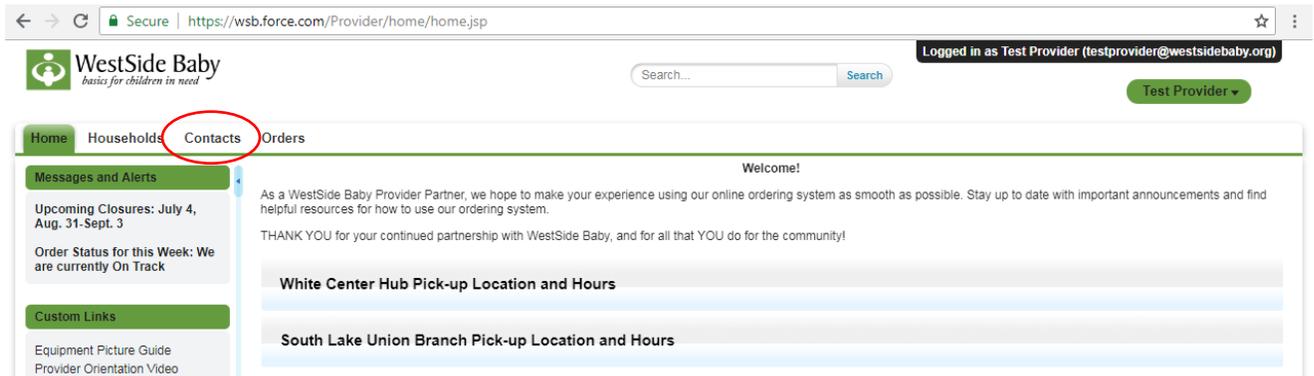


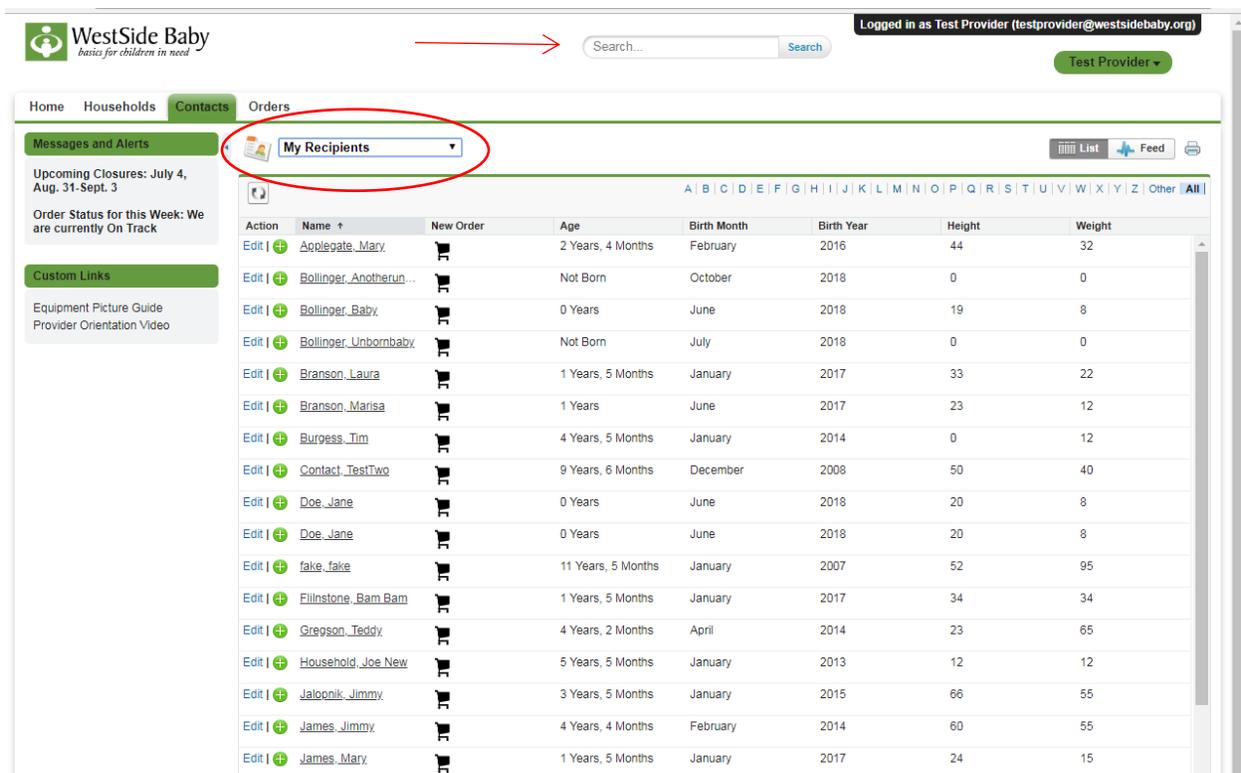
How to Place an Order

To place an order you must **FIRST** create a “Household” for each family, and **SECOND** create a “Recipient” for each individual within that family that you wish to place orders for. “Household” and “Recipient” records will be saved to your account and only need to be entered once for each family/child.

- 1) From the Provider Homepage, click the “Contacts” Tab



- 2) Filter results by “My Recipients” to see the full alphabetical list of recipient contacts you have entered. Alternately, you can use the search bar at the top of the screen to search for a recipient contact.



How to Place an Order

- 3) Select the shopping cart icon next to the individual you are placing an order for.

The screenshot shows the 'My Recipients' page in the WestSide Baby system. The page is titled 'My Recipients' and displays a table of recipients. The table has columns for Action, Name, New Order, Age, Birth Month, Birth Year, Height, and Weight. The recipient 'Doe_Jane' is highlighted with a red circle around the shopping cart icon in the 'New Order' column.

Action	Name	New Order	Age	Birth Month	Birth Year	Height	Weight
Edit +	Applegate_Mary		2 Years, 4 Months	February	2016	44	32
Edit +	Bollinger_Anotherun...		Not Born	October	2018	0	0
Edit +	Bollinger_Baby		0 Years	June	2018	19	8
