

# EOT Profile – APH Shopping Web Site

## Invite Shopper and

### Process Steps for editing request from a Teacher

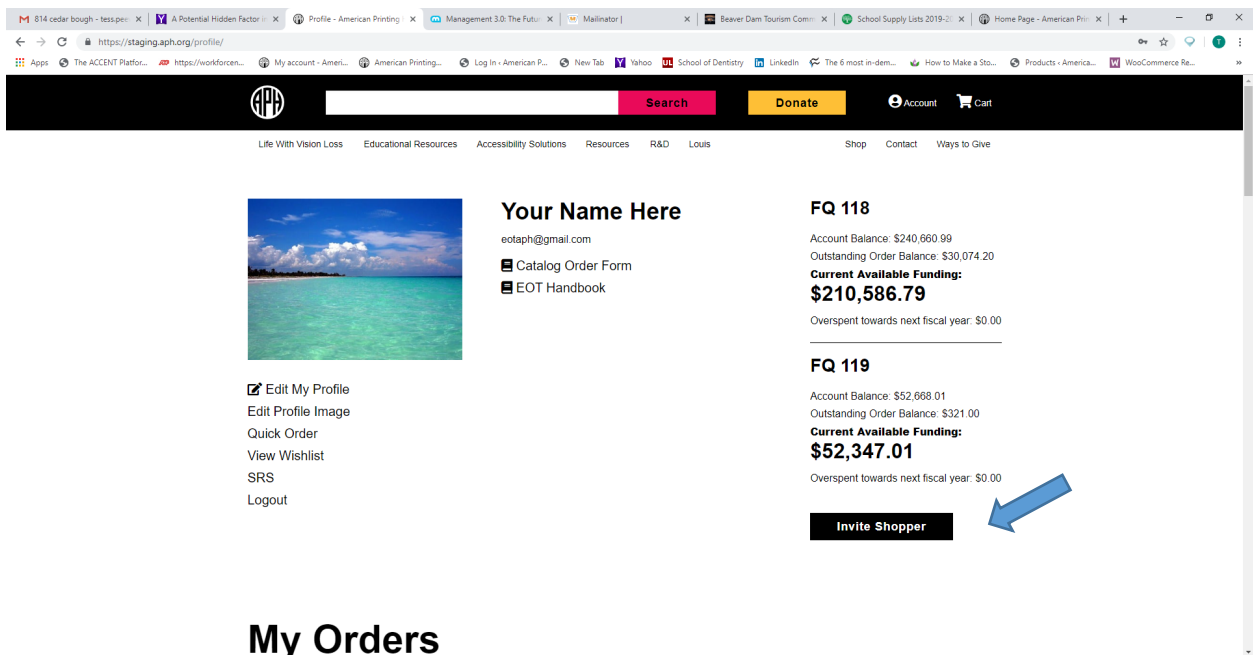
## Log In to APH Shop

Log In <https://aph.org/my-account/>

1. Type in your email address on file at APH
2. Type in your APH web site password or reset your password by clicking on the LOST YOUR PASSWORD? Link.
3. Your EOT Dashboard will appear as the default page.

## Invite Shopper Process

- 1.) Scroll to the Invite Shopper button in the right-hand navigation panel below the FQ Account Balances section.

