

e-info

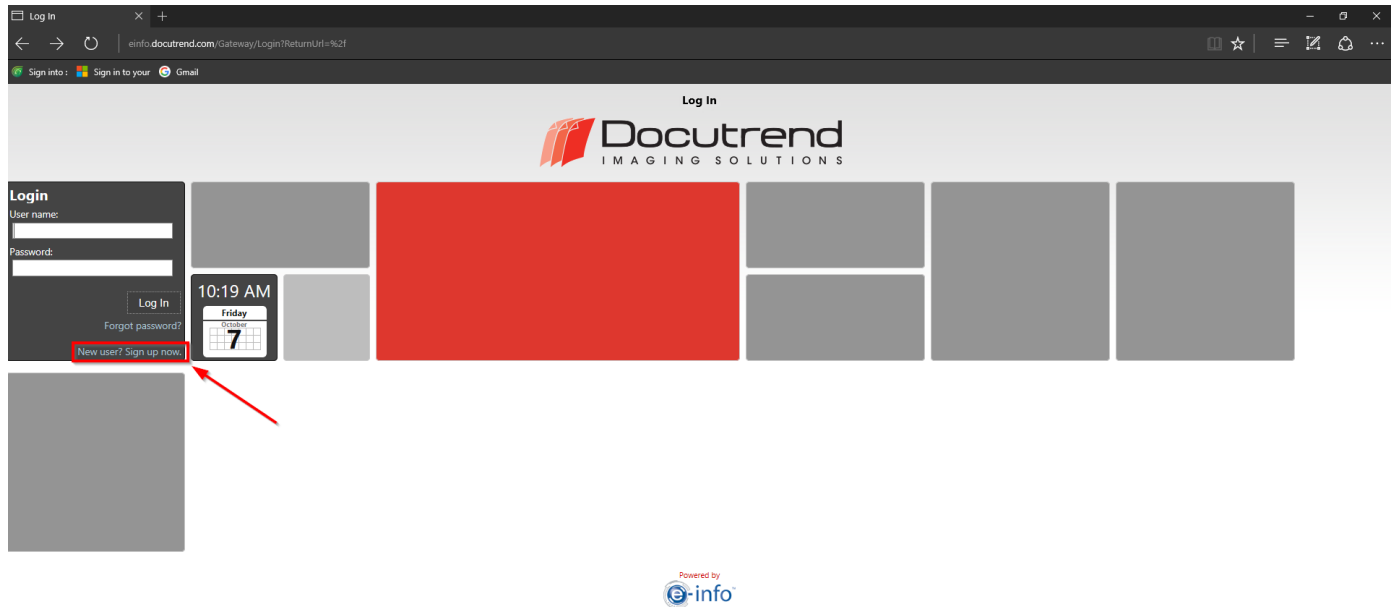
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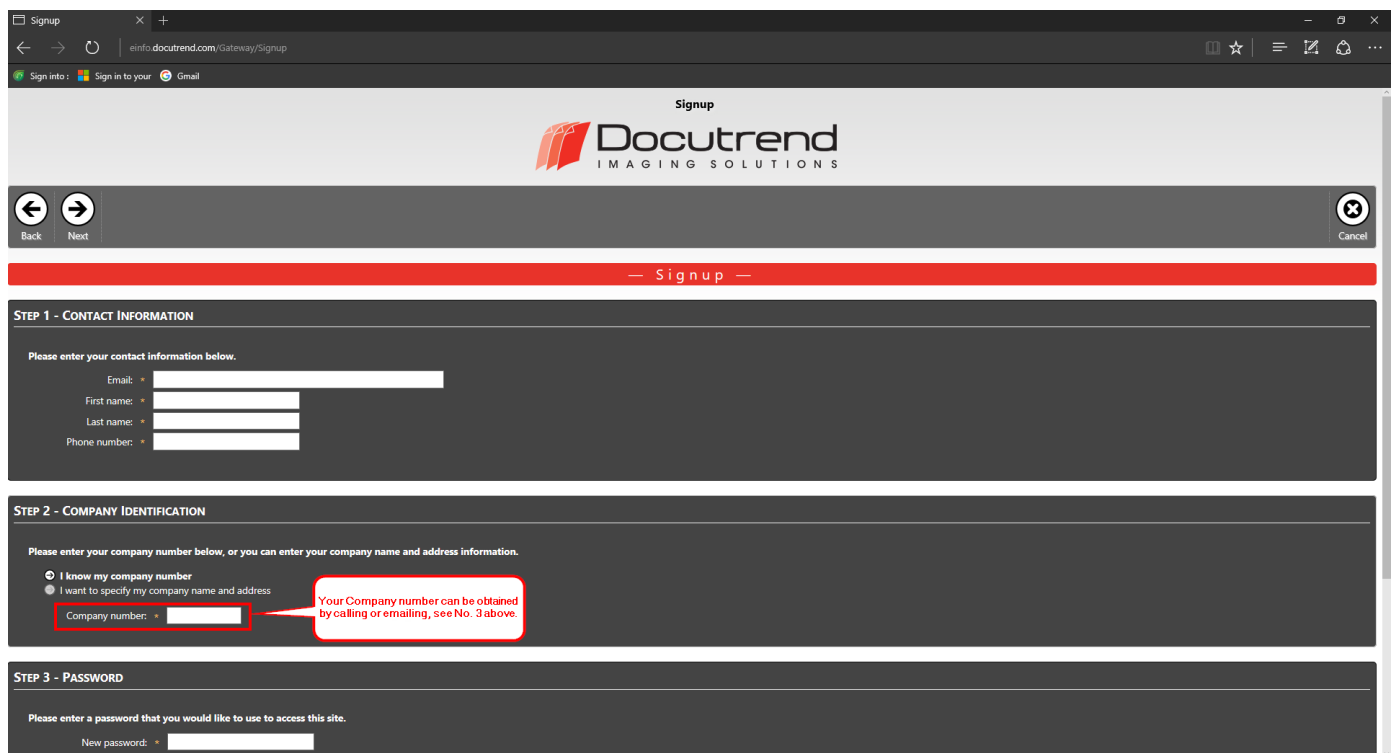
Getting Started

