

Address:

网址:

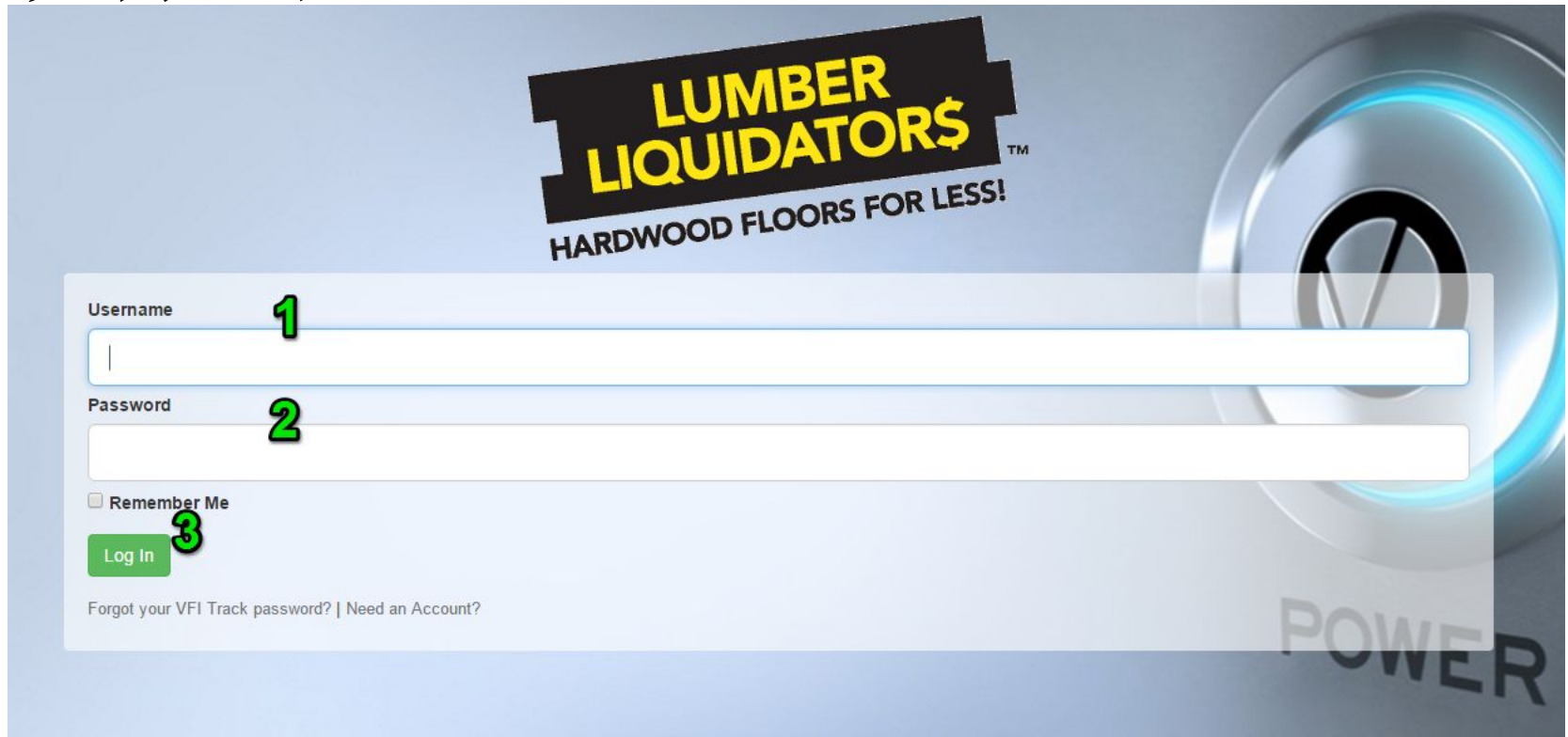
**`https://11.vfitrack.net`**

## Supported Web Browsers



# How To Log In

## 如何登录



The image shows the login page for Lumber Liquidators. At the top, there is a logo for "LUMBER LIQUIDATORS\$™" with the tagline "HARDWOOD FLOORS FOR LESS!". Below the logo is a login form with a light blue background. The form contains a "Username" field, a "Password" field, a "Remember Me" checkbox, and a "Log In" button. The fields and button are numbered 1, 2, and 3 respectively, indicating the steps for logging in. At the bottom of the form, there is a link for "Forgot your VFI Track password? | Need an Account?". The background of the page features a large, glowing blue circular graphic with the word "POWER" written below it.

