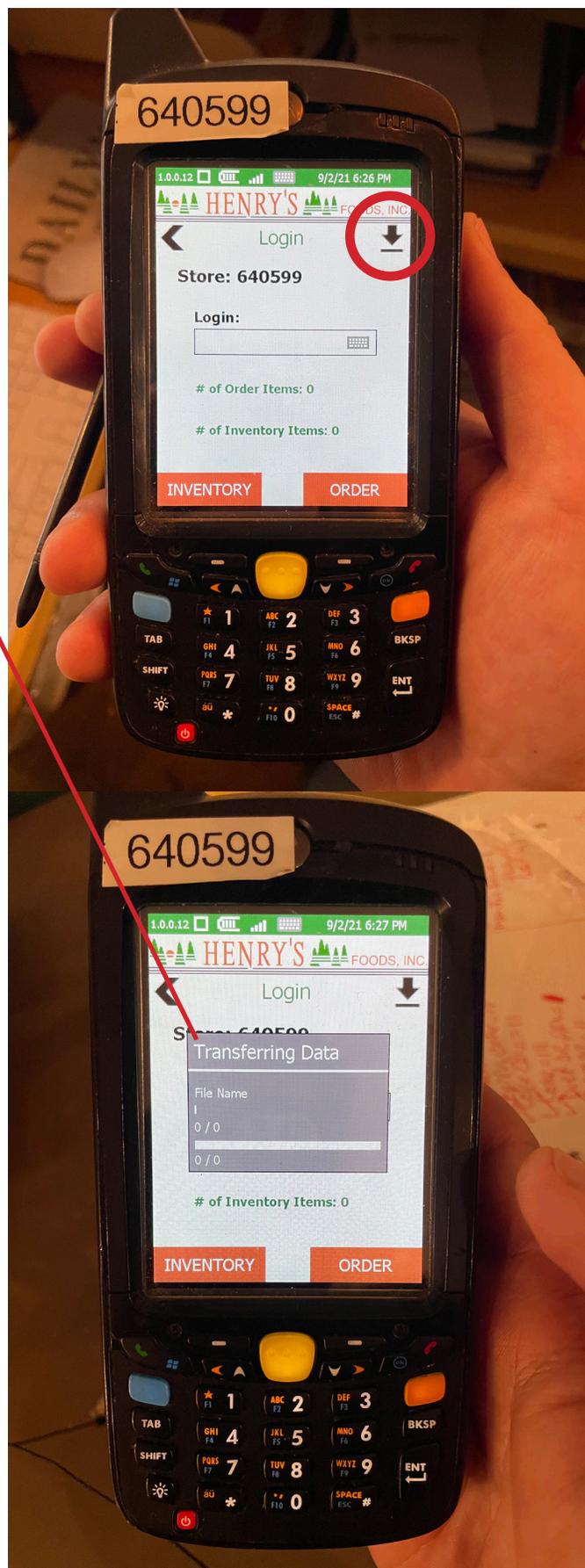


STEP 1

Make sure the ordering device's inventory is up-to-date by downloading the most recent Henry's database (just like when we SYNC our cash registers).

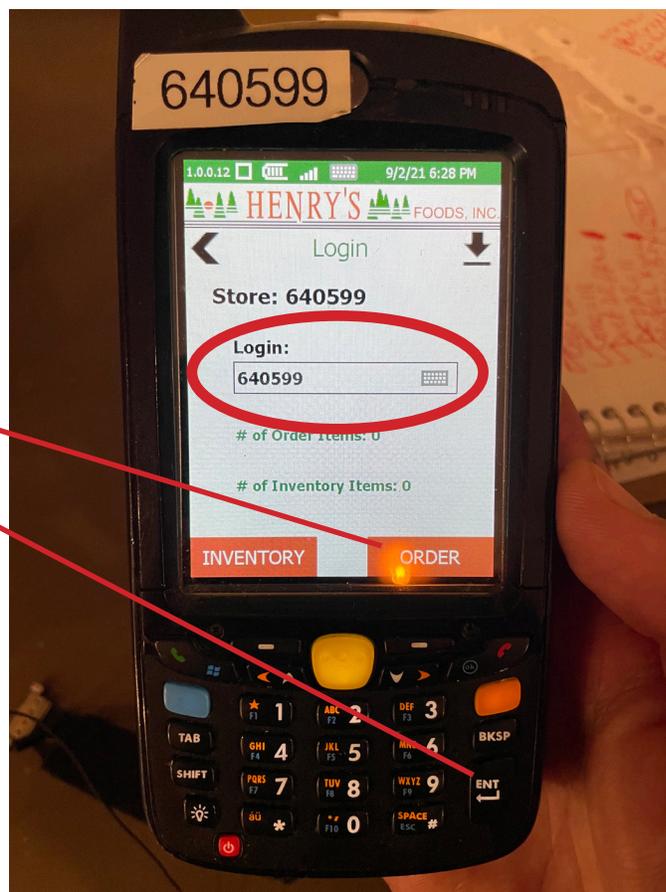
Do this by clicking the download button on the upper-right hand side of the screen.

