

Getting Started

1. In your Web browser, type <https://login6.smartworks.com> in the Web site Address, press the **Enter** key, or click **Submit**.
2. Add this Web site address to your list of **Favorites** or **Bookmark** it for easy access.
3. Enter your **User Name** and **Password** on the Login screen, and then click the **Submit** button to enter the SMARTworks web application.

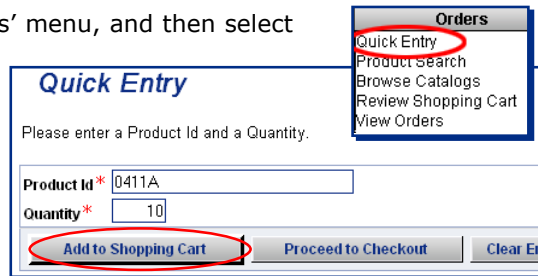


Entering a Requisition

▶ Making a Quick Entry

Quick Entry is the fastest way to order an item in SMARTworks. A **Product ID** and **Quantity** is required.

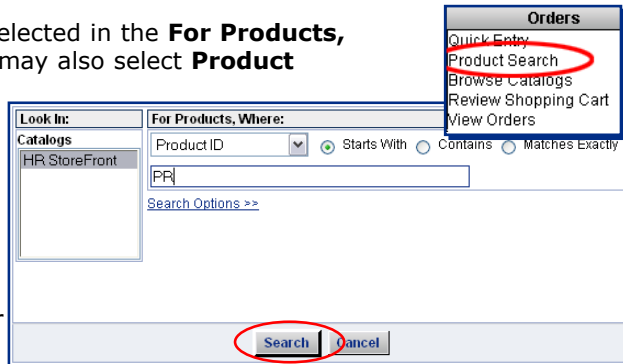
1. Click the **Orders** tab in SMARTworks' menu, and then select **Quick Entry**.
2. Enter the **Product ID** and **Quantity**, and then click the **Add to Shopping Cart** button or hit the Enter Key on your keyboard.
3. To review your order and begin the checkout process, click the **Proceed to Checkout** button.
4. If you want to change the quantity and determine the new price, enter the new **Quantity** on the Current Order/Checkout screen. The Total price is recalculated.
5. Proceed to *Checking Out* in this guide to review the checkout process.



▶ Performing a Product Search

Performing a Product Search Product Search lets you search for products based on full or partial Product IDs or Descriptions.

1. Go to the Orders tab and select **Product Search**.
2. Click to select a specific catalog in the **Look In** section. Ctrl + click to select more than one catalog.
3. By Default, **Product ID** is selected in the **For Products, Where** drop down list (you may also select **Product Description**).
4. By Default, the **Starts With** filter is selected. You may also choose **Contains** or **Matches Exactly**.
5. Type the data in the blank text field and click **Search** or hit the **Enter** key on your keyboard.



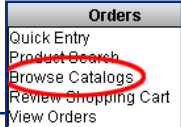
6. Once you've located the item you're looking for Product List Display screen, enter the desired **Quantity** next to the products you want to order, click the **Add to Shopping Cart** button or hit **Enter** on your keyboard.
7. To submit the current order, click the **Proceed to Checkout** button. See **Checking Out** in this guide for instructions.

▶ Browsing by Vendor Catalogs

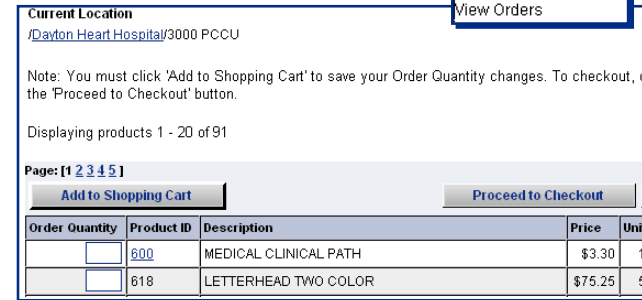
Browse Catalogs allows you to browse items in all of your catalogs and add them to your order as you browse.

1. Go to the **Orders** tab and select **Browse Catalogs**.
2. Click the link to the desired catalog from the Catalog list and select subsequent Catalog or Category links until you find the products for which you are looking.

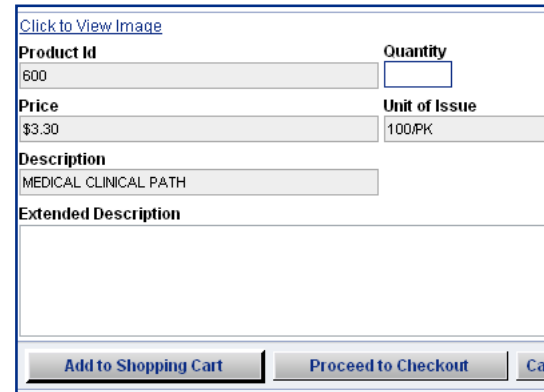
**Note:** Some categories contain sub-categories and may require you to click through multiple category selections before products are displayed. You can return to previous category levels by clicking the link to the desired category in the **Current Location** path.



3. Review the products listed on the Product List Display screen until you've found the product that you're looking for.



4. Once you've found the product you want to order, enter the desired **Quantity** and then click **Add to Shopping Cart** or hit **Enter** on your keyboard.