Creating New User Accounts

1. Follow the link on the bottom of the Office Enterprises, Inc. website (einfo.docutrend.com) to your e-info login page.
2. Click on New user? Sign up now.



3. Fill out the required contact information. **Remember that your company number can be obtained by calling our toll-free number, 877-362-3555 option 0, or by emailing the request to: customer care@docutrend.com**



4. Once you complete the signup information, click on the **Next** button and you will be directed to a signup confirmation page.



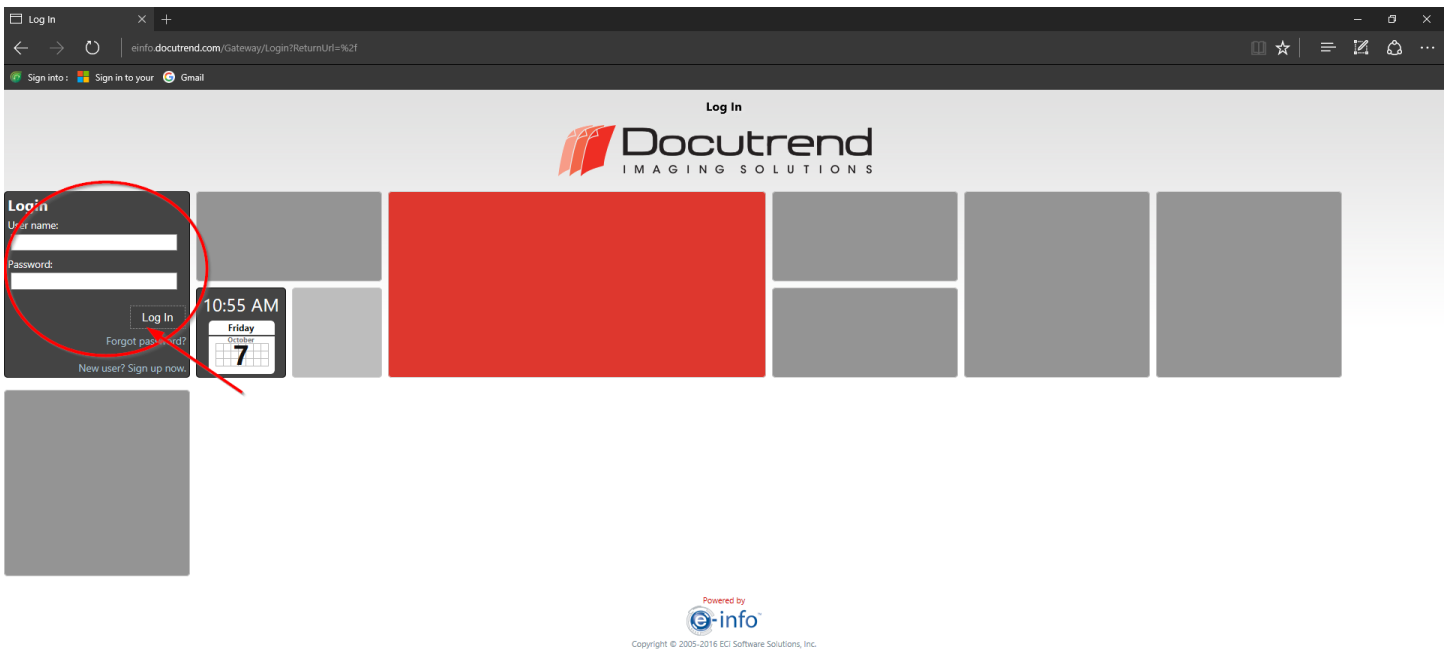
5. If the following error appears after clicking **Next**:

Some entry fields are missing correct information:

