

Evanston Lighthouse Rotary Club Holiday Sale Online Order Entry Instructions

1. Go to www.evlrc.net
2. Enter your username and password. Your username is your first initial plus last name. You'll be issued a unique password.
3. You will land on your own home page that shows your orders.
4. On the left-hand menu, click "Enter new order". You'll be taken to the order entry page.
5. Enter a batch ID for this order. The batch ID is used to group your orders into batches so you can see a summary report of what you have entered on a particular day. By default, the batch ID begins your username – add a sequence number to your username to create a batch, for example, "jdoe01".
6. Select the customer for this order. You can search the list of existing customers by typing part of the customer's name or address into the search box, and then press ENTER or click the button. Matching customers will be listed for you. Select the customer from the list, or if your customer is not on the list, click the "Add new customer" button. Remember to "Save changes" after you add a customer. You can return to the order entry page after adding the new customer.
7. If you find the customer in the list but need to update some of the customer's information, select the customer and click the "Edit customer" button. Remember to "Save changes" after you edit a customer. You can return to the order entry page after editing the customer.
8. Next you must select the Rotarian for this order. Click one of the letters shown to display the Rotarians whose last name begins with that letter. Select the Rotarian from the list.
9. Change the flower or food pickup dates and types if necessary. The primary pickup dates are shown by default.
10. For each product on the order, select the product and enter the quantity ordered. Add any special instructions for the product's handling.
11. Click "Save changes" to save the new order. You will be taken to the order confirmation screen. Check the data on the screen and if it needs correction, click "Edit this order" to make changes. Since the online order form allows you to enter only five items at a time, click "Edit this order" to add more items to your order.
12. Write the order number on the upper right hand corner of the paper order form. Also record your initials and the date entered.
13. If there is a check that goes with the order, paper clip the check to the order form and write the check number at the bottom of the form, in the lower right hand corner.
14. Hand deliver the order forms to Joan Borg at a club meeting -- please do not put them into the order collection box so the entered orders can be kept separate from non-entered ones.

Questions? Please contact Joan Borg or Ken Green.

Joan Borg borgjoan@gmail.com (847) 420-8581	Ken Green: k.b.green@outlook.com (847) 530-7692
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