Navigating PWW

1. Navigate to updated PWW site – linked here.
   a. The preferred browser is Google Chrome.
   b. Log in with your existing agency reference, user name, and password.

2. The homepage will be updated with relevant information. Also included is a link to the PARC.
Ordering on PWW

1. To place an order, click shop then select shop online.

2. When you reach the shopping page, there will be a note that states you must submit your order within 12 hours of the current time or the products in your cart will be released for others to order.
   a. There are a few different ways to find products you are looking for. First, you can sort by name (A to Z or Z to A) and price (high to low or low to high). There is also a keyword search box in which you can search for any specific products.
b. There is also a filter in which you can narrow down the list of products visible. If you click the filter button, the below will pop-up. You can select various product attributes to narrow the list of products you see on the screen.

3. There are 3 different ways in which to view products. You can select the view you prefer on the far right-hand side in the highlighted portion.
a. The left selection will produce a shop page like the below.

![Shop Page Example 1]

b. The middle selection will produce a shop page like the below.

![Shop Page Example 2]
c. The right selection will produce a shop page like the below.

4. To view your order history or Open AR, select the Order History tab.

   a. The Orders tab provides details by order number, including status of the order.
b. The Open AR tab provides details by order number including outstanding balance and payments.

**ORDER HISTORY**

<table>
<thead>
<tr>
<th>Order Ref</th>
<th>Balance</th>
<th>Payments</th>
<th>Total Price</th>
<th>Total Service Fees</th>
<th>Misc Charges</th>
<th>Total (Balance Product)</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>184206</td>
<td>$9.16</td>
<td>$6.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5.16</td>
</tr>
</tbody>
</table>

**Entering Statistics in PWW**

1. To enter or view Statistics, click on the Statistics tab.

   a. You will see your previous monthly statistics with collection period, effective date, and submission date. You can click View to review previous entries.
2. To enter new monthly statistics, click Add New Agency Statistics.

   a. Click into the month drop-down and select the month for which you are entering statistics. After you select the month, hit Save.
b. Statistics should be entered in the Value column. You are able to search for a specific statistic type by entering the name into the Statistic Name box in the top left column. Make sure that you expand to the second page of statistics if necessary. In the Comment column, you can add any notes you deem helpful or necessary.

Entering Agency Pickups (Retail Rescue)

1. To enter Agency Pickups / Retail Rescue, click the Agency Pickup Tab.
2. Select the Create Pickup button under the correct donor.

a. Select the date of the pickup, add any necessary notes, and then add weight / temperature of any items that were collected. When completed, hit save at the bottom of the page.
Reviewing Reports

1. To review historical reports, click the Reports tab.

   a. Only one report is currently pre-populated. Hit the Run button on the PWW Agency Stats Reported line.

   b. The report is built to show monthly historical statistics beginning in January 2021. If you wish to show more or less data, you can select the starting date by clicking the calendar icon. Once you have the starting date you desire, hit Run Report.
c. The report can be exported as either a PDF or excel file. The data will be organized by month. Each month for which statistics were submitted, you will find a value for any metrics populated that month.