connect
by bundle

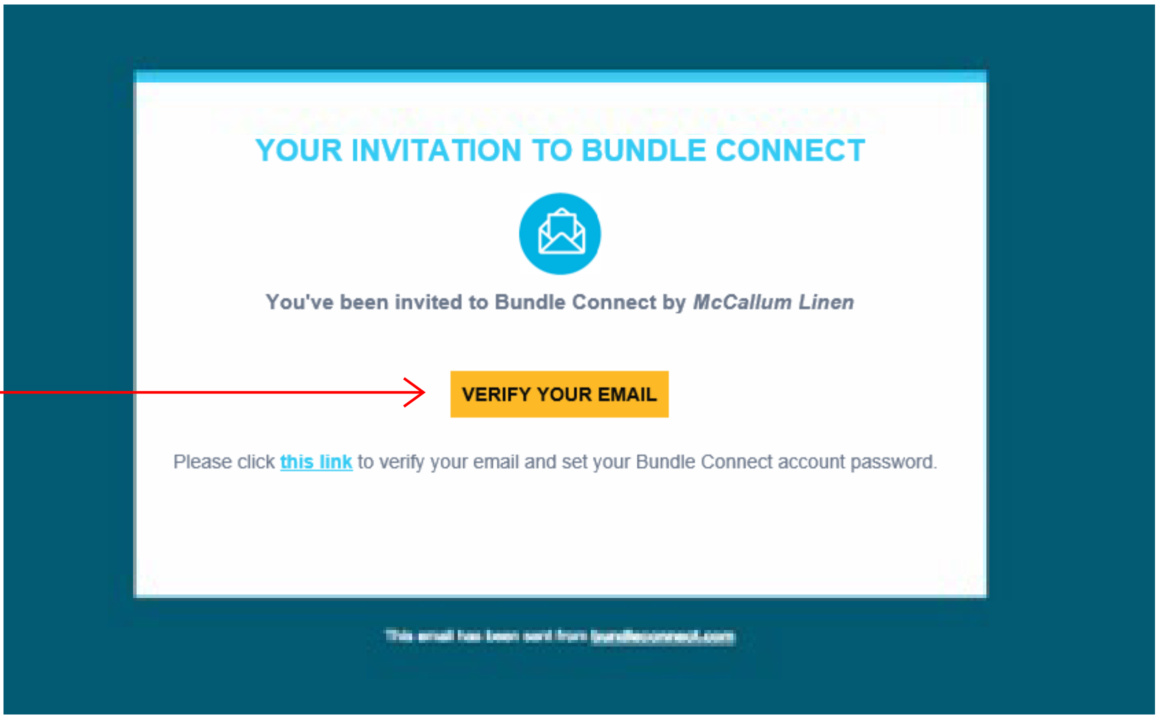
McCallum Linen - Online Ordering System

QUICK USER GUIDE

McCallum LINEN

SECTION A: Setting up Account / Login

VERIFY EMAIL



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

STEPS / GUIDELINES

1. Type in the "Password" and then retype the same in "Confirm Password"

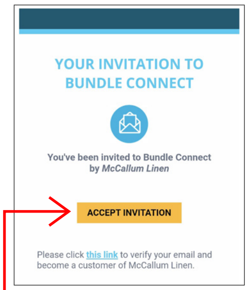
2. Click "**Set My Password**"

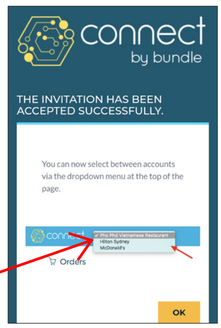
3. Account setup completed. You will be automatically logged in.

