

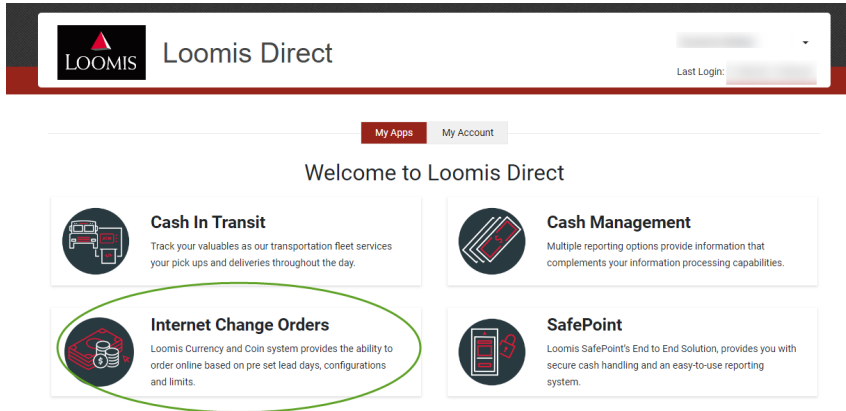


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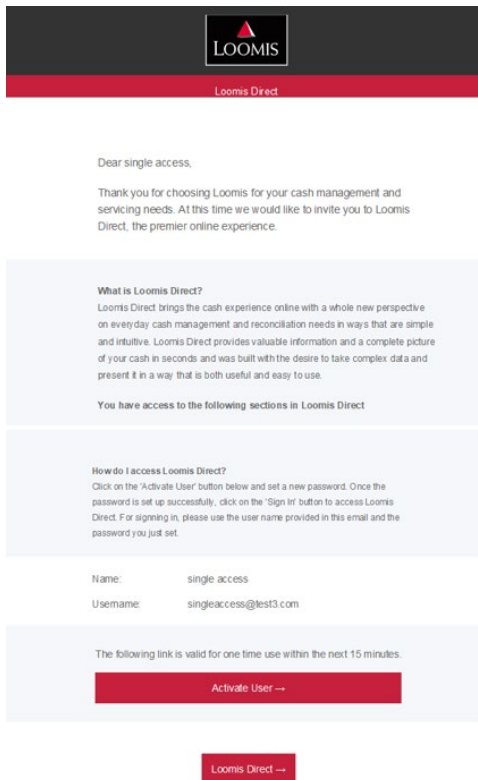
This guide provides step-by-step instructions for placing, editing and deleting change orders in Loomis Direct using ICO Plus.

LOOMIS DIRECT ACCESS

- If you currently access Loomis Direct for any other Loomis Product, the ICO Plus application will be added to your existing sign on.



- If you do not have access today for Loomis Direct, an activation link will be sent via email with instructions on how to sign on for the first time. There is a 15-minute window to activate.





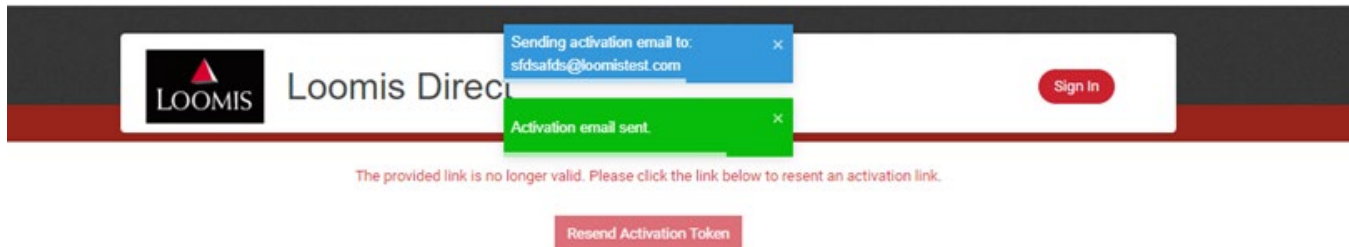
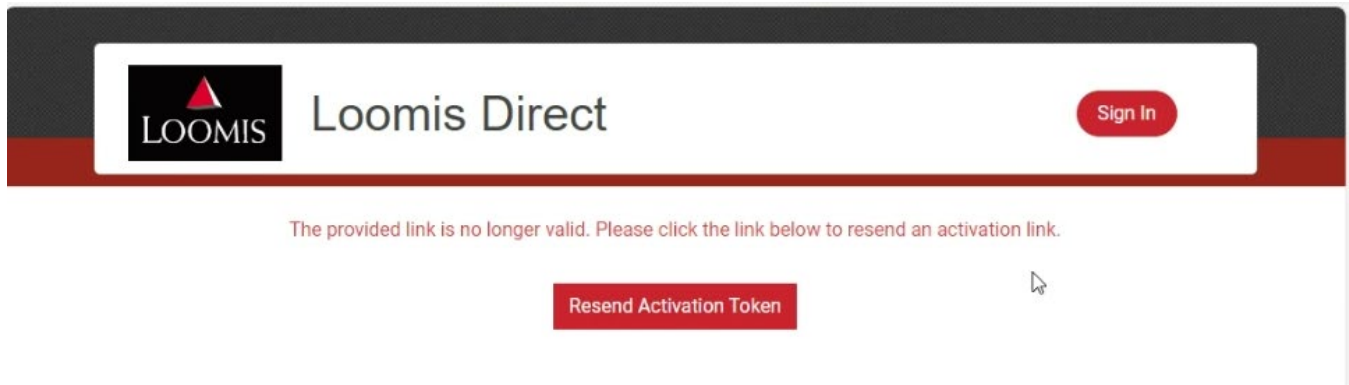
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EXPIRED ACTIVATION TOKEN WORKFLOW

