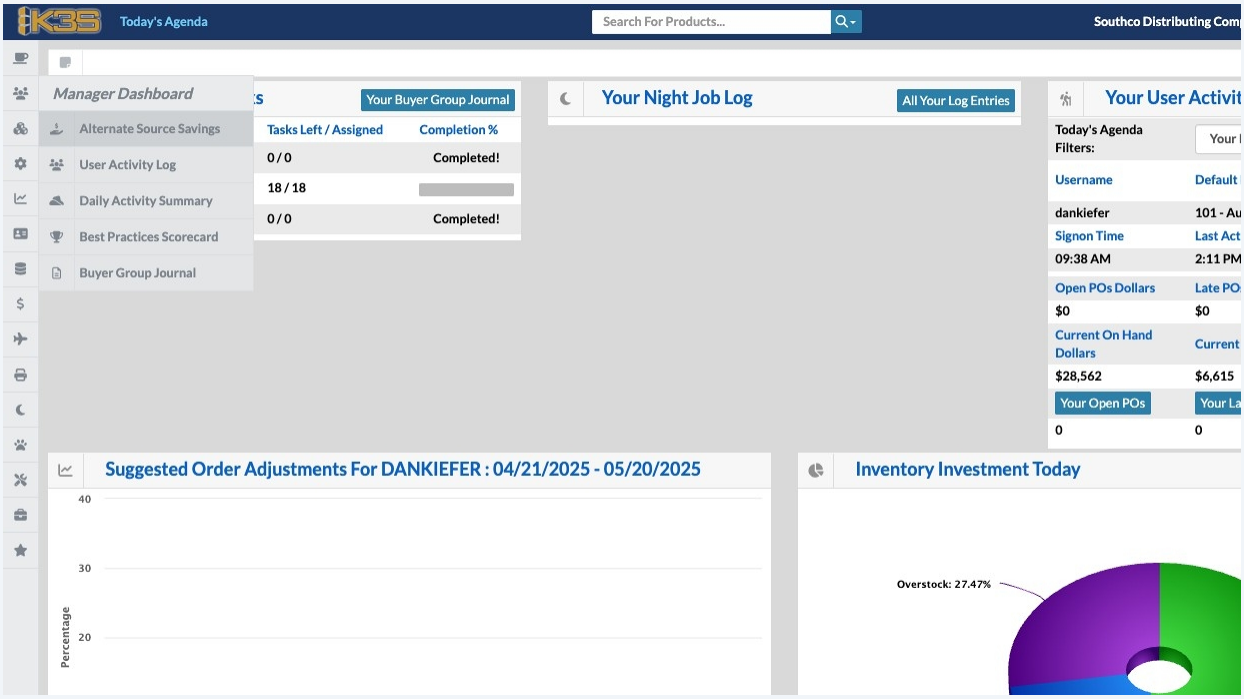
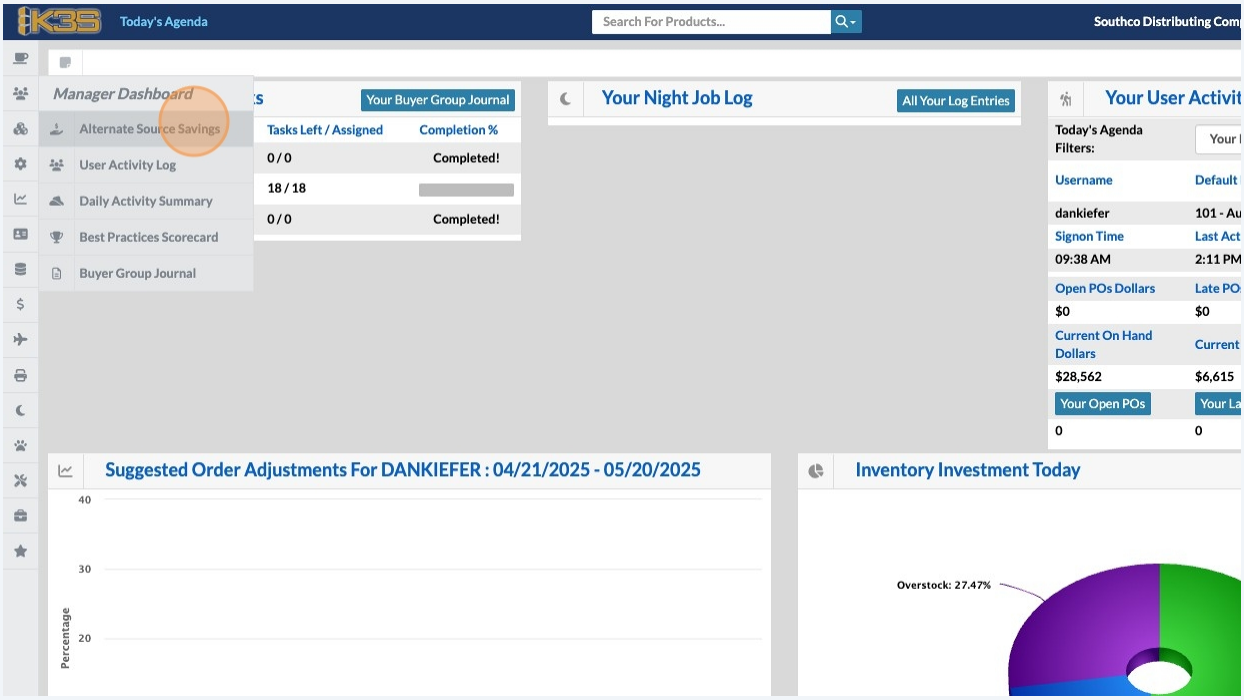
Navigating the Managment Dashboard

1 Navigate to https://calvin.k3s.com:8161/todaysagenda

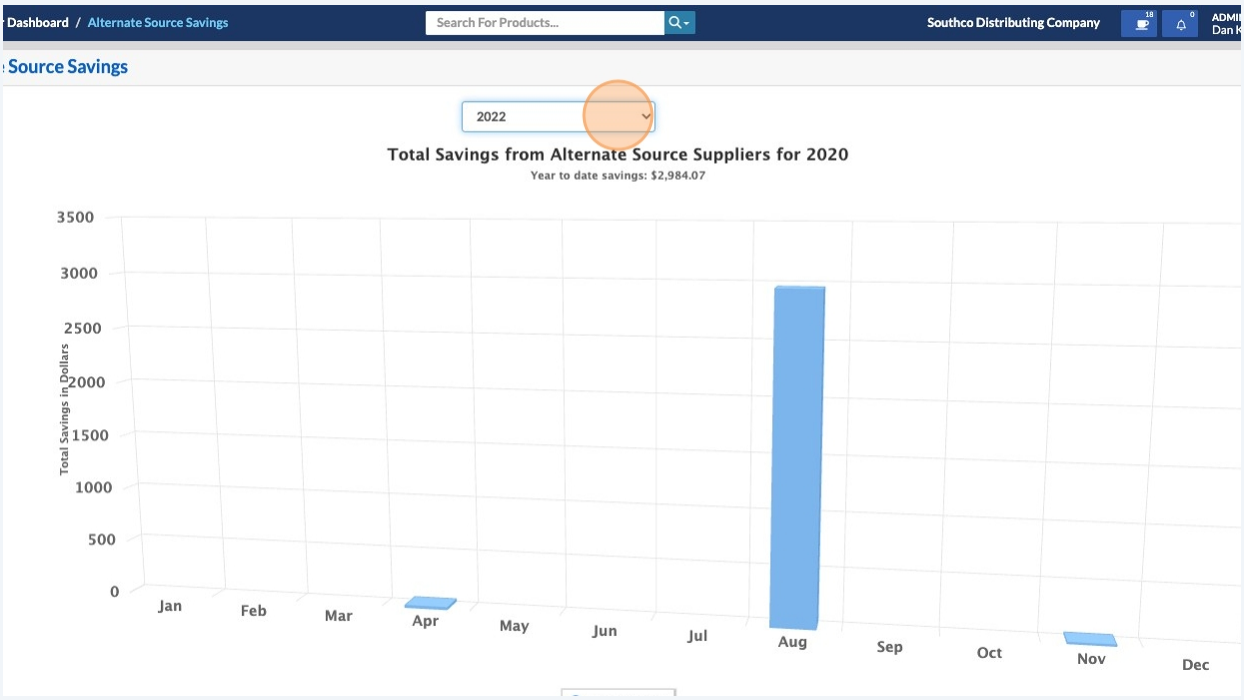
By clicking on the logo with the 3 people, you will see the options for the Managment Dashboard



