

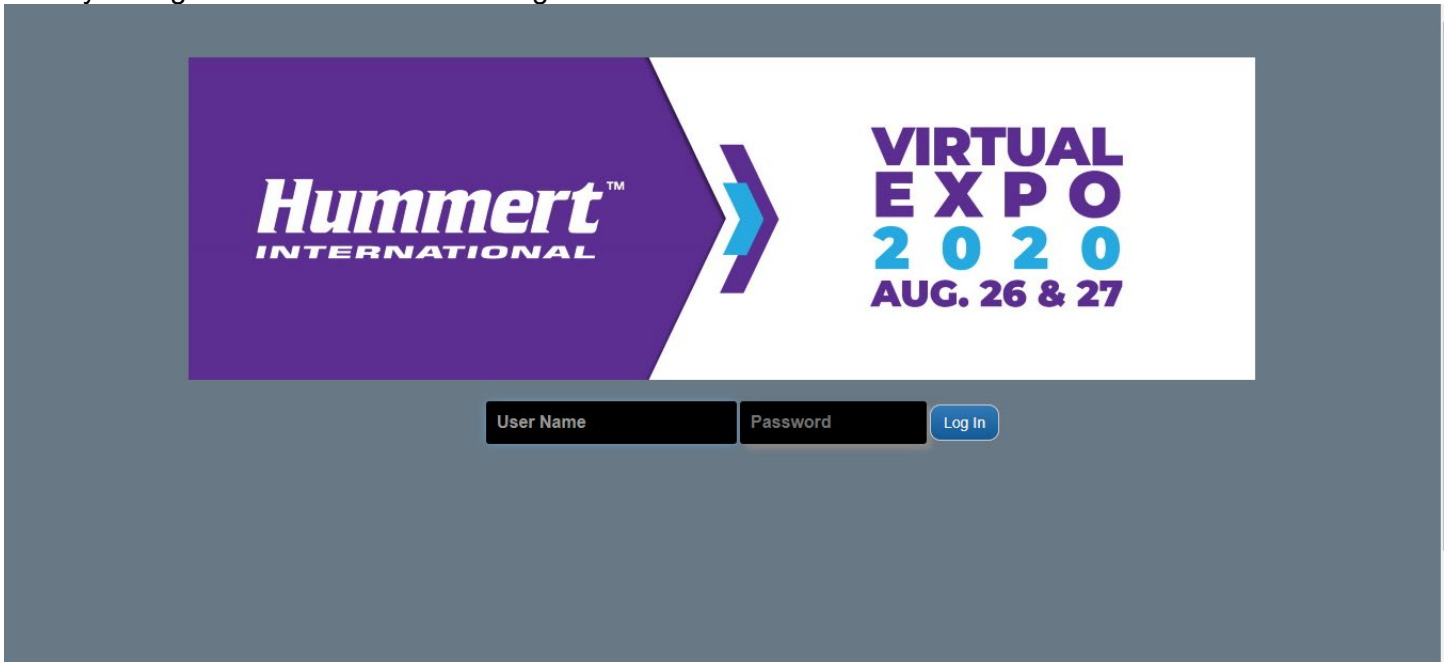
Getting started:

Start your web browser. Go to the web address www.jtsmith.com/hummert

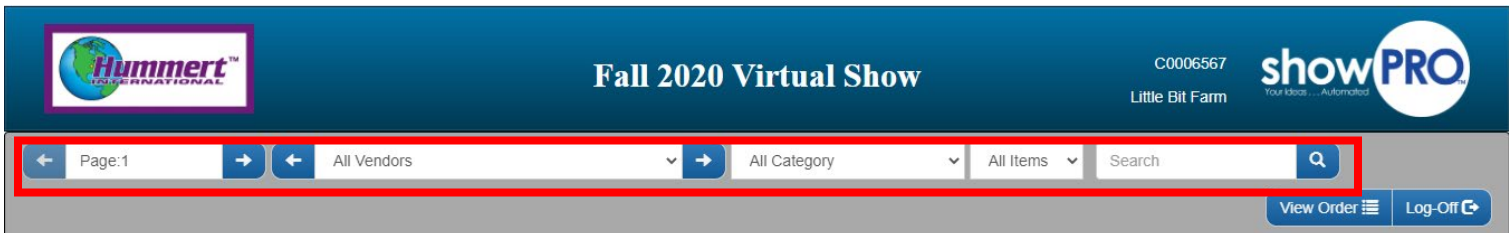
If you get a message like: "You are about to view pages over a secure connection." Click OK.