Edit +	Bollinger_Unbornbaby		Not Born	July	2018	0	0
Edit +	Branson_Laura		1 Years, 5 Months	January	2017	33	22
Edit +	Branson_Marisa		1 Years	June	2017	23	12
Edit +	Buroess_Tim		4 Years, 5 Months	January	2014	0	12
Edit +	Contact_TestTwo		9 Years, 6 Months	December	2008	50	40
Edit +	Doe_Jane		0 Years	June	2018	20	8
Edit +	Doe_Jane		0 Years	June	2018	20	8
Edit +	fake_fake		11 Years, 5 Months	January	2007	52	95
Edit +	Fillinstone_Bam Bam		1 Years, 5 Months	January	2017	34	34
Edit +	Gregson_Teddy		4 Years, 2 Months	April	2014	23	65
Edit +	Household_Joe New		5 Years, 5 Months	January	2013	12	12
Edit +	Jaloonik_Jimmy		3 Years, 5 Months	January	2015	66	55
Edit +	James_Jimmy		4 Years, 4 Months	February	2014	60	55
Edit +	James_Mary		1 Years, 5 Months	January	2017	24	15
Edit +	James_Missy		3 Years, 4 Months	February	2015	55	12
Edit +	Jones_Amy		1 Years, 5 Months	January	2017	24	18
Edit +	Jones_Amy		1 Years, 5 Months	January	2017	24	18

- 4) You will be directed to the Order Page. Review the auto-saved age, weight, clothes size, and shoe size. **If necessary**, make edits and click the "Update" button.

The screenshot shows the 'Orders' page for 'JANE DOE'. The page displays the following information:

- Age: 0 Years
- Height: 20
- Weight: 8
- Clothing Size: Newborn (0-3 months)
- Shoe Size: Baby 0

An 'Update' button is visible below the form fields.

