



# FMS-WEB: Web Order Entry



## **Web Order Entry USER GUIDE**



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## Using The Opticon Scanner



1. Scan the product using this button. Scanning a barcode once will result in a quantity of one. If you would like to order more than one item, you may scan the item the amount of times in relation to the quantity that you would like to order, or you can scan the quantity card. To use the quantity card scan the number you would like. For example, if you want 102 you would scan the item that you wish to order and then scan on the quantity card “1” “0” “2”. You may also adjust the quantity on the website when you place your order.
2. Hold this button until you hear a beep - this usually takes approximately 10 seconds.
3. Scan the product with this button to remove item from list.
  - A) If you used the Quantity Card to order multiple quantities you will first have to Delete Scan the “Numbers” from the Quantity Card in reverse order before scanning the barcode of the item you want to delete.
  - B) If you scanned the item multiple times it will take an equal number of Delete Scans to remove it from memory.
  - C) A long low tone means the item was not already in the scanner, or you’ve successfully deleted multiple scans.

**Note:** Holding the large Scan button for longer than 10 seconds will turn off the unit’s sound. This is indicated by the flashing green scan light switching to flashing red and then shutting off altogether. To turn the Sound back on again, hold the Scan button for 10 seconds until the scan light turns to flashing red, followed by a two-tone beep.

## Configuring Your Scanner

In order to scan the compressed version of the upc images, you will need to reconfigure your opn-2001 scanner. To do this you have two options. Option 1 - Go to C:\FMS\_Opticon\Software\Optional Installations Files. Double-click on the OPN2001 file. Screenshots are included to show you step by step what you need to do.

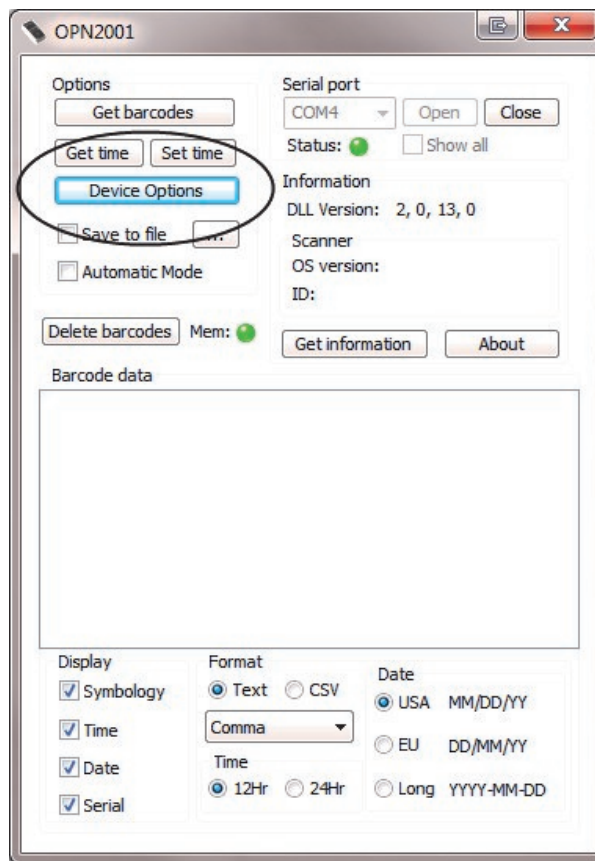


Figure: 4.1 OPN-2001 Configuration Software  
Click on the “Device Options” button.

Make sure that the option “Convert UPC-E to A” is Enabled Then click on the “Settings” button and your done. You may now close out the OPN-2001 software.

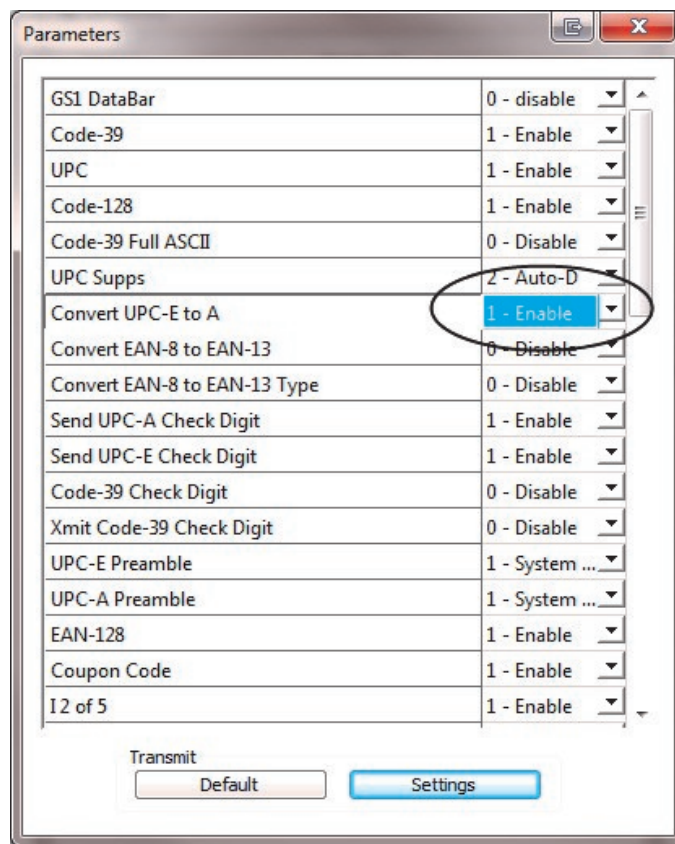


Figure: 5.1 OPN-2001 Configuration Software

Option 2 - Scan the three (3) barcodes below from top to bottom. Please  
Note: Once you scan the top barcode, the scanner light will stay on. You  
do not need to push the scan button for each barcode. After the first bar-  
code is scanned, move down the next two pausing at each for the notifi-  
cation beep to inform you that it has been scanned.



Figure: 6.1 UPC-E Configuration Barcodes

## Locating Your COM Port - Windows 7

Before you can begin to setup your scanner, you will need to locate the port number that the scanner is connected to. To do this, plug the scanner into the usb port that you will be using and right-click on My Computer and select Manager. You should see a screen similar to the image below.

