POWER NET USER GUIDE

DRIVING YOUR SALES THROUGH OUR ONLINE ORDERING

POWERNET ON-LINE ORDERING

WEB BROWSER SETTINGS & QUICK START INSTRUCTIONS

OPTICON ORDERING MADE EASY

WEB BROWSER SETTINGS & SCANNER INSTRUCTIONS

YOU SEND IT...

WE'LL DELIVER IT!

800-562-4979

FOR ACCOUNT SETUP & FUNCTIONALITY
HARDWARE/OPTICON SUPPORT
CONTACT OUR IT DEPT – EXT. 1300 or 1365

McAneny BROTHERS, INC.

PowerNet On-Line Ordering

Web Browser Instructions

- Supported Browsers: Internet Explorer, Firefox, Chrome
- Browsers Not Supported: Windows Edge
- At your internet browser type: http://96.94.96.154:81/pnet/eOrder
- Enter your user ID (this will be your McAneny Account #)

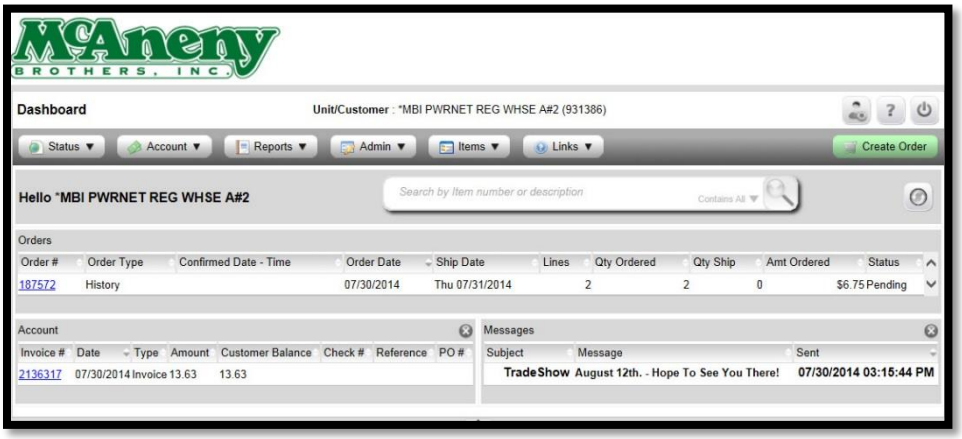
  _____

- Enter your password. (this has been assigned for you)

  _____

- You can change your password using the USER OPTIONS icon

After a successful log-in, you will be taken to your DASHBOARD.



PowerNet On-Line Ordering

Dashboard Functionality Buttons

The **STATUS, ACCOUNTS, REPORTS, ADMIN, ITEMS, and LINKS** buttons are similar to the icons from the previous version of PowerNet. If you rest your cursor on them they will then display the many different tasks that can be done within each one.

- **STATUS** – View your PowerNet Orders and Host Orders.
  (Under The Status Tab, PowerNet Orders Are Orders That You Place On-Line)
  (Under The Status Tab, Host Orders Are Orders That Are Already In Our System)
- **ACCOUNTS** – View your invoices and payments received.
- **REPORTS** – Item usage reports and customer movements are available.
- **ADMIN** – Build your custom guides, par list, etc.
- **ITEMS** – Find New Items, Coming Soon and Search features.
- **LINKS** – McAneny Brothers will post vendor-related sites, or in-house information.
- – click the Home button to return from any of these pages to the main screen.

