



**MCANENY BROTHERS  
ECOMMERCE GUIDE**



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## Introduction

Overview

Accessing the Website

- The McAneny eCommerce site can be located by navigating to the following url:  
<https://shop.mcaneny.biz/>
- Customers can also go to the McAneny Brothers website at <https://mcaneny.biz> and then click on Customer Login/Help Desk at the top of the page and then click on eCommerce Site

## Operating the Site

### Browsing Items

Browsing by Category

- Highlight cursor over **Shop By Category**

Browsing by Subcategory

- Highlight over desired category and then choose from subcategory presented to the right.

Using Search Feature

- Click on search icon at the top of the page
- Enter Product Name, Item Number, Brand Name, or UPC Code

### Ordering

Creating Cart & Adding Items

- Shopping carts are automatically created upon adding items
- To add items, find a desired product and enter a quantity amount in the **Qty** field under an item and click **Add to Cart**

- To access the cart, click on the shopping cart icon in the top right of the site

#### Removing Items from Cart

1. Items can be removed from a cart by accessing the cart, checking the box located to the left of the product image, and then clicking **Delete**
2. Customers can check multiple items at once or even use the **Clear** button to clear the entire cart

#### Saving Cart

- Active carts can be saved to be submitted at a later time
1. To save an active cart, scroll to the very bottom of the order and click on **Save Cart**
  2. Confirm that **Draft Order** is checked and enter a name for this cart

#### Using Saved Cart

1. To use a previously save cart click, go to **My Account** and then **Draft Orders**
2. Once presented with the saved cart(s), click **Use** to use this cart or **Del** to delete this saved cart

\***Note:** If items are already in the active cart when a saved cart is used, the items will be combined into one cart

#### Using Quick Order Feature

- The eCommerce site is equipped with a Quick Order function. This will allow customers to rapidly enter in quantities and item numbers.

1. To access the Quick Order page, go to **My Account** and then **Quick Order**
2. On the Quick Order Page, enter in a desired quantity and then the item number
3. Once done, click **Add to Order** at the bottom
4. Review the next page that is presented, make quantity changes if desired, and then click **Add to Current Order**
5. These items are now in the active cart and can be submitted

**\*Note:** The Quick Order page restricts customers from adding more than ten items in one entry. Customers will need to repeat this order function if wishing to Quick Order more than ten items.

#### Uploading Opticon File

- The following only applies to customers using an Opticon handheld scanner
1. To upload an order taken with an Opticon handheld scanner, go to **My Account** and then **Quick Order**
  2. Click on the **Quick Order Upload** tab on the new screen
  3. Click on **Choose File** and locate the text file (.txt) uploaded to your computer
  4. Once added, click on **Upload**
  5. The next screen will be a list of the items uploaded
  6. Review this page and click **Add to Order**

**\*Note:** Invalid items will be highlighted in red. These must be cleared before advancing

7. The items will now be added to cart and can be submitted

#### Order from History

- Customer may choose to order items that have previously been ordered

1. To access this feature, go to **My Account** and then **Order Guides**
2. Customers will then see either a list of items and a title at the top saying Order from History or a list of guides
3. If a list of guides is presented, click **Use** on the one titled Order from History
4. When on the **Order from History** Guide, customers can search for an item or filter by a category on the left side of the page
5. The list can also be organized by ascending or descending item number and description

#### Order from Order Guide

- Order Guides are guides created by McAneny representatives and presented for the customer to use. They are customer specific, and the occurrence will vary.
1. To access this feature, go to **My Account** and then **Order Guides**
  2. If the feature is applicable, a list of guides will appear
  3. Customers can then click **Use** on the desired guide
  4. When on the Order Guide, customers can search for an item or filter by a category on the left side of the page
  5. The list can also be organized by ascending or descending item number and description
  6. Enter a desired quantity into the **Qty** field for the item
  7. Click **Add to Cart** next to the quantity entered
  8. If multiple item quantities are entered, click on the **Add to Cart** button in the upper right corner

#### Creating and Ordering Supply Lists

- Supply Lists are customer created item lists that are used for ordering. They are created, edited, and deleted by the customer. They can be used to have custom ordering guides for different

departments, users, delivery days, or any other kind customized item list.

#### Creating and Adding Items to Supply List

1. Go to **My Account** and then **Supply Lists**
2. Click **Create New Supply List**, enter a **Name**, and then **Create**
3. On the next page, search for an item to add
4. Enter in a quantity next to each item wished to be added
5. Once done, click **Add Items**

#### Adding Items to Supply List

- 1 To add items when browsing the site to a supply list, click on **+Supply Lists** when looking at an item
- 2 In the presented popup page, either enter a **Name** if creating a new **Supply List**, or chose an **Existing Supply List**

#### Creating Supply List from Cart

1. To create a Supply List from a whole cart of items, go into the active cart
2. Scroll to the very bottom of the order and click on **Save Cart**
3. Confirm that Supply List is checked and enter a **Name**

#### Order from Supply List

1. To Order from a supply list, click **Order** on the desired list
2. Enter or modify the quantities for each item under the **Qty** field
3. When done, click **Add to Cart** in the top right corner
4. The items will now be added to cart and can be submitted

#### Submitting Order

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1. To submit an order, go to the active cart
2. Click **Proceed with Checkout** at the bottom right corner
3. Navigate the next few pages, reviewing and making any changes when needed

## Returns

## Administration

### My Account

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[View My Open Balance](#)

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[Approve Orders](#)

[Edit My Profile](#)