

## AHIMA Educators' Marketing Portal – SMARTworks

### What is SMARTworks?

SMARTworks is a web-based online ordering system that enables you to place orders for all of your AHIMA marketing needs.

### What to expect:

You will have the capability to view the catalogs and pick the pieces that are best suited to you and your clients/prospects needs. Your cost for each piece is listed, as well as an extended description, explaining the content of each piece, and an image of the piece. **AHIMA has arranged for many of the pieces to be provided at no charge. Educators can receive up to 100 free copies of each of the noted piece. After that it will be your responsibility to pay for printing and shipping. All student recruitment pieces have been updated and are now available on Smartworks. This includes Prospective Member Brochure, Prospective Student Member Brochure, Prospective Student Member Poster, Student Recruitment to the Industry Poster, and 2009-2010 Calendar.**

If you have a very large quantity, special order or do not find what you require please contact Jennifer Woodard, your Client Care Administrator @ 1-877-244-1321.

### How do I access SMARTworks?

You will need to contact Jennifer Woodard @ 1-877-244-1321 to acquire your User Name and Password. She will forward you a registration form, once you have provided this information (including your [Accredited or Approved HIM Programs](#) EPC Code) you will be ready to get started.

### Who can I call for technical help?

If you are having difficulty in logging on to SMARTworks, are getting system errors or you cannot find answers to your SMARTworks application questions, you are encouraged to contact Jennifer Woodard @ 1-877-244-1321 or via e-mail @ [Jennifer.woodard@standardregister.com](mailto:Jennifer.woodard@standardregister.com). SMARTworks is a secure site and uses **128-bit** encryption for all of the Internet data.

## Getting Started

1. In your Web browser, type <https://login6.smartworks.com> in the Web site Address, press the **Enter** key, or click **Submit**.
2. Add this Web site address to your list of **Favorites** or **Bookmark** it for easy access.
3. Enter your **User Name** and **Password** on the Login screen, and then click the **Submit** button to enter the SMARTworks web application.



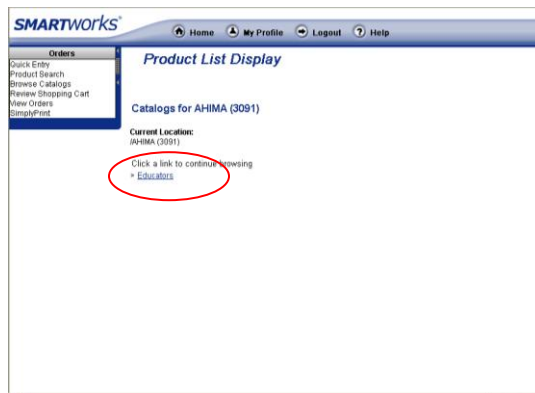
## Locating Marketing Products

Marketing products can be located in a number of ways. (Please refer to the Quick Reference located on the Welcome Page for more detailed instructions on finding products.)

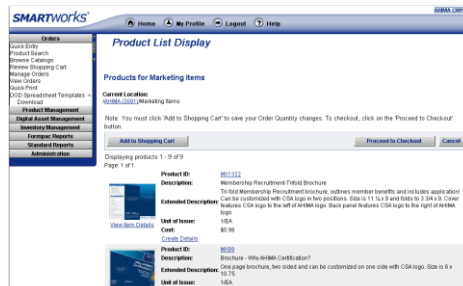
1. If you know the Product ID or Description of the product, you can perform a Product Search.
2. If you know the catalog the product is in, you can Browse Catalogs until you find the product you are looking for. To Browse catalog, select **Browse Catalog** from the menu bar.



The catalog list will be displayed.



Select appropriate catalog to view the items.



3. Once the product is located, you can begin to order.

### Placing the Order

1. You are now ready to place the order.

Quantity	Product Id	Unit of Issue
25	MX89	1/EA

[View Proof](#) [Add to Shopping Cart](#) [Clear Detail Set](#) [Delete Detail Set](#) [Back](#)

**Detail Set Configuration**

Accept Proof  
You must view the proof prior to being able to accept the proof

[Variable Elements](#)

2. Enter the quantity to be ordered and select **Add to Shopping Cart**. At this point you can either continue shopping, or proceed to check out. For more shopping cart and check out process instructions, please consult your Quick Reference Guide posted on the Welcome screen. Please make sure to order relative to the unit of issue. For example, if you want 25 pieces and the unit of issue is 25/PK then you would order 1. If the unit of issue is 1/EA you would order 25.