If a user does not activate the Loomis Direct profile within the 15-minute window, they can request a new activation token through the **Activate User** button on the original activation email.

When a user selects **Activate User** again, the **Resend Activation Token** will be displayed. Once activated, there is a 15-minute window.

***Note: only click the **Resend Activation Token** button once. The **Activation email sent** message will be displayed as shown below.*





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LOGGING IN

- Enter your email address as the **Username**.
- If you are signing on for the first time, an email was sent to you. Enter and follow the steps as outlined in the email. Note: The temporary password expires 15 minutes from receipt.
- Enter your **password**.
 - If you need to reset your password, use the **Forgot Password** link. Again, the temporary password expires 15 minutes from receipt.

PASSWORD POLICY

- Minimum password length is 8 characters
- ONE or more upper-case characters (A-Z)
- ONE or more lower-case characters (a-z)
- ONE or more numbers (0-9)
- ONE or more keyboard special characters such as ! @ # \$ % ^ & * ()
- User is not allowed to use any of their 15 previous passwords
- Users are locked out if there are 5 incorrect passwords attempts



Dear Shru Kan,

A password reset has been requested for shruthi.kancharkuntla@us.loomis.com. Please follow the below link to complete the process.

Please click the button below to set your password.

[Reset Password →](#)



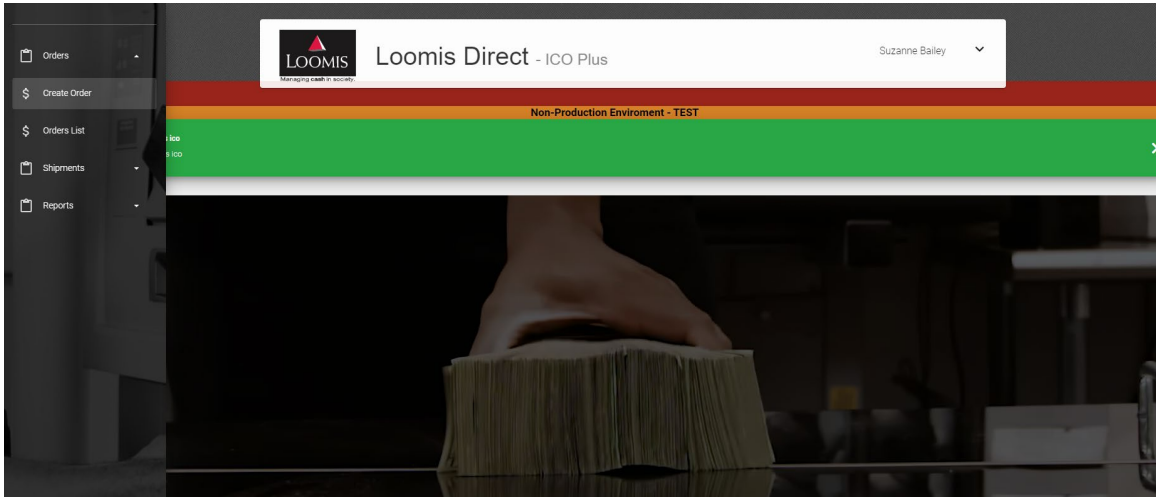
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USER ACCESS

Users with one location will be signed directly on to the **Order Page**. See **Enter and Review** section of this document.