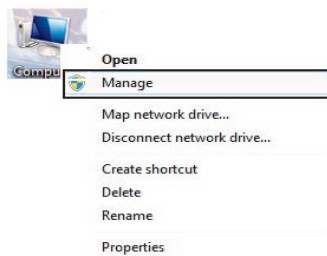


Figure: 7.1 - Right-click on Computer and select Manage

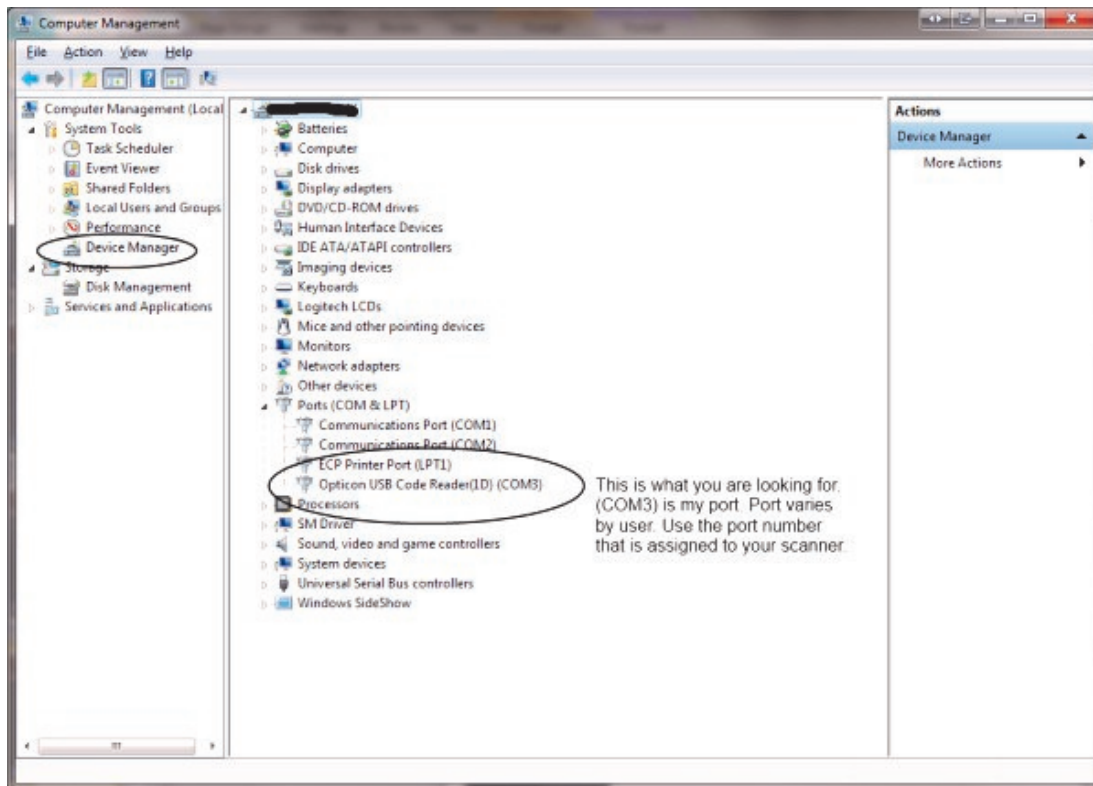


Figure: 7.2 - Select Device Manager and go to Ports (COM & LPT). Find Opticon Scanner and locate COM #.

## Locating Your COM Port - Windows XP

Before you can begin to setup your scanner, you will need to locate the port number that the scanner is connected to. To do this, plug the scanner into the usb port that you will be using and right-click on My Computer and select Manager. You should see a screen similar to the image below.

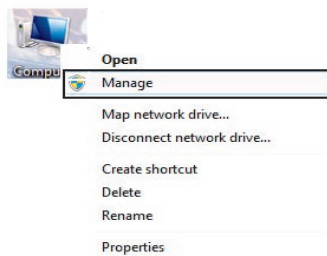


Figure: 8.1 - Right-click on Computer and select Manage

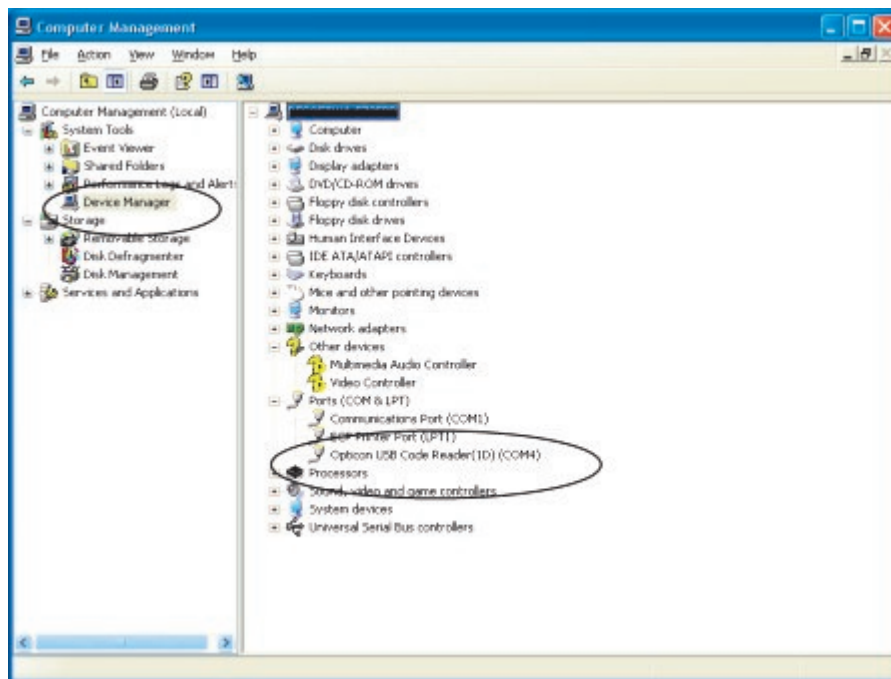


Figure: 8.2 - Select Device Manager and go to Ports (COM & LPT). Find Opticon Scanner and locate COM #.



