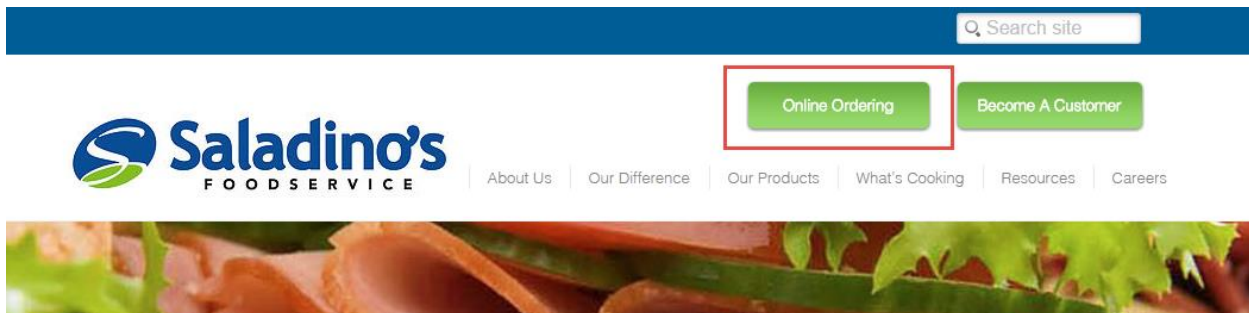


# Online Ordering – Order Guide Printing

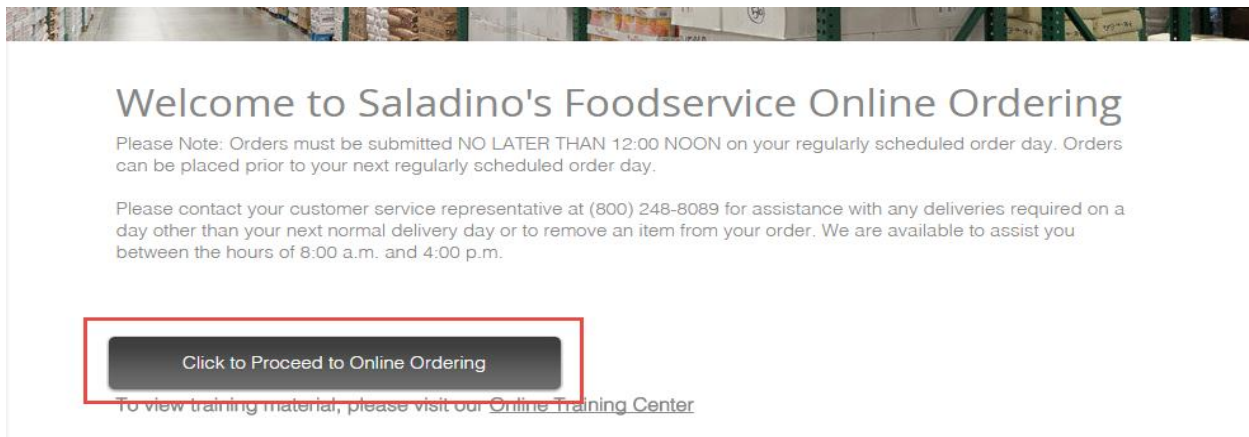
To begin, open an internet browser and navigate to [www.saladinos.com](http://www.saladinos.com). For best performance, please use Google Chrome for your internet browser.



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!

[Home](#) [Contact](#) [Legal](#) [About](#)

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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 notification with the following details: "From: KJOST", "Sent: 03/29/2016", "Subject: Online Training Center", and "Priority: Always Display". The main content area features a banner with a wooden background and fresh vegetables. The banner text 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. A red button at the bottom of the banner 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 | User: Customer KURTZ 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 - 11:24:00	03/29/2016	Tue 03/29/2016	5	5	In Use
706050	Standard Guide	03/28/2016 - 07:54:14	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	03/25/2016	Tue 03/29/2016	8	24	In Use

**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	1944.00		TEST - DO NOT PULL	
2610634	03/24/2016	Invoice	326.25	326.25			

**Messages**

Subject	Message	Sent
Online Training Center	https://saladinospublic.s3.amazonaws.com/MessageBoard/Mboard_Welcome.html	03/29/2016 04:12:29 PM

To print your Order Guide, begin by hovering over or clicking “Reports”, hover over or click “Guides”, and click your Standard Guide.



**Dashboard**

Status | Account | Reports | Admin

Hello JOE'S LUNCH SH

Item Usage

Guides | History

**Standard Guide TESTUSER**

**Orders**

Order #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Order
No open orders match search criteria. Please refine search.						

This will take you to your “Order Guide Report”. From here, you may click the print icon found on the right-side. If any of the following menus don’t appear; please be sure to check your internet browser settings and extensions for pop-up blockers and be sure they are turned OFF.

