



BERKELEY
COUNTY SC

Information
Technology
Services

Instructional Documentation

Berkeley County Employee Store



PURPOSE OF APPLICATION

- To streamline the process for employees to order Berkeley County branded merchandise & work apparel
- To create a central electronic approval process that captures all requests, approvals, vendor orders, inventory, & spending

Process Overview

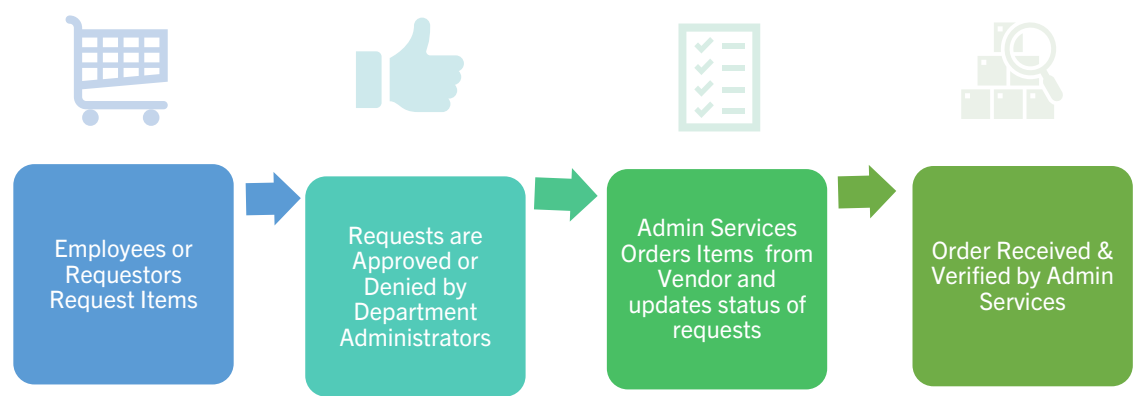


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User Guide

The User Guide will focus on the **front-end** of the application which consists primarily of:

-  navigating the application (website)
-  shopping and selecting items
-  requesting items

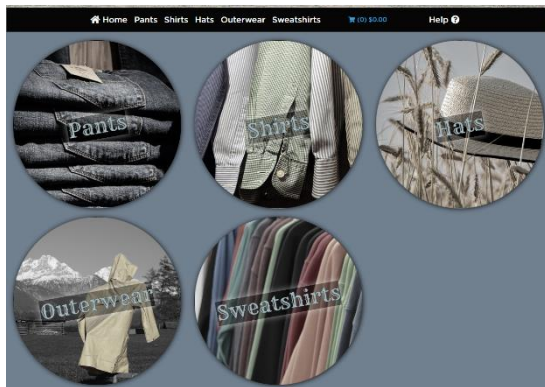
Berkeley County Employee Store link:

<https://store.berkeleycountysc.gov/>

1. Navigate to the link directly above to access the application.
2. Click the **Shop Now** button



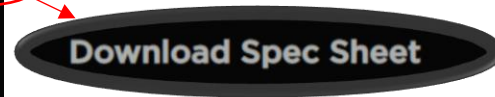
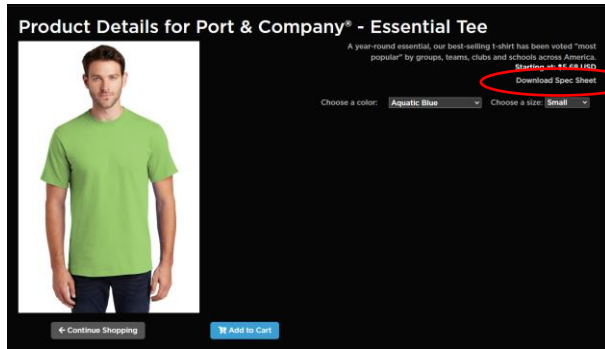
3. Click any Category* to view those item types: Pants, Shirts, Hats, Outerwear, Sweatshirts (& more categories coming soon!)



4. To view an Item, click the **Details** button on that item



- To view more details about the item such as colors, size availability, fabric, and fit, click **Download Spec Sheet**.

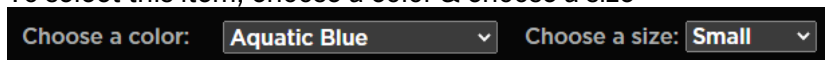




This will download a PDF containing details for that item, similar to the screenshot below:



Once you have viewed the PDF details, navigate back to the item view.

- To select this item, choose a color & choose a size



- Then click  **Add to Cart**.
If you  **Add to Cart**, your cart will appear displaying the items you have chosen.
There is also a comments field where you have the ability to type any comments regarding that line item.