You will be at the **logon screen** for Internet Ordering for the show.

Enter your login credentials and click "Log In"



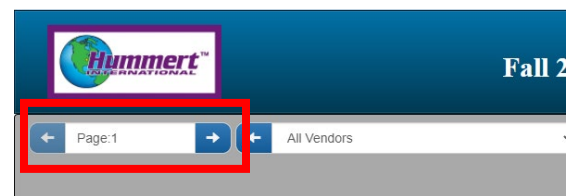
Finding Pages or Items:

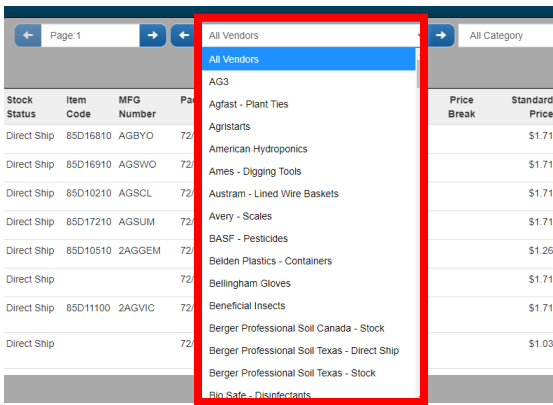


Upon logon you will be taken to the order entry page. There is a grey navigation bar that gives you different ways for you to navigate and order through the JT Smith ordering system.

Page:

When you logon you will be at the first page available for your store. You can use the arrow buttons on either side of the page box to move forward or backwards. You can also click in the box, type in a page number, and hit **Enter**.





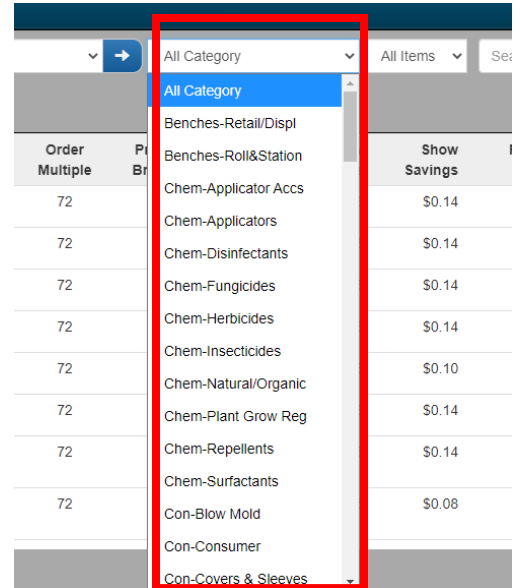
Vendor:

You can use the Vendor drop-down box to select a specific Vendor. Once you have selected a Vendor, their items will show in page order on the screen. You can also use the arrow buttons on either side of the Vendor drop-down box to navigate Vendors in alphabetical order.

If the Vendor has a lot of pages, you may need to click on the page number icon at the bottom of the page to see additional sets of pages.

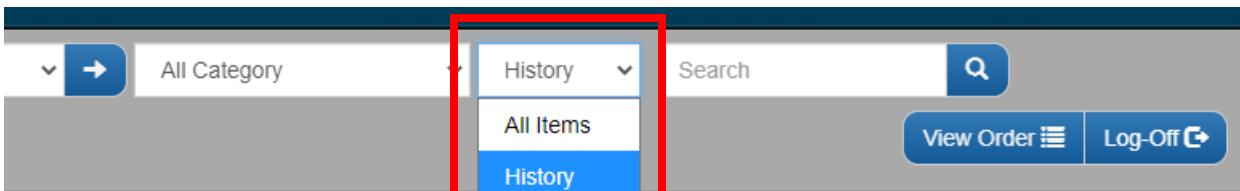
Category:

If you are looking to order for a specific category you can use the Category drop-down box. When you select a category, you will automatically be taken to the first page available for that category. You can then either continue to navigate by page or you can click the Vendor drop-down and select a Vendor that has pages available for that category.



