



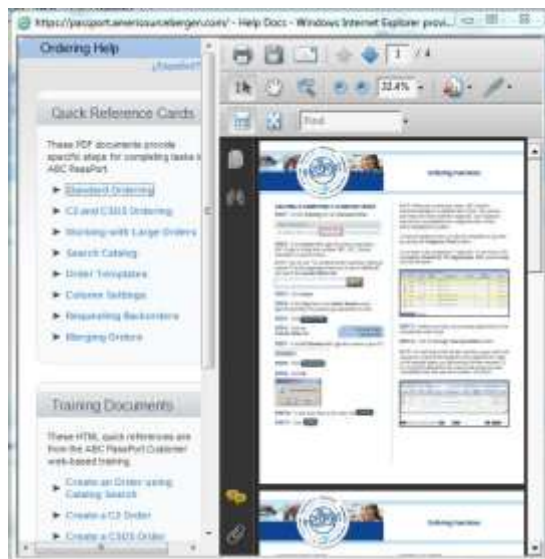
Did you Know? ABC PassPort Tip #3

Locating ABC PassPort Help and Quick Reference Cards

There are a variety of reference materials available within ABC PassPort to help explain how to carry out activities such as placing an order, submitting a return request, or adding a new user to the system. Within each module of ABC PassPort – **Ordering, Receiving, Invoice Management, Returns & Claims,** and **Business Tools** - there is a hyperlink to “Help” specific to the area of the application in which you are currently working. In the below example, the user is in the **Ordering** module so the “Ordering Help” is available.



When you click the “Help” hyperlink, you are presented with menu listing all available Quick Reference Cards and Training Documents for that specific ABC PassPort module.



The Quick Reference Cards are PDF documents that can be printed and saved for your future reference.



ABC PassPort™ Did You Know?



The Training Documents are based on the ABC PassPort web-based training. They can also be printed for your reference.