



## Get the Most From Your Reports

Customer reports are fast, free and an easy way to save time and money for both the distributor and the end user. Many reports are available for a customer on his or her distributor's eFoodUSA-powered website.

Once a customer is logged on to an eFoodUSA-powered website, he or she can access the reports section by clicking the "Reports" button in the navigation bar. The customer will then have many options to choose from.

The first step is to choose a type of report. Individual reports include "Usage with Cases and Dollars," "Cases and Dollars by Personal OG," "Usage with Cases Only," "High-Low Usage with Cases," "High-Low Usage with Dollars" and "Usage by Vendor." Additional reports, such as Consolidated Reports in either Summary or Detail including "Usage by Unit & Vendor," "Order Guide Sales Exceptions" and more, are also



available for corporate accounts. As you can see, a wide variety of reports are available to assist every customer in many ways.

The next step would be to enter the dates to include on the report. Dates can span from one day up to one year from the current date.

If desired, a report can include items from all vendors or can be specified to include the items of only one vendor. Another option is to report on one or more specific item numbers.

Specific vendor and item reporting is great for calculating rebates!

The last step to producing a report is to choose how many records to view at a time. A report can display either 100 or 1000 records per page. If 1000 records is chosen, depending on the customer's internet speed, it may take several

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### In the News:

- eFoodUSA attended the Ace Endico Corporation Food Show on July 16, 2002 in New York.
- eFoodUSA was mentioned in the August 15, 2002 issue of ID Management Report.
- eFoodUSA will be at the 2002 UniPro Purchasing Conference in Atlanta, Georgia on October 13-16, 2002.
- eFoodUSA will be at the A. LoPresti & Sons, Inc. Food Show on October 23, 2002 in Ohio.
- eFoodUSA will also be at the Fox River Foods Food Show on November 12, 2002 in Illinois.

## Updated Help Pages, Demo CDs and Tutorials!

Have questions about the features on an eFoodUSA-powered website? There are three recently updated options that can help you: the Help pages located on your customized distributor website, the Demo CD, *Your Complete Internet Solution*, available in the marketing kits and individually (\$5 per CD - call us for details), and the Tutorial found on the eFoodUSA home page.

First, the Help pages, which are found by clicking the help button in the navigation bar on your distributor website, will now

include new optional additional features when they are added to your site.

Second, the Demo CD has been updated to include Corporate Account and optional additional features. An updated "basic features only" version is also available.

Last, but not least, the Tutorial pages have been updated to include Corporate Account and optional additional features as well. This section displays step-by-step instructions for each feature and an animated demonstration of each step.

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## Feature Focus

The forum is a valuable asset to any website. It allows customers with similar interests to share information about upcoming events, products for sale or to post messages about the industry.

The forum can be used a number of ways. A popular use for the forum on eFoodUSA-powered websites is to advertise foodservice equipment for sale. It is also used to announce services or other business opportunities that are available within the industry. Another great use is to schedule or post information about a meeting or a seminar involving one or more companies. The possibilities for uses are endless.

The Forum section is accessible by all users of an eFoodUSA-powered website. To enter the Forum, click the Forum button found in the navigation bar. Posted messages are listed by date on the first screen. A red number in parentheses next to each subject will determine the number of responses posted for that subject.

**“...a valuable asset to any website...The possibilities for uses are endless.”**

To post a new message, fill in the available fields found on the bottom of the screen and click the Post Message button when finished.

To display an existing posted message along with any posted

responses for that message, click the corresponding subject line. To post a response to the displayed message, fill in the available fields at the bottom of the screen and click the Post Response button when finished. To respond directly to the person who posted the message, click the person's name to send them an email.

Watch for our next issue's Feature Focus - Specials! If you would like to see a particular feature discussed in a future Feature Focus article, please send an email to: [heatherk@efoodusa.com](mailto:heatherk@efoodusa.com).

