

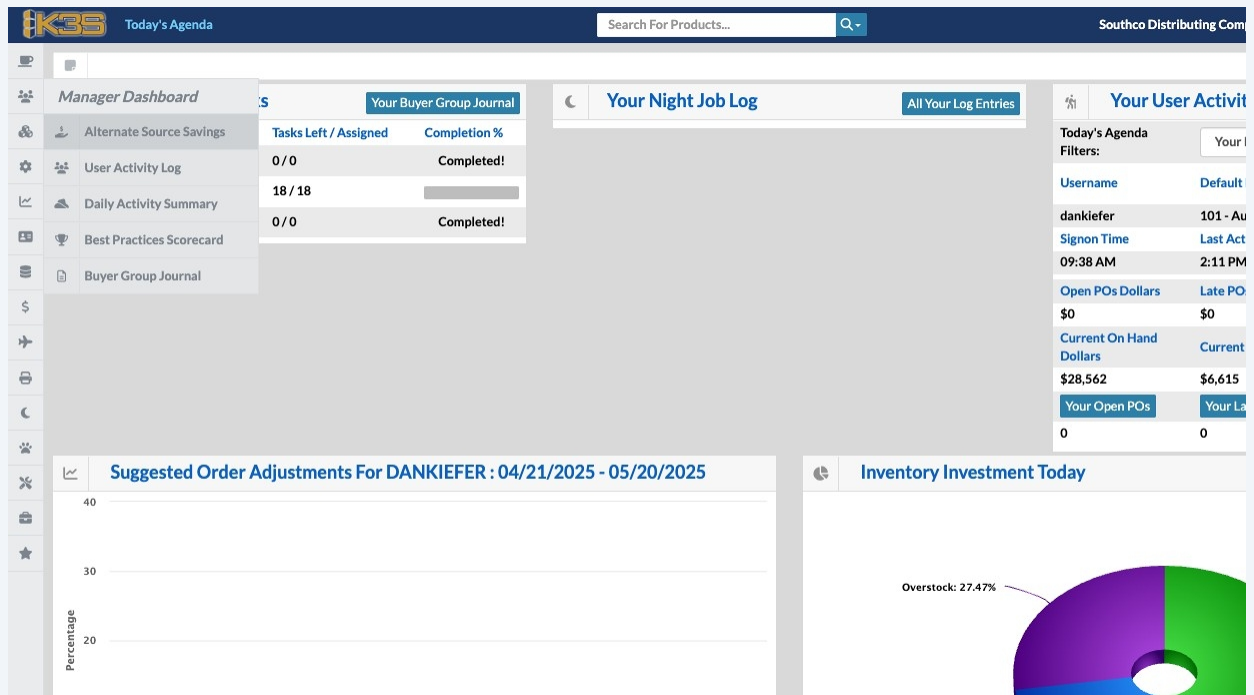
Navigating the Managment Dashboard



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



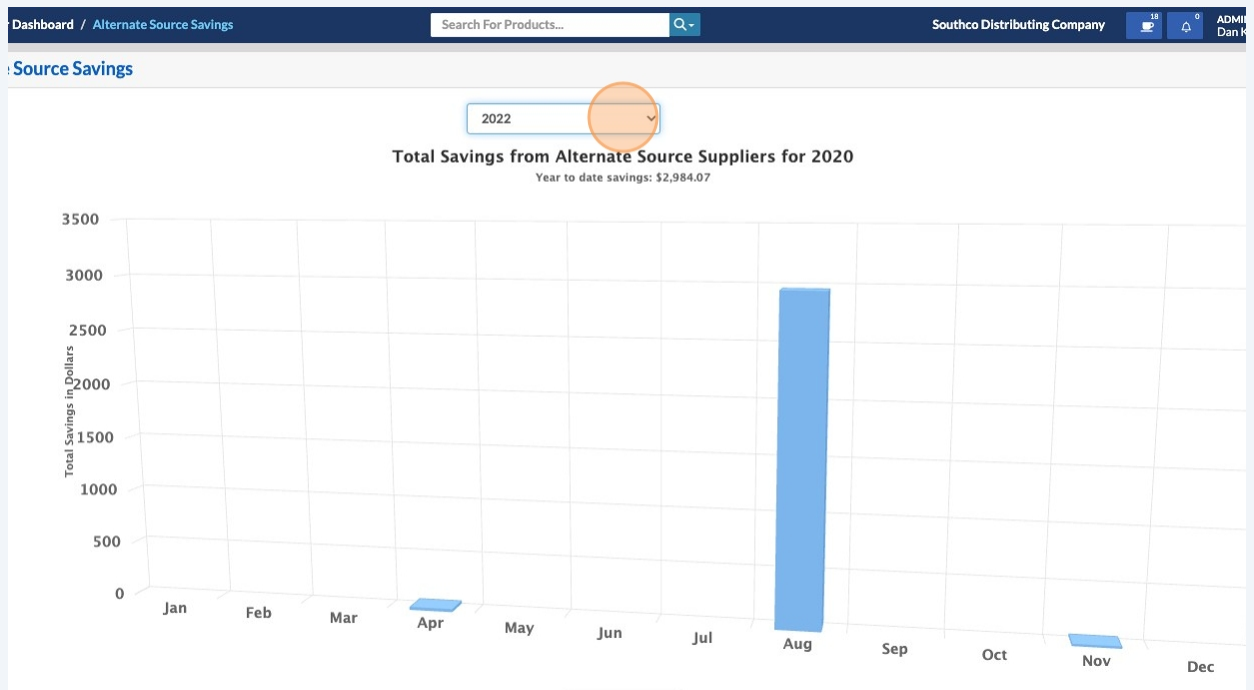
2 Starting from the top, Click "Alternate Source Savings"

