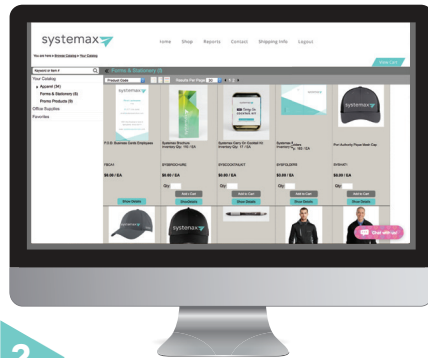


Taking flight with **THE HUB**



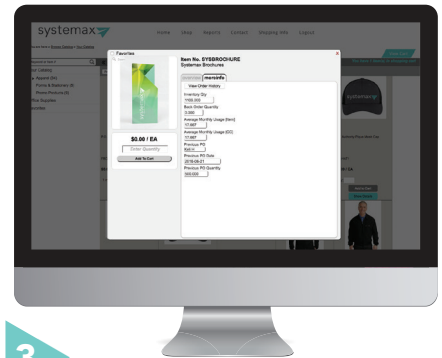
1

Login using your username and password



2

Pick shipping location and access catalog



3

Select the item you need, enter the quantity and add to your cart



4

Checkout



5

Item ships to your location

Hub User Types:

- ▶ **Enhanced Users** – these users see it all (most likely in a manager role)
- ▶ **Multi-Location Users** – these users can access multiple locations (but not all)
- ▶ **Standard Users** – these users only have access to one location

(each location has specific items available on their catalog page to reduce the possibility of ordering an incorrect item)

Tips for Ordering Success:

- ▶ Orders for in stock items placed before 2 pm CST ship out same day
- ▶ Consolidate ordering to save on shipping time and expenses
- ▶ Releasing a one or two month supply of your stored inventory at a time, per location, will allow for better tracking on inventory usage and avoid over stocking.

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