

# Resource Store Ordering/Reporting Process

## Placing an Order and Providing Event Information

1. Login to order items.
2. The following page or one very much like it is visible after logging in and navigating to the store homepage. Click on the department/category of your choice to see available materials. Not all departments/categories are available to all users.

Welcome Anirudh Rege

View/Edit Profile

My Cart

Change Password

Logout

Product Search

Search for [All Categories] [All Vendors]

Keywords:  Search

Categories

- OPRC
- Safety Seats
- Tech Resources

<< October 2017 >>

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3. Click on *Checkout* once the required items are added to your cart.

Welcome Anirudh Rege

View/Edit Profile

My Cart

Change Password

Logout

Product Search

Search for [All Categories] [All Vendors]

Keywords:  Search

There are 10 items in My Cart

- If you are already registered, please login to your account.
- If you would like to register for an account, click here.
- You may also continue with your purchase without registering or logging in.

### My Cart

Items	Options	Price	Quantity	Subtotal	Action
Activity Book - I'm Safe! in the Car - Spanish	N/A	\$0.00	10	\$0.00	Remove

Continue Shopping **Checkout**

- After you click *Checkout*, you are presented with fields to provide shipping and event information (formerly Public Awareness Materials Plan).

Welcome Anirudh Rege

[View/Edit Profile](#)

[My Cart](#)

[Change Password](#)

[Logout](#)

All fields including Event Information are required.

<< October 2017 >>

S	M	T	W	T	F	S
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29	30	31				

**Personal Address** [Edit Profile](#)

(instructor information if ordering car seats for a technician)

First Name

Last Name

Address

Address 2

City

State/Province

Zip Code

Phone

Fax

Email Address

**Shipping Address** Action

(If instructor ordering for a technician.) Remove

Same as Billing

\* First Name

\* Last Name

\* AddressType  Residence  Company

Company Name

\* Address

Address 2

\* City

\* State/Province

\* Zip Code

\* County

\* Phone

Fax

\* Email Address

**Upcoming Event Information**

\* Name of Event   
Maximum 255 characters.

\* Type of Event   
Maximum 255 characters.

\* Requestor Organization   
Maximum 255 characters.

\* Event City

\* Event County

\* Date of Event  /  /  (MM/DD/YYYY)

\* Number of Expected Attendees

\* Target Audience   

0- 10 years  
 11-17 years  
 18 years and older  
 All Ages

\* Emphasis of Event   

Car Seat Check Station  
 CPS Technician Training  
 Crosswalk Safety  
 Distracted Pedestrian/Cyclist Impairment  
 Night Time Crash Mitigation  
 Occupant Protection General  
 Parking Lot Safety  
 Ped/Bike Safety General

\* Method of Distribution   
Maximum 500 characters

Continue Checkout

5. Enter your shipping address or check *Same as Billing* (red box) if your shipping address is the same as your billing address.
6. Complete all fields under Upcoming Event Information and click on *Continue Checkout* (green box).
7. Review your order in the Order Summary page and then click on *Confirm Order* (red box) to place your order.

## Order Summary

<b>Personal Information</b>	Anirudh Rege 2100 NE Waldo Rd Suite 106 Gainesville, Florida 32608 United States of America  Email: <input type="text"/>																														
<b>Shipping Information</b>	Anirudh Rege Ship To: Residence 2100 NE WALDO RD Suite 106 GAINESVILLE, FL 32609-8979 United States of America  Email: <input type="text"/>																														
<b>Order Details</b>																															
	<table border="0"> <thead> <tr> <th style="text-align: left;">Items</th> <th style="text-align: left;">Options</th> <th style="text-align: left;">Price</th> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Subtotal</th> </tr> </thead> <tbody> <tr> <td>Activity Book - I'm Safe! in the Car - Spanish</td> <td>N/A</td> <td>\$0.00</td> <td>10</td> <td>\$ 0.00</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right;">Subtotal:</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right;">Shipping Options:</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right;">Tax:</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right;"><b>Total:</b></td> </tr> </tbody> </table>	Items	Options	Price	Quantity	Subtotal	Activity Book - I'm Safe! in the Car - Spanish	N/A	\$0.00	10	\$ 0.00					Subtotal:					Shipping Options:					Tax:					<b>Total:</b>
Items	Options	Price	Quantity	Subtotal																											
Activity Book - I'm Safe! in the Car - Spanish	N/A	\$0.00	10	\$ 0.00																											
				Subtotal:																											
				Shipping Options:																											
				Tax:																											
				<b>Total:</b>																											
<b>Additional Information/Special Instructions:</b>																															
<input style="width: 100%; height: 30px;" type="text"/>																															
<hr/> <input style="border: 2px solid red; padding: 5px 15px;" type="button" value="Confirm Order"/>																															

## Post-Event Reporting

1. Login
2. Click on View/Edit Profile to see your Orders and Events. Orders may be associated with multiple events. Events may be associated with multiple orders. Orders prior to 10/1/2017 will not have an associated reporting event.

RELATED ECOMMERCE ORDER(S)				
Order #	Date Purchased	Amount	Action	
22384	10/4/2017 2:44:41 PM	\$0.00	View Invoice	

OPEN EVENTS				
Order #	Event ID	Event Date	Event Name	Action
22384	82	10/5/2017	Test	View <b>Report</b>

3. Click on *Report* (red box in the above image) once your event has occurred to provide all necessary documentation.
4. Once inside the report, click on *Upload* (red box) to add supporting documentation.

