

# SCHOOL DISTRICT TUTORIAL

- In this presentation, you will learn how to set up a user ID and password, view your account balances and verify deliveries
- The next slide is your sign on page and is also where you begin the process to get set up.

To set up a school with a user ID and password, go to [www.processorlink.com](http://www.processorlink.com) and click on NEED AN ACCOUNT


ProcessorLink - Windows Internet Explorer

https://www.processorlink.com/LoginForm.aspx

File Edit View Favorites Tools Help

ProcessorLink

ProcessorLink™



Child Nutrition is not a business.  
Its implications are far reaching.

Please provide your Login ID and Password

Login ID:

Password:


Login

Need an account? Forgot your password? ←

**Links**

- Fidelis Information Systems Corp.
- View ProcessorLink Manufacturers
- More ProcessorLink Information
- USDA Food and Nutrition Service

We proudly support



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ProcessorLink 7.6.1 (build 30)

Done

Start

SAP Logon 710

ProcessorLink - Wind...

http://www.ams.usda.g...

Microsoft Excel

Internet

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## School Set up Continued

Once you select, **NEED AN ACCOUNT**, the next screen will display ProcessorLink's Terms and Conditions for use. You must select **I AGREE** in order to continue. Then, select the type of account needed (School). Then, select **NEXT**.

## Before you continue, you must read the following agreement:

By checking the agreement check box below and proceeding, (1) I understand that the information I provide during the signup process is accurate and represents the entity to which I am currently employed. (2) I understand that the information I receive through the use of ProcessorLink is confidential and shall not be disclosed to anyone other than the authorized user. (3) I further understand and agree to maintain the confidentiality of my account information including password (4) I understand and agree that any failure to maintain the confidentiality of my user information and/or the information made available to me through ProcessorLink will subject me to civil and criminal liability. Fidelis Information Systems Corp. may revoke access to ProcessorLink at any time if we believe that it is being misused.

I agree to and accept these terms.

### Select Application Role

Select the type that best matches the entity for which you currently work. You will be prompted to enter additional information on the following screen.

- Broker
- Distributor
- Management Company
- School
- State

Next >>

## School Set up Continued

The next screen will be your sign up form which includes your name, address, phone and fax numbers, e-mail addresses, etc. Once completed, select SUBMIT.

ProcessorLink will set you up with a user ID and password which will be e-mailed to you from [automailer@fidelis-systems.com](mailto:automailer@fidelis-systems.com). You will need to make sure that your network does not filter the e-mail out as spam.

## School Set up Continued

- PROCESSORLINK CONTACTS:
- Brian Donellan
- Shane Sewall
  - [ProcessorLinkSupport@fidelis-systems.com](mailto:ProcessorLinkSupport@fidelis-systems.com)
  - 512-343-0400

# Fill in the blanks and select Submit

Application Form - Windows Internet Explorer

https://www.processorlink.com/UserLoginForm/UserAgreement.aspx

File Edit View Favorites Tools Help

Application Form

ProcessorLink™

**ProcessorLink™ Signup Form**

Please fill out the following sign up form and click the Submit button to complete the process. Once your account request has been reviewed and approved by our staff, you will receive an e-mail containing your login and password.

RA Nbr:   
State assigned code to identify school district also known as state agreement number and sponsor

District Name:   
Name of school district

Address:  (line 1)  
 (line 2)  
The main headquarters address of your entity

City:

State:

Zip Code:

First Name:

Last Name:



Title:

Phone:  -  -  EXT

Fax:

Email:

Confirm Email:

  
Type the two words:  

Submit

Done

Internet 75%

Start Powerpoint Presentations Microsoft PowerPoint - [...] Application Form - Wi... 6:12 AM

## School Set Up Continued

- Once you sign on to ProcessorLink, your home screen will look like the following page.
- Your home page has a number of quick navigation tools that will help you better manage your commodities.
- If you are processing with multiple vendors who use ProcessorLink, you will see more on your screen than in the following slides. Our slides will only show our information.



# School Navigation

ProcessorLink™

Home Page

Start Setup Donated Food Customer Entity Sales Transactions Reports Administration

<< Back To My Home

Change Customer View ←

Washington General Donated Food Account (WA-0000)  
Washington, 2009-2010

Donated Food Balance in Percentage

A522 OY Dark	32%
A522 SY White	32%

0% 20% 40% 60% 80% 100%

Par 0%

Your recommended percentage shown (par) is the target percentage balance that each donated food account should equal today based on a school year beginning August 1st and ending May 31st.

Customers with negative quantity for both available and balance will have a shown balance percentage of zero.