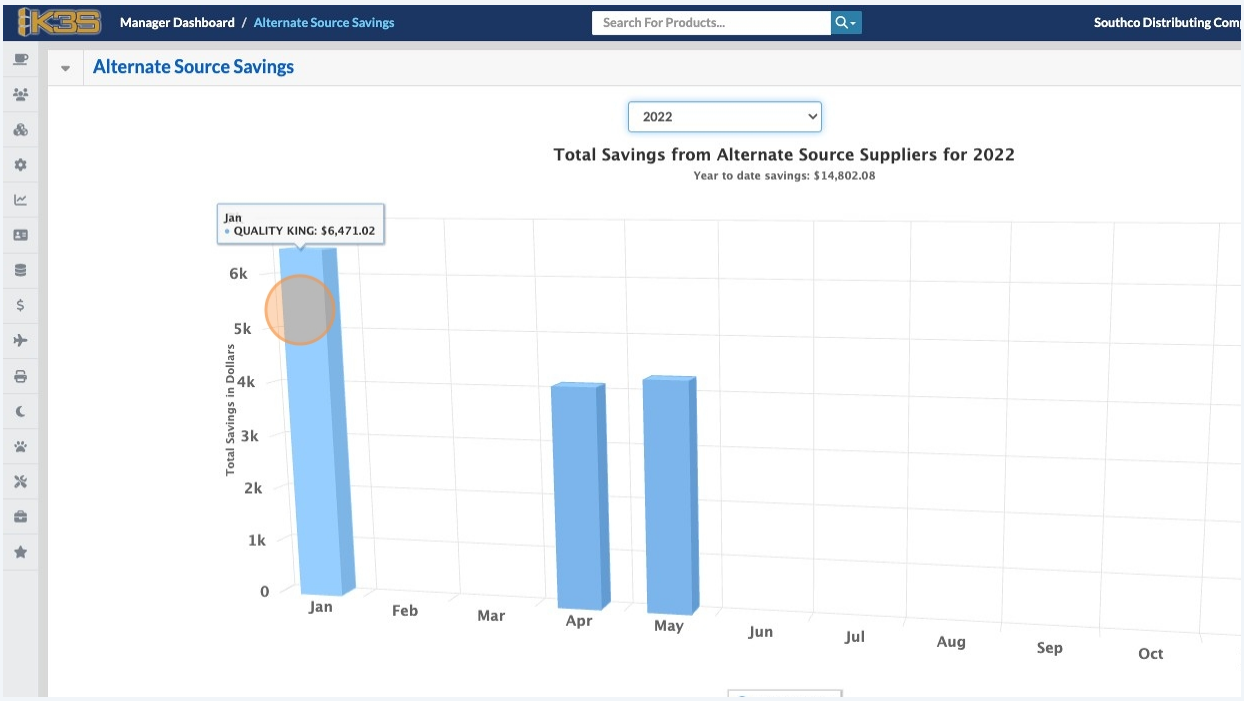
2 Starting from the top, Click "Alternate Source Savings"



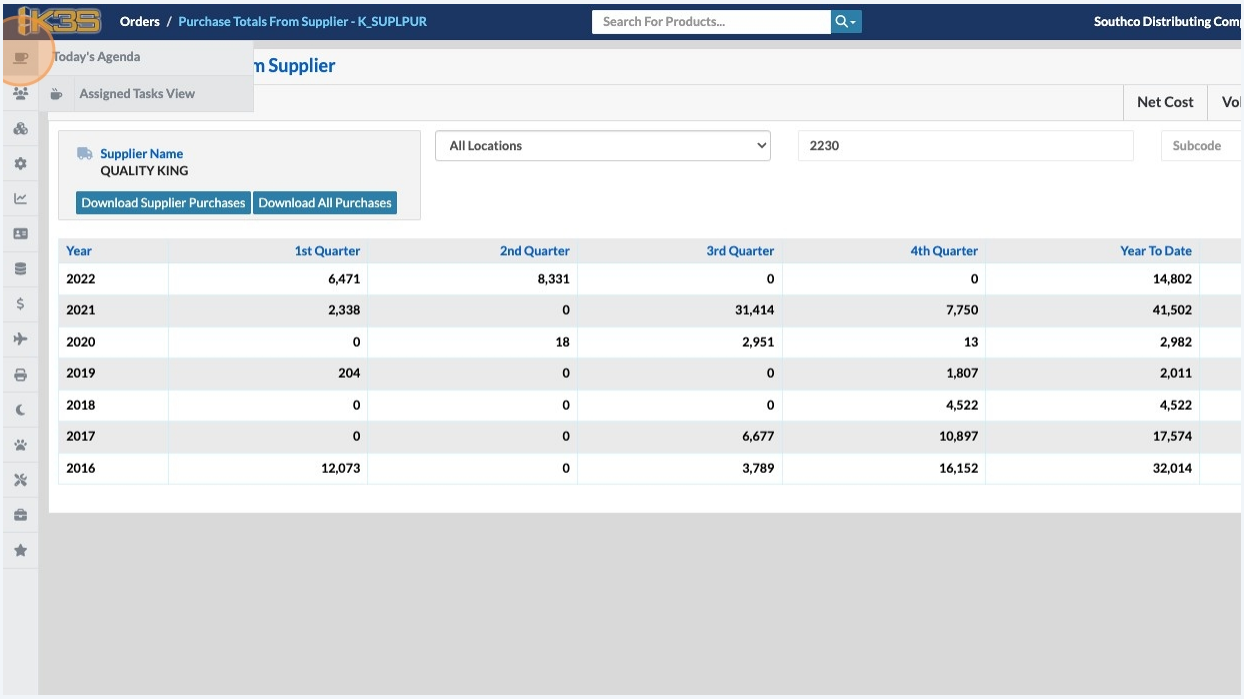
3 Select the year you would like to view. We'll start with "2022".



4 This will chart will show you the amount saved each month during the year with diverter purchases. If you have purchased from multiple diverters, the bar will display a different color for each. You can click on an individual bar to see a summary by year and quarter for that diverter

