

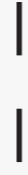
## HOW-TO GUIDE:

# Order Status Notifications

## ACCOUNT VS JOBSITE LEVEL

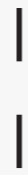
### STEP 1:

After login, select **Order Status Subscriptions** from dropdown by hovering over login email address.



### STEP 2:

Select **Account level** or **Individual jobsite** (this prompt only occurs 1 time after login)



## ACCOUNT LEVEL

**Manage Account Level Notifications:** To be applied to subscriber(s) for all account jobsites. Click **Add/Manage Subscribers** for each notification segment desired.

(Note: For adding multiple email addresses, add one at a time)

**Print Price** will show price of item(s) at time of purchase:

The image shows a laptop displaying the White Cap website. The main page is titled 'Order Status Subscriptions' and lists various notification types: 'Sales Order Acknowledgement (SOA)', 'Advance Shipping Notice (ASN)', and 'Subscribers: 1 (Print price)'. A yellow callout box highlights the 'ADD/MANAGE SUBSCRIBERS' button. A modal window is open over the 'Subscribers: 1 (Print price)' section. The modal is titled 'Add / Manage Subscribers - SOA / Order Confirmation' and contains the following elements: 'Print Price (applies to all subscribers)' with radio buttons for 'Yes' (selected) and 'No'; 'Add Subscribers' with an input field for 'Enter Email Address' and an 'ADD' button; 'Manage Subscribers (1)' with a list item 'firstname@email.com' and a close button; a checkbox for 'Send SMS Notification (standard charges apply)' which is checked; an input field for 'Enter Phone Number' with a checkmark icon; and a disclaimer: 'By providing a telephone number, you are consenting to be contacted by SMS text message. Message & data rates may apply. You can reply STOP to opt-out of further messaging.' At the bottom of the modal are 'CANCEL' and 'APPLY' buttons.

### Option:

After you add subscriber, you can opt user in to text notifications.

Note: To save phone number, but stop SMS notifications, uncheck "Send SMS notifications".

Press **APPLY** to save all updates.

# HOW-TO GUIDE: Order Status Notifications

ACCOUNT VS JOBSITE LEVEL

## JOBSITE LEVEL

Click **Manage Individual Jobsite** from Order Status Subscriptions page.

Select the jobsite you wish to manage subscriptions for.

Repeat the same process as shown in Account Level to add emails and/or phone numbers here.

The image shows a sequence of three screenshots from the White Cap website illustrating the process of managing subscriptions at the jobsite level.

**Top Screenshot:** The 'Order Status Subscriptions' page for account #1000004668 | BRADLEY CONCRETE. A callout box highlights the 'Manage Individual Jobsite' link. Below this, there are sections for 'Sales Order Acknowledgement (SOA)' and 'Advance Shipping Notice (ASN)', both with 'Subscribers: 1 (Print price)' and an 'ADD/MANAGE SUBSCRIBERS' button.

**Middle Screenshot:** A modal window titled 'Jobsite(s) for account #92976000 TURNER INDUSTRIES GROUP 175'. It contains a search bar and a list of jobsites with columns for 'Sales Order Acknowledgement (SOA)', 'Advanced Shipping Notice (ASN)', and 'Proof Of Delivery (POD)'. The 'SELECT' button at the bottom right is circled in yellow.

**Bottom Screenshot:** The 'Order Status Subscriptions' page for account #92976000 | TURNER INDUSTRIES GROUP. A callout box highlights the 'ADD/MANAGE SUBSCRIBERS' button. A large yellow arrow points from the 'SELECT' button in the middle screenshot to this button.