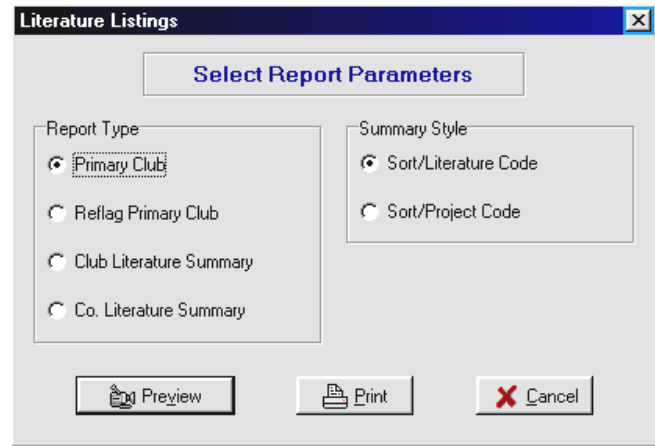


Ordering 4-H Pubs on the Web Youth Enrollment Help Sheet

Printing Literature Orders through Blue Ribbon

When your members have re-enrolled, you will order Project Literature from EDC for them. Some literature may be marked "Required" in your county, and some is marked as "LitNeed" on the Member Projects record.

- ◆ Choose **Report|Literature Reports**. You will see the screen at right: Choose **Preview**, and enter the appropriate club number. You will see a report with the club name shown at the top, and the members listed alphabetically, with each project and literature separated, and a total generated for the literature for each member.

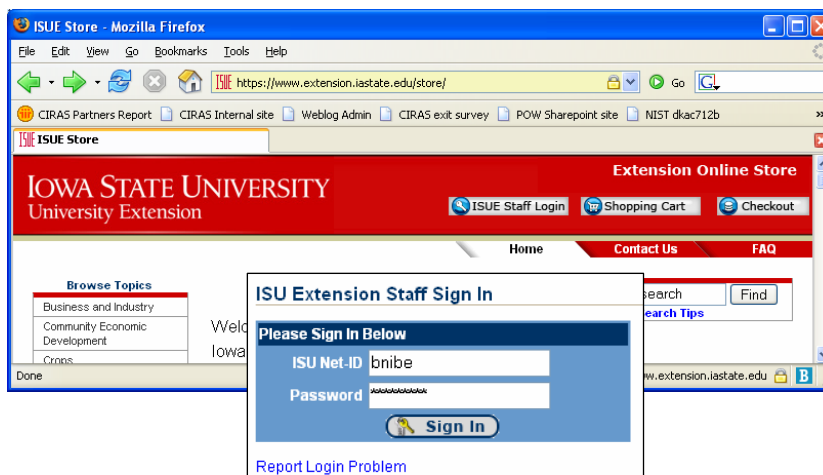


- ◆ Click "**Close**" at the top of the screen. A second page will appear on screen, summarizing the literature order for that club.
- ◆ Print the order if you are satisfied with the way the preview looked. (*Be aware that if you back out of this preview without printing, the pubs are all still going to be marked as "LitOrd", so before you can re-print the order, you will need to reflag the club.*)

