



TUTORIAL

Local Food Connect

Getting Started for Growers & Artisans

<https://kohalafoodhub.lfmadmin.com/>

NOTE: Login at "Market Manager (Legacy Producer)"

Kohala Food Hub Online Market Schedule

- Kohala Food Hub Online Market Hours:
Fridays 12 PM - Tuesday 12 PM
- Pick-Ticket sent Via Email: Tuesdays 12:30 PM
- Drop-off Orders at Kohala Food Hub: Wednesdays 8:30 AM - 11:00 AM

Initial Password & Login Set-up

1. Open Email with Subject line: Kohala Food Hub Invitation. If your email provider is through Gmail and you are unable to find the invite email in your primary inbox, please check the "Updates" folder or your Spam folder.
2. Click the "Click here to set up a password and log in" link.
3. Follow the on-screen prompts by entering your email address and a password.
4. Finish by entering your Farm/Business information and clicking "Continue"
5. You have now arrived at the "Local Food Connect Dashboard" and are ready to edit your producer profile, list products, update availability and view your orders!
6. **If you ever have any questions or would like confirmation that your items were added or edited correctly per the instructions below, please contact us at: Manager@kohalafoodhub.com, or Text/Call (808) 896-3179**

Kohala Food Hub Invitation Inbox x



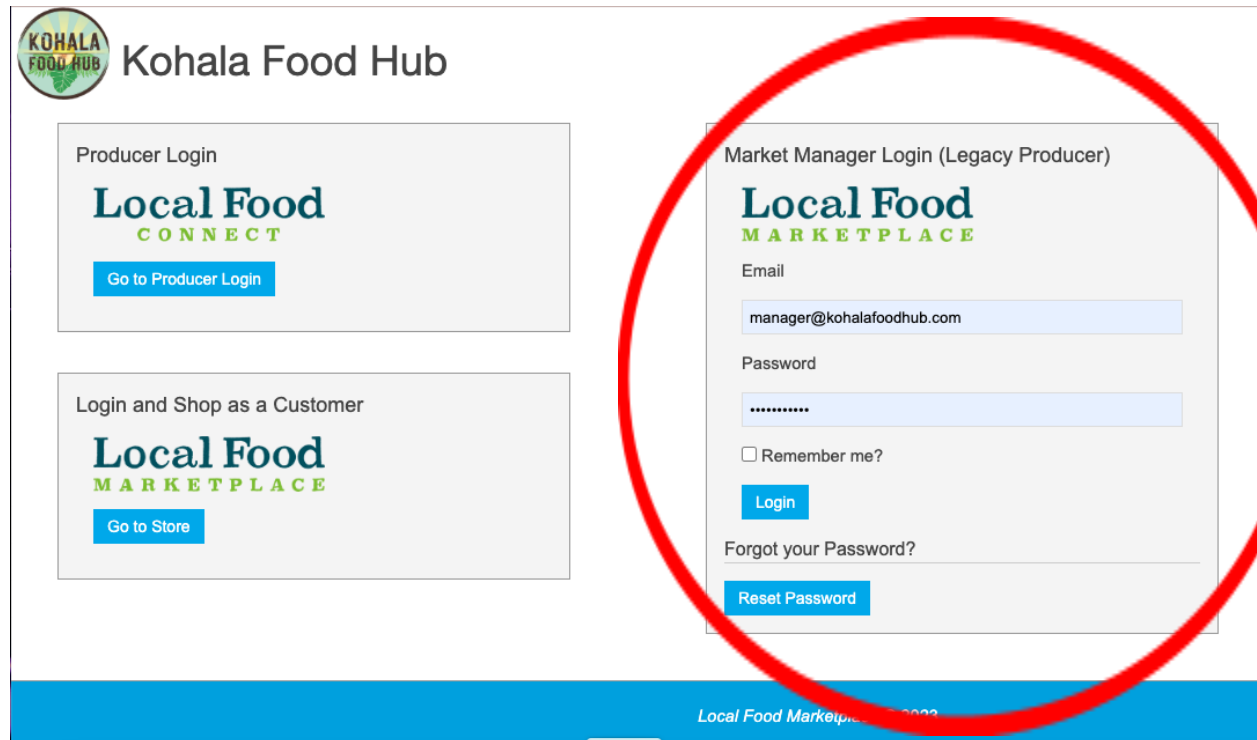
Kohala Food Hub kohalafoodhub@hipagriculture.org via mandrillapp.com
to me ▾

10:29 AM (1 hour ago)

An administrator at Kohala Food Hub has sent you a request to join the site. [Click here](#) to setup a password and log in.

