



USER'S GUIDE TO THE EDUKIT WEBSITE

www.edukitinc.com 866-660-8854

As the Coordinator for EduKit,

you have access to our online Coordinator tools. You can easily track and manage the orders for your school. You are able to:

- Enter orders that were paid by check or cash from paper order forms
- Sort orders for your school by name, by date or by grade
- View and print a list of all orders (online orders and those entered by the Coordinator)
- Print a check list to use when kits are distributed
- Print labels with student's names on them

Login to your school's information

To access the Coordinator tools for your school, go to www.edukitinc.com. Click on the green 'Coordinator' tab. Next, click on the 'LOGIN' icon or 'LOGIN HERE'. Enter your Username and Password and click on the 'Login' button. (Please call your Account Manager if you need the Username and Password for your school). This page will display the information specific to your school. In addition, there will be an online order form displayed.

If you would like to "practice" using the Coordinator's tools before trying it out on your own school, you can login to our sample school, Happy Kids Elementary. Username: 6624305, Password: testpass

Entering paper orders

As the Coordinator, you can enter paper orders. Fill out the online order form with the following information:

FAMILY NAME

PHONE - This is an optional field.

NAMES - You can put more than one name on a line if the family has more than one child in a single grade.

QUANTITY

PAID BY - You can enter the order as paid by 'Check', 'Cash', or 'Extra Kits'.

When complete, click on 'Submit Order' at the bottom of the page. Continue this process until all orders are entered. You can come back later and enter more orders as you receive them.

Checking Orders

To check the orders you have entered and/or the online orders, click the green 'Check Orders' link on the left side of the page under 'more information'. Select the date range you want to view and how you want the orders displayed – by 'Family Name', by 'Order Date' or by 'Grade'. Then, click on the "Check Orders" button on the right to view the results.

Deleting Orders

To remove an order erroneously entered, go to the "Check Orders" link on the left side of the page. View the orders by 'Family Name' or by "Grade". Then, click on the "Delete Order" button on the right side for the particular order to be deleted. This will remove the order from the system. For obvious reasons, credit card orders entered by parents cannot be deleted by the Coordinator. Parents can request a credit card refund by e-mailing info@edukitinc.com.

Printing Orders

Click on the 'Print Order Summary/Distribution List' link at the top of the order summary page. Use your web browser's print function to print the list. You will notice a small check box to the right of the family name. You can use this to check off as you hand out the kits! Note: This check box is not available when the list is ordered by grade.

Exporting to an excel spreadsheet

Click on the 'Export List to Excel' tab to export the order information to an Excel spreadsheet. The data can be manipulated and labels with student's names can be printed.

Logging Out

It is a good idea to logout when you are finished using the Coordinator's tools. The 'Logout' function is located on the left side in green.