

# POWER MOBILE



## USER GUIDE



**DOWNLOAD THE APP  
AND  
GET CONNECTED**

**McAneny**  
BROTHERS, INC.

# POWER MOBILE USER GUIDE

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# POWER MOBILE USER GUIDE

## Overview

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Power Mobile is a mobile application platform designed for wholesale distributors and retail customers, providing order and information sharing opportunities for the Distribution Sales Representative (DSR) and retail end-user (self-ordering options). Power Mobile delivers a superior customer experience through new mobile touch points. The solution leverages current mobile technology trends with traditional business processes mobilizing the DSR, driving sales, and fostering customer loyalty through improved visibility and support for bring your own device (BYOD).

Power Mobile, a hybrid HTML-5 solution, provides an operating system independence using the latest mobile technology. You may download the application onto iPhones, iPads, Android smartphones and tablets, and Windows phones and tablets. A single application designed to recognize device type and modify the screen display to optimize user experience (i.e. user accesses the same feature set using a tablet or smartphone and the screens conform to the mobile device form factor).

The HTML-5 architecture and real-time access to data from other systems enable Power Mobile to operate in a connected state through Wi-Fi or cellular networks. Power Mobile leverages the connected environments surrounding us today allowing your users to quickly access the solution and complete tasks without waiting for daily downloads and time consuming uploads.

Power Mobile uses Web services interfaced with an ERP, or any back-end host system(s) to present data in real time to make certain NCR provides the user with the most accurate and relevant data available, and presents users with one version of the truth. Web services to third-party content providers, such as data pools for nutritional content or additional product images, are considered standard configuration points. The screenshots included in this document represent a standard system deployment, including links to external data, but the actual data contained in Power Mobile is dependent on available data.

System configuration and user settings dictate which functions and data is available to a given user, based on the creation and assignment of user roles. The images in this document represent a DSR view of the application, with full access to all information, including access to multiple customers. The customer experience may be identical to that displayed in this document, but can be limited to a subset of functionality and a subset of data elements, based on role definition and configuration.

Power Mobile follows an agile development philosophy rather than a more traditional product release cycle; therefore, we will develop and deploy future versions as soon as the application is available and tested. We base the prioritization of additional features and the schedule for availability on customer and market requirements, development priorities, and ease of delivery. <sup>1</sup>

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<sup>1</sup> This information is for informational purposes only and should not be relied upon in making a purchasing decision. It is not a commitment, promise, or legal obligation to deliver material, code, or functionality. The development, release, and timing of features and functionality described for products remains at our sole discretion. Due to continuous development of products, information published in this document may become outdated.

# CHAPTER 1

## Log Into Power Mobile

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Follow these instructions to access the Power Mobile application from your tablet or smartphone.

- **iPhone** users will go to the **App Store**, search **McAneny** and download the App to your device
- **Android** users will go to the **Play Store**, search **McAneny** and download the App to your device



1. Launch the McAneny Mobile application by tapping the McAneny icon on your mobile device's home page.

A screenshot of the McAneny Brothers, Inc. mobile application login screen. It features the company logo at the top, followed by a 'Login' header, two input fields for 'Username' and 'Password', and a 'Login' button at the bottom. Each input field has a red 'x' icon on the right side.

2. Enter your User Name
3. Enter your Password. The landing page opens.



# CHAPTER 2

## Landing Page

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The Landing page is the front page of the mobile application. It will link to messages, invoices, product search, orders, settings, and other information. It allows you to quickly engage yourself in the main features of the app and easily navigate to key business processes.

### TABLET



1. Tap one of the blocks to begin using Power Mobile.
  - a. Products – puts media-rich product data and third-party product information at your fingertips in real-time. Also, utilize a mobile device’s camera to support barcode scanning and product lookup. Will not scan condensed UPC codes. (i.e. Cigarettes)
  - b. Customers – easily find and edit your customer contact information. Power Mobile enables one-click options to place a call or send an email to customers, simplifying and enhancing communications.
  - c. Orders - contains multiple ordering methods, including guides, lists, and previous orders.
  - d. Invoices - easily search and review, including drill-down capability to products; invoice payment status and associated alerts also display.
  - e. Messages - occurs when an unexpected event happens with an order.