The link in this email will expire after 24 hours. If your link has expired, please contact the Market Manager of the site for another invitation email, or use the Reset Password page <https://app.localfoodconnect.com/Identity/Account/ForgotPassword> to generate a new email.

****It is very important to login at Market Manager Login (Legacy Producer) for Local Food Marketplace not Local Food Connect.**



Selling Your Products

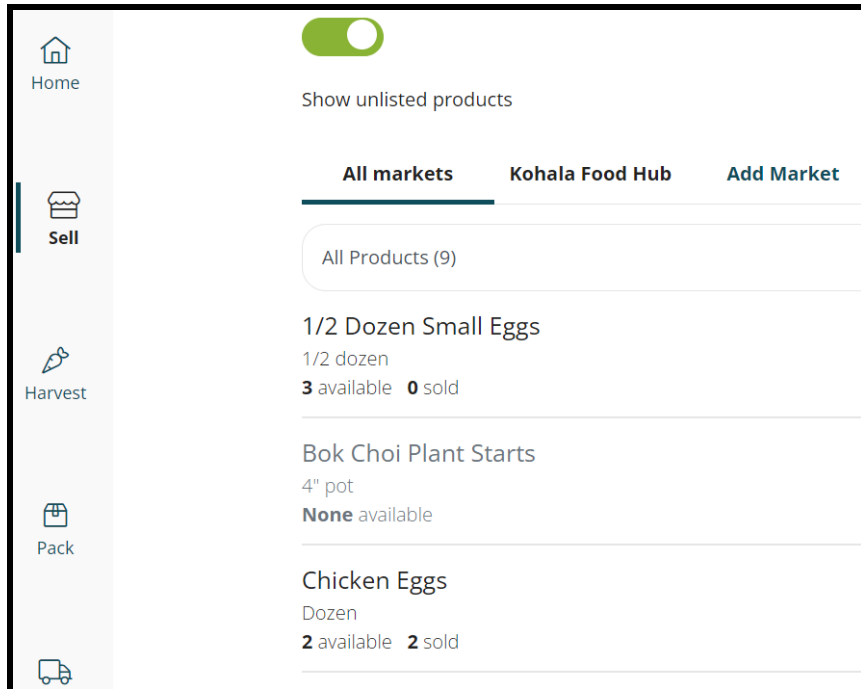
Log in HERE: <https://kohalafoodhub.lfmadmin.com/>

1. Once you have logged in, you are ready to start selling your products. Click the Sell icon



in the left sidebar to begin

2. **The Sell page** is where you choose which products you want to sell each week and what quantities you want to put up for sale. If a Kohala Food Hub Team member has listed your products for you, you should see a list of your products here. You can also add products on your own (please see below, “How to Add a Product” if you would like to add a product yourself).



3. Once your products are listed, **it is important to keep the quantities available for sale up-to-date for each of your products.** When products are listed that you don't have and someone purchases them online but we can't fulfill the order, that degrades both your farm's reputation as well as the Food Hub's reputation, which has income consequences for everyone. To **update the quantities available**, select "Kohala Food Hub" at the top of the Sell Page. Next, select the "Bulk Update Availability" Button.

Show unlisted products

All markets **Kohala Food Hub** Add Market

All Products (9)

Bulk Update Availability View prior availability

Period Start: Thursday, March 16, 2023 Period Ends: View

On vacation

1/2 Dozen Small Eggs
1/2 dozen
3 available **0** sold

Bok Choi Plant Starts
4" pot
None available

Chicken Eggs
Dozen

4. Once you have entered the quantity available for each product click the "Save Availability Edits" button. Your product availability will be updated on your Sell Page and you can check with a Kohala Food Hub Team Member to make sure they are showing up on the market storefront.
5. If you would like to **update or change the price** for one of your products, simply click on the product you would like to update e.g. ½ dozen eggs, on the **Sell Page** and type in the dollar value inside the box under "Price" and then click "Save Changes." You can adjust the **quantity available (Qty)** from this page as well.