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:

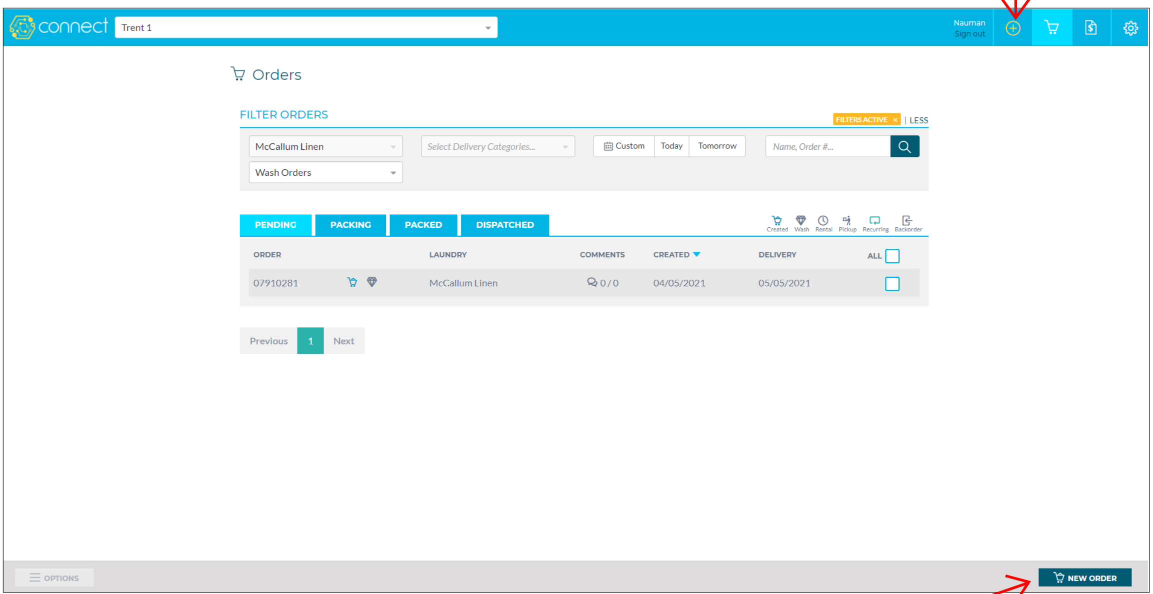
- **a.** Customer will receive the invite through email for all the properties in separate emails.
- **b.** Click on **ACCEPT INVITATION**, for each invite received.
- **c.** Your account is now Active and you can login to your account.
- **d.** For ordering, choose the property from the **drop down list**