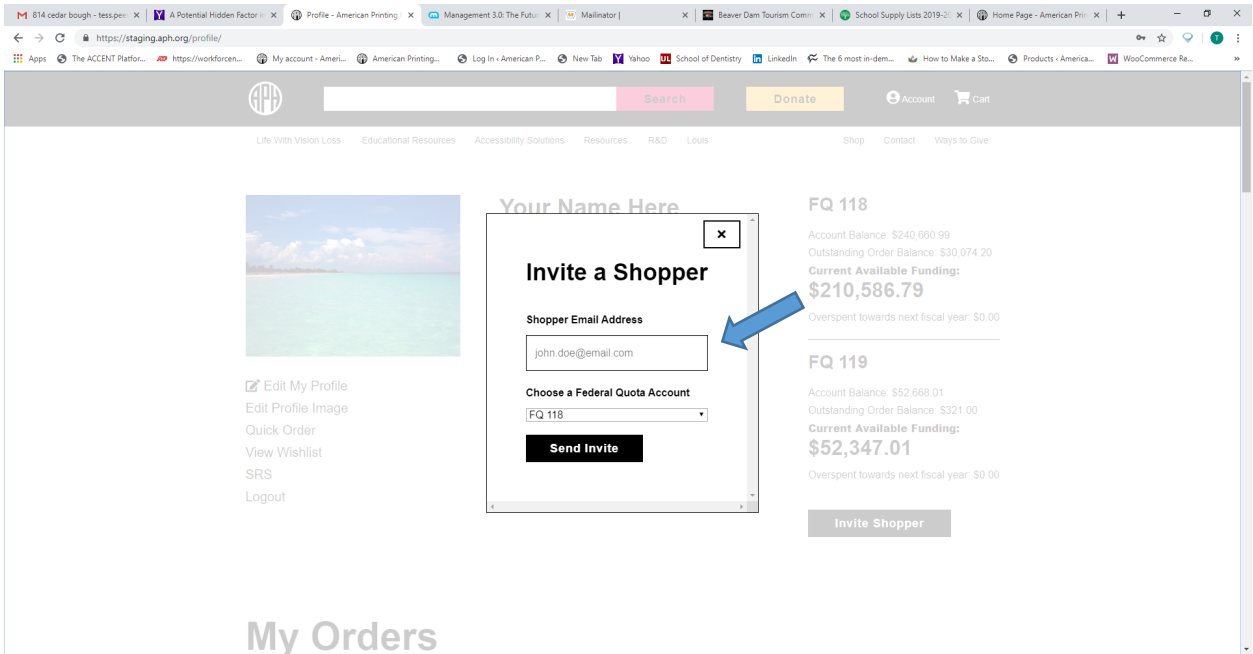


The screenshot shows a web browser window displaying the APH Shopping Web Site user profile page. The page layout includes a navigation bar at the top with the APH logo, a search bar, and buttons for 'Search', 'Donate', 'Account', and 'Cart'. Below the navigation bar, there are links for 'Life With Vision Loss', 'Educational Resources', 'Accessibility Solutions', 'Resources', 'R&D', 'Louis', 'Shop', 'Contact', and 'Ways to Give'. The main content area is divided into three columns. The left column features a profile picture of a tropical beach and a list of actions: 'Edit My Profile', 'Edit Profile Image', 'Quick Order', 'View Wishlist', 'SRS', and 'Logout'. The middle column displays the user's name 'Your Name Here', email 'eotaph@gmail.com', and links for 'Catalog Order Form' and 'EOT Handbook'. The right column shows two funding requests: 'FQ 118' with an account balance of \$240,660.99, an outstanding order balance of \$30,074.20, and a current available funding of \$210,586.79; and 'FQ 119' with an account balance of \$52,068.01, an outstanding order balance of \$321.00, and a current available funding of \$52,347.01. A blue arrow points to the 'Invite Shopper' button located below the FQ 119 section. At the bottom of the page, there is a section titled 'My Orders'.



