



Ben E. Keith

# Entrée User Manual

Version – 2018.2  
Updated 04/26/2018



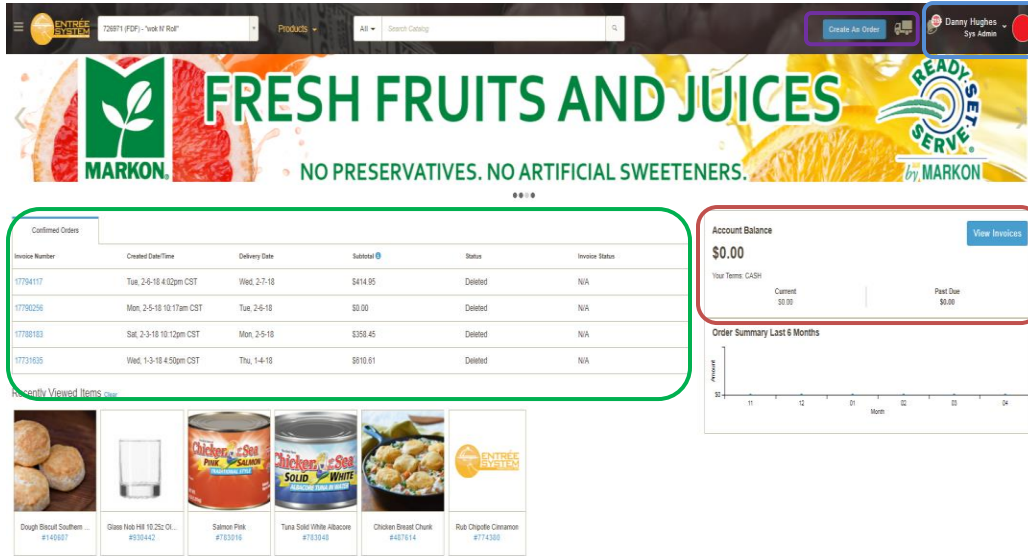
# Entrée User Manual

## Contents

- Home..... 2
  - Edit Profile..... 2
  - Edit Application Settings ..... 3
  - Check Internal Messages ..... 4
  - Technical Support Contact Information..... 4
- Product Catalog..... **Error! Bookmark not defined.**
  - Browse by Category or Brand ..... 5
  - Search..... 7
- Lists ..... 8
  - History and Contract ..... 8
    - Print and Export History or Contract ..... 8
  - Personal Lists..... 10
    - Create a List..... 10
    - Adding Items to Your List ..... 11
    - Organizing Your List ..... 12
    - Adding Labels and PARs ..... 12
- Ordering ..... 13
  - Order from a List ..... 13
  - Order from Quick Add..... 14
  - Order from Import ..... 15
  - Submit your order..... 15
  - Changing a Submitted Order..... 16
- Bill Pay and Invoices ..... 17
- Reports..... 18
- Admin..... 19

## Home

The home screen is your landing page each time you log into Entrée. This screen serves multiple purposes for the user, one of which is an overview of current activity for the user concerning orders, invoice, and AR balances.



The dashboard includes a navigation bar with a search bar and a user profile dropdown. The main content area features a promotional banner for 'FRESH FRUITS AND JUICES' by MARKON. Below the banner, there are three key sections: 'Confirmed Orders' (a table of recent orders), 'Account Balance' (showing a current balance of \$0.00), and 'Order Summary Last 6 Months' (a line graph showing order trends).

Invoice Number	Created Date/Time	Delivery Date	Schedule	Status	Invoice Status
17794117	Tue, 2-6-18 4:02pm CST	Wed, 2-7-18	\$414.95	Deleted	N/A
17798256	Mon, 2-5-18 10:17am CST	Tue, 2-6-18	\$0.00	Deleted	N/A
17788163	Sat, 2-3-18 10:12pm CST	Mon, 2-6-18	\$358.45	Deleted	N/A
17739635	Wed, 1-3-18 4:50pm CST	Thu, 1-4-18	\$910.61	Deleted	N/A

- View messages
- View/Edit profile settings
- View current AR details
- Access the latest information from Ben E. Keith
- Preview of Open and Submitted Orders
- Start an order or view your carts

## Edit Profile

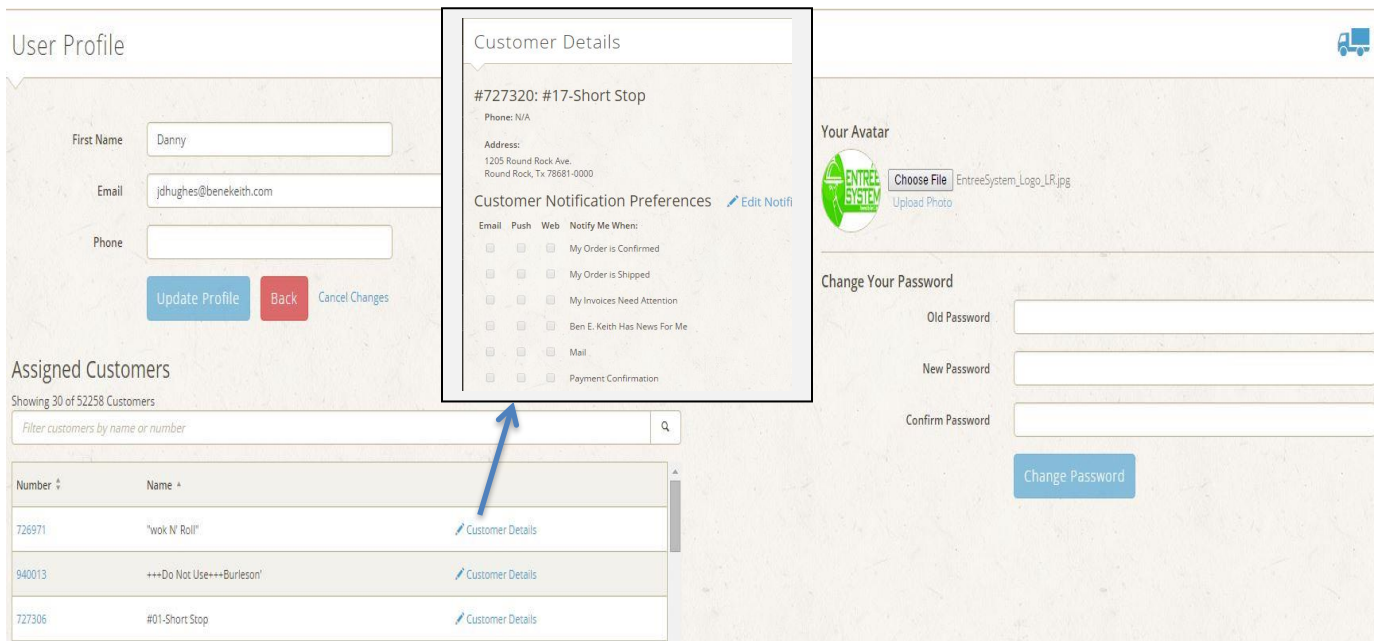
1. In the top right corner hover your mouse over your user name, a box will popup, select Profile Settings



The dropdown menu for 'Danny Hughes, Sys Admin' includes the following options: Profile Settings, Application Settings, Technical Support, Users Guide, and Sign Out.

2. Under your user profile you can edit your name, phone number, change your password, and upload an avatar.

3. Set notifications for specific customer that are assigned to you.



The 'User Profile' page is divided into several sections:
 

- Customer Details:** A pop-up window showing details for customer #727320: #17-Short Stop, including phone (N/A) and address (1205 Round Rock Ave., Round Rock, Tx 78681-0000).
- Customer Notification Preferences:** A list of notification types with checkboxes for Email, Push, and Web. Options include 'My Order is Confirmed', 'My Order is Shipped', 'My Invoices Need Attention', 'Ben E. Keith Has News For Me', 'Mail', and 'Payment Confirmation'.
- Your Avatar:** A section for uploading a profile picture, currently showing 'EntreeSystem\_Logo\_LR.jpg'.
- Change Your Password:** Fields for 'Old Password', 'New Password', and 'Confirm Password', with a 'Change Password' button.
- Assigned Customers:** A table listing customers assigned to the user, with a search filter and a 'Filter customers by name or number' input. The table shows three customers: #726971 'wok N' Roll', #940013 '+++Do Not Use+++Burleson', and #727306 '#01-Short Stop'.

