



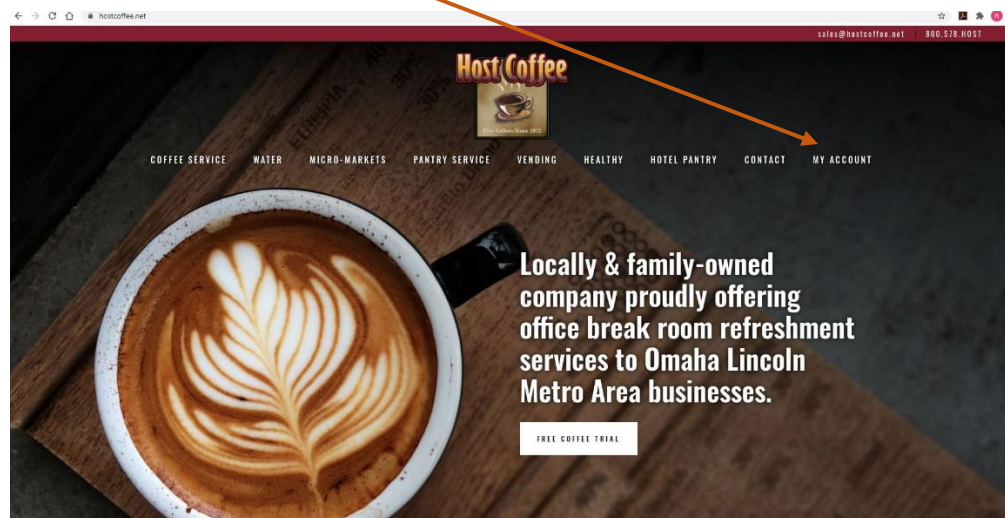
MANGO WEB TUTORIAL

Online Account Set Up for CURRENT & NEW Online Users

Please review our step by step instructions below for existing & new user set up and how to start ordering on your account today!

Select this hyper link <http://www.hostcoffee.net/> or enter the web address into your preferred search engine. This will take you to the Host Coffee Website.

1. Select the “My Account” option. This will take you to the “Sign-In Page”.



2. Returning On-Line Customers can enter their username - password and Sign-In.

ADVANTAGE
ROUTE SYSTEMS

Welcome Back!

Username

Password

[Forgot your password?](#)

[Already receive service?](#)

Mango Web Version: 2.0.0.0076r



3. **EXISTING CUSTOMERS** that are **NEW** to online ordering must activate their online account by selecting “Activate Account”.

4. Activate Your Account – enter your account number, Zip code, email address, a username and password – Then select “Activate Account”

“Your Account should now be Activated” and direct you to the **Mango Web Dashboard!**



Mango Web Dashboard

The Dashboard allows you to see billing information, delivery information, account balance, open invoices, upcoming deliveries and your favorite Host Coffee products! To Navigate to each section “select this icon” – Then select the page you want to visit.

The screenshot shows the Mango Web Dashboard interface. At the top, there is a red navigation bar with a hamburger menu icon on the left, the text "HOST/ MANGO" in the center, and a shopping cart icon on the right. Below the navigation bar, the dashboard is divided into three main columns:

- Billing Information:** Contains contact details for "HOST/ MANGO" (phone: 402-339-0440, address: 9444 J ST, OMAHA, NE, 68127, name: ROB JACKSON, email: rob.jackson@hostcoffee.net), account details (Account Number: 112606, Username: JaneDoe, Statement Preference: No E-mail statements), and a "Go Paperless" button. Below this is a "Delivery Information" section with address details (1 - HOST/ MANGO - 9444 J ST, 9444 J ST, OMAHA, NE, 68127) and an "Edit" button.
- Account Balance:** Shows a balance of "\$0.00" and an "Open Invoices" section with a search bar and a table with columns "DATE", "INVOICE", and "OPEN AMOUNT". A message states "You have no open invoices."
- My Deliveries:** Shows "Your Next Delivery" for "JULY 23 Thursday" with an "Edit Delivery" button. Below this is a "Favorites" section with two coffee products: "1311 - RCDM RAINFOREST" and "1312 - RCDM RAINFOREST BOLD".

HOW TO PLACE AN ORDER

Form the Dashboard - select edit delivery.

This screenshot is identical to the one above, but it includes an orange arrow pointing from the text "select edit delivery." to the "Edit Delivery" button in the "My Deliveries" section of the dashboard.



Next – from the Delivery page – select (click on) the next available delivery date – indicated by the Green Check mark.

Deliveries

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Delivery Date: 08/06/2020
Status: Scheduled

[Edit Order](#) [View Previous Orders](#)

Delivery Order 08/06/2020

1311 - RCDM RAINFOREST REGULAR 128/2.5	1312 - RCDM RAINFOREST BOLD 128/2.5
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Next – Select “Edit order “

Deliveries

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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Delivery Date: 08/06/2020
Status: Scheduled

[Edit Order](#) [View Previous Orders](#)

Delivery Order 08/06/2020

1311 - RCDM RAINFOREST REGULAR 128/2.5	1312 - RCDM RAINFOREST BOLD 128/2.5
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PLACE YOUR ORDER

You now should see your products that are available to order. The next step is to select the item and quantity you wish to order.