**LUMBER LIQUIDATORS\$™**  
HARDWOOD FLOORS FOR LESS!

Username **1**

Password **2**

☐ Remember Me **3**

Log In

[Forgot your VFI Track password? | Need an Account?](#)

POWER

1. Type your username (usually your email address)  
输入您的用户名（通常是您的电邮地址）
2. Type your password  
输入您的密码
3. Click “Log In”  
点击“登录” (Log In)

# Searching For An Order

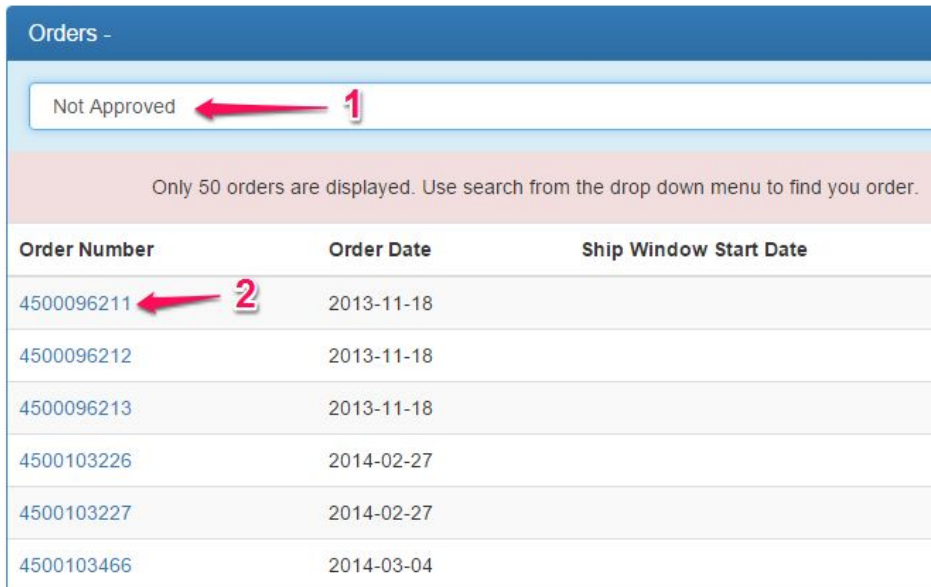
## 搜索订单



- Pull down the Order Selection menu
- 将“订单选择” (Order Selection) 菜单下拉
- Choose Search
- 选择“搜索” (Search)
- Type an Order Number
- 输入“订单编号” (Order Number)
- Press [Enter] or Click the Search Button
- 按下“回车” (Enter) 或点击“搜索” (Search) 按钮
- Click the Order Number
- 点击“订单编号” (Order Number)

# Showing Orders Not Approved

## 显示未被批核的订单



Orders -

Not Approved 1

Only 50 orders are displayed. Use search from the drop down menu to find you order.

Order Number	Order Date	Ship Window Start Date
4500096211 <span>2</span>	2013-11-18	
4500096212	2013-11-18	
4500096213	2013-11-18	
4500103226	2014-02-27	
4500103227	2014-02-27	
4500103466	2014-03-04	

