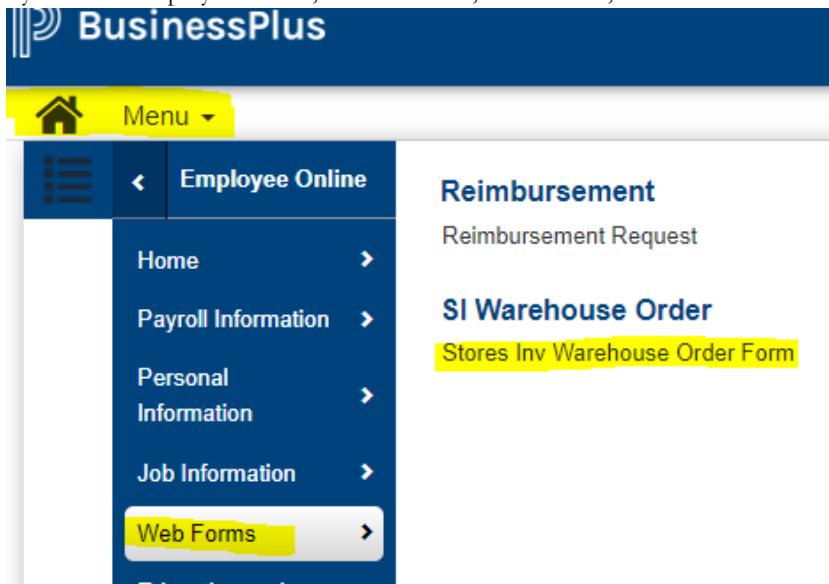


## Central Stores Order Web Form (Digital Storefront)

1. Log into [Employee Online](#). You need to log into Employee Online using your ID number with leading zeros.
2. Once you are in Employee Online, click on Menu, Web Forms, then Stores Inv Warehouse Order Form.



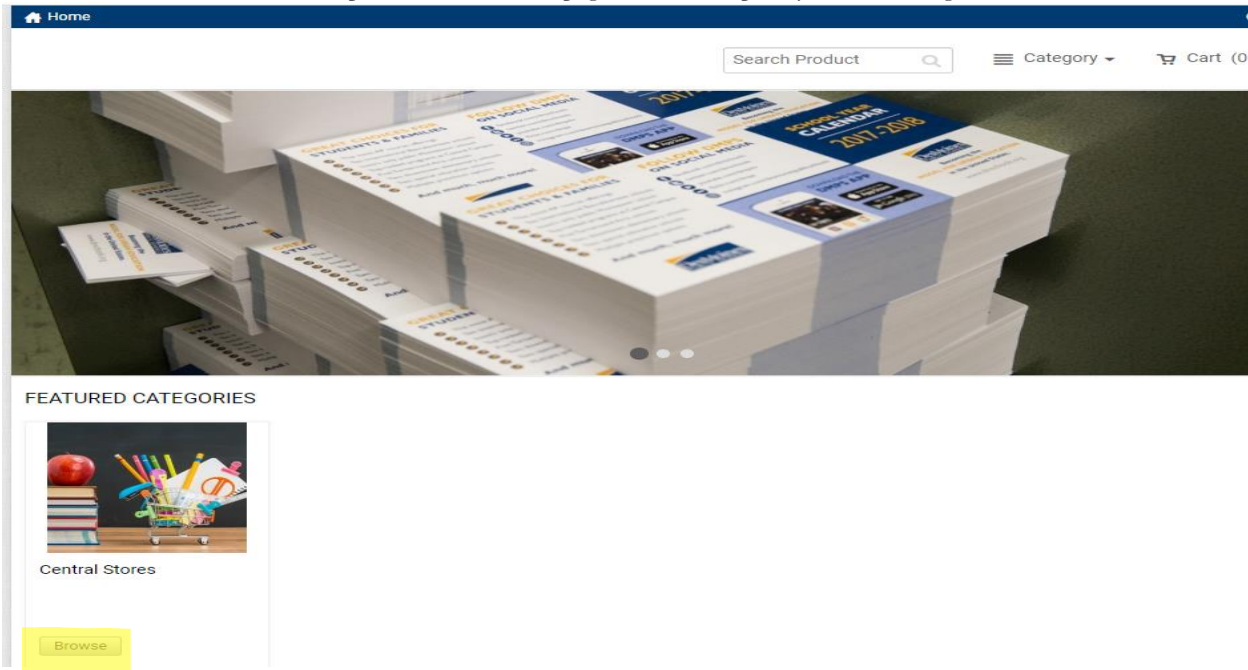
3. When you click on the Stores Inv Warehouse Order Form you will now need to log into Business Plus to access the warehouse form. This feature is not actually part of Employee Online, it is only a link to this feature. **When you see this login, be sure to use the same ID login and password used to login into Employee Online.**

A screenshot of the BusinessPLUS Login form. The form has a title bar with 'Login' and 'Connect to Prod2011'. The main content area says 'Welcome to BusinessPLUS!'. There are two input fields: 'User:' and 'Password:'. Below the 'Password:' field is a blue link that says 'Forgot Login'. At the bottom right is a 'Login' button.