## Installing FMS Opticon Software

1. To download the necessary software. Go to <http://resoftware.net/usertools/downloads.html>.
2. Download the FMS Opticon zip file.
3. After the file has finished downloading, open the zip file and extract the setup file inside.
4. Once the file has been extracted, you are ready to run the setup program.
5. Install Software to C:\FMS\_Opticon (see image below)
6. Your software is now installed and a shortcut (FMS\_Opticon) should be on your desktop.
7. Depending on your computer, you may need the OPN-2001 driver. This is available in C:\FMS\_Opticon\Software\Optional Installation Files.
8. If you have any errors during the install, update your .NET Framework to 3.5 sp1. This file is available at <http://resoftware.net/usertools/downloads.html>. The download is called FMS Opticon Optional Files. There are two files in this download, one is .NET 3.5 SP1 (dotnetfx35setup) and the other is Windows Installer 3.1(WindowsInstaller-KB893803-v2-x86). If your are currently using Windows XP SP3 then you do not need to worry about using Windows Installer 3.1.

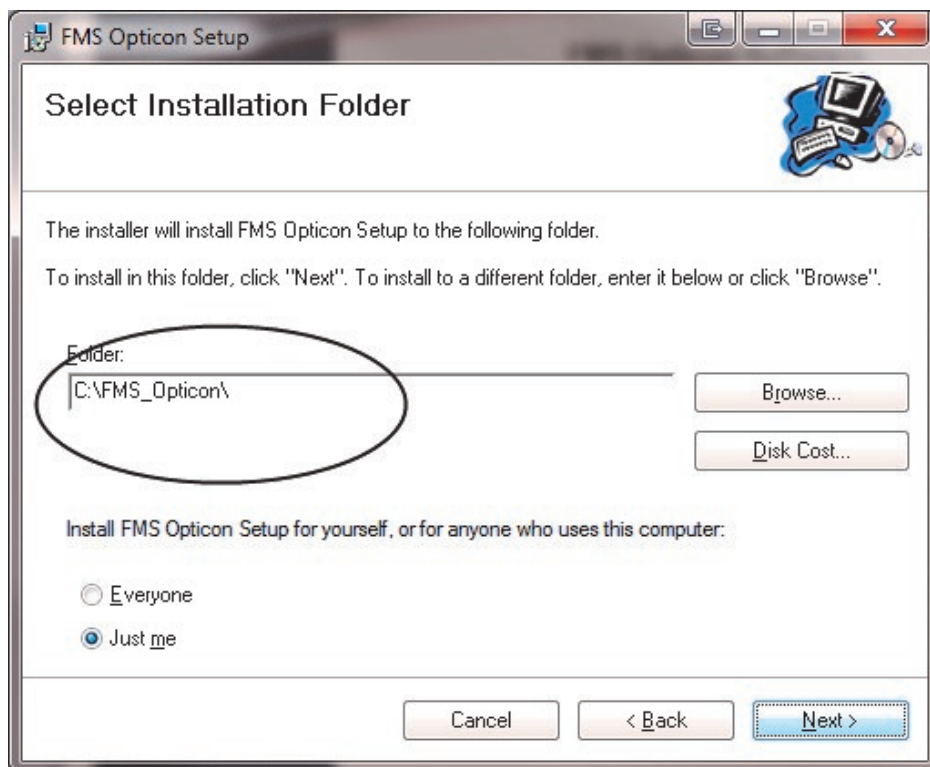


Figure: 9.1 - Folder location on install

## Setting Up Your FMS Opticon Software

Now it is time to change your settings for your desired use. Open the software by using the shortcut on your desktop or in your start menu. Click on the “Settings” tab. Your screen should look like the image below. You need to set the device port to the port number that you located earlier in the Device Manager. You will also need to set your “Output” choice on this screen. You have 3 available choices, Textbox, File, and WebService. Textbox - will display your barcodes in the box on the “Main” tab. File - will save your barcodes to a text file that you use to upload from the website. WebService - This option will require you to input your username and password. It will then read the barcodes and login you into the website. After you make your decision, press the “Save and apply” button. You may change your “Output” setting at anytime, just remember to press “Save and apply” after any change. Please note: Your device port number will change if you plug your scanner into a different USB port. If you get an error during barcode retrieval, recheck your COM Port in Device Manager.

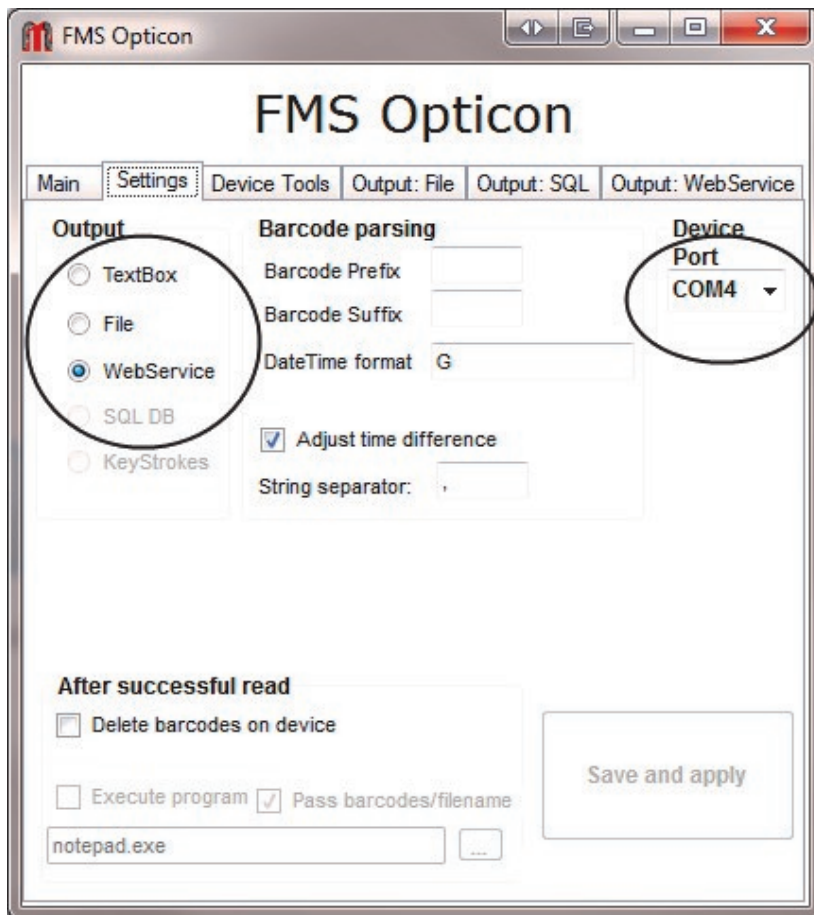


Figure: 10.1 - Configuring Software Settings

## Textbox

If you choose Textbox, your screen will resemble the image below. REMINDER: If you choose “File” your barcodes will only be displayed in the box, they will not be saved to a file or sent to the website. They are however, still available on your scanner.