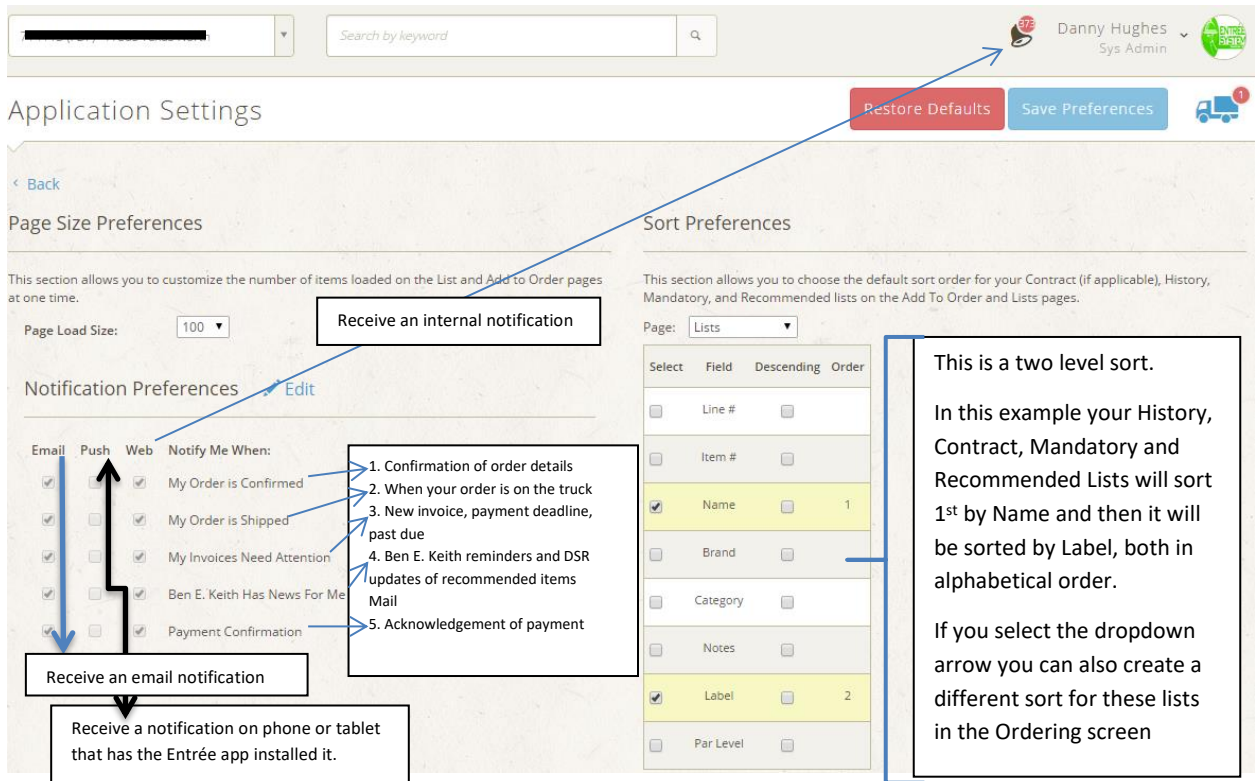
## Edit Application Settings

1. In the top right corner hover your mouse over your user name, a box will popup, select Application Settings



2. In Application Settings you can edit:

- Page size Preference – number of items per page in your “My Lists” and “Ordering” screens
- Sort Preferences – set the default sort order for all list except custom list you create
- Notification Preferences – determine which type of notifications you want to receive.



**Application Settings**

Restore Defaults Save Preferences

**Page Size Preferences**

This section allows you to customize the number of items loaded on the List and Add to Order pages at one time.

Page Load Size: 100

**Notification Preferences** Edit

Email  Push  Web

Notify Me When:

- Confirmation of order details
- When your order is on the truck
- New invoice, payment deadline, past due
- Ben E. Keith reminders and DSR updates of recommended items
- Acknowledgement of payment

Receive an internal notification

Receive an email notification

Receive a notification on phone or tablet that has the Entrée app installed it.

**Sort Preferences**

This section allows you to choose the default sort order for your Contract (if applicable), History, Mandatory, and Recommended lists on the Add To Order and Lists pages.

Page: Lists

Select	Field	Descending	Order
<input type="checkbox"/>	Line #	<input type="checkbox"/>	
<input type="checkbox"/>	Item #	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Name	<input type="checkbox"/>	1
<input type="checkbox"/>	Brand	<input type="checkbox"/>	
<input type="checkbox"/>	Category	<input type="checkbox"/>	
<input type="checkbox"/>	Notes	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Label	<input type="checkbox"/>	2
<input type="checkbox"/>	Par Level	<input type="checkbox"/>	

This is a two level sort. In this example your History, Contract, Mandatory and Recommended Lists will sort 1<sup>st</sup> by Name and then it will be sorted by Label, both in alphabetical order. If you select the dropdown arrow you can also create a different sort for these lists in the Ordering screen

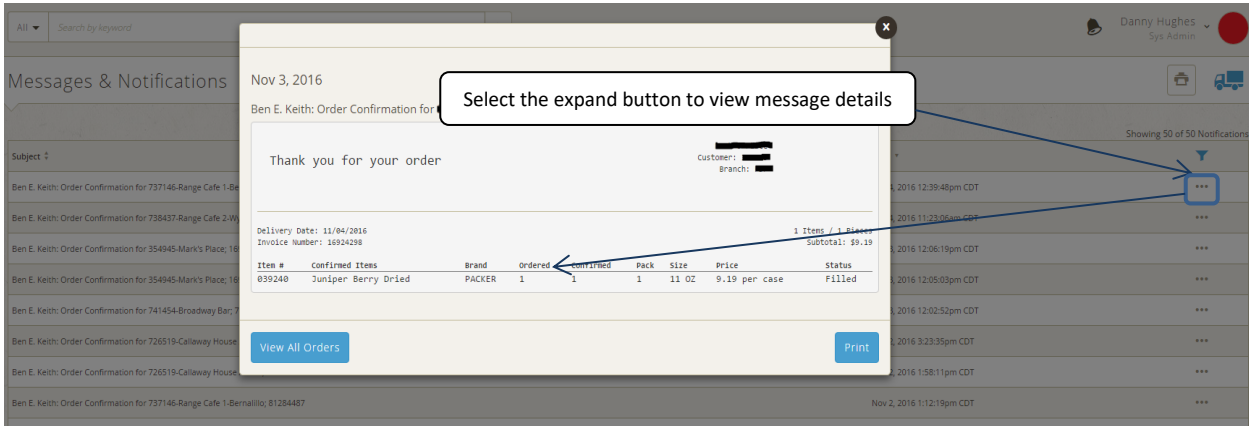
## Check Internal Messages

At the top of the site you will notice a bell, this is where you receive notification that you have a message. When there is a red circle next to the bell, this is an indicator of an unread message.

1. Click on the notification icon



2. Listed are all of the notifications you selected for "Web" notifications in the profile settings. Press the expand button on the right side of the screen to view the message details

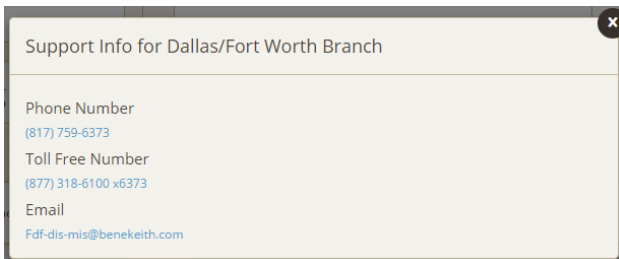


## Technical Support Contact Information

1. In the top right corner hover your mouse over your user name, a box will popup, select Technical Support



2. In the new window you will see all contact information for your local Ben E. Keith division IT support.



## Browse by Category or Brand

- To browse the catalog by category or brand, select an image under the category or brand heading



- Once a category/brand is selected there are a number of filtering options to help narrow your results. You can also change your results layout to view pictures.

