

Placing orders with Power Scan

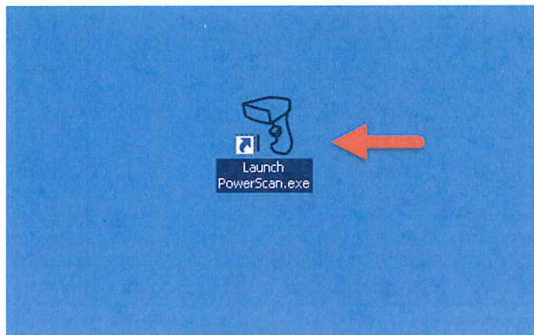
Step 1 Downloading order from scanner

You must download from the scanner for every order. If you don't, you could end up with last weeks order.

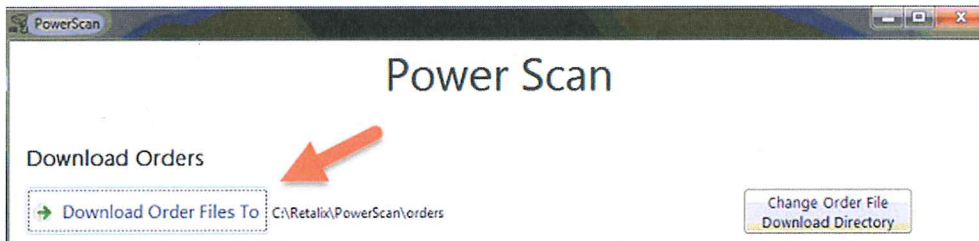
Scan items into the Opticon Scanner.

Place scanner in send mode and place scanner in the cradle.

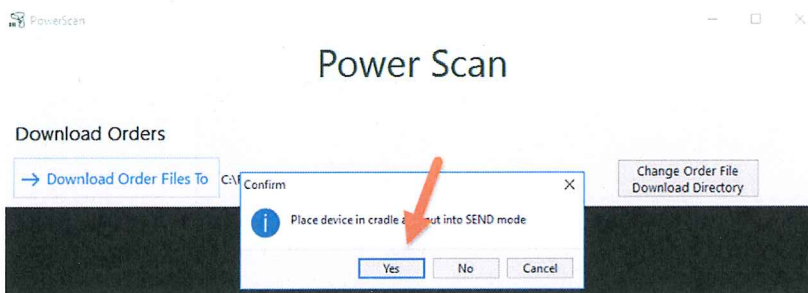
Click on **Launch PowerScan.exe** icon.



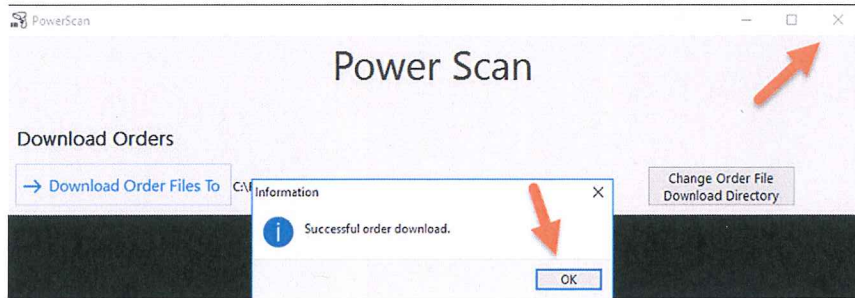
Click on **Download Oder Files.**



Click **Yes.**



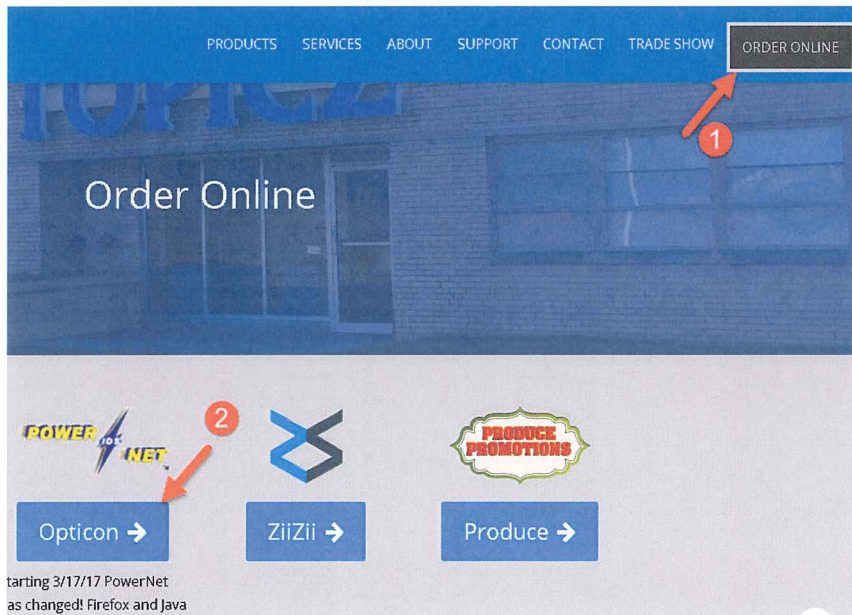
Click **OK** and close the Power Scan window.