Once clicked, a screen will appear saying "Transferring Data." Allow this to completely transfer before continuing to STEP 2.



STEP 2

Login to the machine by typing in Daily's Market's store number into the "Login:" field. This number is **640599**. It can be found taped to the top of the ordering machine and it can be seen immediately above the "Login:" field. Once typed in either hit "ENT" (enter) or ORDER.

**STEP 3**

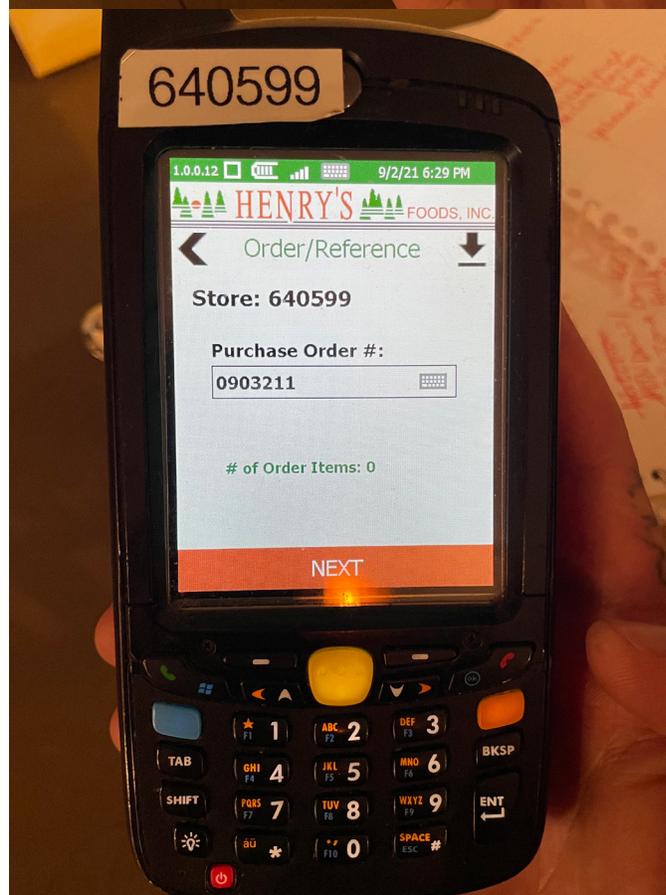
Before ordering you will be prompted to enter a Purchase Order #. In this field, type in the date you are ordering followed by the digit illustrating the number of order. For example, if this is your first order of the day you would use the number 1.

Examples:

September 3, 2021 (and only one order placed) would have the purchase order # of: 0903211

If you placed two orders on September 3, 2021 the second purchase order # would be: 0903212

Note: It is not essential to enter a Purchase Order #. If you forget to do this and/or you cannot remember what the correct last digit should be, it is okay to guess or simply not enter a Purchase Order #.