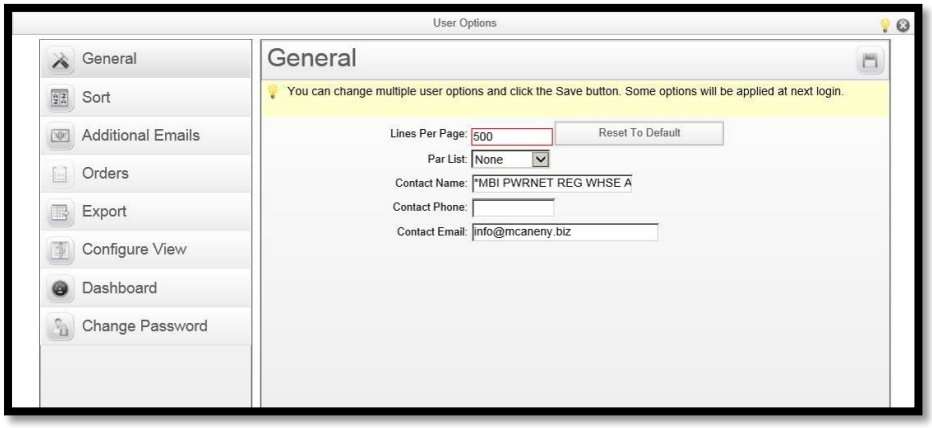
DASHBOARD USER OPTION BUTTONS

In the upper right hand corner there are three new icons, these icons are your User Options, Help Button, and the Sign-Off Button.

- **USER OPTIONS** – Adjust sort options, configure view, change passwords, etc.

- **HELP BUTTON** – Offers Help info on current screen

- **SIGN OFF BUTTON** – Sign off your account

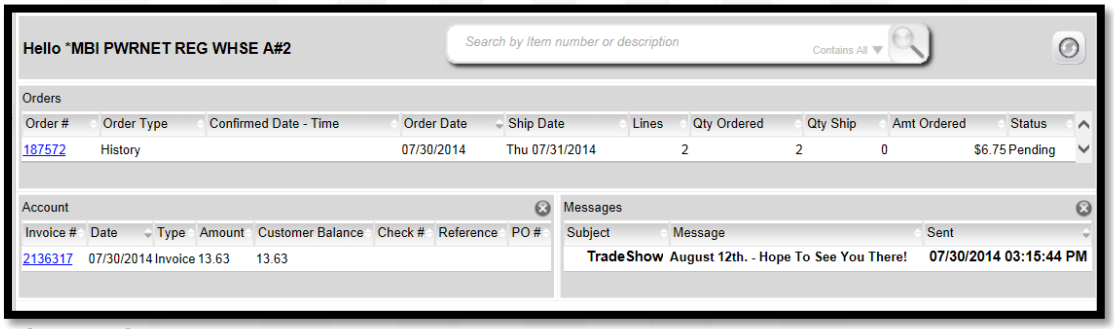


PowerNet On-Line Ordering

DASHBOARD WINDOW PANES

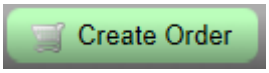
There are also three windows in the new DASHBOARD and each window has a separate function.

- Orders – This window will show you current & past PowerNet Orders.
- Account – This window will show you a pertinent information about your account and allow you to view the items from a previous order.
- Messages – This window will display any messages from McAneny Brothers, Inc. about special offers, upcoming events, promotional incentives, etc.



PLACING AN ORDER

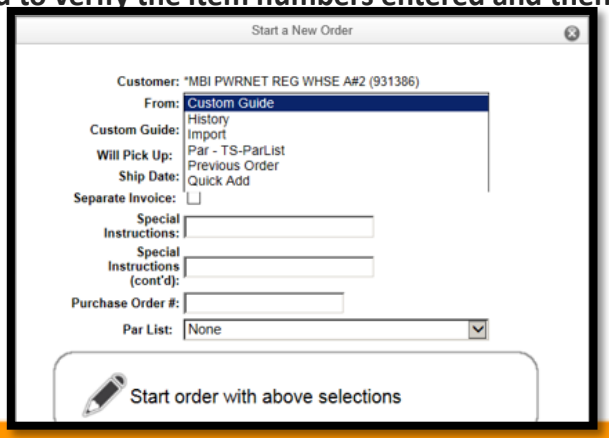
Select **CREATE ORDER** tab (highlighted in green in the right hand corner).



A display box will appear where you can choose how you would like to place your order. Your options will be: **CUSTOM GUIDE, HISTORY, IMPORT, PREVIOUS ORDER, OR QUICK ADD**

- **HISTORY –** Will show you an 18 month history of items you previously ordered and can re-order.
- **PREVIOUS ORDER –** Will show you all recent orders that can be adjusted or totally cleared of previous quantities.
- **QUICK ADD –** Allows you to type our 6 digit item number for the product you want.

  Note: You will need to verify the item numbers entered and then select save to add them.