Saladino's  
From Our Kitchen To Yours  
Click to view our Favorite recipes

Order Guide Report from Standard Guide - TESTUSER

Add Page Advanced

Customer: TEST SHIP-TO NAME - TESTUSER

Search by Item number or description Clear Exact Match

Items 1 - 8 of 8

Item	Pack	Size	Brand	Description
015490	2	128OZC	FLORIDA FIRST	JUICE-ORANGE 100% CONCENTRATE#31199
001130	4	5#CS	DAIRYMANS	CHEESE CHEDDAR MILD SHREDED
005806	1	25# CS	PACKER	PEPPERS-RED BELL CHOICE 25P C/TN
005833	4	5# BG		LETTUCE-PREMIX SALAD 5# BAG #52412
005810P	1	1# 5#		LETTUCE-PREMIX SALAD 5# BAG #52412

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

Printer User Help Power

Clear Match

E/#31199

Next, the “Print Guide Options” modal window will appear. Use the drop-down menu to select the number of Inventory/Order Quantity columns you would like to have. When ready, click “Print”.

Print Guide Options

⚠ Depending on the number of items, export may take a while.

Number of quantity fields to display on print screen: 0

Print Close

After clicking “Print”, you will be shown a preview of your Order Guide print-out. An Inventory/Order Quantity column has emphasized with the “Red” rectangle. Please note, the preview image below was generated with the “6” option selected in the “Print Guide Options” drop-down menu. You may alter your printing preferences if you would like and click “Print” when finished.

**Print**

Total: **1 sheet of paper**

[Print](#) [Cancel](#)

---

Destination NPI41FD72 (HP LaserJet...)

[Change...](#)

Pages  All

e.g. 1-5, 8, 11-13

Copies  [+](#) [-](#)

Layout Portrait

Options  Simplify page

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

4/7/2016
SALADINOS ONLINE

Order Guide Report from Standard Guide - TESTUSER

Customer: TEST SHIP-TO NAME - TESTUSER

Item	Pack	Size	Brand	Description	Inv/Ord 1	Inv/Ord 2	Inv/Ord 3	Inv/Ord 4	Inv/Ord 5	Inv/Ord 6
<b>Not Categorized</b>										
015490	2	128OZ	FLORIDA FIRST	JUICE- ORANGE 100% CONCENTRATE#31199						
001130	4	5#CS	DAIRYMAN'S	CHEESE CHEDDAR-MILD SHREDDED						
005806	1	25#	CS PACKER	PEPPERS- RED BELL CHOICE 25# CTN						
005833	4	5#	BG	LETTUCE- PREMIX SALAD 5# BAG #52412						
005833P	1	5#	BG	LETTUCE- PREMIX SALAD 5# BAG #52412						
012927	1	20CT	VENICE BAKING	CRUST- GLUTEN FREE 12" / VENICE BAKING						
002012	1	25#	CS DI ZIA MARIA	PEPPERONI_ SLICED 25# 14-16CT/ZIA MARIA						
NIM001	1	EA		INVENTORY CONTROL / ORDER GUIDE						

Sorted by: Customer Category Number, Order Guide Line Number

http://172.16.1.35/pnet/ReportGuide.jsp?jspcommand=print&qty=6 1/1

After printing, you will have an additional window with your order guide shown. You may click the “X” on the top-right corner to close.

SALADINOS ONLINE - Google Chrome
— □ ×

[172.16.1.35/pnet/ReportGuide.jsp?jspcommand=print&qty=6](http://172.16.1.35/pnet/ReportGuide.jsp?jspcommand=print&qty=6)

Order Guide Report from Standard Guide - TESTUSER

Customer: TEST SHIP-TO NAME - TESTUSER

Item	Pack	Size	Brand	Description	Inv/Ord 1	Inv/Ord 2	Inv/Ord 3	Inv/Ord 4	Inv/Ord 5	Inv/Ord 6
<b>Not Categorized</b>										
015490	2	128OZ	FLORIDA FIRST	JUICE- ORANGE 100% CONCENTRATE#31199						
001130	4	5#CS	DAIRYMAN'S	CHEESE CHEDDAR-MILD SHREDDED						
005806	1	25#	CS PACKER	PEPPERS- RED BELL CHOICE 25# CTN						
005833	4	5#	BG	LETTUCE- PREMIX SALAD 5# BAG #52412						
005833P	1	5#	BG	LETTUCE- PREMIX SALAD 5# BAG #52412						
012927	1	20CT	VENICE BAKING	CRUST- GLUTEN FREE 12" / VENICE BAKING						
002012	1	25#	CS DI ZIA MARIA	PEPPERONI_ SLICED 25# 14-16CT/ZIA MARIA						
NIM001	1	EA		INVENTORY CONTROL / ORDER GUIDE						



For more information on printing your order guide; please watch our “Order Guide Printing” training video on our website at <http://www.saladinos.com/#!online-training/suwlz>