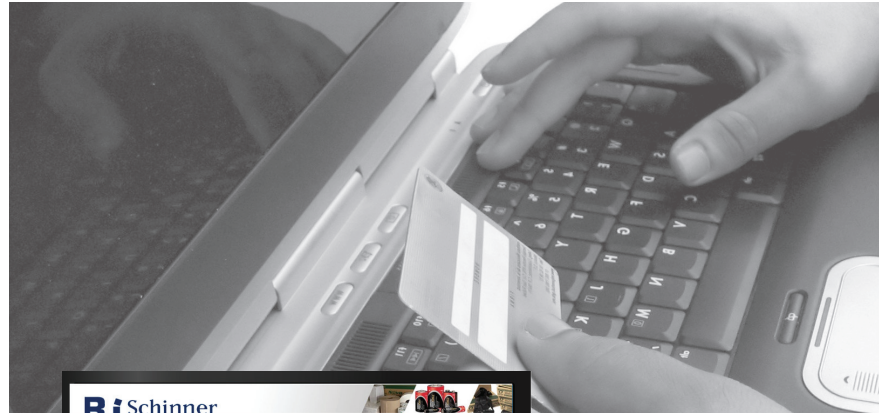


WEB TIPS

Tips and tricks for using
rjschinner.com



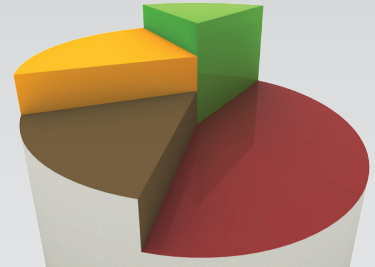
Today's Tip
Stay up-to-date
with account
review



My Account page features account review. View important account information, overall account information, and open back-orders and past orders.

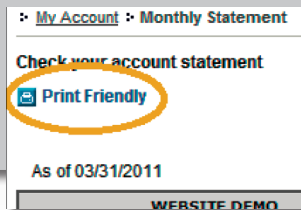
Six type of reports available.

- The Account Inquiry (1) and Monthly Statement (2) reports give you snapshots of your account from a specific month.
- The Open Back-orders (3), Open Bids (4), and Open Orders (5) reports allow you to view specific types of open transactions.
- The Order History (6) report is an archive of your fulfilled orders sorted by date.



Printer-Friendly

A printer-friendly format is one click away. Just click on the button at the top of the page.



Date Settings for Information Outside of Date Range

Reports automatically display last month's information. For information outside of date range, follow these steps.

- Select Month – For the Account Inquiry and Monthly Statement reports, select the desired month from the drop down list. Then type in the desired year and click Go.
- Select Date Range – For the Open Orders and Order History reports, type in the desired From and To dates and click Go.
- One Size Fits All – The Open Back-orders and Open Bids reports show all back-orders or bids regardless of date.