

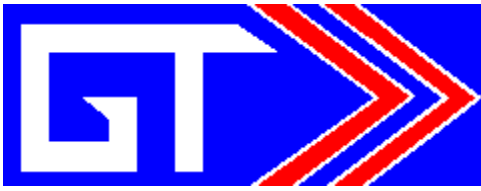


*GENERAL TRADING CO.
GENERAL DAIRY-DELI CO.*

Order Entry System Manual

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1. Introduction to the Symbol HandHeld

The Symbol MC9090 Handheld:



Figure 1.1



Figure 1.2

2. Orders Menu: New Order

Creating a new order:

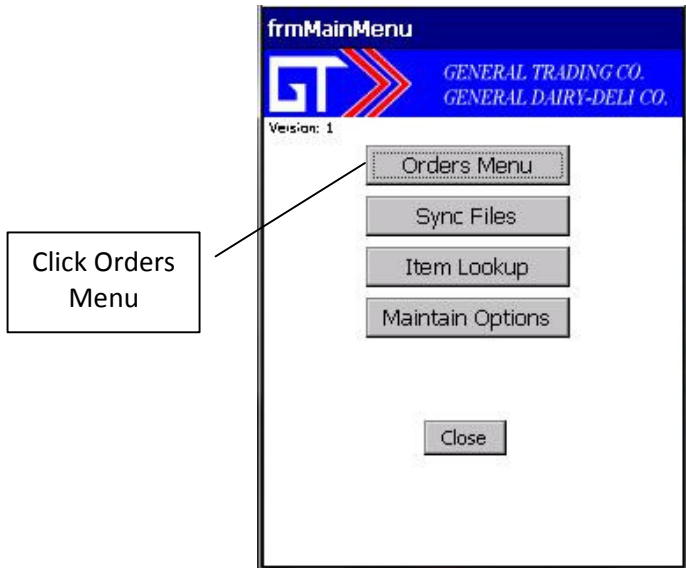


Figure 2.1

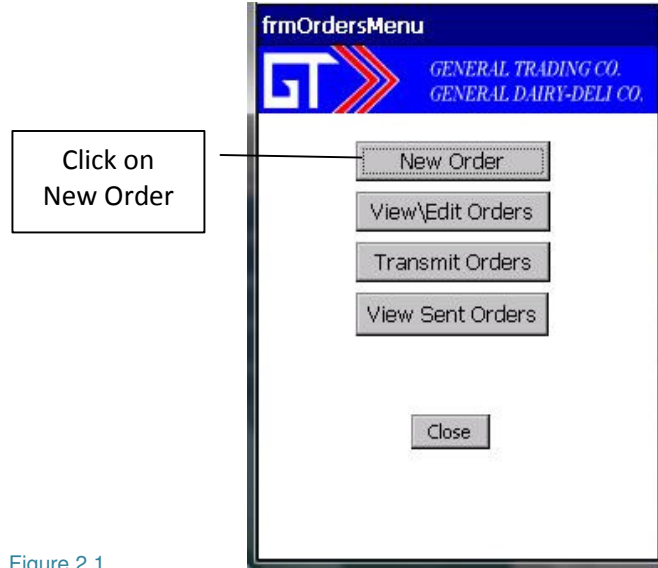


Figure 2.2

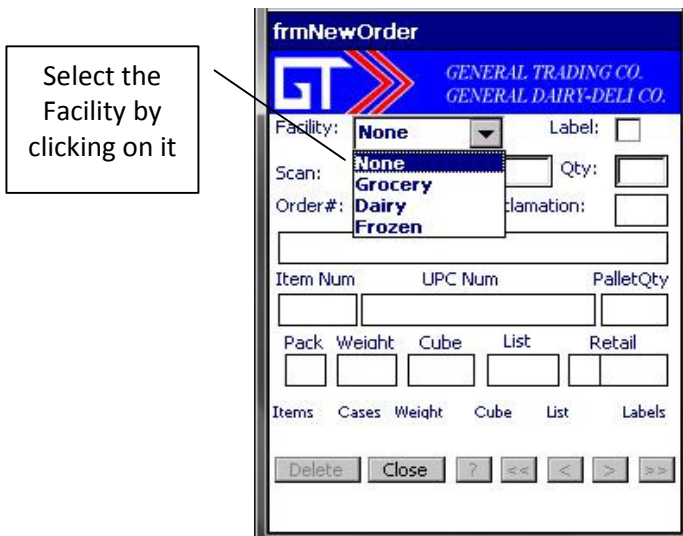


Figure 2.3

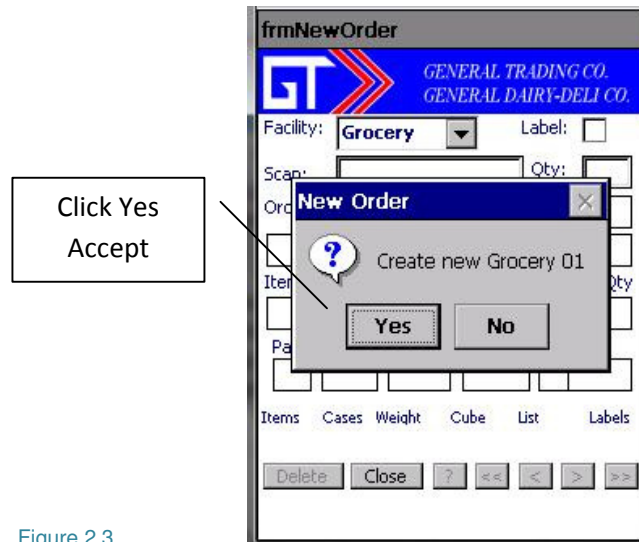


Figure 2.4

Note: **Grocery** orders can only contain **Grocery** items

Dairy orders can only contain **Dairy** items

Frozen orders can only contain **Frozen** items



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Order Entry System Manual

Scan or key in your first item. You can scan GT item or product UPC

Item Num	UPC Num	PalletQty
10099	0523302	40

Pack	Weight	Cube	List	Retail
12	30.00	0.952	24.72	1 2.49

Items	Cases	Weight	Cube	List	Labels
7	74	511.99	40.402	1501.52	0

Notice the running totals

Change # of cases and press ENTER or keep scanning same item to increment

Figure 2.5

Figure 2.6

If you scan item that already exists in order, it will prompt to confirm

If you scan UPC and multiple items with same UPC, it will prompt you to display list

Figure 2.7

Figure 2.8



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Order Entry System Manual

Fac	Item#	Description
01	87051	#14881-000 NICAD BATTE
01	87050	#16799-001 BATTERY CH.
01	44995	1 BAGS
01	45048	1/6 70LB BAG
01	45044	1/6 PAPER SACK
01	45052	1/6 PLAIN 40/40
01	45055	1/6 PLAS THANK YOU BAG
01	45062	1/6 PLAS THANK YOU BAG
01	46059	1/6 PLASTIC BAG-FFARE(I
01	45050	1/6 PLASTIC BAG-EMEEAR

Click to highlight Item# you want

With Item# highlighted, Click Select to add item to order

Go to First item in current order

Display order history for current item

Close Order

Delete current item from order

Scroll through all items on order

Facility: Grocery Label:

Scan: Qty:

Order#: Reclamation:

Item Num: UPC Num: PalletQty:

Pack Weight Cube List Retail
12 30.00 0.952 24.72 1 2.49

Items Cases Weight Cube List Labels
7 74 511.99 40.402 150.52 0

Go to previous item

Go to next item.