# CHAPTER 2

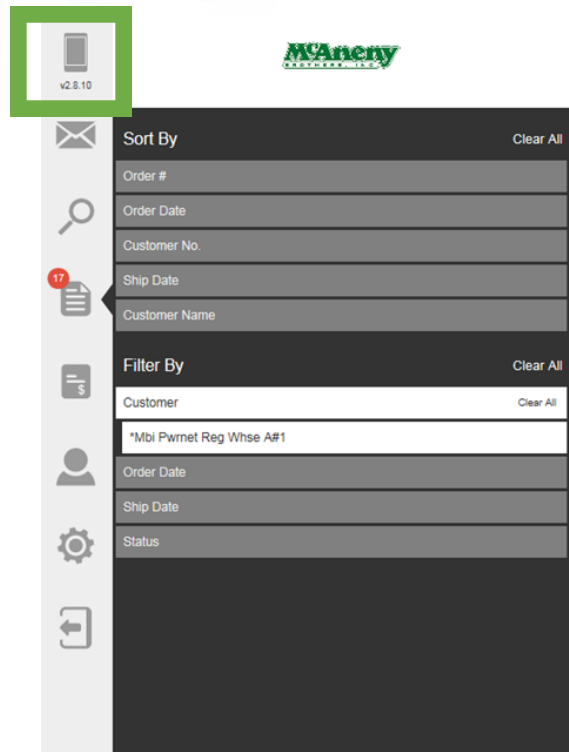
## Landing Page

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### PHONE



2. Tap the Landing Page icon from any unfolded page once you are in the application to return to the Landing Page. You can swipe left to right to access this menu at any time.