### How do I save my current order?

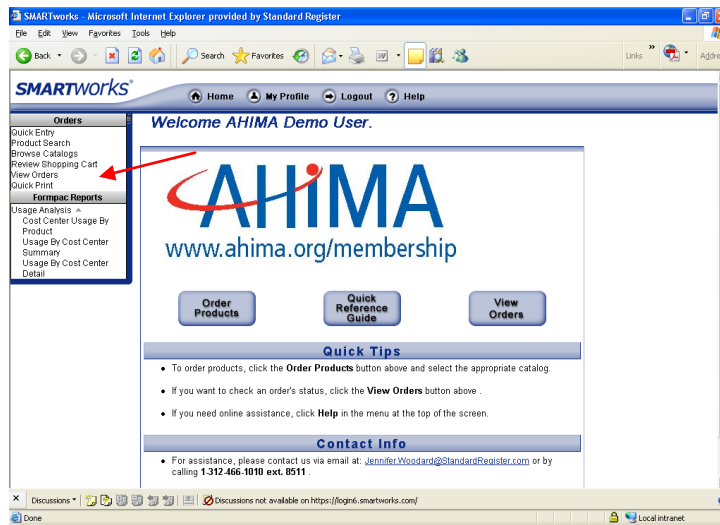
When you save an order, it automatically is located on the “Saved” section of our Consumer Order Dashboard. Once it is saved, you can easily go back to complete the order at a later time.

1. Add item to the shopping cart
2. From the Orders tab in the Main Menu, select Review Shopping Cart
3. Click the save button (you will receive an MV# and confirmation that your order has been saved and not submitted)

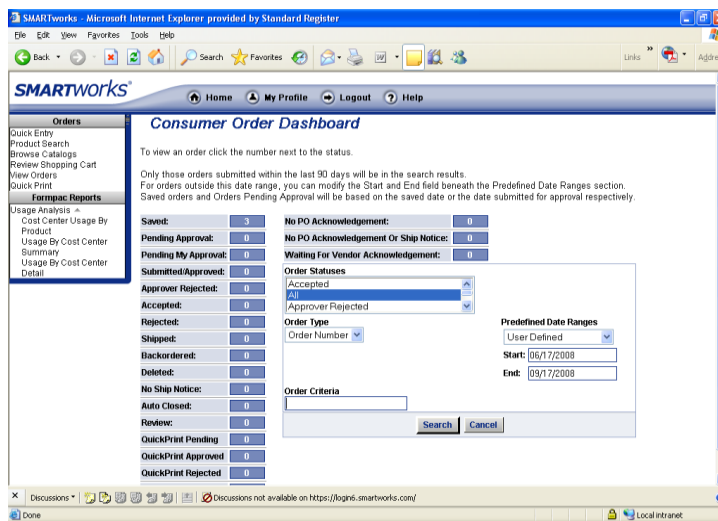
### How do I retrieve and order that has been saved or submitted?

#### Searching for an Order

The number of orders represented on the Order Dashboard could be very large for your company. SMARTworks allows you to specify criteria and search those orders through the View Orders screen.



1. On the welcome screen, select View Orders from the Menu on the left. This will take you to the Consumer Order Dashboard Screen.



2. From the Consumer Order Dashboard screen, select the **Order Status** you want to search on. The Order Statuses in the drop down list reflect the order statuses in the Order Dashboard.

3. From the Order Type drop down, select an **Order Type**. The Order Type allows you to search for a particular order type or group of orders.

4. In the Order Criteria text box, specify the criteria for **Order Type**. For example if you selected Order Number from the Order Type drop down, then you would enter an Order number in the Criteria text box.

5. From the Predefined Date Range drop down list, select a **predefined date range**. If you select **User Defined**, enter the date ranges in the **Start and End** boxes. Click **Search**. The Order List Display screen displays. You can then click on the order you were searching for.

SMARTworks - Microsoft Internet Explorer provided by Standard Register

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address

---

**SMARTworks** Home My Profile Logout Help

**Orders** *Order List Display*

Page: 1 of 1

Delete	Order Number	Order Status	Line Item Status	Order Name	Owner	Name	Create Date	Create Time	Price
<a href="#">Delete</a>	MV09252008001	Saved	Saved 2	Arizona Order	Demo User, AHIMA	AHIMA (3991)	8/25/2008	3:19:53 PM	\$165.04
<a href="#">Delete</a>	MV08082008001	Saved	Saved 3	Smartworks Training test	Demo User, AHIMA	AHIMA (3991)	8/8/2008	12:54:50 PM	\$216.54
<a href="#">Delete</a>	MV07282008001	Saved	Saved 1	AZ Mailing	Demo User, AHIMA	AHIMA (3991)	7/29/2008	3:26:22 PM	\$115.54

Page: 1 of 1

Search Dashboard

Discussions - Discussions not available on https://login.smartworks.com/

Done Local intranet