



Woods Dealer Website

How to: Navigate the New Dealer Website

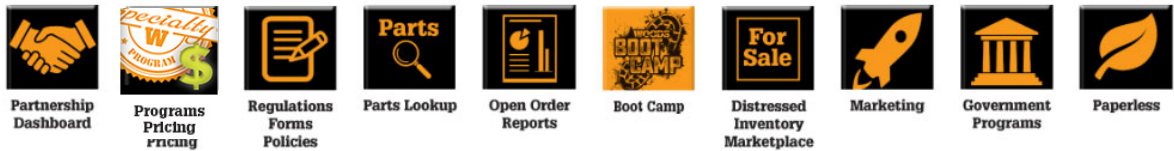
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1 Woods Dealer Home Page

Welcome to the New Woods Dealer Portal. In this guide you'll find some basic instructions on the new layout of the site and where you can go to find the information you need.

On the Dealer Home page, there are a list of links in the main navigation bar, indicated in the highlighted area in the example below:



What's Happening at Woods

[View Archives](#)

Your District Manager

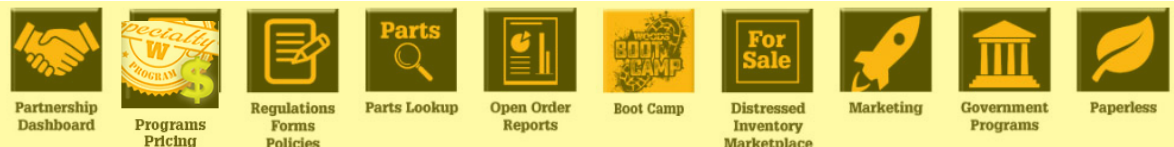
11/17/2016 [Woods and KIOTI Enter into Agreement](#)

11/04/2016 [Woods Revisits Made in America Statements](#)



From left to right, you'll see Dealer Home, Parts, Orders, Invoices, Wholegoods, Warranty & Service, and Site Help. The first link will direct you to this Dealer Home page where you will have access to the latest information about Woods and your account. Any announcements and specials will appear in the large banner image under the main navigation bar.

Below the banner are quick links to the items you will use most such as Programs/Pricing, Forms, Parts Look-up, Financing, etc., indicated in the highlighted area of the example below.



Below Quick Links on the Dealer Home page you'll find our news section, What's Happening at Woods, and your District Manager contact information. These sections are indicated in the highlighted example below.

What's Happening at Woods

- 11/17/2016 [Woods and KIOTI Enter into Agreement](#)
- 11/04/2016 [Woods Revisits Made in America Statements](#)
- 10/28/2016 [Woods Co-op -- Change of Address](#)
- 10/26/2016 [New Mounts for JD 3033-46R: 3120-3720](#)
- 10/04/2016 [Woods Commercial Kinetic Log Splitter Financing - Now Available](#)

[View Archives](#)

Your District Manager

Charles Capehart
Call or Text: (775) 225-5206
Email: [Charles.Capehart](mailto:Charles.Capehart@woods.com)

2 Main Navigation Bar

You can access the main navigation bar from anywhere on the site unless you click through to ARI Parts Lookup and Ordering or to the Literature Ordering site. Each link in the navigation bar will direct you to its corresponding page. Please review the sections below to familiarize yourself with each section.

2.1 Parts

On the Parts screen, you will find links that take you to looking up and ordering parts, PreSeason Program information, Prices Files, etc.

WOODS

ADMIN PROFILE LOGOUT

Logged in as Dealer Training

For questions or assistance call 800-319-6637

Dealer Home Parts Orders Invoices Wholegoods Warranty & Service Site Help

Dealer Home Parts

Woods Genuine Parts

[Lookup & Order Parts](#) Access our online Parts lookup and place your order today.

[Order Parts](#) Already know the part numbers you need to order? Access the shopping cart directly and add them in to shorten the ordering process.

