e-info
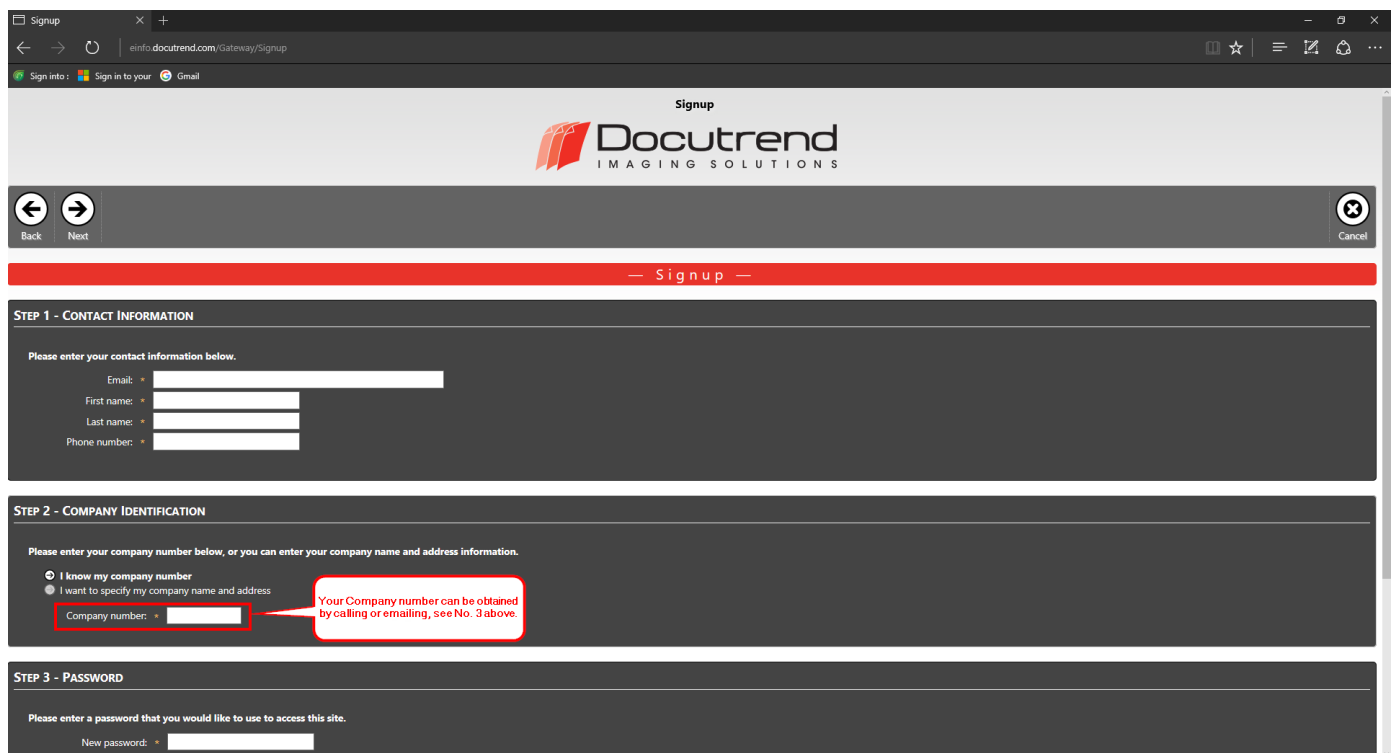
Contents

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: customercare@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.