# CHAPTER 3

## Adding Products to Your Order

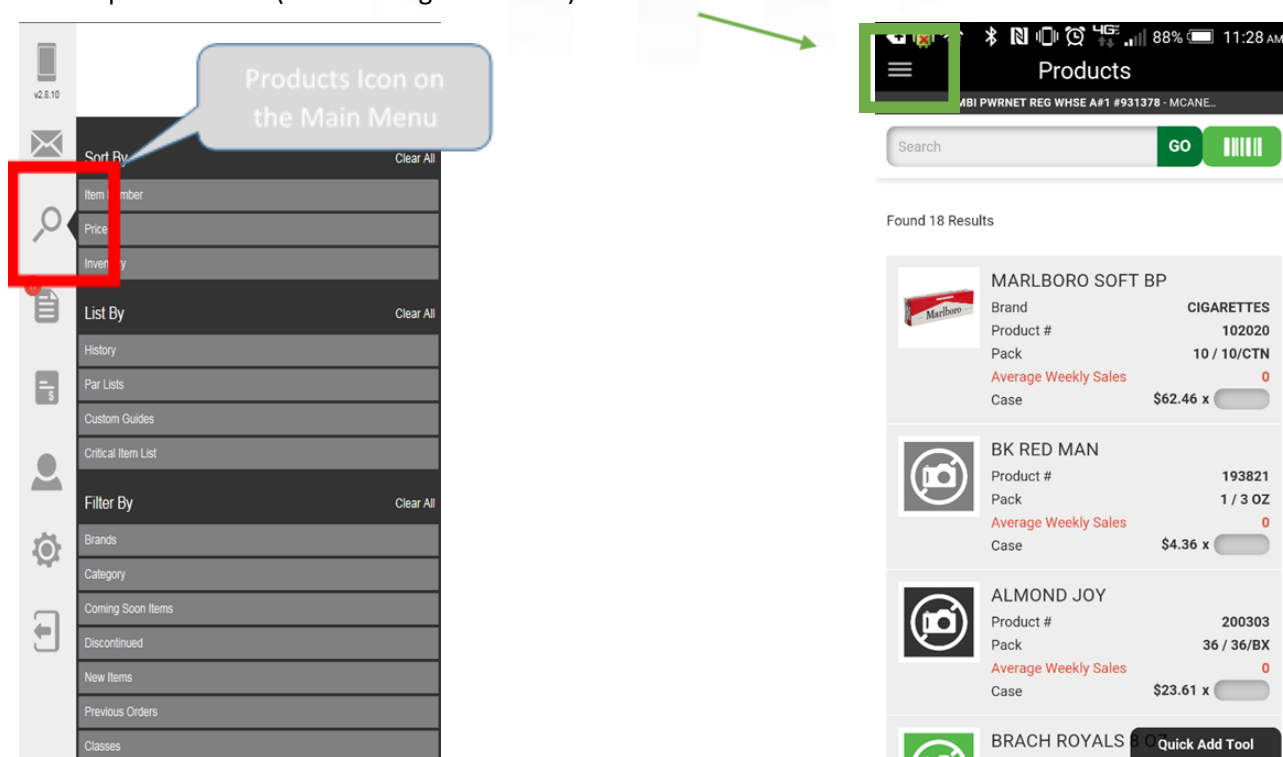
7

### Products Screen

Use the Products screen to search and view products and product groups. Search through product groupings as part of the ordering process, and navigate to other screens, such as product Details. The Products screen allows you to easily navigate through products associated with a customer (end-user) using order guides, custom lists, and other filters like product classification. You can also search for products using multiple search criteria, including barcodes. We define these lists and filters during the initial application configuration based on the data available from your ERP, or any back-end host system(s).

This screen also contains a Quick Add tool for quantity data entry, which allows you to efficiently navigate in list view to generate the order.

Each Power Mobile screen typically includes a sidebar panel containing Sort, List, and Filter options. Menu navigation icons exist on the tablet view in the far left menu bar section. On a smartphone, to make better use of limited screen size, we hid this portion of the screen to allow for easier viewing. You may display the icons by swiping right on your screen or by tapping the menu button at the top of the smartphone screen (outlined in green below).

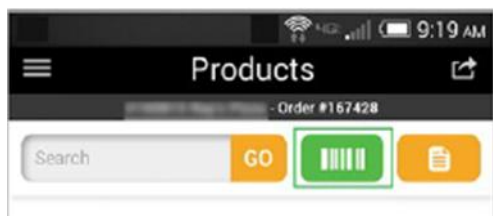


# CHAPTER 3

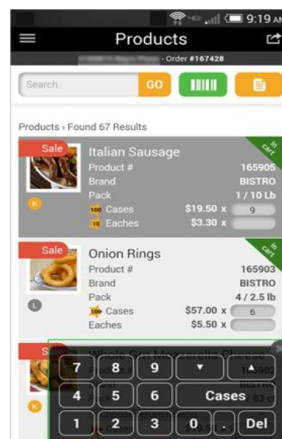
## Adding Products to Your Order

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1. Tap Products on the Main Menu sidebar. The Products screen opens with a list of products.
2. Sort products by the following categories depending on the customers for which you have access:
  - a. Item Number
  - b. Price
  - c. Inventory
3. List products by the following categories depending on the customers for which you have access:
  - a. History
  - b. Par List
  - c. Custom Guides
  - d. Critical Item List
4. Filter products by the following categories depending on the customers for which you have access:
  - a. Brands
  - b. Category
  - c. New Items
  - d. Previous Orders
  - e. Classes
5. Select a product
  - a. Using the Search functionality, you can search by Product #, name, UPC code, description, or brand.
    - i) Enter the Product #, name, description, or brand.
    - ii) You may also scan product barcodes to search for items by using your device's camera or link your device with a Bluetooth scanner.



Click the Barcode Scanner button to activate your device's camera



Then scan and add to your order. You can set your app to automatically increment the quantity as you scan (for multiple quantities).



# CHAPTER 3

## Adding Products to Your Order

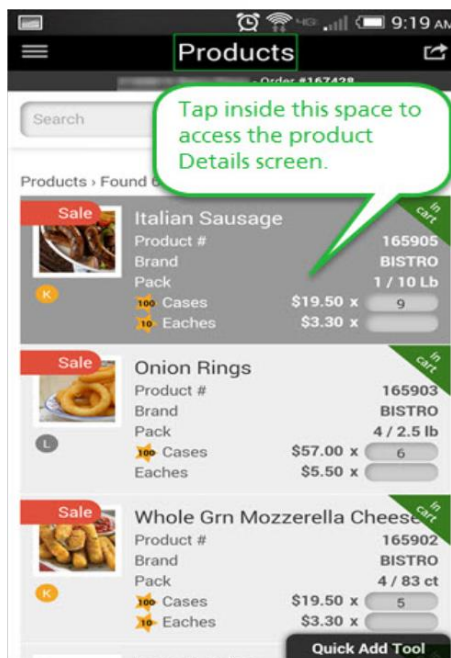
9

6. Tap the Quick Add Tool in the lower right-hand corner to begin entering quantities for rapid order creation. This allows you to by-pass [the Order Details screen](#).
  - a. Tap the Cases button to switch back and forth between the Each and Cases fields.
  - b. Tap the Down button to move downward in the list to the next product on the screen.
  - c. Tap the Up button to move upward in the list to the previous product on the screen.
  - d. Enter the amount of product you wish to order.
  - e. Press the Del key to delete a quantity.

