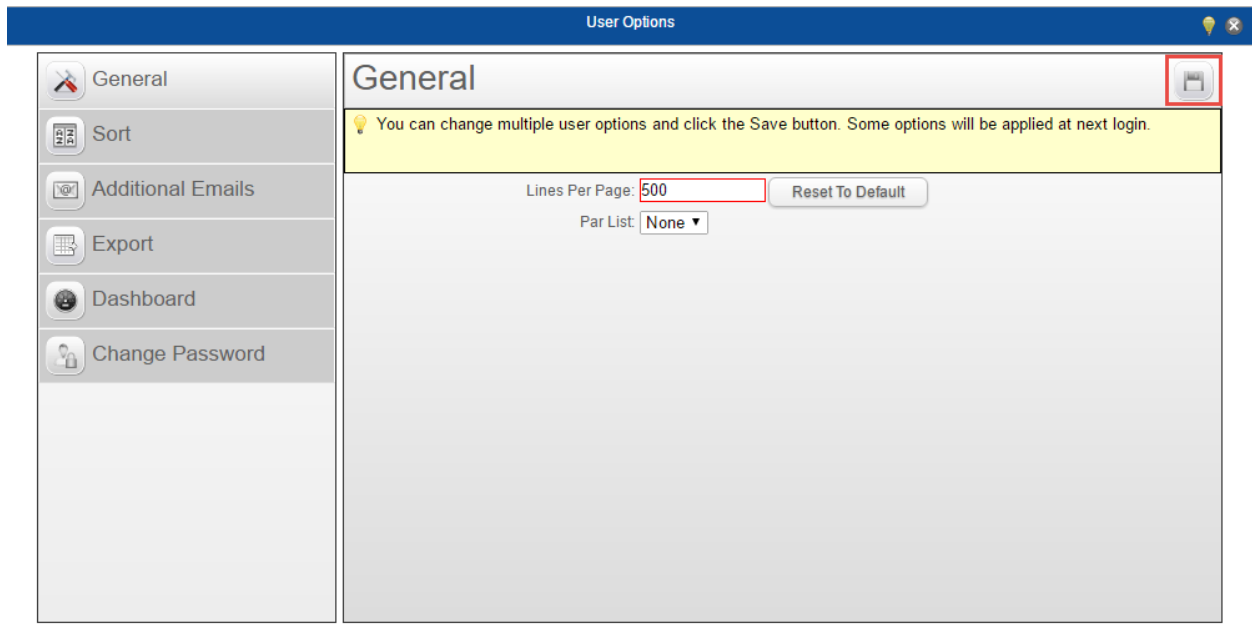
Committed To A Cleaner Environment
Click to learn about our sustainability policy

