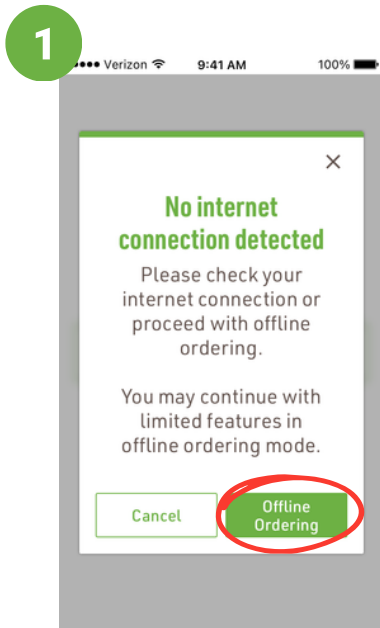


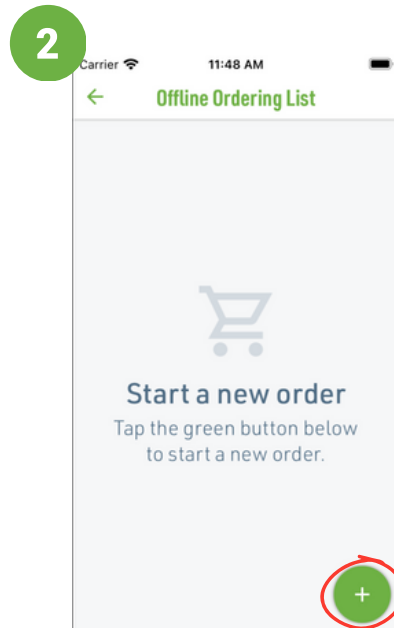


Offline Ordering Guide

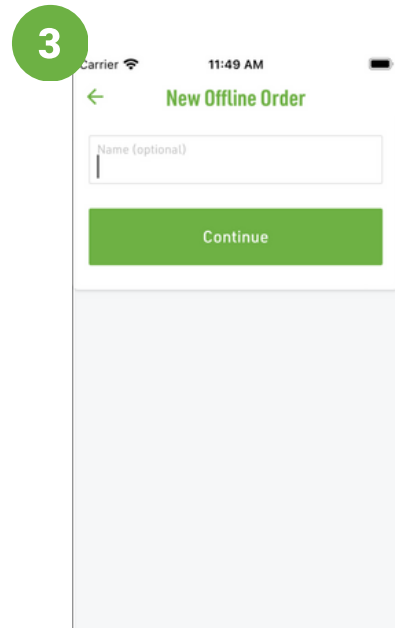
Entering Offline Orders



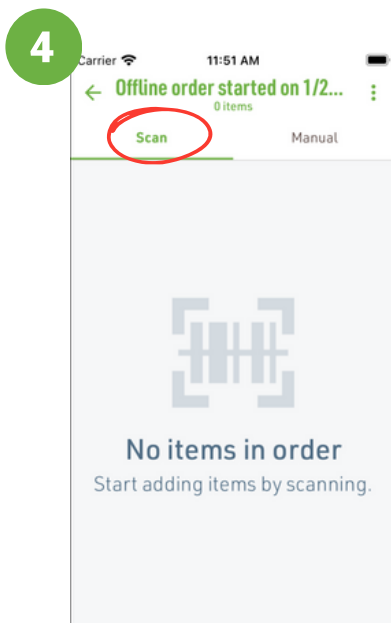
Tap "Offline Ordering."



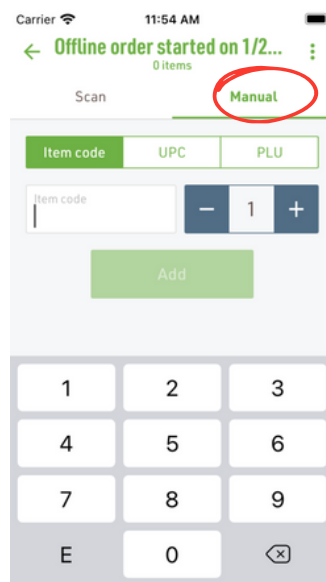
Tap the green plus icon to start an order.