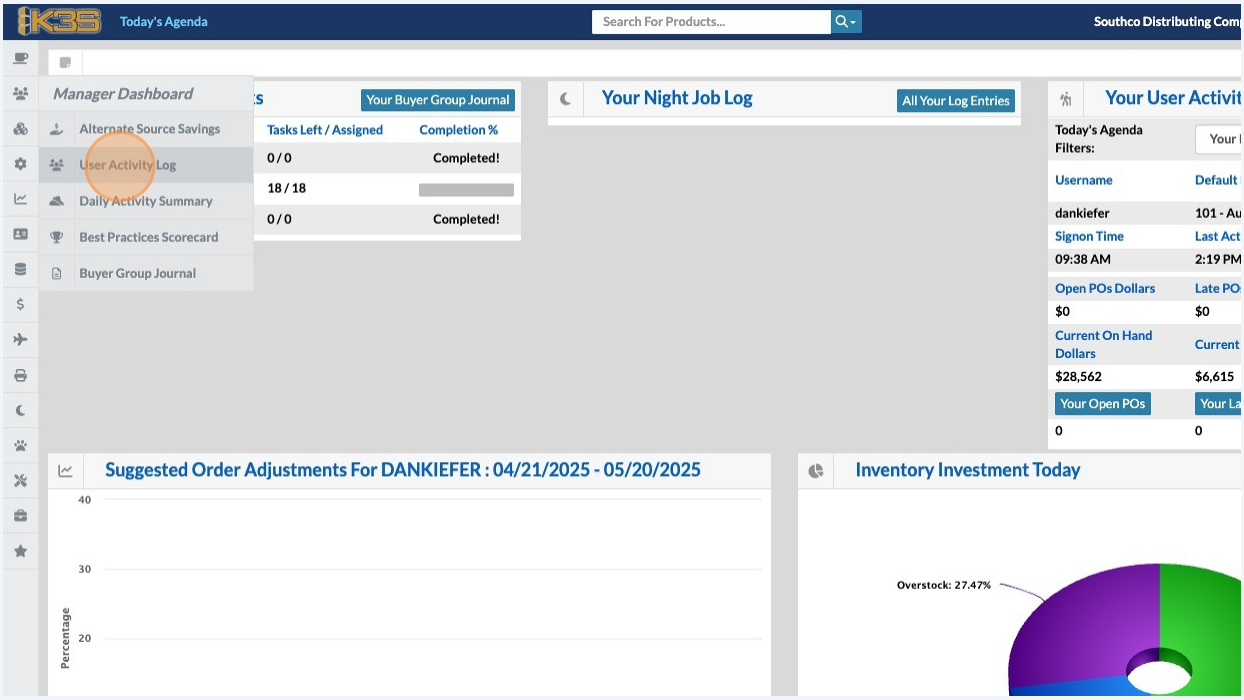


5 Click here.

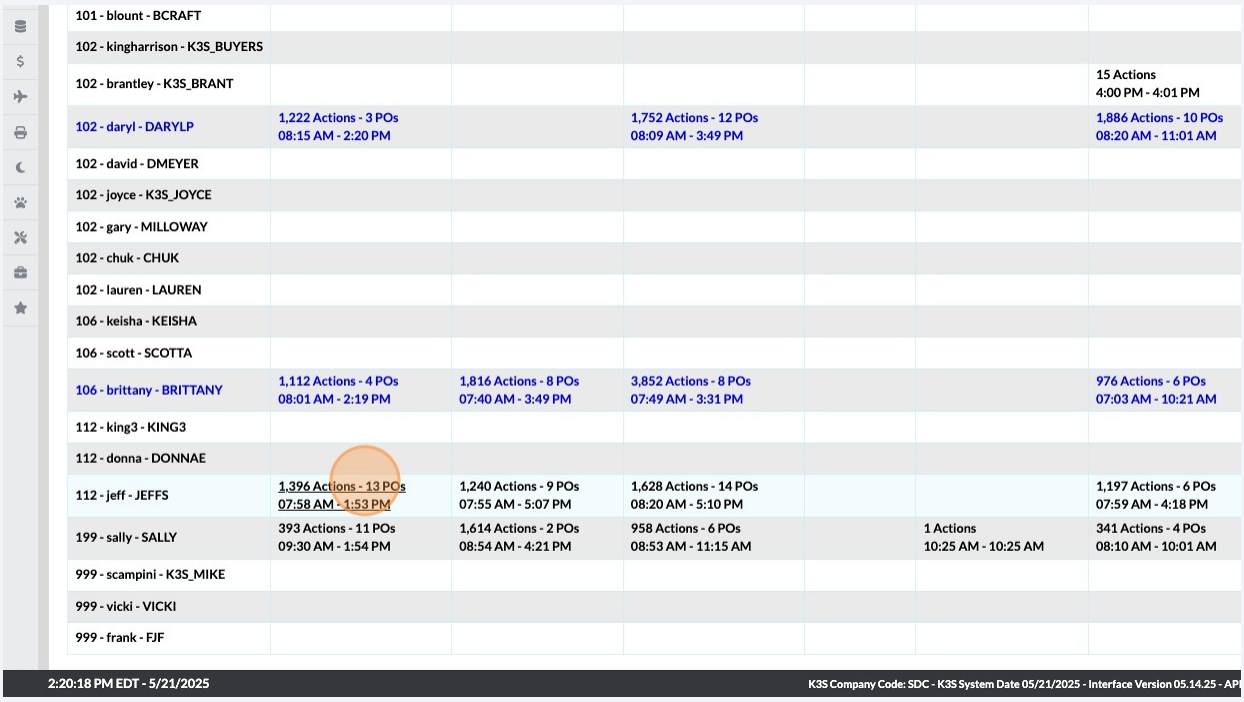


Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year To Date
2022	6,471	8,331	0	0	14,802
2021	2,338	0	31,414	7,750	41,502
2020	0	18	2,951	13	2,982
2019	204	0	0	1,807	2,011
2018	0	0	0	4,522	4,522
2017	0	0	6,677	10,897	17,574
2016	12,073	0	3,789	16,152	32,014

6 The next optin under the Manamgement Dashboard is the "User Activity Log"



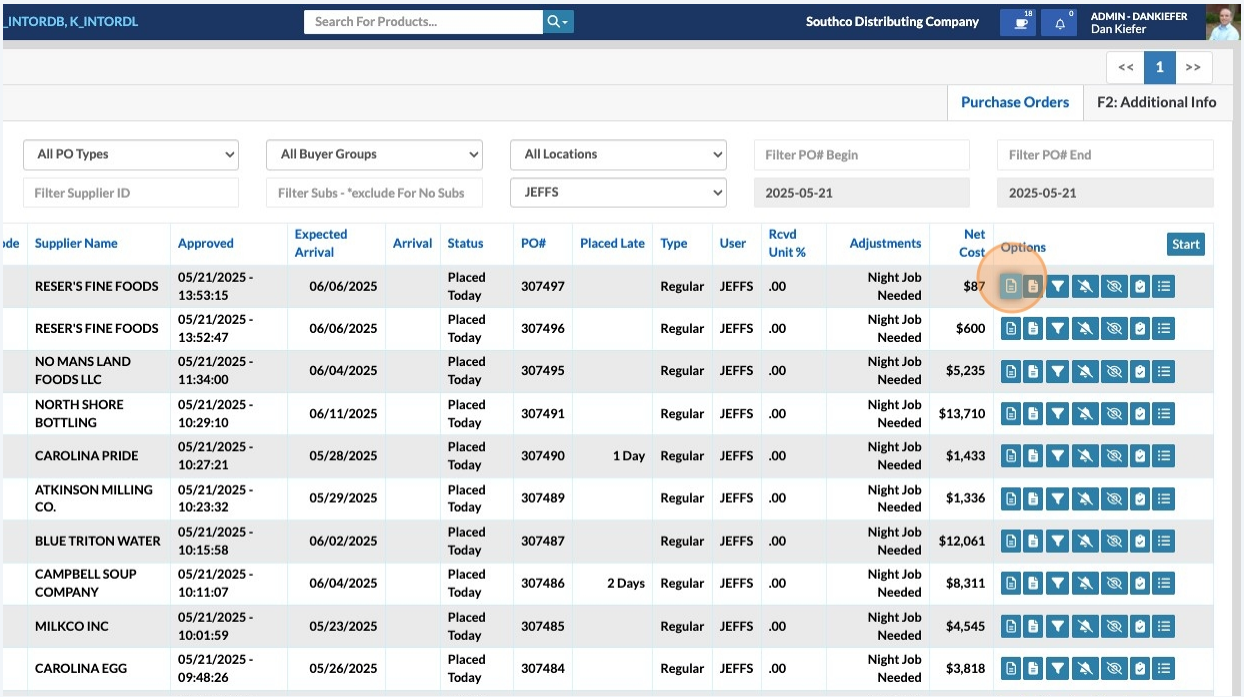
7 This will display a summary of the activity for each user, by day, for the past week. In this example, we can click on the activity for Jeff to see what he completed that day. This will bring up a list of the approved POs for that day.