User Options
Create Order

Search by Item number or description

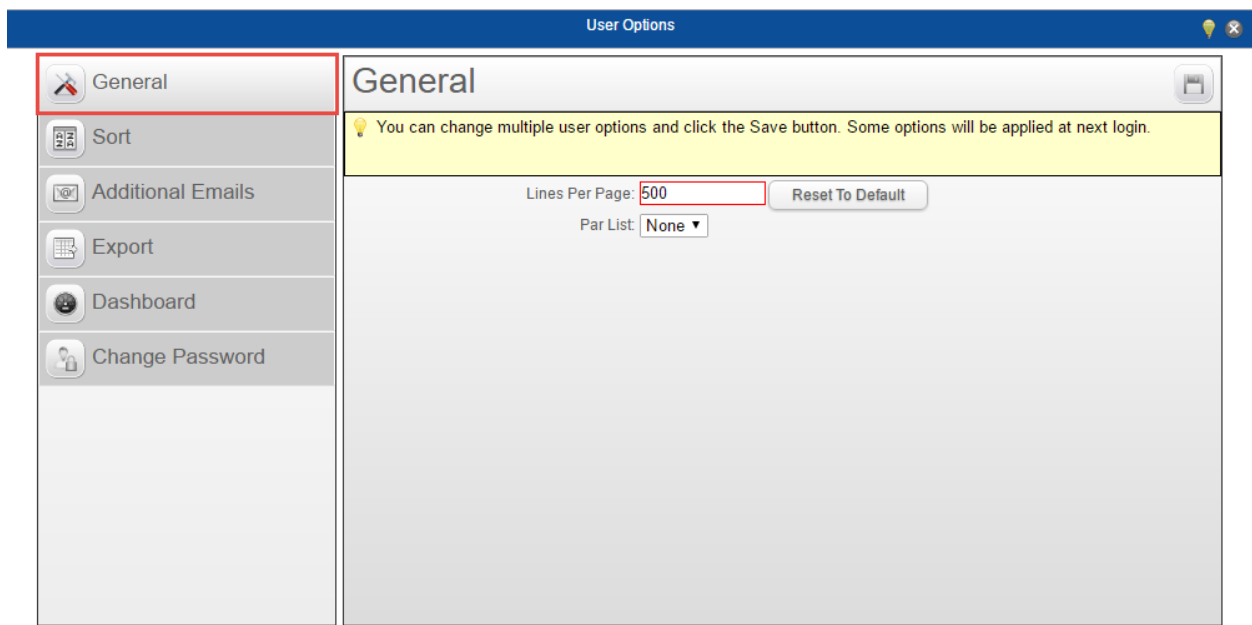
Contains All

You will now be presented with the “User Options” modal window. Here you will find all of the available options for managing your online account. **When making changes, be sure to click the save icon or your changes WILL NOT be saved.**

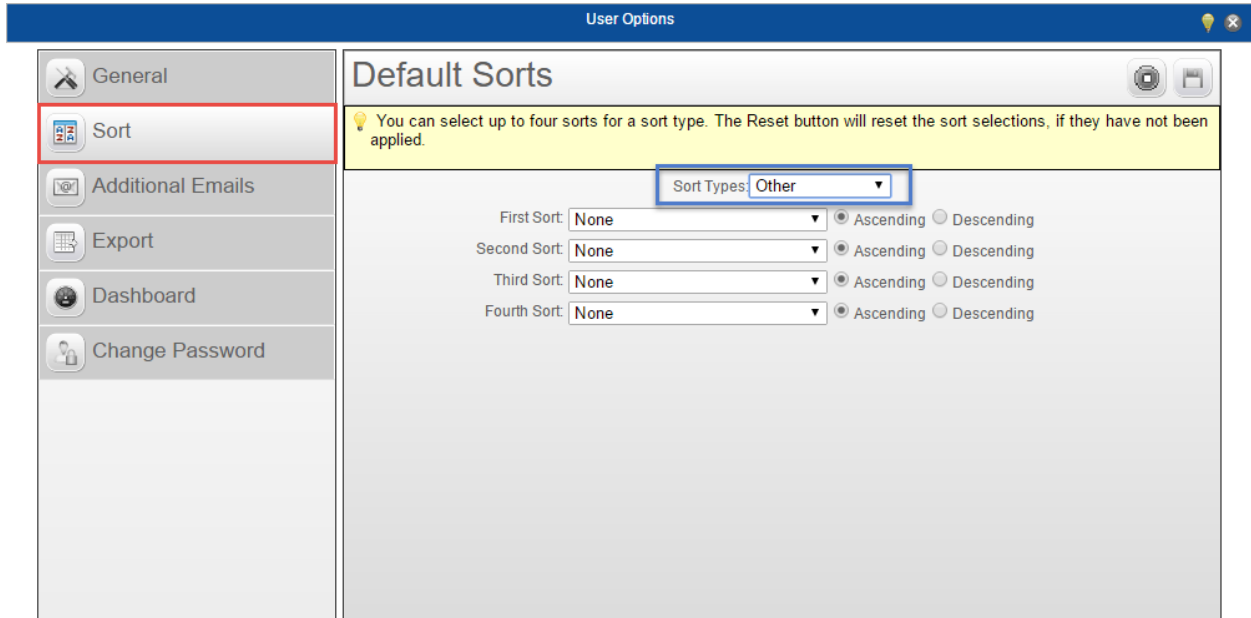


The first tab, which will automatically be selected, is “General”. Here you may set the defaults for “Lines Per Page” and “Par List”. The default “Lines Per Page” has been set to the maximum of 500. This will help ensure you will not need to scroll through multiple pages when viewing your order guide and Orders/Account pages. If you plan on using a Par List for ordering, you may select the list you would like to be used by default on your orders using the “Par List” drop-down menu.

