

PowerNet – Overview

Status

- Will show the Previous, Open, and Pending orders.
- Click on the Blue Order # to see items ordered
- Status button will act as a Return to the Opening Screen

Order

- History will show all items ordered in the past 13 months
- Quick Add will allow an order to be created or updated
By entering the Item Number and the Quantity

Account

- Shows the Current and Past Invoices
- To see the details of the Invoice,
Click on the Blue Invoice Number

Report

- Item Usage
Can run Velocity reports on any product purchased in the Past 13 months
- Movement
Ranks product from our warehouse that has been ordered Through PowerNet
- Customer Movement
Ranks product that you have ordered
- Guide History
Displays all items you have ordered in the past 13 months

Admin

- You may change Password, eMail address, and Contacts
- Suggested Retail may be viewed and changed for the Retail Percentages by Family or by Item

Item

- New Items may be displayed
- **Discontinued** Items may be displayed
- **Reserve** – Display Pre-booked Items and Release dates
- **Search** for any item by Name or Number
- **Price Change** Display items with a recent price change

Opticon Scanner



Menus

Power Scan

- 1 Order Menu
- 2 Setup *(Do Not Use)*

Order Menu

- 1 Input & Display
Allows Scan, Review & Entry of Quantity
- 2 Speed Input
Allow for the scan, defaults to Qty of 1
- 3 Review
Allows to roll through the Order
- 4 Send
Puts the scanner in send mode to PowerNet
- 5 Erase
Will erase all items in the scanner.
This should be performed before starting a new order



Quick Reference



and the
Opticon Scanner



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2121 Section Road
Cincinnati, Ohio 45237
513-351-7700 □ Toll Free 800-589-5809
www.topiczinc.com

Starting an Order

On the Scanner

- Enter 1 Order Menu
- Enter 5 Erase, previous order

Begin scanning items to be ordered

- Enter 1 Order Menu
- Enter 1 or 2 for scanning items

Send the Order to Topicz

Put Scanner into Send Mode

- Enter 4 Send
- Put Scanner into the cradle

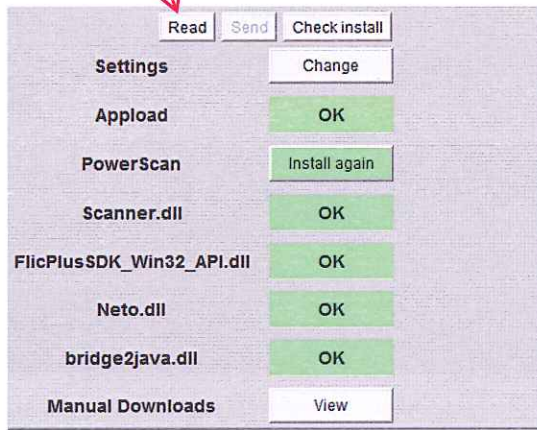
Log on to PowerNet

- <http://www.topiczinc.com/>
- Click on the Power Net link
- Enter Customer & Password

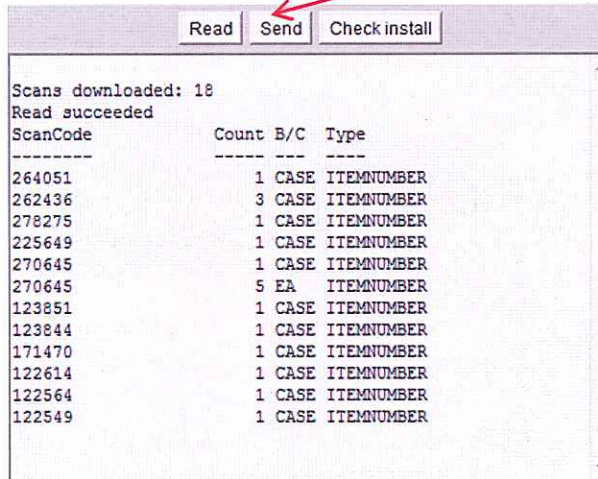


PowerNet

- Select **ORDER → IMPORT → SCANNER**
- Click the **READ** Button



- After items have been read- Click the **Send** button



- Click the button **"Go to Pending Order"**

Go to Pending Order 7261

Welcome to the Scanner Import Order facility. Validation of order information will be done upon submission of this form. Sun's Java Runtime Environment and the Scanner Interface must be installed to use this tool.

Supported Scanners: MicroVision Flic, Symbol P360/460, Opticon 9728.

[Download Java](#)

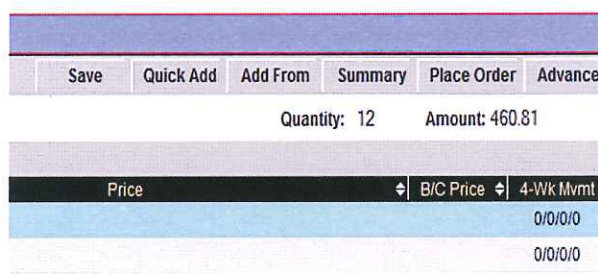
Import by Inventory: Par List: None

Ship Date: 01/29/2012

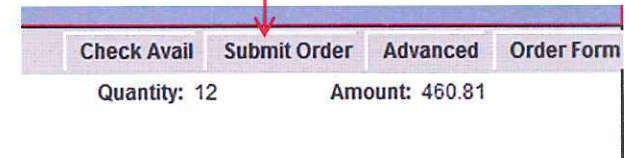
Scans sent.
Order number 7261 created or updated.
Some items were invalid, check below for details.

On the PowerNet screen, (Top Right section)

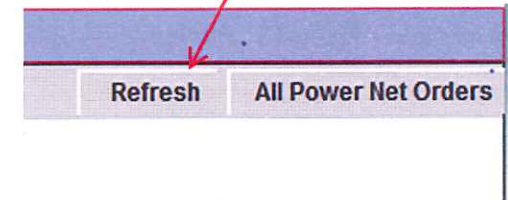
- Click the **Save** Button
- See *PowerNet – Order Entry Notes*
- Click the **Place Order** button



- Click the **Submit Order** button, (Top Right section)



- Click the **Refresh** button



The Order is complete – Click the **Sign Off** from PowerNet

PowerNet – Order Entry Notes

After the Order has been saved it may be updated through the PowerNet Order Screens

- Items may be added to the Order
- Items may be updated, change of quantity ordered
- Items may be deleted from the order

All changes must be made before the **Place Order** occurs on PowerNet

Please refer to the PowerNet User Guide for instructions on the Order Entry Process