Go to last item in current order.

Scroll all label requests on order

Display Hi Qty items on order

Print order to file

Figure 2.11

Facility: Grocery Label:

Scan: Qty:

Order#: Reclamation:

Item Num: UPC Num: PalletQty:

Pack Weight Cube List Retail
8 4.60 0.490 19.6 1 3.49

Items Cases Weight Cube List Labels
7 24 244.40 17.316 616.1 1

Hit Enter if you want this item

Figure 2.10

Order#	OrderDt	Item#	Qty	Lab
557860	9/25/2008	10010	0	1
557860	9/25/2008	10010	0	1
557354	9/23/2008	10010	8	0
557354	9/23/2008	10010	8	0
557353	9/23/2008	10010	8	0
557353	9/23/2008	10010	8	0
557351	9/23/2008	10010	8	0
557351	9/23/2008	10010	8	0
557350	9/23/2008	10010	1	1

Order History in gun

Figure 2.12



Order Entry System Manual

3. Orders Menu: View/Edit Orders

Update or View an existing order:

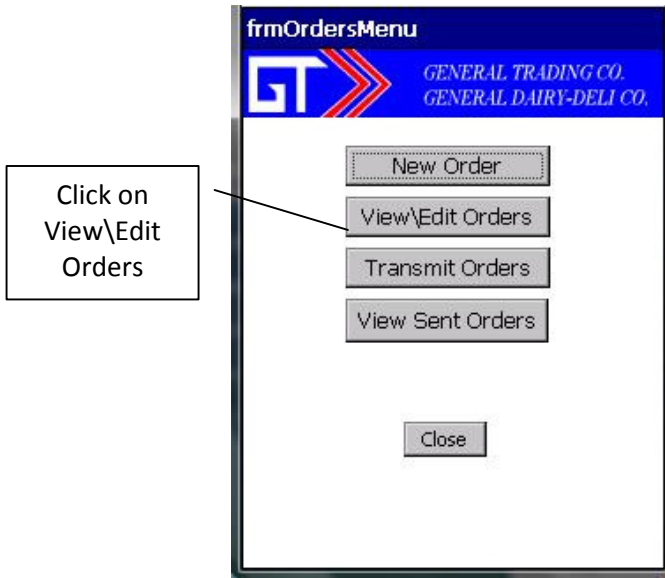


Figure 3.1



Figure 3.2

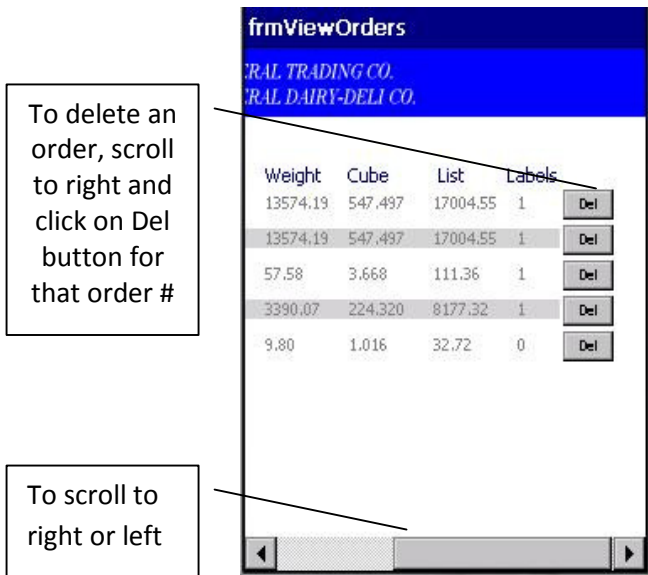


Figure 3.3

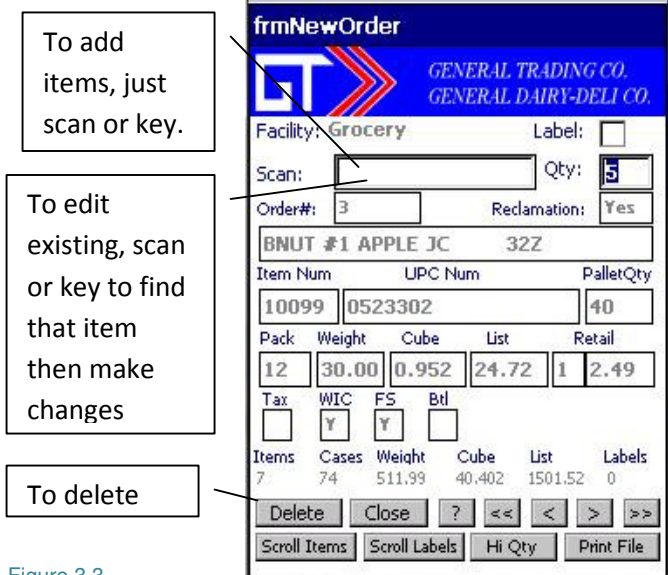


Figure 3.4



Order Entry System Manual

Scroll Order Details: A quick way to review all items or labels on an order.

Scroll all items on current order

Click on item if you want to edit

With item highlighted, click select to edit

Item Num	UPC Num	PalletQty
10099	0523302	40

Pack	Weight	Cube	List	Retail
12	30.00	0.952	24.72	1 2.49

Items	Cases	Weight	Cube	List	Labels
7	74	511.99	40.402	1501.52	0

Figure 3.5

Click to highlight field that you want to sort then click on Sort button

Click sort again to change from ascending to descending order

Item	Description	Qty
10024	BNUT C-DHA+BRWN	51
10008	BNUT #1 RICE CEREAL 16Z	10
10023	BNUT C-	5
10099	BNUT #1 APPLE JC 32Z	5
10033	BNUT #2 GD EVE CR-W/RAIS	1
10005	BNUT #1 OATMEAL CEREAL	1
10013	BNUT EZ POUR CER-RICE	82

Figure 3.6

Scroll all labels on current order

Click on item if you want to edit

With item highlighted, click select to edit

Item Num	UPC Num	PalletQty
10099	0523302	40

Pack	Weight	Cube	List	Retail
12	30.00	0.952	24.72	1 2.49

Items	Cases	Weight	Cube	List	Labels
7	74	511.99	40.402	1501.52	0

Figure 3.7

Click on item if you want to edit

With item highlighted, click select to edit

Item	Description	Label
48413	ABCDEFGHIJKLMN OPQRSTU	1
10030	ABCDEFGHIJKLMN OPQRSTU	1

Figure 3.8



Order Entry System Manual

4. Orders Menu: Transmit Orders

Transmitting Orders to General Trading:

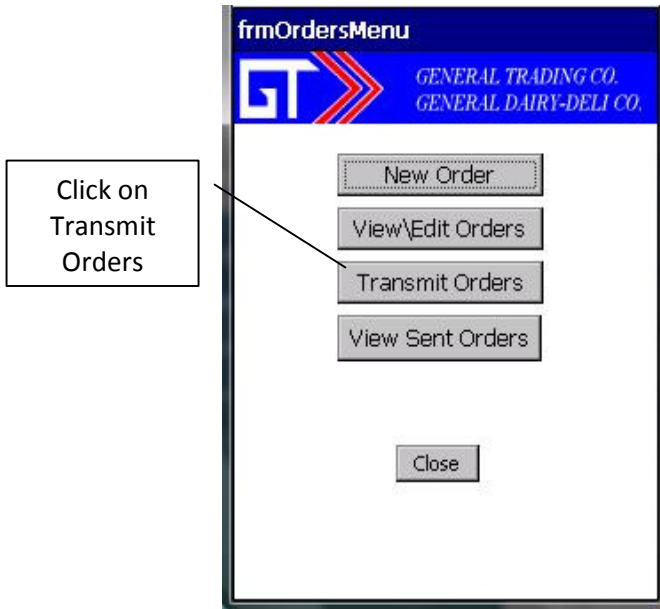


Figure 4.1



Figure 4.2

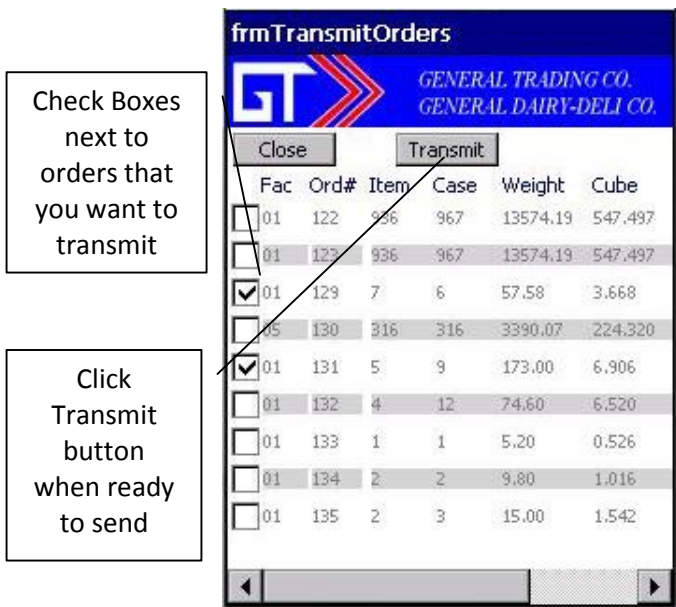


Figure 4.3

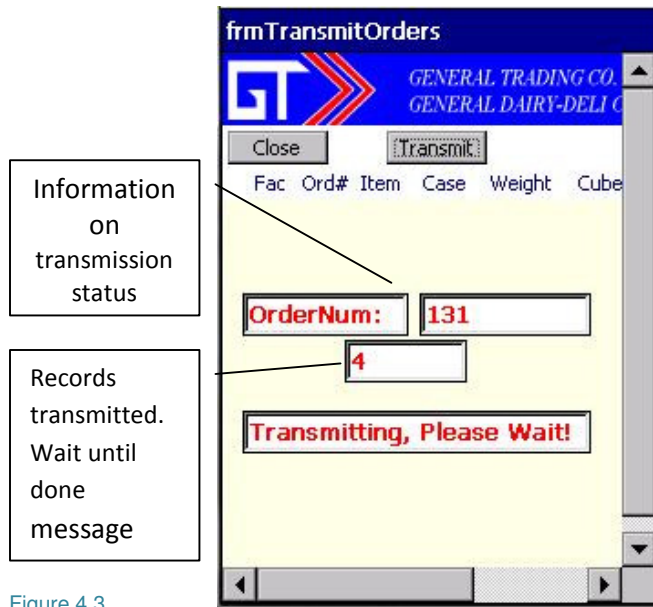


Figure 4.4



Order Entry System Manual

Notice order confirmation number(s).
Click ok to exit.



Error if not in cradle and not connected to PC

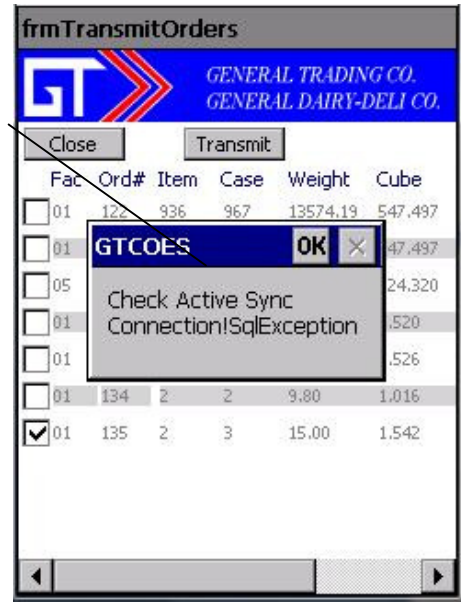
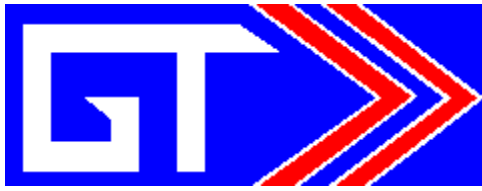


Figure 4.5

Figure 4.6



Order Entry System Manual

5. Orders Menu: View Sent Orders

Display Information on Orders Sent:

frmOrdersMenu

Click on View Sent Orders

Click on cell to highlight Order # that you want to display

Notice GT Order Conf # and Order Date

frmViewOrdersSent

Delete sent order from gun

View order item details

View order Totals

Order#	GTOrder#	OrderDt	Fac
136	999999	10/3/2008	GR
8	973	9/21/2008	GR
14	976	9/21/2008	GR
15	99	9/21/2008	GR
125	557351	9/23/2008	GR
115	557350	9/23/2008	GR
119	37	9/21/2008	GR
120	557353	9/23/2008	GR
121	557354	9/23/2008	GR
122	5	9/23/2008	GR
123	6	9/23/2008	GR
124	7	9/23/2008	GR

Figure 5.1

Figure 5.2

Notice totals for order

Item Details of Order Sent

Enter Item to search for

Order#	GTOrder#	OrderDt	Fac
136	GTCOES	OK	GR
8			GR
14	Items:976 Cases:1022		GR
15	Weight:14011.49		GR
125	Cube:565.477		GR
115	List:17610.57 Labels:2		GR
119			GR
120	557353	9/23/2008	GR
121	557354	9/23/2008	GR
122	5	9/23/2008	GR
123	6	9/23/2008	GR
124	7	9/23/2008	GR