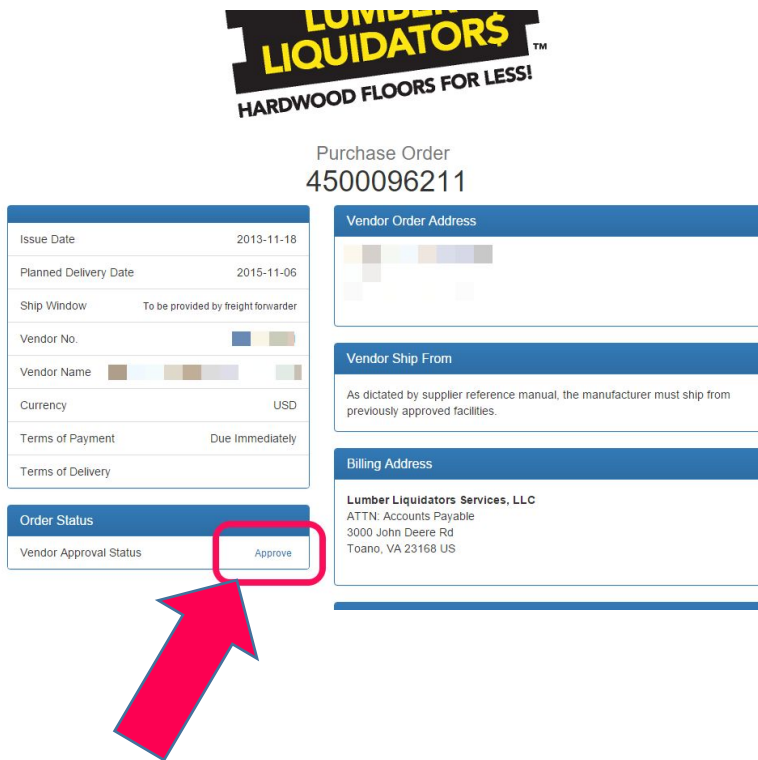
- Pull down the Order Selection menu
- 将“订单选择” (Order Selection) 菜单下拉
- Choose “Not Approved”
- 选择“未被批核” (Not Approved)
- Click an Order Number to view it
- 点击“订单编号” (Order Number) 可查看该订单

(Only 50 orders will be shown. To find more orders, use search)

(仅显示 50 个订单。如需查找更多订单，请使用搜索功能)

# Approving An Order

## 订单批核



**LUMBER LIQUIDATORS™**  
HARDWOOD FLOORS FOR LESS!

Purchase Order  
4500096211

Issue Date	2013-11-18
Planned Delivery Date	2015-11-06
Ship Window	To be provided by freight forwarder
Vendor No.	
Vendor Name	
Currency	USD
Terms of Payment	Due Immediately
Terms of Delivery	

**Order Status**

Vendor Approval Status	Approve
------------------------	---------

**Vendor Order Address**

**Vendor Ship From**

As dictated by supplier reference manual, the manufacturer must ship from previously approved facilities.

**Billing Address**

Lumber Liquidators Services, LLC  
ATTN: Accounts Payable  
3000 John Deere Rd  
Toano, VA 23168 US

From the order screen

在订单屏幕上

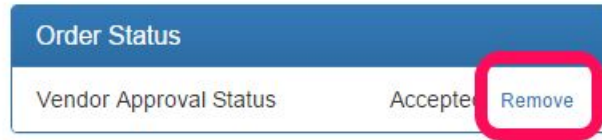
- Scroll to the Approval Status Box
- 滚动至“批核状态框” (Approval Status Box)
- Click the Approve button
- 点击“批核” (Approve) 按钮

After approving, the page will reload and the button will change to say “Remove”

批核后，页面将重新加载，按钮将变更为“删除” (Remove)

