

Tenex Health Order Portal User Guide

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How to log into the Great Expressions Store

- 1 Go To the Great Expressions Store at
<http://tenexhealth.worksmartsuite.com> (do not type www.)
Enter in your User Name and Password

Click 'Login'



Please enter a user name and password.

User Name:

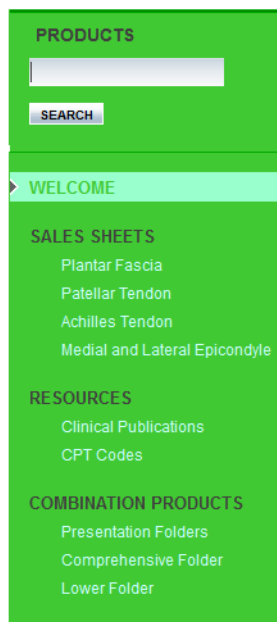
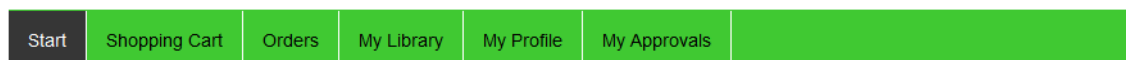
Password:

☐ Next time log me in automatically

[Forgot Your Password?](#)



- 2 You will automatically be logged into the site to start ordering



WELCOME



Navigating the Tenex Health Order Portal

1

A) Main Navigation Bar

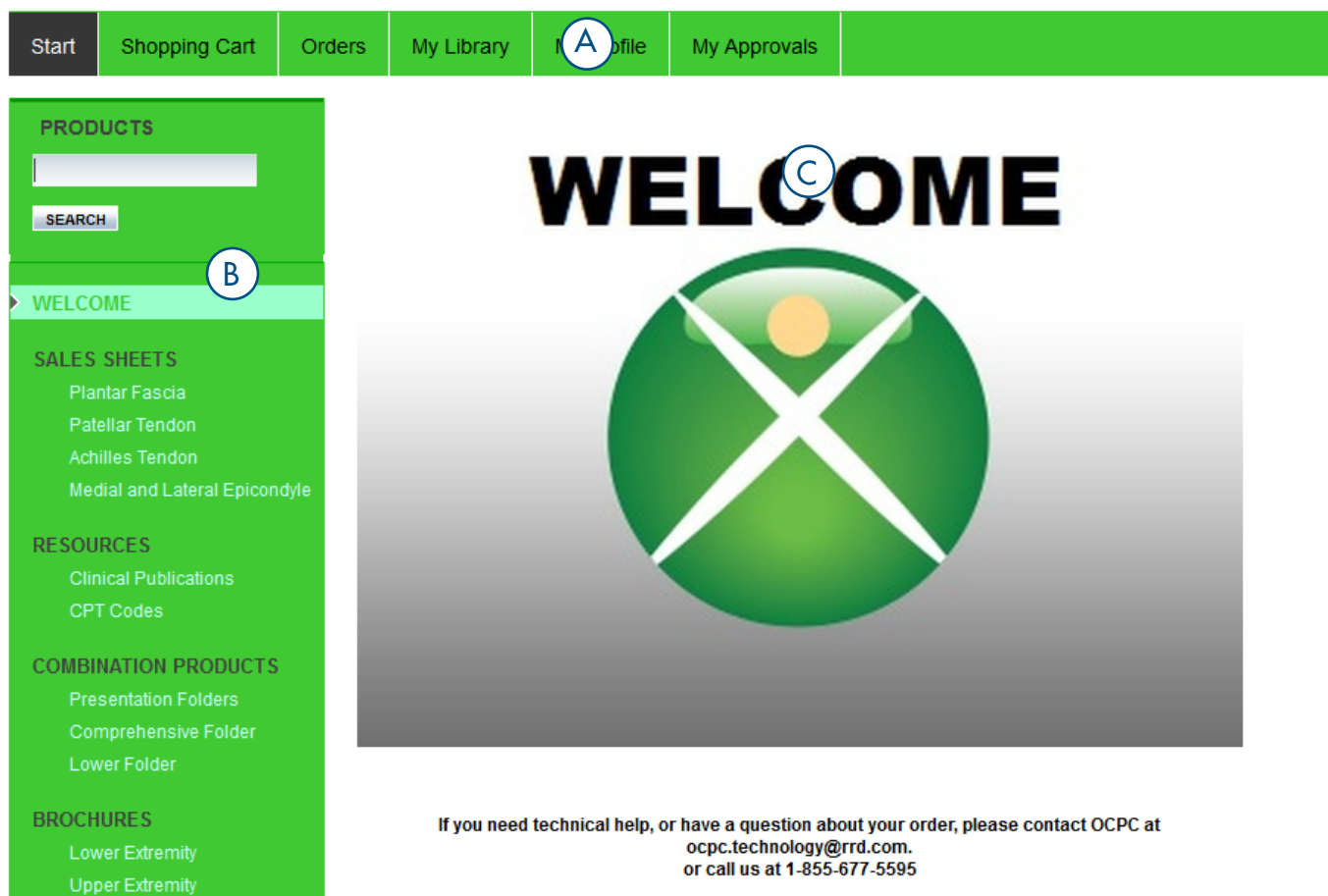
Use the buttons here to find out more information about your orders and user profile.