From here, you can **Continue Shopping** or **Proceed to Checkout**.

- If you **Proceed to Checkout**, the next screen will have two buttons (required to place the order) to identify who the order is for and who it's being ordered by:

This order is for...

Being ordered by...

A drop down will appear to select the employee's name that the order is for & the name of the person it is being ordered by.

Utilize the search box by typing in the name to narrow down the choices.

This order is for...

Kr

- Kristin Riddle
- Kristy Mills
- Kristen Lanier
- Kristi Davis
- Carol Kraft
- Thomas Krakeel
- Kristin Tweed
- KRISTEN BRANT
- KELLY KRAUS
- KRISTY VILLAVECES

9. Once you have identified who the order is for and who is ordering, one more box will appear, which requests your Employee ID #.

Kristin Tweed Please enter your employee ID Number

Place Order

Enter your Employee ID # here.

Enter your Employee ID # and then click **Place Order**.

10. A confirmation will appear with your order details.

Request Status


Your Request has been placed succesfully. Please keep your Reference ID for future use

Reference ID: # Total: \$6.13 USD

Requested On: 2023-02-06 16:19:54 Requested For:

Department ID: Information & Technology Serv Email: @berkeleycountysc.gov

Employee Number: Requested By:

	Product	Price	Quantity	Sub-Total
	Port & Company® - Essential Tee Color: Aquatic Blue Size: Small Logo: Berkeley	\$5.68 USD	1	\$6.13 USD






← Continue Shopping

11. You can now close out of the application or click to Continue Shopping.

The Order Request is now complete. The order will now flow to the back-end of the application. Those who have Admin privileges (such as Managers/Supervisors/Directors/and others designated for this process) will have access to the Admin page to view and continue the process of completing these orders, such as Approving or denying them, placing the order with the vendor, etc. See the next section in this document titled **Admin Guide** for more details.

Admin Guide

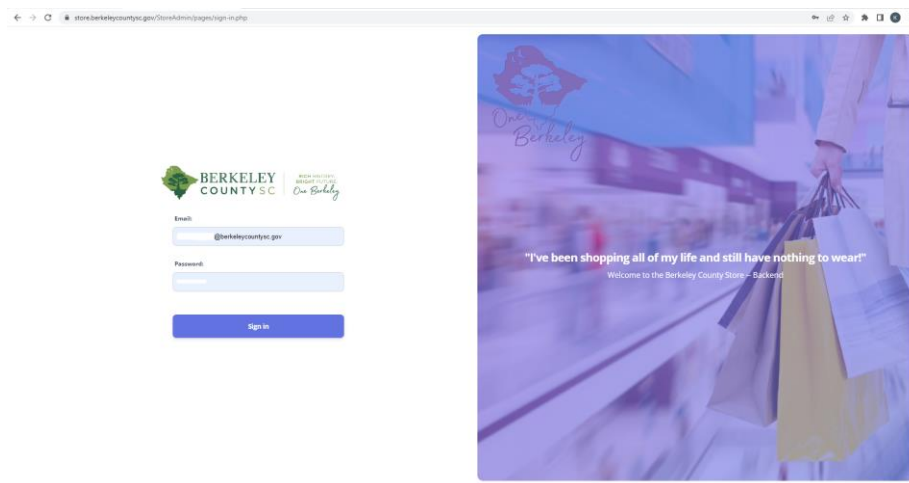
The Admin Guide will cover the **back-end** of the application, which is the process that begins after a user submits an order. This part of the application is only accessible by Admins, who have permission to approve or deny orders placed by employees. The back-end of the application consists of a dashboard style layout that displays or facilitates the following:

-  Approvals & Denials
-  Order Items from Vendor
-  Order status
-  Received Items
-  Distribution of Items to Employees

Store Admin link:

<https://store.berkeleycountysc.gov/storeadmin/> 

1. Navigate to the link above to access the Store Admin.
2. Enter your County email address and password (the same login that you use to login to your computer and/or email. Screenshot of the login page below:



Once logged in, you will see your **Dashboard**:



Dashboard Features include:

- **Department Spending Overview – Month to Month for the Year 2023**



- **Most Recent Employee Uniform Requests- from here you can View/Approve/Deny All Requests**