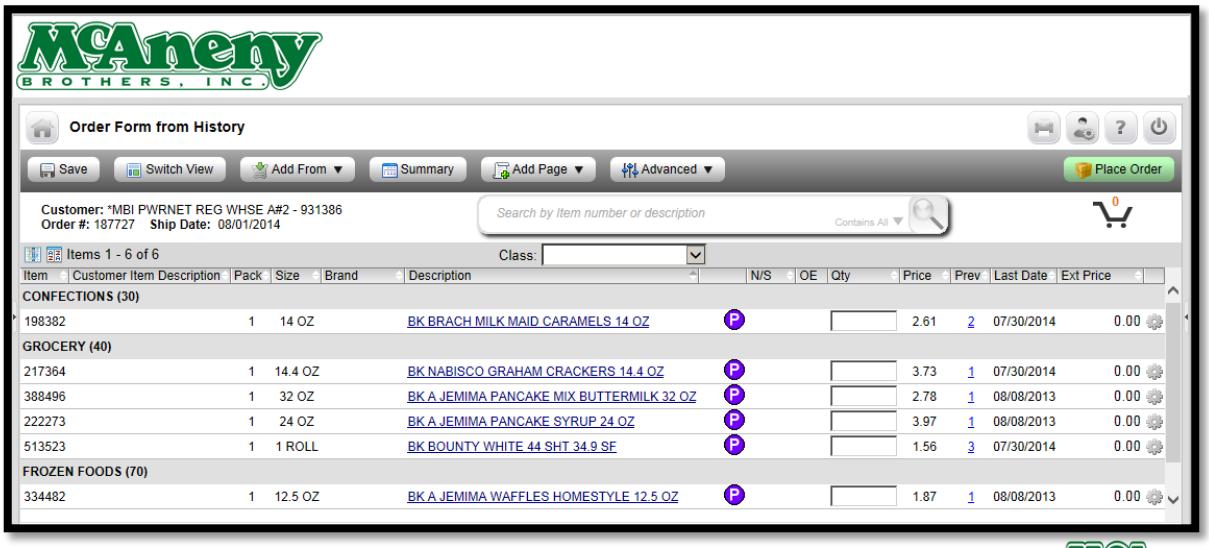
PowerNet On-Line Ordering

Once you choose the way you would like to order, please fill in the other boxes if necessary.

- WILL PICK UP – Please check if you will be picking up the order.
- SEPARATE INVOICES – please check if you would like separate invoices.
- SPECIAL INSTRUCTIONS – Please fill out with the necessary instructions.
- PURCHASE ORDER – If a purchase order number is required, please fill in this box.
- PAR LIST – You can also select if you would like to use a par list when ordering.

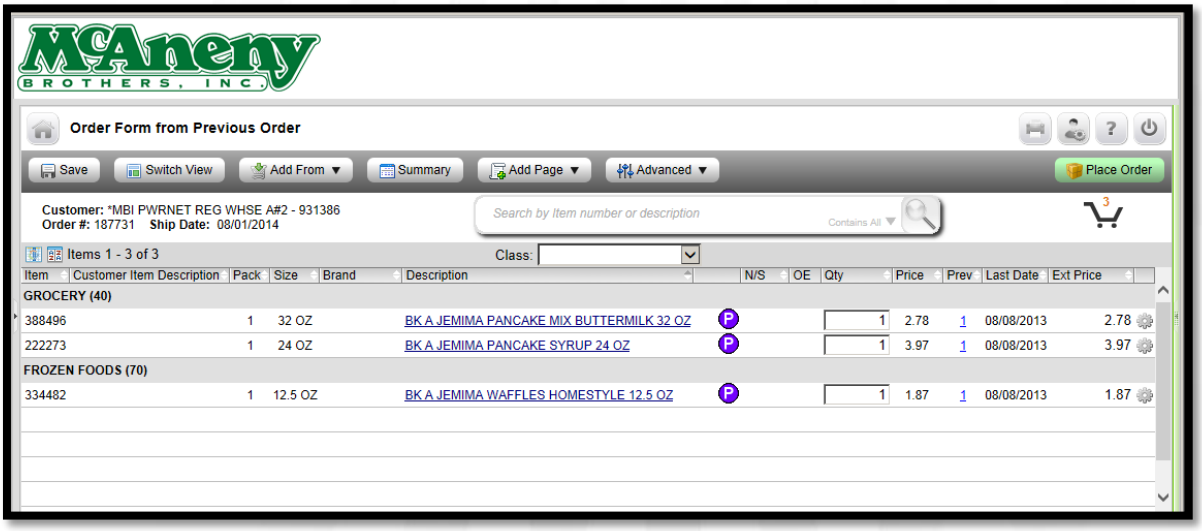
When you are finished, click the **START ORDER WITH ABOVE SELECTIONS** to start your order.