### Products Screen Fields

Products display in tile view. The following fields display for each product:

- Thumbnail product image based on the default image loaded in Power Admin.
  - Unique display for weighted and out-of-stock items, and items you place in your cart.
- Description
- Product #
- Pack
  - Displays multiple item packages from which you may order (pending ERP, or any backend host system(s))
- Price
  - Regular price



# CHAPTER 3

## Adding Products to Your Order

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### Details Screen

Use the product Details screen to view additional information about a product available in your ERP, or any back-end host system(s). A typical deployment includes one or more images per product. The information displayed is based on the Product #. It also allows you to update order quantities using different methods, depending on the device you're using. You may select a product by searching or scanning for the product on the Products screen.

Use the Details screen to research product information before you order – it presents far more data than you can find in other screens.

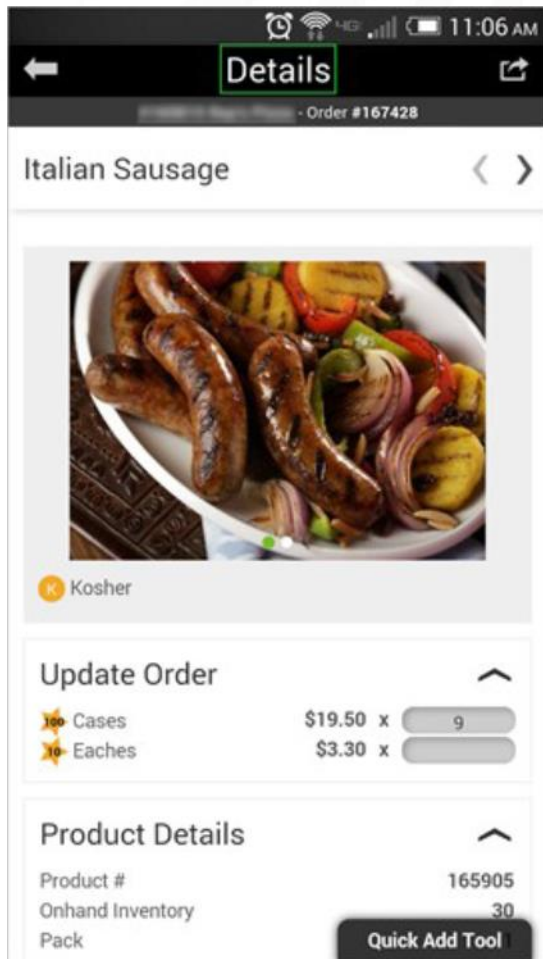
The Details screen includes the following attributes:

- Customer Name
- Customer #
- Order #
- Product Name
- Product Image (if available)
- Update Order
  - Product Qty
  - Case Price
- Product Details
  - Product #
  - Pack
  - Cube
  - Class
  - Vendor Item Number
  - Critical
  - Average Weekly Sales
  - Onhand Inventory
  - Weight
  - Size
  - PB Header
  - UPC Number
  - Special Order

# CHAPTER 3

## Adding Products to Your Order

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1. Enter the amount of the product you wish to order in the product quantity field.

2. View the Product Details section, which defaults when the screen opens.

Product Details	
Product #	165905
Onhand Inventory	30
Pack	1
Size	10 lbs
Weight	11
Cube	0.4
Brand	BISTRO

3. Process your order to review additional information and submit the order, depending on your access.

# CHAPTER 4

## Customer Information

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### Chapter 4 Customer Information

#### Customers Screen

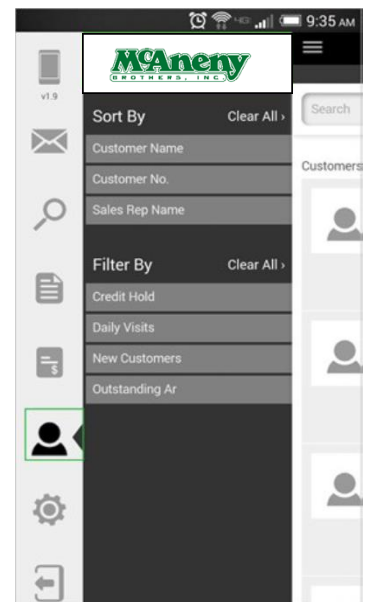
Use the Customers screen to view the customer list for which you have access. You may have the ability to view multiple customers (multi-customer access) and scroll through a customer list to select an individual customer. If you are authorized for a single customer, that customer populates in the header and in the main portion of the screen (you have multi-customer access when you have a single customer with multiple locations; your customer populates in the header and in the main portion of the screen).

