

McCallum Linen - Online Ordering System

QUICK USER GUIDE







SECTION A: Setting up Account / Login

VERIFY EMAIL

G	YOUR INVITATION TO BUNDLE CONNECT	
	You've been invited to Bundle Connect by <i>McCallum Linen</i>	
	Please click this link to verify your email and set your Bundle Connect account password.	
	This ernal has been eard from (pandleconnect.com	

STEPS / GUIDELINES

- **1.** When McCallum Linen invites you to Connect (Online Ordering System) you will receive an email, as above.
- 2. Click on the "Verify your Email" Icon.
- 3. You will be then asked to "Set Password"





SECTION A: Setting up Account / Login

CREATE PASSWORD

	ƏC† undle
SET PASSWORD	
Password	
Confirm Password	
	SET MY PASSWORD

STEPS / GUIDELINES

- 1. Type in the "Password" and then retype the same in "Confirm Password"
- 2. Click "Set My Password"
- **3.** Account setup completed. You will be automatically logged in.
- **4.** To Login Later, Visit: **https://bundleconnect.com/signin** and enter your Email and Password.
- **5.** For customers having more than one property, it is essential to follow below instructions for account activation of all other properties:
 - a. Customer will receive the invite through email for all the properties in separate emails.
 - **b.** Click on **ACCEPT INVITATION**, for each invite received.
 - c. Your account is now Active and you can login to your account.
 - d. For ordering, choose the property from the drop down list







SECTION B: How to Place a new Order

PLACE AN ORDER

Connect Trent1 ·	Nauman Sign out	s 🕸
文 Orders		
FILTER ORDERS		
McCallum Linen - Select Delivery Categories 🗮 Custom Today Tomorrow Name, Order # Q		
Wash Orders 👻		
PENDING PACKING PACKED DISPATCHED Cread View Rents Poly Recring External		
ORDER LAUNDRY COMMENTS CREATED V DELIVERY ALL		
07910281 🏷 🛡 McCallum Linen 😡 0 / 0 04/05/2021 05/05/2021		
Previous 1 Next		
≡ортонз	> \?	W ORDER
STEPS / GUIDELINES		
1. Click on either 🕂 or 🔅 NEW ORDER		





SECTION B: How to Place a new Order

PLACE AN ORDER

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	고 Create New Order				
	ORDER DETAILS				
	Laundry McCallum Linen - Delivery Delivery & Pickup - Purchase Order	D 05/05/2021			
	LINKED STOCK LIST	Filter products Q FIND			
	PRODUCT NAME CATEGORIES PLCK :	-			
	a. King Sheet 1				
	c. Single Sheet				
	e. Bath Sheet 1				
CANCEL Q COMMENTS 0/0				SUBMIT +	
STEPS / GU	VIDELINES			24/05/202	4
2. Ordering scr	een will be displayed as above.	3 Delivery & Pickup		May 2021	0
3 Select the Da	esired option in Delivery Column	Delivery & Pickup			1 3
	concerence option in Denvery column	Delivery Only		3 4 5	6 7 8 9
4. Select the Pie	ck-up / Delivery Date from	Pickup Only		10 11 12	13 14 15 1
available dat	-			17 18 19 24 25 26	20 21 22 2 27 28 29 3
available dat		TOTAL PIECES		31	20 27 0
5. Enter Order (Quantities in "Total Pieces" Section.				
J. Enter order (guandities in Total Lieus Section.		ل		
•	rtant to order the total amount	$\begin{array}{c c} \hline & 2 \\ \hline & 5 \\ \hline \end{array}$	•		

of linen items required in total pieces (5). E.g: 10 King Sheets etc. **DO NOT ORDER BAG QUANTITIES.**





