

## 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.

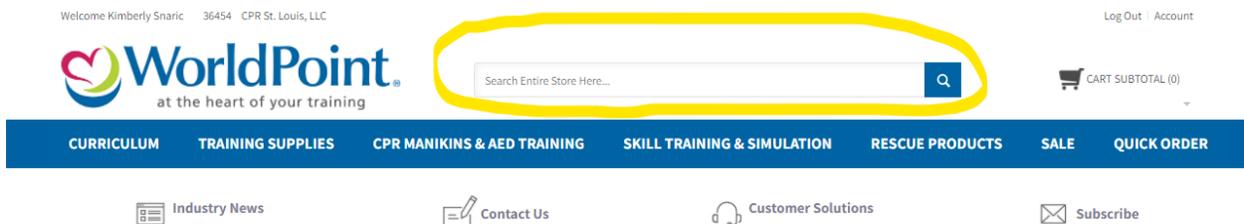
### Step 2: Login to World Point and Order the Book(s)

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

Username- [info@aclstlouis.com](mailto: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).

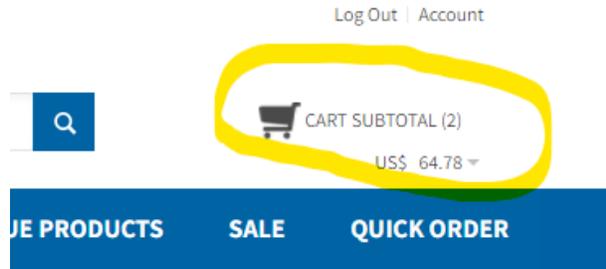


After the Book you selected comes up, Click the CART BUTTON in front of MORE INFO shown below. If you need to add another book type to the order, repeat this process by adding the book item number to the search bar and then adding it to the cart after locating the book.



### 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**

at the heart of your training

US\$ 68.22

CURRICULUM TRAINING SUPPLIES CPR MANIKINS & AED TRAINING SKILL TRAINING & SIMULATION RESCUE PRODUCTS SALE QUICK ORDER

### Shopping Cart

Item	Item Code	Unit	Qty	Total	X
 2020 AHA BLS Provider Manual 20-1102	20-1102	EA (1)	2	US\$26.88	X
 2020 AHA ACLS Provider Manual 20-1106	20-1106	EA (1)	1	US\$35.28	X

Continue Shopping Create Quote Update Shopping Cart

Subtotal US\$62.16  
Sales Tax US\$6.06  
**Grand Total US\$68.22**

**Proceed to Checkout**

### 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 dropdown arrow and select **CREATE NEW ADDRESS** from the bottom of the dropdown menu then click **CONTINUE**.

**2 SHIPPING ADDRESS**

Select a shipping address from your address book or enter a new address.

Mardella Brown, 437 River Park Blvd, Taylo. ▼

Use Billing Address

Continue

### Enter the Details for Shipping.

Email Address- Always Enter [info@acsstlouis.com](mailto:info@acsstlouis.com)

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

NEW ORDER: Order# 27938 from Denise Hibbard



info@acsstlouis.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  
[+ iCal Import](#)  
[+ Google calendar](#)

<b>Subtotal:</b>	\$76.00
<b>Payment method:</b>	Credit Card Payment
<b>Total:</b>	\$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](mailto:dbt437@gmail.com)

#### Shipping Address

Denise Hibbard  
11 Stacy Drive  
Olivette  
MO  
63132

Next, select **Shipping Method**  
Always FREE GROUND SHIPPING  
Then Click CONTINUE

**3 SHIPPING METHOD**

**Free Ground Shipping (EXCLUDING HI & AK)**  
 Free Ground Shipping (EXCLUDING HI & AK) - For Web Orders Only **US \$0.00**