This screenshot shows the search results interface with several callouts explaining features:

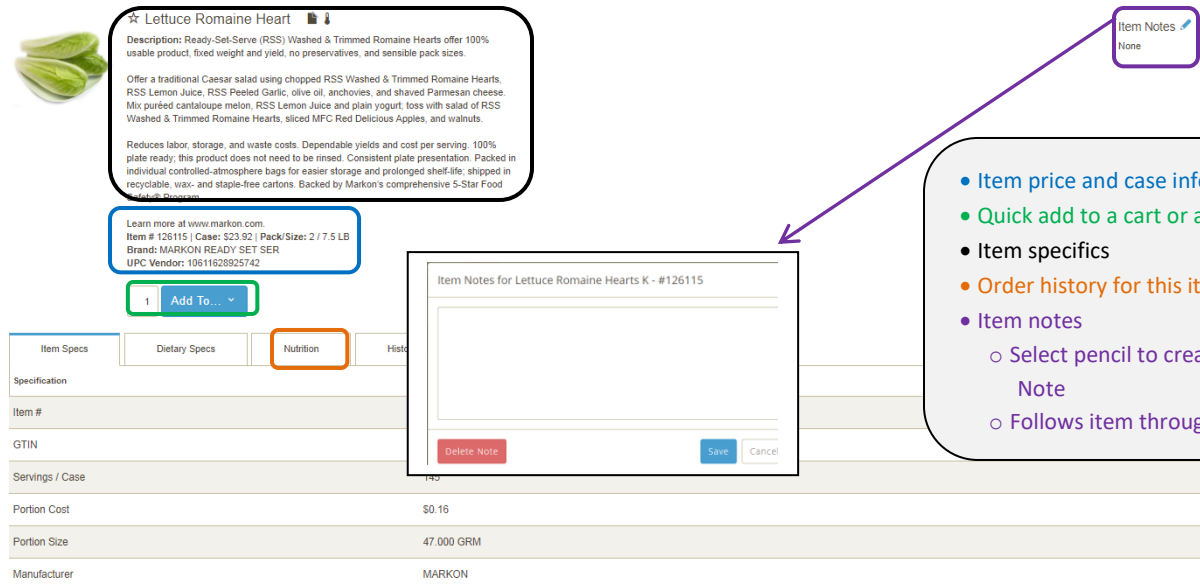
- Categories:** A sidebar on the left lists various categories like Brands, Manufacturers, and Dietary.
- Filtering Options:**
  - Categorized Results:** Filter by Brand, Manufacturer, Dietary, or Item specifications.
  - Sortable on column headers:** Add to Favorites list, Quick add to an order or a list, and View item details.
- Search Results Table:**

Item #	Name	Brand	Pack Size	Unit	Price
1112	White Bread Slice	WINDOLFO FOODS	118 CT		\$18.95
1113	Per Day 10.0	WINDOLFO FOODS	1110 CT		\$9.70
1114	Sand W/Apple Slic	WINDOLFO FOODS	471.0		\$18.00
1115	Angus Rib	WINDOLFO FOODS	271.0		\$42.75
1116	Bread Crumb Sides				\$18.00
1117	Bread Pans/Loaves				\$24.00
1118	Spina Bread				\$10.00
1119	Carrot Terese				\$23.70
1120	Carrot Car/Ga				\$11.14
1121	Carrot Shred				\$9.98
1122	Carrot Rais				\$18.00
1123	Carrot Rais				\$26.30
1124	Carrot Rais				\$26.30
- Product Information Callouts:**
  - Product Information Sheet (click to view)
  - Child Nutrition Information (click to view)
  - Deviated Price
  - Item is replacing item # xxxxxxxx
  - Item is being replaced by item # xxxxxx
  - Contact your DSR to order this item
  - Frozen
  - Refrigerated
  - Dry
- Item Details:** Callouts for 'Bread Sandwich White Frozen' and 'Bun Hot Dog Frozen' showing manufacturer (BIMBO BAKERIES), pack size, and price.

## Entrée User Manual

### 3. View item details by clicking on the item number.

#### Item Details



**☆ Lettuce Romaine Heart**

Description: Ready-Set-Serve (RSS) Washed & Trimmed Romaine Hearts offer 100% usable product, fixed weight and yield, no preservatives, and sensible pack sizes.

Offer a traditional Caesar salad using chopped RSS Washed & Trimmed Romaine Hearts, RSS Lemon Juice, RSS Peeled Garlic, olive oil, anchovies, and shaved Parmesan cheese. Mix puréed cantaloupe melon, RSS Lemon Juice and plain yogurt, toss with salad of RSS Washed & Trimmed Romaine Hearts, sliced MFC Red Delicious Apples, and walnuts.

Reduces labor, storage, and waste costs. Dependable yields and cost per serving. 100% plate ready; this product does not need to be rinsed. Consistent plate presentation. Packed in individual controlled-atmosphere bags for easier storage and prolonged shelf-life; shipped in recyclable, wax- and staple-free cartons. Backed by Markon's comprehensive 5-Star Food Safety Program.

Learn more at [www.markon.com](http://www.markon.com)  
 Item # 126115 | Case: \$23.92 | Pack/Size: 2 / 7.5 LB  
 Brand: MARKON READY SET SER  
 UPC Vendor: 10611628925742

**1** Add To...

Item Specs | Dietary Specs | **Nutrition** | History

Specification

Item #

GTIN

Servings / Case 145

Portion Cost \$0.16

Portion Size 47,000 GRM

Manufacturer MARKON

Item Notes for Lettuce Romaine Hearts K - #126115

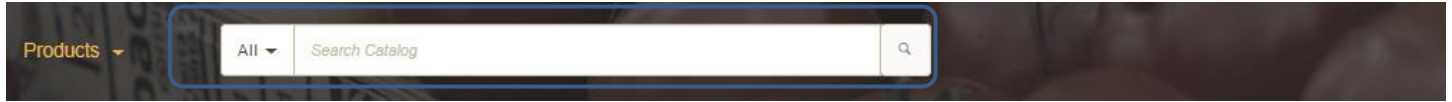
Delete Note Save Cancel


Item Notes  
None


- Item price and case information
- Quick add to a cart or a list
- Item specifics
- Order history for this item
- Item notes
  - Select pencil to create/edit Note
  - Follows item throughout

## Search

Use the search bar at the top of the screen to search. The search box is available in all screens for easy access




- The search results can be presented in ways. A grid view, without images and an image view. The grid view offers a compact layout and you can select  to add an item to a list or a cart. To alternate between both views select the image and grid icons at the top of your search results

Sort: Relevance 

Search Results 1 - 10 of 10 Items

109858 ☆  
MARKON READY SET SER

**Bean Green Trimmed Round**  

Manufacturer: MARKON  
2 / 5 LB



Ready-Set-Serve (RSS) Trimmed Green Beans offer 100% usable product, fixed weight and yield, no preservatives, and sensible pack sizes.

Add steamed, chopped green beans to feta cheese omelets...[More](#)

\$23.10 / case  
Portion Cost: \$0.66



080091 ☆  
MARKON READY SET SER


**Broccoli Floret Iceless**  

Manufacturer: MARKON  
4 / 3 LB CTN



















Ready-Set-Serve (RSS) Broccoli Florets offer 100% usable product, fixed weight and yield, no preservatives, and sensible pack sizes.

Fold steamed and finely chopped RSS Broccoli Florets and the zest of MFC Lemons into soufflé batter; bake until light and airy...[More](#)

\$22.73 / case  
Portion Cost: \$0.38



Search Results 261 results

Item #	Name	Brand	Pack/Size	Each	Price
☆ 102770	Corn Dog Chicken Jal Chs	LEONS TEXAS CUISINE	36 / 5.5 OZ		
☆ 691214	Mix Corn Dog Dry	PILLSBURY(R)	1 / 50 LB	 	\$29.54 
☆ 370152	Corn Dogs All Meat Classic	STATE FAIR CORN DOGS	36 / 2.67 OZ	 	
☆ 370005	Corn Dogs All Beef	STATE FAIR CORN DOGS	48 / 4 OZ	  	
☆ 370197	Corn Dogs Mini Turkey	STATE FAIR CORN DOGS	2 / 5 LB	 	
☆			36 / 2.67 OZ		
☆			1 / 4 OZ		\$31.41 
☆			1 / 72 OZ		\$39.41 
☆			1 / 2.67 OZ		\$17.94 
☆			1 / 3.2 OZ		\$22.25 
☆			1 / 4 OZ		\$34.93 
☆			1 / 4 OZ	jmm1	\$26.37 
☆			1 / 4 OZ	jmm2	\$24.30 
☆			1 / 4 OZ	List From - 15880576	

