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.

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

4. 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

<<   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				

All fields including Event Information are required.

Personal Address   Edit Profile

(instructor information if ordering car seats for a technician)

First Name	Anirudh
Last Name	Rege
Address	
Address 2	
City	Gainesville
State/Province	Florida
Zip Code	
Phone	
Fax	
Email Address	

Action

Shipping Address

(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 [Florida ▼]
* Zip Code [ ]
* County [Select One ▼]
* 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 [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

[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

Personal Information	Anirudh Rege 2100 NE Waldo Rd Suite 106 Gainesville, Florida 32608 United States of America Email:
Shipping Information	Anirudh Rege Ship To: Residence 2100 NE WALDO RD Suite 106 GAINESVILLE, FL 32609-8979 United States of America Email:

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.

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 Report

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
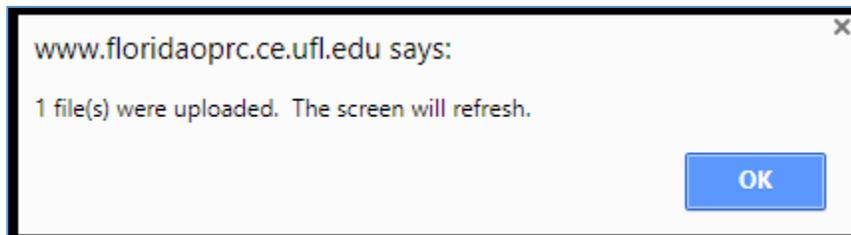Instructions Add instructions to Area: INVOICE_EVENT_REPORT_INSTRUCTIONS.

UPLOAD SUPPORTING   UPLOAD
DOCUMENTATION
Documentation

ORDERED ITEMS

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.

OK

ORDER EVENT DOCUMENTATION UPLOAD   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 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:	⦿ None - All Items Distributed ○ Redistribute to New Event only if no additional items are needed ○ Return Remaining Items

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

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	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 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: 5	○ None - All Items Distributed ○ Redistribute to New Event only if no additional items are needed ◉ Redistribute to a different Order Event 22389 - Test ▾ ○ Return Remaining Items

Submit Report

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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.