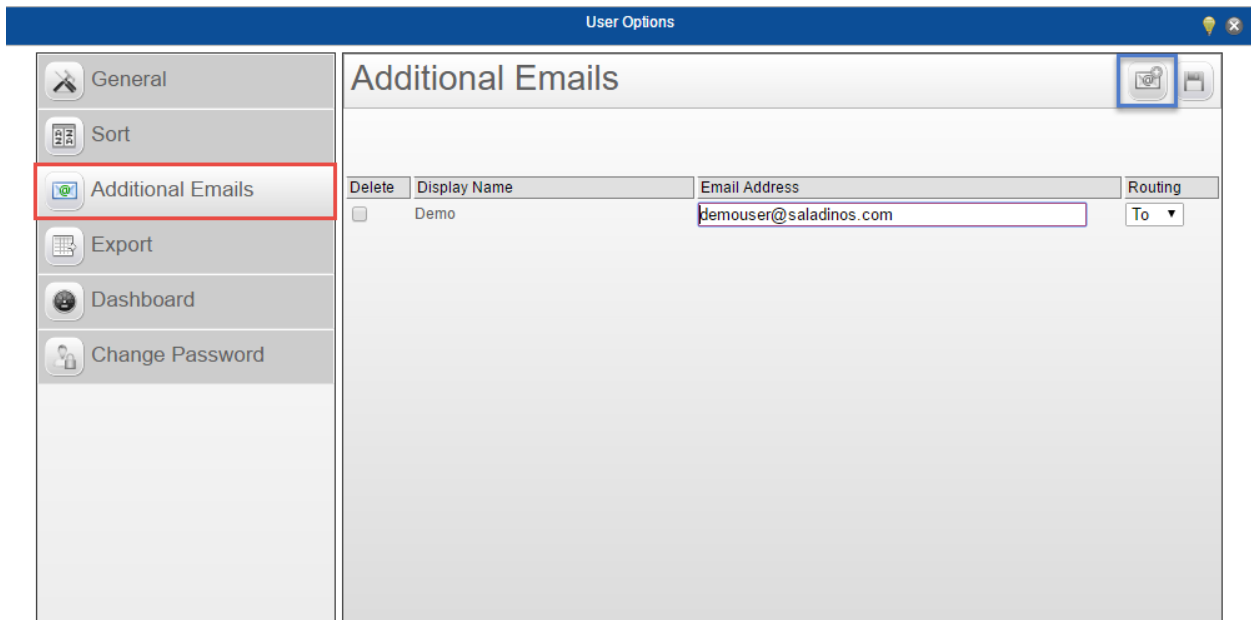
For more information on ordering using a Par List, please watch our “Par List Ordering” training video on our website at <http://www.saladinos.com/#!online-training/suwlz>.



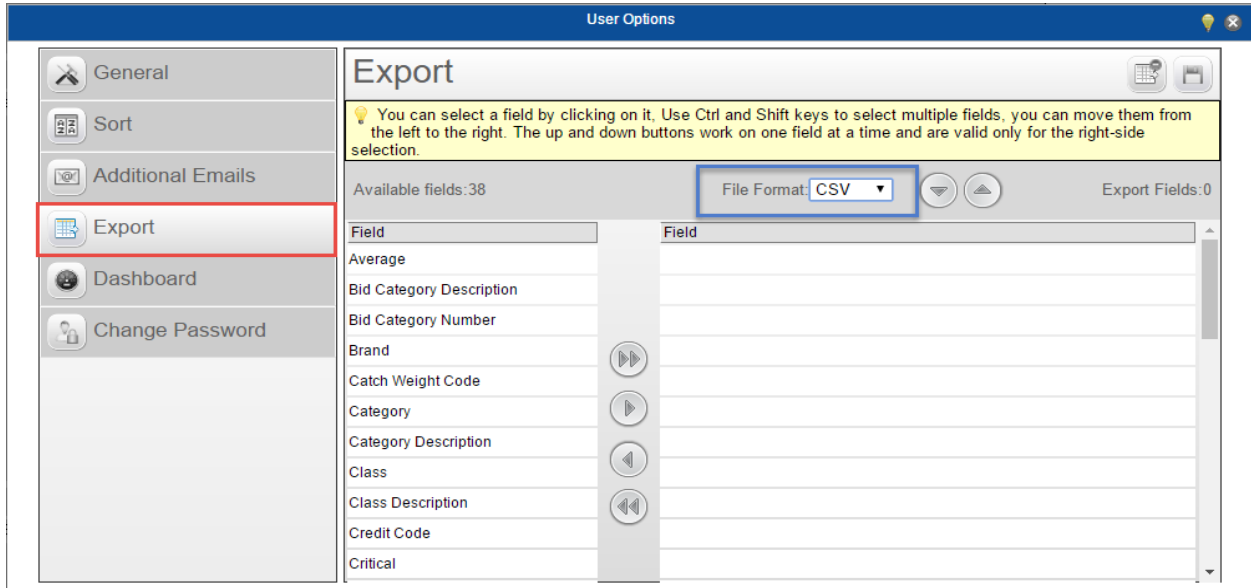
The next tab in the “User Options” menu is “Sort”. Here you will find all available sorting options. Using the “Sort Types” drop-down menu, select what you’re wanting to set the sort preferences for. Available options are “Bid”, “Customer Guide”, “History”, “Standard Guide”, and “Other”. After selecting the Sort Type, set up your preferred sorting options.