SECTION B: How to Place a new Order

PLACE AN ORDER

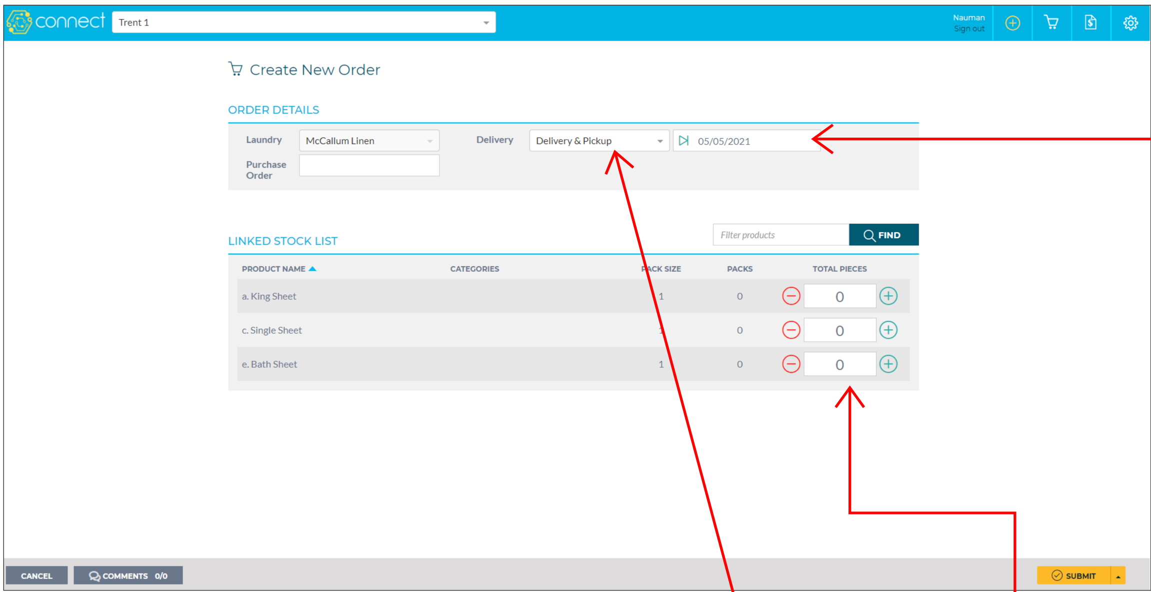


STEPS / GUIDELINES

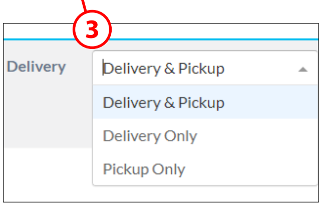
1. Click on either ⊕ or **NEW ORDER**

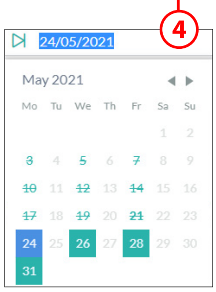
SECTION B: How to Place a new Order

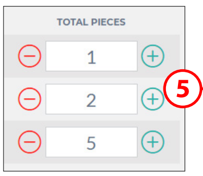
PLACE AN ORDER



STEPS / GUIDELINES







2. Ordering screen will be displayed as above.

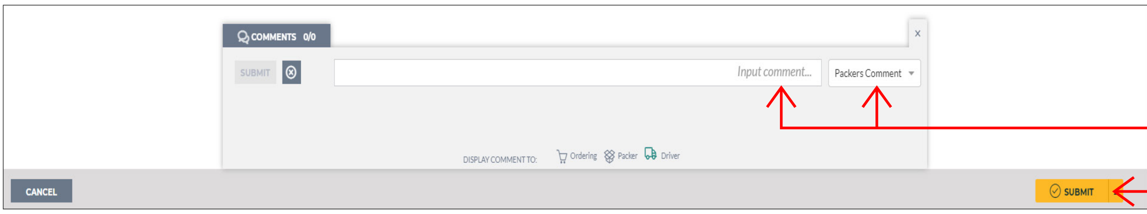
3. Select the Desired option in Delivery Column

4. Select the Pick-up / Delivery Date from available dates

5. Enter Order Quantities in “Total Pieces” Section.

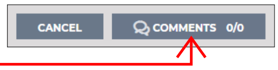
Note: It is important to order the total amount of linen items required in total pieces (5).
E.g: 10 King Sheets etc.
DO NOT ORDER BAG QUANTITIES.

PLACE AN ORDER

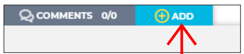


STEPS / GUIDELINES

6. **(Optional)** Type any special request e.g Delivery/Pick-up Instructions, in the "Comments" Section.



