



Using the E-clic Tool For Toys Orders

Discovery Toys

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Purpose

The purpose of this document is to describe the procedures for logging into the Discovery Toys website, placing customer toy orders, submitting payments, and printing your toy order summary using the Discovery Toys E-clic tool.

Logging into the Discovery Toys Website

To log into the Discovery Toys website:

1. Navigate to: <http://www.discoverytoys.com>.
2. Click the **EC Sign In** link at the top of the page.



3. Enter your **EC Number** and **Password** then click the **Go** button next to **e-clic access**.

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Welcome to EC Online

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Are you a first time e-clic user?

If you are a Discovery Toys' Educational Consultant and this is your first visit to e-clic, you must register. It's easy! Click here.

[Go](#)

Are you a registered e-clic user?

If you have previously registered for e-clic, complete the information below, then click the e-clic access button.

Select Country Code:

Enter EC Number:

Enter Password: * Must be between 4 and 8 characters long and may be any combination of letters, numbers, and symbols.

e-clic access [Go](#)

Do you want to change your password?

Once you have registered for an e-clic password, it is easy to change your password. Click here.

[Go](#)

Placing Toy Orders

To place toy orders using the e-clic tool:

1. Click the **Go** button in the eClic section.

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Livermore Home Office Contact Information

Livermore Home Office is ready to support your needs. We can help with just about anything: place an order; answer all questions; suggest the right person to talk to and more. We are here to help grow your business.

[Go](#)

eSuite

Set up and manage your personal / professional DT Website here; includes comprehensive sales management and other reports in BOSS; read e-mail and keep track of your DT calendar.

[Go](#)

EC Tools

Access loads of information to keep you in the know such as PAL, Hotline, Training Information, DT Consultant Connection, DT Styleguide / LOGO information and all communications to run your DT business.

[Go](#)

eClic

Place all DT orders here. Input Master Orders, track your orders, place orders for business supplies and logo merchandise and order your New DT Products Kit.

[Go](#)

2. Click the **Go** button across from **Master Order**.

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[go back](#)

eClic Ordering

Order products, track sales, update your account information, and submit new team member applications with our simple-to-use processes.

Order Placement:

Master Order	<input type="button" value="Go"/>
Retrieve Saved Master Order	<input type="button" value="Go"/>
Supply Order	<input type="button" value="Go"/>
New Products Kit	<input type="button" value="Go"/>

3. Enter the required shipping information into the Master Order page fields then click the **Go** button next to **Enter Guest Orders**.

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Ship to

Educational Consultant:
ELLEN HOVEY

Order Confirmation E-mail Address:

Re-enter E-mail Address:

Number who attended demonstration:

Number who purchased at demonstration:

Number of outside orders:

Hostess Bookings:

Select who this order is shipping to: ☐ Me ☐ Hostess ☒ Other

Ship to:

First Name:

Middle Initial:

Last Name:

Address:

City:

State/Province:

Zip/Postal Code:

Phone Number:

Tax Rate: %


Shipping: (FOB shipping point)

When shipping to an APO/FPO address, you must use the appropriate state code (AA, AP or AE)

Enter Guest orders

4. Click **Yes** or **No** next to **Save this customer's information**.

Note: If you click **Yes**, you will need to complete all fields marked with an *.



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December 30, 2010

Guest Order

Educational Consultant:

ELLEN HOVEY

Retrieve Saved Customers

Save this customer's information: ☒ Yes ☐ No

Unless "No" is selected, below fields with a * are required.

First Name:

*

Middle Initial:

Last Name:

*

Mailing Address:

*

City:

*

State/Province:

*

Zip/Postal Code:

*

Phone Number:

*

E-mail:

Number of Items ordered: 0

Future Hostess: ☐ Yes ☐ No

Potential Recruit: ☐ Yes ☐ No

This customer agrees to future contact: ☐ Yes ☐ No

5. Enter the Item Numbers and Quantities into the appropriate fields under the **Commissionable Items and Odds N' Ends/Promos** sections.

[illegible]

Note: The Odds N' Ends/Promos section is only used for ordering extras and replacement parts.

6. Click the **Go** button next to **Update Guest order** after entering all items.

A screenshot of a web form titled 'Update Guest order'. The form contains several options, each with a 'Go' button to its right. The 'Go' button for 'Update Guest order' is highlighted with a red rectangle. The options are: 'Update Guest order', 'New Guest order', 'Select a Guest order' (with a dropdown menu), 'Guest orders complete, enter Hostess order', 'All order forms complete', 'Save order and Exit' (with a text input field), and 'Cancel order'.

7. Confirm that the order is correct.

A screenshot of a table titled 'Commissionable Items'. The table has columns: Item Number, Quantity, Description, Unit Price, Total, and PAL. The first row is highlighted with a red rectangle. The data in the first row is: Item Number 2090, Quantity 1, Description GARDEN WORKS, Unit Price 25.00, Total 25.00. The table also shows 'Total Quantity: 1' and 'Total Extended Price: \$25.00'. There is a 'More items...' button at the bottom left.

