



DEALER PORTAL 3.0

*BETA TESTING
USER'S GUIDE*



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ACCESS

Access to the Beta Testing site:

beta.kcdus.com

TIPS FOR EASY ORDERING

YOUR EMAIL AND
PASSWORD ARE THE SAME

USE THE LATEST VERSION
OF CHROME OR FIREFOX

DO NOT HAVE THE BETA
SITE AND THE LIVE SITE
OPEN AT THE SAME TIME

NEW! Multiple log-in's
per company now
allowed! Contact us at
dealerportal@kcdus.com
for more info.



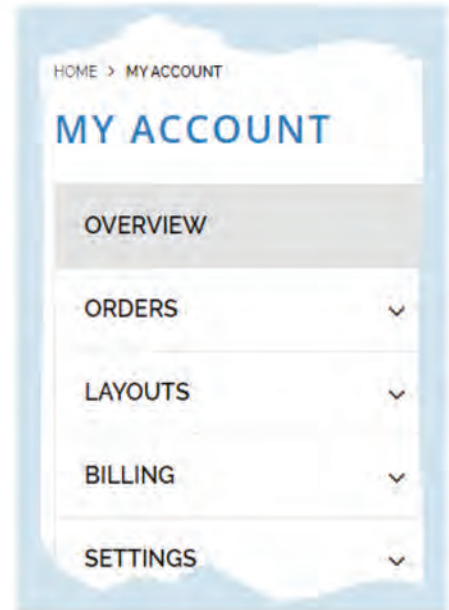
HOMEPAGE

NEW!

EASIER NAVIGATION

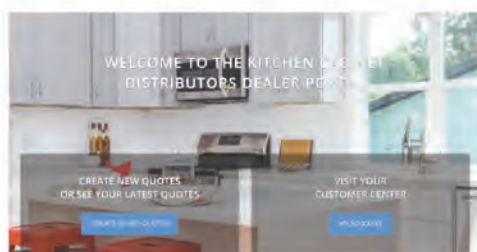
After logging in, you will now be taken straight to your Account Profile.

From here you can view your orders, layouts, invoices, and change your password.



BETA SITE LOGO

Look for this logo to make sure you're on the Beta site.



CURRENT SITE
HOMEPAGE

HOW TO ORDER

NEW!

SIMPLE ORDERING!

For ease of ordering, we removed the option to place an open quote. This reduces confusion as to whether or not your quote is confirmed. Quotes will now be placed through Checkout just like regular orders. **TIP: Use Layouts to create editable product lists that can be re-ordered as many times as you'd like.**

QUICK ORDER

Select Quick Order to enter by item number, even if you're just getting a quote

ADD TO CART

Select Add to Cart when ordering from the product detail pages

During the Checkout process you can select whether you want to save the order as a Quote or place the order.

HOW WOULD YOU LIKE TO PROCEED?

CREATE QUOTE

PLACE ORDER

REMINDER

QUOTES

Once a quote is placed, changes must be made by KCD.

SALES ORDERS

Once an order is placed, changes cannot be made.

LAYOUTS

1

Create a Layout from your Account Profile and add to it from the Product Detail pages

HOME > MYACCOUNT > LAYOUTS

MY ACCOUNT

OVERVIEW

ORDERS

LAYOUTS

[All My Layouts](#)

10x10 Test (2)

MY LAYOUTS

10x10 Test

2 products (last added BS-BW2430)

Last updated: 5/3/2018

CREATE NEW LAYOUT

ADD LAYOUT TO CART

Edit List

Builder Kitchen

Last updated: 5/2/2018

ADD LAYOUT TO CART

OR

2

Go to the Product Detail pages to create *and* add to your layouts

CABINETS

Tall Cabinets

Vasties

Fillers & Panels

Moldings & Trim

Decorative Accents

Miscellaneous (Ber

Attachments and

Product Subtype

1/2" Thick Finished Plywood Filler

42" - 21" High Double Door Wall

65" Corner Wall Stacking Cabinet with Glass

65" Wall Stacking Cabinet with Glass



View full details

\$75.68

Quantity

1

ADD TO CART

ADD TO MY LAYOUTS

Add To

Test Layout DP3

Test Layout 7-25

Test Layout 2

Test Layout 4

Or:

Create a New Layout

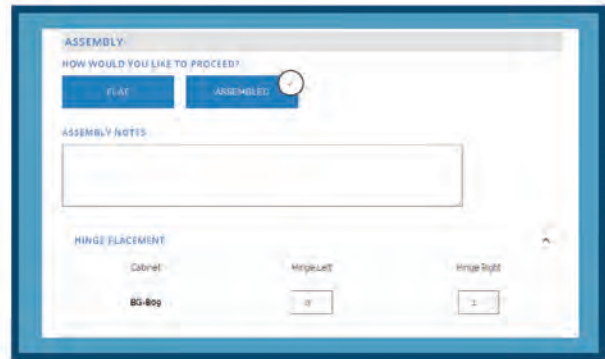
QUICK ORDER

CHECKOUT

NEW!

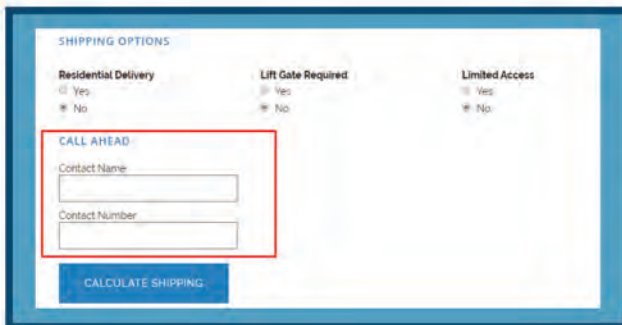
HINGE OPTIONS

Select Hinge Left or Hinge Right quantities when choosing Assembled during checkout



The screenshot shows a checkout form titled "ASSEMBLY". Under the heading "HOW WOULD YOU LIKE TO PROCEED?", there are two radio button options: "FLAT" and "ASSEMBLED". The "ASSEMBLED" option is selected. Below this is a section for "ASSEMBLY NOTES" with a text input field. The "HINGE PLACEMENT" section includes a "Cabinet" dropdown menu with "BG-809" selected, and two quantity input fields: "Hinge Left" with a value of "0" and "Hinge Right" with a value of "1".

IMPROVED CHECKOUT DESIGN



The screenshot shows a "SHIPPING OPTIONS" form. It includes three sections: "Residential Delivery" with radio buttons for "Yes" and "No"; "Lift Gate Required" with radio buttons for "Yes" and "No"; and "Limited Access" with radio buttons for "Yes" and "No". A red box highlights the "CALL AHEAD" section, which contains two input fields: "Contact Name" and "Contact Number". A "CALCULATE SHIPPING" button is located at the bottom of the form.

CALL AHEAD

When checking out, add in a call ahead name and phone number for each order.

TROUBLESHOOTING

The purpose of launching a Beta Site is to look for bugs, glitches or anything that doesn't work as it is intended to. For this reason, there may be times where something doesn't work correctly. Identifying and fixing these issues is an important step and why your participation is so valuable! Below are some initial troubleshooting steps you can take to try to fix the issue:

- ➔ Double check your bookmark - if in doubt, re-enter the web address:
beta.kcdus.com
- ➔ Look for the Beta Site logo to make sure you're actually in the Beta site
- ➔ Log out, log back in (clicking the "x" on your browser will not sign you out)
- ➔ Clear your cache - this is an option when clearing your browsing history
- ➔ Make sure you don't have both the Beta and LIVE sites open at the same time
- ➔ Try using an InPrivate browsing window

HOW TO REPORT BUGS



- Email dealerportal@kcdus.com
- Let us know what you were doing when the error occurred
- Provide screenshots of the error if possible
- If you're unable to continue, log out of the Beta site and log in to the LIVE site to continue your shopping
- Remember to only keep one site open at a time