[Preseason Program](#) View the latest Parts Preseason Program. Be sure to pay close attention to the start and end dates of the program.

[Order Policy](#) Woods Same Day / Next Day parts order policy.

[Woods Genuine Parts Return Policy](#) Annual returns are allowed during the months of January and February. Prior approval is needed before the return can be processed. Contact your District

2.2 Orders

The Orders section is where you can find your Order History information. The link will take you to the Search for Orders screen.

There is also a Sub-Navigation area that provides links to Parts Lookup and Ordering Parts, Ordering Merchandise and Literature.

We provide multiple ways to Search for Orders. There is a menu on the left hand side of the screen called Search Options. On your first login you will land on the Advanced Search options screen.

WOODS

ADMIN PROFILE LOGOUT

Logged in as Dealer Training

Dealer Home Parts Orders Invoices Wholegoods Service and Warranty Site Help

Search for Orders

Search for Orders

Search Options:

- Date Range
- Open Orders
- Part # (Material)
- PO #
- Order Number
- Invoice Number
- Advanced Search**

Search Criteria:

Sold-to: WOODS TEST CUSTOMER, OREGON, 123456

Ship-to: WOODS TEST CUSTOMER, OREGON, 123456

Part # (Material):

Date Range: or From: To:

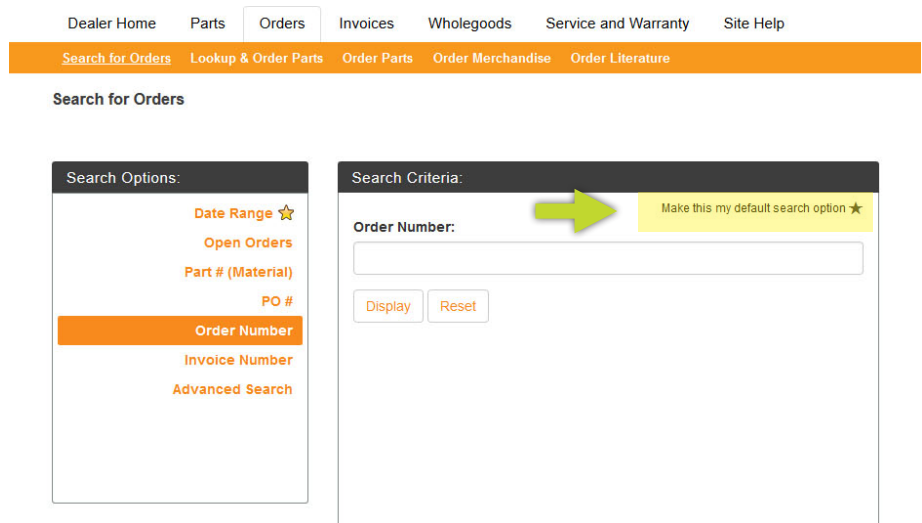
Ship Status: All

PO #: Delivery/BOL #: Invoice Number:

With Line Item Detail

Search Reset

If you would prefer to search by a different option, click on that link. If you would always like that screen to be your Default screen when Searching for Orders, click the link that says “Make this my default search option.”



