

How To – Process for Flagged Book Orders in Outlook

Step 1: Login to Outlook and locate any Flagged Orders for Book Shipments

Open Order Email and Confirm Shipping Details

Open the order email and confirm that the “class date” is at least 4 days from today’s date and that the book is a physical book and not an eBook. If it is a physical book, and the class is at least 4 days from now, move out to Step 2.

If the class is too soon, and there is no time to ship the book, update the student block advising the instructor to give the book(s) to the student because there is no time to ship.

If they ordered an eBook and not a physical book, make sure the eBook was or is issued and update the student block accordingly.

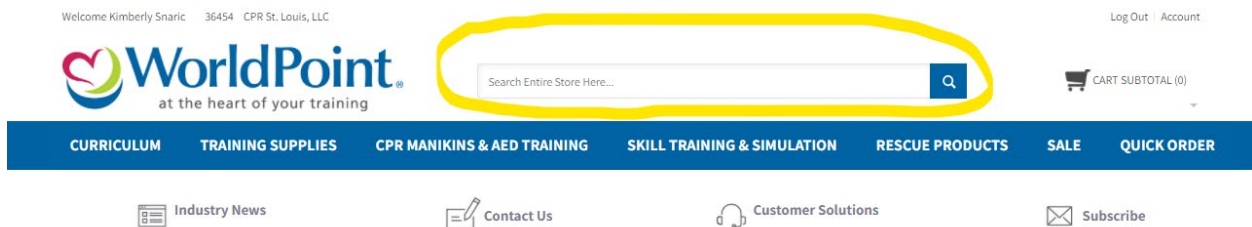
Step 2: Login to World Point and Order the Book(s)

URL- <https://www.worldpoint.com/>

Username- info@aclstlouis.com

Password- wP2011vwX!!

At the top of the webpage there is a search bar. Enter the item number for the book you want to order and search (item numbers and book images are in text box on the next page).

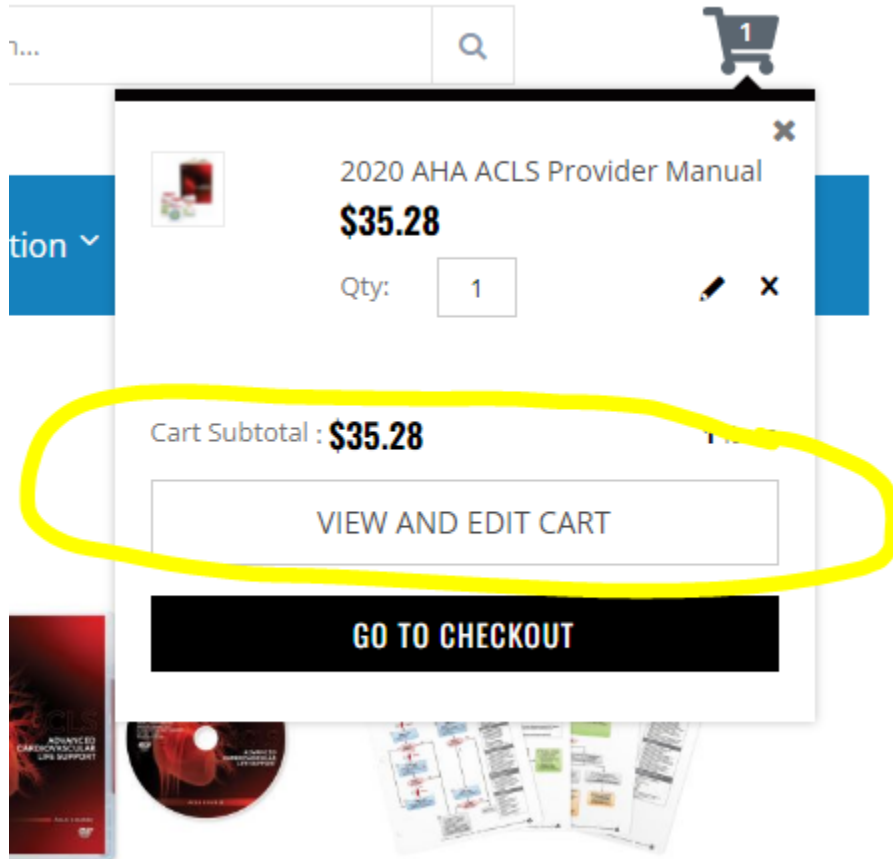


After the Book you selected comes up, Click the CART BUTTON in front of MORE INFO shown below. If you need to add another book type to the order, repeat this process by adding the book item number to the search bar and then adding it to the cart after locating the book.