EVENT REPORT
BACK

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**EVENT INFORMATION**

Order Number 22384

Event Name Test

**REPORT INFORMATION**

Instructions Add instructions to Area: INVOICE\_EVENT\_REPORT\_INSTRUCTIONS.

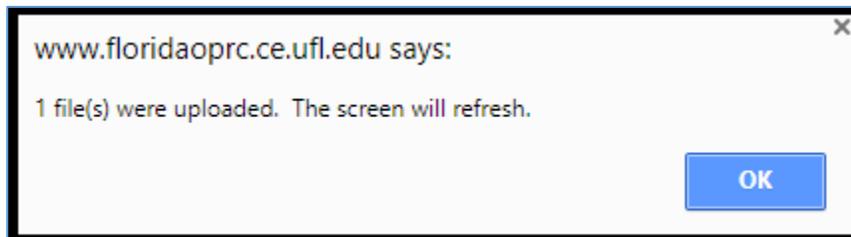
**UPLOAD SUPPORTING DOCUMENTATION** UPLOAD

Documentation

ORDERED ITEMS

Item	Quantity	Distributed	Remaining Item(s) Action
Activity Book - I'm Safe! in the Car - Spanish	Qty: 10	Distr: <input style="width: 80px;" type="text"/>	<input checked="" type="radio"/> None - All Items Distributed <input type="radio"/> Redistribute to New Event only if no additional items are needed <input type="radio"/> Return Remaining Items

- a. Click *Browse* and navigate to the location of your file; only one file can be uploaded per event. Only .pdf files are accepted for uploads. File size maximum is 10 megabytes. When you have selected your file click open to upload it. You will get a message popup similar to the one shown in the below image. Click on *OK* and then *EXIT* (red box in second image below) to return to the Event Report Page.



**ORDER EVENT DOCUMENTATION UPLOAD** **EXIT**

Upload a file

Document/File

82\_Bike.pdf file has successfully been uploaded.

Uploading new file will override existing file.

82\_Bike.pdf

5. Next, you will report the status of each item. This involves reporting the quantity of the item you distributed and the remaining action, if any, for the item. Depending on your order history, there will be 3 to 4 options as presented below.

**EVENT REPORT** **BACK**

**EVENT INFORMATION**

Order Number 22384

Event Name Test

**REPORT INFORMATION**

Instructions Add instructions to Area: INVOICE\_EVENT\_REPORT\_INSTRUCTIONS.

**UPLOAD SUPPORTING DOCUMENTATION** **UPLOAD**

Documentation

ORDERED ITEMS

Item	Quantity	Distributed	Remaining Item(s) Action
Activity Book - I'm Safe! in the Car - Spanish	Qty: 10	Distr: <input type="text"/>	<input checked="" type="radio"/> None - All Items Distributed <input type="radio"/> Redistribute to New Event only if no additional items are needed <input type="radio"/> Return Remaining Items

- a. If all the copies of a particular item were distributed, enter the quantity distributed and check *None – All Items Distributed*.
- b. If all the copies of a particular item were not distributed and you would like to redistribute them at a new event but do not need additional items, enter the quantity distributed at the original event and check *Redistribute to New Event*

only if no additional items are needed. You will then be presented with a new screen to add the event/PAMP. Add all event details and click Save (red box).

**EDIT ORDER EVENT**

A new PAMP was created for the redistributed items.

Order Number 22386

\* Event Name   
Maximum 255 characters.

\* Event Type   
Maximum 255 characters.

\* Requestor Organization   
Maximum 255 characters.

\* Event City

\* County

\* Date of Event  /  /  (MM/DD/YYYY)

\* Number of Expected Attendees

\* Target Audience   
0- 10 years  
11-17 years  
18 years and older  
All Ages

Emphasis of Event   
Car Seat Check Station  
CPS Technician Training  
Crosswalk Safety  
Distracted Pedestrian/Cyclist  
Impairment  
Night Time Crash Mitigation  
Occupant Protection General  
Parking Lot Safety  
Ped/Bike Safety General

\* Method of Distribution   
Maximum 500 characters

**Save**

- c. If all the copies of a particular item were not distributed and you would like to redistribute them at a new event but need additional items, select *Redistribute to a different Order Event*. **Before selecting this option, please create the new order**. After you select this option, click on the dropdown list to select the order/event you want to move the items to. Also, enter the quantity distributed at the original event.

## EVENT INFORMATION

Order Number 22388

Event Name Test

## REPORT INFORMATION

Instructions Add instructions to Area: INVOICE\_EVENT\_REPORT\_INSTRUCTIONS.

## UPLOAD SUPPORTING DOCUMENTATION

UPLOAD

Documentation

## ORDERED ITEMS

Item	Quantity	Distributed	Remaining Item(s) Action
Activity Book - I'm Safe! in the Car - Spanish	Qty: 10	Distr: <input type="text" value="5"/>	<input type="radio"/> None - All Items Distributed <input type="radio"/> Redistribute to New Event only if no additional items are needed <input checked="" type="radio"/> Redistribute to a different Order Event <input type="text" value="22389 - Test"/> ▾ <input type="radio"/> Return Remaining Items

- d. If all the copies of a particular item were not distributed and you would like to return the remaining copies, enter the quantity distributed and check *Return Remaining Items*.
6. After you have selected one of the four options for each item associated with your event, click *Submit Report*. Grant staff will contact you if they have any questions regarding your submittal.