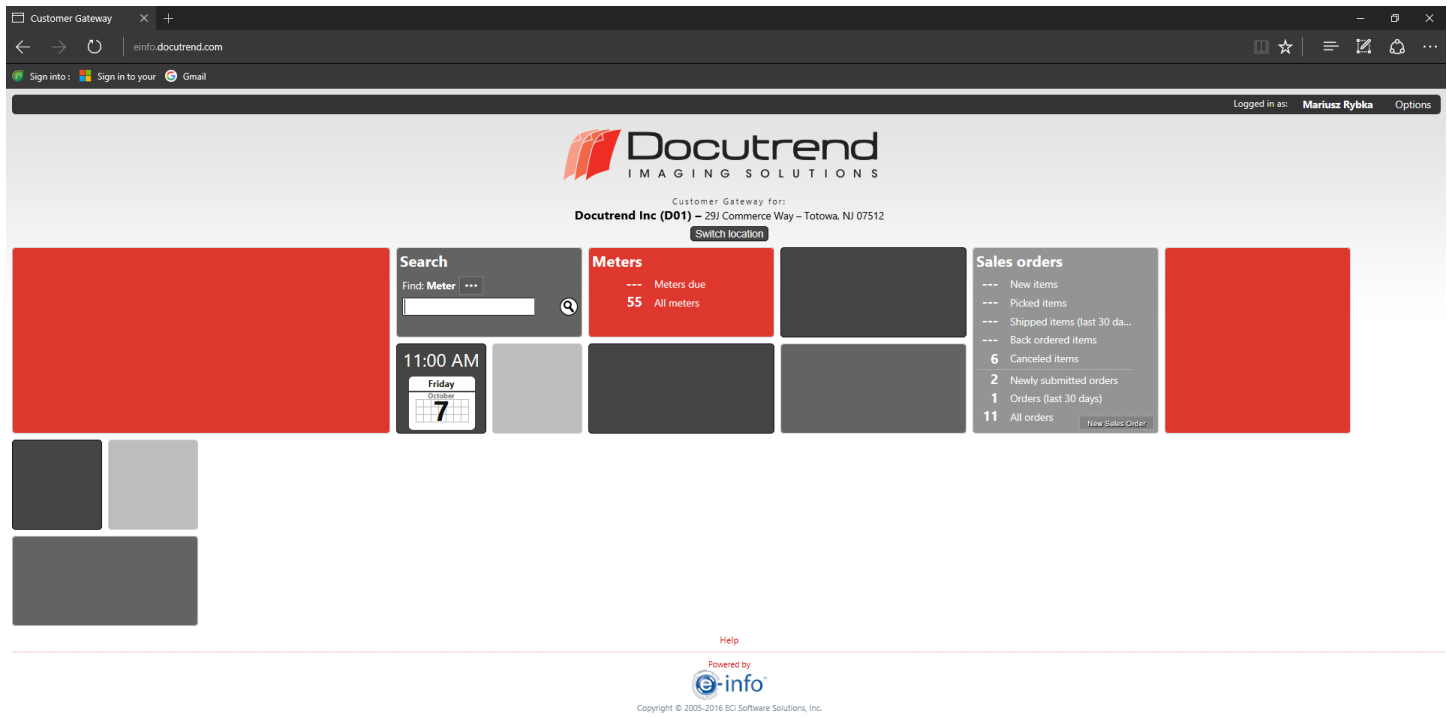
- The email address 'mrybka@docutrend.com' is already in use. The web account is not valid.
If this is your email address and you don't know your password, you can request a password change from the login page. Or you may need to contact us to regain access.
- Your account information is already in our system.
 - If you remember your password, continue to the login page below.
 - If you do not remember your password, continue to the login page and use the “Forgot password” link (beneath the “Log In” button) to obtain a temporary password.
 - On the login page, log in with your existing email address and temporary password. The system will ask you to create a new password.