< Sell
1/2 Dozen Small Eggs
 Kohala Food Hub
 Period Start: Thursday, March 16, 2023 Period Ends: Wednesday, March 22, 2023

Unit: 1/2 dozen (3) (Hidden) Price: 3.25
 Qty: 3 Sold: 0

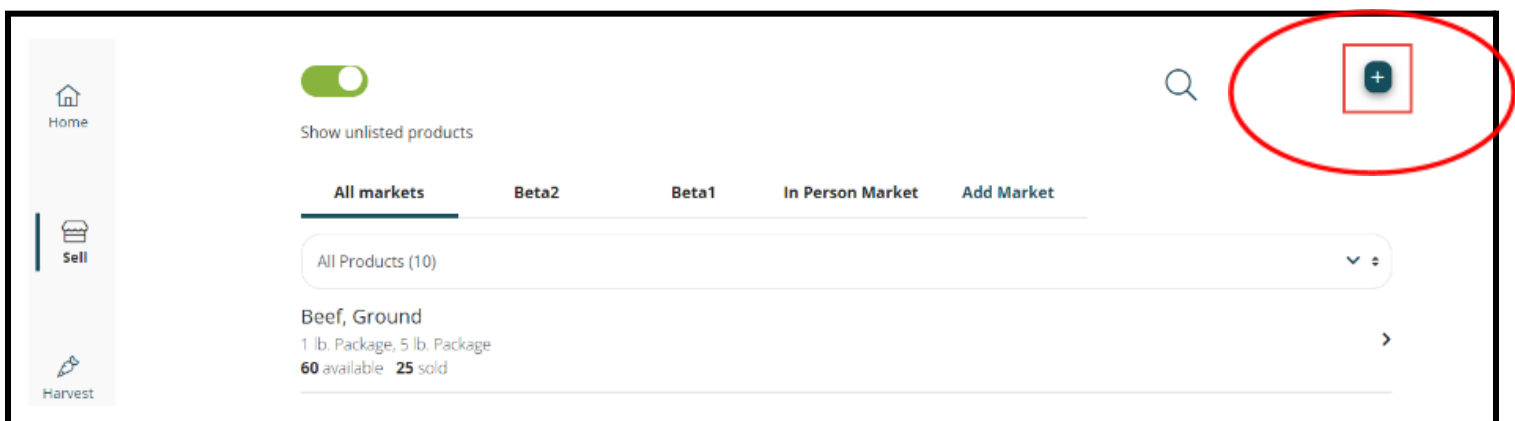
^ v Unlist

Save Changes Cancel

NOTE: You have the freedom to choose your own pricing. However, please bear in mind that if the price is too high, it may reduce the number of customers who are able and/or willing to buy your product. If you have questions regarding pricing, please contact a KFH Team Member who can offer price recommendations.

Adding a Product

1. Add new products that are not currently listed on your **Sell page** by clicking the plus button at the top right of the Sell page.



2. In the search bar, enter the product name e.g. Mango, Honey, Eggs etc. that you would like to sell. You will see a list of products.

