Using the Web-Based Order Entry System

The new Web-based Order Entry system is similar to the old OrderEntry program in several ways. For example, there are still four categories to order from; each category is treated separately. Orders are placed by counties, and are delivered by the usual means to the counties. But the new system borrows some ideas from commercial ordering systems. For instance, the concept of a "shopping cart". As you find items to order (and bear in mind that there is a separate "cart" for Publications, Supplies, Videos and Slides), you place them in you "cart". You can remove items if you change your mind. Once your list is completed, you "check out". At this point, you decide how many (in the case of Publications and Supplies) of each item you want to order, or when (in the case of Videos and Slides) you need the item. You then submit the order. In response to your submission, a screen is presented which contains the items ordered and their quantities and/or delivery dates. You may print this screen as your record of the order. If something interrupts your order process, the information you have entered so far is retained (for up to a week) by sending a "cookie" back to your web browser. (Your browser must accept these cookies in order for the system to function.) The list of items in the new system is always current; it is maintained on-line by the Distribution Center. There is no need to update your PC.

Here is a brief description of how to use the new system.

1)   Be sure your browser will accept cookies. In some cases, as a security and anti-annoyance measure, some browsers refuse cookies or require that you approve each one. This can become a nuisance. Contact the Help Desk or your RETC if you have this problem.

2)   As the entry point to the new system, you must go to the College of Agriculture's Internal Web page, to "Internal Web Applications" and look for "Order Entry" under "Internal Web Applications". This presents the Order Entry Login Menu. Choose your location name from the drop-down list, then supply your location's e-mail password to log in. This should gain you access to the "Authentication Success" screen, then to the Main Menu. (This document is also available for printing as a PDF from the Login Menu.)

3)   At the Main Menu, you are presented with a choice of the four components: Publications, Supplies, Videos and Slide Sets. Choose the one you wish. Remember, one-stop shopping hasn't arrived here as yet; each of these components must be entered independently.

4)   In each category, you are given a choice of search methods (the choices vary by category). You must choose one of the methods by clicking on the radio button beside your chosen method. You are usually given a field into which you can type a selection which will further narrow the list presented. (The exception is for Office Supplies, where you are presented instead with the entire list of available supplies.) For example, in the Publications list, you may choose to search by Title, for those publications which contain the word "lim" (case is not important). Having chosen a method and a search string, click on the "Search..." button to start the search. You will receive the list containing both the word "lime" and the word "liming". You will also see titles which contain the letters "lim"

embedded in another word of the title having nothing to do with liming, for example, "elimination" or "limitation". This is a normal consequence of the way the search is conducted and should not be considered an error.

5)   As you scroll through the list, select items to be added to your "shopping cart" by clicking on the box under the column "Add to Cart". At a later point in the program, you will be asked to supply a quantity (if appropriate) and/or delivery date.

6)   At the **bottom** of the list is a button to "Add checked items to Shopping Cart". Click on this button to add all the checked items to your shopping cart. You are then presented with a screen that displays the items you have added to your shopping cart. You may remove items from the cart if you wish. If you forgot something, you may go back to the search list (or you may choose another search method) and select additional items. They will be added to the cart without removing the earlier items.

7)   When you have everything in your "shopping cart", click on "...Check Out". (You may reach this screen from the main category screen by clicking on the "Shopping Cart" button.) This presents your items in a new list with additional fields added. For Publications and Supplies, you are given a field to enter the quantity ordered (the default is one). For Videos and Slides, you are given a place to put in a Date Needed (the default is 2 days from the present date). When all these are completed satisfactorily, click on the "Submit..." button to send the order on its way.

8)   Your submitted order is reproduced on a new screen, which you can print using your browser's Print button. This provides you with a paper copy of the order you just submitted.

9)   At the bottom of the screen is a button which will return you to the Main Menu, from where you may enter an order for another category or log out of the system (logging out will verify that you are logged out, then allow you to return to the College Internal page, or, if you choose, close your browser).

10)   If you are interrupted (lose your Internet connection) or if you simply close your browser before submitting the order, the information saved up to that point will remain as a cookie on your computer (it is not available to any other computer in the office, even in a networked office, nor to you if you enter the system through a different computer). That information remains valid for up to 7 days if you re-enter the Web Order system. If, during that time, you re-enter the system, you will be told that you already have items in your "shopping cart". You can view those items by clicking on the "Shopping Cart" button. After 7 days, the data are considered "old" and are discarded. This is to prevent orders accidentally being forgotten and ordered again from another machine, then being submitted weeks (or even months) too late.

11)   At present, there is no method for indicating how to pay for items.

This is a brand new system and, for many, a brand new concept. We would like to hear your comments, both about the system itself and about these instructions. Send e-mail to the Help Desk, talk with the Help Desk, or with your RETC. We want the system to work for you in the best way possible.