Most Recent Employee Uniform Requests			
Click Here to View/Approve/Deny All Requests			
Employee Name: Jon Ellwood	Number of Items Requested: 2	Cost of Request: \$48.43	Department: Information & Technology Serv
Employee Name: Jon Ellwood	Number of Items Requested: 1	Cost of Request: \$10.78	Department: Information & Technology Serv
Employee Name: Jon Ellwood	Number of Items Requested: 1	Cost of Request: \$29.14	Department: Information & Technology Serv
Employee Name: Jon Ellwood	Number of Items Requested: 1	Cost of Request: \$11.21	Department: Information & Technology Serv
Employee Name: Jon Ellwood	Number of Items Requested: 1	Cost of Request: \$24.21	Department: Information & Technology Serv
Employee Name: Jon Ellwood	Number of Items Requested: 1	Cost of Request: \$24.21	Department: Information & Technology Serv

- **Pending Approvals Needing to be Ordered from Vendor-** quick access to items that need to be ordered from the Vendor

Pending Approvals Needing to be Ordered from Vendor

- James Troy**
 Employee ID: 7143 | 10 Items | 107.78 | [Go To Approvals](#)
- Linnie Davis**
 Employee ID: 0035 | 2 Items | 22.42 | [Go To Approvals](#)
- Carla Carswell**
 Employee ID: 5238 | 1 Items | 11.21 | [Go To Approvals](#)
- Ricky McNeil**
 Employee ID: 2049 | 1 Items | 5.18 | [Go To Approvals](#)
- Ricky McNeil**
 Employee ID: 2049 | 1 Items | 5.18 | [Go To Approvals](#)
- Clifford McElvogue**
 Employee ID: 0521 | 1 Items | 5.18 | [Go To Approvals](#)
- Steve Davis**
 Employee ID: 1010 | 1 Items | 6.13 | [Go To Approvals](#)

Employee Requests

store.berkeleycountysc.gov/storeadmin/pages/requests.php

Berkeley County Store

- Dashboard
- Employee Requests
- Approvals To Be Ordered
- Ordered Items
- All Received Items
- Requests Overview
- Sign Out

Need help?
Please contact the HelpDesk

Contact the Help Desk

BERKELEY COUNTY SC

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One Berkeley

All Pending Requests

EMPLOYEE MAKING REQUEST	DESCRIPTION OF ITEM	NUMBER OF ITEMS IN REQUEST	TOTAL COST OF REQUEST	DATE REQUESTED	EMPLOYEE MAKING REQUEST	
Kristin Tweed kristin.tweed@berkeleycountysc.gov	Port Authority® Core Soft Shell Jacket.	1	\$43.18	2023-01-31 08:25:14	7301	Approve or Deny
Kristin Tweed kristin.tweed@berkeleycountysc.gov	Port Authority® Ladies Microfleece Jacket.	1	\$23.14	2023-01-31 08:25:14	7301	Approve or Deny
Kristin Tweed kristin.tweed@berkeleycountysc.gov	Port Authority® Flexfit® Mesh Back Cap	1	\$11.21	2023-01-31 08:29:32	7301	Approve or Deny
Kristin Tweed kristin.tweed@berkeleycountysc.gov	Port Authority® Ladies Microfleece Jacket.	1	\$26.14	2023-01-31 08:29:32	7301	Approve or Deny
DARCEA MONTGOMERY darcemont@berkeleycountysc.gov	Port & Company® Core Cotton Tee	14	\$72.58	2023-01-31 15:44:59	4438	Approve or Deny
Ashley Taylor ashley.taylor@berkeleycountysc.gov	Port Authority® Core Soft Shell Jacket.	3	\$125.54	2023-02-01 11:42:13	4438	Approve or Deny
Heather McDowell heather.mcdowell@berkeleycountysc.gov	Port Authority® Perforated Cap.	1	\$4.42	2023-02-01 11:44:22	7143	Approve or Deny
Darnell Hartwell darnell.hartwell@berkeleycountysc.gov	Port Authority® Ladies Short Sleeve SuperPac™ Oxford Shirt.	1	\$35.62	2023-02-01 12:11:58	4438	Approve or Deny

All Pending Requests show up here with an at a glance view of Order Requests including the

- name of the employee making the request
- description of item(s)
- total cost
- date requested
- the ability to Approve or Deny that request without navigating away from this screen

Click

Approve or Deny

. The **Uniform Requests** window appears.

Uniform Requests for Kristin Tweed

Request Details	Employee Has Submitted
Current Status:	Pending
Spent On Employee FY23:	\$ 25.90
Approved So Far:	\$ 198.40
Department	Information Technology
Order ID	1108
Date of Request	2023-01-31 08:35:14
Number of Items Employee is Requesting	1
Price per Item	\$ 26.98
Total Cost of ALL Items	\$ 29.14
Items Being Requested	Port Authority® Ladies Microfleece Jacket.
Size Employee Has Chosen	Small
Color Employee has Chosen	Pearl Grey
Comments From Employee	null
Select Logo	

Close

Approve

Deny

IF THIS REQUEST IS APPROVED:

Select Logo Type for this item. All departments will have the option of the Berkeley County logo, while some may also have a departmental logo to choose from.