a. Your account information is already in our system.
b. If you remember your password, continue to the login page below.
c. 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.
d. 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**.
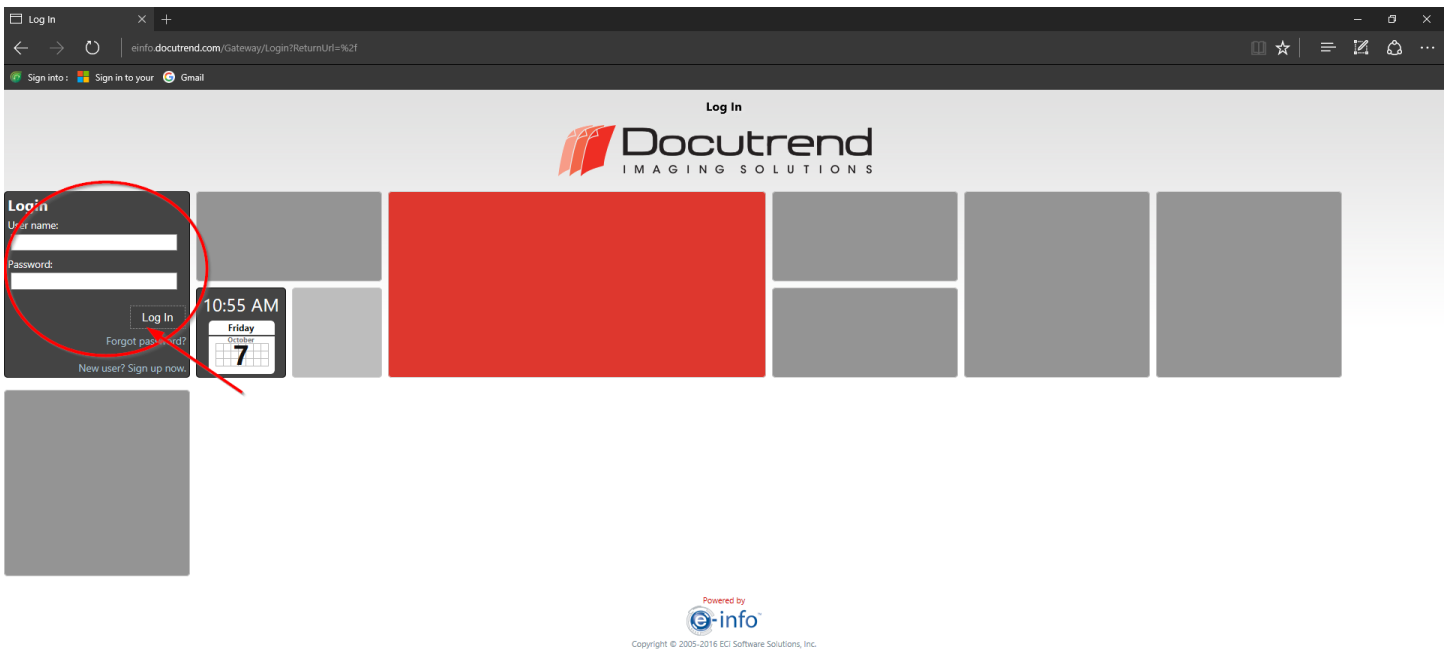
e-info Tile Menus
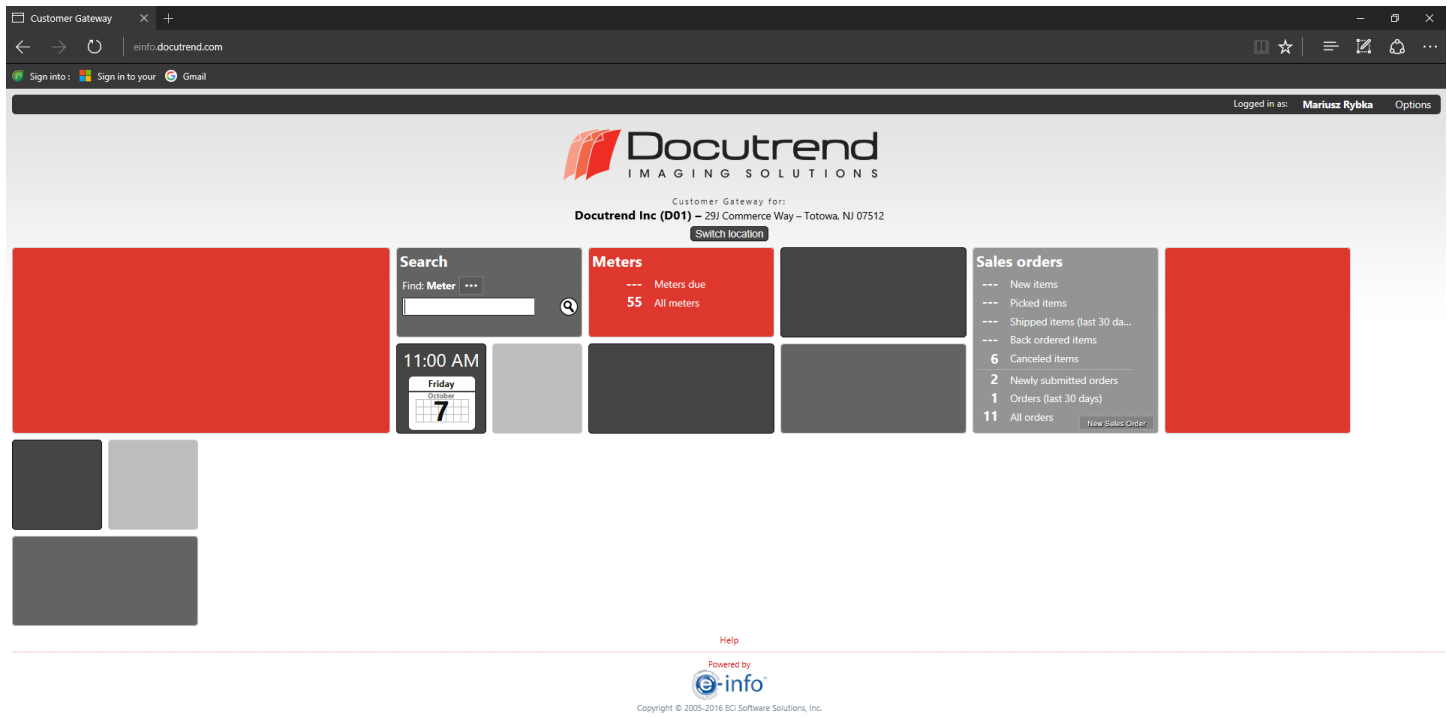
The tile menus provide access to the different areas of e-info: **During initial launch, Meters and Sales Orders tiles will be accessible.** In the near future, Equipment, Account Summary, Invoices, and Service Calls tiles will become available. You use the links and buttons on each tile to navigate 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
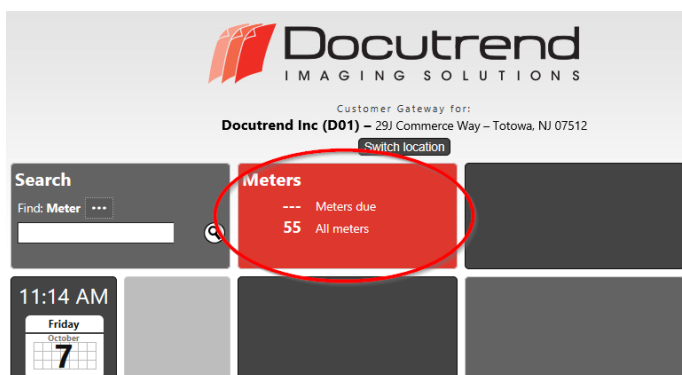
Entering Meter Readings