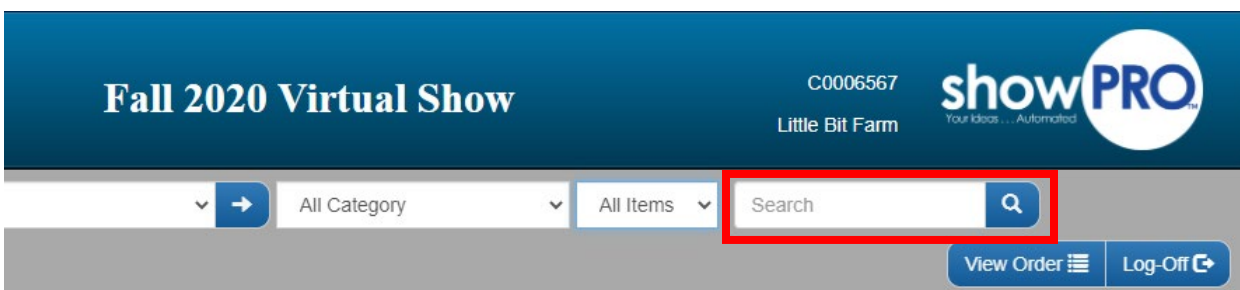
All Items:

Like the Category drop-down box, you can do a special filter by History. When you select History, your past ordering history will populate on the screen. If no History is available, you will see the message "No History". Press the ← at the top left of the screen to return to the previous page. If your history opens, you can continue to navigate by page or click the Vendor drop-down and select a Vendor that has history connected to it.



Search:

If you have a specific item(s) you are looking for you can search by entering either an item code or a description into the Search box and hitting **Enter** or clicking the magnifying glass. Your results will be displayed in page number order.



Placing Orders: Single-Stores (Store-Groups read this section, then see Group section)

When you see an item you want to order, move to the right side of the page. Depending on whether there is a range of dates available or only set specific dates, there will be one of two possible entry methods available.

Date Range: Go to the Date box and enter a valid date that fits within the specified date range. You can enter the date as either MMDD or MM/DD. Once your date is entered you can either arrow over to the Qty box or click the Qty box with your mouse. Then simply enter the qty you wish to order. If you need to enter another order for that item with a different ship date click, the **Next Date** button. This will submit your current order and place you back in the date box to enter your next ship date.

Date	Qty		Available Dates
11/01	5	Next Date	11/1-5/15
		Next Date	11/1-5/15
		Next Date	11/1-5/15
		Next Date	11/1-5/15

If you have ordered multiple ship dates on the same item your date box will now display “Multi” and the Qty box will show the **total** qty ordered on all dates. If you wish to see the specific orders all you need to do is click in the Date box and hit “N” on your keyboard. This will allow you to rotate through and see the individual orders.

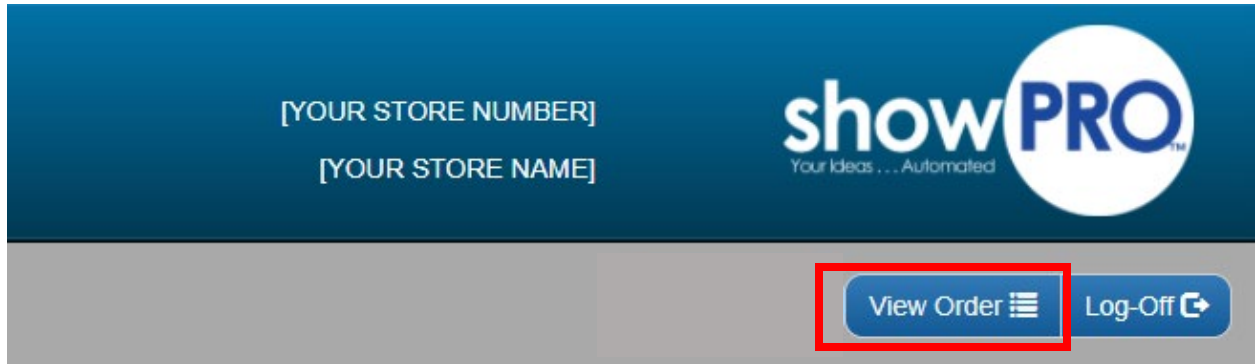
Date	Qty		Available Dates
Multi	10	Next Date	11/1-11/28, 12/27-1/23, 2/21-3/20
		Next Date	11/1-11/28, 12/27-1/23, 2/21-3/20
		Next Date	11/1-11/28, 12/27-1/23, 2/21-3/20

An order is automatically submitted when you move off the qty field. Your online orders will always remain on the page even after they are submitted. This allows you to identify items that already have orders placed and reduce duplicate orders.