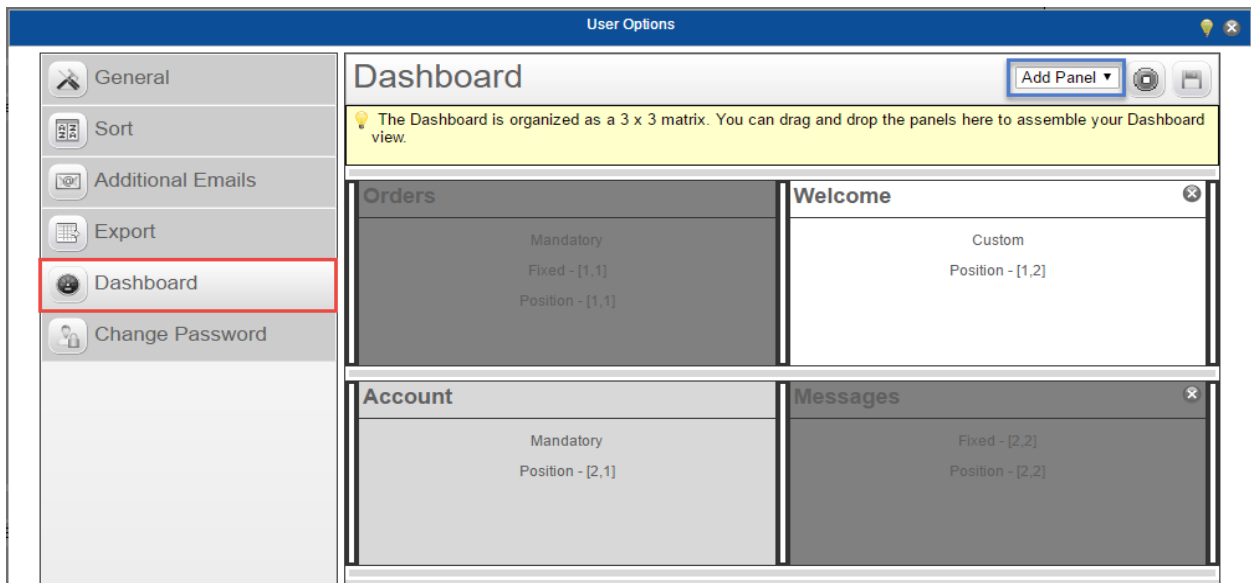
The next “User Options” tab is “Additional Emails”. To add an email, click the add button in the top-right corner. Enter the display name, email address, and select “To”, “CC”, or “BCC” for the email routing. Don’t forget to click the save icon in order to save the new email. To delete an existing email, select the checkbox in the “Delete” column and click the save icon.



The next tab in the “User Options” menu is “Export”. Be sure to select your preferred file format using the “File Format” drop-down menu. All available columns to export will be shown on the left-side of the directional-arrow-buttons. Columns to be exported will be on the right-side. To move a column, select one and use the left or right single-arrow-button. To move all columns, use the left or right double-arrow-button. You may also change the order of the columns to be exported using the up and down directional-arrow-buttons to the right of the “File Format” drop-down menu.