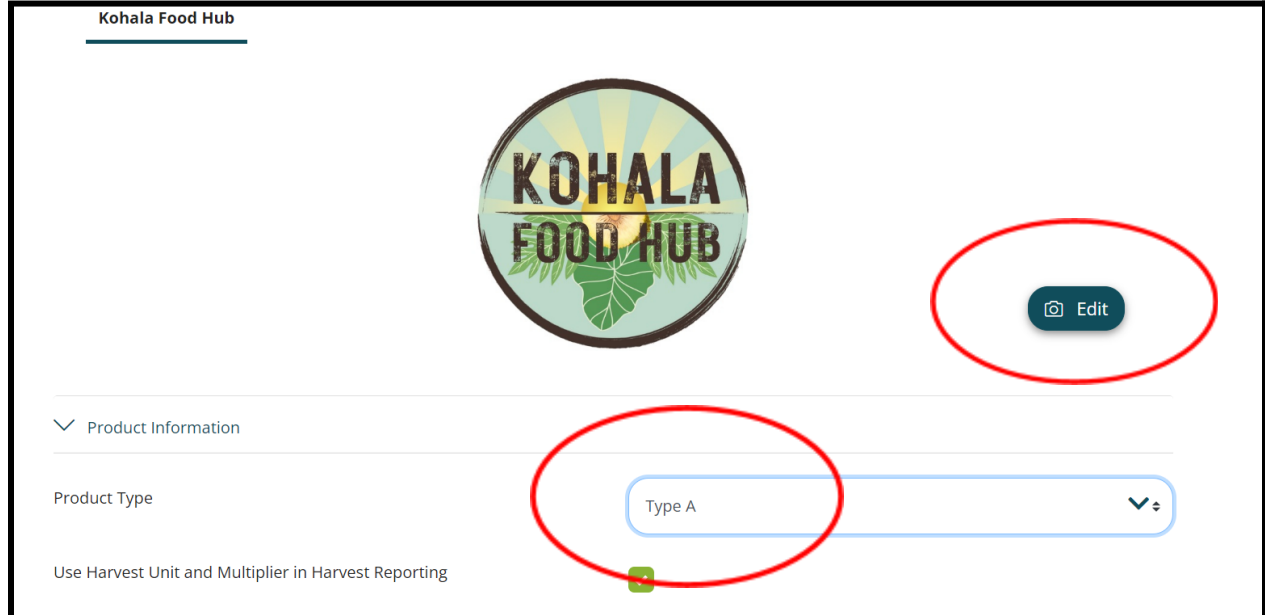
3. Now select the product that best matches the product you would like to sell. If you do NOT see anything that matches your product, you may **Create a New Product**.
4. **How to Create a New Product:** If the product you want to add is not already available in the market, you can create a new product. The Create Product option will always be at the bottom of the Product search results - it's generally best to add/use a product that's already been created in the market, since it's already been categorized and approved, and you'll be able to sell the product as soon as you finalize adding it.

Clicking the Create Product button takes you to the product details page where you can edit the product details (See #5 "Adding Product Details below).

NOTE: Any products you create need to be approved and categorized by a market admin before they will show up on the market storefront website, so it is important let a KFH Team Member know when you have created a product.

The screenshot shows a web interface titled "Add Product". At the top, there is a search bar containing the text "t-shirt" and a green "Search" button. Below the search bar, the text "Beta1" is displayed. Underneath, there is a section titled "Other Local Products - Clothing". This section lists two items: "Eat Here Now T-Shirt Men's" and "Eat Here Now T-Shirt Women's". Each item has a "Select" button next to it. Below this section, there is a "Create new" section. In this section, there is a text input field containing "Best Farm T-shirt" and a green "Create Product" button. A red arrow points to the "Create Product" button.

5. **Adding Product Details:** You will now be directed to the page shown below.



6. Under the “Product Information” drop down menu, you may **add a photo** of your product. Please include a real photo of your product, as opposed to a stock photo or no photo at all.

7. Under **Product Type**, select **Type A** for products that only have 1 selling unit. For example, you would like to sell oranges *by the pound* or plant starts *by each 4” pot* or collard greens *by each ‘0.4 lb. Bunch.’*

8. Under **Product Type**, select **Type B** for products that need to be sold based on **exact** weight. *For example, you have 5 Kabocha Pumpkins that are all different weights, ranging between 2 and 5 lbs, and you would like to sell each pumpkin based on their exact weight.*

NOTE: For more information on product types and options, please [Click Here](#) or you may contact a KFH Team Member who will be happy to assist you!

9. For **Base Unit** you can select by Pound or by Each. *For example, if you’re selling eggs, you would not sell by pound but, rather, by a dozen and therefore, the base unit would be “each.”*

Base Unit Each

Tagline Character Limit: 0 / 100


Description Character Limit: 0 / 4096

10. The **Tagline** is the short, catchy description of your item that appears just below the photo of your product on the online marketplace.

11. **Description** is where you can write your growing practices, a list of ingredients, recipe ideas or anything you would like the customer to know about your product.

