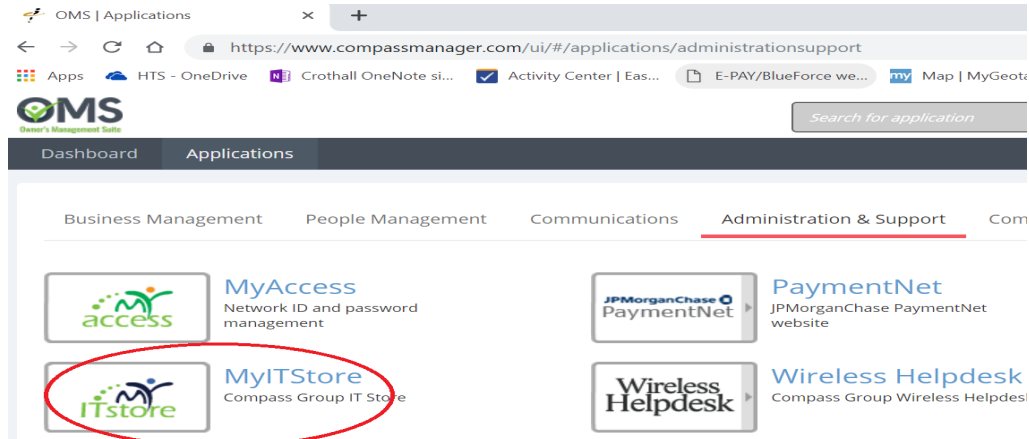


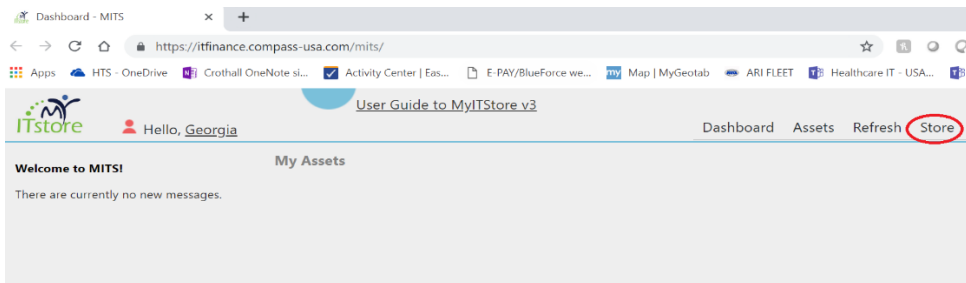
Mobile Device: How to order tablets in MyITStore

I. Place Tablet Order:

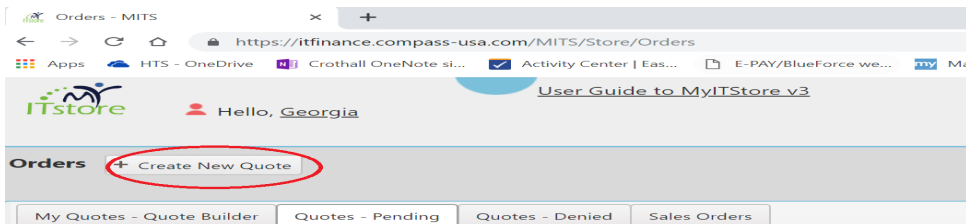
1. Log into Owner's Management System website www.compassmanager.com using your network credentials
2. Go to **Administration & Support** & choose **MyITStore**.



3. At next screen, select "Store":



4. Select "Create New Quote"



5. Ensure you have the correct Cost Center #, your name & correct "Ship to address". Ensure the "Submit for Approval" box is checked & your approving manager's correct E-Mail is listed. This is what triggers the E-Mail to approving manager to approve your order.

ITStore Hello, Danielle User Guide to MyITStore v3 Dashboard Assets Store Reports About Cont

Store - SID00000098953 [Submit Quote](#) [Save](#) [Cancel](#)

Order Date: 8/14/2019 Cancel Date: 9/13/2019 Order Type: Purchase Ship Method: 2nd Day EOB Ship Date: Project: Memo 1: Memo 2:

Cost Center: 26385 House Code: Associate: DEFAULT ASSOCIATE GL Account (Lease): 645250 GL Account (Purchase): 645250 Refresh Order

Customer/Shipping Information (Assigned To)

Ship To: Cost Center
Company Name: St Joseph Tawas - EVS department
Address 1: 200 Hemlock Street
Address 2:
City: TAWAS CITY
State/Zip: Michigan 48763
Attention: Ken Gulock
Phone: 586 405 5287
Email: dhoover@iamtouchpoint.com