Logging In

To login into the e-info website (<http://einfo.docutrend.com>) enter your email address and the password you created. If you are having difficulties logging in, or have lost your password, please contact us at **877-362-3555 option 0**.



e-info Tile Menus



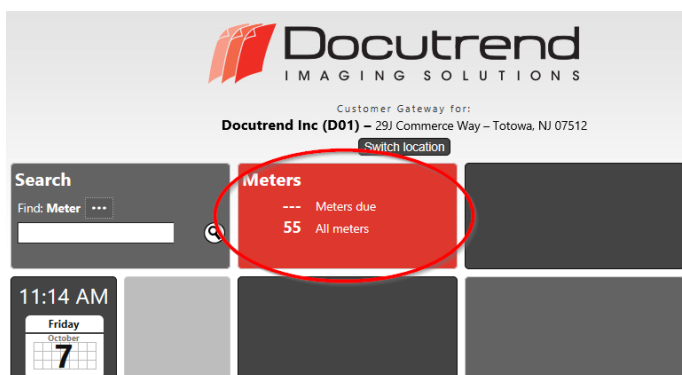
The tile menus provide access to the different areas of e-info: **During initial launch, Meters and Sales Orders tiles will be accessible.** In the near future, Equipment, Account Summary, Invoices, and Service Calls tiles will become available. You use the links and buttons on each tile to navigate to the various pages and areas of e-info. Only certain tiles may display depending on the individual needs of your company and the individual rights of the user.

Meters

The Meters area is where you find meter information for all equipment you have on record in our e-automate database, as well as entering meter readings. The Meters area is accessed from the e-info homepage through the Meters tile.

From the Meters tile you can:

- View a list of meters that are due
- View a list of all meters



Entering Meter Readings

To enter meter readings, do the following:

1. From the **Meters** tile, click on one of the following. **Meters due**: Displays only equipment that have meters due and the equipment's previous meter information. **All meters**: Displays all your equipment with your meter reading information. Note: If you want to locate a specific meter you may do so through the Search tile on your e-auto homepage.
2. The **Meter Reading** page displays.

Docutrend
IMAGING SOLUTIONS
Customer Gateway for:
Docutrend Inc (D01) – 29J Commerce Way – Totowa, NJ 07512

Cancel Submit Print

— Meter Reading —

Equipment

Equipment number: AA1027
Description: Ricoh SP 8100DN Printer
Serial number: QS476700747
Make-Model: RICOH – SP8100
Meter instructions: Menu, List/Test Print (enter), Config Page (enter)

Contact/Location

Contact: ---
Phone: ---
Location: Docutrend Inc (D01)
29J Commerce Way
Totowa, NJ 07512
Location remarks: Pritchard Industries / Wholesale or Scrap / Brian Danesi

Meter reading

Meter reading date: 10/7/2016

Last Reading Date	Last Reading	Meter Type	New Reading	Status	Meter Validation Message
5/27/2016	504.802	B/W		Not currently due	

No action required.