Searches are ranked in this order:

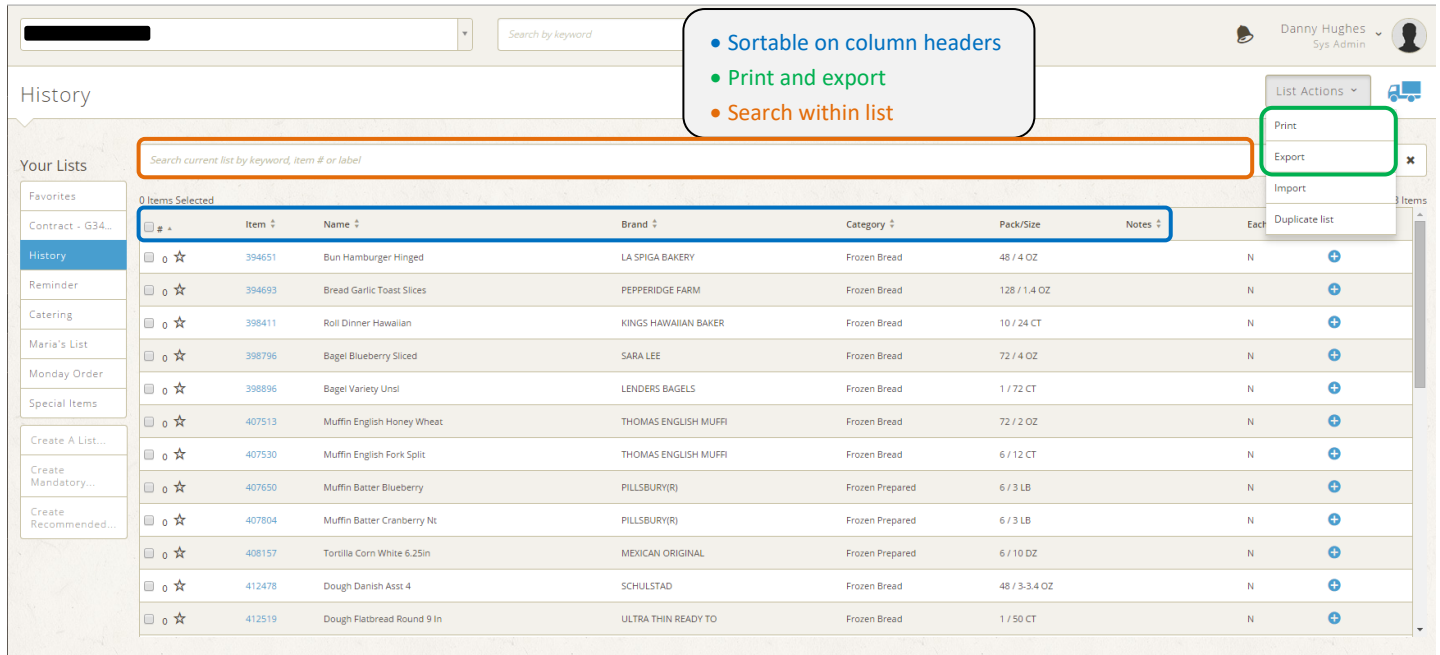
- Name begins with exact phrase
- Name contains exact phrase
- Name contains all of the same words as the search phrase
- Any other field contains exact phrase
- Any other field contains the same words
- Individual word matches on Name
- Individual word matches on other fields
- All else being equal, rank by preferred item code (A,B,C, blank)



## Lists

### History and Contract

Contract and History, are items maintained via order history or managed by Ben E. Keith personnel. These lists cannot be edited. However, they can be organized by the column headers, printed, and exported.



• Sortable on column headers  
 • Print and export  
 • Search within list

History

Your Lists

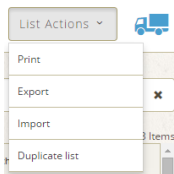
0 Items Selected

#	Item	Name	Brand	Category	Pack/Size	Notes	Each
0	★	394651	Bun Hamburger Hinged	LA SPIGA BAKERY	Frozen Bread	48 / 4 OZ	N
0	★	394693	Bread Garlic Toast Slices	PEPPERIDGE FARM	Frozen Bread	128 / 1.4 OZ	N
0	★	398411	Roll Dinner Hawaian	KINGS HAWAIIAN BAKER	Frozen Bread	10 / 24 CT	N
0	★	398796	Bagel Blueberry Sliced	SARA LEE	Frozen Bread	72 / 4 OZ	N
0	★	398896	Bagel Variety Unsl	LENDERS BAGELS	Frozen Bread	1 / 72 CT	N
0	★	407513	Muffin English Honey Wheat	THOMAS ENGLISH MUFFI	Frozen Bread	72 / 2 OZ	N
0	★	407530	Muffin English Fork Split	THOMAS ENGLISH MUFFI	Frozen Bread	6 / 12 CT	N
0	★	407650	Muffin Batter Blueberry	PILLSBURY(R)	Frozen Prepared	6 / 3 LB	N
0	★	407804	Muffin Batter Cranberry Nt	PILLSBURY(R)	Frozen Prepared	6 / 3 LB	N
0	★	408157	Tortilla Corn White 6.25In	MEXICAN ORIGINAL	Frozen Prepared	6 / 10 DZ	N
0	★	412478	Dough Danish Asst 4	SCHULSTAD	Frozen Bread	48 / 3-3.4 OZ	N
0	★	412519	Dough Flatbread Round 9 In	ULTRA THIN READY TO	Frozen Bread	1 / 50 CT	N

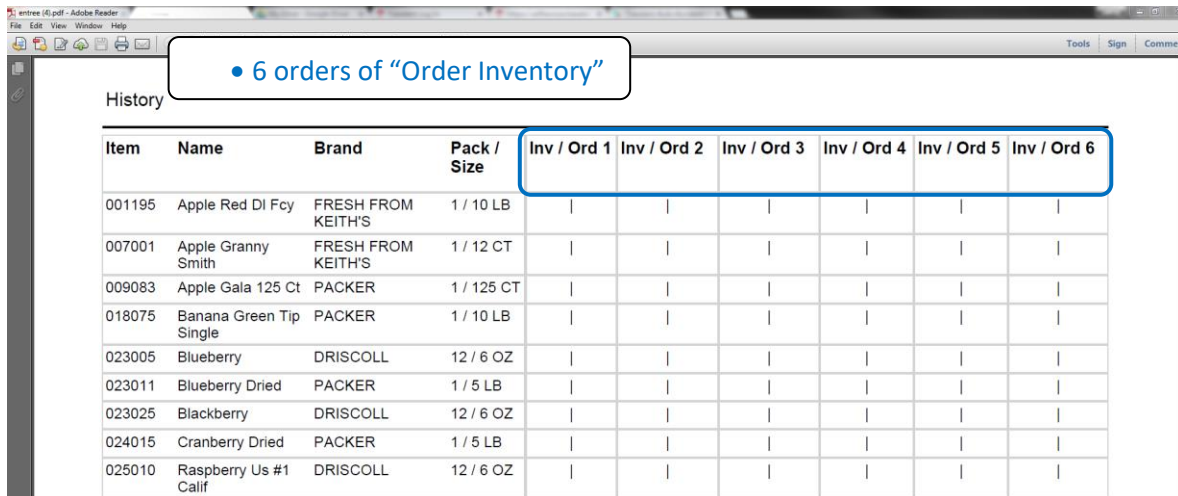
### Print and Export History or Contract

#### Printing History or Contract

1. Select your History list and press list actions. Select Print.



2. When the print dialogue option opens select Print Page. Entrée sends your list to a .pdf file. You may be prompted to save the file, depending on your browser settings.