## Get the Most From Your Reports

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minutes to produce the report. This decision is best made depending on whether or not the report will be printed or viewed only. If the report is to be viewed only, it is best to display 100 records at a time so that the pages will display quicker. If the report is to be printed, it is best to display 1000 records at a time so that there is a better chance the entire report will be on one page.

When all of the choices have been made, the report will be displayed after the Continue button is clicked. If the report is more than one page, navigation links are found

at the end of the report to skip to specific pages or to view the previous, next or last pages.

A report is printed by clicking the print button in the browser. If the report has multiple pages, each page must be displayed and printed separately.

When finished, an additional report can be created by clicking the "Another Report" link found at the end of the page or another option may be selected from the navigation bar to continue.

## Just A Note

We hope you are enjoying the eFoodUSA Quarterly Newsletter. If you have any questions, comments or suggestions, please contact us at [info@efoodusa.com](mailto:info@efoodusa.com). Also, if you wish to add someone to the mailing list or would like to be removed from the mailing list, please contact me at [heatherk@efoodusa.com](mailto:heatherk@efoodusa.com). Internet/food related article submissions and customer testimonials are also welcome!

Thank you and enjoy,  
*Heather Karabetsos*  
e-Commerce Coordinator



## A Helping Hand

Need help explaining, training or promoting your website? How about at your food show or with that important customer? Whatever the need, eFoodUSA is there!

An eFoodUSA representative will travel to your location and assist you and your staff with events pertaining to or including your eFoodUSA-powered website. Our representative will provide training for your customers, sales force, technology department or anyone who wants to learn more about your website. Let us meet and greet your customers and help answer their website questions!

Please call your eFoodUSA representative for additional information.



## Magic Pie Recipe

### Makes its own crust. It's MAGIC!!

4 eggs, 1/4 cup margarine, 1 cup white sugar, 1/2 cup flour, 1/4 teaspoon salt, 1/2 teaspoon baking powder, 2 cups milk or half and half, 1 cup coconut, 1 teaspoon vanilla



Place all ingredients in blender at one time and blend until mixed together. Pour into a buttered 10-inch pie pan. Bake in a 350° oven for 1 hour. When done, crust will be on bottom, custard in the middle, and coconut on top - right where they belong.

**Recipe provided by:** QualityBooks is an absolute goldmine of secret information, how-to-guides, reports, software, money making guides, business opportunities, financial advice, personal/health reports, electronic books, consumer reports, internet marketing guides, internet marketing software, FREE stuff, money savers, cheap internet services, secret web-sites and much, much more. Please visit us today! <http://www.QualityBooks.com>. No time to visit the site? **Subscribe** to our FREE, weekly Newsletter. Just send a blank message to [subscribe@qualitybooks.com](mailto:subscribe@qualitybooks.com) and as bonus you will immediately receive a list of over 70 TOLL-FREE 800 numbers to call for FREE BOOKS!

## TECH Corner

Ofentimes in the computer world we find everyday words which mean something very different than what the standard dictionary definition states. Here are a few fun examples:

- 1) You can't eat a computer **cookie** since it is a file stored on your computer by your Web browser that remembers different tidbits of information.
- 2) A **mouse** is not a small animal, but instead is a piece of hardware connected to your computer that controls the cursor on the computer screen.
- 3) Instead of keeping out a fire, a computer's **firewall** keeps hackers from stealing valuable information stored on that computer.
- 4) And whether it is referring to a human illness, or a damaging computer program that replicates itself, no one wants to catch a **virus**!

## Staying Healthy and Safe on the Computer: Tips for Active Computer Users

*Article Courtesy of ARA Copy, [www.aracopy.com](http://www.aracopy.com)*

You're free from the confines of the cubicle farm. You work at home or in a small office. Lunch is when you're hungry. A break is a stroll around the block. However, there are the drawbacks like working hunched over the dining room table, sitting for hours on end in a chair from the '70s, and that overhead lighting may be great for dinner parties, but it's not exactly helping you finalize that proposal.