B) Left Navigation Bar

Use the links here to see the products available and begin ordering products.

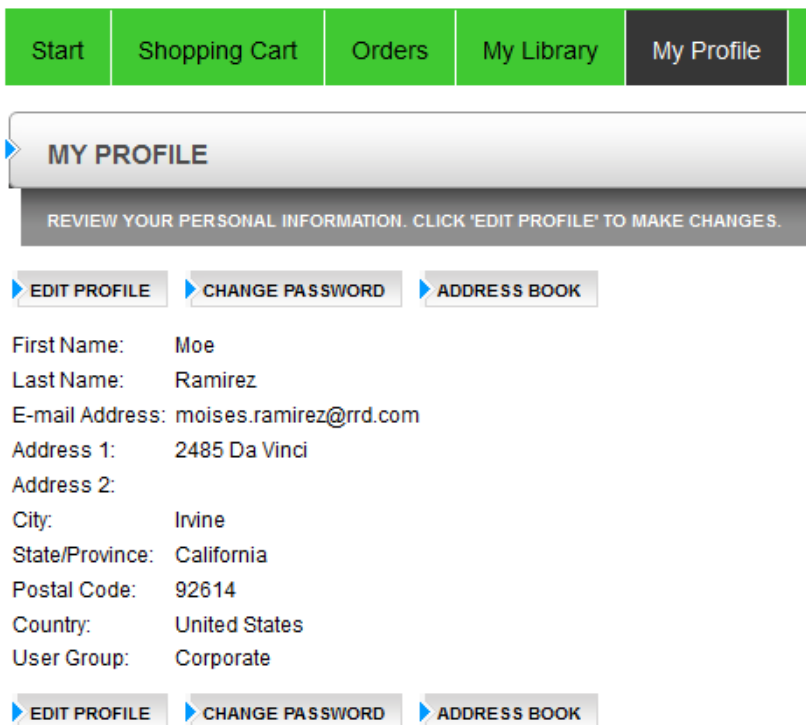
C) Welcome and Help Information

Need assistance with any orders or the site? Here is where you find it.



How to edit your profile

- 1 Click 'My Profile' at the top of the site.



The screenshot shows the 'My Profile' page. At the top, there is a navigation bar with five tabs: 'Start', 'Shopping Cart', 'Orders', 'My Library', and 'My Profile'. The 'My Profile' tab is selected and highlighted in dark grey. Below the navigation bar, there is a section titled 'MY PROFILE' with a sub-header 'REVIEW YOUR PERSONAL INFORMATION. CLICK 'EDIT PROFILE' TO MAKE CHANGES.' Below this, there are three buttons: 'EDIT PROFILE', 'CHANGE PASSWORD', and 'ADDRESS BOOK'. The main content area displays the following information:

First Name:	Moe
Last Name:	Ramirez
E-mail Address:	moises.ramirez@rrd.com
Address 1:	2485 Da Vinci
Address 2:	
City:	Irvine
State/Province:	California
Postal Code:	92614
Country:	United States
User Group:	Corporate

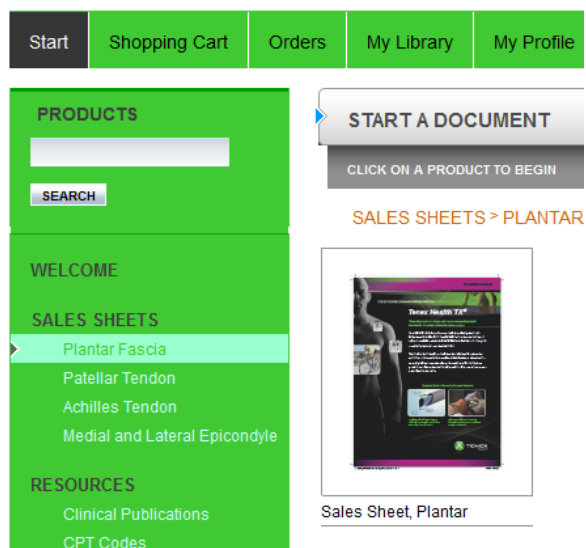
At the bottom of the page, there are three buttons: 'EDIT PROFILE', 'CHANGE PASSWORD', and 'ADDRESS BOOK'.