Place cursor “here” and “click arrow” - add the quantity you wish to order.

The screenshot shows the 'Deliveries' interface. At the top, there is a calendar for August 2020. The calendar shows delivery dates for August 13, 19, 20, 27, and 28. Below the calendar, the delivery date is set to 08/06/2020 and the status is 'Scheduled'. There are buttons for 'Cancel', 'Save Order', and 'View Previous Orders'. Below the calendar, there is a section for 'Delivery Order 08/06/2020' with two product options: '1311 - RCDM RAINFOREST REGULAR 128/2.5' and '1312 - RCDM RAINFOREST BOLD 128/2.5'. Each product has a quantity dropdown set to '0'. To the right of the products are 'Add Product' and 'Apply Coupon' buttons. An orange arrow points from the text above to the quantity dropdown for the first product.

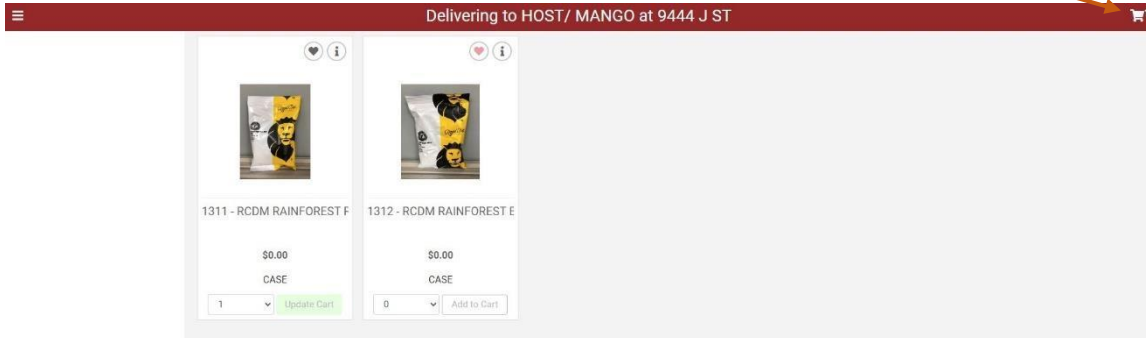
Once you have selected the items you wish to purchase – select Add Product.

This screenshot is identical to the one above, but with an orange arrow pointing from the text above to the 'Add Product' button.



ORDER SUMMARY PAGE

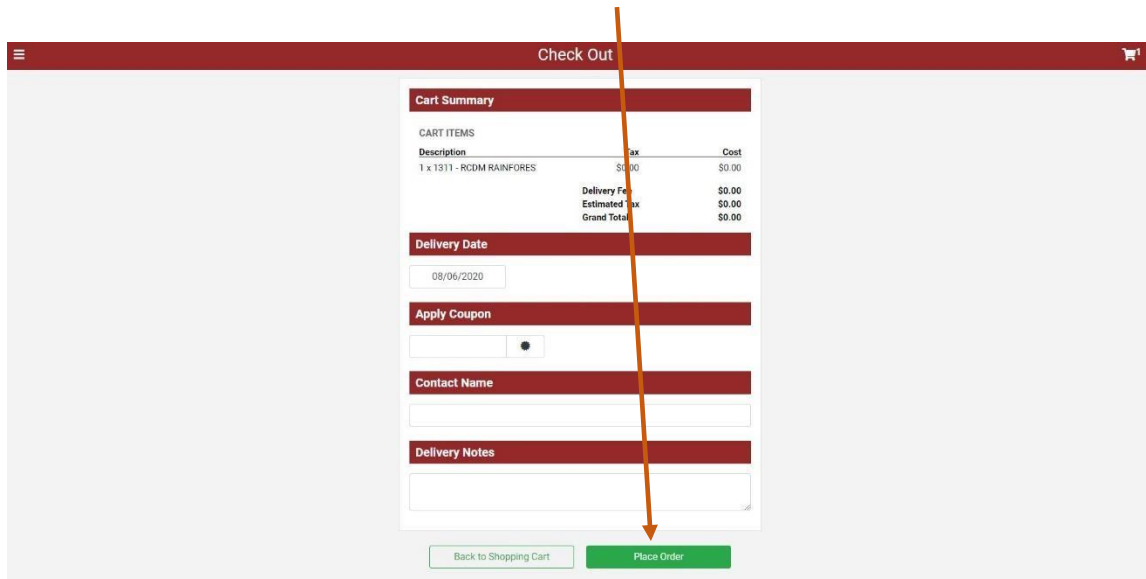
This will take you to the product summary page prior to checkout. If the order looks correct you are ready to checkout – Select the cart icon located here



CHECKOUT

You should now be at the checkout page:

From the checkout page you may either return to the shopping cart where you can either cancel order – continue shopping or place your order. When you are ready to checkout – select the place order button here. Your order will be received, and you should be notified via email for order verification.



Thank You for being a Customer – We appreciate your business!