- **a.** Click on the Comments Tab on Left Bottom Corner

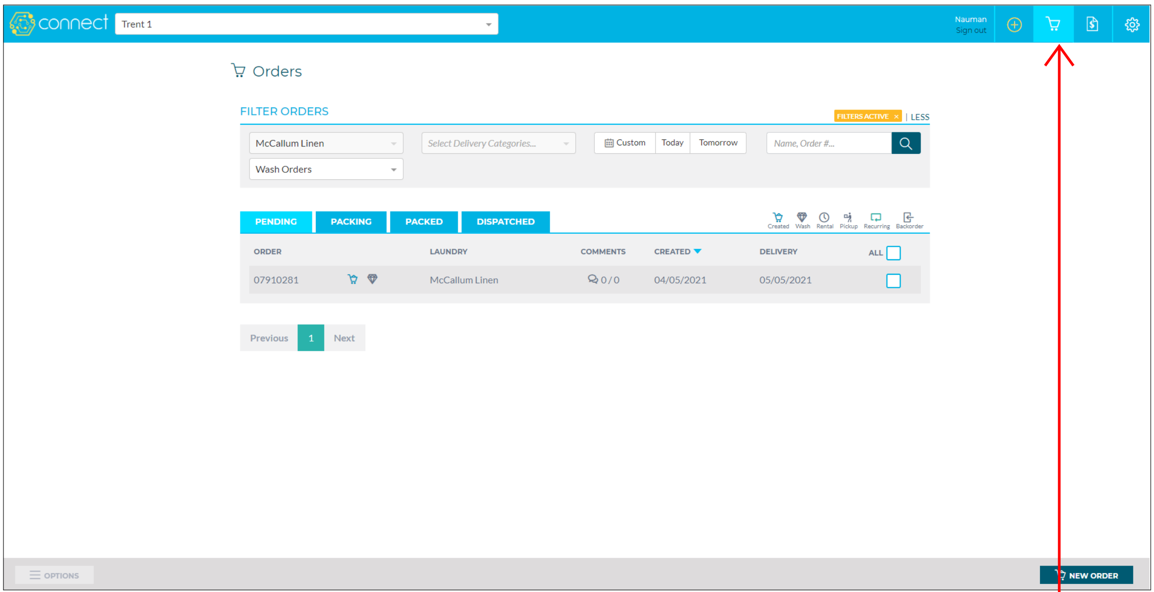


- **b.** In the Pop-up section, Click on ADD
- **c.** Type the Comment in the empty field and select the display to option from the drop down list.

7. Click Submit

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

VIEW ORDERS

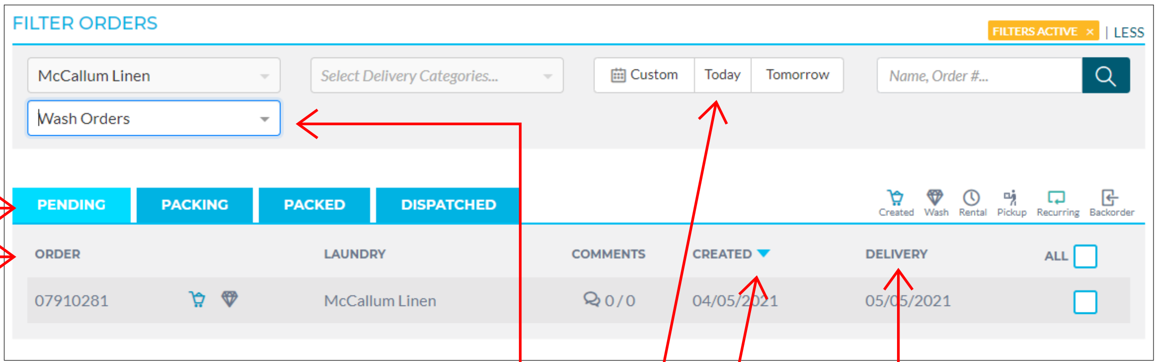


STEPS / GUIDELINES

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

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

ORDER STATUS



STEPS / GUIDELINES

2. On this screen you can use the following features to check the status of your order:

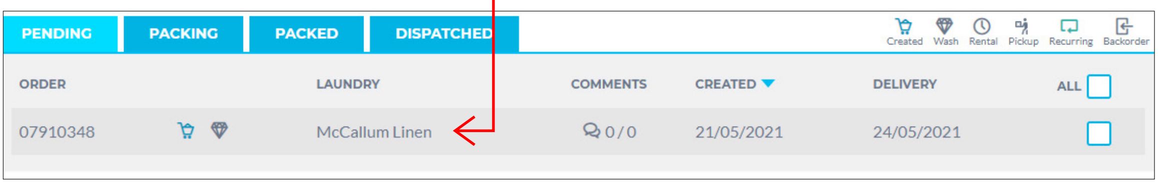
a. Orders can be filtered by Order Type, Date, Etc.

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.