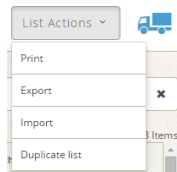


• 6 orders of "Order Inventory"

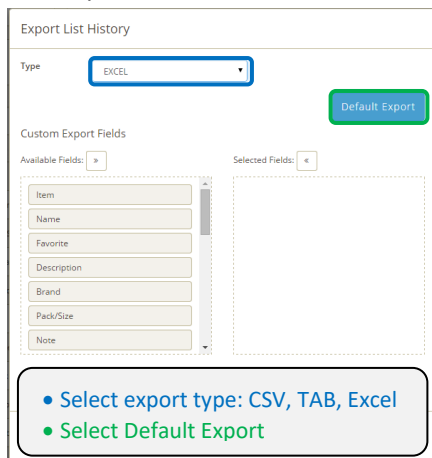
Item	Name	Brand	Pack / Size	Inv / Ord 1	Inv / Ord 2	Inv / Ord 3	Inv / Ord 4	Inv / Ord 5	Inv / Ord 6
001195	Apple Red DI Fcy	FRESH FROM KEITH'S	1 / 10 LB						
007001	Apple Granny Smith	FRESH FROM KEITH'S	1 / 12 CT						
009083	Apple Gaia 125 Ct	PACKER	1 / 125 CT						
018075	Banana Green Tip Single	PACKER	1 / 10 LB						
023005	Blueberry	DRISCOLL	12 / 6 OZ						
023011	Blueberry Dried	PACKER	1 / 5 LB						
023025	Blackberry	DRISCOLL	12 / 6 OZ						
024015	Cranberry Dried	PACKER	1 / 5 LB						
025010	Raspberry Us #1 Calif	DRISCOLL	12 / 6 OZ						

## Exporting History or Contract

1. Select your History list and press list actions. Select Export



2. You have two export options: Default and Custom export. Default uses all columns in the available fields column and exports all of them.



Export List History

Type: **EXCEL**

**Default Export**

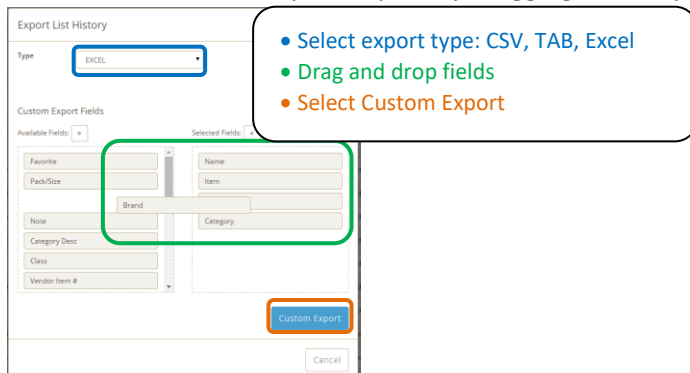
Custom Export Fields

Available Fields: >

Selected Fields: <

- Select export type: CSV, TAB, Excel
- Select Default Export

3. You can also customize your export by dragging and dropping only the fields you want to export.



Export List History

Type: **EXCEL**

**Custom Export**

Custom Export Fields

Available Fields: >

Selected Fields: <

- Select export type: CSV, TAB, Excel
- Drag and drop fields
- Select Custom Export

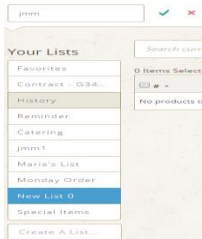
## Personal Lists

These lists can be created, edited, shared, and deleted by the user.


### Create a List

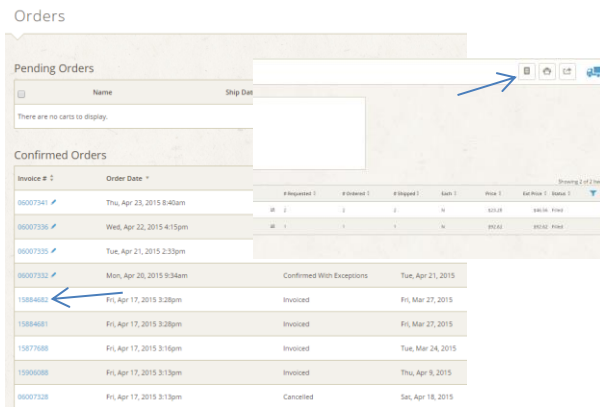
Create a blank list.

1. Select Create a New List, name the list and press the green check mark.



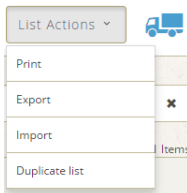
Create a list from the Orders screen.

1. Under Confirmed Orders select an invoice (one without the edit pencil), and then select . The new list will be titled "List From – invoice #".



Create a list from import

1. In My Lists screen, select list actions and Import



2. In the import list dialogue box, choose the file and define if it as CSV, TAB, or Excel (Ignore First Line if you want to bypass column headers). Press import.

Import a New List

File:



Ignore First Line:

File Type:

## Adding Items to Your List

### Add items from another list

1. Add items from another list, i.e. History by dragging and dropping from one list to another

jmm1  

Your Lists

Search current list by keyword, item # or label

0 Items Selected

#	Item	Name	Brand	Category	Pack/S
1	★	398411	Roll Dinner Hawaiian	KINGS HAWAIIAN BAKER	Frozen Bread 10 / 24
2	★	394693	Bread Garlic Toast Slices	PEPPERIDGE FARM	Frozen Bread 128 / 1
3	★	398896	Bagel Variety Unstl	LENDERS BAGELS	Frozen Bread 1 / 72
4	★	407530	Muffin English Fork Split	THOMAS ENGLISH MUFFI	Frozen Bread 6 / 12 CT
5	★	407530	Muffin English Fork Split	THOMAS ENGLISH MUFFI	Frozen Bread 6 / 12
6	★	407650	Muffin Batter Blueberry	PILLSBURY(R)	Frozen Prepared 6 / 3 LE
7	★	407804	Muffin Batter Cranberry Nt	PILLSBURY(R)	Frozen Prepared 6 / 3 LE
8	★	408157	Tortilla Case White 6 25in	MEYER ORIGINAL	Frozen Prepared 6 / 10


- a. Add items from another list by selecting the check box (the check box in the header selects all items), selecting the folder icon, and selecting the list you want to add the items to.

## History



Your Lists


- Contract - G34...
- History**
- Reminder
- Catering
- jmm1
- Maria's List
- Monday Order
- Special Items
- Create A List...
- Create Mandatory...

Reminder	Name	Brand	Category	Pack/Size
jmm1	95 Apple Red Di Fcy	FRESH FROM KEITH'S	All Produce	1 / 10 LB
Maria's List	301 Apple Granny Smith	FRESH FROM KEITH'S	All Produce	1 / 12 CT
Monday Order	383 Apple Gala 125 Ct	PACKER	All Produce	1 / 125 CT
Special Items	375 Banana Green Tip Single	PACKER	All Produce	1 / 10 LB
Create New List...	305 Blueberry	DRISCOLL	All Produce	12 / 6 OZ
<input checked="" type="checkbox"/> <input type="checkbox"/> ☆	023011 Blueberry Dried	PACKER	All Produce	1 / 5 LB
<input checked="" type="checkbox"/> <input type="checkbox"/> ☆	023025 Blackberry	DRISCOLL	All Produce	12 / 6 OZ
<input checked="" type="checkbox"/> <input type="checkbox"/> ☆	024015 Cranberry Dried	PACKER	All Produce	1 / 5 LB
<input type="checkbox"/> <input type="checkbox"/> ☆	025010 Raspberry Us #1 Calif	DRISCOLL	All Produce	12 / 6 OZ

- b. You can also select  from search, browsing the catalog, or from another list to add an item to a list.