1. Tap Customers on the Main Menu sidebar. The Customers screen opens with a list of customers. A multi-customer user defaults to the customer based on the user profile when you first access the application. If the application is cached on your device and you close the application, the last customer accessed is the customer loaded when you open the application next; otherwise, the application defaults to the customer based on the user profile. This means you do not have to choose a customer to begin selecting products and placing orders using Power Mobile; or
2. Sort customers by
  - a. Customer Name (multi-customer access only)
  - b. Customer No. (multi-customer access only)
  - c. Sales Rep Name
3. Filter customers by
  - a. Credit Hold
  - b. Outstanding AR
4. Tap anywhere inside the customer area to pull up the Details screen.

#### Customer Screen Fields

The following fields display for each customer:

- Customer Name
- Customer #
- Phone, if provided
- Sales Rep
- Credit Hold, if applicable



# CHAPTER 4

## Customer Information

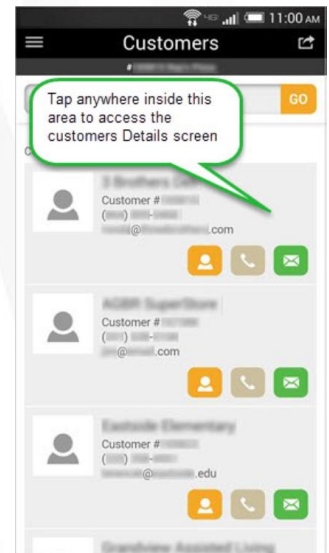
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### Details Screen

The Customer Details screen allows end-users to view additional customer information. You may have the ability to edit some data fields depending on your access. You can select a customer on the Customers screen and then navigate to this screen unless you are only authorized for a single customer, in which case the Customers screen only defaults to your customer.

The following information is included on the customer Details screen:

- Customer Name
- Customer Logo
- Customer #
- Orders, invoices, and messages.
- Sales Rep
- Sales Rep Number
- Details-screen defaults with this section expanded.
  - Customer #
  - Credit Limit
  - Payment Terms
  - AR status, including Past Due and Credit Hold indicators.
- Contact Information
  - Associate photo, if available.
- Notes
- Billing & Shipping Info
- Images






# CHAPTER 5

## Orders

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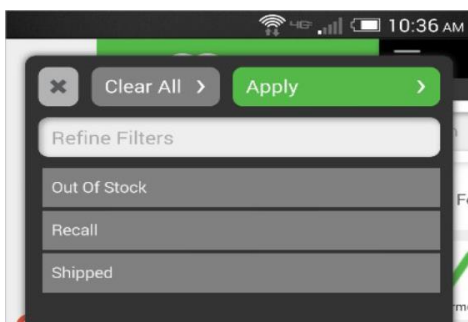
### Orders Screen

The Orders screen allows you to search, view, sort, and filter orders, and allows a Distribution Sales Representative and end-user with multi-customer access to view orders for multiple customers. You can access additional information, navigate through the list, or filter the list by various criteria.

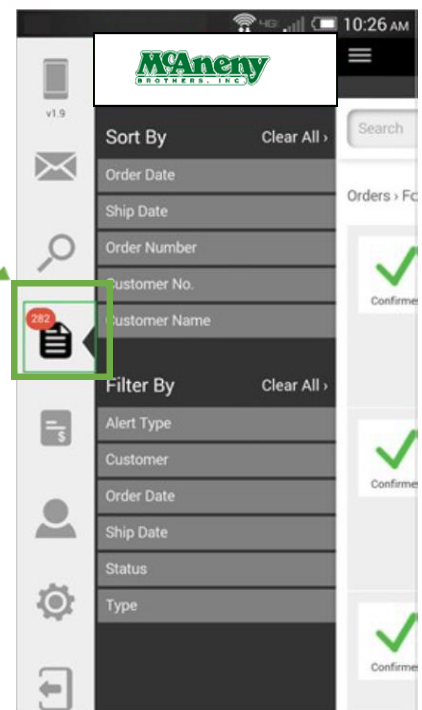
Use the Orders screen to determine order status. Orders may sometimes have fulfillment problems (e.g. the warehouse shorts an order or substitutes a product) or product problems (e.g. recall or other alerts) that may be important to you. You may easily identify these problems by the red font and warning icon so you can update your order and continue to process. 