Order#	OrderDt	Item#	Qty	Lab
976	9/21/2008	10001	10	0
976	9/21/2008	10002	4	0
976	9/21/2008	10005	5	0
976	9/21/2008	10008	2	0
976	9/21/2008	10010	8	0
976	9/21/2008	10012	3	0
976	9/21/2008	10013	6	0
976	9/21/2008	10014	2	0
976	9/21/2008	10016	1	0
976	9/21/2008	10021	1	0

Figure 5.3

Figure 5.4

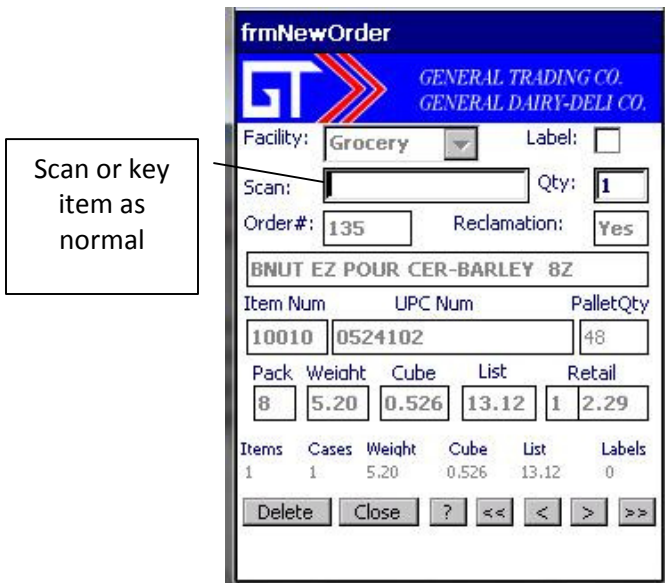


Order Entry System Manual

6. Orders Menu: Label Requests

Requesting Labels:

Labels are requested when creating an order.



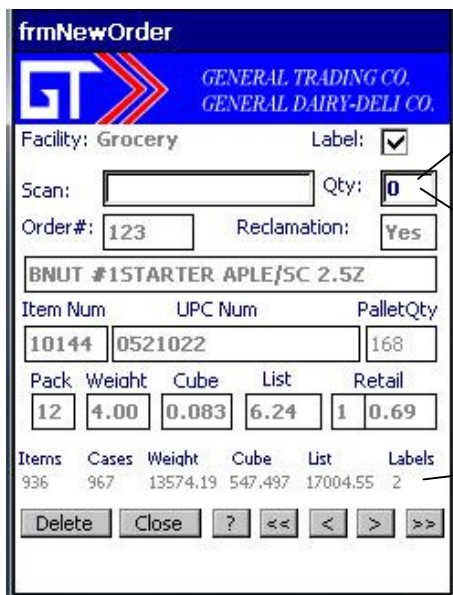
Click on Label checkbox

Notice message about Qty

Figure 6.1



Figure 6.2



Enter Qty of 0 and press Enter if you only want a label and not product.
You can only order 1 label per item so Qty of 0 = 1 label if checkbox checked.

If you want to order product and label then enter Qty as normal and check label box

Notice Total Labels.

Figure 6.3

7. Sync Files: Sync All Files

Update GT files:

This should be done weekly and if not done after 7 days, it will not allow creation of new orders until Sync is done. This updates item information to latest.