SY=Standard Yield. GMR=Guaranteed Minimum Return.

Verify Delivery

Click on a row below to verify

Month	Correct	Incorrect	Not Verified
July	0	0	0
August	0	0	19
September	0	0	19
October	0	0	19
November	0	0	1
December	0	0	10
January	0	0	16
February	0	0	15
March	0	0	3
April	0	0	15
May	0	0	0
June	0	0	0

# School Navigation, cont.

ProcessorLink™

Home Page

Start Setup Donated Food Customer Entity Sales Transactions Reports Administration

<< Back To My Home

Change Customer View  
Washington General Donated Food Account (WA-0000)  
Washington, 2009-2010

Home Page Account Details Order Monthly Usage Sales Product Catalog

### Donated Food Balance in Percentage

Item	Balance
A522 OY Dark	32%
A522 SY White	32%

Par 13%

Your recommended percentage shown (par) is the target percentage balance that each donated food account should equal today based on a school year beginning August 1st and ending May 31st.

Customers with negative quantity for both available and balance will have a shown balance percentage of zero.

SY=Standard Yield. GMR=Guaranteed Minimum Return.

### Verify Delivery

Click on a row below to verify

Month	Correct	Incorrect	Not Verified
July	0	0	0
August	0	0	19
September	0	0	19
October	0	0	19
November	0	0	1
December	0	0	10
January	0	0	16
February	0	0	15
March	0	0	3
April	0	0	15
May	0	0	0
June	0	0	0

# School Navigation, cont.

The chart on bottom right is your link to verify deliveries that have been posted to your account. To begin you click the month you want to verify

**Donated Food Balance in Percentage**

Item	Balance	Percentage
A522 CY Dark	32%	32%
A522 SY White	32%	32%
Par 10%		10%

Your recommended percentage shown (par) is the target percentage balance that each donated food account should equal today based on a school year beginning August 1st and ending May 31st.

Customers with negative quantity for both available and balance will have a shown balance percentage of zero.

SY=Standard Yield, GMF=Guaranteed Minimum Return.

**Verify Delivery**

Click on a row below to verify

Month	Correct	Incorrect	Not Verified
July	0	0	0
August	0	0	19
September	0	0	19
October	0	0	19
November	0	0	1
December	0	0	10
January	0	0	16
February	0	0	15
March	0	0	3
April	0	0	15
May	0	0	0
June	0	0	0

## School Navigation, cont.

In this window, you can move from month to month, insert notes on a specific delivery and mark the delivery as correct or incorrect. If a delivery is incorrect, we highly recommend that your broker be contacted as well. Once done, you can select Home Page from the menu at the top of your page (not shown here)

Shipment Verification (Detail) - Windows Internet Explorer

https://www.processorlink.com/ShipmentPerCustomer/ShipmentPerCustomerDetail.aspx

File Edit View Favorites Tools Help

Favorites ECOS Free Hotmail Helpdesk PPC Intranet ProcessorLink Suggested Sites USDA Electronic Commodity ... Web Slice Gallery

Shipment Verification (Detail)

08/01/2009 - 08/31/2009

July 2009 August 2009 September 2009 October 2009 November 2009 December 2009 January 2010 February 2010 March 2010 April 2010 May 2010 June 2010

Shipment Summary

Below, you will find a summary of your shipments totaled by product. Each section is grouped by manufacturer.

**Gold Kist, a Pilgrim's Pride Company**

Sold through	Product	Product Nbr	Cases	Total DF Value	Net Weight	DF	lbs/Cases	DF Pounds
Gold Kist, a Pilgrim's Pride Company	CN Homestyle Breaded Chicken Nuggets with ISP	006143	8,303	\$115,743.8200	249,090.0000	A522D	10.0000	83,030.0000
						A522W	10.0000	83,030.0000
Gold Kist, a Pilgrim's Pride Company	CN Homestyle Breaded Chicken Patty w/ProPlus ISP	006643	8,297	\$115,660.1800	248,910.0000	A522D	10.0000	82,970.0000
						A522W	10.0000	82,970.0000
Gold Kist, a Pilgrim's Pride Company	CN Unbreaded Fajita Chicken	001325	3,243	\$81,399.3000	97,290.0000	A522D	18.0000	58,374.0000
						A522W	18.0000	58,374.0000
		Subtotals:	19,843	\$312,803.3000	595,290.0000			448,748.0000

Shipment Details

Below, you will find the details of each of your shipments, supporting the summary shown above. Each section is grouped by manufacturer and shipper.