**Expedited Services**

- UPS Next Day Air® **US \$112.61**
- UPS Second Day Air® **US \$41.76**
- UPS Ground **US \$19.32**
- UPS Three-Day Select® **US \$33.63**
- UPS Next Day Air Saver® **US \$100.09**
- UPS Next Day Air® Early A.M.<sup>SM</sup> **US \$148.16**

Continue

**Payment Method-**

This is already set and ready to go. Click CONTINUE

**4 PAYMENT METHOD**

Payment Details

- Saved Credit Card
- Credit Card
- Paypal

**Saved Credit Card**

Visa - 4246#####2981

Continue

**Order Review-**

In the PO Number Box, Enter today's date and the first/last name of the customer. If there is not enough room for both, enter the date and then last name.

Example- 3-23KimberlySnaric

## Check the Box I'm not a robot and then Click "Place Order"

**5 ORDER REVIEW**

Purchase Order Number

\*PO Number - If you do not have a PO Number, please enter today's date. If you use a Blanket PO, please add the date to the end of your PO number.

	Item	Unit	Item	Unit Price	Total
	2020 AHA BLS PROVIDER MANUAL 20-1102	EA	2	US \$13.44	US \$26.88
	2020 AHA ACLS PROVIDER MANUAL 20-1106	EA	1	US \$35.28	US \$35.28
<small>If you are tax exempt and there is sales tax charged to your order, please contact Customer Solutions by chat, email, or phone to have your exemption certificate applied to your web account. WorldPoint is unable to refund sales tax charged on orders placed before an exemption certificate is validated and applied.</small>					Subtotal
					US \$62.16
Sales Tax					US \$4.35
<b>Grand Total</b>					<b>US \$66.51</b>

Forgot an Item? [Edit Your Cart](#)

I'm not a robot
 

reCAPTCHA  
Privacy · Terms

### Step 5: Log the information on the World Point Spreadsheet

Login to Dropbox (username info@acsl-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

The screenshot shows a spreadsheet interface with a navigation bar at the bottom. The bar includes a left arrow, a menu icon, and three month options: 'March 2022' (highlighted with a green underline), 'February 2022', and 'January 2022', followed by a plus sign. Below the navigation bar, the text 'alculation Mode: Automatic' and 'Workbook Statistics' is visible.

## 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	<a href="mailto:tmiller@guardianhealthcare.com">tmiller@guardianhealthcare.com</a>	8220288241	\$46.10
6	3/22/22	Nashville	1 ACLS Book	Stacy Smith	<a href="mailto:smithrstacy107@gmail.com">smithrstacy107@gmail.com</a>	8220288243	\$38.72
7	3/22/22	Nashville	1 ACLS and 1 BLS Book	Sarah Price	<a href="mailto:sdprice12@hotmail.com">sdprice12@hotmail.com</a>	8220288249	\$53.22
8	3/22/22	St. Louis	1 ACLS and 1 BLS Book	Jennifer Cripps	<a href="mailto:jennis1999@aol.com">jennis1999@aol.com</a>	8220288252	\$53.59
9	3/22/22	St. Louis	1 PALS Book	Heidi Hegeman	<a href="mailto:heidihegeman@gmail.com">heidihegeman@gmail.com</a>	8220288256	\$44.49
0	3/22/22	St. Louis	1 BLS 1 ACLS 1 PALS Book	Sean Davies	<a href="mailto:sean_davies12@hotmail.com">sean_davies12@hotmail.com</a>	8220288261	\$95.91
1	3/22/22	St. Louis	1 PALS Book	Ruth Turner	<a href="mailto:ruthandjp@gmail.com">ruthandjp@gmail.com</a>	8220288263	\$44.49
2	3/22/22	St. Louis	1 PALS Book	Marissa Tucker	<a href="mailto:marissanodiff@sbcglobal.net">marissanodiff@sbcglobal.net</a>	8220288266	\$43.77
3	3/22/22	Louisville	1 PALS Book	Maria Brown	<a href="mailto:mclairebrownmd@gmail.com">mclairebrownmd@gmail.com</a>	8220288286	\$44.52
4	3/22/22	Louisville	1 ACLS and 1 BLS Book	Mardella Brown	<a href="mailto:butterfly012015@outlook.com">butterfly012015@outlook.com</a>	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

Dropbox / Inventory Trackers / 2022 Trackers

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.