You can view and scroll through multiple orders on the Orders screen and easily navigate to see additional information about an order by selecting an individual order and navigating to the order Details screen.

1. Tap Orders on the Main Menu sidebar. The Orders screen opens with a list of orders.
2. Sort orders by
  - a. Order Date (default-most recent date at the top)
  - b. Ship Date
  - c. Order Number
  - d. Customer No. (multi-customer access only)
  - e. Customer Name (multi-customer access only)
3. Filter orders by
  - a. Customer (multi-customer access only)
  - b. Order Date (default-most recent date at the top)
  - c. Ship Date
  - d. Status
  - e. Tap inside a category to refine a Filter.



Orders



# CHAPTER 5

## Orders

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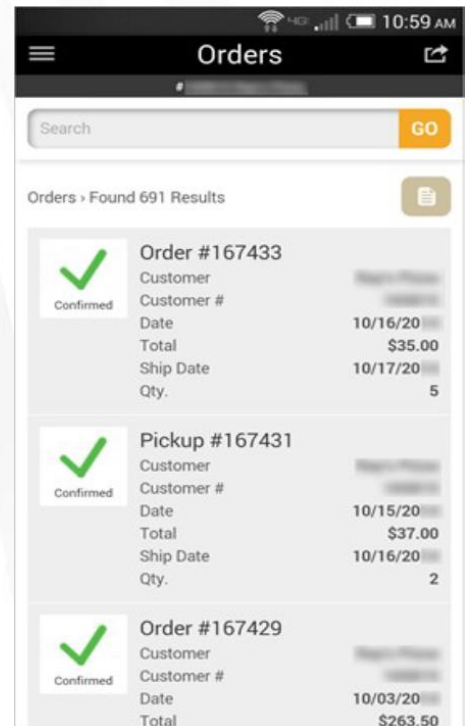
4. Select an order by searching on Order #, date, or Customer # (full or partial).

### Order Screen Fields

The following fields display on each order

- Status (obtained from your ERP, or any back-end host system(s)) - each has an easily identifiable icon. Orders not yet submitted to your ERP, or any back-end host system(s) have a Pending or Active status and you may still modify the record.
  - Pending: for more information, [see Review a Pending Order](#).
  - Active (someone else is currently modifying order): must edit, submit, or delete order.
  - Confirmed
- Order #
- Customer
- Customer #
- Date
- Total
- Ship Date
- Qty

1. Tap Continue to add products to an order you haven't submitted yet. The [Products screen](#) opens.
2. Tap anywhere inside the order area to pull up the order Details screen.



# CHAPTER 5

## Orders

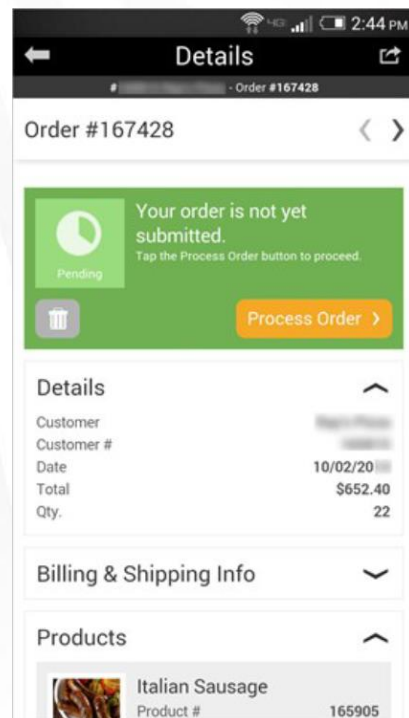
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### Details Screen

The order Details screen allows you to view, sort, and scroll through products and other useful information associated with the order you selected in the Orders screen.

