

# 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



**Driving Your Sales Through Our OnLine Ordering**

**Power Net Customer Portal**

Please check the Links section to view all of McAneny's Current Promotions!

**Sign In**

User ID:

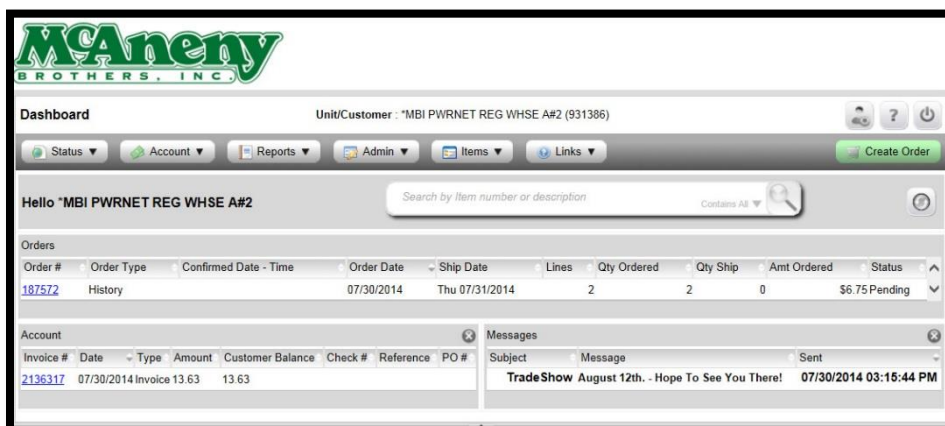
Password:

☐ Forgot your password? Enter your User ID above, check this box, then click Sign In and we'll email your password to you!

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



**McAneny BROTHERS, INC.**

**Dashboard** Unit/Customer: \*MBI PWRNET REG WHSE A#2 (931386)

Status Account Reports Admin Items Links Create Order

Hello \*MBI PWRNET REG WHSE A#2 Search by Item number or description Contains All

**Orders**

Order #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Qty Ship	Amt Ordered	Status
187572	History		07/30/2014	Thu 07/31/2014	2	2	0	\$6.75	Pending

**Account**

Invoice #	Date	Type	Amount	Customer Balance	Check #	Reference	PO #
2136317	07/30/2014	Invoice	13.63	13.63			

**Messages**


Subject	Message	Sent
TradeShow August 12th. - Hope To See You There!		07/30/2014 03:15:44 PM

# 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

User Options

General

You can change multiple user options and click the Save button. Some options will be applied at next login.

Lines Per Page: 500

Par List: None

Contact Name: FMBI PWRNET REG WHSE A

Contact Phone:

Contact Email: info@mcaneny.biz

# PowerNet On-Line Ordering

## DASHBOARD WINDOW PANES

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

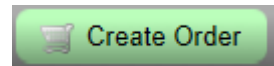
- Orders – This window will show you current & past PowerNet Orders.
- Account – This window will show you a pertinent information about your account and allow you to view the items from a previous order.
- Messages – This window will display any messages from McAneny Brothers, Inc. about special offers,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

Dashboard screenshot showing three panes:

- Orders:** A table with columns: Order #, Order Type, Confirmed Date - Time, Order Date, Ship Date, Lines, Qty Ordered, Qty Ship, Amt Ordered, Status. One order is listed: Order # 187572, History, Confirmed Date - Time 07/30/2014, Order Date Thu 07/31/2014, Lines 2, Qty Ordered 2, Qty Ship 0, Amt Ordered \$6.75, Status Pending.
- Account:** A table with columns: Invoice #, Date, Type, Amount, Customer Balance, Check #, Reference, PO #. One invoice is listed: Invoice # 2136317, Date 07/30/2014, Type Invoice, Amount 13.63, Customer Balance 13.63.
- Messages:** A table with columns: Subject, Message, Sent. One message is listed: Subject Trade Show August 12th. - Hope To See You There!, Message, Sent 07/30/2014 03:15:44 PM.