12. At the bottom of the page, you will see a drop down menu for **Units**, as shown below. You can add a selling unit by clicking on the green plus sign on the top right or delete a selling unit by first selecting the unit you wish to delete and then clicking the red delete button. Here are a few examples of “units”: *1/2 dozen eggs, 16 oz. Jar, by the pound, Bag of 10, 0.5 lb Bunch.*

NOTE: If you see a unit listed that you do not want applied to your product, please delete that unit or else it will become an available option to customers under your product.

Units 

✓ (1-2 lb head)

✓ 2-4 lb head

✓ bunches

✓ 2-4 lb head

13. Congratulations! Now you have added your product! If you have any questions, or would like confirmation that the product was added correctly, please contact a Kohala Team Member.

Updating an Existing Product

Now that you have product(s) on your **Sell Page**, you may occasionally want to edit or update the product information and units for your product(s). To do this, first navigate to your **Sell Page**.

1. Select the product in question and then click the pencil icon in the upper right corner, as shown below.

2. Here you can edit your product information, product photo, description, unit information and more.

Viewing your Pick Ticket (orders)

1. On Tuesdays at 12:30 PM, you will receive your official “pick ticket” via email (see below). Your pick ticket is a list of all the products that were ordered for that week, to be delivered to the Kohala Food Hub the following morning, on Wednesdays between 8:30 AM - 11:00 AM.

Pick Ticket Example:

Pick Ticket for: Wednesday, March 15, 2023 Inbox x

kohalafoodhub@hipagriculture.org via mandrillapp.com
to me

Tue, Mar 14, 12:30 PM (6 days ago) ☆ ↶ ⋮

PICK LIST

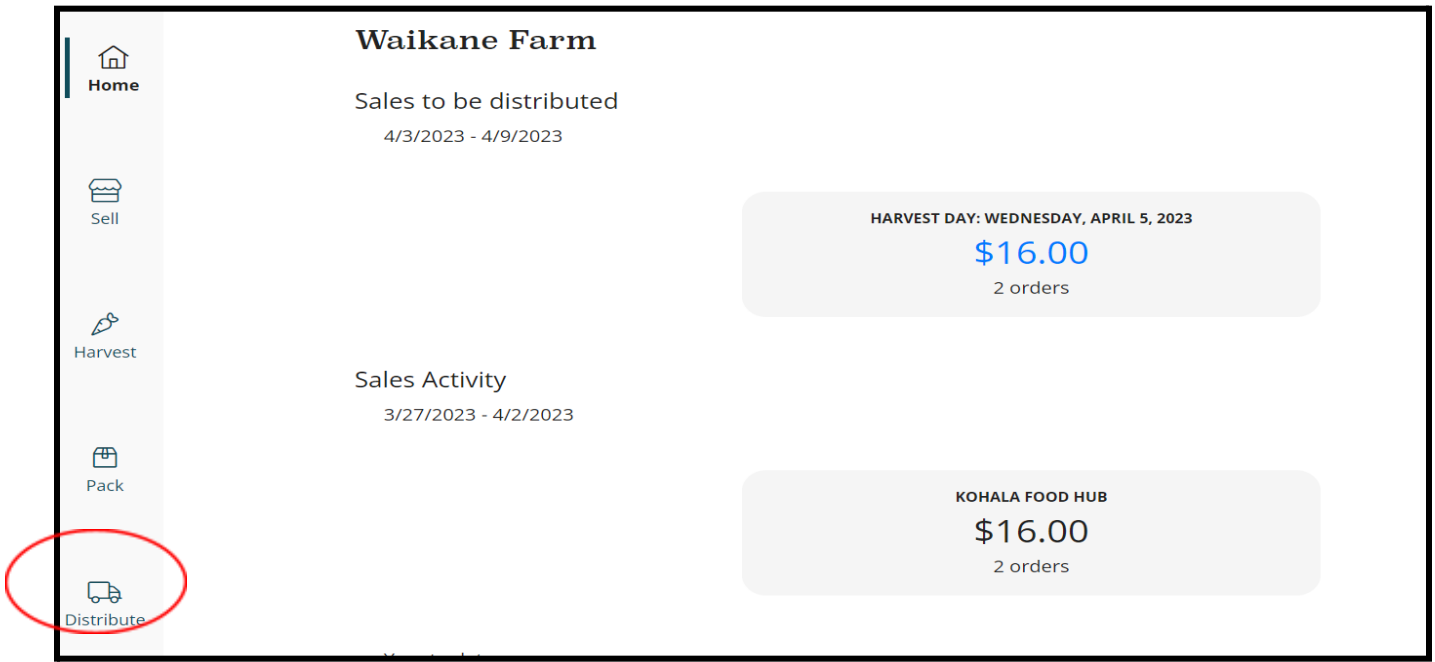
For: Waikane Farm, Wednesday, March 15, 2023