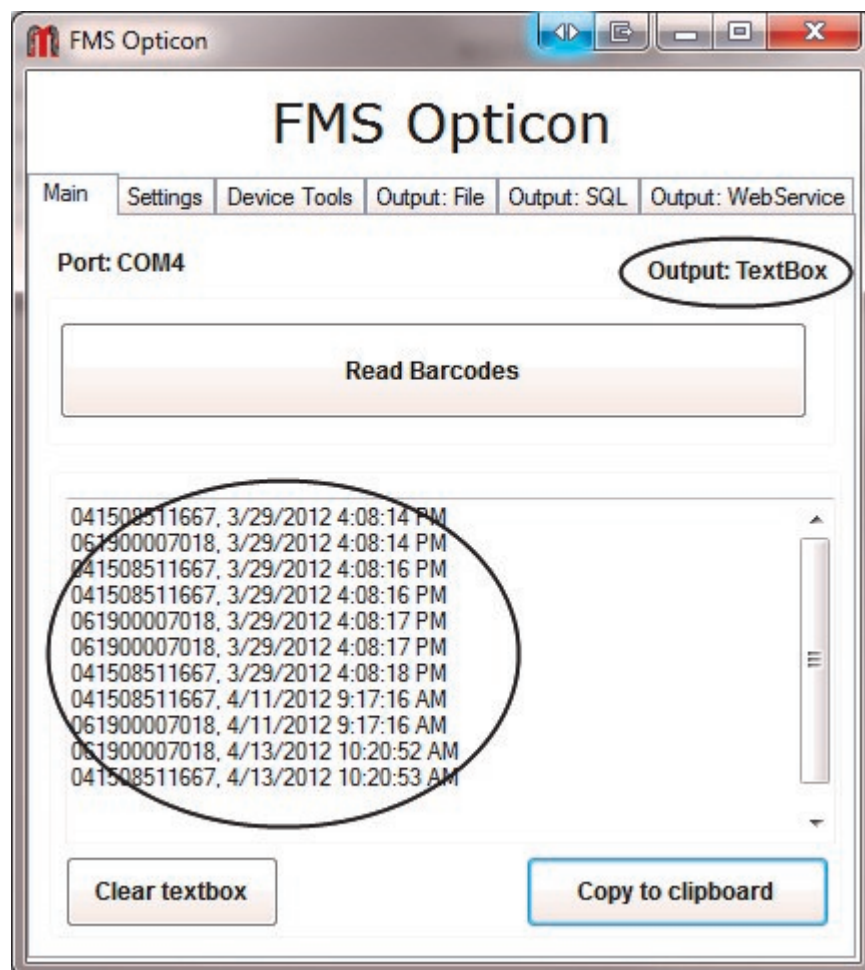


Figure: 11.1 - Reading barcodes to textbox..

## File

If you choose the “File” option go to the “Output: File” tab and make sure your screen is the same as what is in the image below. If it is you then you are done with the file setup. If not, change it to resemble the image below and press the “Save and apply” button at the bottom.

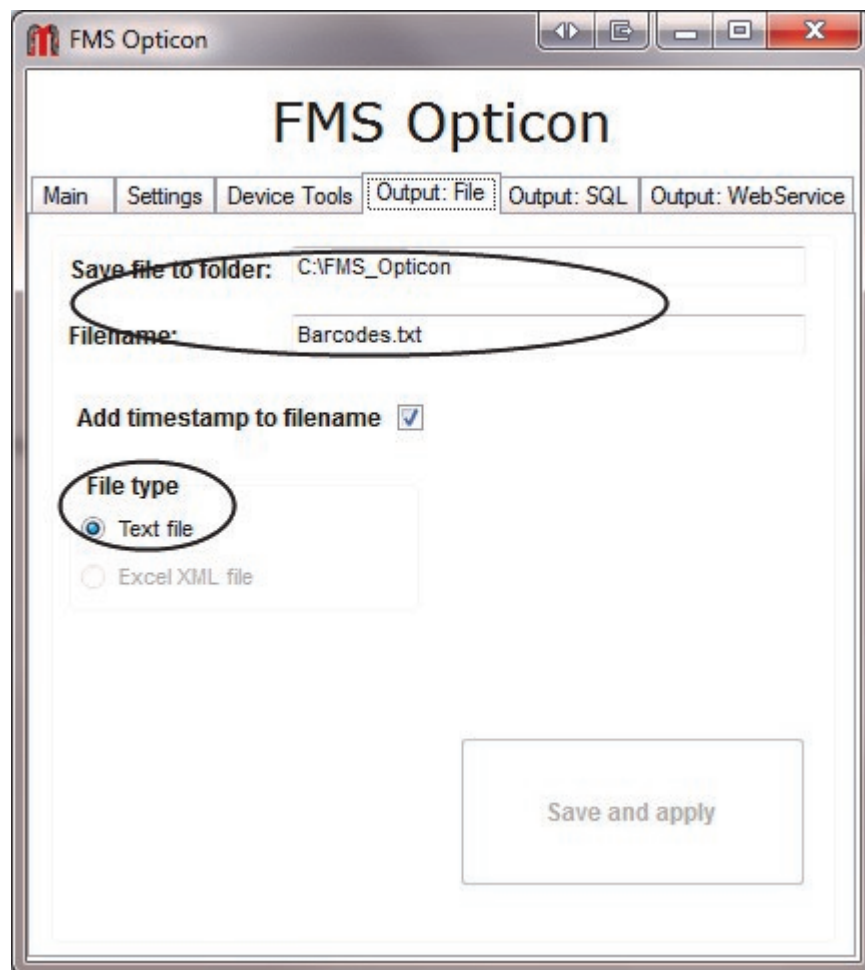
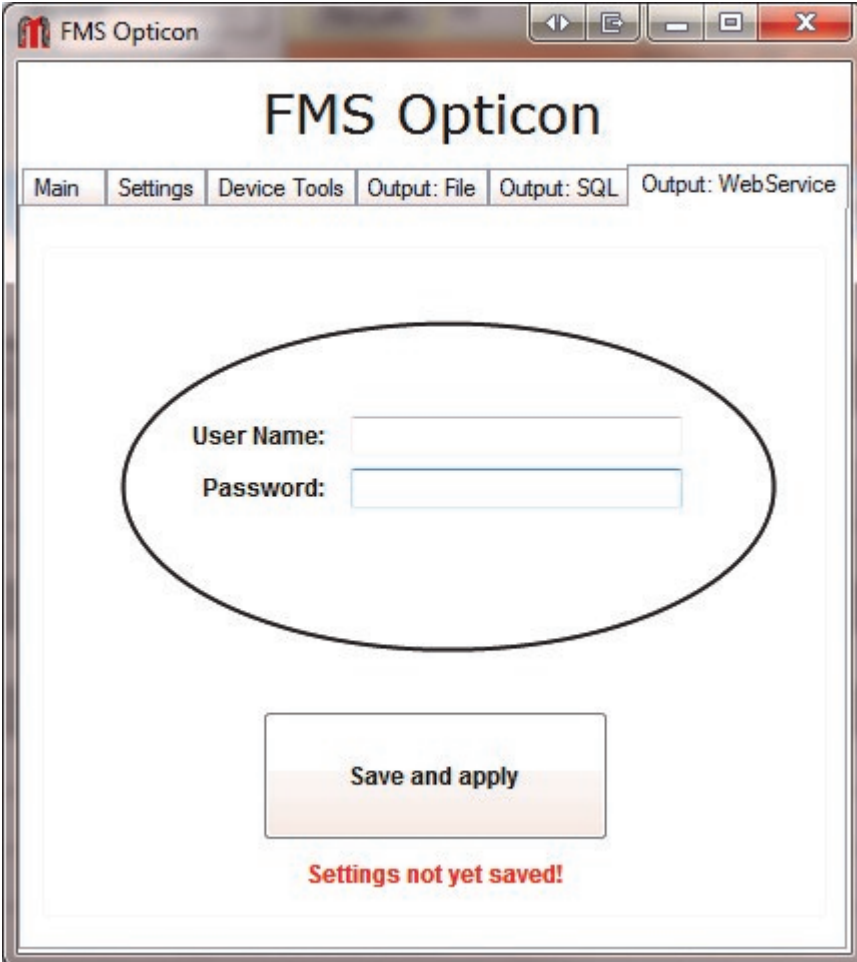