## 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.**

Start a New Order window:

- Customer: MBI PWRNET REG WHSE A#2 (931386)
- From: Custom Guide
- Custom Guide: History, Import, Par - TS-ParList, Previous Order, Quick Add
- Will Pick Up: Ship Date: Quick Add
- Separate Invoice: ☐
- Special Instructions:
- Special Instructions (cont'd):
- Purchase Order #:
- Par List: None
- Start order with above selections



# 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.

Start a New Order

Customer: \*MBI PWRNET REG WHSE A#2 (931386)

From: History

Will Pick Up: ☐

Ship Date: Friday Aug 01, 2014

Separate Invoice: ☐

Special Instructions:

Special Instructions (cont'd):

Purchase Order #:

Par List: None

Start order with above selections

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

## PLACING AN ORDER FROM HISTORY

McAneny BROTHERS, INC.

Order Form from History

Save Switch View Add From Summary Add Page Advanced Place Order

Customer: \*MBI PWRNET REG WHSE A#2 - 931386  
Order #: 187727 Ship Date: 08/01/2014

Search by Item number or description

Items 1 - 6 of 6

Item	Customer Item Description	Pack	Size	Brand	Description	N/S	OE	Qty	Price	Prev	Last Date	Ext Price
<b>CONFECTIONS (30)</b>												
198382		1	14 OZ		BK BRACH MILK MAID CARAMELS 14 OZ		P		2.61	2	07/30/2014	0.00
<b>GROCERY (40)</b>												
217364		1	14.4 OZ		BK NABISCO GRAHAM CRACKERS 14.4 OZ		P		3.73	1	07/30/2014	0.00
388496		1	32 OZ		BK A JEMIMA PANCAKE MIX BUTTERMILK 32 OZ		P		2.78	1	08/08/2013	0.00
222273		1	24 OZ		BK A JEMIMA PANCAKE SYRUP 24 OZ		P		3.97	1	08/08/2013	0.00
513523		1	1 ROLL		BK BOUNTY WHITE 44 SHT 34.9 SF		P		1.56	3	07/30/2014	0.00
<b>FROZEN FOODS (70)</b>												
334482		1	12.5 OZ		BK A JEMIMA WAFFLES HOMESTYLE 12.5 OZ		P		1.87	1	08/08/2013	0.00

# PowerNet On-Line Ordering

## PLACING AN ORDER FROM A PREVIOUS ORDER

**McAneny BROTHERS, INC.**

Order Form from Previous Order

Save Switch View Add From Summary Add Page Advanced Place Order

Customer: \*MBI PWRNET REG WHSE A#2 - 931386  
Order #: 187731 Ship Date: 08/01/2014

Search by Item number or description Contains All

Items 1 - 3 of 3 Class: [v]

Item	Customer Item Description	Pack	Size	Brand	Description	N/S	OE	Qty	Price	Prev	Last Date	Ext Price
<b>GROCERY (40)</b>												
388496		1	32 OZ		BK A JEMIMA PANCAKE MIX BUTTERMILK 32 OZ		P	1	2.78	1	08/08/2013	2.78
222273		1	24 OZ		BK A JEMIMA PANCAKE SYRUP 24 OZ		P	1	3.97	1	08/08/2013	3.97
<b>FROZEN FOODS (70)</b>												
334482		1	12.5 OZ		BK A JEMIMA WAFFLES HOMESTYLE 12.5 OZ		P	1	1.87	1	08/08/2013	1.87

## PLACING AN ORDER FROM QUICK ADD

**McAneny BROTHERS, INC.**

Quick Add

Order Form Add Page Cancel Check Items Save

Customer: \*MBI PWRNET REG WHSE A#2 - 931386 Order #: 187729

Entity: Item [v]

Entity	Code	Item	Quantity	Pack	Size	Brand	Description	OE
Item	302653	302653	1	5	1.2 OZ		COPENHAGEN FINE CUT	
Item								
Item								
Item								
Item								
Item								
Item								
Item								
Item								
Item								

**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).

A screenshot of an Internet Explorer window titled 'MCANENY BROTHERS - Internet Explorer'. The address bar shows 'http://192.168.1.8/pnet/AdvancedSearch.jsp?SCRNSRCE=ORDERFORM&ITEMMASTERONLY=true'. The page content is titled 'Advanced Search' and features a toolbar with 'Search', 'Reset', and 'Close' buttons. Below the toolbar, there are several search criteria: 'Order Only' with an unchecked checkbox, 'Description or Item' with a text input field, 'Class' with a dropdown menu set to 'All', 'Family' with a dropdown menu set to 'All', 'Category' with a dropdown menu set to 'All', 'Brand' with a dropdown menu set to 'All', and 'UPC Number' with a text input field. To the right of the UPC field are three checkboxes: 'Case', 'Vendor', and 'Unit', all of which are unchecked.