PLACING AN ORDER FROM HISTORY

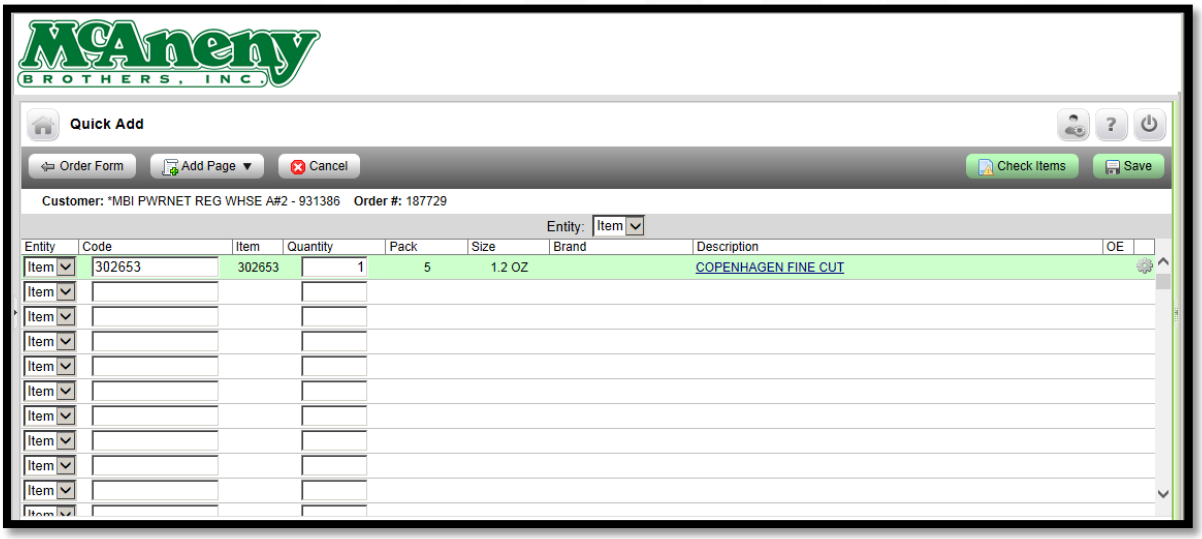


PowerNet On-Line Ordering

PLACING AN ORDER FROM A PREVIOUS ORDER



PLACING AN ORDER FROM QUICK ADD



Note: You will need to **CHECK ITEMS** and then select **SAVE** to actually add items to your order.