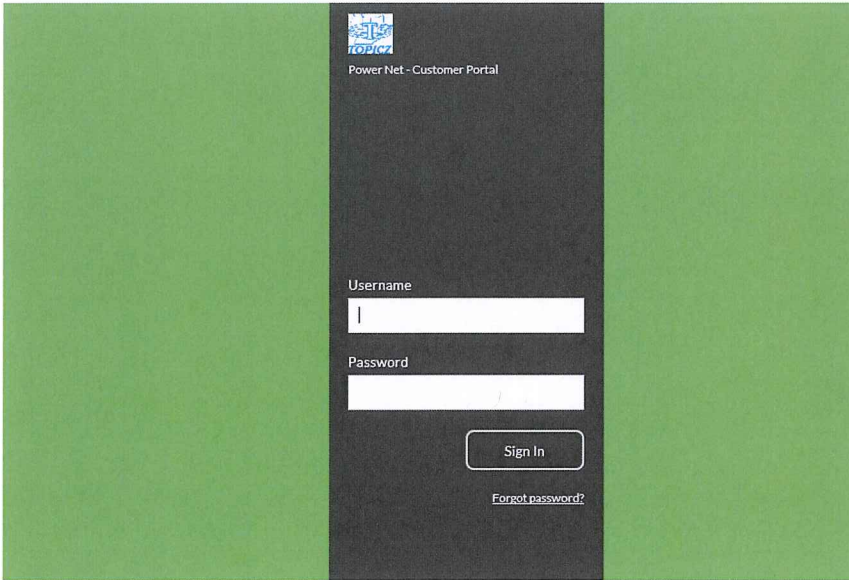
Step 2 Sending Power Scan to Topic

Go to **Topicz.com**

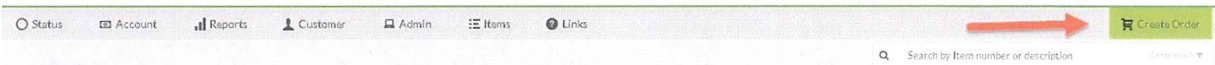
1. Click **Order Online**.
2. Click **Opticon**



Enter account **User name** and **Password**



Click **Create Order**



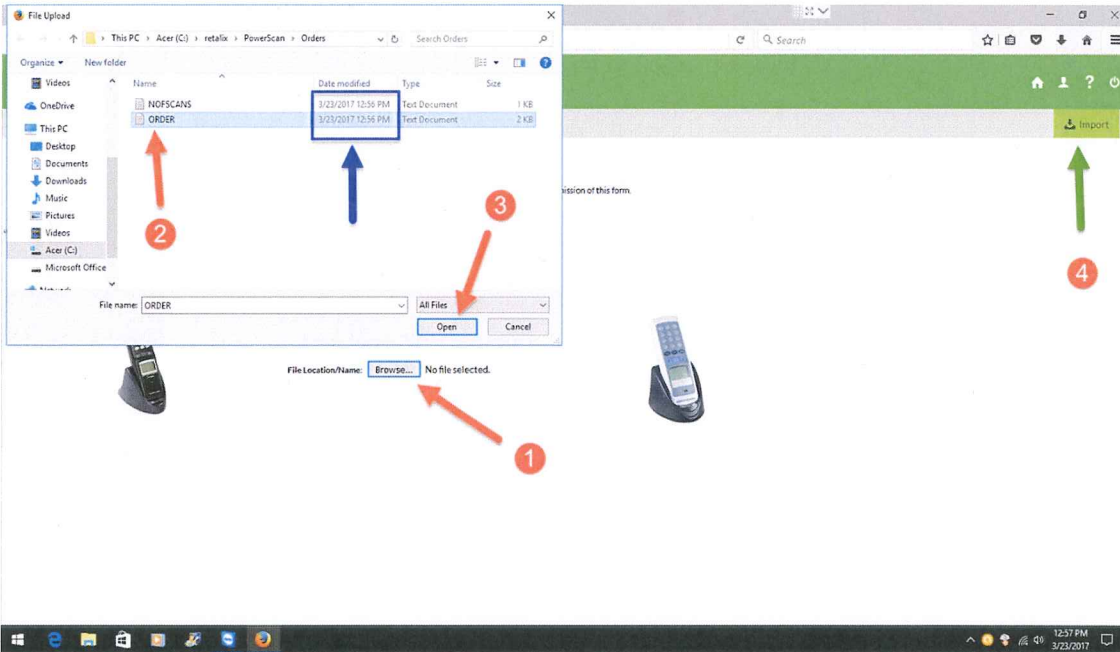
1. Change Import to **Scanner**
2. Click **Start order**