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.

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.

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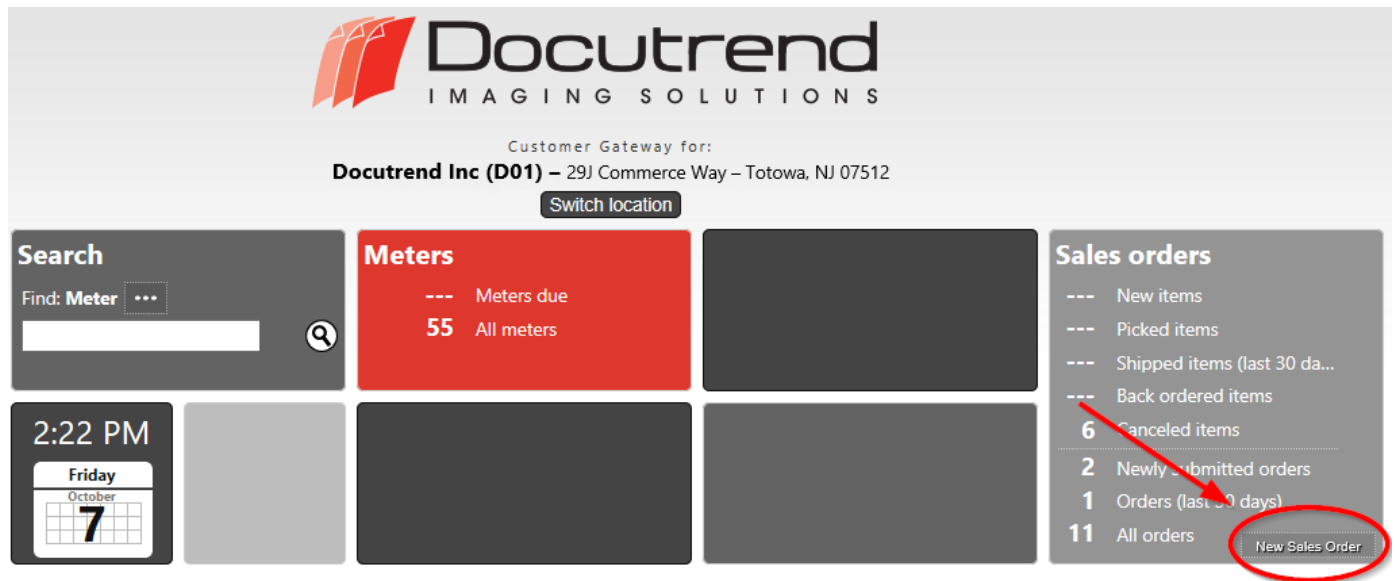

E-info will automatically validate the meter reading and display the validation status in the **Meter Validation Message** column.

