

Facility - User Guide For E-System

Log-In

Go to www.primesourceadmin.com

Send icon to desktop.

Click on Middle Column To log in to the facility panel please “Click Here”

Enter User-Name Enter Password.

Firstname+1

Lastname+1

Options:

Admin Home

Orders (Original Version)

Orders (New Version)

Pending orders

History

Census

Passwords

Admin Logout

We recommend that you change your password immediately. Simply Click on the password tab and follow instructions.

Click Orders to begin placing orders.

(Old Version is Simple version)

(New Version allows you to open and close categories as well as view history of items ordered.)

4 rows will come up.

Current Order (This will always be empty unless you left an order in middle)
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Order Guides (This is where you can choose a multiple of order guides customized to your needs, Which Prime Source helps set up with each dept head.)
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Print Order Guides

Notes (This is used within the order only)
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Go to Order Guides Row and **Select a Template.**

This will load your order guide (please give it a few seconds)

<*Before opening new order* Please make sure that no other order is open in your screen. If so, you must cancel that open order first, otherwise it will combine both guides.>

Each facility starts off with a master template per department.

You can have as many templates as you wish. Which the main office must complete per your request.

We recommend you **print this page** and mark down the following:

- 1- Categories you would like to group together and in the order you would prefer they appear.
- 2- Categories you would like to Group and create a different order guide for.
- 3- Par Levels on items.
- 4- Mark off items you don't use and manually notate items you use but don't see.

You can use this page for manual inventory and ordering by simply clicking on print guide. You then can go back in to simply put in the quantities at a later time.

To Begin placing orders, simply enter the amount in the Quantity column.

If you have pars set, you can enter your On-Hand (Inventory) and the Quantity amount will load automatically.

Every item can have a note.

At End of Order screen please add notes for all items you don't see on list and be sure to click –Add- Which associates this particular note with this order. (these items will be added to your guide by our office)

When finished, simply click – complete order –

At any time, you can x out of the system and when you go back into the orders tab, your working order will be there.

Hit cancel order on bottom of page to simply cancel the working order.

Thank You.