101 - blount - BCRAFT						
102 - kingharrison - K3S_BUYERS						
102 - brantley - K3S_BRANT						15 Actions 4:00 PM - 4:01 PM
102 - daryl - DARYLP	1,222 Actions - 3 POs 08:15 AM - 2:20 PM		1,752 Actions - 12 POs 08:09 AM - 3:49 PM			1,886 Actions - 10 POs 08:20 AM - 11:01 AM
102 - david - DMEYER						
102 - joyce - K3S_JOYCE						
102 - gary - MILLOWAY						
102 - chuk - CHUK						
102 - lauren - LAUREN						
106 - keisha - KEISHA						
106 - scott - SCOTTA						
106 - brittany - BRITTANY	1,112 Actions - 4 POs 08:01 AM - 2:19 PM	1,816 Actions - 8 POs 07:40 AM - 3:49 PM	3,852 Actions - 8 POs 07:49 AM - 3:31 PM			976 Actions - 6 POs 07:03 AM - 10:21 AM
112 - king3 - KING3						
112 - donna - DONNAE						
112 - jeff - JEFFS	1,396 Actions - 13 POs 07:58 AM - 1:53 PM	1,240 Actions - 9 POs 07:55 AM - 5:07 PM	1,628 Actions - 14 POs 08:20 AM - 5:10 PM			1,197 Actions - 6 POs 07:59 AM - 4:18 PM
199 - sally - SALLY	393 Actions - 11 POs 09:30 AM - 1:54 PM	1,614 Actions - 2 POs 08:54 AM - 4:21 PM	958 Actions - 6 POs 08:53 AM - 11:15 AM		1 Actions 10:25 AM - 10:25 AM	341 Actions - 4 POs 08:10 AM - 10:01 AM
999 - scampini - K3S_MIKE						
999 - vicki - VICKI						
999 - frank - FJF						

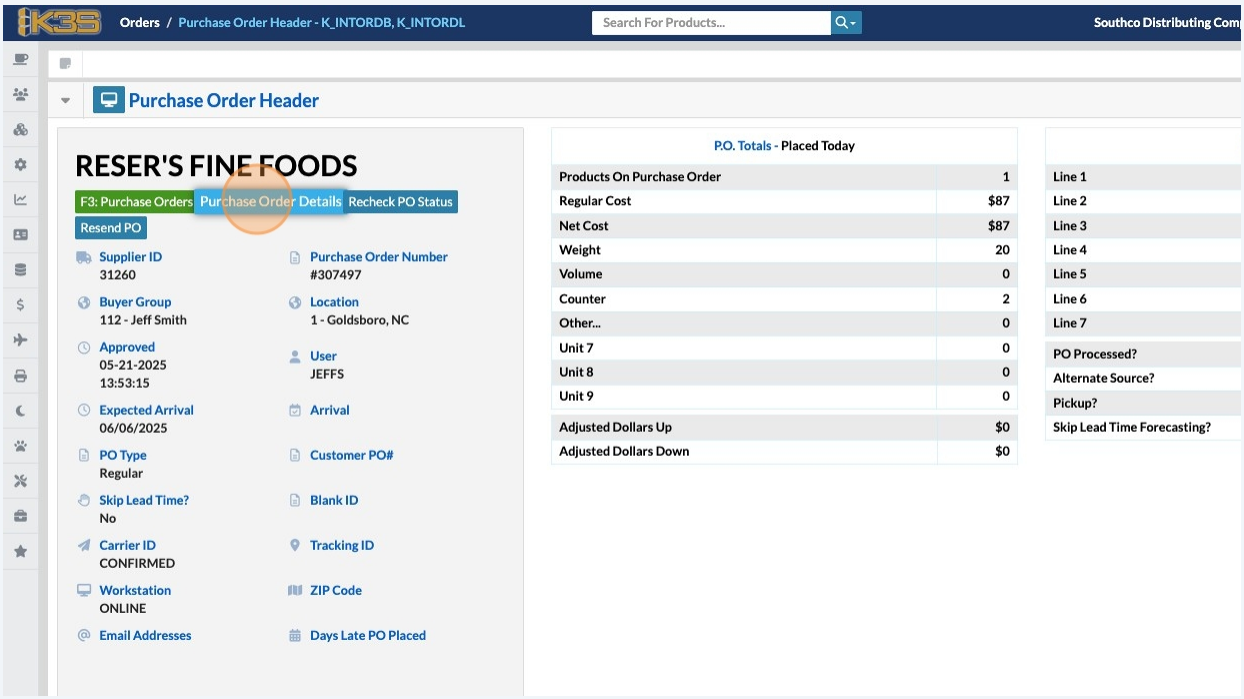
2:20:18 PM EDT - 5/21/2025 K3S Company Code: SDC - K3S System Date 05/21/2025 - Interface Version 05.14.25 - AP

8 This brings up a list of the 13 POs Jeff placed that day. The first option will allow you to see the PO header for the approved PO



Supplier Name	Approved	Expected Arrival	Arrival	Status	PO#	Placed Late	Type	User	Rcvd Unit %	Adjustments	Net Cost	Options
RESER'S FINE FOODS	05/21/2025 - 13:53:15	06/06/2025		Placed Today	307497		Regular	JEFFS	.00	Night Job Needed	$87	
RESER'S FINE FOODS	05/21/2025 - 13:52:47	06/06/2025		Placed Today	307496		Regular	JEFFS	.00	Night Job Needed	$600	
NO MANS LAND FOODS LLC	05/21/2025 - 11:34:00	06/04/2025		Placed Today	307495		Regular	JEFFS	.00	Night Job Needed	$5,235	
NORTH SHORE BOTTLING	05/21/2025 - 10:29:10	06/11/2025		Placed Today	307491		Regular	JEFFS	.00	Night Job Needed	$13,710	
CAROLINA PRIDE	05/21/2025 - 10:27:21	05/28/2025		Placed Today	307490	1 Day	Regular	JEFFS	.00	Night Job Needed	$1,433	
ATKINSON MILLING CO.	05/21/2025 - 10:23:32	05/29/2025		Placed Today	307489		Regular	JEFFS	.00	Night Job Needed	$1,336	
BLUE TRITON WATER	05/21/2025 - 10:15:58	06/02/2025		Placed Today	307487		Regular	JEFFS	.00	Night Job Needed	$12,061	
CAMPBELL SOUP COMPANY	05/21/2025 - 10:11:07	06/04/2025		Placed Today	307486	2 Days	Regular	JEFFS	.00	Night Job Needed	$8,311	
MILKCO INC	05/21/2025 - 10:01:59	05/23/2025		Placed Today	307485		Regular	JEFFS	.00	Night Job Needed	$4,545	
CAROLINA EGG	05/21/2025 - 09:48:26	05/26/2025		Placed Today	307484		Regular	JEFFS	.00	Night Job Needed	$3,818	

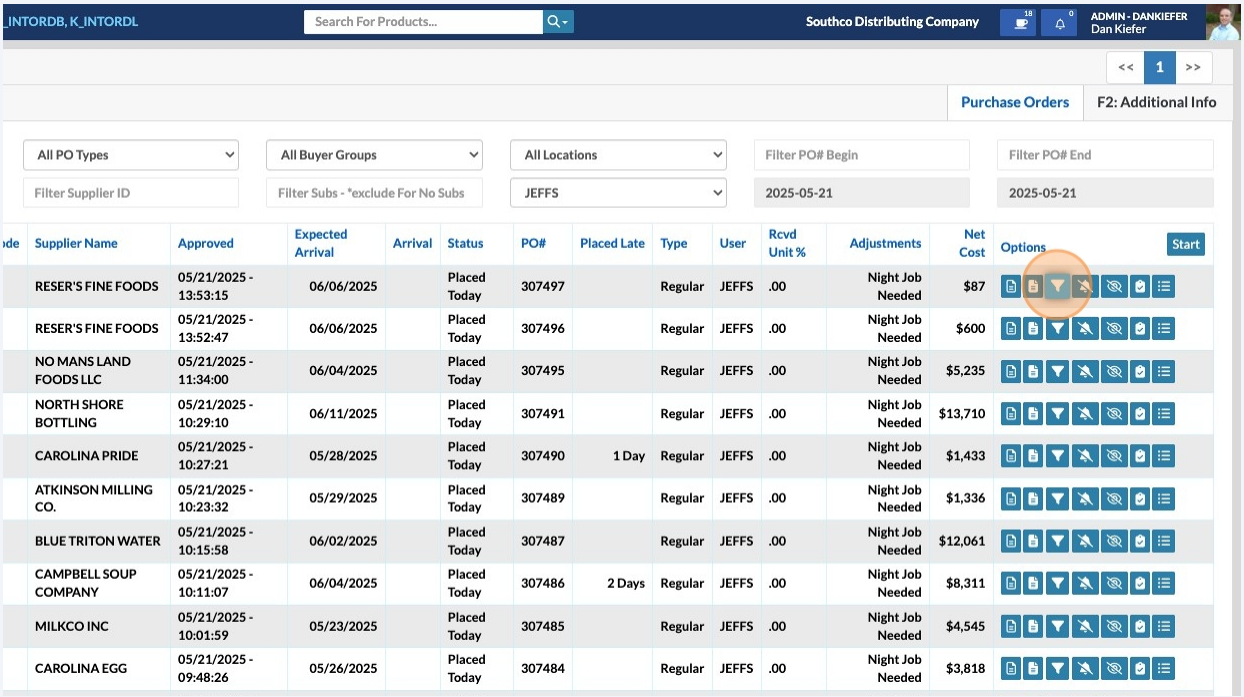
9 Click "Purchase Order Details" to see the items on the order