Listed below are the items that you need to deliver to your drop-off location at 55-230 Ho'ea Rd between 8:30-11am on Wednesday. It is important that you arrive in that window so that we have time to pack and prepare orders. If you are unable to make it by that time please contact director@kohalafoodhub.com.

Ordered Items Summary by Product

Item	Selling Unit	Sold Count	Pick Count	Pay to Producer
Chicken Eggs	Dozen	2	2 - Each(s)	\$16.00
Total				\$16.00

2. You may, on occasion, want to view your Pick Ticket a day or two early, just to see what has been ordered *so far*. From your “Local Food Connect” Dashboard, navigate to the “Distribute” Icon in the bottom left corner.



3. Next, under “Pick List” select the “3-dotted” Icon next to the right of Kohala Food Hub, then select “Summary Pick List.”



4. Now you may view what has been ordered *so far*. **WARNING:** This is NOT your final Pick-Ticket. Your final, and official, Pick-Ticket will arrive in your inbox at 12:30 PM on Tuesdays.



PICK LIST

For: Waikane Farm, Wednesday, April 05, 2023

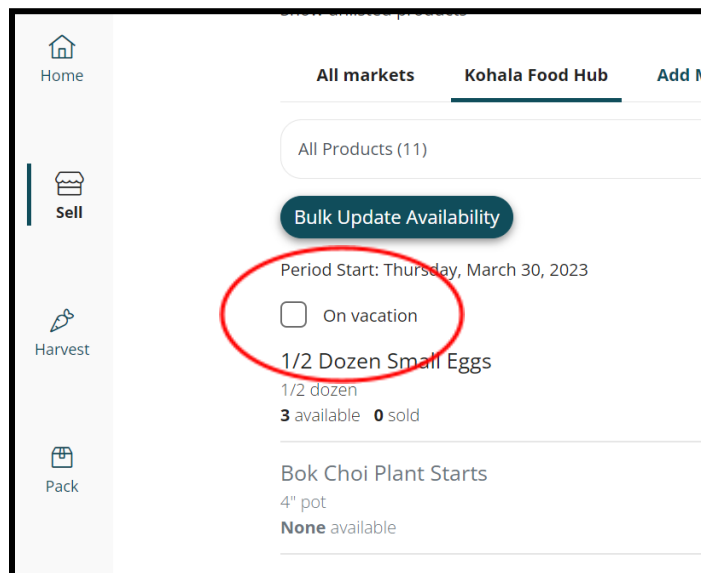
Listed below are the items that you need to deliver to your drop-off location at 55-230 Ho'ea Rd between 8:30-11am on Wednesday. It is important that you arrive in that window so that we have time to pack and prepare orders. If you are unable to make it by that time please contact director@kohalafoodhub.com.

Ordered Items Summary by Product

Item	Selling Unit	Sold Count	Pick Count	Pay to Producer
Chicken Eggs	Dozen	2	2 - Each	\$16.00
Total				\$16.00

Going on Vacation?

1. If you're going on vacation or, for any reason, need to take your products off the Online Market without making any changes whatsoever to your products or product availability, simply navigate to your **Sell Page**.
2. Please make sure you're within the "Kohala Food Hub" tab and NOT "all markets." Just below the "Bulk Update Availability" Button, you will see a checkbox next to "On Vacation." Select the checkbox to remove yourself from the online market.
3. When you return from vacation, simply uncheck the box and all of your products and availability will become available on the Online Marketplace again, just as you left it!



**If you have any questions or need any assistance,
please don't hesitate to contact us at:**

Manager@KohalaFoodHub.com

Or Text/Call (808) 896-3179

Mahalo!