- 2 Click 'EDIT PROFILE' to make any necessary edits to your user profile, then click 'Accept' to save these edits or 'Cancel' to undo these edits.

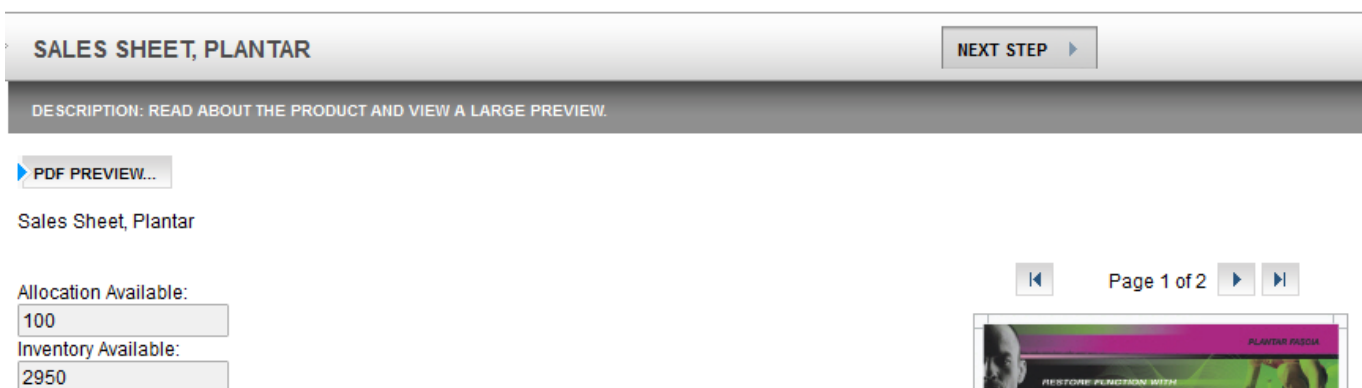
Click 'ADDRESS BOOK' to Add, Edit, or Delete the Address Book of your Shipping Destinations

How to order products

- 1 On the left navigation bar, click the product name of the product you are looking for.



- 2 Click the thumbnail of the product you wish to order. You will see a small preview of the item on the right as well as the your available allocation and how much inventory is available.



How to order products continued...

- 3 If the product has a PDF available you can click on the 'PDF PREVIEW...' button.
To select a quantity to order click on 'NEXT STEP'
- 4 Once you click 'Next Step' the quantity selection will appear. Select or Enter the desired quantity and click 'ADD TO CART'.

SALES SHEET, PLANTAR

OPTIONS: SET PRODUCT OPTIONS

UPDATE

Special Instructions

Quantity:
25

THE MAXIMUM QUANTITY
FOR ORDERING ON THIS
PRODUCT IS 100.
IF YOU EXCEED THAT,
YOU WILL GET AN INVALID
QUANTITY ERROR
MESSAGE.

UPDATE

To go back to the description and preview page click the 'PREVIOUS' button, or the 'PREVIEW' step on the left panel. Click on 'Next Step' and you will see the following screen; you will be able to enter a description on the description text box. Click the Add to cart button.

SALES SHEET, PLANTAR PREVIOUS ADD TO CART CANCEL

FINISH: SAVE YOUR WORK BY ADDING THIS DOCUMENT TO YOUR SHOPPING CART

Description: Sales Sheet, Plantar

Product: Sales Sheet, Plantar

ID: D-0463-00000210

PDF PREVIEW...

PREVIOUS ADD TO CART CANCEL

Shopping Cart and Checkout Process

- 1 Once you click 'ADD TO CART' the shopping cart step will appear and the product you added will be listed.

Shopping Cart

Here you will see a summary of your order, please confirm all of the information is correct before you proceed to checkout. If you wish to go back and make changes to the product you are ordering you can choose to 'Edit'. You can also choose to 'Hold' your product to order at a later time. When you do this it will send this document to a separate queue which you can go to at anytime.

Edit: Clicking on this link will allow you to go back to the screen in step 2 to change information on your product.

PDF Preview: This allows you to see an on screen proof of the product you are ordering.

Duplicate: This allows you to make an exact duplicate of the current product.

