

Nebraska Food Cooperative – Producer Procedures

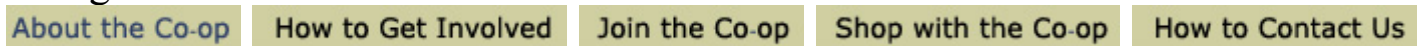
Title: Accessing Web Functions for Producers

Date: 10/12/08

Purpose: The purpose of this procedure is to guide producers to the area of the website where they can enter new products for sale, edit existing products for sale, edit information about themselves, review invoices, and print labels for delivery day.

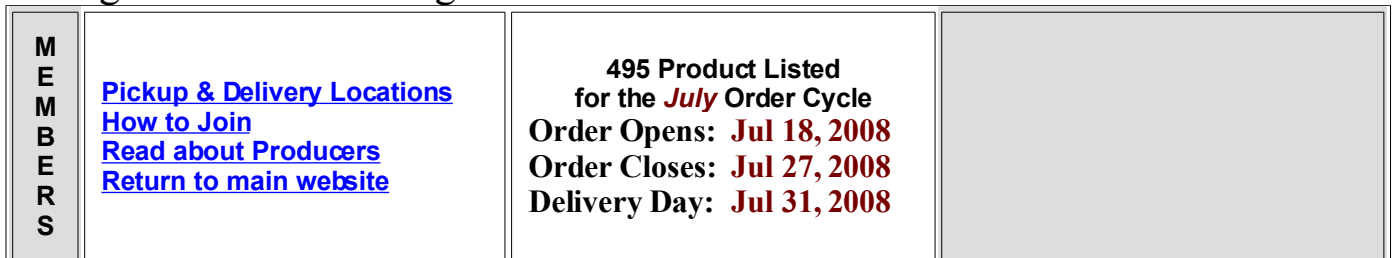
1. Go to the main page for the Nebraska Food Cooperative. The web address is <http://www.nebraskafood.org>.
2. Under the title “Nebraska Food Cooperative” there is a menu bar (See Figure 1).

Figure 1. Menu Bar



3. To access the producer information, click on the tab that is titled “Shop with the CO-OP”.
4. Find the Member Login Box (See Figure 2). Enter the username and password that were created when upon becoming a member on the right hand side. Click on “Login to Order”

Figure 2. Member Login Box



5. After logging in, scroll down the screen until you find the light blue shaded boxes containing Producer Information (See Figure 3). This box is divided into three sections. The left box contains links to Delivery Day Labels, the center box contains links to producer invoices and the right box contains links that enable the producer to add new products or edit existing products,

or editing producer information. The right box also includes a link to written procedures available to producers.

Figure 3. Producer Information

Producer Info: Product and Order Info

Delivery Day Labels: One Label per Customer One Label per Storage/Customer One Label per Product	Producer Invoices: by Customer by Storage/Customer by Product <i>NEW:</i> Multi-update Invoice Past Invoices	Edit Your Products: [Unlisted] [Listed] [Add] Edit Your Public Info Documentation Producer Procedures
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6. Refer to additional procedures for assistance in printing labels, reviewing invoices, and adding/editing products.