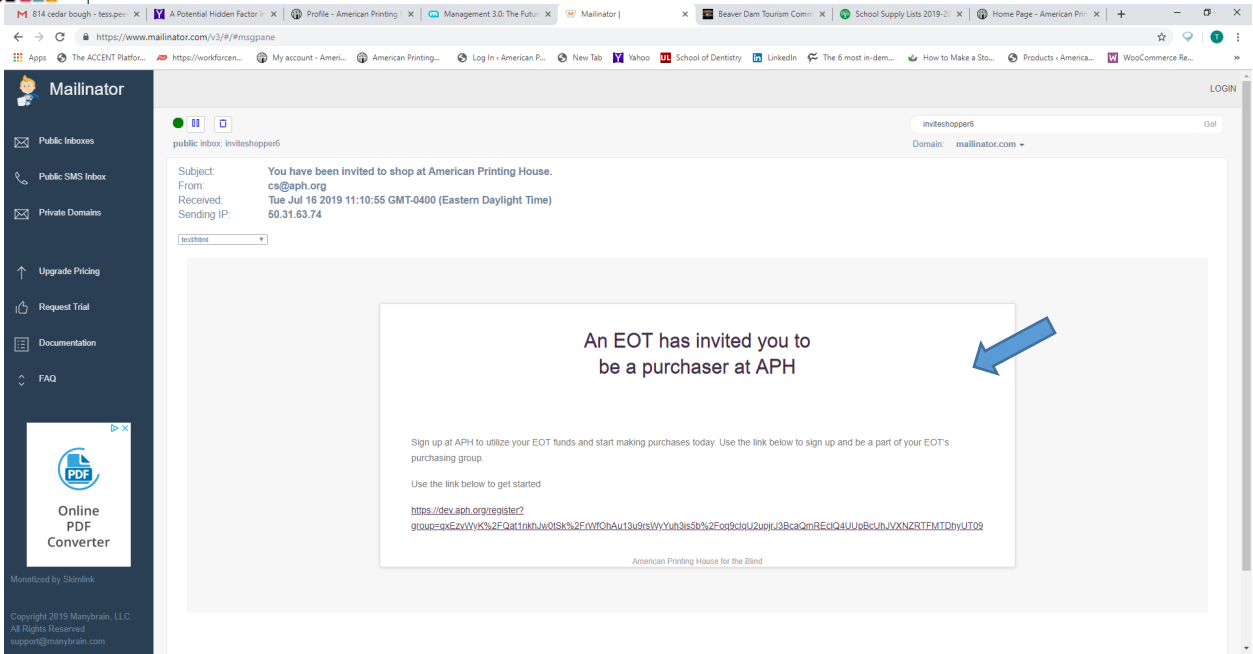
2.) Type in the email address of the Shopper and select from the FQ Account drop down box/

Please note: This shopper will be grouped to all of your FQ Account Numbers. You will be able to allocate FQ Account Funds at your discretion through a manual process on the Edit Order screen from your Dashboard.



3.) Invite another Shopper or select the “X” in the upper-right hand corner to close the display box.

The invited Shopper will receive an email inviting them to shop.



4.) The invited Shopper must complete First Name, Last Name, Email Address and Password. Once they select the Register button they can begin shopping at <https://aph.org>

The TVI Dashboard is very similar to the EOT and OOA Dashboard.

Please note: The TVI does not have any insight to FQ Account Funds nor do they have the capability of placing an order. The TVI simply shops for APH product and electronically sends you the request. The request is approved and the FQ Account are allocated once the request is approved and the order is processing.



**Theresa TVI**  
theresatvi@mailinator.com

- [Edit My Profile](#)
- [Edit Profile Image](#)
- [Quick Order](#)
- [View Wishlist](#)
- [Logout](#)

**Contact us for support**



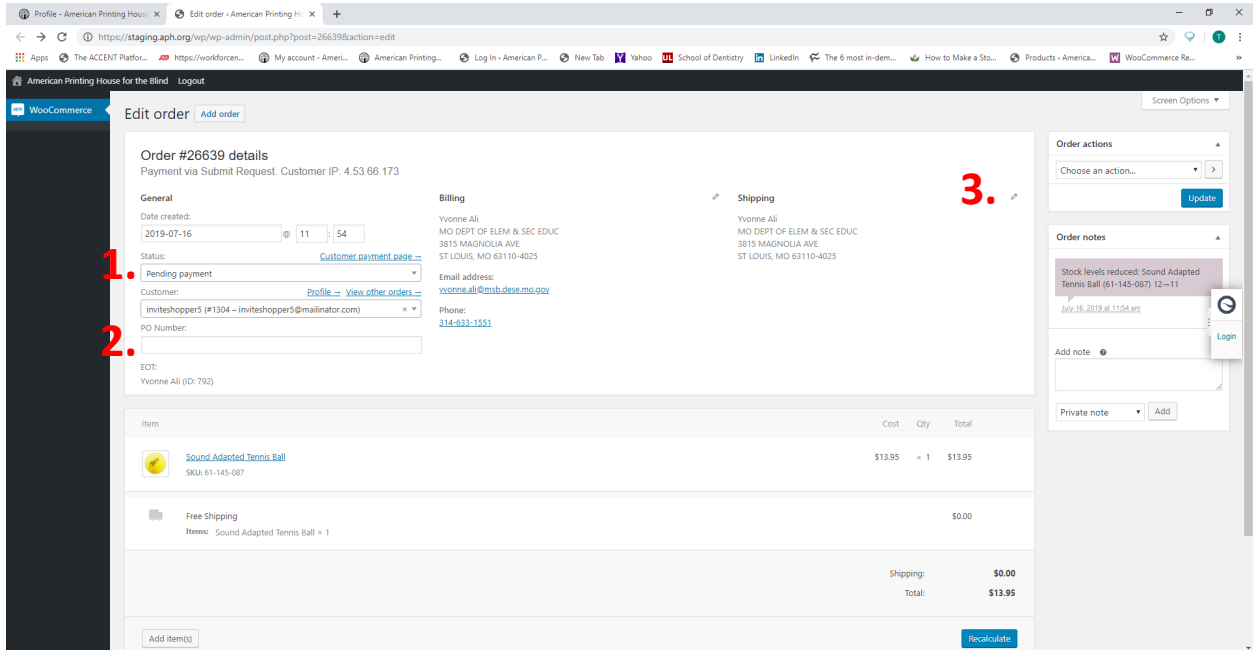
5.) Select Edit Order from the Teacher Orders section of the EOT Dashboard