Click **Approve**. A pop-up will appear to confirm the "Request Has Been Approved!!"

IF THIS REQUEST IS DENIED:

Click **Deny**. A pop-up will appear to confirm the "Request Has Been Denied"

Approvals To Be Ordered

Berkeley County Store

Dashboard
Employee Requests
Approvals To Be Ordered
Ordered Items
All Received Items
Requests Overview
Sign Out

You have approved 35 Requests from Employees
Approved Requests have a grand total of: **\$2,375.44**

APPROVED REQUEST FOR	DESCRIPTION OF ITEM	NUMBER OF ITEMS IN APPROVED REQUEST	TOTAL COST OF APPROVED REQUEST	DATE REQUESTED	
Michael Gaskins michael.gaskins@berkeleycountysc.gov	Port Authority® Core Soft Shell Jacket	12	\$516.14	2023-01-31 15:45:41	Order Item
LINNIE DAVIS lzdavis0000035@berkeleycountysc.gov	Port Authority® Flexfit® Mesh Back Cap	2	\$22.42	2023-01-20 15:30:48	Order Item
CAROLYN WARE cware0000022@berkeleycountysc.gov	Port & Company® - Essential Tee	2	\$13.27	2023-01-24 10:07:22	Order Item
Ricky McNeill rzmccneill2318@berkeleycountysc.gov	Port & Company® - Core Cotton Tee	1	\$5.18	2023-01-24 15:38:06	Order Item
Carla Carswell carscarswell@berkeleycountysc.gov	Port Authority® Ladies City Stretch Tunic	6	\$272.03	2023-01-17 13:35:35	Order Item
James Troy jtroy@berkeleycountysc.gov	District® Women's Perfect Trim V-Neck Tee	10	\$107.76	2023-01-18 12:47:24	Order Item
Steve Davis stevedavis@berkeleycountysc.gov	Port & Company® - Essential Tee	1	\$6.13	2023-01-24 15:41:18	Order Item
Jon Ellwood jellwood0000008@berkeleycountysc.gov	Port & Company® - Essential Tee	4	\$24.54	2023-01-26 12:31:37	Order Item

Need help?
Please contact the HelpDesk
Contact the Help Desk

Approvals To Be Ordered = Approved Requests that need to be ordered from the vendor(s). Once you have done so, click **Order Item**.

A screen will pop up with details and confirmations such as “Placed Order with Vendor” and “Size Not Available.” If the item has been approved, but is not available, an e-mail will be sent to the Requestor. The Requestor should then request another size, color, or item.

You Have Approved This Request from James Troy

Approval Details	Employee Has Submitted
Department	Information & Technology Serv
Date of Request	2023-01-24 14:59:36
Number of Items Employee is Requesting	1
Price Per Item	5.68
Total Cost for All Items with tax	6.13
Items Being Requested	Port & Company® - Essential Tee
Logo for Item:	Berkeley
Size Employee Has Chosen	Small
Color Employee has Chosen	Aquatic Blue
Comment from Employee	
Product Code for Item	PC61
Status of Item	

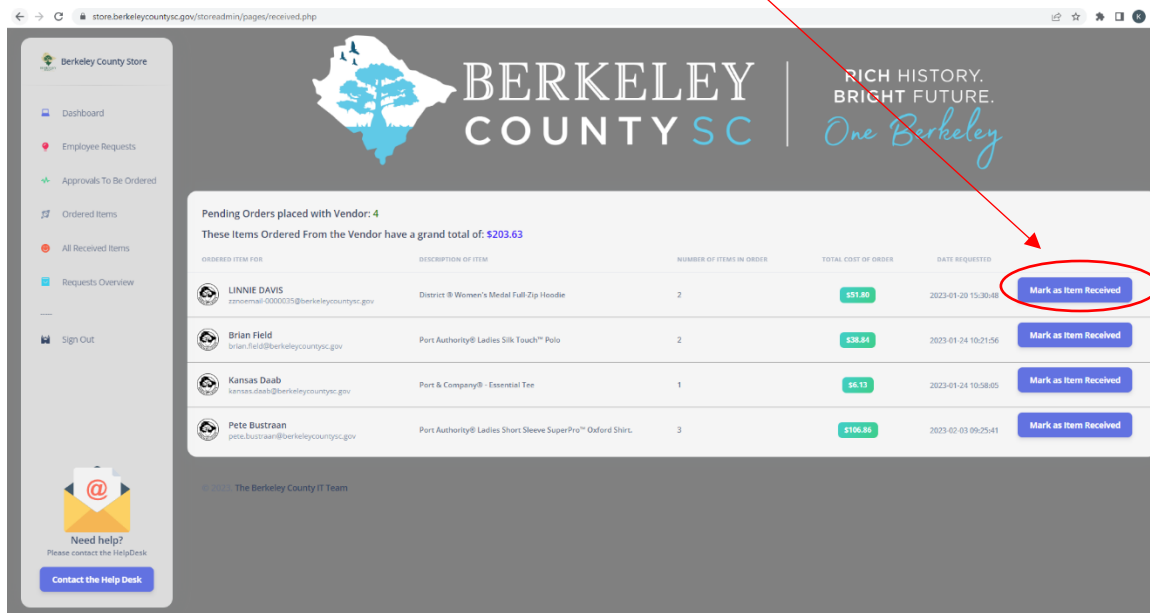
Close Placed Order With Vendor Cancel Order – Item is Out of Stock/Discontinued