Approval

Submit for Approval Managers Email: danielle.hoover@compass-usa.com Comments:

Detail

Item ID	Description	Qty	Price	Ext. Price

[Add Item](#)

Summary

	Purchase Only	Lease/Month	Purchase
Sub Total	\$0.00	\$0.00	\$0.00
Tax	\$0.00	\$0.00	\$0.00
Shipping	0.00	0.00	0.00
Total	\$0.00	\$0.00	\$0.00

6. Ensure Compass Group is typed in Company Name field, scroll down and select the orange "Add item"

ITStore Hello, Georgia User Guide to MyITStore v3 Dashboard

Store - SID00000090528

Approval

Submit for Approval Managers email: Comments:

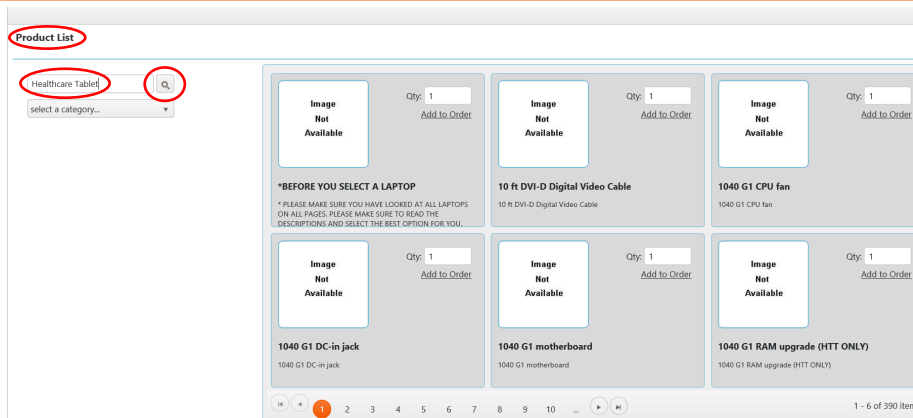
Detail

Item ID	Description	Qty	Price	Ext. Price

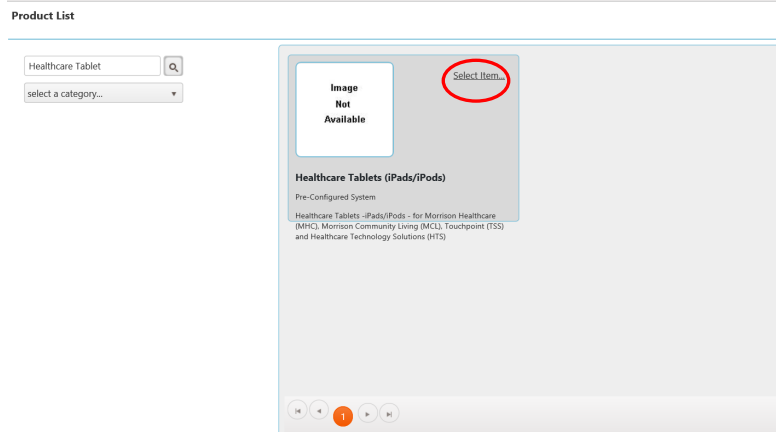
Summary

	Purchase Only	Lease/Month	Purchase
Sub Total	\$0.00	\$0.00	\$0.00
Tax	\$0.00	\$0.00	\$0.00
Shipping	0.00	0.00	0.00
Total	\$0.00	\$0.00	\$0.00