Figure: 12.1 - Setting up the File option.

## WebService

If you choose the “WebService” option, you will need to input your user name and password by clicking on the “WebService” tab and filling out the textboxes there. This is the same user name and password that you use to login in to the web site. After your information has been entered press the “Save and apply” button.



The screenshot shows the FMS Opticon application window. The title bar reads "FMS Opticon". Below the title bar is a tabbed interface with the following tabs: "Main", "Settings", "Device Tools", "Output: File", "Output: SQL", and "Output: WebService". The "Output: WebService" tab is currently selected. Inside this tab, there is a large oval-shaped container. Within this container, there are two text input fields. The first field is labeled "User Name:" and the second field is labeled "Password:". Below the oval container, there is a button labeled "Save and apply". At the bottom of the window, there is a red text message that says "Settings not yet saved!".

Figure: 13.1 - Inputting User name and password.



**This concludes the setup of the scanner. Continue reading to learn about uploading your order**



## **Deleting Barcodes From Scanner**

Recommended Action: Clear the device at the beginning of your new order. To clear the device, hold the SMALL button on your scanner until you hear a beep -about 10 seconds. Remember to clear you device before scanning your new order or you risk sending duplicate orders.



## **Scan Your Order**

Use the scanner to scan your items and build your order.



## Retrieve Barcodes

In order to get your order from the scanner and into your cart, follow these simple steps. Plug your scanner into your computer via the usb cord that comes with it. After the scanner is connected, open FMS\_Opticon and click the large “Read Barcodes” button. If you chose the “WebService” output you may proceed to page 20 to continue with the guide.

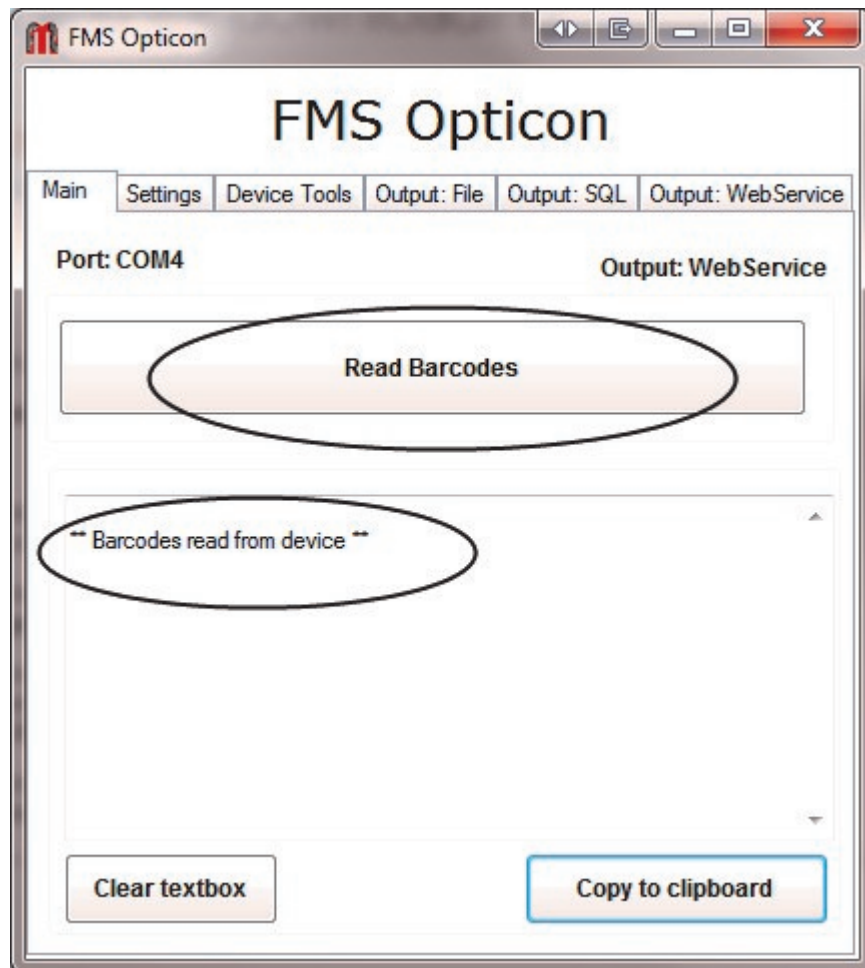


Figure: 17.1 - Retrieve barcodes from scanner.