Item Number	Quantity	Description	Unit Price	Total	PAL
2090	1	GARDEN WORKS	25.00	25.00	

8. Click the **Go** button next to **New Guest order** after you have confirmed the first order. Continue to enter and confirm all remaining guest orders.

A screenshot of a web form titled 'New Guest order'. The form contains several options, each with a 'Go' button to its right. The 'Go' button for 'New Guest order' is highlighted with a red rectangle. The options are: 'Update Guest order', 'New Guest order', 'Select a Guest order' (with a dropdown menu), 'Guest orders complete, enter Hostess order', 'All order forms complete', 'Save order and Exit' (with a text input field), and 'Cancel order'.

9. Click the **Go** button next to **Guest orders complete** then enter the Hostess order after all the guest orders have been entered and confirmed.

Update Guest order

New Guest order

Select a Guest order

Guest orders complete, enter Hostess order

All order forms complete

Save order and Exit

Cancel order

Enter a nickname for your order.

Note: The e-clic application will figure out the credit for you based on Line 4 in the Hostess Free Value Chart. The credit does not appear correctly unless the free toys are entered.

10. Enter the hostess order. After you have entered and confirmed the hostess order, click the **Go** button next to **Update Hostess order**.

Update Hostess order

All order forms complete

New Guest order

Select a Guest order

Save order and Exit

Cancel order

Enter a nickname for your order.

11. Click the **Go** button next to **All order forms complete**. This takes you to the summary page.

Update Hostess order

All order forms complete

New Guest order

Select a Guest order

Save order and Exit

Cancel order

Enter a nickname for your order.

- Click the **Go** button next to **Order forms completed, enter payments** after confirming that the order summary is correct. This takes you to the Payments page.

Update changes	Go
Order forms completed, enter payments	Go
New Guest order	Go
Select a Guest order	Select A Guest ▼
Hostess order	Go
Save Order and Exit	Enter a nickname for your order Go
Cancel order	Go

Making Payments

To make payments using the e-clic tool:

- Enter the requested credit card information in the payments page.

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Payment

Educational Consultant:
ELLEN HOVEY

Maximum of 50 cards per e-clic order.

Count	Card Number	Exp. Date MM/YY	Amount
1		/	
2		/	
3		/	
4		/	
5		/	
6		/	
7		/	
8		/	
9		/	
10		/	

More cards...

Total Due: \$29.14
Card Payments: \$0.00
Balance: \$29.14
Note: This Total Due is in wholesale dollars. The customer's card should be charged retail plus tax and delivery.

Please Note the Following:

- When entering credit card numbers, make sure you are entering retail values. If a balance appears after listing all the credit cards, you will need to use your own credit card or debit card to cover the difference. You should have already collected the money in cash and checks.
- It is not necessary to authorize credit cards when using the e-clic tool. Once the tool verifies the credit cards, it will notify you of an over payment or under payment. If there is an over payment, that amount becomes your commission and Discovery Toys will mail you a commission check.

2. Click the **Go** button next to **Confirm entry and/or charge to A/R**.

A screenshot of a web interface showing three options: 'Confirm entry and/or charge to A/R', 'Modify order', and 'Cancel order'. Each option has a 'Go' button to its right. The 'Go' button for 'Confirm entry and/or charge to A/R' is highlighted with a red rectangular box.

3. Click the **Go** button next to Complete order/authorize cards to submit your order.

A screenshot of a web interface showing four options: 'Confirm entry and/or charge to A/R', 'Complete order/authorize cards', 'Modify order', and 'Cancel order'. Each option has a 'Go' button to its right. The 'Go' button for 'Complete order/authorize cards' is highlighted with a red rectangular box. Below the 'Complete order/authorize cards' option, there is a red warning message: 'Do not use back button after selecting authorize card. This will cause duplicate charges to be processed'.

Printing the Toy Order Summary

To print your toy order summary using the e-clic tool:

1. Click the **Go** button next to **Review and print your order**.

A screenshot of the 'Welcome to Ordering' page on the Discovery Toys website. The page header includes the Discovery Toys logo and the text 'Welcome to Ordering'. Below the header, there is a section for 'Educational Consultant: ELLEN HOVEY'. The main content area is titled 'Order Confirmation' and contains a message about the order number 9584649 being accepted on Dec 30, 2010. At the bottom, there are four options: 'Review and print your order', 'Hostess tally', 'Enter new order', and 'Go To Discovery Toys Home Page'. Each option has a 'Go' button to its right. The 'Go' button for 'Review and print your order' is highlighted with a red rectangular box.

2. Click the **Go** button next to **Print View** to format the order summary page for printing.

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Order Review

Educational Consultant:
ELLEN HOVEY

Return to Order Message

Print View :

Thank you ELLEN HOVEY for your order with Discovery Toys. The total charge for your order including taxes and shipping is \$55.31. Your Order Number is: 9584649. An order confirmation e-mail will be sent to: ellen@gotgreattoys.com.

Order

3. Click **Print** to print the formatted order summary for your records.