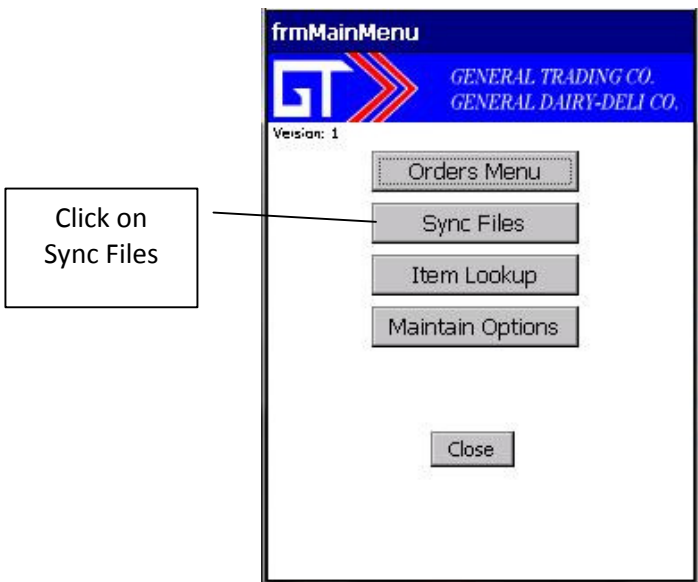


Figure 7.1

Make sure gun is in cradle and connected to PC



Figure 7.2

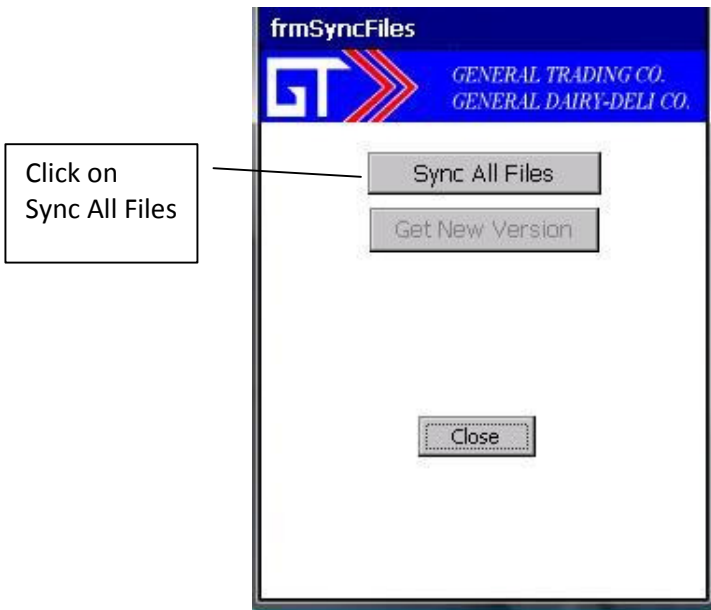


Figure 7.3

Notice status. Wait until message about being done

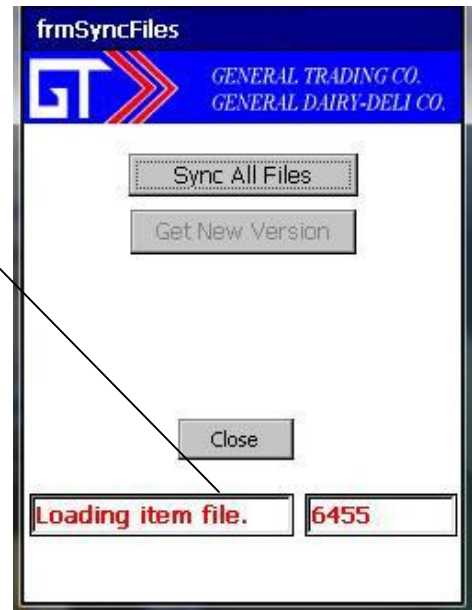


Figure 7.4



Order Entry System Manual

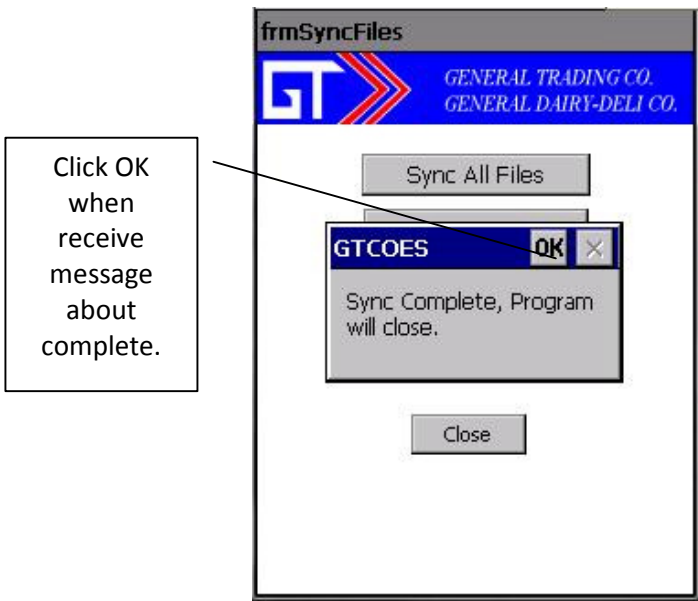


Figure 7.5

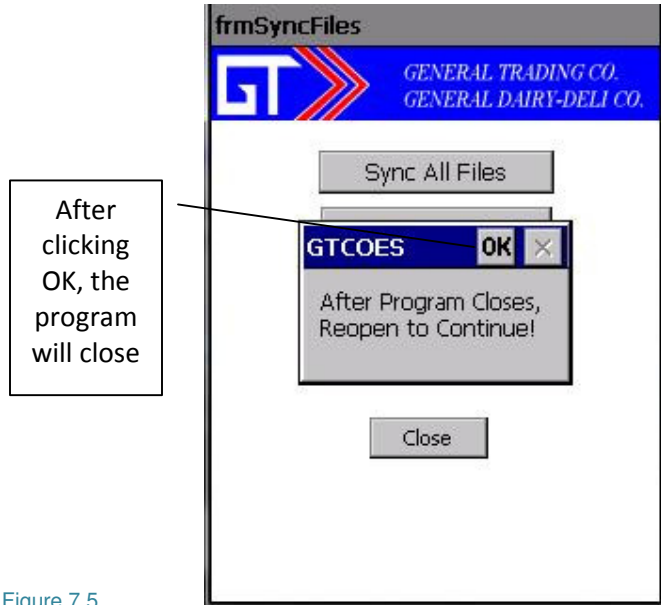


Figure 7.6

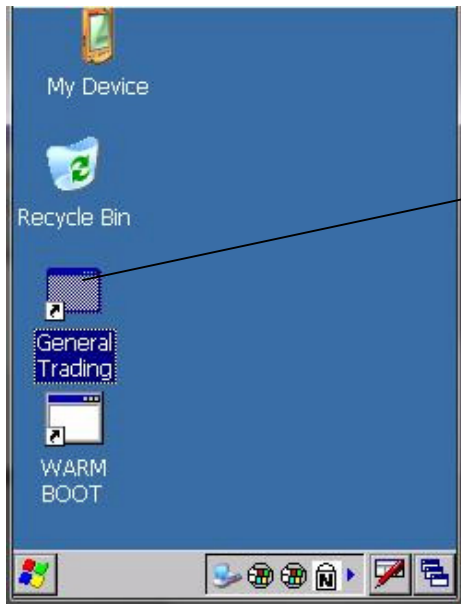


Figure 7.7



8. Sync Files: Get New Version

Get New Version of Program:

You will be prompted when this is needed to be done. Make sure all open orders are transmitted first because this will delete all open and sent orders. When done, Sync Files immediately.