3. Locate the equipment for which you want to enter a reading.
4. The meter reading date defaults to the current day. If you want to change the meter date, click the [...] button next to the **Meter reading date** and select the desired date.

Meter reading

Meter reading date: 10/7/2016

Last Reading Date

No action required

Equipment

Equipment number:

5. In the New Reading column, enter the new meter reading. Then click **[Submit]**.

Docutrend
IMAGING SOLUTIONS

Customer Gateway for:
Docutrend Inc (D01) – 29J Commerce Way – Totowa, NJ 07512

Cancel Submit Print

— Meter Reading —

Equipment

Equipment number: AA1027
Description: Ricoh SP 8100DN Primary
Serial number: Q8476700747
Make-Model: RICOH - SP8100
Meter instructions: Menu, List/Test Print (enter), Config Page (enter)

Contact/Location

Contact: ---
Phone: ---
Location: Docutrend Inc (D01)
29J Commerce Way
Totowa, NJ 07512
Location remarks: Pritchard Industries / Wholesale or Scrap / Brian Danesi

Meter reading

Meter reading date: 10/7/2016

Last Reading Date	Last Reading	Meter Type	New Reading	Status	Meter Validation Message
5/27/2016	504.802	B/W		Not currently due	

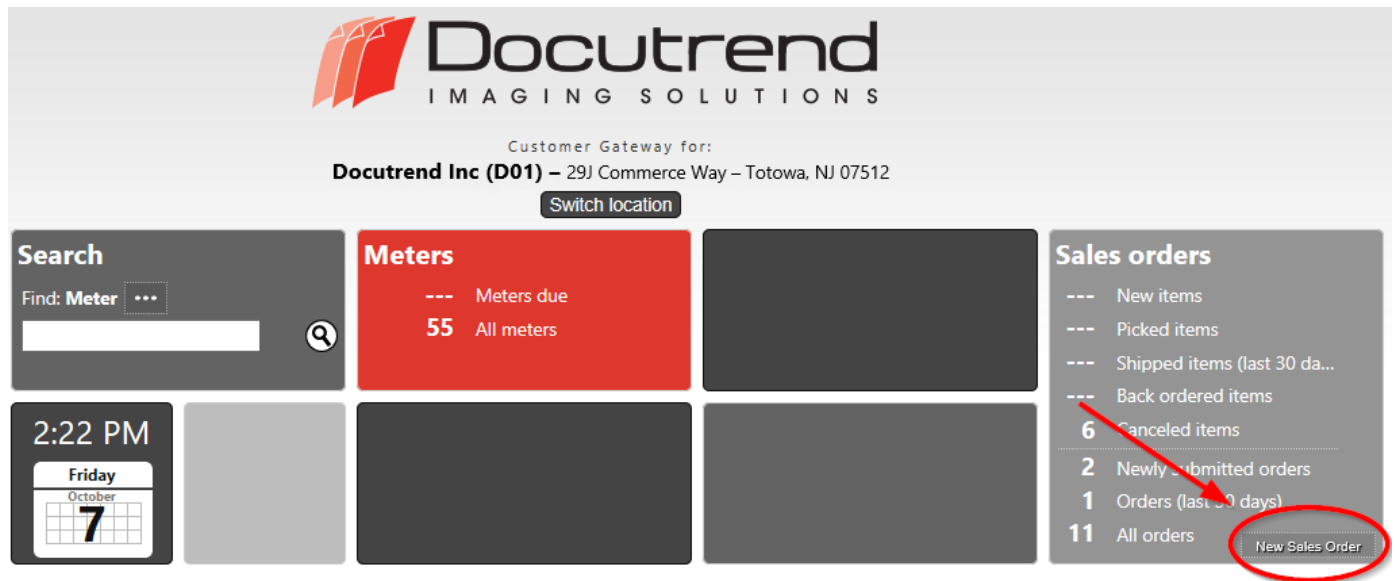
E-info will automatically validate the meter reading and display the validation status in the **Meter Validation Message** column.