Start a New Order

Customer:	*DNU TOPICZ TEST CUSTOMER (TOPICZ)
From:	Import
Import:	Scanner
Ship Date:	Sunday Mar 26, 2017
Separate Invoice:	Yes
Purchase Order #:	
Par List:	None

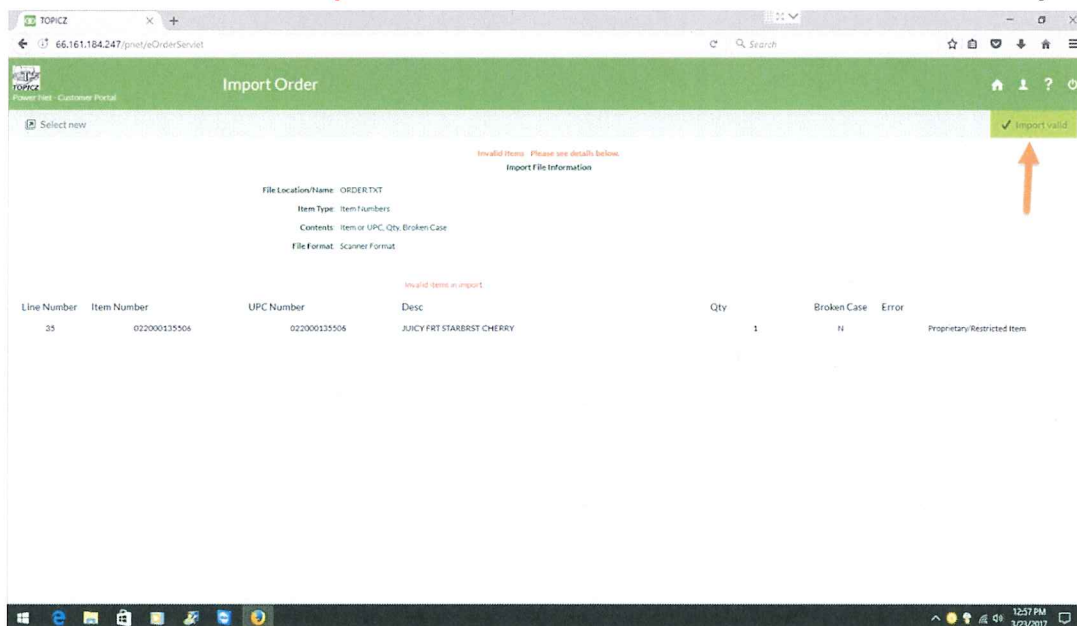
Start order Pending orders (0)

1. Click **Browse**
2. Click **Order** (Check the Date and Time to make sure it's the latest scan. If you don't, you could end up with last weeks order).
3. Click **Open**
4. Click **Import** (Sends the order file to Topicz)



Default Order file location **C:\Retailix\PowerScan\Orders**

If there are items that have been changed or discontinued. They will show up in this window. Click **Import Valid**. This will remove the Invalid # from your order.



Make the necessary changes to your order.

Click on **Place Order** then **Submit Order** then **refresh**.

Order Form from Import

Customer: *DNU TOP/CZ TEST CUSTOMER - 977181
Order #: 192936 Ship Date: 03/26/2017

Search by Item number or description

Items 1 - 6 of 6

Item	UPC Case	Pack	Size	Brand	Description	Qty	Each	Qty on Hand	B/C Qty on Hand	Price	B/C Price	4-Wk Mvmt
271742	077170632843	1	01/BAG		GAMBLER PIPE REGULAR 6	<input type="text" value="8"/>		1435		4.60		00000 ⚙
280339	077170104050	1	01/BAG		TIN STAR PIPE REG MED 3	<input type="text" value="15"/>		370		3.32		00000 ⚙
271361	894135001274	1	01/BAG		GOOD STUFF PIPE NATURAL 4	<input type="text" value="7"/>		1026		5.45		00000 ⚙
271346	894135001199	1	01/BAG		GOOD STUFF PIPE MENTHOL 4	<input type="text" value="10"/>		1827		5.45		00000 ⚙
638684	077170261005	5	05/BOX		TUBECUT TUBE MENTH 200CT	<input type="text" value="2"/>		241		14.69		00000 ⚙
636456	077170260718	5	05/BOX		TUBECUT TUBE REGINNG 200CT	<input type="text" value="1"/>		645		11.25		00000 ⚙