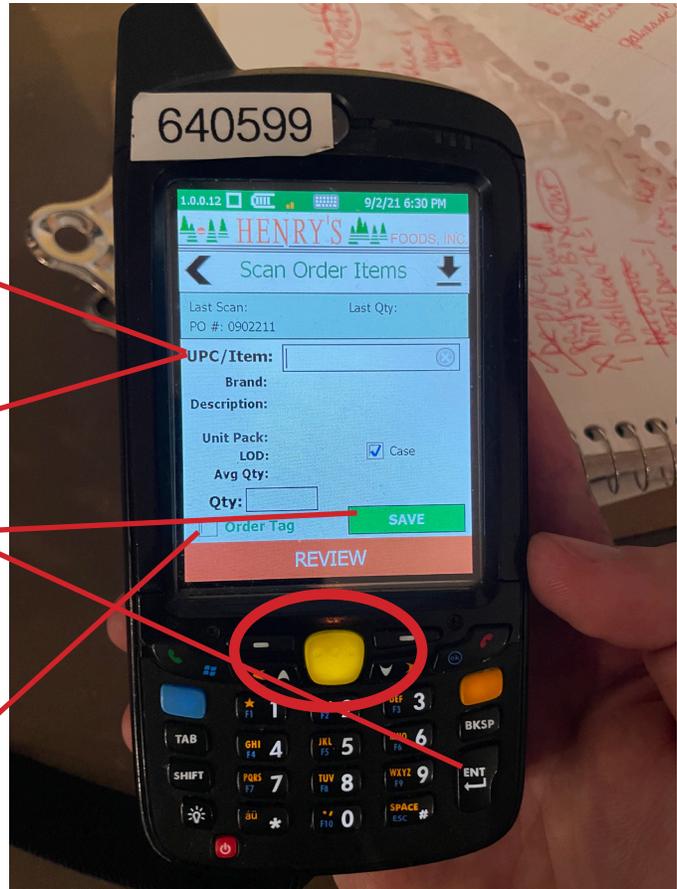
STEP 4

Begin entering items to order. There are four ways an item may be entered for ordering.

1. Scan the shelf tag's barcode of the item by holding in the large yellow button on the middle of the device (shown circled in red).
2. Scan the UPC/barcode of an actual item/product by holding in the large yellow button on the middle of the device (shown circled in red).
3. Manually type in the UPC/bracode of an actual item/product into the "UPC/Item:" field. If there is not a product on the shelf to find a UPC number from you can find it on the Henry's shelf tag (see below).
4. Manually type in the Henry's item number from the shelf tag (see below) or from the item you find on the Henry's online portal.

Once you have entered the item and inserted the quantity you want to order either hit "SAVE" or ENT (enter).

Note: If you want to order a tag for a product, you can check the "Order Tag" box on the lower left-hand side of the screen.

**HENRY'S ITEM BARCODE**

*This is what you should scan.

HENRY'S ITEM NUMBER**ITEM BRAND NAME**

*Helpful to help guide what brand you should type in on the Henry's online portal if/when looking for similar products or a replacement product.

PRODUCT UPC NUMBER

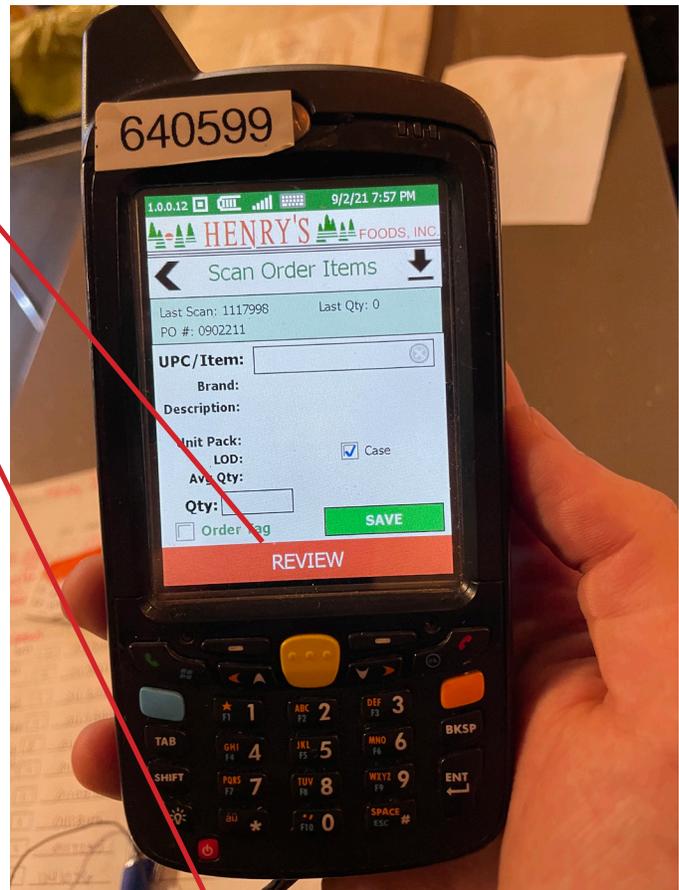
*Helpful if there are no products on the shelf to refer to.

STEP 5

When you are complete, click "REVIEW."

You will then see a screen showcasing all of the items you have placed in the order. Take time to scroll through the order paying close attention to the "QTY" field to make sure you did not accidentally enter incorrect (high) quantities.

Notes: You can adjust any items by clicking directly on it. Additionally, you may enter the REVIEW screen at any point while ordering. To go back to the screen in which you scan/enter items, simply hit the back arrow in the review screen located on the upper left-hand side of the screen.

**STEP 6**

When you are satisfied with the order you have put together, click the **SEND** button which is the arrow on the upper right-hand side of the screen (see below). You will see a status bar noting the data is being transferred. It is important you wait until the screen says **SUCCESS: ORDER SENT**.