## Organizing Your List

- Sort on a column header, by pressing  by column you want to sort on.
- Drag and drop by selecting  and dragging to the sequence position you desire
- Organize this list link allows you to manually type the sequence number in

List Name  

Save

Cancel

List Actions



Your Lists

Search current list by keyword, item # or label

First Previous **1** 2 3 4 Next Last

0 Items Selected Showing 1 - 100 of 311 Items

#	Item	Name	Brand	Category	Pack/Size	Notes	Label	Each	PAR
1	691456	Cake Mix Chocolate Swiss	KEITH'S PREMIUM	Mixes & Flour	6 / 5 LB		Back	5	
2	414076	Cake Red Velvet	CHEESECAKE ROYALE	Frozen Desserts	2 / 10 IN		Up	6	
							Up	4	
							Up	1	
							Up	5	
							Up	6	
							Up	3	
							Up	4	
							Up	5	

Organize List: jmm1

Back to List

#	Item	Name	Brand	Pack/Size
1	398411	Roll Dinner Hawaiian	KINGS HAWAIIAN BAKER	10 / 24 CT
2	394893	Bread Garlic Toast Slices	PEPPERIDGE FARM	128 / 1.4 OZ
4	407513	Muffin English Honey Wheat	THOMAS ENGLISH MUFFIN	72 / 2 OZ
5	407530	Muffin English Fork Splice	THOMAS ENGLISH MUFFIN	6 / 12 CT
5	398896	Bagel Variety Unst	LENDERS BAGELS	1 / 72 CT
6	407650	Muffin Bater Blueberry	FILLSBURRY	6 / 3 LB
7	407604	Muffin Bater Cranberry Nt	FILLSBURRY	6 / 3 LB
8	408157	Tortilla Corn White 6.25in	MEXICAN ORIGINAL	6 / 10 OZ

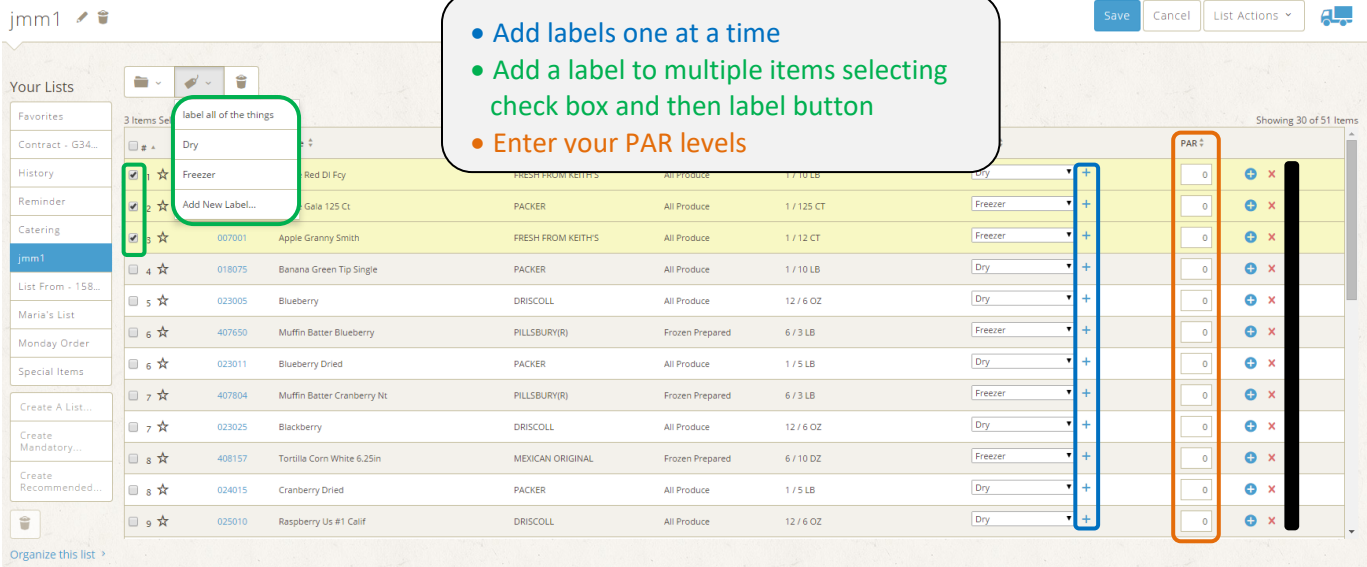
- Sort by column
- Organize this list
- Page through list based upon number of items per page set in Application Settings

[Organize this list >](#)

## Adding Labels and PARs

Labels allow you to more clearly define information about an item. You can create as many labels as you want to suit the needs of your ordering process. User PARs to keep your inventory in control.

## Entrée User Manual



The screenshot shows a web interface for managing a list of items. A callout box contains the following instructions:

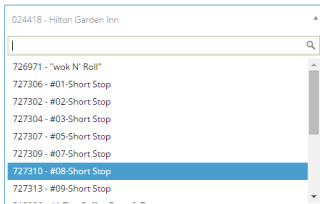
- Add labels one at a time
- Add a label to multiple items selecting check box and then label button
- Enter your PAR levels

The interface includes a 'Your Lists' sidebar, a main table of items, and a 'PAR' column. Annotations include a green box around the 'label all of the things' button, a blue box around the 'Add New Label...' button, and an orange box around the 'PAR' input field.

## Ordering

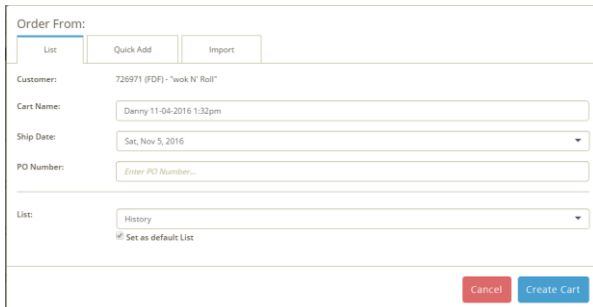
### Order from a List

1. From the Home or Orders screen you can begin an order
2. If you have multiple customers attached to your username, at the top of screen select the drop down menu and select the customer you want to place an order for.



The dropdown menu shows a list of customers, including '024418 - Hilton Garden Inn' and '726971 - "wok N' Roll"'. The '726971 - "wok N' Roll"' option is selected.

3. Select Create An Order and choose Ordering option "List"



The 'Order From:' form includes the following fields:

- Order From: List (selected), Quick Add, Import
- Customer: 726971 (PDF) - "wok N' Roll"
- Cart Name: Danny 11-04-2016 1:32pm
- Ship Date: Sat, Nov 5, 2016
- PD Number: Enter PD Number...
- List: History (selected)
- Set as default List

Buttons: Cancel, Create Cart

**\*\*Default list is your History list, you can change between lists by selecting the dropdown arrow next to the list. As well as set a default list for future orders**

## Entrée User Manual

4. Name your cart in the Selected Order box and select green check mark
5. Select the ship date you would like you order delivered on by selecting the dropdown arrow next to the date
6. Add quantities to the items you want to order and select add to order. If you navigate away from this screen before selecting Add to Order you will be prompted to add the items or you lose any changes you have made.
7. Search within a list & hotkeys for searching and saving
  - a. Hot-key to save cart: windows:(alt + s) Apple:(option + s)
  - b. Hot-key to clear search: windows:(alt + x) Apple:(option + x)
  - c. Hot-key to set focus to search bar: windows:(alt + z) Apple:(option + z)

The screenshot shows the 'Add To Order' screen. A red box highlights the search bar at the top, with a callout box containing '7. Quickly search within a list and items'. A blue box highlights the 'Selected Order' field and the 'Ship Date' dropdown, with a callout box containing '4. Name Order' and '5. Select Ship Date'. A blue box highlights the 'Save' button, with a callout box containing '6. Add quantities & select Save' and '7. If you are done with your order select proceed to checkout'. The main table lists items with columns for Item #, Name, Brand, Category, Pack/Size, Qty, Each, Price, and Ext Price.

#	Item #	Name	Brand	Category	Pack/Size	Qty	Each	Price	Ext Price
1	018075	Banana Green Tip Single	PACKER	All Produce	1 / 10 LB	1		\$11.05	\$11.05
2			MARKON ESSENTIALS	All Produce	1 / 35 LB	1		\$37.89	\$37.89
3			PACKER	All Produce	1 / 40 LB	1		\$51.52	\$51.52
4			PACKER	All Produce	1 / 25 LB	1		\$48.30	\$48.30
5			PACKER	All Produce	1 / 200 CT	1		\$43.63	\$43.63
6			PACKER	All Produce	1 / 24 CT	1		\$26.90	\$26.90
7	057102	Avocado Hass Rip4 48 Ct	FIELD SELECT	All Produce	1 / 48 CT	1		\$34.85	\$34.85
8	057125	Avocado Hass Rip4 48-70 Ct	PACKER	All Produce	1 / 60 CT	1			
9	080118	Broccoli Crowns 16oz	MARKON ESSENTIALS	All Produce	6 / 3 LB CTN	1		\$19.88	\$19.88
10	092060	Cabbage Green	PACKER	All Produce	10 LB BG	1		\$9.71	\$9.71
11	095065	Spring Mix	PACKER	All Produce	3 LB	1		\$29.47	\$29.47
12	095066	Spring Mix Sweet	PACKER	All Produce	3 LB	1		\$9.30	\$9.30

## Order from Quick Add

1. From the Home or Orders screen select Create An Order and choose "Quick Add"

The screenshot shows the 'Order From: Quick Add' form. It has tabs for 'List', 'Quick Add', and 'Import'. The 'Quick Add' tab is active. Fields include Customer (726971 (PDF) - "wok N' Roll"), Cart Name (Denny 11-04-2016 1:32pm), Ship Date (Sat, Nov 5, 2016), and PO Number (Enter PO Number...). A table below has columns for Item #, Name, Qty, Pack/Size, Each, and Price. A red error message says 'You must enter all valid item numbers before you can create the cart'. Buttons include 'Add Row', 'Validate Items', 'Cancel', and 'Create Cart'.