## How to Log in

Go to <http://morton-clarke.com>. In the upper right-hand side of the screen you will see a link for Online Ordering System. Click this link to get to the login page.

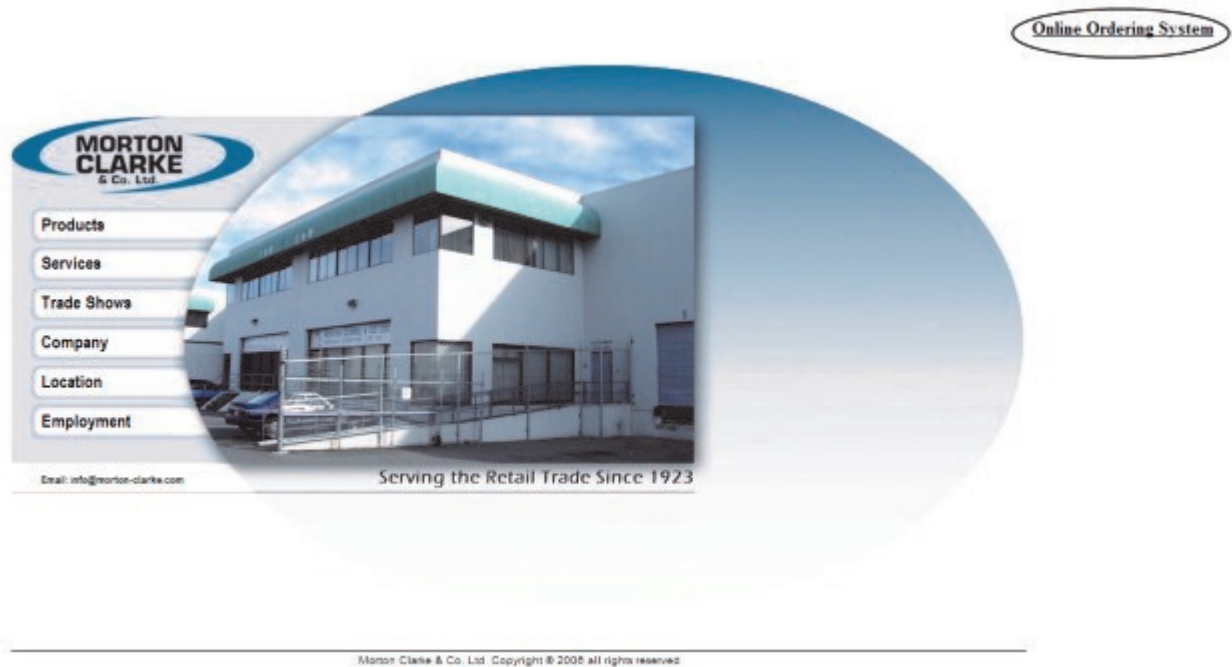



Figure 18.1 - How to get to the Online Ordering System

Login using your account number and password. This information should be given to you by Morton-Clarke. If you have any issues logging in, please call 1-604-273-1055 or 1-800-810-1055.



Login

Account #

Password

Figure: 19.1 - Web Order Entry Login Page.

# Home Page

Food Management System    Java Web Start Developer    192.168.75.22 / localhost    Online Order Entry

mcc90a.fms-software.com/mcc90a/orderentry.htm

Zend Studio - PDF R...    Google Bookmark    Google - Bookmarks    Visual Basic .NET - P...    VB.NET Programme...

**MORTON CLARKE & Co., Ltd.**    MCC90 Test    Phone : 604-273-1055 --- 800-810-1055  
Facsimile : 604-273-7745 --- 888-273-7745  
Email : orders@morton-clarke.com    www.morton-clarke.com

Customer Name: [Redacted]    Options: My Guide ☒ All Items ☐    Sort By: Cat # ☒ Cat Desc. ☐ Item Desc. ☐ Brand ☐

Search: [Text Box]    Description: [Dropdown]    Submit    Clear

Your Shopping Cart: Your Shopping Cart is empty

Add to Cart    Quick Item Entry    Scanner Upload    View Cart    Existing Orders    Order History

Qty	Item#	Brand	Description	Pack	Last Ordered	Your Price	Retail Price
Full Screen   First   Previous   Next   Last   Displaying Results: 1 - 25 of 324							
<b>105 - ENERGY BEVERAGES / MISC ITEMS</b>							
Add to Cart	162951	5 HOUR	5-HOUR ENERGY GRAPE	12/60ML	07/01/11	27.44 BOX	3.29
Add to Cart	162953	5 HOUR	5-HOUR ENERGY LEMON LIME	12/60ML	07/01/11	27.44 BOX	3.29
Add to Cart	162969	5 HOUR	5-HOUR ENERGY ORANGE	12/60ML	07/01/11	27.44 BOX	3.29
<b>130 - JUICE</b>							
Add to Cart	162164	MOTTS	CLAMATO EXTRA SPICY	8/1.89LT	01/24/12	35.53 CSE	6.35
<b>160 - POP / CARBONATED DRINKS</b>							
Add to Cart	160044	DADS	ROOT BEER GLASS	24/355 ML	08/09/11	21.78 CSE	1.35
Add to Cart	161604	CCBL	COKE CLASSIC	24/CASE	10/18/11	12.09 CSE	0.75
Add to Cart	161802	DADS	RED CREAM SODA	24/355 ML	01/24/12	21.78 CSE	1.35
Add to Cart	163025	JONES	BERRY LEMONADE	12/355ML	02/21/12	10.89 CSE	1.35
Add to Cart	163048	JONES	CREAM SODA	12/355ML	10/15/11	10.89 CSE	1.35
Add to Cart	163051	JONES	BLU BUBBLEGUM SODA	12/355ML	02/21/12	10.89 CSE	1.35
Add to Cart	163065	JONES	GREEN APPLE SODA	12/355ML	02/21/12	10.89 CSE	1.35
Add to Cart	163070	JONES	STRAWBERRY LIME	12/355ML	12/10/11	10.89 CSE	1.35
Add to Cart	163094	JONES	ORANGE & CREAM SODA	12/355ML	06/11/11	10.89 CSE	1.35
Add to Cart	163099	JONES	ROOT BEER	12/355ML	10/15/11	10.89 CSE	1.35
Add to Cart	163127	JONES	COLA	12/355ML	10/15/11	10.89 CSE	1.35