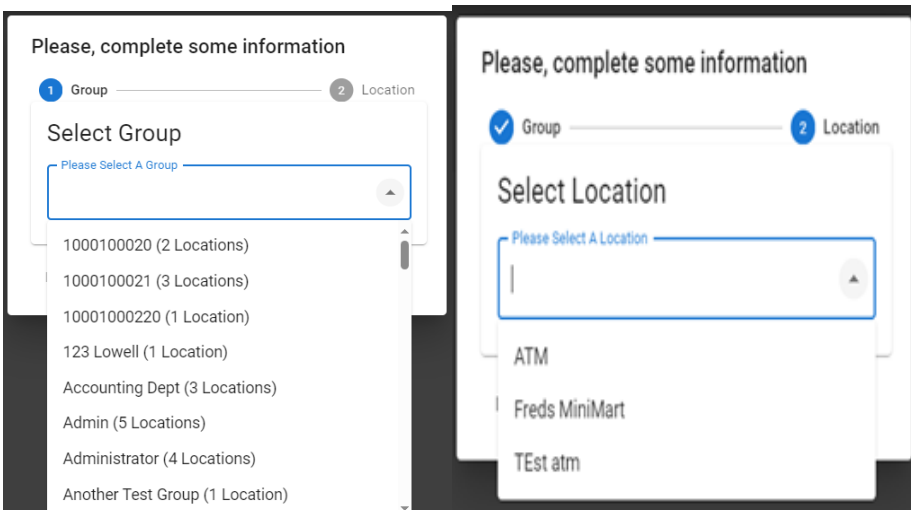
Users with multiple groups or locations will be required to select a group and location:

- Select **Create Order**



- Select **Group**

- Select **Location**





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ENTER AND REVIEW ORDER

Note: Delivery Date can be changed by selecting the **Blue Pencil**. A calendar will populate to help identify the dates available for delivery.

Review the **Order Details** and select **Review Order** or you have the option to **Cancel**.

Order Details

Location
1667 | Freds MiniMart

Corporate (9000)

Status
Ordering

Lead Days: 1

Prep Days: 1

Cutoff Time: 05:30 PM CST

Delivery Days Are:
MON / WED / FRI

Min Order Amount: \$1.00

Max Order Amount: \$1,000,000.00

Grand Total
\$10,000.00

Earliest Delivery Day: **Fri 11/10/23**
Delivery Date: Fri 11/10/23

Group

Location

Fit Bill

Description	Value	Amount
\$1	\$100	<input type="text" value="\$ 10,000"/>
\$2	\$200	<input type="text" value="\$ 0"/>
\$5	\$500	<input type="text" value="\$ 0"/>
\$10	\$1,000	<input type="text" value="\$ 0"/>
\$20	\$2,000	<input type="text" value="\$ 0"/>
\$50	\$5,000	<input type="text" value="\$ 0"/>
\$100	\$10,000	<input type="text" value="\$ 0"/>

Fit Bill Subtotal: \$10,000.00

Rolled

Description	Value	Amount
Penny	\$1	<input type="text" value="\$ 0"/>
Nickel	\$2	<input type="text" value="\$ 0"/>
Dime	\$5	<input type="text" value="\$ 0"/>
Quarter	\$10	<input type="text" value="\$ 0"/>
Half	\$10	<input type="text" value="\$ 0"/>
SBA	\$25	<input type="text" value="\$ 0"/>
Gold Dollar	\$25	<input type="text" value="\$ 0"/>

Rolled Subtotal: \$0.00

Earliest Delivery Day: **Tue 11/07/23**
Delivery Date: Tue 11/07/23

Select Delivery Date
Earliest Delivery Day: **Tue 11/07/23**

11/07/2023

November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



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SUBMIT

Select **Submit the Order** or you have the option to go **Back** and make changes.

[< BACK](#) [SUBMIT ORDER >](#)

ICO Plus

Delivery Date: Fri 11/10/23

LOCATION: **1667 | Freds MiniMart** Corporate (9000)

Fit Bill	
Description	Amount
\$1	\$10,000.00
Fit Bill Subtotal: \$10,000.00	

TOTAL **\$10,000.00**

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PRINT

Print Confirmation or go direct to **Order List**.