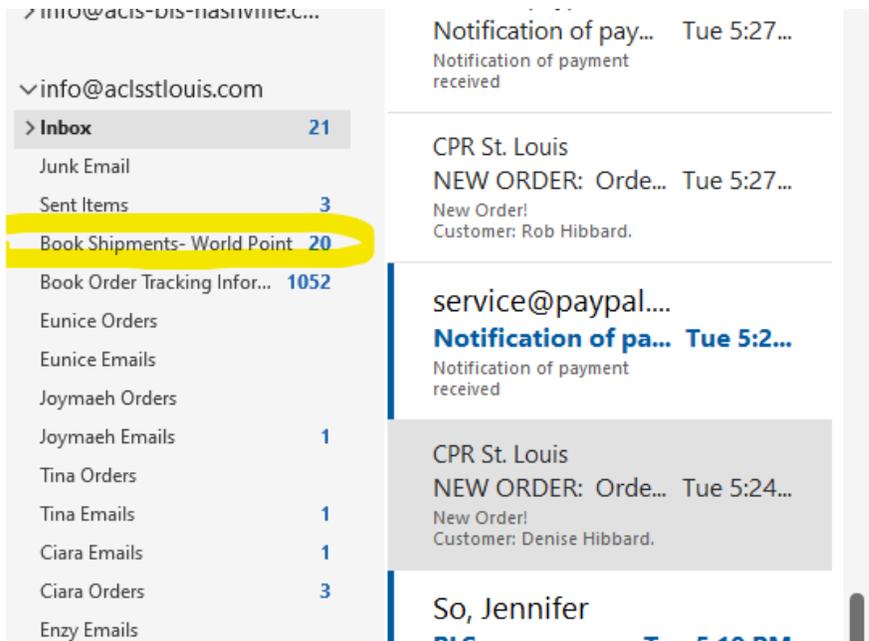


Make sure you are in the correct “city” column and on the correct “date” (date you are shipping the book(s))

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

BLS											ACLS										
STOCK											STOCK										
105	STL	Nash	Mem	Louis	Cincy	Tampa	Indy	KC	Columbu	BLS Total	134	STL	Nash	Mem	Louis	Cincy	Tampa	Indy	KC	Columbu	ACLS Total
9											9	1			1	2				1	
10											10										
11		1									11	1	1			1	1			1	
12											12										
13											13										
14	1										14	1	1		1						
15	1										15	2		1	1	1			1		2
16											16										
17	1	3	1						2		17	2	5	3	1	1			2	2	
18											18										
19	1					1					19	2					2		3		
20											20										
21	1										21	1	1	1			1			1	
22	2	1		1							22	2	2		1						
23											23										
24											24										
25											25										
26											26										
27											27										
28											28										
29											29										
30											30										
31											31										
<b>BLS Total</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>80</b>	<b>ACLS Total</b>	<b>19</b>	<b>19</b>	<b>10</b>	<b>7</b>	<b>11</b>	<b>6</b>	<b>1</b>	<b>11</b>	<b>7</b>	<b>43</b>
	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**



2020 AHA BLS Provider Manual  
20-1102

Regular Price US \$16.00

Your Price US \$13.44



**ACLS Book: Item # 20-1106**



2020 AHA ACLS Provider Manual  
20-1106

Regular Price US \$42.00

Your Price US \$35.28



**PALS Book: Item # 20-1119**



2020 AHA PALS Provider Manual  
20-1119

Regular Price US \$50.00

Your Price US \$42.00



2020 AHA Heartsaver® First Aid  
CPR AED Student Workbook  
20-1126

Regular Price US \$2.50

Your Price US \$2.10