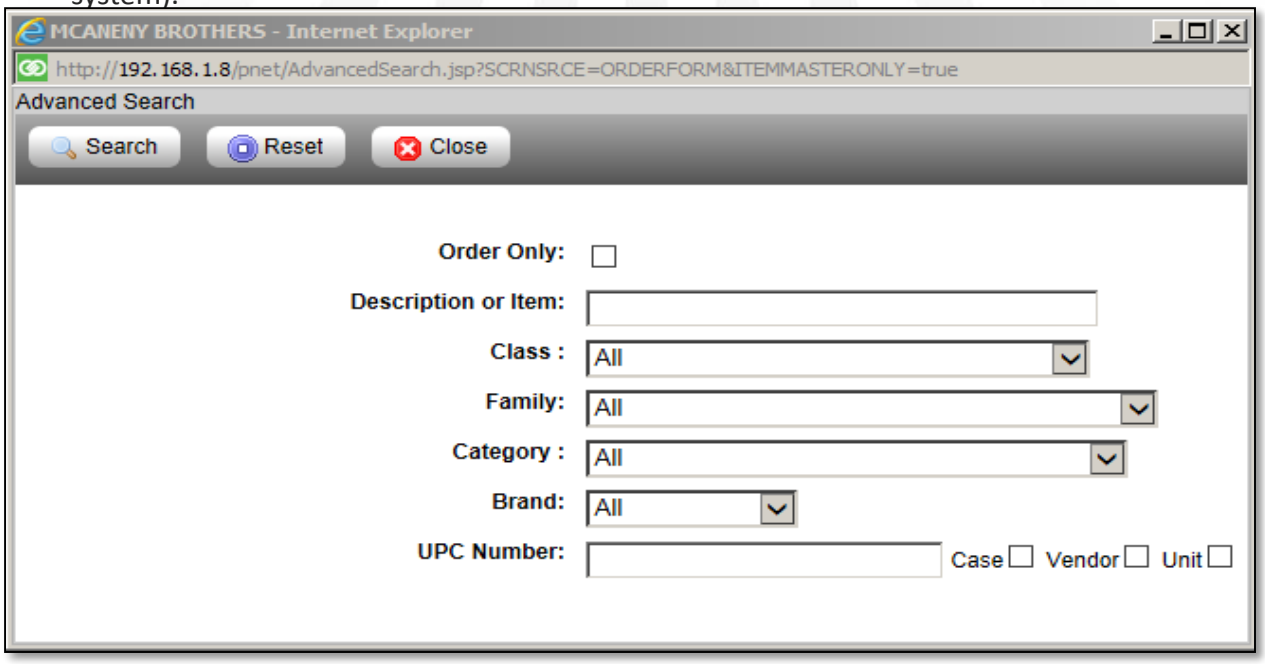
- This indicates that a **PARENT** of the item shown is available
- This indicates that a **CHILD** of the item shown is available
- This indicates that there are **RELATED** items available for the item shown
- This indicates that there are **SUBSTITUTED** items available for the item shown
- This indicates the **TOTAL ALLOWANCE** available for the item shown

PowerNet On-Line Ordering

SEARCHING FROM WITHIN AN ORDER

If there are items that do not appear in your order/history, you can **Search** for them using the **SEARCH PANEL** located within the **ADVANCED Button.**

Note: You may need to search partial words/letters of the items you want – Ex…Brakebush Chicken
If you search Brakebush, you will get no results – If you search brake, you will get brake fluid
But if you search Bush, you will get anything with the word "Bush" in it (Brakebush = B/Bush in the system).



SENDING YOUR ORDER

Once all items are selected – Select: **SAVE** (This will show you everything that you ordered)

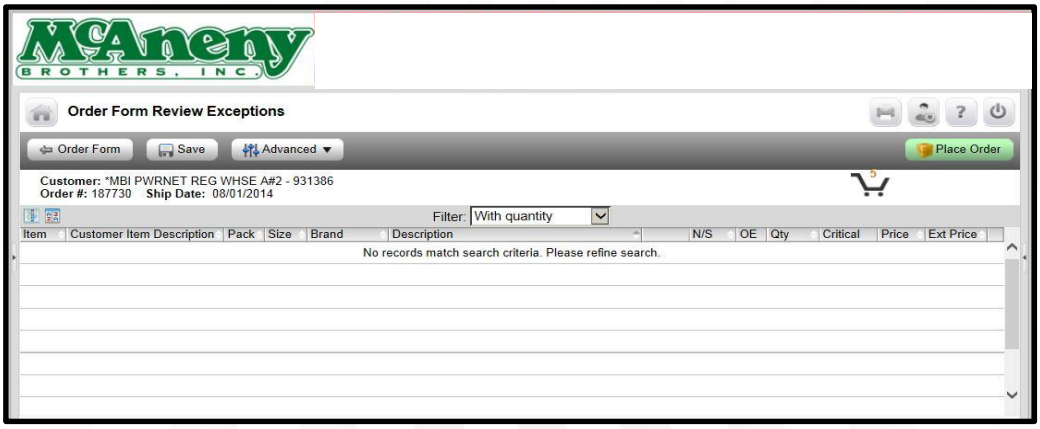
Select **PLACE ORDER** Button (highlighted in green in the right hand corner).

Note: After selecting Place Order for the first time, you will either see a screen that is **BLANK** or if you have **CRITICIAL** items set, you will see the **Order Form Review Exceptions** screen.

