Resource Store Ordering/Reporting Process

Placing an Order and Providing Event Information

1. Login to order items.

Disame.

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.

١	Welcome Anirudh Rege)	Product Search
	View/Edit Profile							Search for [All Categories] [All Vendors] Keywords: Search
	My Cart							Categories OPRC
	С	hang	e Pas	sword				Safety Seats
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	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.

	liew/E	Edit P	rofile				Search for [All Categories] * [All Vendors	•					
1	Ny Ca	rt					Keywords: Searc	;h					
(Chang	e Pas	sword	1			There are 10 items in My Cart						
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4. After you click *Checkout*, you are presented with fields to provide shipping and event information (formerly Public Awareness Materials Plan).

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* Method of Distribution // Maximum 500 characters								* Method of Distribution	Maximum 500 characters	

- 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				
Personal Information	Anirudh Rege 2100 NE Waldo Ro Suite 106 Gainesville, Florida United States of A Email:	d a 32608 merica		
Shipping Information	Anirudh Rege Ship To: Residenci 2100 NE WALDO Suite 106 GAINESVILLE, FL United States of A Email:	e RD . 32609-8979 merica		
Order Details				
Items	Options	Price	Quantity	Subtotal
Activity Book - I'm Safe! in the Car - Spanish	N/A	\$0.00	10	\$ 0.00
			Subtotal:	\$0.00
			Shipping Options:	\$0.00
			Tax:	\$0.00
			Total:	\$0.00
Additional Information/Special Instructions:				
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.

Order #	Date Purcha	ised	Amount	Action
22384	10/4/2017 2:4	44:41 PM	\$0.00	View Invoice
OPEN EVENTS				
Order #	Event ID	Event Date	Event Name	Action

- 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
EVENT INFORMATION			
Order Number	22384		
Event Name	Test		
REPORT INFORMATION			
Instructions	Add instru	ctions to Area: IN	VOICE_EVENT_REPORT_INSTRUCTIONS.
UPLOAD SUPPORTING DOCUMENTATION			UPLOAD
Documentation			
Item	Quantity	Distributed	Remaining Item(s) Action
Activity Book - I'm Safe! in the Car - Spanish	Qty: 10	Distr:	 None - All Items Distributed Redistribute to New Event only if no additional items are needed Return Remaining Items
Submit Report			

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.

www.floridaoprc.ce.ufl.edu says:	×
1 file(s) were uploaded. The screen will refresh.	
	ОК

ORDER EVENT DO	CUMENTATION UPLOA	EXIT
		Upload a file
	Document/File	BROWSE
		82_Bike.pdf file has successfully been uploaded.
		Uploading new file will override existing file.
82_Bike.pdf		
Delete		

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 instru	ctions to Area: IN	VOICE_EVENT_REPORT_INSTRUCTIONS.				
UPLOAD SUPPORTING DOCUMENTATION				UPLOAD			
Documentation							
Item	Quantity	Distributed	Remaining Item(s) Action				
Activity Book - I'm Safe! in the Car - Spanish	Qty: 10	Distr:	 None - All Items Distributed Redistribute to New Event only if no ad items are needed Return Remaining Items 	ditional			
Submit Report							

- 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 <u>do not need additional items</u>, 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	
Order Number	A new PAMP was created for the redistributed items. 22386
* Event Name	Maximum 255 characters.
* Event Type	Maximum 255 characters.
* Requestor Organization	Maximum 255 characters.
* Event City	
* County	Select One 🔻
* Date of Event	[] [(MM/DD/YYYY)
* Number of Expected Attendees	
* Target Audience	Select One 0- 10 years 11-17 years 18 years and older All Ages
Emphasis of Event	Select One 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 <u>need additional items</u>, 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 instru	ctions to Area: IN	OICE_EVENT_REPORT_INSTRUCTIONS.					
UPLOAD SUPPORTING DOCUMENTATION				UPLOAD				
Documentation								
Item	Quantity	Distributed	Remaining Item(s) Action					
Activity Book - I'm Safe! in the Car - Spanish	Qty: 10	Distr: 5	 None - All Items Distributed Redistribute to New Event only if no additems are needed Redistribute to a different Order Event 22389 - Test Return Remaining Items 	litional				

Submit Report

EVENT REPORT

- 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.