Size Not Available Color Not Available Item On Backorder

Click here if size, color, or item is not available

Ordered Items

Once an item arrives, mark item as received from vendor in the system. To do this, go to Ordered Items > Click “Mark Item as Received” button



A pop up will appear-

You Have Approved This Request from Pete Bustraan

Approval Details	Employee Has Submitted
Department	Information & Technology Serv
Date of Request	2023-02-03 09:25:41
Number of Items Employee is Requesting	3
Price Per Item	32.98
Total Cost for All Items w/ Taxes	106.86
Items Being Requested	Port Authority® Ladies Short Sleeve SuperPro™ Oxford Shirt.
Size Employee Has Chosen	2X
Color Employee has Chosen	Navy
Comment from User	

CloseMark Item as Received from Vendor. Have it in HandChange Status Back to Ordered

If you have received the item, click:

Mark Item as Received from Vendor. Have it in Hand

You also have the option to “Change Status Back to Ordered” or to simply close the window.

After clicking “**Mark Item as Received from Vendor. Have it in Hand**” a message appears stating “ Item Marked as Received.” The Item now continues through the workflow to now be found under the menu option “All Items Received.”







All Received Items

Items you have marked as received will now appear here:

You have Received 6 Total Orders from Vendor.

These Orders combine for a total of 16 Items in Inventory

These Items You Now Have on Hand have a grand total of: \$704.34

ITEM RECEIVED FOR EMPLOYEE	DESCRIPTION OF ITEM	NUMBER OF ITEMS RECEIVED IN THIS ORDER	TOTAL COST OF RECEIVED ORDER	DATE REQUESTED	
 Carla Carswell carla.carswell@berkeleycountysc.gov	Port Authority® Ladies City Stretch Tunic	6	\$272.03	2023-01-17 13:35:35	View Order Details
 Carla Carswell carla.carswell@berkeleycountysc.gov	CornerStone® - ANSI 107 Class 3 Safety Windbreaker	4	\$246.67	2023-01-17 13:39:42	View Order Details
 Kristin Tweed kristin.tweed@berkeleycountysc.gov	District® Women's Medal Full-Zip Hoodie	1	\$25.90	2023-01-20 14:23:36	View Order Details
 Jon Ellwood jon.ellwood@berkeleycountysc.gov	District® Women's Medal Full-Zip Hoodie	1	\$25.90	2023-02-01 13:38:59	View Order Details
 Lynn Cunningham lynn.cunningham@berkeleycountysc.gov	Port Authority® Ladies Silk Touch™ Long Sleeve Polo	1	\$26.98	2023-02-02 16:15:37	View Order Details
 Pete Bustraan pete.bustraan@berkeleycountysc.gov	Port Authority® Ladies Short Sleeve SuperPro™ Oxford Shirt.	3	\$106.86	2023-02-03 09:25:41	View Order Details

If you click [View Order Details](#) , it will bring up a screen similar to the following:

You Now Have this Item On Hand Ready to give to Carla Carswell

Approval Details

Department

Date of Request

Number of Items Employee is Requesting

Price Per Item

Total Cost for All Items

Items Being Requested

Size Employee Has Chosen

Color Employee has Chosen

Logo for Item

Comment from User

Employee Has Submitted

Information & Technology Serv

2023-01-17 13:35:35

6

\$41.98

\$272.03

Port Authority® Ladies City Stretch Tunic

Large

True

Berkeley

Close

Change Status Back to Ordered

From here you have the option to view the order details or if you do **not** have this item on hand ready to give to the employee.

Change Status Back to Ordered