Figure: 20.1 - Web Order Entry Home Page

## Scanner Upload - File Method

If you chose the “File” output option and are ready to upload your order here are the steps that you will need to follow to accomplish that. If you have followed the steps in this guide to this point, you should be at the home page (OrderEntry.htm). On this screen you will see a “Scanner Upload” button located in the “Quick Item Entry” section of the page. Click the “Scanner Upload” button. This will open up a file upload form. Click the “Choose File” button and choose the file containing your barcodes. This file should be located at “C:\\FMS\_Opticon” The file name will look similar to “Barcodes2012-03-29122442” This filename is based on the time and date that the file was created. Choose the most recent file and click “Open”. After selecting your file press the “Upload” button. Your order will now be placed into your shopping cart.

The screenshot shows the OrderEntry.htm interface. On the left, there is a 'Sort By:' menu with options: Cat # (selected), Cat Desc., Item Desc., and Brand. The main area features a table titled 'Existing Orders' with columns: Order #, Create Date, # of Items, Amount, and Del. The table contains four rows of order data. Below the table, there is a navigation bar with buttons: Quick Item Entry, Scanner Upload (circled), View Cart, Existing Orders, and Order History. Below the navigation bar, there is a table header with columns: Description, Pack, Last Ordered, Your Price, and Retail Price.

Existing Orders					
	Order #	Create Date	# of Items	Amount	Del
Open Order	52	02/22/12	1	\$13.19	Dele
Open Order	51	02/22/12	5	\$155.99	Dele
Open Order	30	02/21/12	2	\$20.69	Dele
Open Order	29	02/21/12	2	\$20.69	Dele

Navigation bar: Quick Item Entry, **Scanner Upload**, View Cart, Existing Orders, Order History

Table Header: Description, Pack, Last Ordered, Your Price, Retail Price

Figure 21.1 - Quick Item Entry Scanner Upload Button

The screenshot shows the Scanner Upload section. It contains a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. Below this, there is a navigation bar with buttons: Scanner Upload, View Cart, and Existing Orders.

Buttons: Choose File, No file chosen, Upload

Navigation bar: Scanner Upload, View Cart, Existing Orders

Figure: 21.2 - Scanner Upload Section

## Scanner Upload - Webservice Method

If you uploaded your order using the “WebService” method, your screen should look similar to the image below.

**MORTON CLARKE & Co. Ltd.** Phone : 604-273-1055 --- 800-810-10 Facsimile : 604-273-7745 --- 888-273-77 Email : orders@morton-clarke.ca www.morton-clarke.ca

Log out

Customer Name: [Redacted] Search: [Description] [Submit] [Clear]

Options: My Guide All Items Sort By: Cat # Cat Desc. Item Desc. Brand

Your Shopping Cart: Web Order#: 191

Qty	Item#	Description	Brand	Pack	UOM	Price	Ext.Pri
Re-Calc	1	161174 POMPELMO-GRAPEFRUIT	SANPELLEGR	24 330ML	CSE	\$17.42	\$17.42
Re-Calc	1	464806 NEXT GOLD	RBH	KING 20 FB	CTN	\$62.45	\$62.45
						<b>Total</b>	<b>\$79.87</b>

Group/Category: Select Category

Clear Cart | Checkout | Delivery | Pick up

Add to Cart | Quick Item Entry | View Cart | Existing Orders | Order History

Qty	Item#	Brand	Description	Pack	Last Ordered	Your Price	Retail Price
<b>105 - ENERGY BEVERAGES / MISC ITEMS</b>							
Add to Cart	162951	5 HOUR	5-HOUR ENERGY GRAPE	12/60ML	07/01/11	27.44 BOX	3.29
Add to Cart	162953	5 HOUR	5-HOUR ENERGY LEMON LIME	12/60ML	07/01/11	27.44 BOX	3.29
Add to Cart	162969	5 HOUR	5-HOUR ENERGY ORANGE	12/60ML	07/01/11	27.44 BOX	3.29
<b>130 - JUICE</b>							
Add to Cart	162164	MOTTS	CLAMATO EXTRA SPICY	8/1.89LT	01/24/12	35.53 CSE	6.35
<b>160 - POP / CARBONATED DRINKS</b>							
Add to Cart	160044	DADS	ROOT BEER GLASS	24/355 ML	08/09/11	21.78 CSE	1.35
Add to Cart	161604	CCBL	COKE CLASSIC	24/CASE	10/18/11	12.27 CSE	0.75
Add to Cart	161802	DADS	RED CREAM SODA	24/355 ML	01/24/12	21.78 CSE	1.35
Add to Cart	163025	JONES	BERRY LEMONADE	12/355ML	02/21/12	10.89 CSE	1.35
Add to Cart	163048	JONES	CREAM SODA	12/355ML	10/15/11	10.89 CSE	1.35
Add to Cart	163051	JONES	BLUE BUBBLEGUM SODA	12/355ML	03/05/12	10.89 CSE	1.35
Add to Cart	163065	JONES	GREEN APPLE SODA	12/355ML	02/21/12	10.89 CSE	1.35
Add to Cart	163070	JONES	STRAWBERRY LIME	12/355ML	12/10/11	10.89 CSE	1.35
Add to Cart	163094	JONES	ORANGE & CREAM SODA	12/355ML	06/11/11	10.89 CSE	1.35
Add to Cart	163099	JONES	ROOT BEER	12/355ML	10/15/11	10.89 CSE	1.35
Add to Cart	163127	JONES	COLA	12/355ML	10/15/11	10.89 CSE	1.35
Add to Cart	163145	JONES	ZILCH CREAM SODA	12/355ML	09/06/11	11.50 CSE	1.39

Figure: 22.1 - Shopping Cart after upload



## Changing your Order


If you wish to change your order, you may do so from the shopping cart. You can change the quantity to the amount that you want. After changing the quantity, click the Re-Calc button on the left of the shopping cart. If you want to remove an item, change quantity to 0 and hit the Re-Calc button.