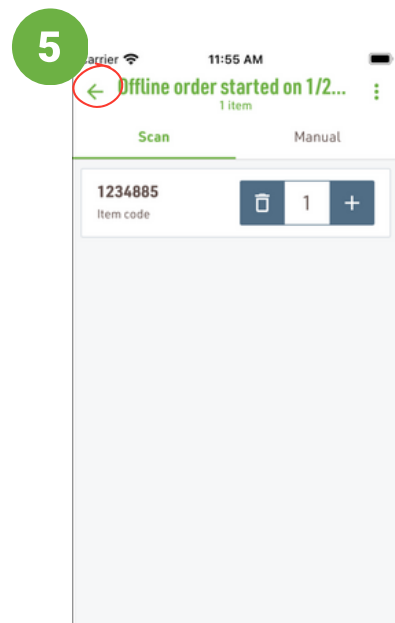
Name the order using your store number and the department that the offline order is for.



Either scan items to add to the offline order...



OR add items manually by entering their item code, UPC, or PLU.



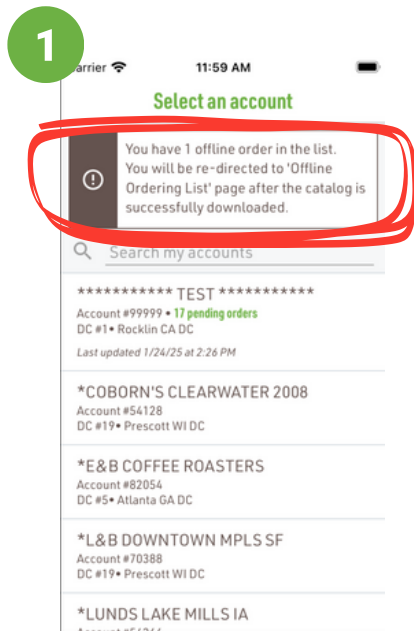
When done adding items, tap the back arrow to be taken back to the main offline ordering screen.



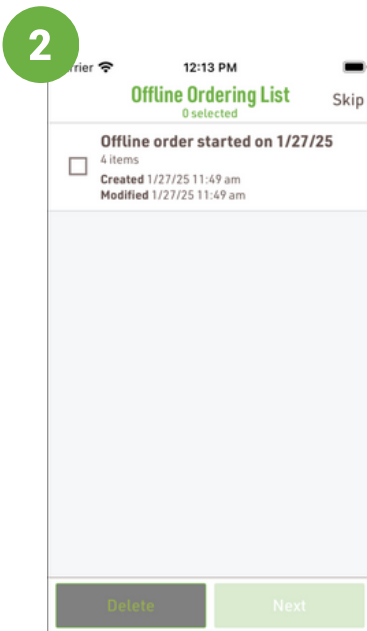
Offline Ordering Guide

Resolving Offline Orders

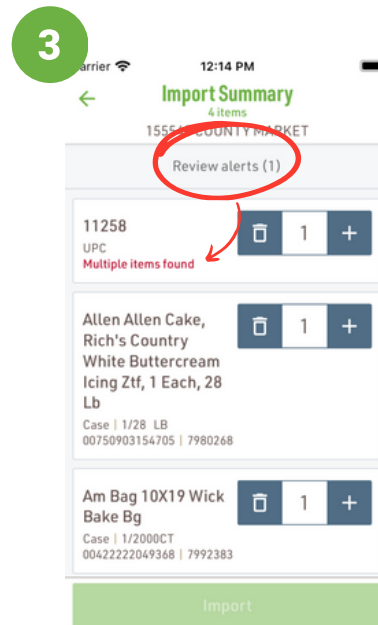
After you're able to connect to Wi-Fi or a hotspot, login as normal.