The following information is included on the order Details screen:

- Order #
  - Customer Name
  - Customer #
  - Order Date
  - Total
  - Qty
  - Billing and Shipping Information
  - Product Details
1. Review the order details in the Details section, which defaults when the screen opens.
  2. Tap the Billing & Shipping Info arrow.
  3. Tap the icon to locate the billing or shipping address on a map.
  4. Tap the Product Details arrow to view the following details:
    - a. Product #
    - b. Pack
    - c. Cases



### Review a Pending Order

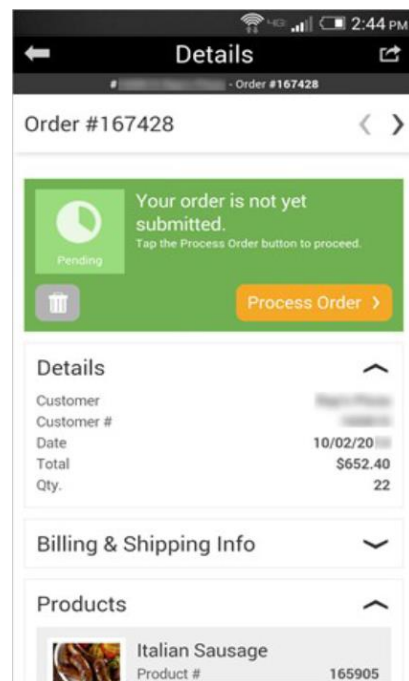
Review and edit a Pending order in the order Details screen prior to submitting the order, depending on your access. You may be able to update quantities and add/delete products prior to submitting the order. You can also delete an entire order.

The Order Header information includes

- Customer #
- Customer Name
- Order #
- Order Status

The Order Details section includes the following additional information:

- Date
  - Total
  - Ship Date
  - Cases Qty
1. Use the Process Order button to review and edit the order, depending on your access.



# CHAPTER 5

## Orders

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### Submit an Order

View and edit certain additional data:

- depending on your access, and
- pending your ERP, or any back-end host system(s) capability and cut-off logic.

You can also delete an entire order.

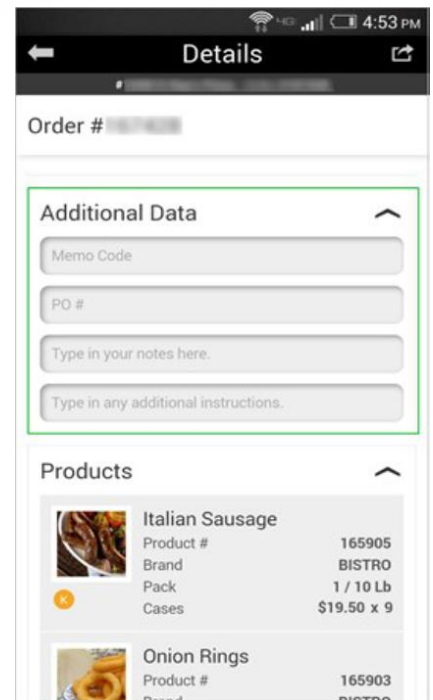
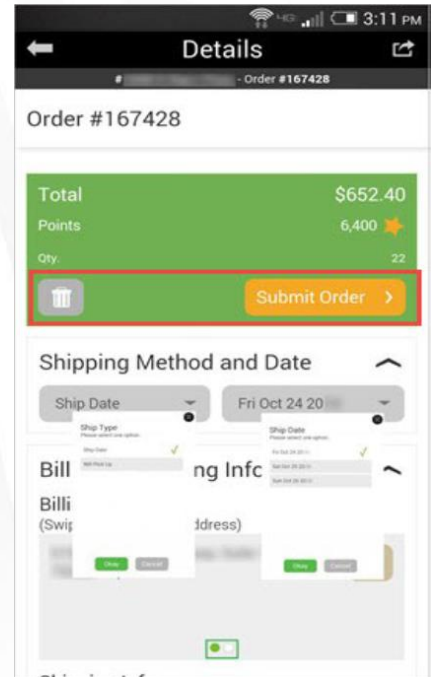


1. Make adjustments to the order as necessary. For more information, [see the order Details screen](#).
2. Update the Ship Type, if necessary.
3. Update the Ship Date, if necessary.
4. Tap the Billing & Shipping Info arrow.
5. Tap the icon to locate the billing or shipping address on a map.
6. Tap the **Additional Data Arrow**, if available.
  - Review
  - Add, or Edit Memo Code
  - Add Or Edit PO#
  - Add Additional Comments
  - Add Special Instructions
7. Submit the order.

