American Rock Salt
Customer Reporting Website Quick Start Guide

**Important**: Internet Explorer (IE) browser (version 9 or higher) is the recommended web browser to use for full functionality. Other browsers do not support the full tools and functionality and are used at the customer’s risk.

**Quick Start:**

1. Open Internet Explorer (IE) web browser and use the following URL/web link:
   
   http://main.americanrocksalt.com/

2. Click on the Login link from the American Rock Salt (ARS) webpage

3. Input your User ID and Password provided to you by American Rock Salt and click on the Login button

4. Access the Customer Overview report

5. Click on the links in the lower left section of the Customer Overview report to access the various customer reports

**Note**: Report data is read-only and is not editable.

For any questions or data corrections, contact American Rock Salt Marketing department at (888) 762-7258 (phone) or e-mail: customerservice@americanrocksalt.com.
Note:
The Internet Explorer (IE) web browser back button is disabled when viewing reports. To return or go back to the previous report/page/link use the blue Back Button on the Report Navigation Toolbar
**Navigation Buttons:**

First Page – Click to jump to first page/beginning of report
Previous Page - Click to go to previous page of report
Page Number - Go to a specific page number within the report. To jump to a specific page, type a page number in the Page Display box, and then press Enter
Next Page - Click to go to next page of report
Last Page – Click to jump to last page/end of report

Page Display/ Zoom: This control allows you to magnify or reduce the size of the page by adjusting the percentage displayed

Search Field: This control allows you to search for content. It is a text search control that scans the complete report data for matching text entered into the Search box. Click the Find button to begin the search and the Next button to find the next occurrence of the search term.

Export: This drop-down list box lets you select the export the report in the selected format (i.e. Excel, PDF)

**Export Navigation Button:**

Report Refresh: This control allows the user to refresh the data in the report.

Printer: Print report output to printer. Brings up standard Windows print dialog box.
In general the reports follow the same format of report name, customer name, customer number and ARS company logo in the report header.

The report body consists of the report columns (may be sortable) and report data. **Underlined items are links to detail reports such as Order Details, Ship To Locations, Invoice Details, etc.** Most reports will show totals.

**Typical report layout:**

![Invoice Report Layout](image-url)
Sorting:

In a report, sortable columns have a sort button that you can use to sort the report in ascending or descending order. A sort button is shown yellow circle below.

You can only sort up to 3 columns on a report. Click the sort button to sort by your first column. Clicking the sort button sorts the report data in ascending order. The sort button then changes to an up arrow button. Clicking on the up arrow button sorts the report data in descending order.

To sort by multiple columns, click the sort button for the first column by which you want to sort, press and hold the Shift key, and then click the sort buttons for the other columns by which you want to sort. Click on a sorting column header again while holding Shift key to change the sort direction. You can mix sorting columns ascending and descending, respectively.

Open Reports:

Open Invoices report – Report shows any unpaid invoices or invoices with a balance due amount.

Note: Invoices that are past due [from report run date] are highlighted in Blue.

Open Orders report – Report shows only Open Orders that have a Dispatch status of either ‘Dispatched’ or ‘Open’

Invoice Details report has Printable Invoice link that will allow printing and exporting copy of invoice.
Report Custom Dates:

Most reports such as Orders, Invoices, Shipments and Payments display data for the past 30 days from date report is ran (i.e. today). To run a report for another date period click on the Date Parameter window icon (down arrow icon)

Custom date field, Calendar Control and View report objects appear. Either manually input custom date in date field or click on the Calendar Control to select a date.
## Document Version

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Author</th>
<th>Date/Time</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Ron Siem</td>
<td>7/13/2015 12:01 PM</td>
<td>Create Doc</td>
<td>Initial document</td>
</tr>
<tr>
<td>1.50</td>
<td>Ron Siem</td>
<td>7/15/2015 2:46 PM</td>
<td>Edit</td>
<td>Added internal functionality documentation</td>
</tr>
<tr>
<td>2.0</td>
<td>Ron Siem</td>
<td>7/23/2015 9:39 AM</td>
<td>Edit</td>
<td>Added/corrected sort button graphic and minor edits</td>
</tr>
</tbody>
</table>