

How To Guide - Supplier Login Accounts

It is possible for supplier to login to the application and generate their supplier orders and labels. You define their user id and password and they login the same as you do and can access the "**Supplier Dashboard**" under the "**ORDERS**" menu tab.

Create a Supplier User Account:

1. Go to the "**ORDERS**" tab => "**Suppliers**" => click the "**pencil**" icon beside a supplier. 
2. Enter a user id and password for the supplier. They will be able to change their password when they login.
3. Click "**Update**" to save your changes.

Supplier Login:

1. When supplier login they will be presented with the "**Supplier Dashboard**" where they can do the following:
 - Print Supplier Order 
 - Download Supplier Order spreadsheet 
 - Print Labels 



Making life easier, one application at a time

4. At the bottom of the "**Supplier Products**" screen are buttons that will allow you to quickly "**Edit Prices**", "**Edit Special Prices**" or "**Edit Description**".
5. When changes are made to supplier products you may wish to "**Post Products to Menu**". Posting changes will update menu items which are linked to the products. If changes to products are not posted to the menus you will not see your changes on the order forms.