Step 3: View and Review the Shopping Cart


At the top right of the screen, hover your mouse over the shopping cart and select View Cart





This will take you to the Shopping Cart.

Review that you have the correct Books and Quantities ordered. If anything needs to be adjusted, remove it from the cart and add what you need until it is correct.

After the cart is ready, Click PROCEED TO CHECKOUT

Item	Price	Qty	Subtotal
 2020 AHA ACLS Provider Manual SKU#: 20-1106	\$35.28	1	\$35.28

Move to Wishlist  

APPLY DISCOUNT CODE


Summary

ESTIMATE SHIPPING AND TAX

Step 4: Enter Shipping and Payment Details

The Billing Address remains as it is. You do not need to change this.
For Shipping Address, Click the **+NEW ADDRESS** button.

Shipping Address



Kimberly Snaric
8348 Little Road,Suite 199
New Port Richey, Florida 34654
United States
3146002075

Enter the Details for Shipping.

The image shows a screenshot of a web form titled "Shipping Address" with a close button (X) in the top right corner. The form contains the following fields and text:

- First Name ***: Input field containing "Allyssen".
- Last Name ***: Input field containing "Arias".
- Company**: Empty input field.
- Street Address ***: Labeled "Street Address: Line 1", input field containing "12506 Rain Forest street".
- Below the Street Address field is another empty input field.
- At the bottom right, there is a "Cancel" button and a "SHIP HERE" button. The "SHIP HERE" button is highlighted with a yellow circle.

For name, and Address details, enter the SHIPPING ADDRESS from the student order email. It must be the Shipping Address and not the Billing Address on the order. **See Below.**

For Phone, always enter 314-600-2075. Click **SHIP HERE** button once done.

NEW ORDER: Order# 27938 from Denise Hibbard



info@acslstlouis.com
To: CPR St. Louis; nashville-bing@outlook.com; orders@cpr.center

Reply Reply All

This is the most recent version, but you made changes to another copy. Click here to see the other versions.
If there are problems with how this message is displayed, click here to view it in a web browser.

Card Recovery Insurance (Choose One): No. If I ever need to recover access to my card over the next 2 years, I understand I will pay \$20.00 per incident.

Start: April 28, 2022 9:30 am
End: April 28, 2022 12:30 pm
[+ Local Import](#)
[+ Google calendar](#)

Subtotal:	\$76.00
Payment method:	Credit Card Payment
Total:	\$76.00

Checkout Fields

- **Occupation:** Other
- **Are you a returning student?:** Yes

Billing Address

Denise Hibbard
11 Stacy Drive
Olivette, MO 63132
3145509400
dbt437@gmail.com

Shipping Address

Denise Hibbard
11 Stacy Drive
Olivette
MO
63132

Next, select **Shipping Method**

Always click the **CHEAPEST SHIPPING FEE**



Then Click CONTINUE

Shipping Method

Delivery Options

One shipment when all items are available

One shipment of in-stock items and one when backordered items are available (fee applies)

<input checked="" type="radio"/>	\$17.37	UPS® Ground (Estimated to delivery by 4 days)	 Trusted Nationwide!
<input type="radio"/>	\$31.28	UPS 3 Day Select® (Estimated to delivery by 5 days)	 Trusted Nationwide!

Payment Method-

This is already set and ready to go. Choose the linked payment method on the drop down and for the CVV put **070**.

In the PO Number Box, Enter the first/last name of the customer.

Example- KimberlySnaric

PO Number

AllyssenArias

Payment Method

Credit Card

My billing and shipping address are the same

Kimberly Snaric, 8348 Little Road Suite 199, New Port Richey, Florida 34654

Update

Cancel

Select saved payment method Credit Card Billing Address

Payment method * Jay Snaric

Chase- Ink Card - Visa 2981 8348 Little Road Suite 199

New Port Richey, Florida 34654

CVV * United States

070 3146002075


Add new payment method

The screenshot shows a payment method selection interface. A yellow highlight is drawn around the 'Select saved payment method' section. Within this section, the 'Payment method *' is set to 'Chase- Ink Card - Visa 2981'. The associated billing address is 'Jay Snaric, 8348 Little Road Suite 199, New Port Richey, Florida 34654'. The CVV is set to '070' and the country is 'United States'. The CVV value '070' is also highlighted with a yellow circle. The 'Add new payment method' option is not selected.