The screenshot shows a web browser window with the URL <https://dev.aph.org/profile/>. The page title is "Teacher Orders". At the top, there are two tabs: "List View" (selected) and "Grid View". Below the tabs is a table of orders. The first row is highlighted in black and has a blue arrow pointing to the "Edit Order" link. The table contains the following data:

Order Number	Date	Quantity	PO number	Name	Status	Order Total	View/Action
13125	07/16/2019	3		Invite Shopper6 Testing	Pending payment	\$95.00	<a href="#">View order</a> <a href="#">Edit Order</a>
13123	07/13/2019	1	testing	Invite Shopper 3 Testing	Cancelled	\$31.10	<a href="#">View order</a>
13121	07/12/2019	1	2123123123213	Invite Shopper 3 Testing	Cancelled	\$26.00	<a href="#">View order</a>
13110	07/09/2019	1		invfeshopper2@ma ilinator.com invfeshopper2@ma ilinator.com	Cancelled	\$82.20	<a href="#">View order</a>
13102	07/08/2019	1	15412	Ali Yvonne	Processing	\$75.00	<a href="#">View order</a>
13101	07/08/2019	1	154	Teacher Test	Processing	\$75.00	<a href="#">View order</a>
13097	07/02/2019	1		Teacher Test	Cancelled	\$75.00	<a href="#">View order</a>
13096	07/02/2019	1		Teacher Test	Cancelled	\$75.00	<a href="#">View order</a>

At the bottom right of the page, there is a blue button labeled "FEEDBACK".

- 6.) The Edit Order screen appears. Here, you will process:
1. Ensure the Status of the is set to Pending Payment (for now)
  2. Type in the PO Number – this is a required field
  3. Edit the Teacher Shipping Address if necessary



The screenshot shows the 'Edit order' page for order #26639. The order status is 'Pending payment'. The billing address is for Yvonne Ali at the Missouri Department of Elementary and Secondary Education. The shipping address is also for Yvonne Ali at the same address. The order contains one item: 'Sound Adapted Tennis Ball' for \$13.95. The total amount is \$13.95. Red annotations '1.', '2.', and '3.' are placed over the status dropdown, the PO Number field, and the shipping address field respectively.

Item	Cost	Qty	Total
Sound Adapted Tennis Ball SKU: 61-145-087	\$13.95	1	\$13.95
Free Shipping			\$0.00
	Shipping:		\$0.00
	Total:		\$13.95

**NOTE: DO NOT** make any billing address changes on this screen. All changes must be processed through Cindy Amback.



- 7.) Next step is to complete placing the order:
  4. Select UPATE from the ORDER ACTIONS section.
    - a. This activates the FQ Account funds allocation in the back end. The FQ Account Number allocation drop down box appears once you select the UPDATE button.
  5. Allocate the request\order to the correct FQ Account Number
  6. Confirm the product and cost.
  7. Select PROCESSING from the Status drop-down box
  8. Select Email Invoice from the Order Actions drop-down box.
  9. Update the Request from the Request to Order. This actually places the order with APH.  
NOTE: You will select the UPDATE button twice in this process; 1) – to display the FQ Account drop down box 2) to process the order.