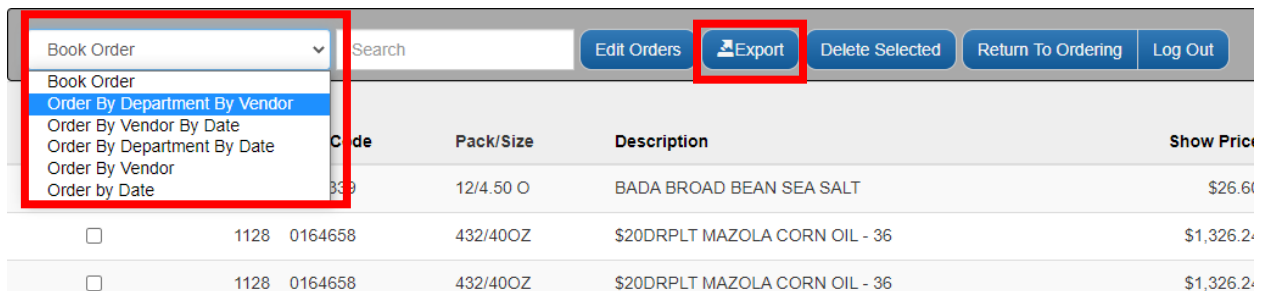
Please note that you may change the qty on the page at any time. However, if you want to CHANGE the current ship date, you do want to do that on the **Edit Order** page. Instructions on how to edit an order are below.

View Order:

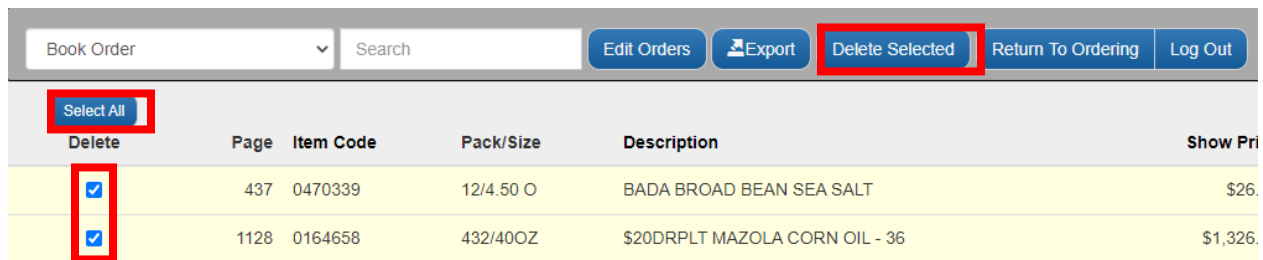
You can click the **View Order** button at any time to review your current order. **We recommend that you review your order before exiting the system to ensure accuracy.**



Once you are on the View Order page, you can click the first drop-down box on the left to select how you would like to sort your order. You can also download your report into an Excel file by clicking the **Export** button.

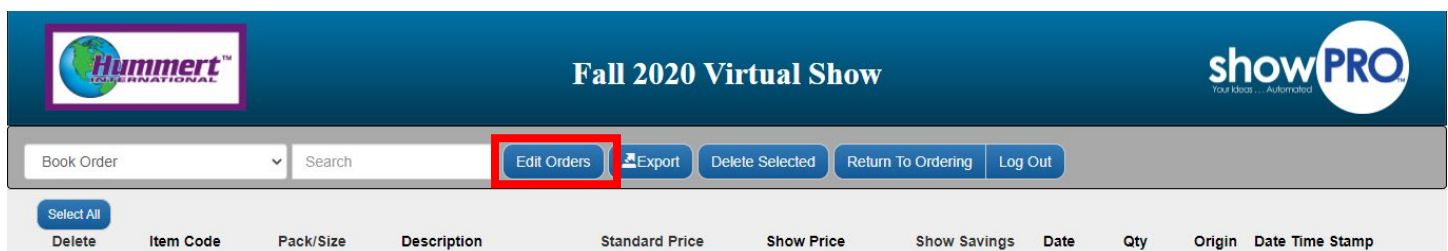


From this page, you are also able to delete multiple items from your order at once. To do this, click the checkbox to the left of each item you want to remove. If you want to remove all items, click the **Select All** button. With each item to be removed now selected, you can click the **Delete Selected** button.