# Removing Order Approval

## 删除订单批核



From the order screen  
在订单屏幕上

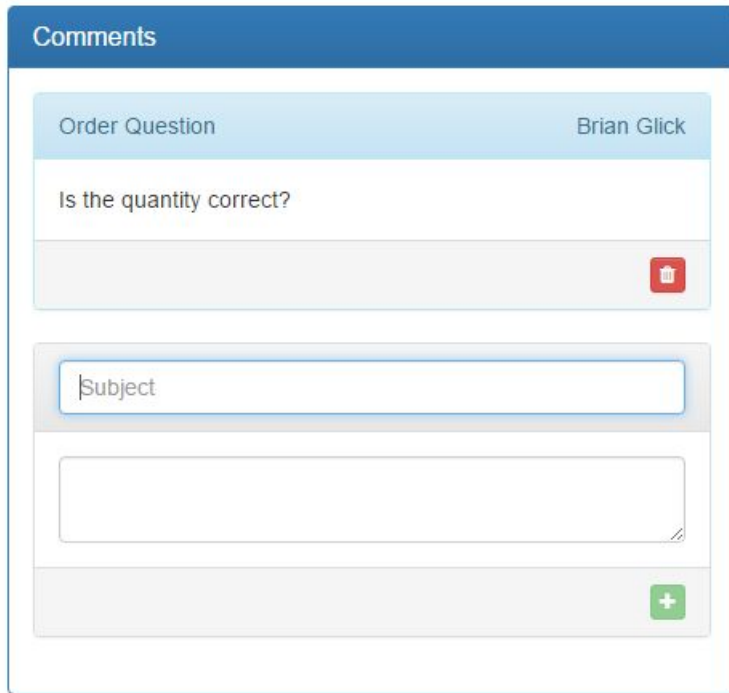
- Scroll to the Approval Status Box
- 滚动至“批核状态框” (Approval Status Box)
- Click the Remove
- 点击“删除” (Remove)

After approving, the page will reload  
and the button will change to say  
“Approve”

批核后，页面将重新加载，按钮  
将变更为“批核” (Approve)

# Adding A Comment

## 添加一个评论



Comments

Order Question Brian Glick

Is the quantity correct?

Subject

+

From the order screen  
在订单屏幕上

- Scroll to the Comments Box
- 滚动至“评论框” (Comments Box)
- Type your comment
- 输入您的评论
- Click the + button
- 点击“+”按钮

# Printing An Order

## 打印订单

A PDF copy of each order revision is attached to the order screen.

在订单屏幕上可查看每个订单修订内容的 PDF 格式附件。

Attachments	
order_4500157548_20151221043406056.pdf	963 Bytes
order_4500157548_20151209220700000.pdf	963 Bytes

From the order screen

在订单屏幕上

- Scroll to the Attachments Box
- 滚动至“附件框”(Attachments Box)
- Click the revision you want to view
- 点击您想查看的修订内容
- Download and print the PDF
- 下载并打印 PDF



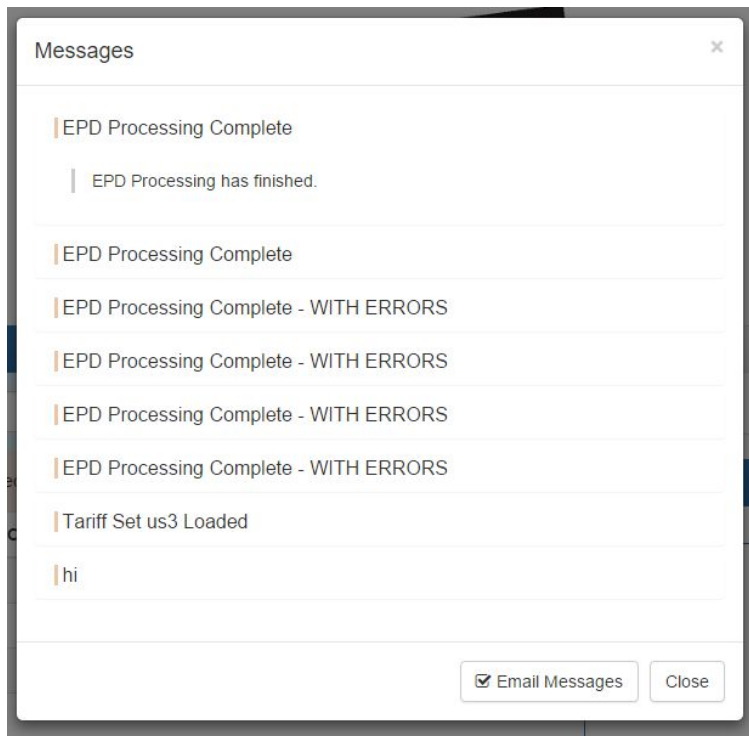
# Viewing Your Messages

## 查看消息



You will receive important notifications in the messages area.