Note: If you have any questions regarding your meter readings, please contact us at **877-362-3555 option 0**.

Placing Sales Orders

You can submit a sales order via the Sales Order tile. The sales order is added to our database as soon as you submit the order. To enter a new sales order, do the following.

1. On the **Sales orders** tile, click the **[New Sales Order]** button.



Docutrend
IMAGING SOLUTIONS

Customer Gateway for:
Docutrend Inc (D01) – 29J Commerce Way – Totowa, NJ 07512
[Switch location](#)

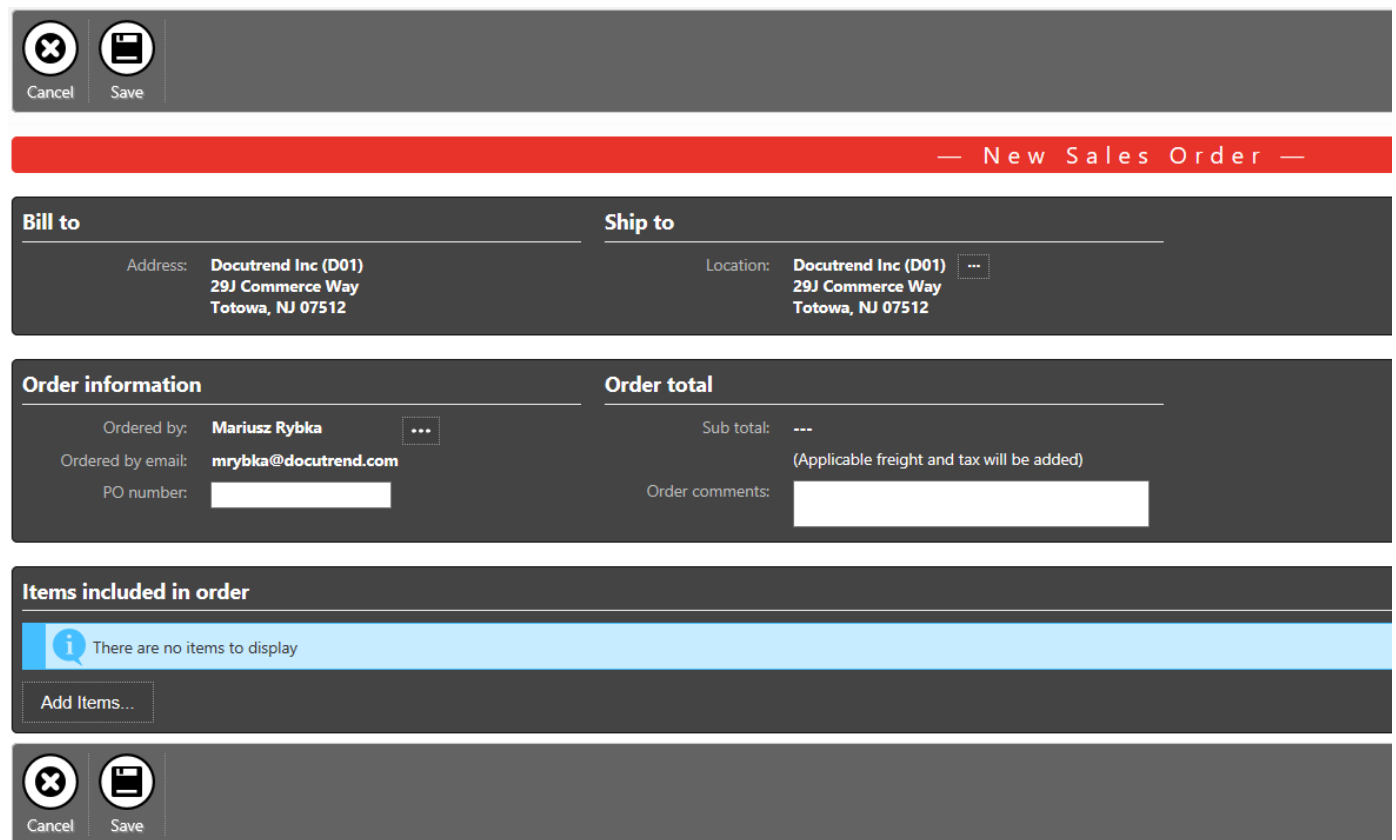
Search
Find: **Meter**

Meters
--- Meters due
55 All meters

Sales orders
--- New items
--- Picked items
--- Shipped items (last 30 da...
--- Back ordered items
6 Canceled items
2 Newly submitted orders
1 Orders (last 30 days)
11 All orders
[New Sales Order](#)

