PowerMobile Order Processing Instructions

Welcome to McAneny Training & Instructional Videos

PowerMobile Order Processing Instructions

- **In this video we will be covering how to process an order on PowerMobile.**

- **To Start please click on the McAneny Mobile app on your smart device**

- **Once the logon screen appears, input your login credentials to proceed**

- **If you are unable to access and proceed past this point please contact us to resolve the issue.**

- **You can do so by submitting a helpdesk ticket on our website McAneny.biz under the helpdesk tab at the top or you can call direct to 800-562-4979 extension 1370**

- **Once on the dashboard of the mobile app, you should see the following tabs; Messages, Orders, Invoices, Products, Customers, Reports, Settings.**

- **For the purposes of this training video, we will be reviewing the ordering tab primarily**

- **Click on Orders to proceed with processing an order**

- **If you are a new customer the right side of the screen should be blank, for current customers you might see current orders, pending orders, confirmed orders and or active orders on the right.**

- On the left you will see some options for filters – these filters help you navigate the orders you wish to review

- For instance, under List By you will see Orders Type

- Clicking Orders Type will reveal Host Orders > Clicking Host Orders then Apply will bring up all your pre-booked orders

- This is important to review all your prebooked orders before placing your next order to reduce cost and excess back stock

- To get back to the orders screen > click Clear All next to List By to return you to the previous screen

- Next to start a new order click on the upper right corner +New button

- A pop up will appear providing two ordering options > New Order and New Pickup

- Click New Order to start an order, New Pickup is for returns/credits that you can manually enter

- Once you start a new order, you will see all your previous order history items listed. If you are a new customer their will, be nothing listed.

- You can search through your history and add quantities to the items listed or you can use the search bar at the top.

- To search, click into the search bar at the top and type the general name of the item you are looking to order.

- For training purposes we are going to search ham. H.A.M. – then click Go.

- Now, you will notice that not all the items that show up are traditional ham items.

- **This is because, all searches with our systems are simple searches. Meaning the system will pull any item that has the letters H.A.M in the name.**

- **To limit the results to the category or class you want to order from you can apply a filter, located on the left side of the screen.**

- **If you don't see the filters you will need to click on the icon in the upper left of the screen to reveal the filters and options.**

- **Clicking on class, and selecting the class "Deli Meat & Cheese" will narrow down the selection of items listed.**

- **Click apply to confirm the filter.**

- **To add an item to your cart, simply select the item and use the quick add tool to add a quantity you wish to purchase.**

- **Once a quantity is ordered you will notice the "In Cart" icon will show on the item in the upper right corner**

- **You will also notice that the quick information about your order at the top started totaling the order.**

- **To get back to your order and out of the selection / filter click clear all next to filter by**

- **> Then click the x next to search to clear the search bar – followed by clicking the search glass icon to return you to the starting screen.**

- **You can also search by typing in an item number if known such as, 358739 > GO. To add the item to the cart – Quick add tool > quantity**

- **There is also a quick-add function to the search method – type in an item number 343962 space quantity you wish to purchase > GO. to quick add the item to the cart.**

- **Next if you have a Bluetooth scanner connected to your smart device, you can scan barcodes from our Order books, customer guides and our shelf tags.**

- **Simply scan the barcode to input it into the search field.**

- **Speaking of shelf tags, lets review our tags and information commonly found on them**

- **First you will notice, shown are two types of tags – retail and non-retail – Depending upon the type of tag will dictate the layout**

- **With the retail tags you will see the pack/size is listed at the top first – whereas with non-retail tags - it is listed under the description**

- **Also with retails, the item number is listed right above the barcode slightly to the left, conversely the non-retail tag has the item number listed in the yellow square**

- **Reviewing the pack/size of the tags will help you with ordering the correct item**

- **Since our warehouse utilizing parent / child data structure, we have two separate numbers one for case and one for broken items.**

- **Broken items will have a BK listed before the description. This is for items that we will sell as a single pick or as a case. There are some items that will not have a BK in front of the description, but note if the PACK/SIZE is listed as "1", then this is an item that we sell just by the individual.**

- **We also display 1 Bag, 1 Each, and Weighted items.**

- **Last, we display the UPC code of the item, and either a P or an N which refers to partial or no credit available for the item.**

- **Returning to the ordering screen, lets say you needed to walk away from the tablet and return later to complete the order**

- **All orders are saved automatically, to get back into an order – log back in if necessary, click orders or on the cart to the left**

- **Find the order you want to edit and click on Continue Order or the Pencil icon**

- **If you are satisfied with your order and you would like to review it, click on preview top right**

- **Here you will see your total amount and order quantity, follow by a submit order button.**

- **Before submitting, please take a minute to scroll through your order**

- **If you find an item that you would like to change a quantity on click on the item > click on the quick add tool and adjust the item accordingly**

- **Deleting the number completely will remove the item and update the cart**

- **Click the < arrow top left next to details to get back to the submit screen**

- **If you are satisfied with the order click submit order or If you wish to delete the order completely click on the trash can**

- **Submitting the order will prompt a confirmation page – Once confirmed you can no longer edit the order – if you wish to add an item you can start a new order or call it in**

- **If you wish to delete an item or the entire order after submitted, please call in to the customer support line**

- **This concludes the training for McAneny's Power Mobile app.**

- **If you have any further questions or concerns, please either submit a ticket to our helpdesk or call 800-562-4979 x 1370 to reach the help desk**

- **As always, we thank you for your time and continued support.**