2. When the Quick Add box opens you can type the item numbers in and add quantities. If the item is capable of being split and you would like to order packages instead of a case select the each box.
  - a. You can use your mouse or press your enter key to move to the next box. Use your spacebar to select the each box. When you press the enter button at the end of each line it will automatically create another line
3. After you have added your item numbers select Create Cart

Order From:

List Quick Add Import

Customer: 726971 (FDF) - "wok N' Roll"

Cart Name: Danny 11-04-2016 1:32pm

Ship Date: Sat, Nov 5, 2016

PO Number: Enter PO Number...

All item numbers are valid. Click Create Cart

Item #	Name	Qty	Pack/Size	Each	Price
104446	Cilantro 1 Lb Cello Wash & Tri	1	1/0 LB	<input type="checkbox"/>	\$12.50
114106	Garlic Whole Peeled	2	1/5 LB	<input type="checkbox"/>	\$42.84

Add Row

Validate Items Cancel Create Cart

2. Add item numbers, quantities, and split cases  
3. Select Create Cart

## Order from Import

- From the Home or Orders screen select Create An Order and choose "Import". In the Import a New Order box you will choose your file and options for import

Order From:

List Quick Add Import

Customer: 726971 (FDF) - "wok N' Roll"

Cart Name: Danny 11-04-2016 1:32pm

Ship Date: Sat, Nov 5, 2016

PO Number: Enter PO Number...

File: Choose File

Item type:

Contents:

File format:

Ignore zero quantities:

Ignore first line:

Import by PAR Level:

Please choose a file with one of the following extensions: .xls, .xlsx, .csv, or .txt.

Cancel Import


Item Number  
UPC  
Item Number or UPC

Item Only  
Item, Quantity  
Item, Quantity, Broken Case

CSV, TAB, Excel


## Submit your order

- To submit order you can select the cart (blue truck) and select View Cart of the order you want. Or, if the order you are currently in is the cart you would like to submit, select Proceed to Checkout

Save Proceed to Checkout 


Current Carts

test  
Ship Date: Thu, April 30, 2015

 View Cart

Continue Shopping

New Cart 0  
Ship Date: Thu, April 30, 2015

 View Cart

Continue Shopping

View All Carts

- In the Cart screen you can delete items and adjust quantities.



## Entrée User Manual

3. If you make quantity adjustments and/or delete an item you must select save cart
4. If you would like to add more items to your cart select the Continue Shopping button. This will take you back to the add to order screen.
5. Once you have confirmed your quantities and ship date press the Submit Order button.

test ✓ ✗

**\$376.20** Continue Shopping

Ship Date: Tue, Apr 21, 2015

Submit by: Tue, Apr 21, 2015 12:00am CDT

PO Number:

Save Cart Cancel Changes 4. Submit Order

Item #	Name	Brand	Class	Pack/Size	Notes	Qty	Each	Price	Ext Price
001195	Apple Red Di Fcy	FRSH/KTH	All Produce	1 / 10 LB		1		\$11.08	\$11.08
007001	Apple Granny Smith	FRSH/KTH	All Produce	1 / 12 CT		1		\$9.63	\$9.63
009083	Apple Gala 125 Ct	PACKER	All Produce	1 / 125 CT		2		\$26.39	\$52.78
018075	Banana Green Tip Single	PACKER	All Produce	1 / 10 LB		2		\$10.38	\$20.76
023005	Blueberry	DRISCOLL	All Produce	12 / 6 OZ		3		\$34.80	\$104.40
023011	Blueberry Dried					3		\$51.74	\$155.22
024015	Cranberry Dried					1		\$22.33	\$22.33

Showing 7 of 7 Items

1. Adjust quantities and/or delete items  
2. Save cart

## Changing a Submitted Order

In the event that you need to make changes to a submitted order, at the Home or Orders screen select the pencil by the invoice number of the order you want to change.

# 06007352 Delete Order

**\$199.41** Continue Shopping

Ship Date: Tue, Apr 28, 2015

Submit by: Tue, Apr 28, 2015 12:00am CDT

PO Number:

Save Order Cancel Changes Submit Changes

Item #	Name	Brand	Class	Pack/Size	Qty	Price	Ext Price
018075	Banana Green Tip Single	PACKER	All Produce	1 / 10 LB	1	\$11.05	\$11.05
028074	Lemon Choice 165 Ct	MRKIN/ESN	All Produce	1 / 35 LB	1	\$37.89	\$37.89
029027	Lime Persian #1 150 Ct	PACKER	All Produce	1 / 40 LB	1	\$51.52	\$51.52

Reminder Items

Item # Name

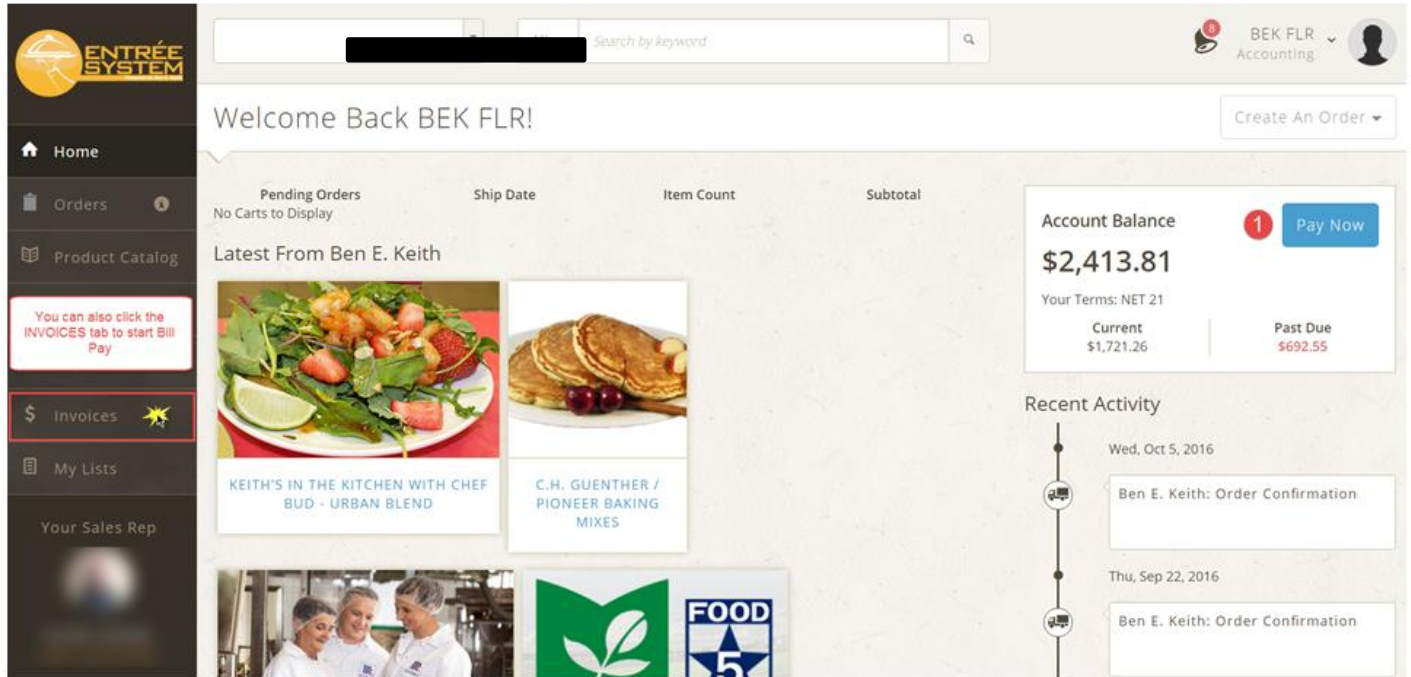
There are no missing reminder items for this cart.