**Gold Kist, a Pilgrim's Pride Company (shipped from Gold Kist, a Pilgrim's Pride Company)**

Notes	Correct	Incorrect	Not Verified	Verified by	Invoice Nbr	Invoice Date	Destination	Product Name	Product Nbr	Cases	Total DF Value	Net Weight	DF	lbs/Cases	DF Pounds
					0813097636	08/13/2009	STATE OF WA SUPT OF PUB INSTR WA-00	CN Homestyle Breaded Chicken Patty w/ProPlus ISP	006643	1,155	\$16,100.7000	34,650.0000	A522W	10.0000	11,550.0000
													A522D	10.0000	11,550.0000
					0813097642	08/14/2009	STATE OF WA SUPT OF PUB INSTR WA-00	CN Homestyle Breaded Chicken Patty w/ProPlus ISP	006643	1,155	\$16,100.7000	34,650.0000	A522D	10.0000	11,550.0000
													A522W	10.0000	11,550.0000
					0813097643	08/14/2009	STATE OF WA SUPT OF PUB INSTR WA-00	CN Homestyle Breaded Chicken Patty w/ProPlus ISP	006643	1,154	\$16,086.7600	34,620.0000	A522D	10.0000	11,540.0000
													A522W	10.0000	11,540.0000
					0813097644	08/14/2009	STATE OF WA SUPT OF PUB INSTR WA-00	CN Homestyle Breaded Chicken Patty w/ProPlus ISP	006643	1,154	\$16,086.7600	34,620.0000	A522W	10.0000	11,540.0000

Done

Internet 100%

Start Powerpoint Presentations Microsoft PowerPoint - [...] Shipment Verification... 6:32 AM

## School Navigation, cont.

This is your account details window. In this window, you can view your carry over, allocations, transfers, total available, amount shipped, and balance. Please note that chicken is tracked with white meat balances and dark meat balances. The presence of the LOGO makes the second line appear to be a total. To get your total pounds, you will need to add both rows together.

Donated Food Account Summary - Windows Internet Explorer

https://www.processorlink.com/DonatedFoodAccountSummary/DonatedFoodAccountSummaryDetail.aspx

File Edit View Favorites Tools Help

Donated Food Account Summary

ProcessorLink™

Donated Food Account Summary


Start Setup Donated Food Customer Entity Sales Transactions Reports Administration

Washington General Donated Food Account (WA-0000)

Washington, 2009-2010

Home Page Account Details Order Monthly Usage Sales Product Catalog

Current par is 0%

Processor	Distributor	Donated Food	Donated Food Name	Carryover	Allocation	Transferred	Available	Shipped	Balance	Par	Target Consumption / Month <sup>1</sup>	Actual Consumption / Month YTD
 Gold Kist, a Pilgrim's Pride Company		A522 SY Dark	CHIX CHILL LG	187,081.00	1,513,496.50	32,407.00	1,732,984.50	1,186,684.00	546,300.50	0.00	173,298.45	118,668.40
		A522 SY White	CHIX CHILL LG	187,081.00	1,513,496.50	32,407.00	1,732,984.50	1,186,684.00	546,300.50	0.00	173,298.45	118,668.40

All quantities shown above are in pounds of donated food.  
 SY=Standard Yield. GMR=Guaranteed Minimum Return.  
 Par shown is the target percentage balance that each donated food account should equal today based on a school year beginning August 1st and ending May 31st.  
 The corresponding pound quantities can be found in the column labeled "Par" above in the grid.

<sup>1</sup>Target Consumption Rate/Month is the donated food beginning balance in pounds divided by the number of months in the school year (e.g. 10). Note that the beginning balance is the summation of carryover, current school year allocation and transfers. Consequently, if there are allocation changes or transfers made through the year, the Target Consumption Rate/Month will change.

Done

Start Internet 100% 6:36 AM

## School Navigation, cont

- There are other tools available to you by selecting the menu buttons:
  - Order Entry, which is performed by the broker
  - Monthly usage which can include the prior year data and is in chart form.
  - Reported Sales which can be in summary form or show sales details with invoice numbers, item sold, cases, net case weight, donated food value, draw down per case, and total donated food pounds. This is similar to your verification view.
  - Product catalog which shows product codes, description, DF value per case, Commodity Type, DF Pounds. By clicking on a row, you can also view product details such as servings per case, how stored, pack size, net weight, nutrition facts.

## CONTACTS

- Your broker is available to assist you with any questions you may have. However, if you need any assistance with ProcessorLink and would like to contact us directly please do not hesitate to call on us.
  - Everett Kuglar, Director 770-356-2331
  - Dawn Richardson, Commodity Manager 770-416-8962