The screenshot shows the K3S Manager Dashboard. The top navigation bar includes the K3S logo, 'Today's Agenda', a search bar, and 'Southco Distributing Com'. The left sidebar contains a 'Manager Dashboard' menu with several options. The 'Alternate Source Savings' option is highlighted with an orange circle. The main content area displays 'Your Buyer Group Journal' with a table of tasks, 'Your Night Job Log', and 'Your User Activity'. The table shows tasks left, assigned, and completion percentage. The 'Your User Activity' section shows today's agenda filters and user information. The bottom right shows a donut chart for 'Inventory Investment Today' with a label 'Overstock: 27.47%'.

Tasks Left / Assigned	Completion %
0 / 0	Completed!
18 / 18	
0 / 0	Completed!

Username	Default
dankiefer	101 - Au
Signon Time	Last Act
09:38 AM	2:11 PM
Open POs Dollars	Late PO
\$0	\$0
Current On Hand Dollars	Current
\$28,562	\$6,615
Your Open POs	Your La
0	0

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.

Orders / Purchase Totals From Supplier - K_SUPLPUR Search For Products... Southco Distributing Com

Today's Agenda Assigned Tasks View

Supplier

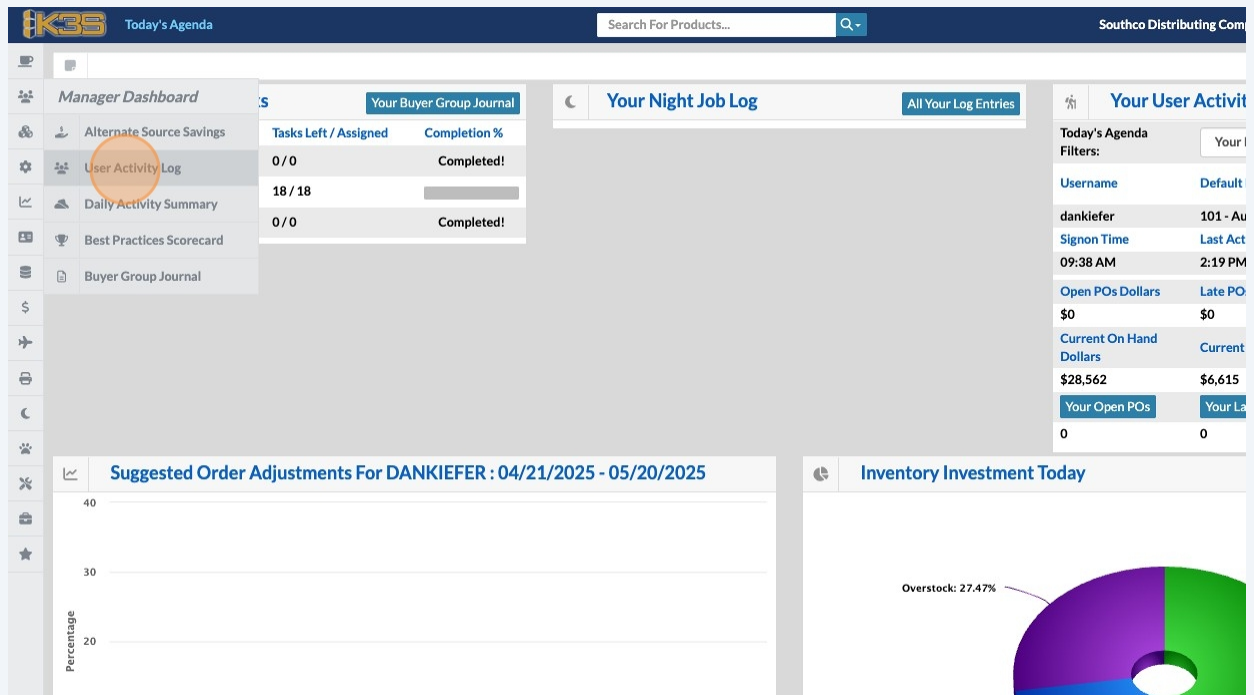
Supplier Name: QUALITY KING All Locations 2230 Subcode