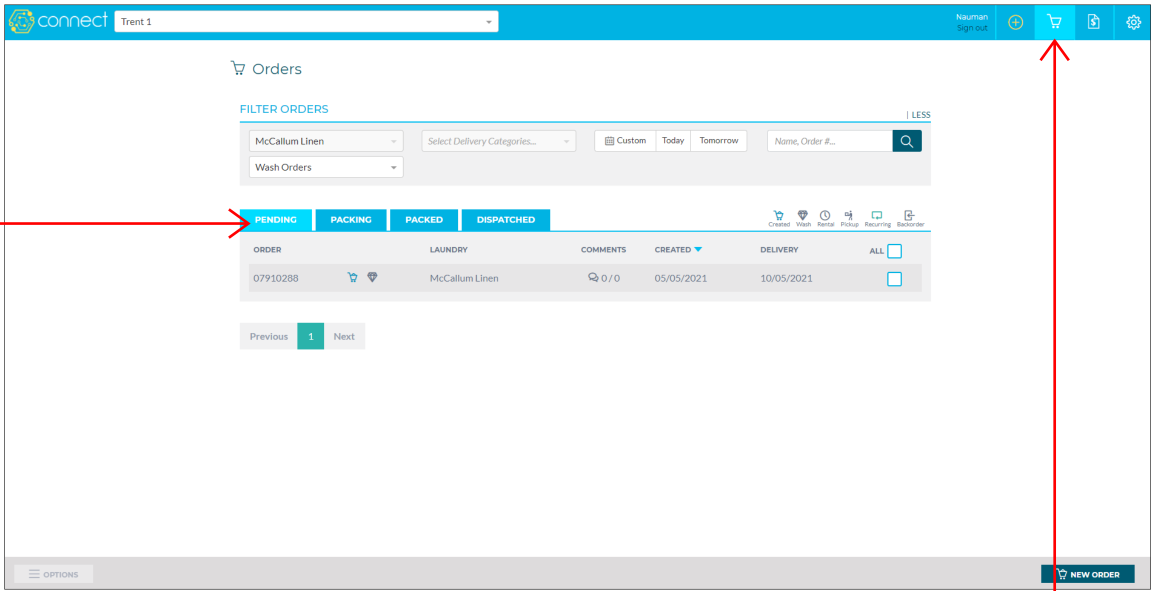
PENDING	PACKING	PACKED	DISPATCHED
Shows all created orders that have not been packed.	Shows all orders currently being packed.	Shows all packed orders that have not been dispatched.	Show all orders that have been dispatched.