How to Place an Order

- 5) Select the “Pick-Up Date” that you wish to receive your order by from the drop-down menu. Remember that while we do our best to accommodate your preferences, pick-up dates are never guaranteed.
- 6) Use the comment section to communicate any info that might be helpful to WSB staff or volunteers that will be filling this order

ORDER DETAILS

Order Number Provider [Test Provider](#) Pickup Date **2018-06-19** Branch Central Comment

View Selected Items Only View All

ALL CLOTHING DIAPERING HEALTH & SAFETY FEEDING BABY GEAR TOYS & BOOKS NURSERY & BEDDING

- 7) Select products by clicking the checkbox next to the item you would like to request. Products are listed alphabetically. Use the category headings to help navigate through our extensive catalogue. Please note that there is a limit of 12 products per order.

ALL CLOTHING DIAPERING HEALTH & SAFETY FEEDING BABY GEAR TOYS & BOOKS NURSERY & BEDDING

<input type="checkbox"/>	PRODUCT	PRODUCT IMAGE	PRODUCT COMMENT	VALIDATION MESSAGE
<input type="checkbox"/>	Baby Back Pack			
<input type="checkbox"/>	Baby Mirror - for Car Seat or Crib			
<input checked="" type="checkbox"/>	Baby Swing			
<input type="checkbox"/>	Backpack - Toddler/Youth Size			
<input type="checkbox"/>	Bassinet/Cradle/Moses Basket			
<input checked="" type="checkbox"/>	Bath tub			
<input type="checkbox"/>	Bedding Set			May include a blanket, sheets and waterproof mattress pad, based on availability. (please specify Twin or Toddler size in comments section)
<input checked="" type="checkbox"/>	Bibs			

- 8) You can review your order by applying the “View Selected Items Only” filter. Once your order is complete, click the “Save Order” button.

ORDER DETAILS

Order Number Provider [Test Provider](#) Pickup Date 2018-06-19 Branch Central Comment

View Selected Items Only View All

ALL CLOTHING DIAPERING HEALTH & SAFETY FEEDING BABY GEAR TOYS & BOOKS NURSERY & BEDDING

<input type="checkbox"/>	PRODUCT	PRODUCT IMAGE	PRODUCT COMMENT	VALIDATION MESSAGE
<input checked="" type="checkbox"/>	Baby Swing			
<input checked="" type="checkbox"/>	Bath tub			
<input checked="" type="checkbox"/>	Bibs			

How to Place an Order

- 9) Upon save, a message that reads “Your order was created. You can keep editing, or you can use the links above to go back and start a new order” will appear above the “Order Details”. An Order Number associated with this request will be generated.

The screenshot shows the 'Orders' page in a web application. At the top, there is a navigation bar with 'Home', 'Households', 'Contacts', and 'Orders' (highlighted in green). Below the navigation bar, the user's name 'JANE DOE' is displayed. A form for updating user information includes fields for 'Age' (0 Years), 'Height' (20), 'Weight' (8), 'Clothing Size' (Newborn (0-3 months)), and 'Shoe Size' (Baby 0). An 'Update' button is located below these fields. A dark blue banner message states: "Your order was created. You can keep editing, or you can use the links above to go back and start a new order." with a 'Close' button. Below the banner, the 'ORDER DETAILS' section is visible. The 'Order Number' is 'ORD-0000062', which is circled in red. Other details include 'Provider: Test Provider', 'Pickup Date: 2018-06-19', and 'Branch: Central'. There is a 'Save Order' button and a 'Comment' text area. At the bottom, there are tabs for 'ALL', 'CLOTHING', 'DIAPERING', 'HEALTH & SAFETY', 'FEEDING', 'BABY GEAR', 'TOYS & BOOKS', and 'NURSERY & BEDDING'. The 'ALL' tab is selected, showing a table with columns: 'PRODUCT', 'PRODUCT IMAGE', 'PRODUCT COMMENT', and 'VALIDATION MESSAGE'. The table contains three rows: 'Baby Swing', 'Bathub', and 'Bibs', all of which are checked.

PRODUCT	PRODUCT IMAGE	PRODUCT COMMENT	VALIDATION MESSAGE
<input checked="" type="checkbox"/> Baby Swing			
<input checked="" type="checkbox"/> Bathub			
<input checked="" type="checkbox"/> Bibs			