Download Supplier Purchases Download All Purchases

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 option under the Management 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 - 4:53 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

INTORDB, K_INTORDL

Search For Products...

Q

Southco Distributing Company

18

ADMIN - DANKIEFER Dan Kiefer

<<1>>

Purchase Orders

F2: Additional Info

All PO Types

All Buyer Groups

All Locations

Filter PO# Begin

Filter PO# End

Filter Supplier ID

Filter Subs - *exclude For No Subs

JEFFS

2025-05-21

2025-05-21

id	Supplier Name	Approved	Expected Arrival	Arrival	Status	PO#	Placed Late	Type	User	Rcvd Unit %	Adjustments	Net Cost	Options	Start
	RESER'S FINE FOODS	05/21/2025 - 13:53:15	06/06/2025		Placed Today	307497		Regular	JEFFS	.00	Night Job Needed	\$87	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
	RESER'S FINE FOODS	05/21/2025 - 13:52:47	06/06/2025		Placed Today	307496		Regular	JEFFS	.00	Night Job Needed	\$600	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
	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	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
	NORTH SHORE BOTTLING	05/21/2025 - 10:29:10	06/11/2025		Placed Today	307491		Regular	JEFFS	.00	Night Job Needed	\$13,710	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
	CAROLINA PRIDE	05/21/2025 - 10:27:21	05/28/2025		Placed Today	307490	1 Day	Regular	JEFFS	.00	Night Job Needed	\$1,433	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
	ATKINSON MILLING CO.	05/21/2025 - 10:23:32	05/29/2025		Placed Today	307489		Regular	JEFFS	.00	Night Job Needed	\$1,336	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
	BLUE TRITON WATER	05/21/2025 - 10:15:58	06/02/2025		Placed Today	307487		Regular	JEFFS	.00	Night Job Needed	\$12,061	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
	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	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
	MILKCO INC	05/21/2025 - 10:01:59	05/23/2025		Placed Today	307485		Regular	JEFFS	.00	Night Job Needed	\$4,545	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
	CAROLINA EGG	05/21/2025 - 09:48:26	05/26/2025		Placed Today	307484		Regular	JEFFS	.00	Night Job Needed	\$3,818	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	

9

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

K3S

Orders / Purchase Order Header - K_INTORDB, K_INTORDL

Search For Products...

Q

Southco Distributing Com

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

The screenshot shows the K3S Manager Dashboard. The left sidebar contains a list of links: Manager Dashboard, Alternate Source Savings, User Activity Log, Daily Activity Summary (highlighted with an orange circle), Best Practices Scorecard, and Buyer Group Journal. The main content area is divided into several sections: 'Your Buyer Group Journal' with a table showing 'Tasks Left / Assigned' and 'Completion %'; 'Your Night Job Log' with a button for 'All Your Log Entries'; 'Your User Activity' with a table showing 'Today's Agenda Filters' and 'Your User Activity'; 'Suggested Order Adjustments For DANKIEFER : 04/21/2025 - 05/20/2025' with a line chart; and 'Inventory Investment Today' with a donut chart showing 'Overstock: 27.47%'.