5. To view a catalog image or extended description of one of the products, click the underlined hyperlink to the desired Product ID. If it's the item you're looking for, enter a Quantity and click **Add to Shopping Cart** or hit **Enter** on your keyboard.\*
6. To return to the Category list of the selected Catalog, click the Cancel button. To browse a different catalog, click the My Catalog List link and repeat steps 2-5 above. As you find additional items, you can add them to your order as needed.






**Note:** SMARTworks automatically keeps track of your activities. You can navigate backward throughout the SMARTworks application by clicking the **Cancel** button.

7. To submit the current order, click the **Proceed to Checkout** button. Proceed to *Checking Out* in this guide for instructions.

\* Catalog images may not be available for all products, or links to PDF files open in a separate window. A item may have an extended description without displaying an image.

## SMARTworks Function Buttons

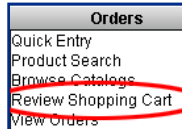
SMARTworks Function Buttons are located on the top and side menus.

 <b>Orders</b>	Quickly add a product to an order, perform a general search for a product, review the current order, track the status of orders, and generate order reports.
 <b>My Profile</b>	Update your profile and change your password.
 <b>Home</b>	Return to the SMARTworks Welcome screen.
 <b>Help</b>	Access context-sensitive help to answer your SMARTworks questions.
 <b>Logout</b>	Exit your SMARTworks session.

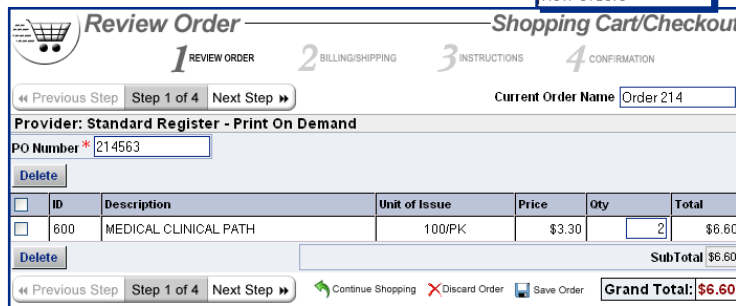
## Checking Out

The Current Order/Checkout screen can be accessed by clicking the **Proceed to Checkout** button on the Product List Display screen, or clicking the **Review Shopping Cart** link under the Administration tab.

1. Enter the **Current Order Name** for the Current Order.
2. To change an item quantity and determine the new order price, enter the new **Quantity**. The Total price is updated.
3. Click **Next**.
4. If required, type in the Cost Center ID and Ship To ID, and then click the **Locate Address** button for each.\*\*



5. Enter a **Mail Stop** location, and click **Next** to proceed to Checkout.



ID	Description	Unit of Issue	Price	Qty	Total
600	MEDICAL CLINICAL PATH	100/PK	\$3.30	2	\$6.60
<b>SubTotal</b>					\$6.60
<b>Grand Total:</b>					\$6.60

6. Review the order for accuracy, then click the **Submit Order** button to place the order.\*\*\*

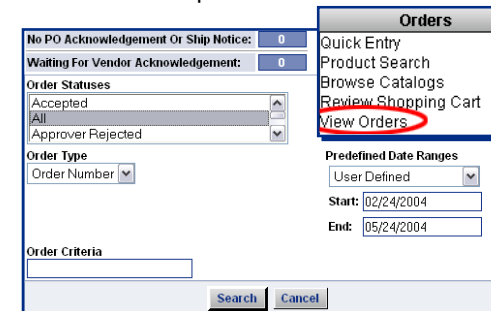
\*\* Depending on access permissions, some users will already have this information auto-filled.

\*\*\* To cancel a SMARTworks order after it's been submitted, contact your Provider's local sales office.

## Checking Order Status

The Manage Orders and View Orders functions provide you with the ability to manage orders of all statuses. Manage Orders provides access to all orders in your company, while View Orders provides access only to only your orders.

1. Click the **View Orders** or **Manage Orders** link under the Orders tab.
2. All of your Orders are displayed by status in the Order Dashboard screen. Click the number next to the status to view the orders in a particular status.
3. You can perform a specific search by selecting one or more of the following criteria: **Order Statuses**, **Predefined Date Range**, and **Order Type**. Next, type in your search inquiry in the **Order Criteria** field, and click the **Search** button.
4. The Order List Display screen displays your search results. Click an Order Number to view its contents.



## Updating Your User Profile

### ► To Update Your User Profile

1. Click the **My Profile** function button in the top menu.
2. Enter or update your **Phone Number**, **E-mail Address**, **Address**, **Fax Number**, and **Location**.
3. Click the **Save** button.

### ► To Change Your Login Password

1. Click the **Change Password** button on the My Profile screen.
2. Enter the **New Password**.
3. Confirm the password in the **Confirm New Password** field and then click **OK**.

## Order Status Definitions

<b>Saved</b>	Orders that you have saved. Saved orders can be reopened at a later time to be edited, submitted, or duplicated.
<b>Submitted/Approved</b>	Orders that have been submitted to the appropriate vendor and have been approved for submission by the order approver.
<b>Accepted</b>	Orders that have been accepted by the vendor to be produced and/or shipped.
<b>Rejected</b>	Orders that were entirely rejected by the vendor.
<b>Shipped</b>	Orders that were processed and individual items were shipped from the appropriate vendor.
<b>Backordered</b>	Orders that were unable to be filled due to backordered items from a particular vendor.

**Contact SMARTworks Customer Support**  
 Phone: 1-888-598-8200  
 E-mail: support@smartworks.com

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