7. Under "Product List", type "Healthcare Tablets" and then click the search icon to the right.



8. Click "Select Item", shown in the picture below:



9. You will now be able to view the healthcare business cases:

Healthcare Business Case			
<i>Select your Business Case for Healthcare, most of the required items for your business case will be automatically selected. Only to be used by Health</i>			
	ItemID	Description	Quantity
<input type="radio"/>	MHC/IOSMUPatSer	MHC IN UNIT Shared iPad(AcuityConnect/eTracking/Origami)	1
<input type="radio"/>	MHC/IOSSUMgmt	MHC RVP/ RDO/Corp iPad (E-mail/AcuityConnect/e-Times/Origami)	1
<input type="radio"/>	MHC/IOSMyDinKit-Pro	MyDining Meal Orders iPad PRO (MyDelivery/MyDining)	1
<input type="radio"/>	MHC/IOSMyDinKit-10.2 Std	MyDining Meal Orders Std. iPad 10.2(MyDelivery/MyDining)	1
<input type="radio"/>	MHC/MyMenu	MyMenu (Computrition, CBORD) Standard 10.2 in iPad	1
<input type="radio"/>	MCL/IOSSUMgmt	ML iPad Single User(E-mail/AcuityConnect/Origami/eTracking)	1
<input type="radio"/>	MCL/IOSMUMYFSHR	ML iPad Multi User (AcuityConnect/Origami/eTracking)	1
<input type="radio"/>	ML/ASK	ML ASK (Acuity Sentiment Kiosk)	1
<input type="radio"/>	TSS/IOSMUPatSer	TSS iPad Shared Device (AcuityConnect/Origami/eTracking)	1
<input type="radio"/>	TSS/IOSSUMgmt	TSS VP Ipad Assigned (Email/AcuityConnect/eTracking/Origami)	1
<input type="radio"/>	TSS/IOSPatSerTeletrack	TSS Patient Transport iPod (Teletracking)	1

10. Select your Healthcare **Business Case** (each business case has the three sector letters in front of it, so they can be easily identified.)
1. Morrison Healthcare (MHC)
 2. Morrison Living (ML) or (MCL)
 3. TouchPoint (TSS)

Morrison Healthcare (MHC) Business Case

- MHC In-Unit Shared iPad (Acuity Connect/eTracking/Origami) [**ItemID: MHC/IOSMUPatSer**]
- MHC RVP/RDO/Corp (E-mail/Acuity Connect/eTracking/Origami) [**ItemID: MHC/IOSSUMgmt**]
- MHC/IOS/MyDinKit-Pro (MyDelivery/MyDining) [**ItemID: MHC/IOSMyDinKit-Pro**]
- MHC/IOS/MyDinKit- 10.2 Std. (My Delivery/MyDining) [**ItemID: MHC/IOSMyDinKit-10.2 Std**]
- MHC/MyMenu (Computrition, CBORD) [**ItemID: MHC/MyMenu**]

Morrison Living (ML):

- ML iPad Single User (E-mail/Acuity Connect/Origami/eTracking) [**ItemID: MCL/IOSSUMgmt**]
- ML iPad Multi User (/Acuity Connect/Origami/eTracking) [**ItemID: MCL/IOSSUMgmt**]
- ML Kiosk (Acuity Sentiment Kiosk, Chrome) [**ItemID: ML/ASL**]

TouchPoint (TSS):

- TSS Patient Services iPad Shared Device (Acuity Connect, eTracking, Origami) [**ItemID: TSS/IOSMUPatSer**]
- TSS VP iPad Assigned (E-mail, Acuity Connect, eTracking, Origami) [**ItemID: TSS/IOSSUMgmt**]
- TSS Patient Transport iPod (Teletracking) [**ItemID: TSS/IOSPatSerTeletrack**]
- TouchPoint MyDining Meals Orders iPad Pro (MyDelivery/MyDining) [**ItemID: TSS/MyDining-PRO**]
- TouchPoint MyDining Meals STANDARD iPad 10.2 inch (MyDelivery/MyDining) [**ItemID: TSS/MyDining-10.2**]



11. Once you have selected your business case, **ALL required items** for your business case, **including iPad options, iPad Required Accessories, and Tablet Airwatch Selection will be automatically selected. DO NOT REMOVE!** See example below:

iPad Options					
<i>If you need other iPad options, please contact us at MyITStore@compass-usa.com</i>					
	ItemID	Description	Quantity		Price
<input checked="" type="radio"/>	MW742LL/A	Apple 10.2-inch iPad Wi-Fi - 7th generation tablet - 32 GB	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$318.56
<input type="radio"/>	MY2H2LL/A	12.9-INCH IPAD PRO WI-FI 128GB-4th gen SPACE GRAY	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$952.09
<input type="radio"/>	MVHW2LL/A	IPOD TOUCH 32GB - SPACE GRAY	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$185.19
<input type="radio"/>	MCL Cellular iPad	Contact MyITStore@compass-usa.com if you think you need cellular.	1	<input checked="" type="checkbox"/>	\$0.00

iPad Required Accessories					
<i>Required items for iPads FGLab, TabAdminSupp, Apple-DEP and a case. Please update the quantity in this section to match the quantity of the iPad device</i>					
	ItemID	Description	Quantity		Price
<input checked="" type="checkbox"/>	APPLE-DEP	APPLE DEVICE ENROLLMENT	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	FGLab	Tablet Lab fee for Staging and Kitting	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$25.00
<input checked="" type="checkbox"/>	TabAdminSupp	Tablet Admin and Support Fee	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$30.00
<input type="checkbox"/>	TabAdminSuppPro	Tablet Admin and Support Fee for Pro	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$60.00
<input checked="" type="checkbox"/>	77-62035	Apple Defender iPad 7th gen(10.2") Black Case	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$40.65
<input type="checkbox"/>	77-65152	OTTERBOX APPLE DEFENDER IPAD PRO 12.9IN CASE 4TH GEN BLACK	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$67.18
<input type="checkbox"/>	77-55633	OtterBox Defender Series Apple iPod touch 5G	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$21.88