Editing Orders:

If you wish to edit any of your orders, you can do so by clicking the **Edit Orders** button on the top of the **View Order** page.

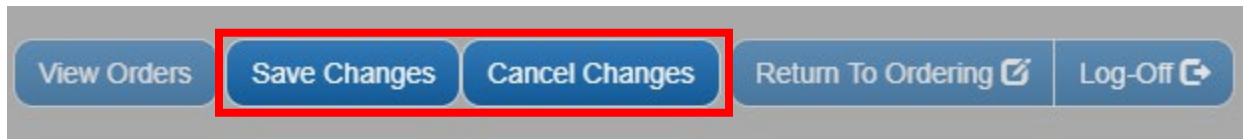


From the Edit Order page, you can change an order's date or qty by clicking in the desired input box and entering a new value. If you are unsure what dates are available, mouse over the date box and a list of acceptable dates will appear. If you wish to delete an order, you can click the **Delete** button on the right side of the screen. Please note that the item will still appear on your screen but will now have a qty of 0. Once the changes have been saved, the item will be removed from the report completely.

Net Unit Cost	Date	Qty	Origin	Date Time Stamp	
\$2.22	11/01	10	Internet	8/12/2020 2:43:40 PM	Delete

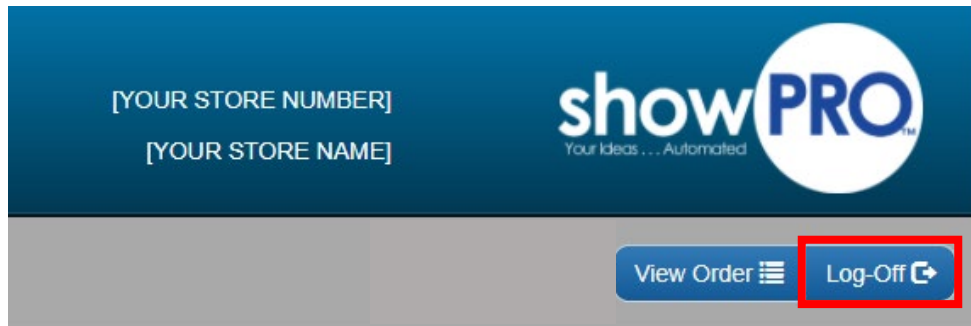
Once you have completed all your changes, you will need to click the **Save Changes** button.

If you have decided that you do not want to save your changes, you will need to cancel these by clicking the **Cancel Changes** button.



Once you are done with the Edit Order page you can click **View Orders** to return to the report page or you can click **Return to Ordering** to continue placing orders.

When you have finished placing your order, you can click the **Log-Off** button on the ordering page to logout of the system.



Basic Questions and Answers:

When I press Log-off are my orders saved?

Yes. Your order is automatically saved once you move off the QTY field.

Can I Log-Off and still be able to get back into the system?

Yes. You can do some of your orders one day and the rest on another so long as the ordering system is "OPEN". When you log back into the system, all your previous orders will be there.

I am trying to enter an order, but the screen keeps coming back with a red DATE field. Why?

The date you entered is not a valid date or it is not within the valid ship range for this item. Please refer to the Available Dates column.

When I search for an item code sometimes a screen comes back saying the item was found multiple times! Why?

That item may be on more than one page. Usually this is because each page has its own ship date range. The search screen should show you the page that the item was found on as well as the available ship dates for that item and page.

How do I print a copy of my order?

Click on the View Order button. Select which sorting method from the list you prefer from the first drop-down box on the left at the top of the screen. You can then either click the printer icon of your web browser (if you have one) or at the top of your browser click on "File" and then "Print" from the browser's menu. You can also export your file to Excel and print from there.