In fact, you may be part of the 30 percent of all computer users who suffer from some form of work-related discomfort. Preventing injuries associated with excessive computer use, such as cumulative trauma disorders, is even more essential for those who work from home or in small offices without the proper tools.

Tom Albin, a professional ergonomist with 3M, provides the following simple tips to help ensure home and small office workers reduce their risk of strains and pains.

### Posture Perfect

Proper posture is essential to healthy computer use. Poor posture has been shown to increase fatigue levels and place unneeded strain on the back. Invest in a chair that adjusts to your height and provides adequate lumbar support. Place your feet on the floor or on a footrest, such as the 3M Adjustable Footrest, which will increase comfort by relieving stress on the legs, back and neck. If

**"...30 percent of all computer users...suffer from some form of work-related discomfort."**

your job requires a lot of phone use, avoid cradling the phone between your ear and shoulder. Try using a speakerphone or headset to better prevent neck and shoulder strain.

### Break it Up

Ergonomists have a saying, "The best posture is the next posture." Be sure to take breaks during the day to keep moving. Sitting or typing for a long period is not only uncomfortable, but increases the risk of serious health problems down the road. Use a sit-stand work surface, like the 3M Adjustable Keyboard Tray, to change your position while keying. Or just standing up, stretching or taking a walk will provide the rest that your hands and body need. You'll feel more comfortable and energized throughout a long day when you do.

### PC Arrangement

Make sure your computer is arranged correctly on the desk. Counter to common perception, computer monitors should be situated just below eye-level. This will help reduce backward head and neck tilt and straining associated with an incorrectly positioned monitor. Be careful not to place the monitor too low, which will also place pressure on the neck muscles. If you're working on a kitchen table

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200 East Howard  
Suite 232  
Des Plaines, IL 60018  
Phone: 847-390-8064  
Fax: 847-390-8435  
Email: [info@efoodusa.com](mailto:info@efoodusa.com)

Visit us on the Web!  
[www.efoodusa.com](http://www.efoodusa.com)

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## ...Tips for Active Computer Users

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or low desk, you may need to place your monitor on a monitor stand to raise it to the proper height. In addition to raising your monitor to the proper height, 3M's monitor stand even allows you to store papers and documents within it to help keep your desk clear of clutter.

Also vital is positioning the monitor at the proper viewing distance. The standard rule of thumb is that the monitor should be at least 20 inches (approximately arm's length) from you. Make sure you can clearly see the characters on your monitor. You may need to adjust your monitor brightness and contrast settings to display characters clearly.

### **Keep it in Neutral**

According to the Bureau of Labor Statistics, 64 percent of all workplace illnesses are disorders associated with repeated trauma, such as carpal tunnel syndrome. Treatment and surgery for carpal tunnel is painful, expensive and not always successful, so being aware of the risk is crucial. The key to healthy wrists is keeping them in a neutral position while typing or using a mouse. To see if your wrists are in neutral, check and make sure that your forearms, wrists and hands are in a straight line while you're typing. If not, use a wrist rest to support your wrists and help keep them straight.

3M conducted a study to determine the effects of wrist rest use and found that it helps reduce the stress on the wrists, hands and the carpal tunnel by keeping them closer to neutral. When choosing a wrist rest, look for one that is neither too hard, which will actually place unneeded pressure on the wrist, or too soft, which will inhibit the wrist's movement. Try 3M's gel-filled wrist rest, which incorporates a specially developed gel to most accurately conform to the user's wrists and palms.

### **Be a Visionary**

Working on a computer all day can quickly take a toll on your eyes. Check the lighting in your home or office to reduce glare on your computer screen and prevent vision problems. Use window coverings to diminish outside light and try turning off some of the overhead lights. Try using an anti-glare computer filter, like the 3M Circular Polarizing Filter, which allows for a clear, sharp image that is easy to read and kind to the eyes.

Position reference documents at the same height and distance as your computer monitor by using a 3M document holder that securely attaches to the side of the monitor. This will eliminate the need for your eyes to refocus each time you glance between the monitor and the reference paper, reducing eye -- and neck -- strain.