4. The order request web form will open. Select your ship to location from the drop-down arrow and hit **Submit**.

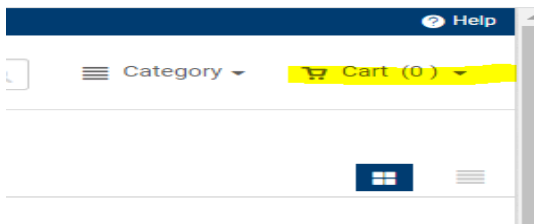
A screenshot of the SI WareHouse Order Request form. The top header bar is blue with the Des Moines Public Schools logo on the left and the title 'SI WareHouse Order Request' on the right. Below the header, there is a 'Request Details' section. This section contains a 'Ship To Location' dropdown menu with '21st Century Programs @ Kurtz (L055)' selected, and a 'Ship To Address' field with the text '1000 Porter L055, DES MOINES, 50315, IA'. At the bottom right of the form is a yellow 'Submit' button.

5. The Central Stores web site will open. Please wait for page to load completely before hitting **Browse**.

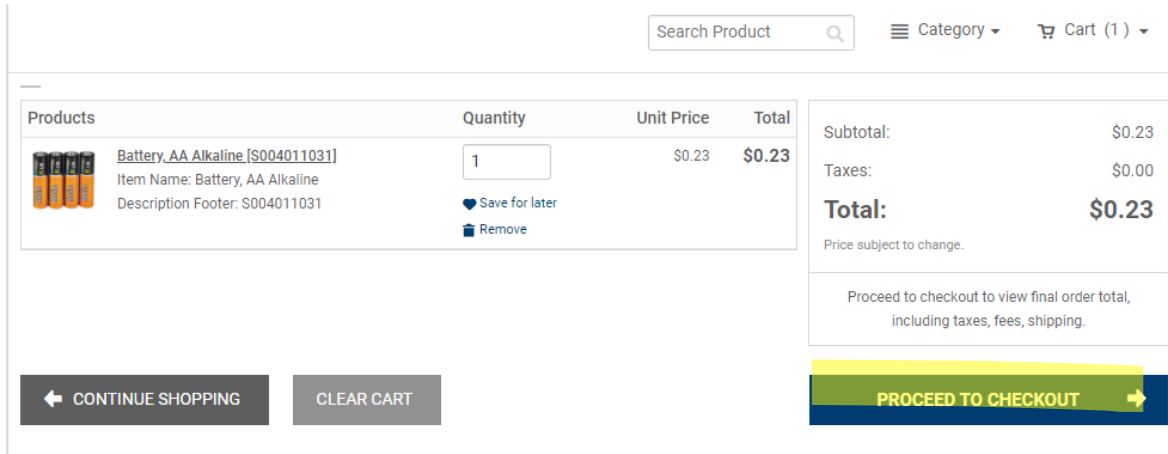


Inside the site you will see tabs for all the categories available. You can order from as many as needed. For each item you wish to purchase, enter a quantity, and click **Buy Now**. This item will appear in the shopping cart in upper right corner.

6. Once all your selections are made, click the cart in upper right corner and begin checkout process.



7. Review your cart. If you need to add more items, click Continue Shopping. Click **Proceed to Checkout** when ready to complete your order.



8. Click **Proceed to Payment**.

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1  
Please select a shipment type.  
Central Stores Delivery

CONTINUE SHOPPING

Products  
Battery, AA Alkaline [S004011031]  
Item Name: Battery, AA Alkaline

Qty	Unit Price	Total
1	\$0.23	\$0.23

Subtotal: \$0.23  
Shipping: \$0.00  
Taxes: \$0.00  
Total: \$0.23  
Price subject to change.

PROCEED TO PAYMENT

9. The last screen in the checkout is **Place My Order**. Once this is selected the order will take you back to a web form where you can give delivery instructions. You will not be able to add to your order past this point.

Products  
Battery, AA Alkaline [S004011031]  
Item Name: Battery, AA Alkaline

Qty	Unit Price	Total
1	\$0.23	\$0.23

Subtotal: \$0.23  
Shipping: \$0.00  
Taxes: \$0.00  
Total: \$0.23  
Price subject to change.

CONTINUE SHOPPING

PLACE MY ORDER

10. On the SI WareHouse Order Receipt Form, indicate the specific person and room for the order. Click **Submit** when complete. A box will appear showing the order was successfully submitted along with a confirmation order number. Your order is now complete. It will begin the workflow process and will flow to the office manager for your location. You will also receive an email confirmation.

Moines C SCHOOLS SI WareHouse Order Receipt Form

Order Details

Requestor: [redacted] THOM [redacted]  
Ship To Location: L055 21st Century Programs @ Kurtz  
Ship To Address: P1 1000 Porter L055, DES MOINES, 50315, IA

Indicate the specific person to deliver the order to  
Thom [redacted]  
Indicate the specific room/area to deliver the order to

Item Details

Item	Description	Product ID	Quantity	Units	Amount
1	Battery, AA Alkaline	S004011031	1	EA	0.23

Submit Cancel

dmp-bplusfarm.businessplus.powerschool.com says  
[Success:] Inserted SI Order Batch S115896  
OK

## Troubleshooting Tips

- You need to log into the order form using your employee ID number login with leading zeros.
- The webform is not actually part of Employee Online. It is simply where the link to the order form resides. Therefore, you must log in to the form a second time for it to open.
- If you are having issues with Employee Online, you should first clear the computer cache and log out and try again.
- If the form does not open hold the control key down and press F5, this is a screen reset.
- The first approval of the order will be the designated Office Manager based on your supervisor's primary location.
- For users with two logins, (BusinessPlus Dashboard and Employee Online) for the stores order process it will only work with the Employee Online login. Office Managers included. Once it hits workflow, Office Managers will use their Dashboard login to complete process.