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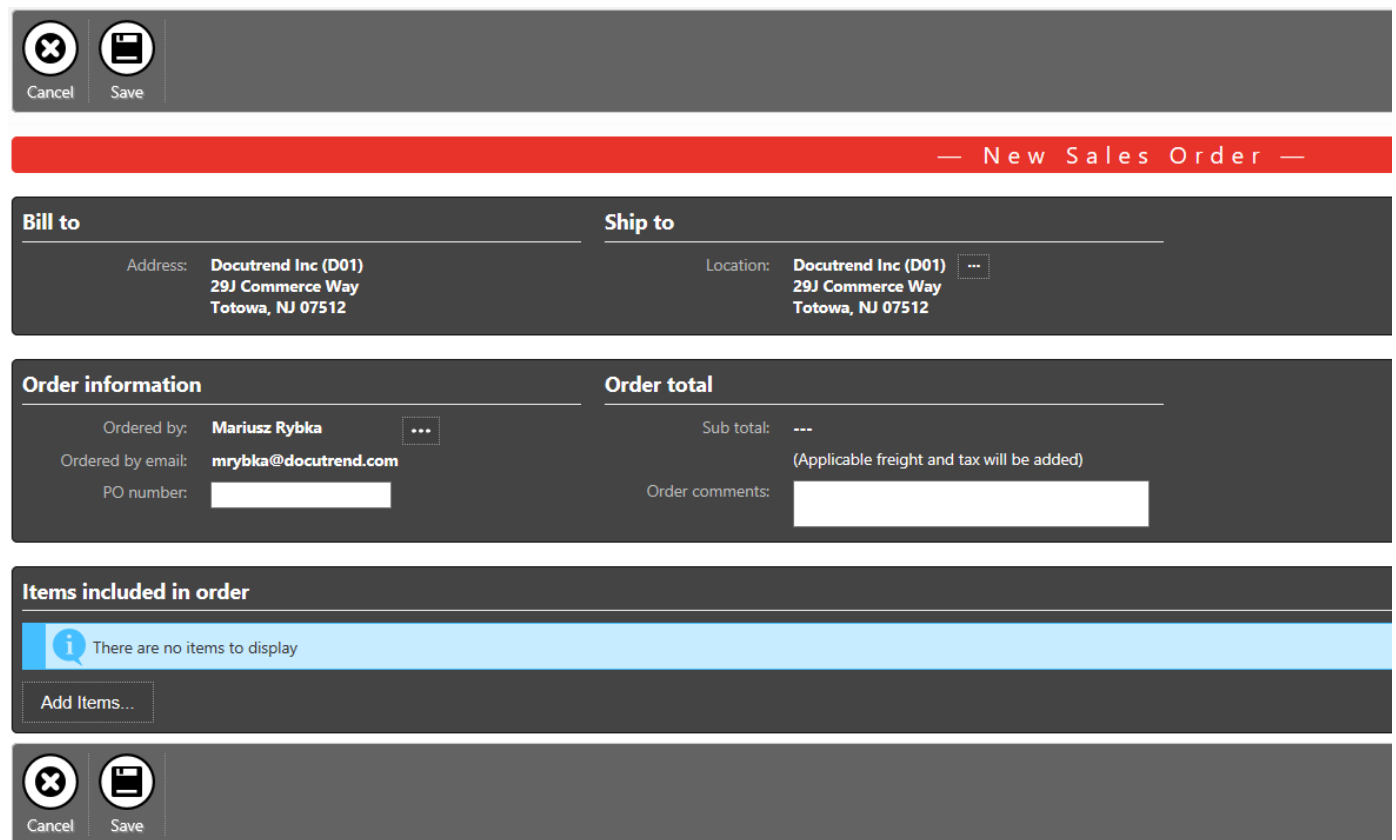
2. The **New Sales Order** page displays.

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.

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

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

Number	Description	Qty	Unit	Unit Price
2789B003BA	Canon GPR30 Black Toner		EA	$117.00
2793B003AC	Canon GPR30 Cyan Toner		EA	$188.00
2797B003AC	Canon GPR30 Magenta Toner		EA	$188.00
2801B003AC	Canon GPR30 Yellow Toner		EA	$188.00
3766B003AA	Canon GPR38 Black Toner		EA	$119.00
6707A001AC	Canon Staples J1		EA	$78.02

Enter Item Quantity

OK   Cancel

   a. In the **Qty** column, enter the desired quantity for each item you want to add to the order.

   b. 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**.