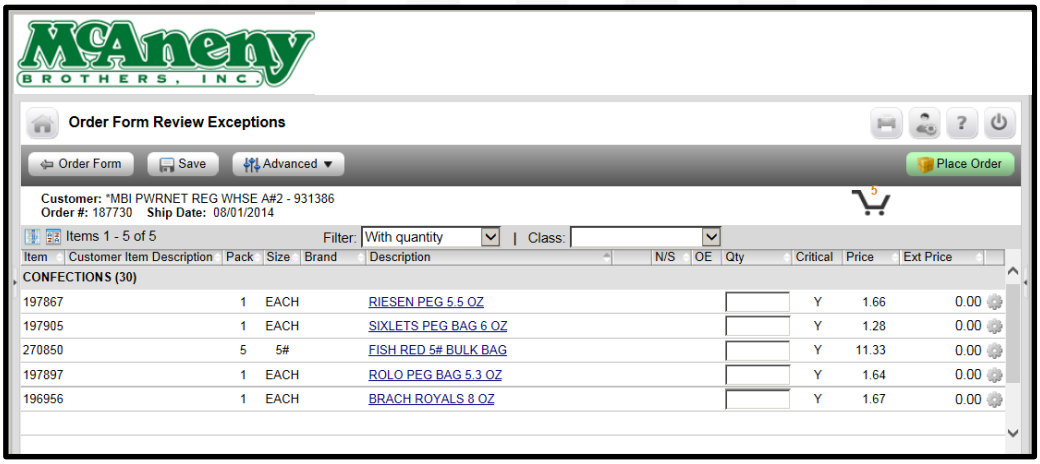
Regardless if you have a **Blank** screen or if you select to add items from your **Critical** items list, you **MUST** select **PLACE ORDER** a second time in order to continue.

PowerNet On-Line Ordering

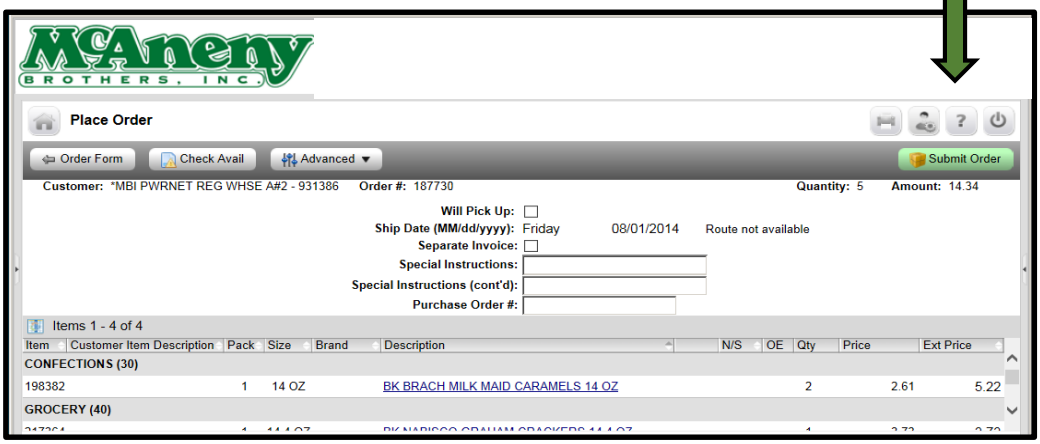
Blank Screen – No Critical Item Set



Order Form Review Exceptions Screen – Critical Item Are Set

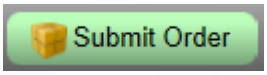


Once you have selected the Place Order Button two times, you will see the SUBMIT ORDER Button.
You can select the following additional options if needed.