P.O. Totals - Placed Today	
Products On Purchase Order	1
Regular Cost	$87
Net Cost	$87
Weight	20
Volume	0
Counter	2
Other...	0
Unit 7	0
Unit 8	0
Unit 9	0
Adjusted Dollars Up	$0
Adjusted Dollars Down	$0

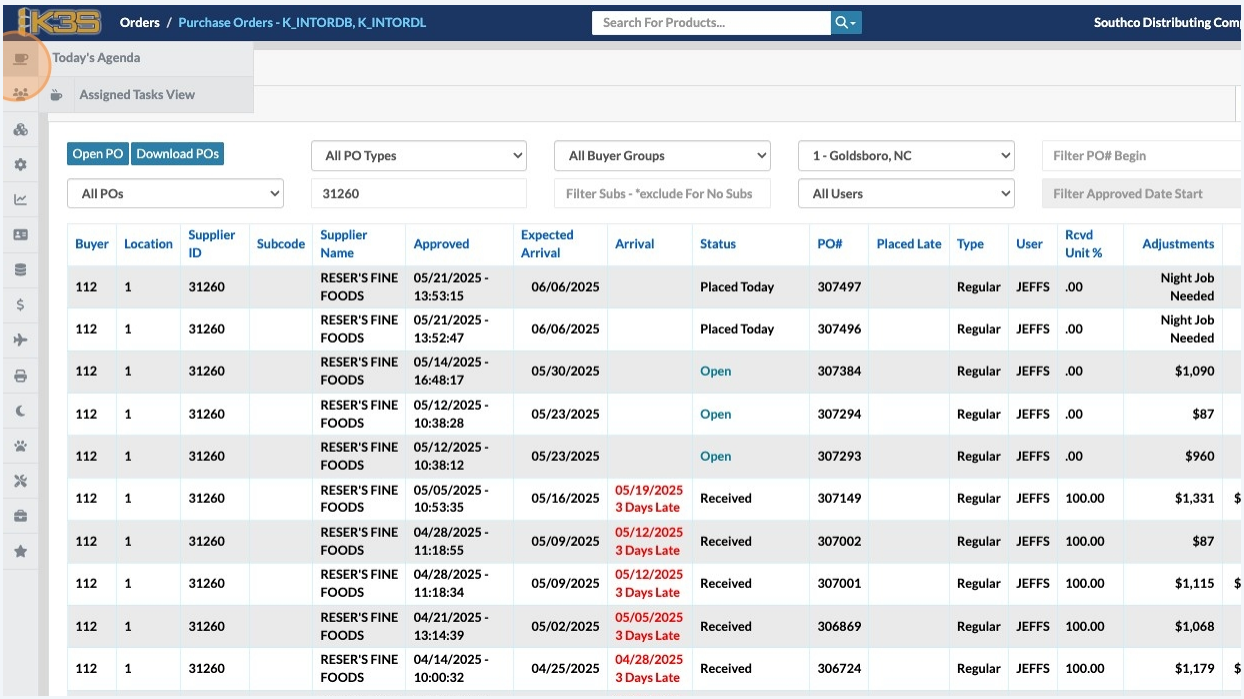
Line 1
Line 2
Line 3
Line 4
Line 5
Line 6
Line 7
PO Processed?
Alternate Source?
Pickup?
Skip Lead Time Forecasting?

10 Click on the "Funnel" icon to find ALL POs placed to that supplier



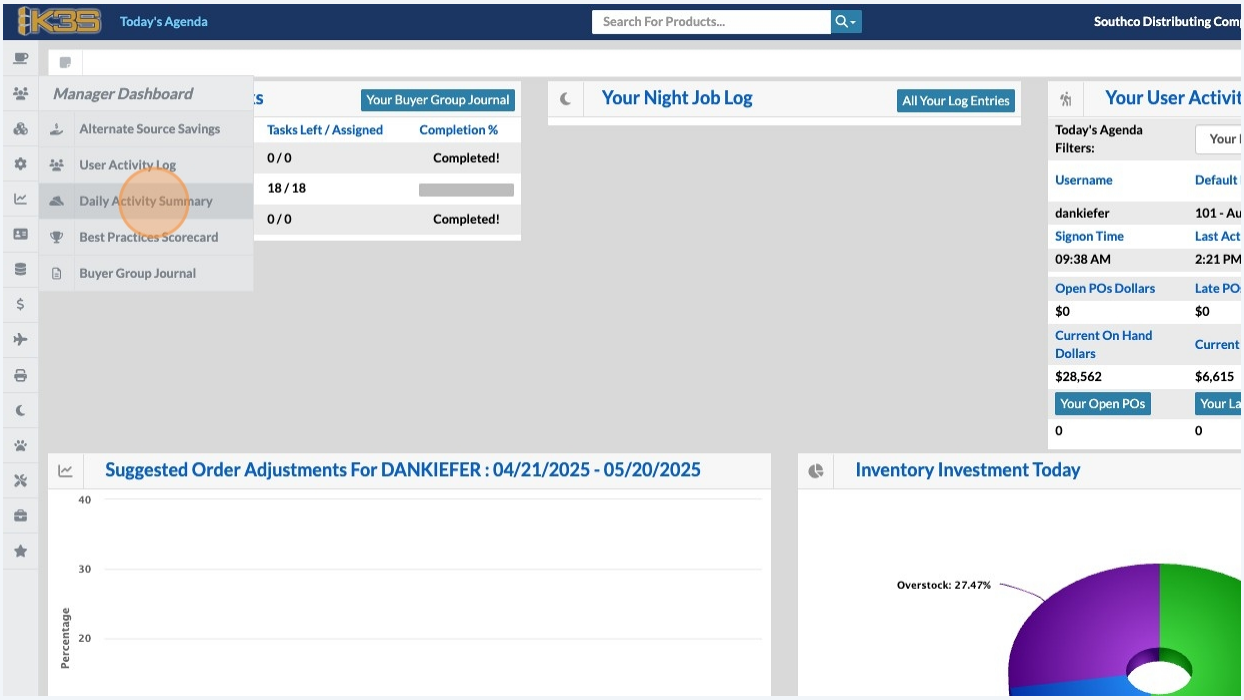
Supplier Name	Approved	Expected Arrival	Arrival	Status	PO#	Placed Late	Type	User	Rcvd Unit %	Adjustments	Net Cost
RESER'S FINE FOODS	05/21/2025 - 13:53:15	06/06/2025		Placed Today	307497		Regular	JEFFS	.00	Night Job Needed	$87
RESER'S FINE FOODS	05/21/2025 - 13:52:47	06/06/2025		Placed Today	307496		Regular	JEFFS	.00	Night Job Needed	$600
NO MANS LAND FOODS LLC	05/21/2025 - 11:34:00	06/04/2025		Placed Today	307495		Regular	JEFFS	.00	Night Job Needed	$5,235
NORTH SHORE BOTTLING	05/21/2025 - 10:29:10	06/11/2025		Placed Today	307491		Regular	JEFFS	.00	Night Job Needed	$13,710
CAROLINA PRIDE	05/21/2025 - 10:27:21	05/28/2025		Placed Today	307490	1 Day	Regular	JEFFS	.00	Night Job Needed	$1,433
ATKINSON MILLING CO.	05/21/2025 - 10:23:32	05/29/2025		Placed Today	307489		Regular	JEFFS	.00	Night Job Needed	$1,336
BLUE TRITON WATER	05/21/2025 - 10:15:58	06/02/2025		Placed Today	307487		Regular	JEFFS	.00	Night Job Needed	$12,061
CAMPBELL SOUP COMPANY	05/21/2025 - 10:11:07	06/04/2025		Placed Today	307486	2 Days	Regular	JEFFS	.00	Night Job Needed	$8,311
MILKCO INC	05/21/2025 - 10:01:59	05/23/2025		Placed Today	307485		Regular	JEFFS	.00	Night Job Needed	$4,545
CAROLINA EGG	05/21/2025 - 09:48:26	05/26/2025		Placed Today	307484		Regular	JEFFS	.00	Night Job Needed	$3,818