Lastly, Click the “PLACE ORDER” button.

Order Summary

1 ITEM IN CART

	2020 AHA ACLS Provider Manual Qty: 1	\$35.28
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Cart Subtotal	\$35.28
Shipping UPS® Ground (Estimated to delivery by 4 days)	\$17.37
Tax	\$2.65

Order Total	\$55.30
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Apply Discount Code ▾

PLACE ORDER

Step 5: Log the information on the World Point Spreadsheet

Login to Dropbox (username info@acls-bls-nashville.com)

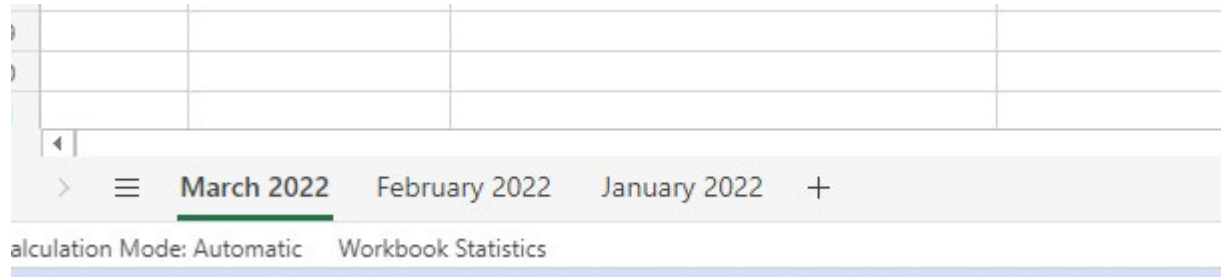
Go to the 1 – Receipts Folder

Then to current year Receipts folder

Then World Point Receipts

Then, the World Point Charges and Expense Tracker Excel File

Go to the current month sheet at the bottom of the file



Enter the book order details to the Excel File

- Date you ordered the Book
- CPR City the customer Ordered from
- Book(s) ordered
- Outlook Email Order #
- Customer Name
- Customer Email Address
- World Point Order Number
- World Point Total \$ of Sale

	A	B	C	D	E	F	G
1	Date	City	Expense	Customer Name For Book Orders	Customer Email Address For Book Orders	Order Number	Total
5	3/22/22	Nashville	1 PALS Book	Jean Roel Ricafort	tmiller@guardianhealthcare.com	8220288241	\$46.10
6	3/22/22	Nashville	1 ACLS Book	Stacy Smith	smithrstacy107@gmail.com	8220288243	\$38.72
7	3/22/22	Nashville	1 ACLS and 1 BLS Book	Sarah Price	sdprice12@hotmail.com	8220288249	\$53.22
8	3/22/22	St. Louis	1 ACLS and 1 BLS Book	Jennifer Cripps	jennis1999@aol.com	8220288252	\$53.59
9	3/22/22	St. Louis	1 PALS Book	Heidi Hegeman	heidihegeman@gmail.com	8220288256	\$44.49
0	3/22/22	St. Louis	1 BLS 1 ACLS 1 PALS Book	Sean Davies	sean_davies12@hotmail.com	8220288261	\$95.91
1	3/22/22	St. Louis	1 PALS Book	Ruth Turner	ruthandjip@gmail.com	8220288263	\$44.49
2	3/22/22	St. Louis	1 PALS Book	Marissa Tucker	marissanodiff@sbcglobal.net	8220288266	\$43.77
3	3/22/22	Louisville	1 PALS Book	Maria Brown	mclaibrowndmd@gmail.com	8220288286	\$44.52
4	3/22/22	Louisville	1 ACLS and 1 BLS Book	Mardella Brown	butterfly012015@outlook.com	8220288289	\$51.65
5							
6							
7							
8							
9							

Step 6: Log the Books to the Shipped Books Inventory Tracker In Dropbox

Login to Dropbox (username info@acls-bls-nashville.com)