Tablet Airwatch Selection			
<i>Airwatch must be selected for your sector and needs. Some cases it will be automatically selected based on your Business Case. (Healthcare must use speci</i>			
	ItemID	Description	Quantity
<input checked="" type="radio"/>	MHC-DED-AW	Morrison Health Care RVP/RDO/CORP Dedicated Airwatch	1
<input type="radio"/>	MHC-SHR-AW	Morrison Healthcare IN UNIT Shared Airwatch	1
<input type="radio"/>	MYD-SHR-AW	MyDining Meal Orders iPad Shared Airwatch	1
<input type="radio"/>	MHC-MMS-AW	MyMenuSelection Shared Airwatch (Computrition, CBORD)	1
<input type="radio"/>	MCL-DED-AW	ML Single User - Dedicated Airwatch	1
<input type="radio"/>	MCL-SHR-AW	ML Multi User - Shared Airwatch	1
<input type="radio"/>	MCL-ASK-AW	Morrison Living ASK Airwatch	1
<input type="radio"/>	TSS-DED-AW	TouchPoint-Dedicated Airwatch	1
<input type="radio"/>	TSS-SHR-AW	TouchPoint-Shared Airwatch	1

Summary: ALL Orders should have a Business Case, a device (iPad or iPod), Apple-DEP, FGLab, TabAdminSupp, Defender Case and Airwatch.

- You can order more than one iPad/iPod with your business case, by inputting the quantity needed on left hand side & then clicking **“Update price”**. This will update the quantity on all required parts. **If you desire to order additional accessories beyond the pre-selected items (i.e. extra charging strips/power cords), scroll down to those areas & place a check mark on the left side of the item and update the quantity field.*

Additionally, at the bottom of the configuration, there are additional iPad Accessory Options + iPad Kiosk Options that you can add to your order if needed, but they will not update to the quantity selected on the left. Manually change the quantity if you need more than one.

iPad Accessory Options						
<i>These items are optional but can be included with your iPad order.</i>						
	ItemID	Description	Quantity		Price	Ext. Price
<input type="checkbox"/>	USBLT3MW	3m White Apple 8-pin Lightning to USB Cable for iPad 10 ft	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$15.26	\$15.26
<input checked="" type="checkbox"/>	77-52033	UTILITY SER LATCH 10" BAG PP fits 9.7 & 10.2 inch case models*	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$25.43	\$25.43
<input type="checkbox"/>	77-55621	Utility Latch 13 In fits 12.9 in cases	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$27.23	\$27.23
<input type="checkbox"/>	MXLY2AM/A	Apple Lightning cable - Lightning / USB - 3.3 ft (Charging cable for iPad)	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$16.71	\$16.71
<input type="checkbox"/>	MD810LL/A	Apple power adapter (plug base for the charging cable)	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$16.71	\$16.71
<input type="checkbox"/>	Y-2172A	10 port charging station	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$51.00	\$51.00
<input type="checkbox"/>	F7U074dq04-SL	Belkin BOOST CHARGE USB-C + Block (iPad Pro Gen 7)	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$45.67	\$45.67

iPad Kiosk Options

Please select option and quantity.

	ItemID	Description	Quantity		Price	Ext. Price
<input type="checkbox"/>	102IPDSB / 102IPDSW	Maclocks 10.2" Wall Mount Enclosure	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$74.43	\$74.43
<input type="checkbox"/>	303B	MACLOCKS Tablet Kiosk Stand	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$84.99	\$84.99
<input type="checkbox"/>	101B	TAB KIOSH STAND 45 BRACKET	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$38.11	\$38.11
<input type="checkbox"/>	140W + 102IPDSW/B	MACKLOCKS 10.2" iPad Wall Mount+Floor Stand	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$347.77	\$347.77
<input type="checkbox"/>	DGIPD102	MACLOCKS iPad 10.2 DoubleGlass Protector	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$19.73	\$19.73
<input type="checkbox"/>	PBLIP10KW	MACLOCKS BATTERY POWER BANK	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$45.51	\$45.51
<input type="checkbox"/>	3IN1-O-R-SW	ORIGINAL 3 IN 1 STAND REGULAR SKY WHITE-Armodilo	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$587.00	\$587.00
<input type="checkbox"/>	TFK-IPAD-10.2-HP	FIT KIT FOR IPAD 10.2" W SCREEN & Pin Home button	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00

13. After you have completed building your order, click the orange “Add Item” button at the top right side of the screen. Select “OK” if you would like to add these items.