Ordering On-Line from the Pubs Website

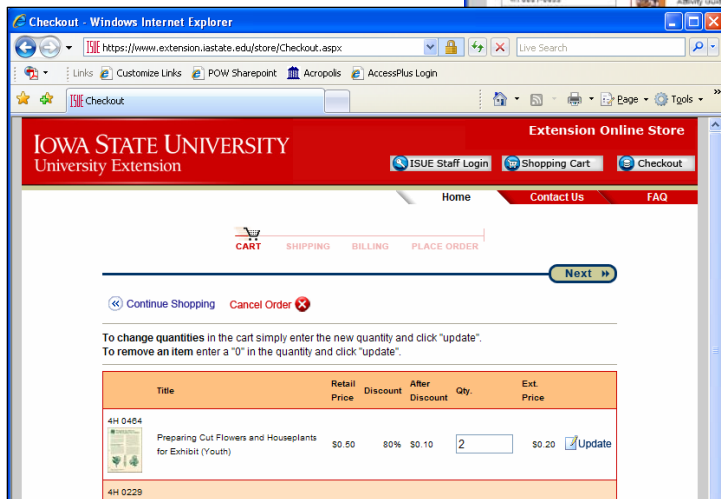
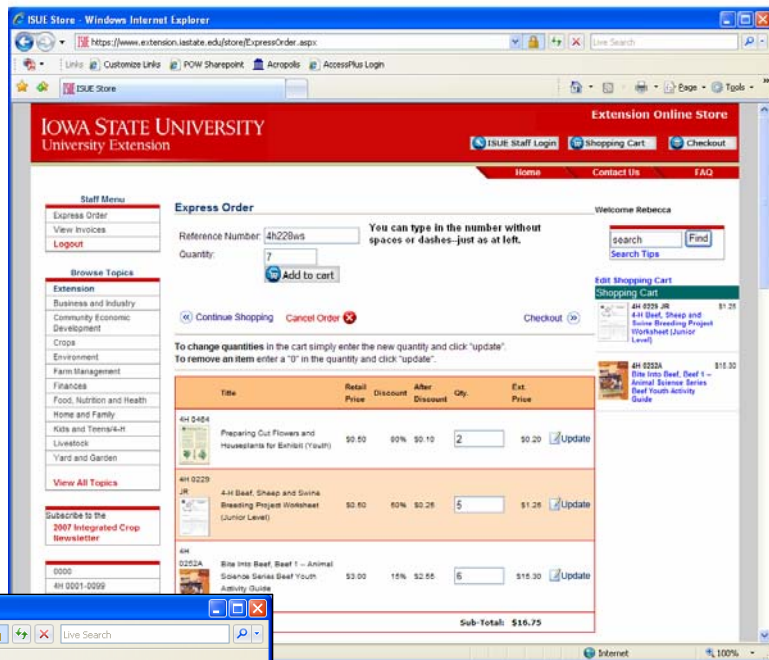
When you have your list of pubs ready:

- ◆ **IMPORTANT!** *At the time of this HelpSheet, the pubs website will ONLY work correctly when you use Internet Explorer as your browser—it will not work if you use Firefox.*
- ◆ Do not plan to do the web order when you think you will be frequently interrupted. The shopping cart will time out if you leave the computer idle for 90 minutes.
- ◆ Go to <https://www.extension.iastate.edu/store/> and log in using the "ISUE Staff Login" button.



Ordering 4-H Pubs on the Web Youth Enrollment Help Sheet

- ◆ After you log in, the screen looks pretty similar to the previous one, but there is an option at the top for “express order”. If you have your Blue Ribbon pubs report printed, this will probably be the easiest way to complete your order.
- ◆ You can enter the pub number without worrying about spaces, dashes, or capital letters. Just enter the characters as you see in the example below, enter the quantity, and click “Add to cart”.



- ◆ Continue entering all the pubs for one club. Your invoice builds as you add stuff, you can directly edit quantities as you go, and you can cancel your order at any time.
- ◆ When you've entered all the publications for that club, choose Checkout
- ◆ Checkout is a 4-step process, denoted by the icons at the top. You can edit directly from the “Cart” screen. Proofread your order, checking against your club list. If the quantities match, but the prices don't, it's because your Blue Ribbon pubs file was not updated. The web price is right.
- ◆ Click “Update” if you make changes. You still have the option to cancel the order.
- ◆ When the Shopping Cart summary is correct, choose “Next” and you will go to the “Shipping” step of placing an order.

Ordering 4-H Pubs on the Web Youth Enrollment Help Sheet

- ◆ Fields marked with an asterisk are required. Choose your county from the box at the right. If you wish to have your order delivered to the county, skip the left column info. Only fill that in if you wish to have the pubs sent to a leader.

- ◆ Use your county phone and email, not the leader's personal phone and email.

- ◆ The Cancel Order option is gone, but you can use “Back” if you wish to make changes or cancel. Click next to go on.

Ref. #	Title	Retail Price	Discount	After Discount	Qty.	Ext. Price
4H 0220 JR	4-H Beef, Sheep and Swine Breeding Project Workbook (Junior Level)	\$0.50	50%	\$0.25	2	\$0.50
						Sub Total: \$0.50
						Shipping: \$0.00
						Order Total: \$0.50

- ◆ Step 3 is billing info. Since you chose your county name on the previous screen, there's nothing to do here. If you do NOT see a screen similar to this one, choose the “Back” button and select your county from the drop-down list on the right side of the previous screen.

- ◆ The order is not placed until you click the Next button to “Place Order”. Once you've placed the order, there's no going back—up until that time, you can back out at any point.
- ◆ When the order is submitted, mail a copy of both the Literature Summary and Literature Order (with any corrections marked) to the leader who will be receiving the pubs, so that they know what to expect and who gets the pubs. You could also send them a copy of the screen print from the order screen instead of the Literature Summary. Keep copies of everything in your office so that you can match them up when the bills come.