< ORDER LIST
PRINT CONFIRMATION

ICO Plus

Order has been successfully submitted on Tue 11/07/23 10:50 AM CST.

ICO Plus Reference ID: 9484385

Delivery Date: Fri 11/10/23

LOCATION:
1667 | Freds MiniMart

Corporate (9000)

Fit Bill	
Description	Amount
\$1	\$10,000.00
Fit Bill Subtotal: \$10,000.00	

TOTAL **\$10,000.00**

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PDF PRINT OF ORDER

Order has been successfully submitted on Tue 11/07/23 10:50 AM CST

ICO Plus Reference ID:
9484385

Delivery Date: Fri 11/10/23

Location:

Corporate (9000)

1667 | Freds MiniMart


Fit Bill	
Description	Amount
\$1	\$10,000.00
Fit Bill Subtotal: \$10,000.00	

Grand Total \$10,000.00



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ORDER LIST NAVIGATION

1. Search Options by Entered Date
2. Export Report in Excel, CSV or PDF or create next order
3. Show Cancelled Orders – the order details will display on Order List and when exported, but the total value of the order will not be included in the report
4. **Title Headings** can be selected to sort the data
5. Select  to display the breakdown of the order
6. Action Buttons:



If the **Pencil** is displayed, the **Order** can be edited – select to review the order and edit



Select to **Print the Order**



If the **X** is displayed, the order can be cancelled – select **X** to cancel

Note: If the edit pencil or the cancel **X** is not displayed, the order is locked down and can not be changed. Reach out to administrator if additional help is needed with the order.

1

Order List

DAY WEEK MONTH

From Date
11/01/2023

To Date
11/07/2023








SEARCH

2

+ CREATE ORDER

EXPORT

3
 Show Cancelled Orders

	Reference ID	Entered Date	Delivery Date	Branch Name (Branch Number)	Location ID	Total Amount	Order Status	Actions
^	9484385	Tue 11/07/23 10:50 AM CST	Fri 11/10/23	Corporate (9000)	1667 Freds MiniMart	\$10,000.00	Submitted	<div style="font-size: 24px; font-weight: bold; margin-right: 5px;">5</div> <div style="display: flex; justify-content: space-around; gap: 5px;"> <div style="border: 1px solid #e91e63; padding: 2px 5px; font-weight: bold; color: white;">6</div>    </div>
Details								
	Category	\$1/Penny	\$2/Nickel	\$5/Dime	\$10/Quarter	\$20/Half	\$50/Dollar	\$100
	Fit Bill	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
v	9484371	Wed 11/01/23 8:04 PM CST	Thu 11/09/23	Corporate (9000)	LFC9005 Branch 5	\$50,203.00	Pending	<div style="display: flex; justify-content: space-around; gap: 5px;">    </div>
v	9484379	Wed 11/01/23 10:40 AM CST	Tue 11/07/23	Houston TX (3930)	TEX2 Texas Two	\$25.00	Submitted	<div style="display: flex; justify-content: space-around; gap: 5px;">  </div>



LOOMIS DIRECT ICO PLUS

ORDER REPORT

The **Order Report** displays the order detail and additional information on who placed the order and/or modified the order.

Order Report

DAY WEEK MONTH

From Date: 10/30/2023 To Date: 10/30/2023

SEARCH

PRINT EXPORT

BANK OF LOOMIS

DATE RANGE: 10/30/2023 - 10/30/2023

Grand Total: \$10,000.00

	Branch #	Fed Depot	Total Amount
	3860		\$10,000.00
Total Ordered Amount			\$10,000.00

	\$1/Pennies	\$2/Nickels	\$5/Dimes	\$10/Quarters	\$20/Halves	\$50/Dollar	\$100
Fit Bill	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Currency	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Coin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	\$1/Pennies	\$2/Nickels	\$5/Dimes	\$10/Quarters	\$20/Halves	\$50/Dollar	\$100
Currency	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Coin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Millington

Store ID: 6580-580

Location ID: 6580-580 | Millington

Delivery Date: Tue 11/07/23

Ordered By: Suzanne Bailey Mon 10/30/23 9:49 AM

Last Modified By: Suzanne Bailey Mon 10/30/23 9:49 AM

ICO Plus

Reference ID

9484351

Order Status: Submitted

\$10,000.00