The screenshot shows the MyITStore interface. On the left, there is a product card for 'Healthcare Tablets (iPads/iPods)' with a 'Purchase Price: \$2,101.44' and a quantity of 6. A modal dialog box is open in the center, asking 'Are you sure you want to add this item?' with 'OK' and 'Cancel' buttons. In the background, a table lists various iPad accessories with their quantities, prices, and extended prices. An 'Add Item' button is visible in the top right corner of the product page.

14. This will bring you back to the below screen. Click the orange “Submit Quote” button to submit order to MyITStore & to your approving manager for approval. (**NOTE:** Clicking “Save” will only save this order to your personal quote builder. You can use this option if you are still working on an order and not ready to submit it completely. However, neither your manager nor MyITStore will be aware of the order until the order is edited and you have clicked on “Submit Quote”)

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Store - SID00000098953 Submit Quote Save Cancel

Order Date: 3/14/2019 Cancel Date: 9/13/2019 Order Type: Purchase Ship Method: 2nd Day EOB Ship Date: Project: Memo 1: Memo 2:

Cost Center: 26385 House Code: Associate: DEFAULT ASSOCIATE GL Account (Lease): 645250 GL Account (Purchase): 645250 Refresh Order

Customer/Shipping Information (Assigned To)

Ship To: Cost Center
 Company Name: St Joseph Tawas - EVS department
 Address 1: 200 Hemlock Street
 Address 2:
 City: TAWAS CITY
 State/Zip: Michigan 48763
 Attention: Ken Gulock
 Phone: 586 405 5287
 Email: dhoover@iamtouchpoint.com

Approval
 Submit for Approval Managers Email: danielle.hoover@compass-usa.com Comments:

Detail

Item ID	Description	Qty	Price	Ext. Price	Edit	Delete
Healthcare Tablets (iPads/iPods)	Pre-Configured System	6	\$350.24	\$2,101.44	Edit	Delete

Summary

	Purchase Only	Lease/Month	Purchase
Sub Total	\$0.00	\$0.00	\$2,101.44
Tax	\$0.00	\$0.00	\$152.37
Shipping	0.00	0.00	0.00
Total	\$0.00	\$0.00	\$2,253.81

15. Finally, select "OK" to submit your order.

ITStore Hello, Danielle User Guide to MyITStore v3 Dashboard Assets Store Reports About Contact

Store - SID00000098953 Submit Quote Save Cancel

Order Date: 8/14/2019 Cancel Date: 9/13/2019 Order Type: Purchase Ship Method: 2nd Day EOB Ship Date: Project: Memo 1: Memo 2:

Cost Center: 26385 House Code: Associate: DEFAULT ASSOCIATE GL Account (Lease): 645250 GL Account (Purchase): 645250 Refresh Order

Customer/Shipping Information (Assigned To)

Ship To: Cost Center
 Company Name: St Joseph Tawas - EVS department
 Address 1: 200 Hemlock Street
 Address 2:
 City: TAWAS CITY
 State/Zip: Michigan 48763
 Attention: Ken Gulock
 Phone: 586 405 5287
 Email: dhoover@iamtouchpoint.com

Approval
 Submit for Approval Managers Email: danielle.hoover@compass-usa.com Comments:

Detail

Item ID	Description	Qty	Price	Ext. Price	Edit	Delete
Healthcare Tablets (iPads/iPods)	Pre-Configured System	6	\$350.24	\$2,101.44	Edit	Delete

Summary

	Purchase Only	Lease/Month	Purchase
Sub Total	\$0.00	\$0.00	\$2,101.44
Tax	\$0.00	\$0.00	\$152.37
Shipping	0.00	0.00	0.00
Total	\$0.00	\$0.00	\$2,253.81

Message from webpage

Are you sure you want to submit this order?

OK Cancel

16. Congratulations! You have completed your order in the MyITStore. An email will be sent to your approving manager for "approval". Once approval is given, your order will process.