The screenshot shows the 'Edit order' page for order #26639. The page is divided into several sections: General, Billing, Shipping, and Order actions. The 'General' section includes a status dropdown menu with 'Pending payment' selected. The 'Billing' section includes a dropdown menu for 'FQ Account' with 'FQ 118' selected. The 'Shipping' section includes a dropdown menu for 'Order actions' with 'Choose an action...' selected. The 'Order actions' section includes a dropdown menu for 'Choose an action...' with 'Update' selected. The 'Order notes' section includes a note about stock levels reduced for 'Sound Adapted Tennis Ball'. The 'Items' table shows one item: 'Sound Adapted Tennis Ball' with a cost of \$13.95 and a total of \$13.95. The 'Free Shipping' section shows a shipping cost of \$0.00. The 'Total' section shows a total of \$13.95.

**Please call Customer Service with questions pertaining to existing orders or order changes.**



2019-07-16 11:54

Status: Pending payment

Customer: inviteshoppers (#1304 - inviteshoppers@mailinator.com)

PO Number: 123654

EOT: Yvonne Ali (ID: 792)

FQ Account: FQ 118

MO DEPT OF ELEM & SEC EDUC  
3815 MAGNOLIA AVE  
ST LOUIS, MO 63110-4025

Email address: yvonne.ali@msb.dese.mo.gov

Phone: 314-633-1551

Item	Cost	Qty	Total
Sound Adapted Tennis Ball SKU: 61-145-087	\$13.95	1	\$13.95
Free Shipping Items: Sound Adapted Tennis Ball = 1			\$0.00
	Shipping:		\$0.00
	Total:		\$13.95

Order notes

Stock levels reduced: Sound Adapted Tennis Ball (61-145-087) 12=11

July 16, 2019 at 11:54 am

Add note

Private note Add

Downloadable product permissions

Search for a downloadable product... Grant access

Once the order is updated in the Edit Order screen, the order in the Teacher Dashboard of their profile and in your profile will update to Processing. This confirms the request was placed as an order at APH.

Please see Pending Payment and Processing Status.

**Note: It is critical you select PROCESSING from the Status drop down box in the Edit Order screen. If not, the order will not be placed through the shop.**





## Teacher Orders

List View Grid View

Order Number	Date	Quantity	PO number	Name	Status	Order Total	View/Edit
Order Number: 13152 <a href="#">View order</a> <a href="#">Edit Order</a>	07/22/2019	1		Lance APH Test Swan	Pending payment	\$509.00	<a href="#">View order</a> <a href="#">Edit Order</a>
Order Number: 13151 <a href="#">View order</a> <a href="#">Edit Order</a>	07/22/2019	1		Lance APH Test Swan	Pending payment	\$509.00	<a href="#">View order</a> <a href="#">Edit Order</a>
Order Number: 13149 <a href="#">View order</a> <a href="#">Edit Order</a>	07/22/2019	1		Lance APH Test Swan	Pending payment	\$509.00	<a href="#">View order</a> <a href="#">Edit Order</a>
Order Number: 13148 <a href="#">View order</a>	07/22/2019	1	1251	Invite Shopper6 Testing	Processing	\$75.00	<a href="#">View order</a>
Order Number: 13147 <a href="#">View order</a>	07/22/2019	1	1521462312	Invite Shopper6 Testing	Processing	\$46.06	<a href="#">View order</a>
Order Number: 13145 <a href="#">View order</a>	07/19/2019	1	1523	Invite Shopper6 Testing	Processing	\$43.00	<a href="#">View order</a>
Order Number: 13144 <a href="#">View order</a>	07/19/2019	1	152333	Invite Shopper 3 Testing	Processing	\$43.00	<a href="#">View order</a>
Order Number: 13140 <a href="#">View order</a>	07/19/2019	1	132	Lance APH Test Swan	Processing	\$509.00	<a href="#">View order</a>

FEEDBACK

\*\*\*\*\*END OF PROCESS\*\*\*\*\*