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



SECTION D: Delete / Change the Order

DELETE / CHANGE ORDER



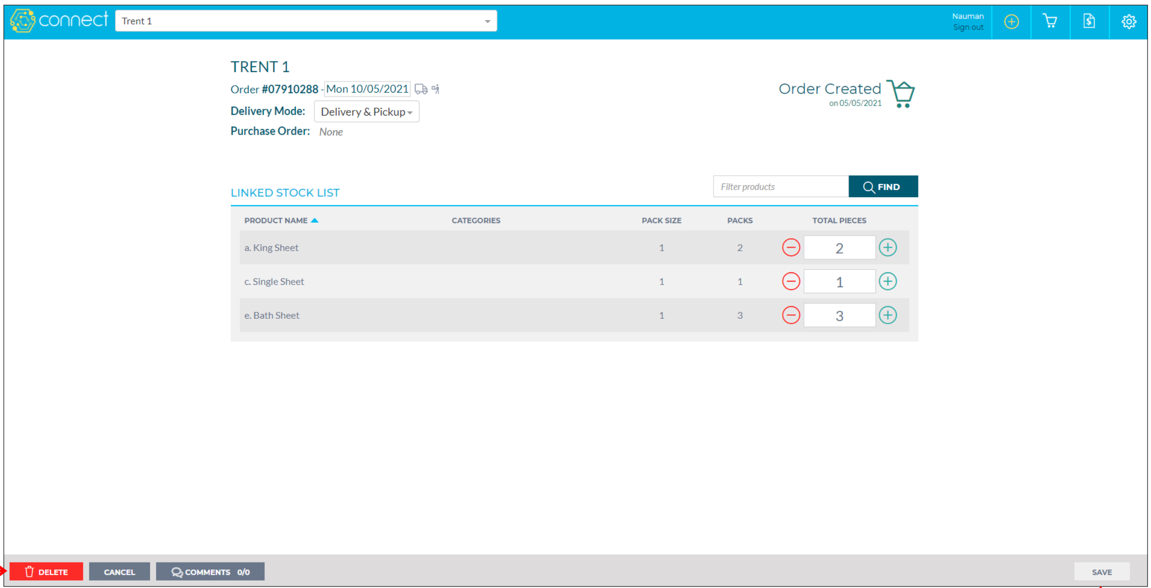
STEPS / GUIDELINES

1. To Delete/Change an existing Order, First click ORDERS

2. Click on PENDING Tab which will display all the Pending orders.

Note: Only pending Orders can be Changed / Deleted

DELETE / CHANGE ORDER



STEPS / GUIDELINES

3. Click on the Order that you want to Delete/Change, which will display the above screen.

4. If you want to delete the Order, click DELETE icon.

5. If you want to change the Order, Modify the order and the click SAVE.

INVOICES CANNOT BE VIEWED IN CONNECT

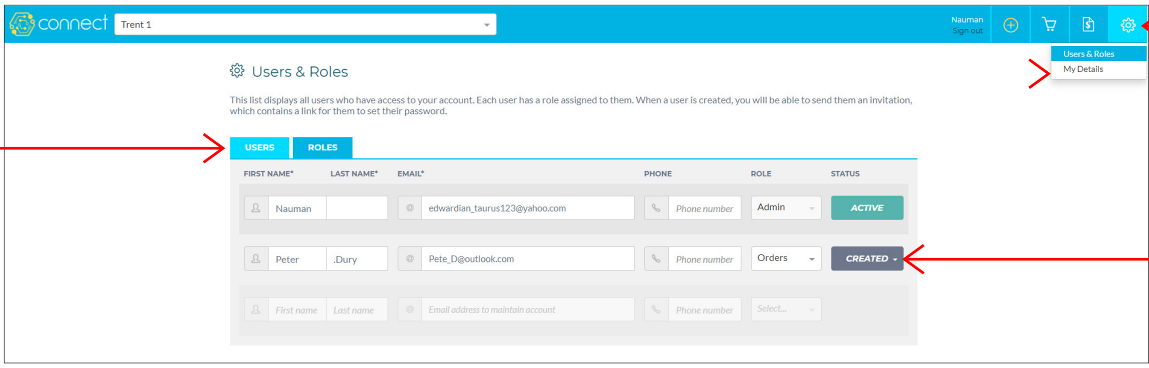
All invoices will be Emailed to Customer's Business Email after dispatch.

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

Or call **5334 1921**

SECTION F: Settings

USERS & ROLES



STEPS / GUIDELINES

1. Click on setting icon on the Top Right Corner

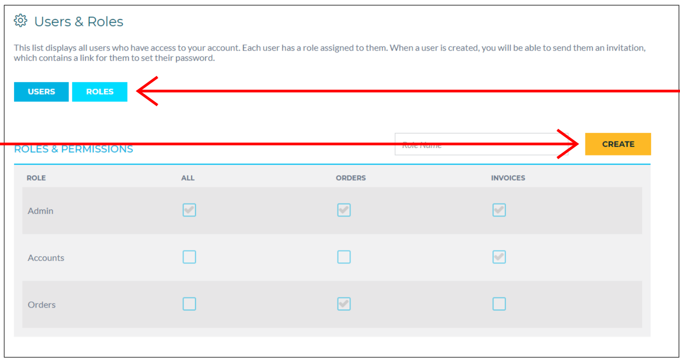
2. Click User & Roles, if you want to give access to other individuals.

3. Then click USERS

a. Enter the name and email of the NEW user, then select which role you want them to have. Now the Status will come up as CREATED.

SECTION F: Settings

USERS & ROLES



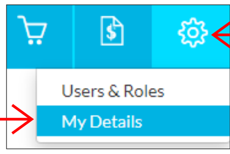
STEPS / GUIDELINES

i) Admin users can see all sections and have full rights
ii) Accounts users can only view the invoices tab
iii) Orders users can only view the orders tab
iv) Customized roles can be created by Clicking the **Roles Tab**

b. Click on "Created" and select "INVITE" from the drop down list.

4. An email will be sent to the user to set a Password and Login.

5. All users can access the My details page by clicking on the Settings icon to manage their information



If you have any queries or require assistance please contact Nauman: linensupport@mccallum.org.au