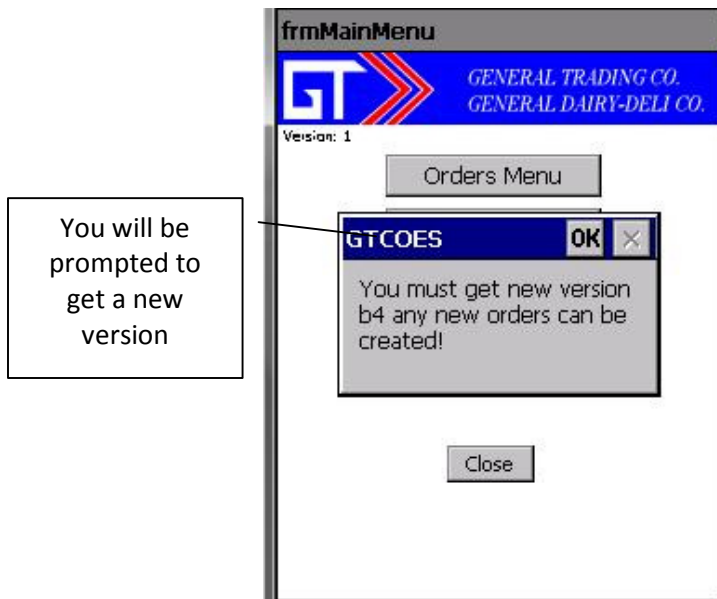


Figure 8.1

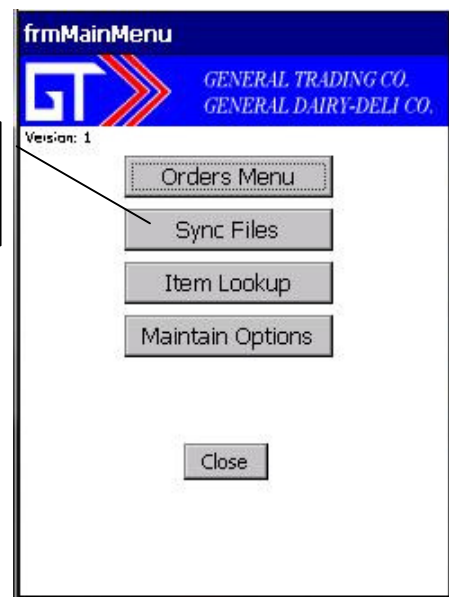


Figure 8.2

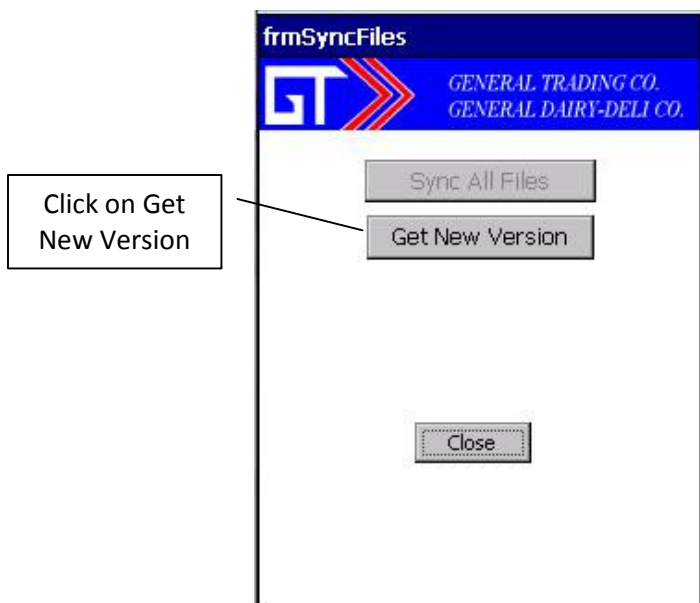


Figure 8.3

Make sure gun is in cradle and connected to PC

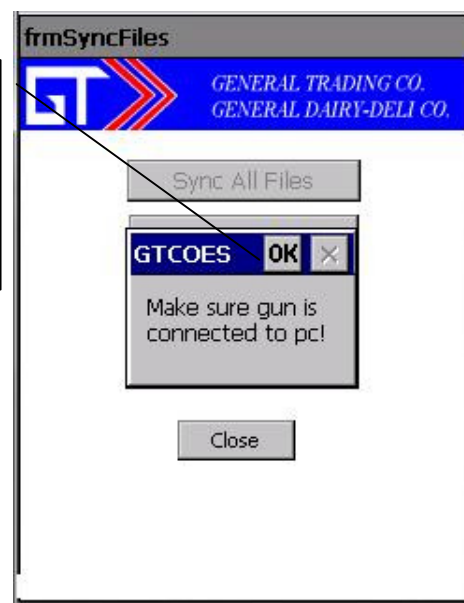
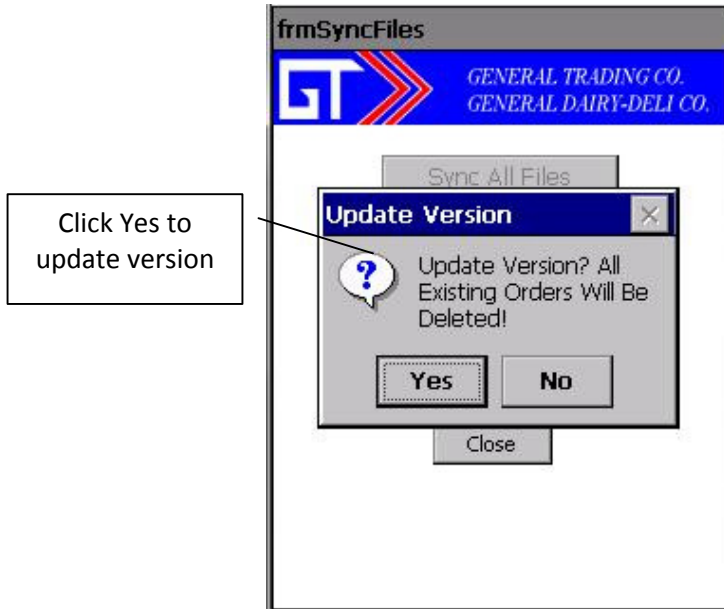


Figure 8.4



Order Entry System Manual



Status messages will be displayed.

This might take a couple of minutes so wait until done message

Figure 8.5

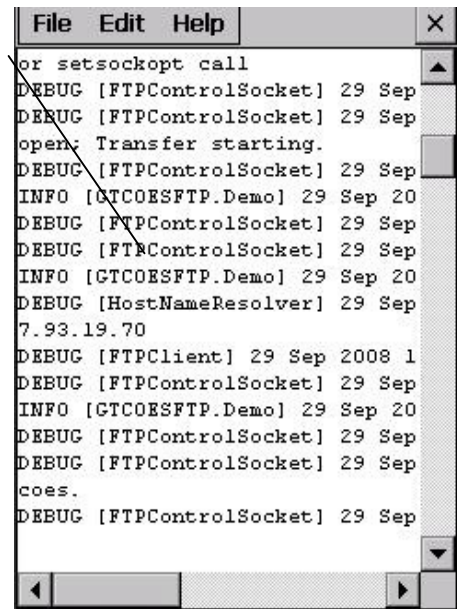
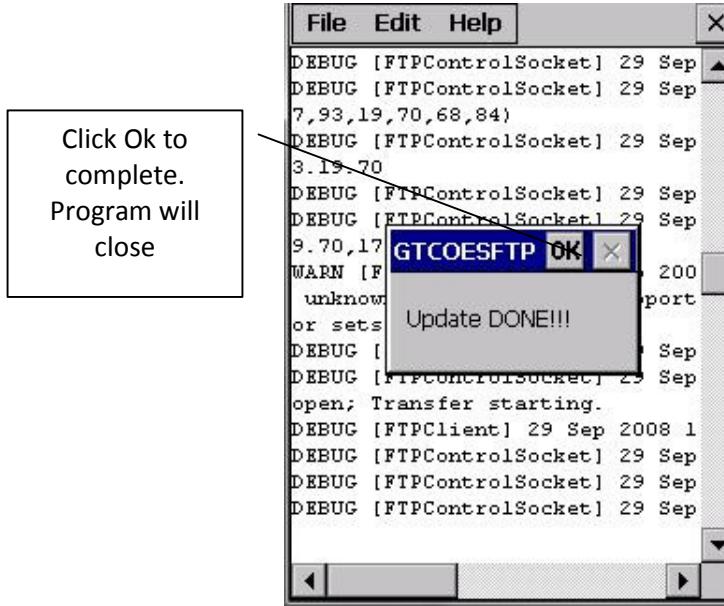


Figure 8.6



Double Click on General Trading to reopen.

Figure 8.7



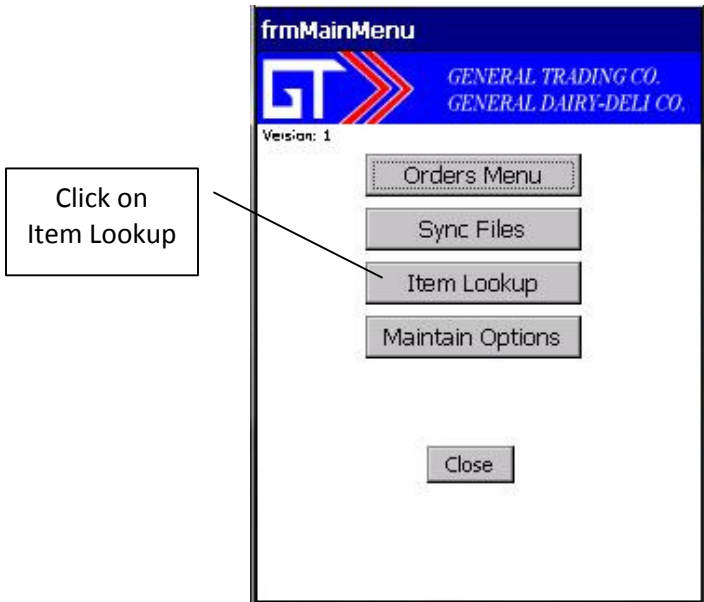
Figure 8.8

**** Remember to Sync Files Now ****



9. Item Lookup:

Get Item Information:

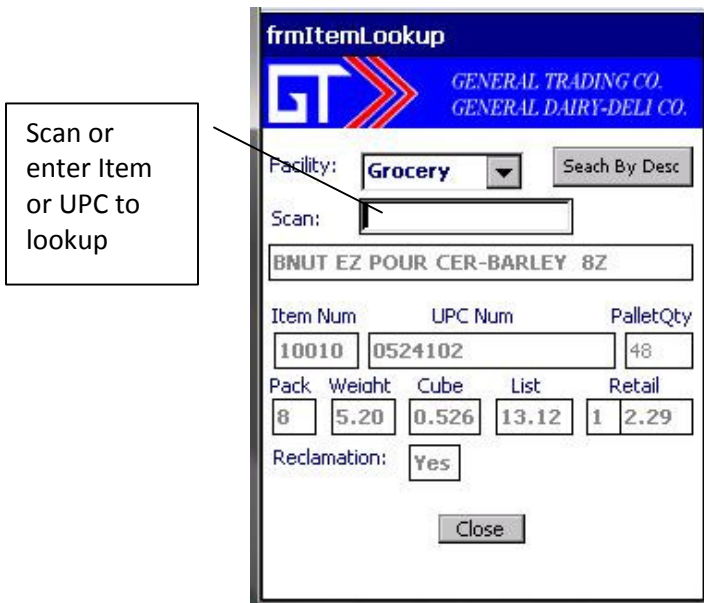


Select Facility, Grocery, Dairy or Frozen



Figure 9.1

Figure 9.2



Click Search By Desc to lookup items matching description

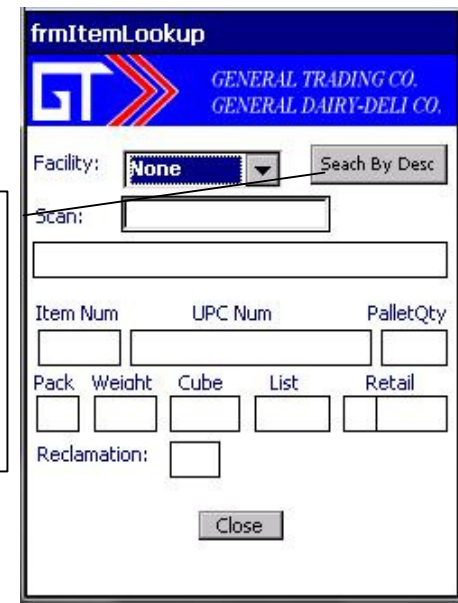
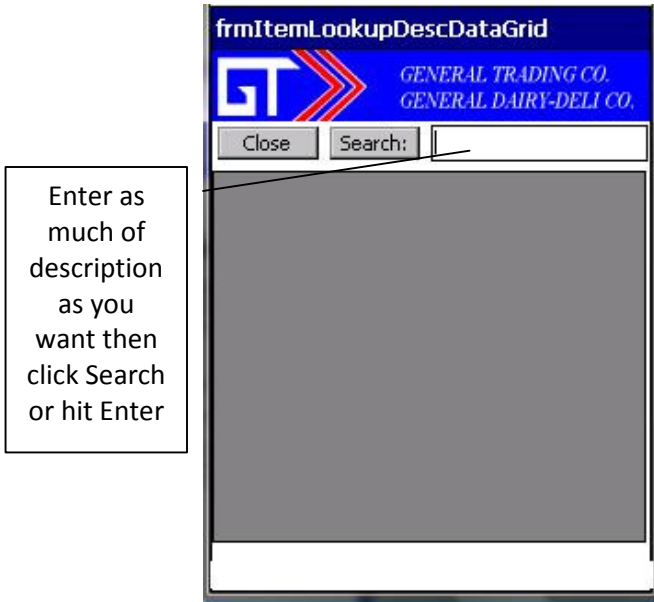


Figure 9.3

Figure 9.4



Order Entry System Manual



Search results are displayed

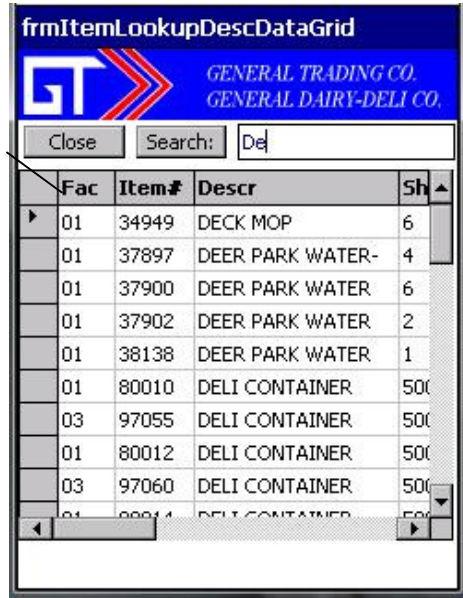


Figure 9.5

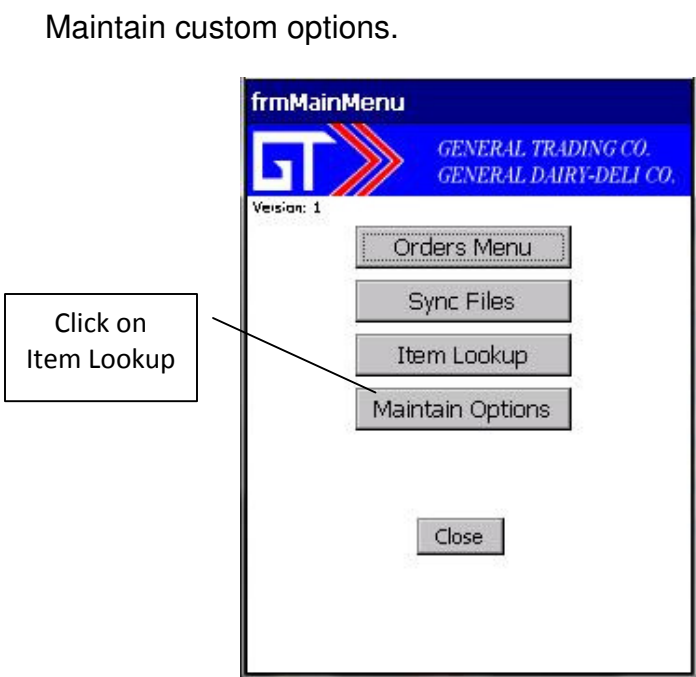
Figure 9.6



Order Entry System Manual

10. Maintain Options:

Maintain custom options.