11 This will show a list of all POs place, their lead time and the received product percentage.

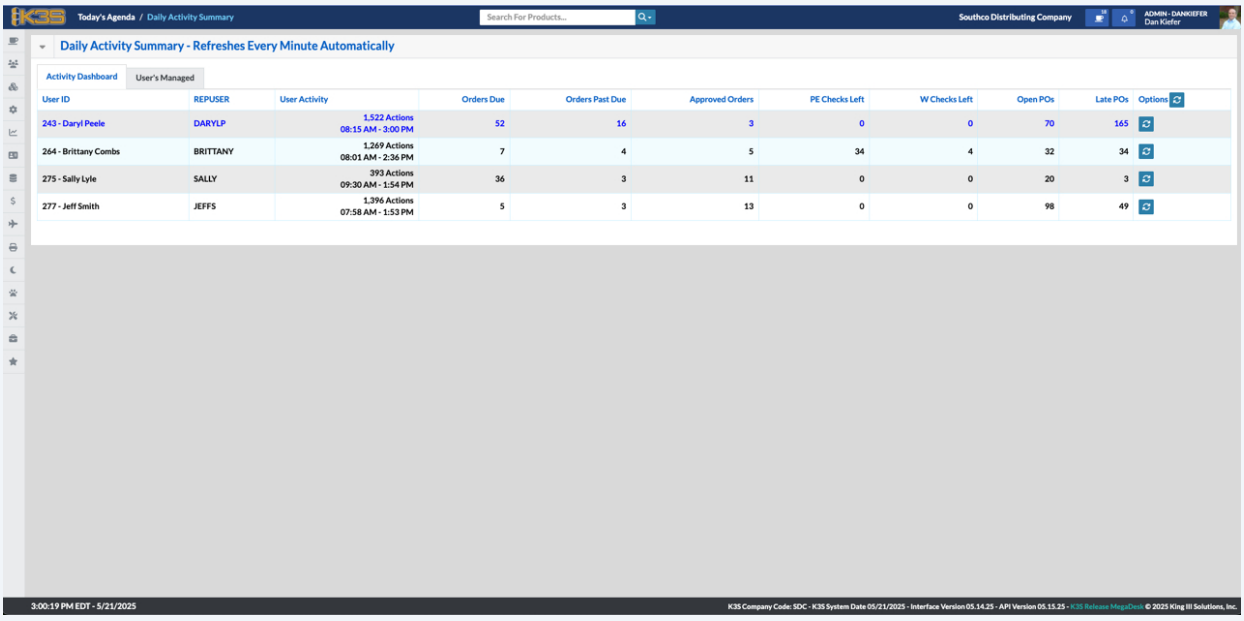


Buyer	Location	Supplier ID	Subcode	Supplier Name	Approved	Expected Arrival	Arrival	Status	PO#	Placed Late	Type	User	Rcvd Unit %	Adjustments
112	1	31260		RESER'S FINE FOODS	05/21/2025 - 13:53:15	06/06/2025		Placed Today	307497		Regular	JEFFS	.00	Night Job Needed
112	1	31260		RESER'S FINE FOODS	05/21/2025 - 13:52:47	06/06/2025		Placed Today	307496		Regular	JEFFS	.00	Night Job Needed
112	1	31260		RESER'S FINE FOODS	05/14/2025 - 16:48:17	05/30/2025		Open	307384		Regular	JEFFS	.00	$1,090
112	1	31260		RESER'S FINE FOODS	05/12/2025 - 10:38:28	05/23/2025		Open	307294		Regular	JEFFS	.00	$87
112	1	31260		RESER'S FINE FOODS	05/12/2025 - 10:38:12	05/23/2025		Open	307293		Regular	JEFFS	.00	$960
112	1	31260		RESER'S FINE FOODS	05/05/2025 - 10:53:35	05/16/2025	05/19/2025 3 Days Late	Received	307149		Regular	JEFFS	100.00	$1,331
112	1	31260		RESER'S FINE FOODS	04/28/2025 - 11:18:55	05/09/2025	05/12/2025 3 Days Late	Received	307002		Regular	JEFFS	100.00	$87
112	1	31260		RESER'S FINE FOODS	04/28/2025 - 11:18:34	05/09/2025	05/12/2025 3 Days Late	Received	307001		Regular	JEFFS	100.00	$1,115
112	1	31260		RESER'S FINE FOODS	04/21/2025 - 13:14:39	05/02/2025	05/05/2025 3 Days Late	Received	306869		Regular	JEFFS	100.00	$1,068
112	1	31260		RESER'S FINE FOODS	04/14/2025 - 10:00:32	04/25/2025	04/28/2025 3 Days Late	Received	306724		Regular	JEFFS	100.00	$1,179

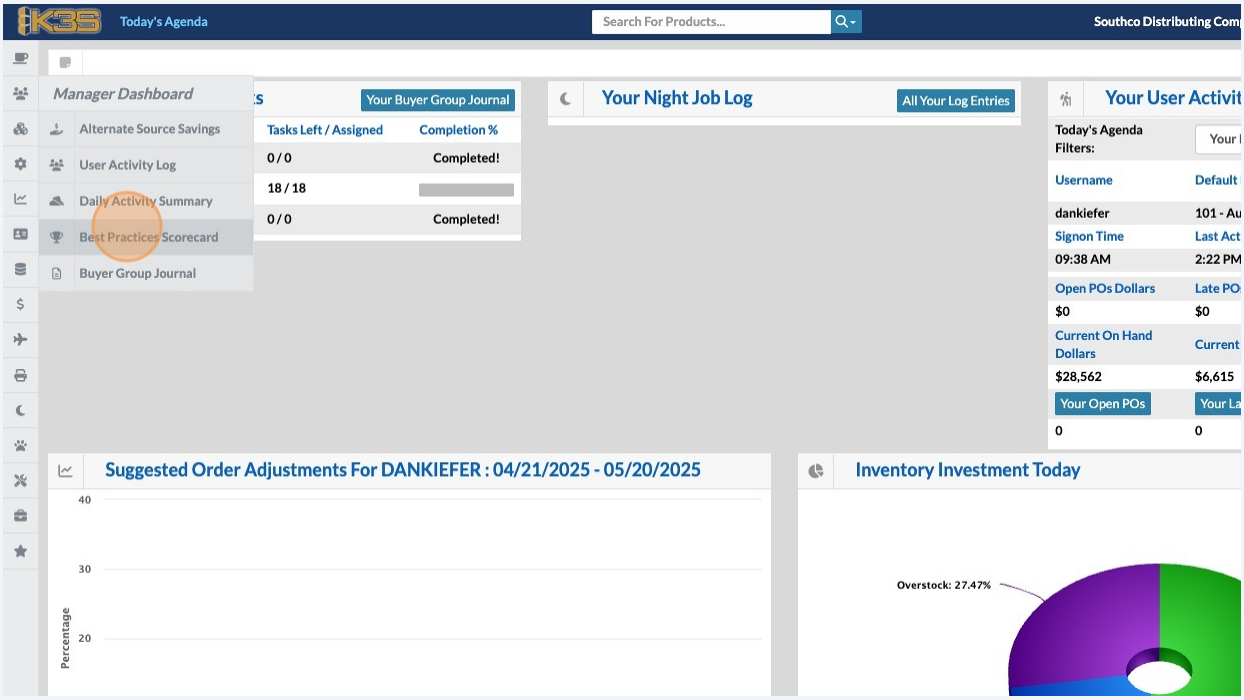
12 Moving down the Manager Dashboard, Click "Daily Activity Summary"