## 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 **CRITICAL** 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

The screenshot shows the 'Order Form Review Exceptions' screen. At the top is the McAneny Brothers, Inc. logo. Below it are navigation buttons: 'Order Form', 'Save', and 'Advanced'. A 'Place Order' button is on the right. The customer information is: 'Customer: \*MBI PWRNET REG WHSE A#2 - 931386' and 'Order #: 187730 Ship Date: 08/01/2014'. A filter dropdown is set to 'With quantity'. Below this is a table with columns: Item, Customer Item Description, Pack, Size, Brand, Description, N/S, OE, Qty, Critical, Price, and Ext Price. The table is empty, with a message: 'No records match search criteria. Please refine search.'

## Order Form Review Exceptions Screen – Critical Item Are Set

The screenshot shows the 'Order Form Review Exceptions' screen with a list of items. The customer information is the same. The filter is 'With quantity' and the class is 'Critical'. The table shows 5 items:

Item	Customer Item Description	Pack	Size	Brand	Description	N/S	OE	Qty	Critical	Price	Ext Price
197867		1	EACH		<a href="#">RIESEN PEG 5.5 OZ</a>				Y	1.66	0.00
197905		1	EACH		<a href="#">SIXLETS PEG BAG 6 OZ</a>				Y	1.28	0.00
270850		5	5#		<a href="#">FISH RED 5# BULK BAG</a>				Y	11.33	0.00
197897		1	EACH		<a href="#">ROLO PEG BAG 5.3 OZ</a>				Y	1.64	0.00
196956		1	EACH		<a href="#">BRACH ROYALS 8 OZ</a>				Y	1.67	0.00

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.

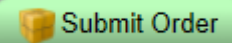
The screenshot shows the 'Place Order' screen. At the top is the McAneny Brothers, Inc. logo. Below it are navigation buttons: 'Order Form', 'Check Avail', and 'Advanced'. A 'Submit Order' button is on the right. The customer information is: 'Customer: \*MBI PWRNET REG WHSE A#2 - 931386' and 'Order #: 187730'. The quantity is 5 and the amount is 14.34. There are checkboxes for 'Will Pick Up:', 'Separate Invoice:', and 'Special Instructions (cont'd):'. The ship date is 'Friday 08/01/2014' and the route is 'Route not available'. Below this is a table with columns: Item, Customer Item Description, Pack, Size, Brand, Description, N/S, OE, Qty, Price, and Ext Price. The table shows 4 items:

Item	Customer Item Description	Pack	Size	Brand	Description	N/S	OE	Qty	Price	Ext Price
198382		1	14 OZ		<a href="#">BK BRACH MILK MAID CARAMELS 14 OZ</a>			2	2.61	5.22
GROCERY (40)										
247364		1	14 OZ		<a href="#">BK BRACH MILK MAID CARAMELS 14 OZ</a>			1	2.61	2.61