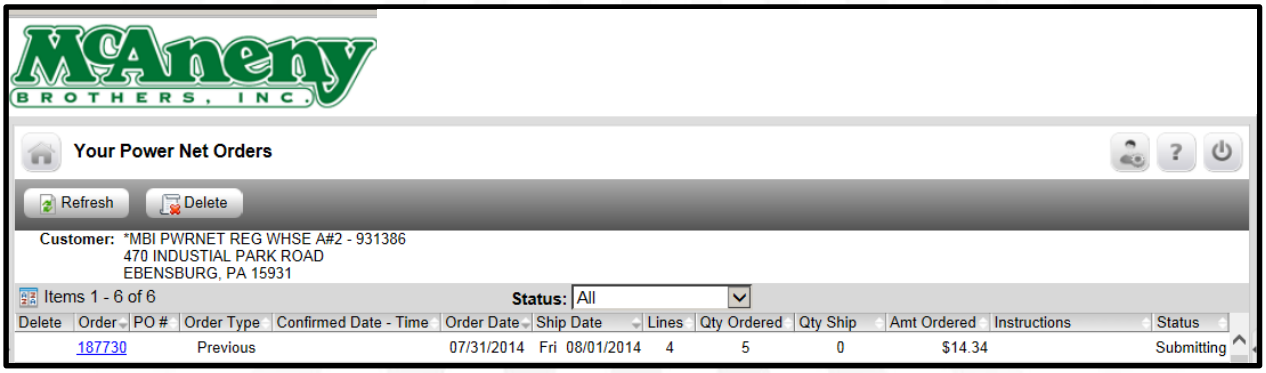


PowerNet On-Line Ordering

Select **SUBMIT ORDER** Button (highlighted in green in the right hand corner).



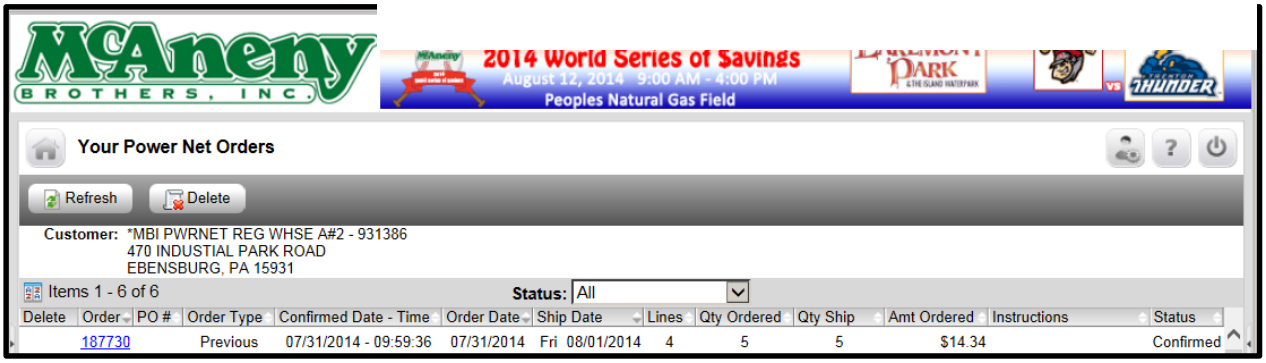
Once you have selected the Submit Order Button, you will see the **Status** shows **SUBMITTING.**



Select **REFRESH** Button (located in the left hand corner, below the house icon).

Once you have selected the Refresh Button, you will see the **Status** shows **CONFIRMED**.

– Your order is now received in our system.



IMPORTANT INFO

If after you select Refresh your order stays at '***Submitting***' and does not show '***Confirmed***'

– Please call the office **PRIOR** to our daily order cut off time and ask for,

Kelly McGowan, Ext. 1510 -or- Our Ordering Dept, Opt. 1

Opticon Ordering Made Easy

Retalix PowerNet

Version 6.2.4

Scanner Instructions

McAneny Brothers, Inc.

Opticon Scanner Instructions

Entering Orders into the Opticon Unit

- Select: Any key on the Opticon Unit to turn it on
- Select: The **"CLR"** key to display the Main Menu

- Main Menu
    1. Order Menu – Use the Order Menu to scan, review & send your items
    2. Setup Menu – Can be used for setting your functionality

- Order Menu
    1. Input & Display
    2. Speed Input
    3. Review
    4. Send
    5. Erase

- Setup Menu
    1. Display
    2. Tunes
    3. Loudness
    4. Case/Each
    5. Fast Scan
    6. Scan Trigger
    7. UPC – E to A
    8. UPC – E Check Digit
    9. Set Bluetooth
    10. Load Departments
    11. Files
    12. Memory
    13. Version
    14. Modem Info
    15. Scan Setups
    16. Load Setups
    17. Scan Menu BK