2:22 PM
Friday
October
7

2. The **New Sales Order** page displays.



New Sales Order

Bill to
Address: **Docutrend Inc (D01)**
29J Commerce Way
Totowa, NJ 07512

Ship to
Location: **Docutrend Inc (D01)**
29J Commerce Way
Totowa, NJ 07512

Order information
Ordered by: **Mariusz Rybka**
Ordered by email: **mrybka@docutrend.com**
PO number:

Order total
Sub total: ---
(Applicable freight and tax will be added)
Order comments:

Items included in order
 There are no items to display

3. In the **Order information** region, enter the purchase order number in the **PO number** field.
4. In the **Order total** region, enter any comments regarding this order in the **Order comments** field.
5. In the **Items included in order** region click **[Add Items...]** to add the item(s) you want to order.

Cancel
Save

New Sales Order

Bill to

Ship to

Address:
Docutrend Inc (D01)
29J Commerce Way
Totowa, NJ 07512

Location:
Docutrend Inc (D01)
29J Commerce Way
Totowa, NJ 07512

Order information

Order total

Ordered by:
Mariusz Rybka

Ordered by email:
mrybka@docutrend.com

PO number:

Sub total:

(Applicable freight and tax will be added)

Order comments:

Items included in order

There are no items to display

Add Items...

Cancel
Save

6. In the **Find Items** windows select **Equipment**. The equipment assigned to your location(s) will display.

Find Items

Find items by:

☒ **Equipment**
☐ Previous orders (last 30 days)
☐ Searching

Number	Description	Serial Number	Customer
AA1027	Ricoh SP 8100DN Printer	Q8476700747	Docutrend Inc (D01) Pritchard Industries / Wholesale or Scrap / Brian Danesi
AA1455	Savin 2404WD Wide Format	M3280700242	Docutrend Inc (D01) Docutrend Loaner - Gace Consulting
AA2136	Savin 9040SPF BW MFP	M5585300500	Docutrend Inc (D01) Lutheran Social Mission / Blair McWilliams TUTR / LR / Sept 2016
AA2551	Ricoh Aficio SP C420DN Color Printer	S3888900592	Docutrend Inc (D01)
AA2900	Canon ImageRunner Advance 6055	HTT11960	Docutrend Inc (D01) Equinox Fitness - Aaron Rubin TUTR - DLL - LEASE RETURN - MAY 2016
AA2376	Ricoh Aficio SP C420DN	S40163000435	Docutrend Inc (D01)

Cancel

7. Select the equipment associated with the items you want to order. The **Enter Item Quantity** window opens.

Enter Item Quantity

Number	Description	Qty	Unit	Unit Price
2789B003BA	Canon GPR30 Black Toner	<input type="text"/>	EA	\$117.00
2793B003AC	Canon GPR30 Cyan Toner	<input type="text"/>	EA	\$188.00
2797B003AC	Canon GPR30 Magenta Toner	<input type="text"/>	EA	\$188.00
2801B003AC	Canon GPR30 Yellow Toner	<input type="text"/>	EA	\$188.00
3766B003AA	Canon GPR38 Black Toner	<input type="text"/>	EA	\$119.00
6707A001AC	Canon Staples J1	<input type="text"/>	EA	\$78.02

OK

Cancel

- In the **Qty** column, enter the desired quantity for each item you want to add to the order.
 - Click **[OK]**. The items are added to the order and displayed in the **Items included in order** region of the **New Sales Order** page.
8. Click **[Save]** to submit the order.

Note: If you have any questions regarding your sales order, please contact us at **877-362-3555 option 0**.