SECTION B: How to Place a new Order

PLACE AN ORDER

	Q COMMENTS 0/0 X SUBMIT O
	DISFLOY COMMENT TO: 🔆 Ordering 🍪 Proter 🔂 Driver
CANCEL	
STE	/ GUIDELINES
	enal) Type any special request e.g Delivery/Pick-up
a.	ick on the Comments Tab on Left Bottom Corner
b.	the Pop-up section, Click on ADD
с.	pe the Comment in the empty field and select the splay to option from the drop down list.
7. Clio	ubmit





SECTION C: How to Check the Status of an Existing Order

VIEW ORDERS

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년 Orders								\uparrow		
FILTER ORDERS				PILTE	RS ACTIVE × LESS					
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Wash Orders	*									
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07910281	LAUNDRY	COMMENTS		DELIVERY						
07910281 🏠 🗘	McCallum Linen	H2 070	04/05/2021	05/05/2021	U					
Previous 1 Next										
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STEPS / GUIDELINES

1. Once logged in, the above "Orders" 😾 Screen will appear.





SECTION C: How to Check the Status of an Existing Order

ORDER STATUS

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Wash Orders		$ \rightarrow $			\uparrow		
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ORDER		LAUND	RY	COMMENTS		DELIVERY	ALL
07910281	\≎ &	McCal	lum Linen	Q 0/0	04/05/2021	05/05/2021	
				/			

- **2.** On this screen you can use the following features to check the status of your order:
 - **a.** Orders can be filtered by Order Type, Date, Etc.
 - **b.** Orders can be sorted by Clicking ORDER, CREATED AND DELIVERY.
 - c. The order screen consists of **4 tabs** as below. By clicking on each tab, the orders at that stage can be viewed.

PENDING	PACKING	PACKED	DISPATCHED
Shows all created orders that have not been packed.	Shows all orders currently being packed.	Shows all packed orders that have not been dispatched.	Show all orders that have been dispatched.

d. By Clicking on Order Line Item, detailed information about the order can be viewed

PENDING	PACKING	PACKED	DISPATCHED				Created	Wash Renta	courring Backord
ORDER		LAUNDE	RA.	CON	MENTS	CREATED 🔽	DELIVE	RY	
07910348	À 💩	McCall	um Linen	Q	0/0	21/05/2021	24/05/	2021	





SECTION D: Delete / Change the Order

DELETE / CHANGE ORDER

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	I. TO Delete/C	hange an existing Order, Fi		13	
• Click on PENDING Tab which will display all the Pending orders.	Click on PF	NDING Tab which will disp	lav all the Pendi	ing orders	

Note: Only pending Orders can be Changed / Deleted





SECTION D: Delete / Change the Order

DELETE / CHANGE ORDER

		•					sign out	Ŧ	
	TRENT 1 Order #07910288 - Mon 10/05/2021 Delivery Mode: Delivery & Pickup - Purchase Order: None				Order Crea on 05/	ated 🏠			
	LINKED STOCK LIST			Filter produc	ts				
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	c. Single Sheet		1	1	Θ 1	(+			
	e. Bath Sheet		1	3	Θ 3	(\pm)			
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STEPS / G 3. Click on the above scree	UIDELINES e Order that you v				ich wil	ll disp	lay th	ne	SAVY





SECTION E: Invoices

INVOICES CANNOT BE VIEWED IN CONNECT

All invoices will be Emailed to Customer's Business Email after dispatch.

For any invoice related queries please email: **finance@mccallum.org.au**

Or call **5334 1921**





SECTION F: Settings

USERS & ROLES

	which contains a link for them t		is to your account. Each user has a role assigned to r password.	,,			
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	& Peter .Dury		Pete_D@outlook.com	% Phone number	Orders +		_
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SECTION F: Settings

USERS & ROLES

	to have access to your account. Each u m to set their password.	user has a role assigned to them. When a	iser is created, you will be able to send them an invit	tion,
USERS ROLES	\leftarrow			
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Accounts				
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If you have any queries or require assistance please contact Nauman: linensupport@mccallum.org.au



Users & Roles