

## Do MORE with your Account Dashboard!

If you have an account on Airgas.com you will have access to your Account Dashboard, which gives you quick access to the tools and information you need, including your orders, quotes, invoices and lists.

**What's shown at the top of my dashboard?** The top of your dashboard will display your current account information and contact details.

**What is meant by 'Cylinders in Possession'?** This is the number of cylinders that are currently associated with your account. Click 'More' from the top toolbar, then select 'Cylinder Balance' for more details.

**How do products show up in 'Top Frequent Purchases'?** This section shows the top 5 frequently purchased items from your sales history.

**What actions can I take with the 'Recent Lists' section?** This section allows you to access your most recently created lists or add the entire list to your cart without leaving your Account Dashboard.

**When do invoices appear in the 'Recent Invoices' section?** Invoices appear in this section after orders that have been placed with the 'Pay on Account' option have been delivered.

**What does the 'Recent Orders' section show me?** This section shows recently placed orders, the date the order was placed and the status of the order. Order details can be viewed at any point by clicking on the 'View' button.

**What if the section does not show me the history I need?** Just click on the 'View All' link at the top of the section to view more information.

The screenshot displays the Airgas Account Dashboard interface. At the top, there's a navigation bar with links like 'Switch Account', 'Dashboard', 'My Lists', 'Orders', 'Invoices', and 'More'. Below this is the Airgas logo and user information for John Airgas. The main content area is divided into several sections:

- Customer Contact Information:** Shows account name and contact details.
- CYLINDERS IN POSSESSION:** Displays a count of cylinders (0 in the image).
- TOP FREQUENT PURCHASES:** A table listing top 5 frequently purchased items with columns for Product(s), Availability, Qty, and Price. Each item has an 'ADD TO CART' button.
- RECENT LISTS:** A table showing recently created lists with columns for List Name, Date Created, and Items. Each list has an 'ADD TO CART' button.
- RECENT INVOICES:** A table showing recent invoices with columns for File, Invoice No., Amount, Invoice Date, Customer PO, and POD. It includes a 'PAY INVOICES' button.
- RECENT OPEN ORDERS:** A table showing recent open orders with columns for Order Number, Order Date, Customer PO, and Order Status. Each order has a 'VIEW' button.

### How to get to your dashboard:

- Login to Airgas.com
- Click on 'Dashboard' on the toolbar