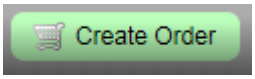
- Select: Order Menu – Select: Input & Display Menu
  You are now ready to scan the **McAneny Shelf Label** or **Product UPC**
- Select: The **Center Square Button** between the **Up & Down Arrows** to scan your items
  A quantity of 1 is already shown, you can either scan the item again if ordering more than 1 or you can manually enter the quantity needed & select the **"ENT"** key
- Select: The **"CLR"** key once all items have been entered to get back to the Order Menu
  NOTE: Reviewing your order while in the Opticon will only allow you to see the item#/UPC#/quantity ordered. Once your order is transmitted to PowerNet you will be able to review your items by description and quantity ordered.
- Select: The **Down Arrow** until you reach **Send**
- Select: The **Center Square Button** between the Up & Down Arrows to send your items
  The unit will show the message: Send Order – Put in Cradle – Press CLR to Cancel

McAneny BROTHERS, INC.

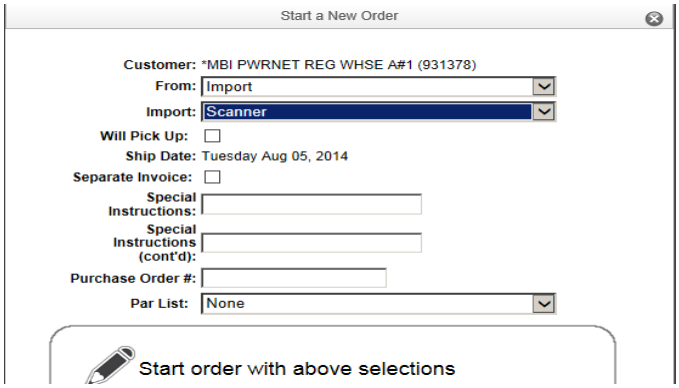
Opticon Importing Instructions

- Reference: Importing orders from the Opticon into PowerNet for Online Processing
- Insert: Opticon Scanner into the cradle and connect the cradle cables to your PC and AC Power Outlet
- Launch: **Power Scan** application on your PC

- Select: On your Opticon – **Order Menu** – **Send**
  Opticon should read: Put in Cradle, Press Clear to Cancel
- Select: **Download Order Files** in PowerScan on your PC and **Yes** to confirm
  OK to acknowledge the successful order download
- Open: Web Browser (Internet) & enter: http://96.94.96.154:81/pnet/eOrder
- Login: With your PowerNet User ID & Password
- Select: **Create Order** – Upper right corner of screen



- From: Use the drop down menu and select – **Import**
- Import: Use the drop down menu and select – **Scanner**
- Select:



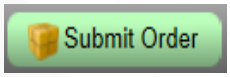
- Select: **Browse…**and your order file (ex: Desktop – Opticon Orders – ORDER) then **Import – Make sure the date on the order file is today's date.**
  Invalid items will display if any items are restricted, discontinuted, or incorrect
- Select: **Import Valid**

Opticon Importing Instructions

Select: PLACE ORDER button (highlighted in green in the right hand corner)

Regardless if you have a **BLANK SCREEN** or if you select to add items from your **Critical Items List**, you **MUST** select **PLACE ORDER** a second time in order to continue

Select SUBMIT ORDER button (highlighted in green in the right hand corner)



Once you have selected the Submit Order Button, you will see the **STATUS** showing **SUBMITTING**

Once you have selected the **REFRESH BUTTON**, you will see the **STATUS** showing **CONFIRMED**
- Your order is now received in our system

CLEARING ORDERS FROM THE OPTICON 9815 UNIT

The unit should be showing the message: Successful transmission order Yes DELETE No

Select **YES – THIS IS THE UP ARROW**

The unit will now display the message: Deleted

NOTE: You can also clear the unit from the Opticon Order Menu: Select Option 5 (Erase Mode)

******It is recommended that you DO NOT clear your Opticon Unit until you have received a confirmed notification in the PowerNet Web Application******

NOTE: If you DO NOT receive a confirmed notification, please contact our office

Kelly McGowan, Ext. 1510 -or- Our Ordering Dept, Opt. 1

McAneny Brothers, Inc.