



the CORE Store 24/7 User Guide

BEFORE GETTING STARTED

- A Vending Access Form must be filled out and submitted to the CORE store.
- This information must be entered into the Pyxis Database before a new user can start using the CORE store 24/7.
- If you have not been entered in our system, stop by our store or call us at x4-1647 and we will be happy to fax you a form.

WHAT MUST I BRING TO MAKE A PURCHASE?

- Your User ID and password
- Budget # to which the purchase will be charged.
- **THINK...** Am I going to buy a refrigerated or frozen item? Then you must bring your own ice bucket with ice.

FIRST TIME USERS

- **THE DISPLAY SCREEN IS MAINLY A TOUCH SCREEN.**
- Enter your login name in the display screen.
- Touch the space after **PASSWORD**.
- Enter your temporary password, which we will issue you after you have filled out a Vending Access Form.
- Touch **LOGIN** on the bottom of the screen.
- Touch **ADMIN CONTROL** on the screen.
- Touch **DATA ADMIN** on the screen.
- Touch **MY PREFERENCES** on the screen.
- Touch the **PASSWORD** tab on the top of the screen.
- Enter your new password in the space next to New Password. NOTE: Password must be 5 to 10 characters using no symbols.
- Touch the space next to Confirm New Password and then re-enter password.
- Touch **ACCEPT** on the bottom of the screen.

- Touch **MAIN MENU** at top of screen to continue with a purchase or touch LOGOUT to logout.
- If you forget your password, contact Lee Hilliard by calling 410-502-3959 or e-mailing lhillia1@jhmi.edu for a temporary password.

SELECTING YOUR ITEMS

- Using [the Core store 24/7 Catalog](#), find the location of the item(s) you wish to purchase. (Example: A05, B12, C 25, etc.) The catalog is organized by item description and by manufacturer/supplier.
- You might want to write all the items and locations down for your reference.
- Login using your user ID and password.
- Touch **TOTAL ACCESS** on the screen.
- You will hear all the locks unlock. **NOTE: THE DOORS AUTOMATICALLY LOCK AFTER 5 MINUTES OF IDLE TIME ON THE SYSTEM.**
- Go to the location of the item you're purchasing and first remove the number of items you would like to purchase.
- ***THINK... TAKE ALL THE ITEMS YOU WILL NEED FROM THE REFRIGERATOR AND FREEZER BEFORE YOU CLOSE THEIR DOORS. THE REASON FOR THIS IS THE DOORS AUTOMATICALLY LOCK ONCE CLOSED. IF THE DOORS LOCK AND YOU WANT SOMETHING ELSE OUT OF THE REFRIGERATOR OR FREEZER, YOU MUST LOGIN AGAIN AND DO ANOTHER SEPERATE TRANSACTION.***
- For each quantity you take, you must hit the **TAKE** button on the compartment door that many times.
- If you accidentally take too many products you may hit the RETURN button to make the quantity correct.
- You may always touch CANCEL at bottom left corner on the display screen to cancel a transaction.
- ***NOTE: YOU MAY ONLY PURCHASE THE NUMBER OF ITEMS THAT ARE IN STOCK. ORDERS FOR ITEMS NOT IN STOCK MUST BE PLACED THROUGH the CORE store.***
- The item and quantity to be purchased will appear on the display screen. Make sure the item and quantity you are purchasing matches up with what is on the display screen.
- Once you have checked all the items and quantities you wish to purchase then touch **ACCEPT** on the screen. *****IMPORTANT** ONCE YOU TOUCH ACCEPT THE ORDER IS FINAL!!!.***

- You will then be asked to provide your method of payment, either a budget number or a Purchase Order number.
- Type in your budget number or Purchase Order number.
- Touch ACCEPT on the screen.
- *****IMPORTANT***** When you are finished with your transaction you must logout by touching **LOGOUT** at the top of the screen.
- A Core store invoice will be sent to your lab the next day confirming your purchase. Please make sure it is correct.

RETURNING AN ITEM

There are three rules you must follow if you would like to return an item purchased through the Core store 24/7.

1. You must come to the Core store during regular business hours (Mon-Fri 9:30 a.m. – 5 p.m. NOTE: Closed from 1-2 p.m.)
2. In order to insure product integrity it must be maintained at the proper storage condition at all times! If an item needs to be returned please return it in at the appropriate *storage temperature* (i.e. ice bucket for refrigerator and freezer items).
3. You must bring proof of purchase (i.e. the CORE store invoice)

IF YOU HAVE ANY QUESTIONS CONCERNING THIS SERVICE, YOU MAY CONTACT LEE HILLIARD AT LHILLIA1@JHMI.EDU OR CALL 410-502-3959.

THANK YOU FOR USING THE NEW CORE STORE 24/7!