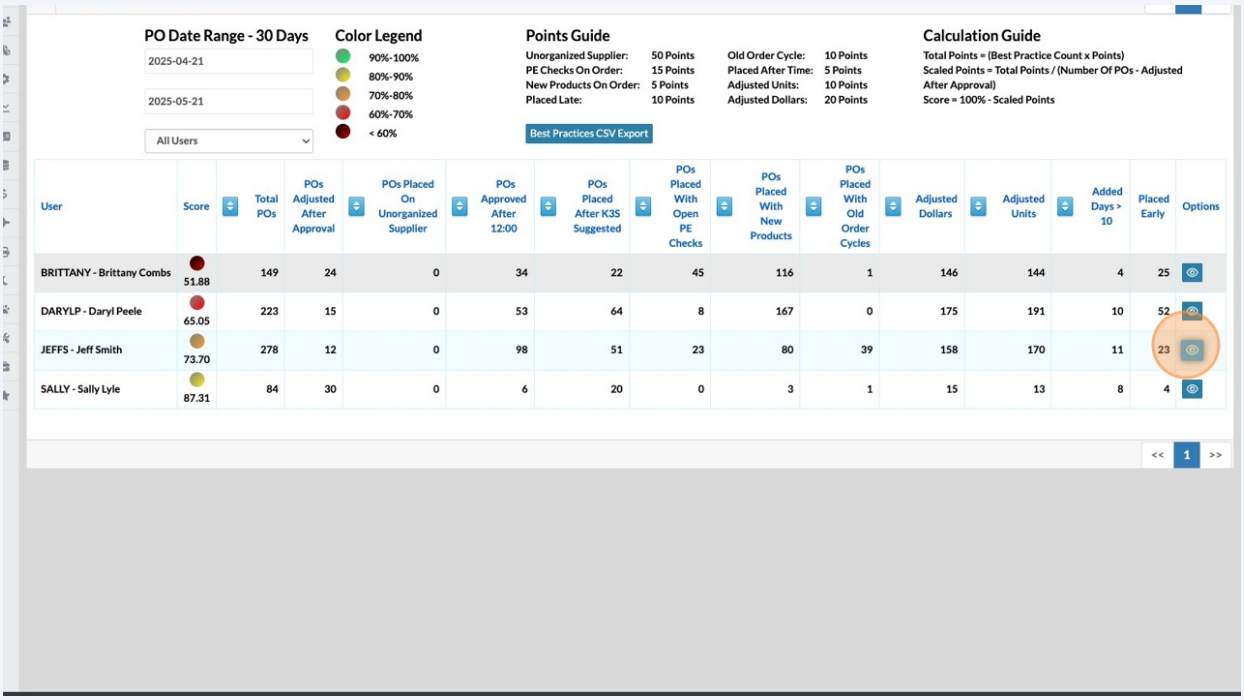
13 This page can be configured to show a summary of all of your byers activity or just a few (Useful when you have multiple buying teams)



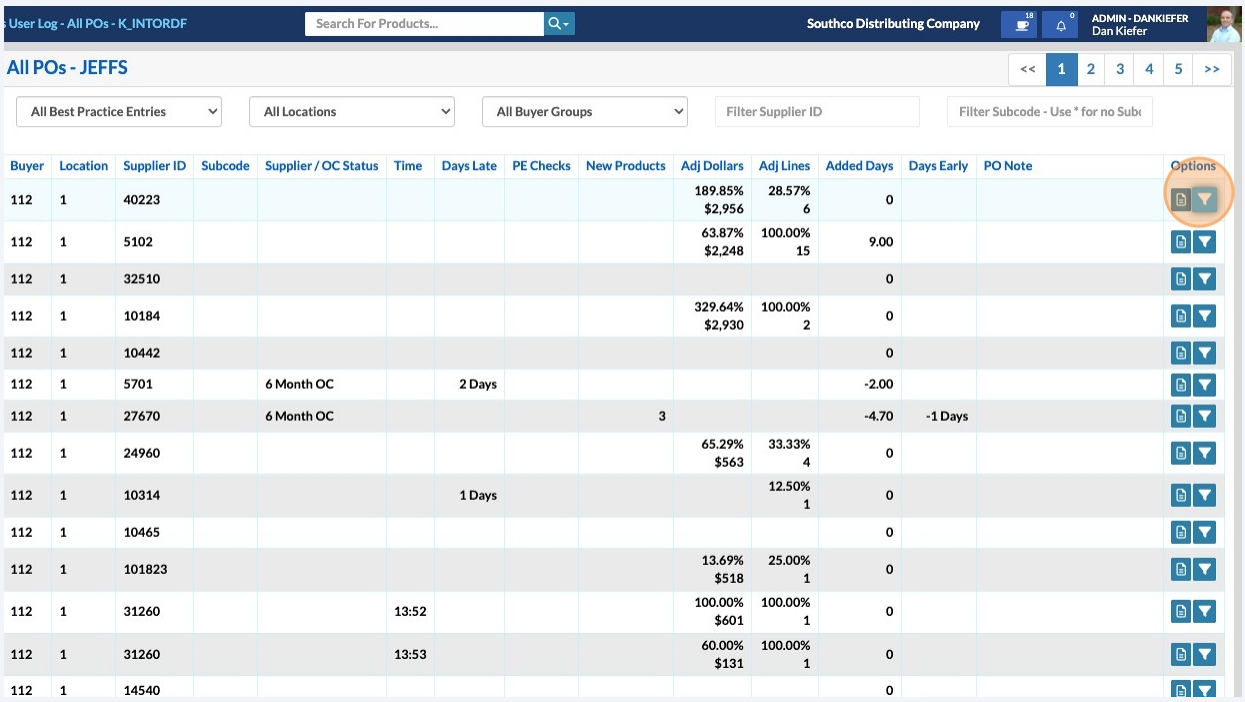
14 Continuing to move down the list, Click "Best Practices Scorecard"



15 The Best Practices Scorecard grades buyers on multiple criteria and gives them a summary score based on how well each of them are following the K3S best practices. By default, we look at the last 30 days, however you can change that using the calendar filters at the top left. By clicking on the eyeball on the right, you can see the POs approved during that time frame.

