



Boy Scouts of America

User Manual/Website Support Documentation

Login Screen

Use the following link to get to the LOGIN screen: <http://www.tpcalbany.com/leni/login.aspx>

Once you are in the login screen, enter visitor@bsa.org into the Email Address field, and enter **bsa** into the Password field to login.

Main Storefront Screen

Once you have logged in, you will be directed to the main storefront.

The storefront is where you can create and order products. On the left sidebar of the screen, you can choose a category of products. Once you select the category, you can view the products associated with that category.

Select Product

Once you select a category, the next screen will allow you to select a product.

Product Details

Once the user selects a product, they will then be directed to the product details screen. This is where variable information can be added to customize the product.

The product details screen is used for viewing, downloading and ordering a product.

From this screen, variable information can be added to the product.

Variable Fields:

Unit Number: Enter the Unit number for which you are ordering the product

Location: Enter the location into this text box

Day: Enter the day on which the event is occurring

Date: Enter the date on which the event is occurring, including the month, day, and year

Time: Enter the time at which the event is occurring

Contact Name: Enter the name of the person to call regarding the event

Phone Number: Enter the phone number of the person to call regarding the event

Variable Text: Enter any additional information that you would like to include on the product. Please note that there is a character limit to this field, limiting the amount of text that can be added. **District Executive:** select the county the unit is located in, to be properly charged for the product ordered.

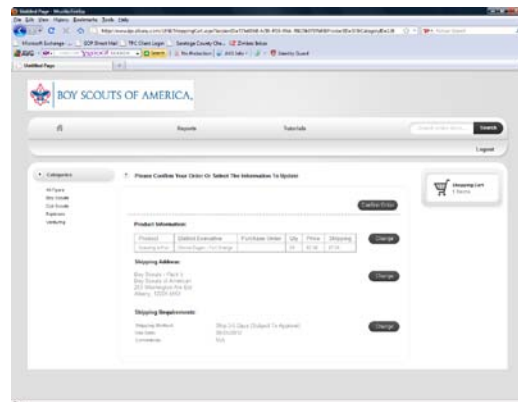
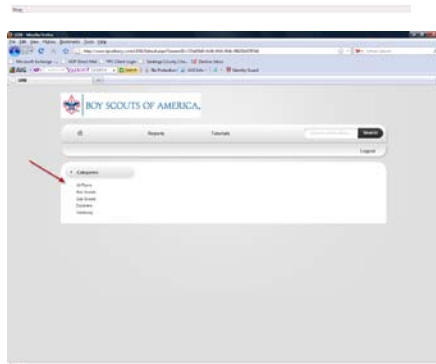
Qty: Enter the quantity that you would like to order.

Add to Cart: This will add the product to the shopping cart.

Shopping Cart

Once the user has added an item to the shopping cart, they will be directed to the shopping cart.

Products: The products column in the shopping cart will allow the user to select the link and see the product detail screen for that particular product.



Remove: The remove button will remove the product from the shopping cart.

Edit: The edit button will allow the user to edit the product details of the product.

View: The view icon will allow the user to view a .pdf of the product, if one is available.

Qty: The qty textbox is where the user can update the quantity of the order for each individual product.

Continue button: The continue button will bring the user to the shipping screen.

Shipping Address

Once the user has selected the appropriate products and clicks “continue” on the Shopping Cart screen, they are directed to the Shipping Address Screen.

Enter the appropriate shipping information and click the “select” button to continue.

Shipping Requirements

The Shipping Requirements screen will allow you to choose whether you want to pick up the products ordered at the Council Office or ship the products to the shipping address that you entered on the previous screen. From here, you will also enter the due date for the products ordered and add any further comments in the “Comments” section.

Once all of the appropriate information is filled out, click “Continue” to continue.

Confirm Order

Once the user has selected the shipping method, due date, and entered any other comments, they are then directed to the confirm order screen.

On the confirm order screen you can review the details of the order and change any attribute of the order by selecting the “Change” button, which will take you back to the screen to change the information as needed. Once the information is correct, continue ahead to the Confirm Order screen and click “confirm order” to confirm your order.

Submitted Order Confirmation

Once the user has confirmed the order information, they are then directed to the order complete page, which will contain the order number and a confirmation that the order has been submitted for processing.

Search

On the main header bar, the user can select the search tab to search any product that is in the system.

Once a search is executed, the results appear below the search textbox. Each search result link can be selected and directed to the appropriate product.

Technical Support - Contact Information

Phone Support:

Brigar X-Press Solutions, Inc.

Jodi McGrath ([518 438-7817](tel:5184387817)), ext. 225

Hours: 7:45 – 4:30 Monday - Friday

Email Support:

Brigar X-Press Solutions, Inc. IT Department

techsupport@bxs-ny.com

Hours: 8 – 5 Monday - Friday