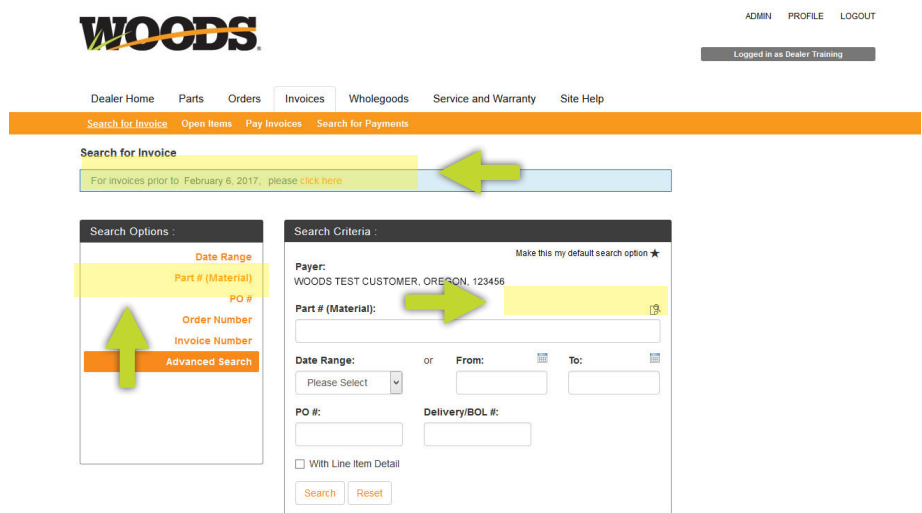
2.3 Invoices

The Invoices section is where you can look up Invoices, Open Items, Statements, and Pay Invoices if you have access to these areas. You will first land on the Advanced Search screen, but you may also use the other Search Options on the left side of the screen.

You can change your Default search screen by clicking the “Make this my default search option” link.

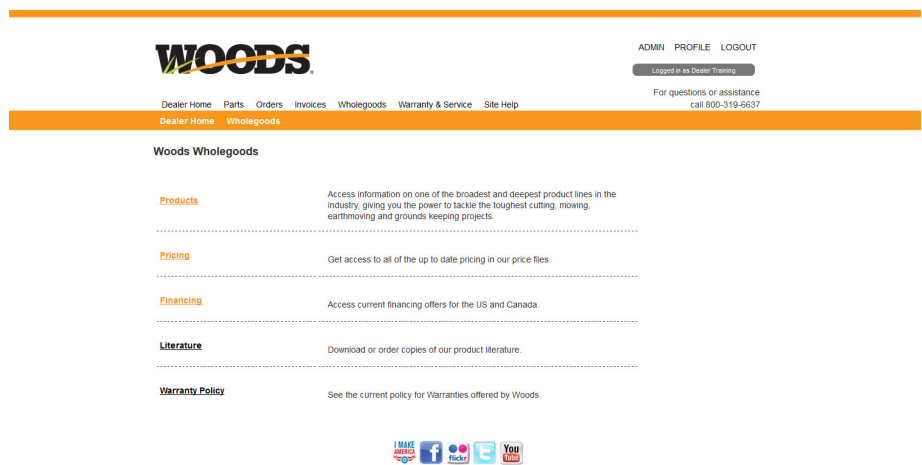
There is a Sub-Menu on the Search for Invoices screen with links to Open Items, Pay Invoices, and Search for Payments, again if you have access to these areas.

There are additional How-to Guides on the Site help page that will walk you through each one of these links.



2.4 Wholegoods

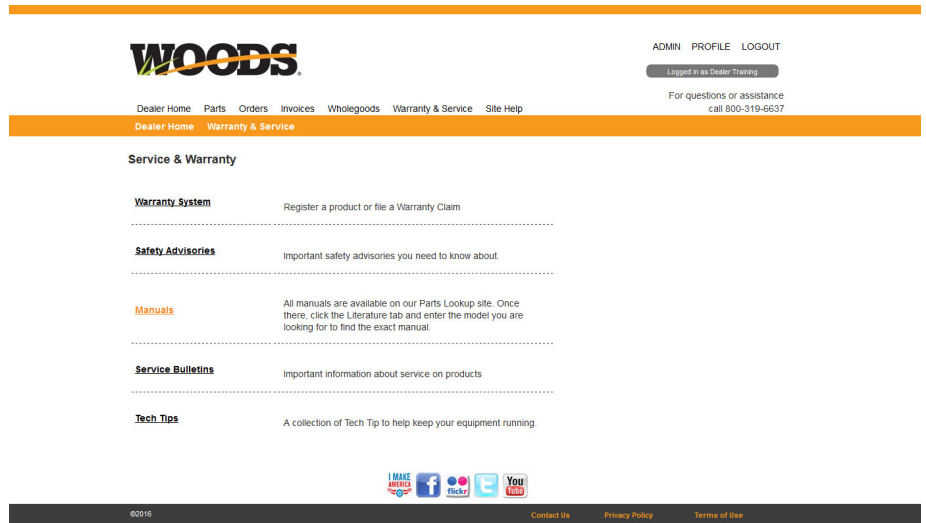
On the Wholegoods screen, you will find helpful information about Products, Pricing, Financing, Literature, and Warranty Policy.