Go to Inventory Trackers Folder

Go to Current Year Trackers Folder

Open the Shipped Books Tracker

Upload

Create

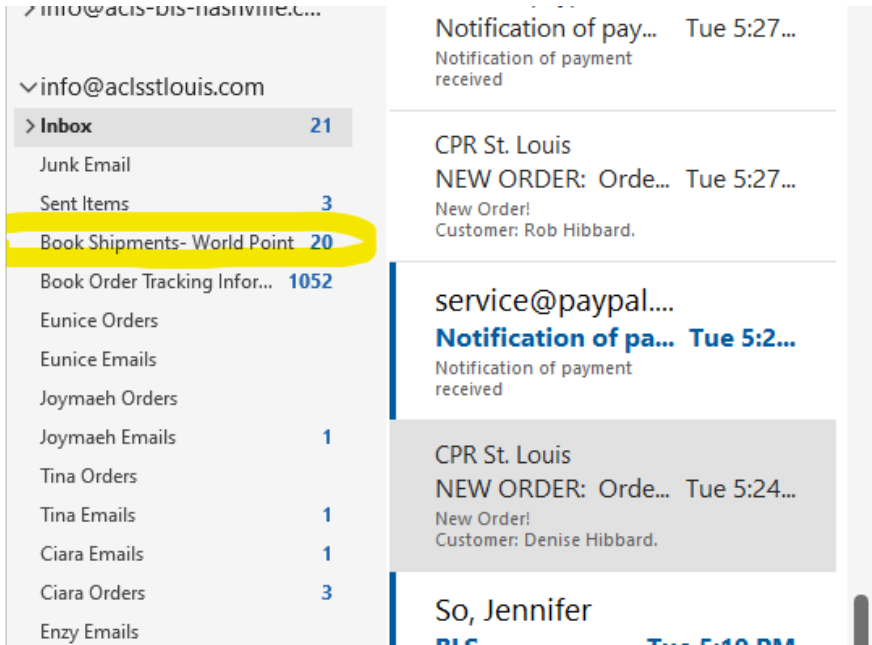
Name	Modified	Who can access
eBook Tracker 2022 .xlsx	3/23/2022 4:25 am by you	Only you
eCard Tracker 2022.xlsx	3/23/2022 11:21 am by you	Only you
Online Key Code Tracker 2022.xlsx	3/22/2022 8:51 pm by you	Only you
Shipped Books Tracker 2022.xlsx	3/23/2022 4:14 am by you	Only you

Enter what book(s) you have shipped by date, book type, and city. Use the scroll bar at the bottom of the excel file to view PALS books to the right. Make sure you are in the correct “city” column and on the correct “date” (date you are shipping the book(s))

The date is the number to the left of the excel file circled in yellow below:

BLS											ACLS										
STOCK	105										STOCK	134									
	STL	Nash	Mem	Louis	Cincy	Tampa	Indy	KC	Columbu	BLS Total		STL	Nash	Mem	Louis	Cincy	Tampa	Indy	KC	Columbu	ACLS Total
9												1			1	2			1		
10												1	1			1	1		1		
11		1																			
12																					
13																					
14	1											1	1		1						
15	1											2		1	1	1		1			2
16																					
17	1	3	1								2									2	2
18																					
19	1											2					2		3		
20																					
21	1											1	1	1		1					1
22	2	1		1								2	2		1						
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
31																					
BLS Total	9	6	3	1	1	2	0	1	2	80		19	19	10	7	11	6	1	11	7	43
	144	96	48	16	16	32	0	16	32			798	798	420	294	462	252	42	462	294	

Step 7: Move the Flagged Outlook Order and the World Point Confirmation Order Emails
 After all the steps above are complete, MOVE the FLAGGED OUTLOOK order email and the World Point Order Confirmation Email to the email folder called **Book Shipments – World Point**



Step 8: Go through each Outlook inbox and repeat the entire process for any other Flagged Outlook Book Orders

BLS Book: Item # 20-1102

ACLS Book: Item # 20-1106

PALS Book: Item # 20-1119



2020 AHA BLS Provider Manual
20-1102

Regular Price US \$16.00
Your Price US \$13.44



2020 AHA ACLS Provider Manual
20-1106

Regular Price US \$42.00
Your Price US \$35.28



2020 AHA PALS Provider Manual
20-1119

Regular Price US \$50.00
Your Price US \$42.00