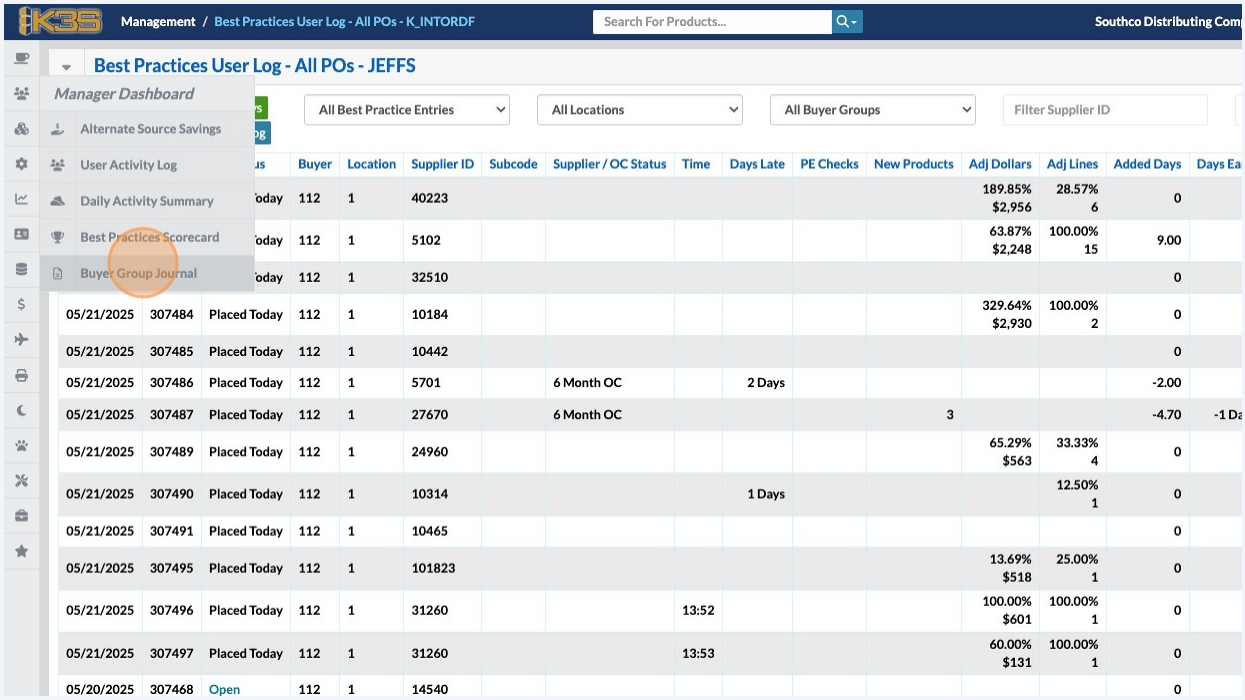


16 This list of POs will show you the same best practice criteria for each PO.



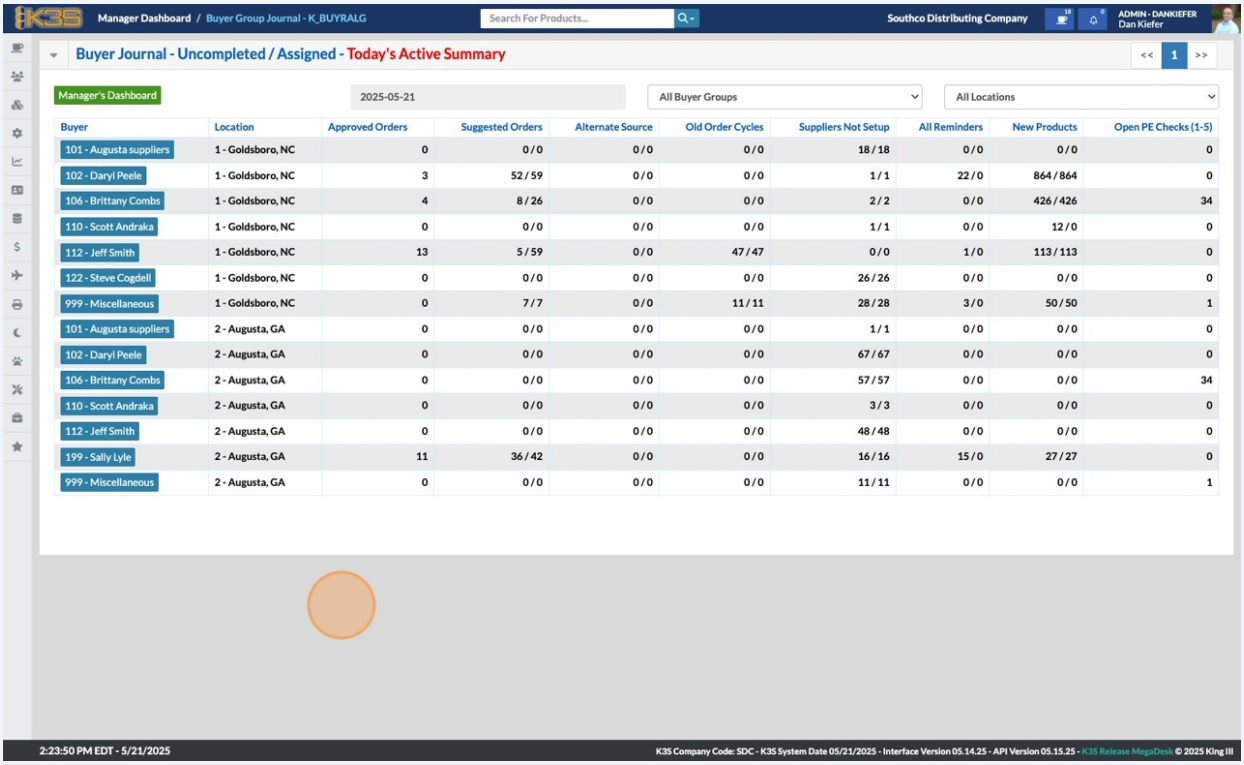
Buyer	Location	Supplier ID	Subcode	Supplier / OC Status	Time	Days Late	PE Checks	New Products	Adj Dollars	Adj Lines	Added Days	Days Early	PO Note	Options
112	1	40223							189.85% $2,956	28.57% 6	0			
112	1	5102							63.87% $2,248	100.00% 15	9.00			
112	1	32510									0			
112	1	10184							329.64% $2,930	100.00% 2	0			
112	1	10442									0			
112	1	5701		6 Month OC		2 Days					-2.00			
112	1	27670		6 Month OC				3			-4.70	-1 Days		
112	1	24960							65.29% $563	33.33% 4	0			
112	1	10314				1 Days				12.50% 1	0			
112	1	10465									0			
112	1	101823							13.69% $518	25.00% 1	0			
112	1	31260			13:52				100.00% $601	100.00% 1	0			
112	1	31260			13:53				60.00% $131	100.00% 1	0			
112	1	14540									0			

17 The final link under the Manager Dashboard is the "Buyer Group Journal"



			Buyer	Location	Supplier ID	Subcode	Supplier / OC Status	Time	Days Late	PE Checks	New Products	Adj Dollars	Adj Lines	Added Days	Days Ea
		oday	112	1	40223							189.85% $2,956	28.57% 6	0	
		oday	112	1	5102							63.87% $2,248	100.00% 15	9.00	
		oday	112	1	32510									0	
05/21/2025	307484	Placed Today	112	1	10184							329.64% $2,930	100.00% 2	0	
05/21/2025	307485	Placed Today	112	1	10442									0	
05/21/2025	307486	Placed Today	112	1	5701		6 Month OC		2 Days					-2.00	
05/21/2025	307487	Placed Today	112	1	27670		6 Month OC				3			-4.70	-1 Da
05/21/2025	307489	Placed Today	112	1	24960							65.29% $563	33.33% 4	0	
05/21/2025	307490	Placed Today	112	1	10314				1 Days				12.50% 1	0	
05/21/2025	307491	Placed Today	112	1	10465									0	
05/21/2025	307495	Placed Today	112	1	101823							13.69% $518	25.00% 1	0	
05/21/2025	307496	Placed Today	112	1	31260			13:52				100.00% $601	100.00% 1	0	
05/21/2025	307497	Placed Today	112	1	31260			13:53				60.00% $131	100.00% 1	0	
05/20/2025	307468	Open	112	1	14540									0	

18 This will dispay a summary of what would have appeard on each buyers agenda for that day and the progress against it.



Buyer	Location	Approved Orders	Suggested Orders	Alternate Source	Old Order Cycles	Suppliers Not Setup	All Reminders	New Products	Open PE Checks (1-5)
101 - Augusta suppliers	1 - Goldsboro, NC	0	0 / 0	0 / 0	0 / 0	18 / 18	0 / 0	0 / 0	0
102 - Daryl Peele	1 - Goldsboro, NC	3	52 / 59	0 / 0	0 / 0	1 / 1	22 / 0	864 / 864	0
106 - Brittany Combs	1 - Goldsboro, NC	4	8 / 26	0 / 0	0 / 0	2 / 2	0 / 0	426 / 426	34
110 - Scott Andraka	1 - Goldsboro, NC	0	0 / 0	0 / 0	0 / 0	1 / 1	0 / 0	12 / 0	0
112 - Jeff Smith	1 - Goldsboro, NC	13	5 / 59	0 / 0	47 / 47	0 / 0	1 / 0	113 / 113	0
122 - Steve Cogdell	1 - Goldsboro, NC	0	0 / 0	0 / 0	0 / 0	26 / 26	0 / 0	0 / 0	0
999 - Miscellaneous	1 - Goldsboro, NC	0	7 / 7	0 / 0	11 / 11	28 / 28	3 / 0	50 / 50	1
101 - Augusta suppliers	2 - Augusta, GA	0	0 / 0	0 / 0	0 / 0	1 / 1	0 / 0	0 / 0	0
102 - Daryl Peele	2 - Augusta, GA	0	0 / 0	0 / 0	0 / 0	67 / 67	0 / 0	0 / 0	0
106 - Brittany Combs	2 - Augusta, GA	0	0 / 0	0 / 0	0 / 0	57 / 57	0 / 0	0 / 0	34
110 - Scott Andraka	2 - Augusta, GA	0	0 / 0	0 / 0	0 / 0	3 / 3	0 / 0	0 / 0	0
112 - Jeff Smith	2 - Augusta, GA	0	0 / 0	0 / 0	0 / 0	48 / 48	0 / 0	0 / 0	0
199 - Sally Lyle	2 - Augusta, GA	11	36 / 42	0 / 0	0 / 0	16 / 16	15 / 0	27 / 27	0
999 - Miscellaneous	2 - Augusta, GA	0	0 / 0	0 / 0	0 / 0	11 / 11	0 / 0	0 / 0	1