The screenshot displays the Morton Clarke & Co. Ltd. online order entry system. The top navigation bar includes the company logo, contact information (Phone: 604-273-1055, Facsimile: 604-273-7745, Email: orders@morton-clarke.com), and a 'Log out' link. The main content area is divided into several sections:

- Customer Name:** A search field with a 'Submit' button.
- Options:** A section with 'My Guide' and 'All Items' radio buttons.
- Sort By:** A section with 'Cat #', 'Cat Desc.', 'Item Desc.', and 'Brand' radio buttons.
- Your Shopping Cart:** A table showing the current cart items. The 'Re-Calc' button is highlighted with a red circle. The 'Web Order# 55' is also visible.
- Buttons:** 'Clear Cart', 'Checkout', 'Delivery', and 'Pickup' buttons are located below the shopping cart table.
- Quick Item Entry:** A section with 'Add to Cart', 'Quick Item Entry', 'Scanner Upload', 'View Cart', 'Existing Orders', and 'Order History' buttons.
- Item List:** A table displaying a list of items with columns for Qty, Item#, Brand, Description, Pack, Last Ordered, Your Price, and Retail Price. The table shows items under categories like '105 - ENERGY BEVERAGES / MISC ITEMS', '130 - JUICE', and '160 - POP / CARBONATED DRINKS'.

Figure: 23.1 - Changing your order using the shopping cart.

## Verifying your Order



Phone : 604-273-1055 --- 800-810-1055  
Facsimile : 604-273-7745 --- 888-273-7745  
Email : orders@morton-clarke  
www.morton-clarke.com

[Log out](#)

Order Information: **Web Order # 34**

Today is: **Tuesday, February 28, 2012**

Pickup

Shipping Date

☐ Delivery

Your Normal Shipping Days:  
**Wednesday** ▼

02-29-2012

\*required\*

Number of Items: 1

Invoice Amount: \$27.44

Customer PO#:

Qty	Item#	Description	Brand	Pack	UOM	Price	Ext.Price
1	162951	5-HOUR ENERGY GRAPE	5 HOUR	12-60ML	BOX	\$27.44	\$27.44
Total							\$27.44

Review Order

Continue Shopping

Figure: 24.1 - On this screen choose your shipping date as well as look over your order to make sure it is correct. [Recommended Action: Use Default Shipping Date] After selecting shipping date, choose to either review order or continue shopping.



Food Management System - Iva Web Start Developer - 192.168.75.22 / localhost / Online Order Entry

mcc90a.fms-software.com/mccnet90/checkout.htm

**MORTON CLARKE** MCC90 Test Phone : 604-273-1055 --- 800-810-1055  
 Facsimile : 604-273-7745 --- 888-273-7745  
 Email : orders@morton-clarke.com www.morton-clarke.com

Web Order # 54

Pickup/Delivery: Delivery

Pickup/Delivery Date: 02/27/2012

Customer PO#:

Number of Items: 1

Invoice Amount: \$13.19

Qty	Item#	Description	Brand	Pack	UOM	Price	Ext.Price
1	251057	OREO BROWNIE 85G	NABISCO	12.85G	BOX	\$13.19	\$13.19
						<b>Total:</b>	\$13.19

Figure: 25.1 - From this screen you can see Number of Items, Invoice Amount, Shipping Date, and Customer PO#. . This is the last chance you have to edit your order before it is submitted. If everything looks good, Submit Order. If something is missing or you need to make a change click the Not Ready Yet button.

## Order Confirmation

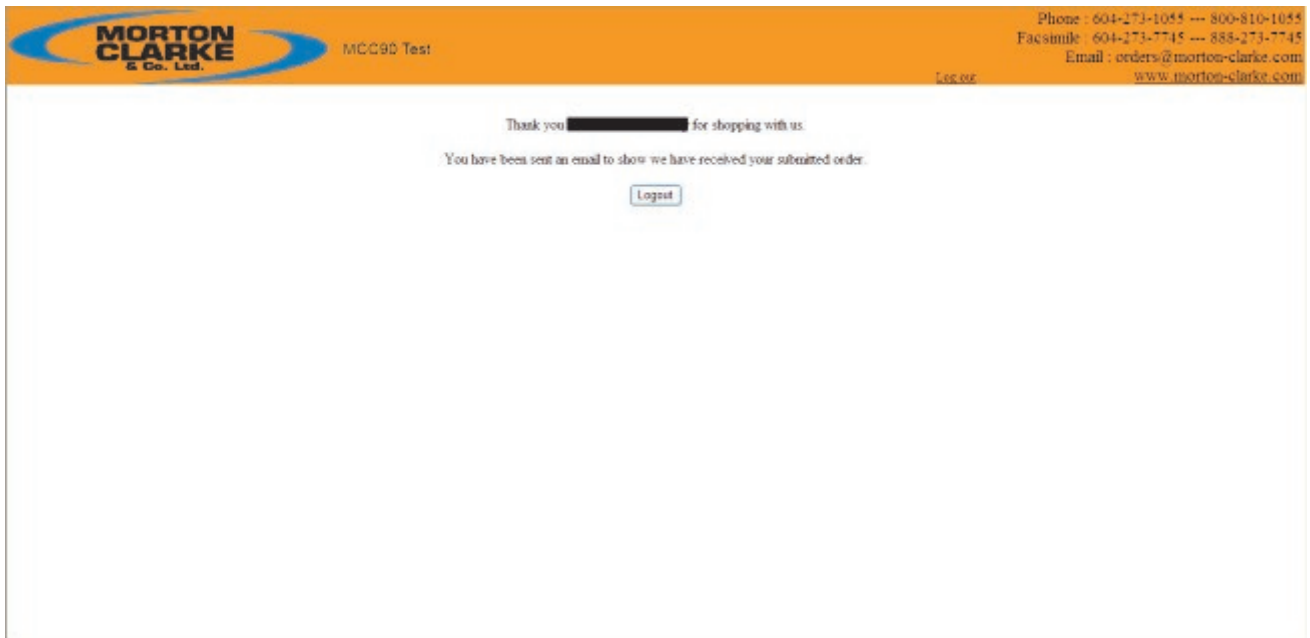


Figure 26.1 - Order Confirmation Page



# FMS-WEB: Web Order Entry

## Additional Information

If you have questions please contact:

Customer Service: 1-604-273-1055

Toll-Free: 1-800-810-1055



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