Number of days to save orders on gun
Min=7, Max=45

Check if item is on last order while scanning

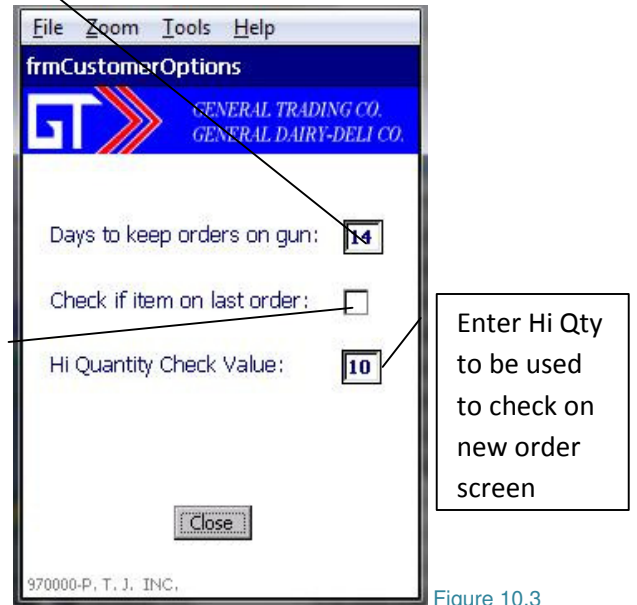
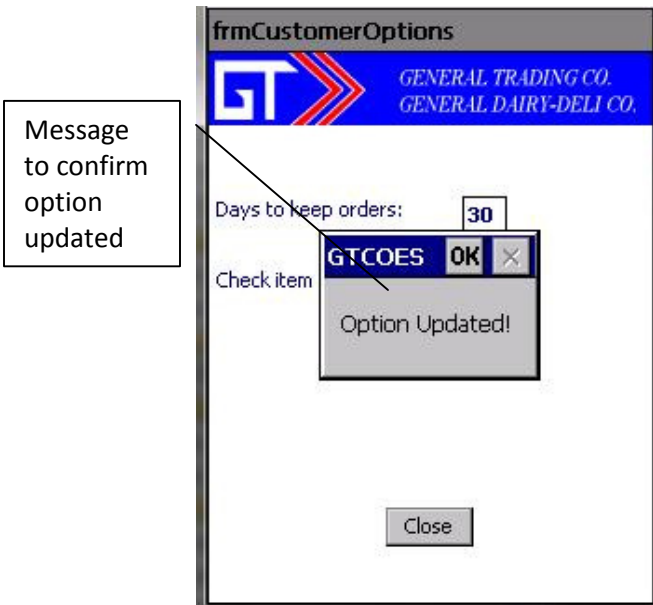


Figure 10.1

Figure 10.3



Message that will be displayed if Check item on last order is checked

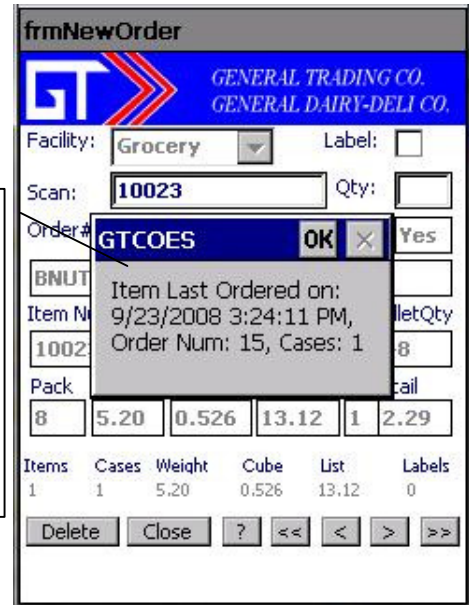


Figure 10.3

Figure 10.4

Order Entry System Manual

11. Print Order To File:

This prints to a file and then Active Sync will copy file to folder on your desktop where you can open and print.

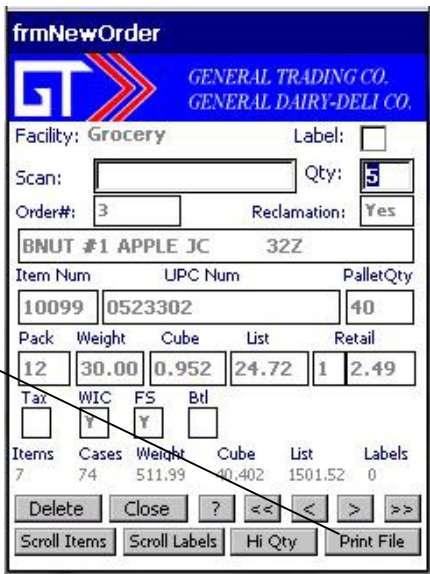


Figure 11.1



Figure 11.2

Note: Please contact General Trading to help setup Active Sync for file transfer.

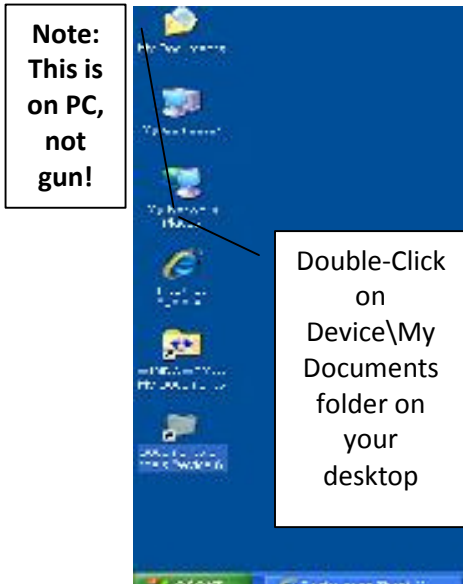


Figure 11.3

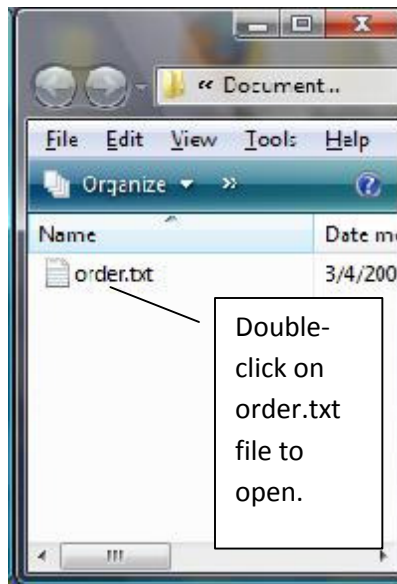


Figure 11.4

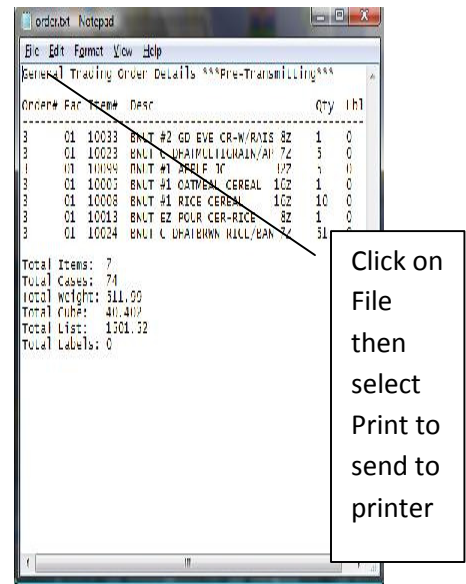


Figure 11.5