The order reflects **Confirmed** once the ERP or any back-end host system(s) validates



8. Delete the order using the **Trash Can**.



# CHAPTER 6

## Invoices

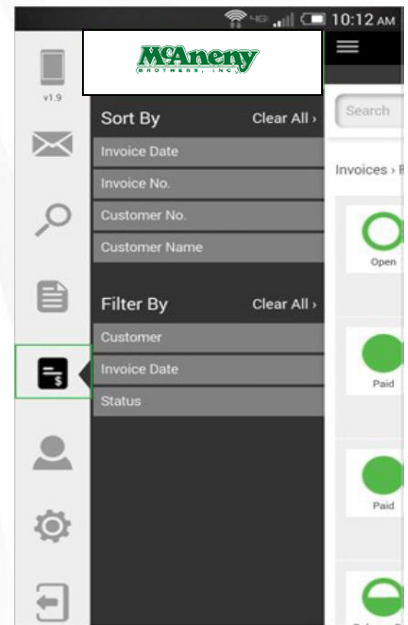
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### Invoices Screen

The Invoices screen allows you to search, view, sort, and filter customer invoices created in your ERP, or any back-end host system(s), including the payment status. From this screen, you can scroll through multiple invoices and easily navigate additional information about an invoice by selecting an individual invoice and navigating to the invoice Details screen.

For information on selecting a customer, [see Customer Information](#).

1. Tap Invoices on the Main Menu sidebar. The Invoices screen opens with a list of invoices.
2. Select an invoice by searching on invoice number (full or partial).
3. Sort invoices by
  - a. Invoices Date
  - b. Invoice No.
  - c. Customer No. (multi-customer access only)
  - d. Customer Name (multi-customer access only)
4. Filter orders by
  - a. Customer (multi-customer access only)
  - b. Invoice Date
  - c. Status

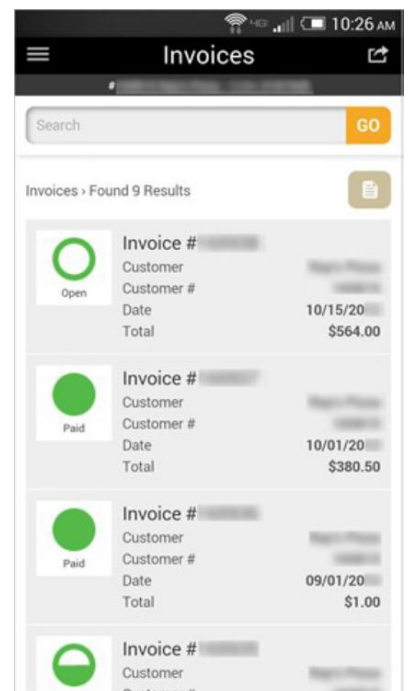


### Invoice Screen Fields

The following fields display on each invoice:

- Invoice Status
  - Paid
  - Balance Due
  - Open
- Invoice #
- Customer Name
- Customer #
- Date
- Total

1. Tap anywhere inside the invoice area to pull up the Details screen.





# CHAPTERS 6 – 7

## Invoices & Settings

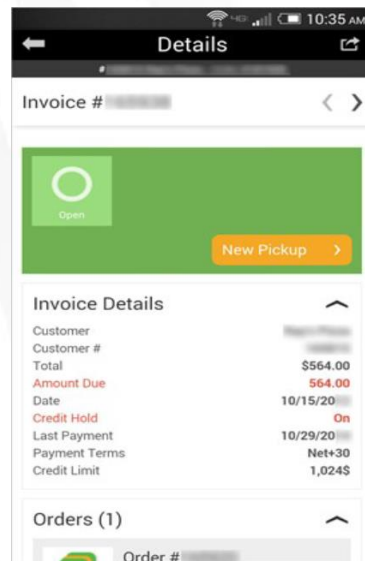
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### Details Screen

The invoice Details screen provides customers a way to easily see invoice information, like orders and products that make up the invoice. When the screen opens, the Details section defaults to view the Invoice Details section, which contains the following items:

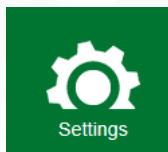
- Customer Name
- Customer #
- Total
- Date
- Credit Hold
- Payment Terms
- Credit Limit

1. View order details in the Orders area. For more information on order details, [see the order Details Screen](#).



### Chapter 7 Settings

### Settings Screen



The Settings screen allows you to set some basic configuration options affecting the application functions.

#### General

1. Tap the General arrow to view and update the following:



- a. Tap the X in the Auto Increment Qty. After Scan.

- b. This will turn on the Auto Increment Qty. of 1 case every time you add an item.

- c. Notifications

- d. Versions



### Contact Information

For additional assistance, please contact our office.

McAneny Brothers, Inc. Help Desk  
800-562-4979 Ext. 1365