在消息区域您将收到重要通知。



When you have new messages, there will be a number next to the word Messages at the top of the screen like “Messages (3)”

当您有新消息时，在屏幕上方的“消息”文字旁会出现一个数字，比如“消息 (3)”

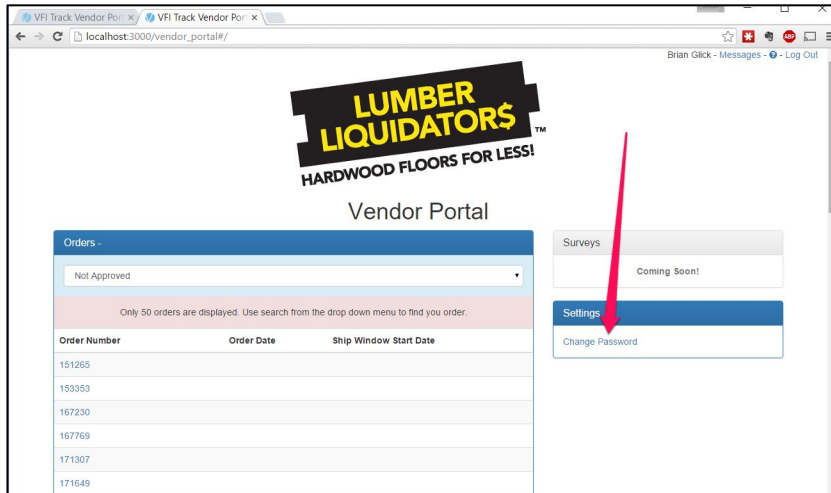
- Click the Messages link
- 点击“消息” (Messages) 链接
- Click each message to see the body
- 点击每个消息查看正文内容

Check the “Email Messages” box to receive and email whenever a message is added to your account.

当某个消息添加至您的账户时，点击“电子邮件消息” (Email Messages) 框可通过电子邮件接收和发送消息。

# Changing Your Password

## 更改您的密码

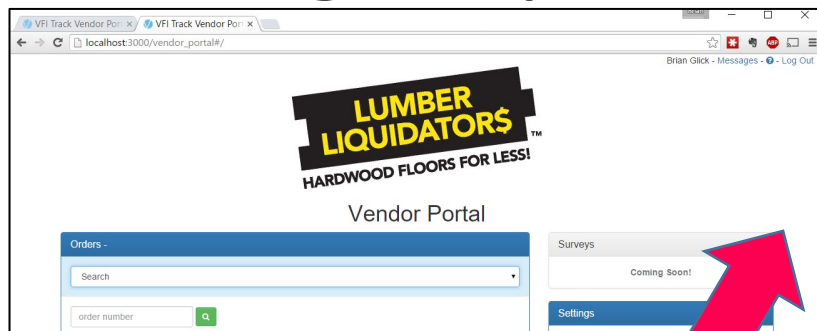


From the Home screen  
从“主页” (Home) 屏幕

- Scroll to the settings box
- 滚动至设置框
- Click “Change Password”
- 点击“更改密码” (Change Password)
- Enter your new password two times
- 将新密码输入两次
- Click the “Change” button
- 点击“更改” (Change) 按钮

A screenshot of a 'Change Password' modal form. It has a title bar with a close button. The form contains two input fields: 'New Password' and 'Confirm New Password'. At the bottom right, there are two buttons: 'Close' and 'Change'.

# Getting Help 获取帮助



From any screen

在任何屏幕上

- Click the “?” button at the top corner
- 点击上方角落的 “？” 按钮
- Type your question
- 输入您的问题
- Click “Send”
- 点击 “发送” (Send)
- Save your ticket number for future reference
- 保存您的标签编号以供今后参考用

If you cannot submit a help request through the system, you may email

如您不能通过系统提交某个帮助请求，您可以通过发送电子邮件来提交

ll\_asia\_support@vfitrack.net