2.5 Warranty & Service

On the Warranty & Service screen, you will find links to the New Warranty System, Safety Advisories, Manuals, Service Bulletins, and Tech Tips.

There is an additional How-to Guide on the Site Help page that will walk you through the New Warranty System.



2.6 Site Help

The final link in Main Navigation is Site Help. This screen will include downloadable PDFs that you can print off that will help with Site Navigation, How-To Guides, What's New on the site, and some Online Tech Tips.

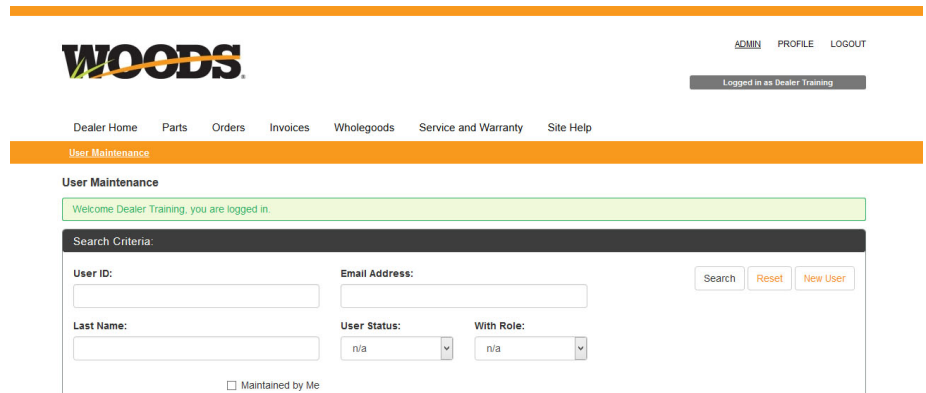
3 Admin, Profile and Logout

You can access the Admin, Profile and Logout links in the upper right hand corner of the screen from anywhere on the site. Please review the following sections for more information on these links.



3.1 Admin

If you are your company's Admin, this link will take you to the User Maintenance screen. Here, you can search for users that you have set-up and Create New users. There are additional How-To Guides on the Site Help page that describe in detail how to set up users.



3.2 Profile

The next link in the upper right hand corner of the screen moving left to right is the Profile link. When you click on this link it will display your online account information. You can edit that information as needed, change your email address, update your Password, etc. Please see the screen shot of the Profile screen below:

3.3 Logout

Finally the link next to the Profile link is where you Logout. If you no longer need access to the Woods Dealer Portal you can click on that link. It will take you to a Log Off screen where you can click on the Log Back In link if you need to access the site again.

The screenshot shows the Woods Dealer Portal interface. At the top, there is a navigation bar with the Woods logo and links for ADMIN, PROFILE, and LOGOUT. Below this is a secondary navigation bar with links for Dealer Home, Parts, Orders, Invoices, Wholegoods, Service and Warranty, and Site Help. The main content area is titled 'Profile' and contains a 'User Details' section with fields for User ID, First Name, Last Name, Language, Number Format, Created By, Created On, Email Address, Phone Number, Date Format, Changed By, Changed On, New Password, Time Format, and Confirm New Password. Below this is a 'Reset Password Details' section with a 'Reset Password Question' dropdown, 'Reset Password Answer' field, and 'Confirmation of Answer' field. At the bottom, there is a 'Thank you!' message and a 'Click here to log back in.' button.