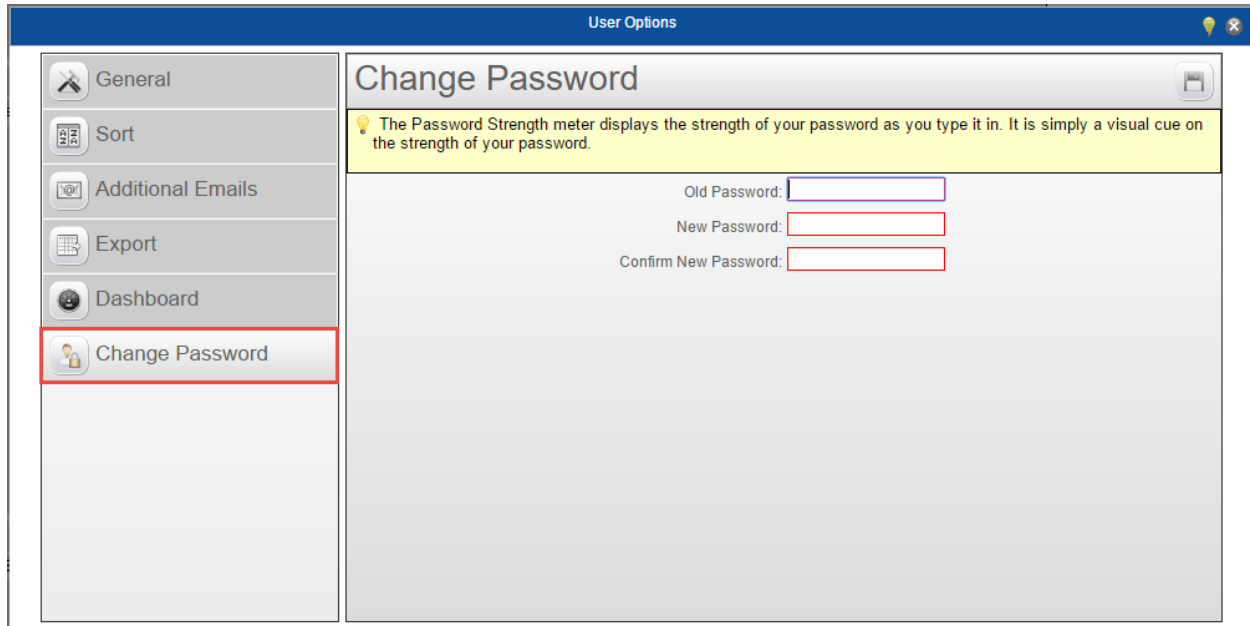


The next tab in the “User Options” menu is “Dashboard”. Here you may alter the appearance of your Online Ordering Dashboard. If you remove a panel, it can always be re-added using the “Add Panel” drop-down menu. Panels that state “Mandatory” means they can’t be removed. Panels that state “Fixed” means they can’t be moved from their current position. The very-thin rectangles (outlined in black) between each panel are column identifiers. The very-thin rectangles (all grey) between top and bottom panels are row identifiers. Drag a panel onto one of the identifiers until it is highlighted in “Red” then drop the panel and its position will change (as long as it isn’t a “Fixed” panel).



For more information on changing your Dashboard appearance; please watch our “Dashboard Review” or “Managing User Options” training video on our website at <http://www.saladinos.com/#!online-training/suwlz>

The last tab in the “User Options” menu is “Change Password”. This will allow you to change the password for your Online Ordering Account. You will need to enter your current password, create a new password, then confirm your new password, and click the save icon.



The screenshot shows a web application window titled "User Options". On the left is a vertical menu with several options: "General", "Sort", "Additional Emails", "Export", "Dashboard", and "Change Password". The "Change Password" option is highlighted with a red border. The main content area is titled "Change Password" and contains a yellow informational box with a lightbulb icon stating: "The Password Strength meter displays the strength of your password as you type it in. It is simply a visual cue on the strength of your password." Below this box are three input fields: "Old Password:" (with a purple border), "New Password:" (with a red border), and "Confirm New Password:" (with a red border). A save icon is visible in the top right corner of the main content area.

For more information on managing user options; please watch our “Managing User Options” training video on our website at <http://www.saladinos.com/#!online-training/suwlz>