Delete: Clicking this will delete your created product.

Hold: This will place your document in a queue that appears below the shopping cart.

PROCEED TO CHECKOUT: Once you review that all of your items in your shopping cart are correct and have the correct quantities to can click this to continue the checkout process.

CONTINUE SHOPPING: Click this to continue the checkout process once you have reviewed all the items in your shopping cart have the correct quantities.

▶ **SHOPPING CART**

ITEMS TO BUY NOW: CLICK 'PROCEED TO CHECKOUT' TO ORDER THE CONTENTS OF YOUR SHOPPING CART

'Sales Sheet, Plantar' has been added to the Shopping Cart.

▶ **PROCEED TO CHECKOUT**

▶ **CONTINUE SHOPPING**

Item	Description	Product	Date Modified	Quantity	Options
 D-0463-00000174	Sales Sheet, Achilles	Sales Sheet, Achilles	8/26/2016 11:39 AM	25	Edit PDF Preview... Duplicate Delete Hold
 D-0463-00000210	Sales Sheet, Plantar	Sales Sheet, Plantar	9/12/2016 10:45 AM	25	Edit PDF Preview... Duplicate Delete Hold

Shopping Cart and Checkout Process continued...

- 2 Once you click 'PROCEED TO CHECKOUT' the shipping page will appear. **Select the shipping address from the drop down.** Click the address book to add or edit additional addresses.

Click 'NEXT STEP' to review and complete your order.

CHECKOUT STEPS

> 1 SHIPPING

2 PAYMENT

3 REVIEW ORDER

CHECKOUT

SHIPPING: SET SHIPPING OPTIONS

Ship To

Moe Home

Moe Ramirez
1234 Main Street
La Puente, CA 92655

- 3 Once you click 'NEXT STEP' the order page will appear. Review your order to confirm the products ordered and quantities are correct and then click 'PLACE ORDER'.

If you would like the cancel the order click 'CANCEL CHECKOUT'. The products will remain in your shopping card but your order will not be completed.

CHECKOUT

PREVIOUS

REVIEW ORDER: REVIEW AND PLACE YOUR ORDER FOR PRODUCTION

PLACE ORDER

CANCEL CHECKOUT

Item	Description	Product	Date Modified	Quantity
 D-0463-00000174	Sales Sheet, Achilles	Sales Sheet, Achilles	8/26/2016 11:39 AM	25
	Sales Sheet, Plantar	Sales Sheet, Plantar	9/12/2016 10:45 AM	25

- 4 Once you click 'PLACE ORDER' the orders pave will appear, showing the details of your order. You will also receive an email notification that your order has been submitted.

View: All Orders

Order	Created	Items	Total Price	Status	Options
O-0463-00000120	8/26/2016 11:15 AM	Sales Sheet, Plantar	\$ 0.00	 Rejected	Details Reorder
O-0463-00000116	8/26/2016 11:11 AM	Sales Sheet, Patellar-For the OCPC Office	\$ 0.00	 Declined	Details Reorder
O-0463-00000105	8/26/2016 9:30 AM	Tenex Test Product	\$ 0.00	 Completed	Details Reorder

How to reorder products

- 1 Click on 'ORDERS' in the top panel. Locate the order you would like to reorder and click 'Reorder'.

View: All Orders ▼

Order	Created	Items	Total Price	Status	Options
O-0463-00000120	8/26/2016 11:15 AM	Sales Sheet, Plantar	\$ 0.00	 Rejected	Details Reorder
O-0463-00000116	8/26/2016 11:11 AM	Sales Sheet, Patellar-For the OCPC Office	\$ 0.00	 Declined	Details Reorder
O-0463-00000105	8/26/2016 9:30 AM	Tenex Test Product	\$ 0.00	 Completed	Details Reorder

- 2 Once you clicked on 'Reorder' next to the item you would like to reorder. Your shopping cart will appear and you will be able to edit, modify the quantity, and reorder.

 **SHOPPING CART**

ITEMS TO BUY NOW: CLICK 'PROCEED TO CHECKOUT' TO ORDER THE CONTENTS OF YOUR SHOPPING CART

 [PROCEED TO CHECKOUT](#)  [CONTINUE SHOPPING](#)

Item	Description	Product	Date Modified	Quantity	Options
 D-0463-00000174	Sales Sheet, Achilles	Sales Sheet, Achilles	8/26/2016 11:39 AM	25	Edit PDF Preview... Duplicate Delete Hold
	Sales Sheet, Plantar	Sales Sheet, Plantar	9/12/2016 10:45 AM	25	Edit PDF Preview... Duplicate Delete Hold