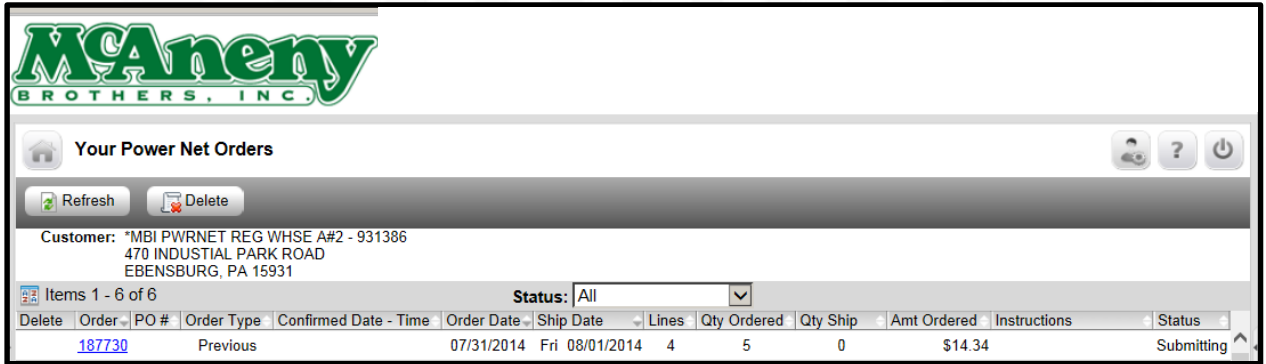


# PowerNet On-Line Ordering

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**.

A screenshot of the McAneny Brothers, Inc. PowerNet Orders interface. The header shows the McAneny logo. Below it, a section titled "Your Power Net Orders" contains a "Refresh" button and a "Delete" button. The customer information is displayed: "Customer: \*MBI PWRNET REG WHSE A#2 - 931386, 470 INDUSTRIAL PARK ROAD, EBENSBURG, PA 15931". A status dropdown menu is set to "All". Below this is a table with columns: Delete, Order, PO #, Order Type, Confirmed Date - Time, Order Date, Ship Date, Lines, Qty Ordered, Qty Ship, Amt Ordered, Instructions, and Status. The first row shows order 187730 with a status of "Submitting".

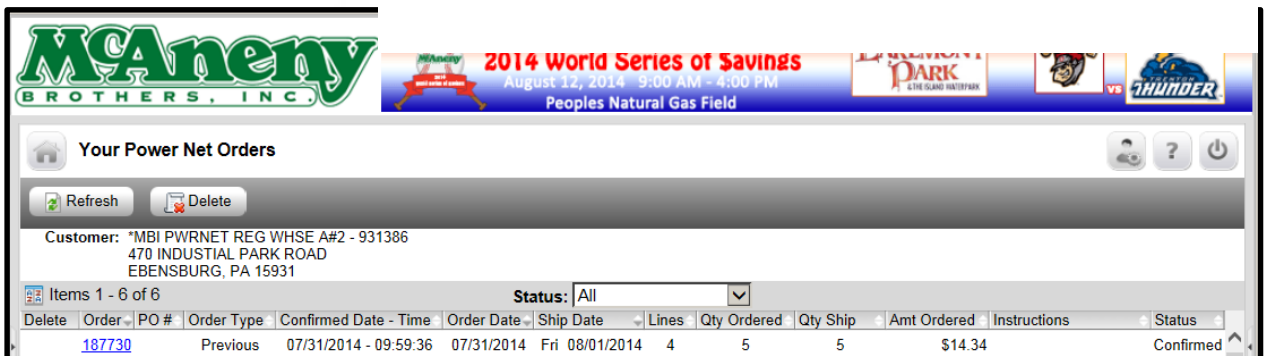
Delete	Order	PO #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Qty Ship	Amt Ordered	Instructions	Status
	187730		Previous		07/31/2014	Fri 08/01/2014	4	5	0	\$14.34		Submitting

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.

A screenshot of the McAneny Brothers, Inc. PowerNet Orders interface after a refresh. The header shows the McAneny logo and a banner for the "2014 World Series of Savings" from August 12, 2014, 9:00 AM to 4:00 PM at Peoples Natural Gas Field. The "Your Power Net Orders" section is the same as the previous screenshot, but the status of order 187730 is now "Confirmed".

Delete	Order	PO #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Qty Ship	Amt Ordered	Instructions	Status
	187730		Previous	07/31/2014 - 09:59:36	07/31/2014	Fri 08/01/2014	4	5	5	\$14.34		Confirmed

## 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



## Scanner Instructions

# Opticon Scanner Instructions

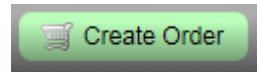
## Entering Orders into the Opticon Unit

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

# 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**

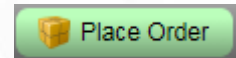


- Select: →

- 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, discontinued, or incorrect
- Select: **Import Valid**

# Opticon Importing Instructions

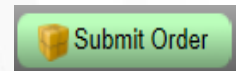
Select: PLACE ORDER button (highlighted in green in the right hand corner)



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