- Change quantities
- Continue shopping (add more items)
- When quantities are adjusted, or items added press submit changes
- Delete Order

## Bill Pay and Invoices

You can view, print, and pay your invoices.

Once you are logged in, click the (1) PAYNOW button on the right side of the screen to view and pay open invoices:



The screenshot displays the Entrée System dashboard for user BEK FLR. The interface includes a search bar, a navigation sidebar with options like Home, Orders, Product Catalog, Invoices (highlighted), and My Lists. The main content area shows a 'Welcome Back BEK FLR!' message, a 'Pending Orders' section with 'No Carts to Display', and a 'Latest From Ben E. Keith' section featuring two featured items: 'KEITH'S IN THE KITCHEN WITH CHEF BUD - URBAN BLEND' and 'C.H. GUENTHER / PIONEER BAKING MIXES'. On the right, an 'Account Balance' summary shows a total of \$2,413.81, with a 'Pay Now' button and a notification icon. Below this, 'Recent Activity' shows two 'Order Confirmation' events from Ben E. Keith on Oct 5, 2016 and Sep 22, 2016.

(2) check the invoices you want to pay, then click the (3) PAY NOW button in the upper-right area of the screen.

Showing: Open Invoices Filter By: Invoice # Search by Invoice # Q X 3 Pay Now Print Share

Invoices with Credit Memos  Select All Invoices In this area you can show past due or payment pending invoices. You can search for or sort your invoices, as well as filter for credit only invoices. Expand/Collapse All Total: \$0.00

Invoice Date Asc

**Account #1** (4)

51726532 Invoice Status: Past Due PO Number: Invoice Date: Mon, Sep 12, 2016 Due Date: Mon, Oct 3, 2016 Invoice Amount: \$692.55 Amount Due: \$692.55 Invoice Image: Scheduled Date: Fri, Oct 7, 2016 Payment Amount: Bank Account:

51730589 Invoice Status: Open PO Number: Invoice Date: Mon, Sep 19, 2016 Due Date: Mon, Oct 10, 2016 Invoice Amount: \$658.05 Amount Due: \$658.05 Invoice Image: Scheduled Date: Bank Account:

51734354 Invoice Status: Open PO Number: Invoice Date: Mon, Sep 26, 2016 Due Date: Mon, Oct 17, 2016 Invoice Amount: \$595.73 Amount Due: \$595.73 Invoice Image: Scheduled Date: Bank Account:

51738340 Invoice Status: Open PO Number: Invoice Date: Mon, Oct 3, 2016 Due Date: Mon, Oct 24, 2016 Invoice Amount: \$467.48 Amount Due: \$467.48 Invoice Image: Scheduled Date: Bank Account:

**Account #2 (if applicable)** (11)

## Reports

### Item Usage

View an Item Usage Report or access Kbit (Keith Business Intelligence)

Item Usage Print Share Refresh

From: Thu, Oct 23, 2014 To: Thu, Apr 23, 2015 Update

- Set dates for report
- Sort on column headers
- Print and/or export

Item Usage 308 results

Item #	Name	Brand	Mfr Name	GTIN	Vendor Item	Pack/Size	Each	# Ordered	# Shipped	Average Price	Total Cost
923237	Bowl Mixing 3 Qt	VOLLRATH	VOLLRATH	10029419101396	003686	1 / EA	N	96	96	\$5.69	\$546.24
923680						/	N	40	40	\$11.56	\$462.40
353059	French Fries Rc 3/8 In Pxl		LAMB WESTON	10044979002365	006502	6 / 5 LB	N	37	37	\$24.16	\$894.40
029075	Lime Persian #1	FRESH FROM KEITH'S	PACKER	00046045031371	007115	1 / 5 LB	N	37	5	\$11.89	\$60.00
103481	Beef Top Sirloin Butt 6 Oz	KANSAS CITY STEAK CO	KANSAS CITY STEAK CO	00813371013445	006147	32 / 6 OZ	N	35	35	\$7.12	\$3,004.80
170047	Potato Russet 70 Ct Ida	MARKON FIRST CROP	MARKON	00611628924403	007115	1 / 50LB CTN	N	33	33	\$24.28	\$796.25
923673						/	N	32	32	\$10.07	\$322.24
488131	Chicken Breast: Bisi 6oz If	TYSON	TYSON	00023700648716	011366	27 / 6 OZ	N	31	31	\$32.71	\$1,004.40
735050	Cheese Golden Velvet Loaf	LAND O LAKES	LAND O LAKES	10034500487754	006511	6 / 5 LB	Y	27	27	\$16.29	\$435.09
779192	Shortening Mel Fry Liq Orig	MEL FRY SHORTENING	VENTURA FOODS	1002670400138	011601	1 / 35 LB	N	25	25	\$33.41	\$834.50
507036	Beef Steak Cubed 4/1	GRAND VALLEY	GRAND VALLEY	00829763104400	004927	40 / 4 OZ	N	24	24	\$49.34	\$1,187.00

## Inventory Valuation

Inventory Valuation Report

Save Clear  

< Back

Added 258 items from History to report.

123456

Showing 258 Items \$982.99

Item #	Name	Pack/Size	Label	Qty	Each	Price	Ext. Price
903151	Breading Crumbs Onion Ring Swt.	1 / 25# BAG		1		\$12.67	\$12.67
009844	Apple Slice	18 / 2.4 OZ		3		\$7.52	\$22.56
100018	Gravy Mix Pepper	48 / 6 OZ		1		\$25.58	\$25.58
101031	French Fries Sc 1/4in Skin On	6 / 6LB		2		\$22.94	\$45.88
101402	Carton Fry/Tot Med Round	10 / 100 CT		4		\$24.18	\$96.72
101403	Carton Fry/Tot Large Rnd	10 / 100 CT		5		\$32.58	\$162.90
102072	Mustard Sonic Pouch Pack	10 / 64 OZ		6		\$13.67	\$82.02
103370	Beef Philly Meat Sirloin	40 / 4 OZ		7		\$39.03	\$273.21
103501	Sauce Bbq Sonic Pouch	8 / 32 OZ		1		\$11.23	\$11.23
103503	Mayonnaise Light Pouch	10 / 64 OZ		3		\$32.36	\$97.08
103728	Sauce Caesar Garlic	6 / 24 OZ		2		\$14.09	\$28.18
104546	Bag Paper Carry 4# Sonic	1 / 500 CT		5		\$6.50	\$32.50
104577	Juice Orange Original 100%	8 / 59 OZ		6		\$15.41	\$92.46

**Favorites**

Contract - G7800ARQ


**History**

**Reminder**

- Add items from existing list, or a single item #
- Sort on column headers
- Add inventory quantities to view dollar value
- Print and/or export

## Admin

In the Admin screen you can create users, assign roles, add customers to a user, and send broadcast messages.

Group Administration 

Customer Group: OA Group


**Assigned Admin Users**

Email	First Name	Last Name
my@thomas.com	Matt	Testner
benekath22@gmail.com	Thomas	Jankability
dmdrusha@benekath.com	Daniel	DeRusha
jason.mcmillan@tcu.edu	Jason	Test
mybenekath@gmail.com	Jackson	Browne

**Assigned Customers**

Showing 21 of 21 Customers

Number	Name
727306	#01-Short Stop
703841	B&B-Dining Center
703842	B&B-Patient Services

- Create New user (add email address first)
- View current user, select user email to view profile
- View customers assigned to your customer group
- Send message to users or all users associated to a customer by selecting 

**Broadcast a Message**

Subject Header:

Body Content:

**Update User Profile**

Jason Smith

Last Name:

Accounting

Approver

Owner

Accounting

Approver

Buyer

Guest

**Owner: Access to everything**

**Accounting: Reports & Invoices**

**Approver: Ordering**

**Buyer: Build orders, cannot submit**

**Guest: Access to Product Catalog**

Assign the customer you want the user to see when they login. The customer will show up in the assigned customer list.

**Customers Available to Assign**

Showing 2 of 21 Customers

Number	Name
701441	Sonic #1596/Amarillo

**Assigned Customers**

Number	Name
350569	U.S. Pizza Company Bryant
100630	Cafe 7
723333	S&L Diner