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

The screenshot shows the K3S Daily Activity Summary page. The page title is 'Daily Activity Summary - Refreshes Every Minute Automatically'. The table below shows user activity for four users:

User ID	REPUSER	User Activity	Orders Due	Orders Past Due	Approved Orders	PE Checks Left	W Checks Left	Open POs	Late POs	Options
243 - Daryl Peele	DARYLP	1,532 Actions 08:15 AM - 3:00 PM	52	16	3	0	0	70	165	[Icon]
264 - Brittany Combs	BRITTANY	1,269 Actions 08:01 AM - 2:36 PM	7	4	5	34	4	32	34	[Icon]
275 - Sally Lyle	SALLY	393 Actions 09:30 AM - 1:54 PM	36	3	11	0	0	20	3	[Icon]
277 - Jeff Smith	JEFFS	1,396 Actions 07:58 AM - 1:53 PM	5	3	13	0	0	98	49	[Icon]

The footer of the page shows the date and time: 3:00:19 PM EDT - 5/21/2025. The footer also contains the K3S Company Code: 520C, K3S System Date: 05/21/2025, Interface Version: 05.14.25, API Version: 05.15.25, and K3S Release: MegaDuck © 2025 King III Solutions, Inc.

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

The screenshot shows the K3S Manager Dashboard. The sidebar on the left contains a list of navigation items: Manager Dashboard, Alternate Source Savings, User Activity Log, Daily Activity Summary, **Best Practices Scorecard** (highlighted with an orange circle), and Buyer Group Journal. The main content area is divided into several sections: 'Your Buyer Group Journal' with a table showing tasks left/assigned and completion percentage; 'Your Night Job Log'; 'Your User Activity' with a table of user statistics; 'Suggested Order Adjustments For DANKIEFER : 04/21/2025 - 05/20/2025' with a line chart; and 'Inventory Investment Today' with a donut chart showing overstock at 27.47%.

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.

The screenshot displays the detailed Best Practices Scorecard. At the top, there are filters for 'PO Date Range - 30 Days' (2025-04-21 to 2025-05-21) and a 'Color Legend' for score ranges. A 'Points Guide' and 'Calculation Guide' are also visible. The main table lists four users with their scores and various performance metrics. The 'JEFFS - Jeff Smith' row is highlighted with an orange circle, and an eyeball icon in the 'Options' column is also circled.

User	Score	Total POs	POs Adjusted After Approval	POs Placed On Unorganized Supplier	POs Approved After 12:00	POs Placed After K3S Suggested	POs Placed With Open PE Checks	POs Placed With New Products	POs Placed With Old Order Cycles	Adjusted Dollars	Adjusted Units	Added Days > 10	Placed Early	Options
BRITTANY - Brittany Combs	51.88	149	24	0	34	22	45	116	1	146	144	4	25	
DARYLP - Daryl Peele	65.05	223	15	0	53	64	8	167	0	175	191	10	52	
JEFFS - Jeff Smith	73.70	278	12	0	98	51	23	80	39	158	170	11	23	
SALLY - Sally Lyle	87.31	84	30	0	6	20	0	3	1	15	13	8	4	

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

User Log - All POs - K_INTORDF Search For Products... Southco Distributing Company ADMIN - DANKIEFER Dan Kiefer

All POs - JEFFS

All Best Practice Entries All Locations All Buyer Groups Filter Supplier ID Filter Subcode - Use * for no Sub

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"

Management / Best Practices User Log - All POs - K_INTORDF Search For Products... Southco Distributing Company

Best Practices User Log - All POs - JEFFS

Manager Dashboard

Alternate Source Savings User Activity Log Daily Activity Summary Best Practices Scorecard Buyer Group Journal

All Best Practice Entries All Locations All Buyer Groups Filter Supplier ID

	Buyer	Location	Supplier ID	Subcode	Supplier / OC Status	Time	Days Late	PE Checks	New Products	Adj Dollars	Adj Lines	Added Days	Days Early
Today	112	1	40223							189.85% \$2,956	28.57% 6	0	
Today	112	1	5102							63.87% \$2,248	100.00% 15	9.00	
Today	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 Days
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 display a summary of what would have appeared on each buyers agenda for that day and the progress against it.

Manager Dashboard / Buyer Group Journal - K_BUYR1LG Search For Products... Southco Distributing Company ADMIN - DANKIEFER Dan Kiefer

Buyer Journal - Uncompleted / Assigned - Today's Active Summary

Manager's Dashboard 2025-05-21 All Buyer Groups All Locations

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 Andraha	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 Andraha	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

2:23:50 PM EDT - 5/21/2025 K3S Company Code: SDC - K3S System Date 05/21/2025 - Interface Version 05.14.25 - API Version 05.15.25 - K3S Release MegaDesk © 2025 King III