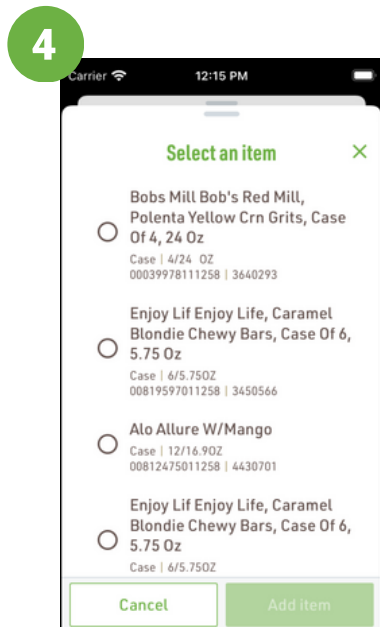
You will notice a notification regarding your offline order. **Select your store as you normally would.**



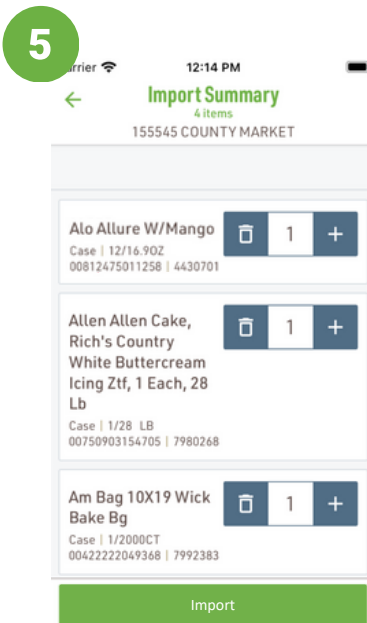
You will be prompted to import the offline order. **Select the order and tap "Next."**



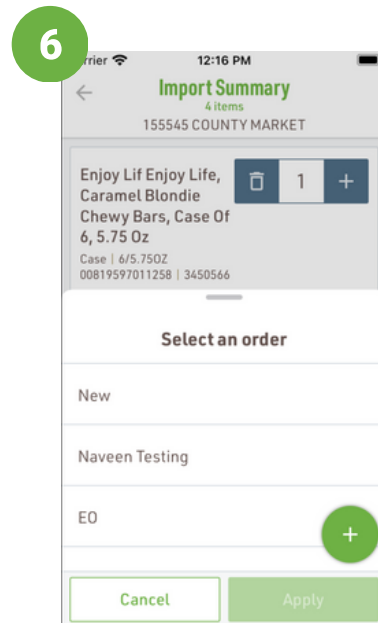
If there are alerts to review, select the item with the alert.



Select the appropriate item and tap "Add Item."



You'll be taken back to the Import Summary screen. When there are no more alerts, tap "Import."



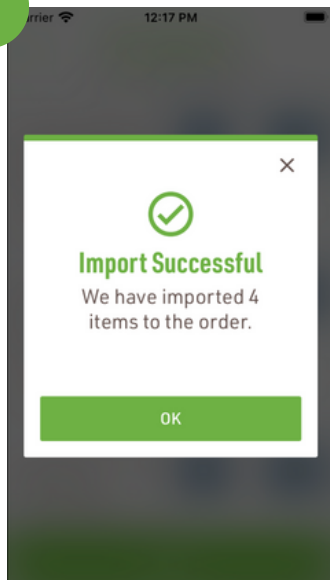
Select the order to import the list to or create a new one. Then, tap "Apply."



Offline Ordering Guide

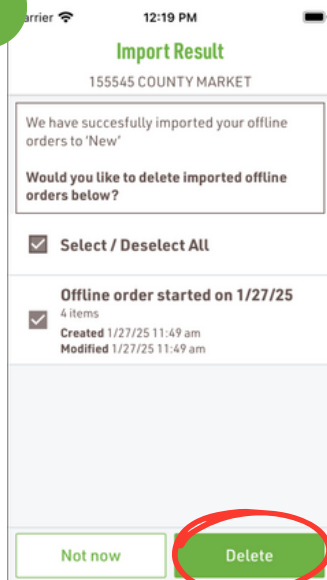
Resolving Offline Orders

7



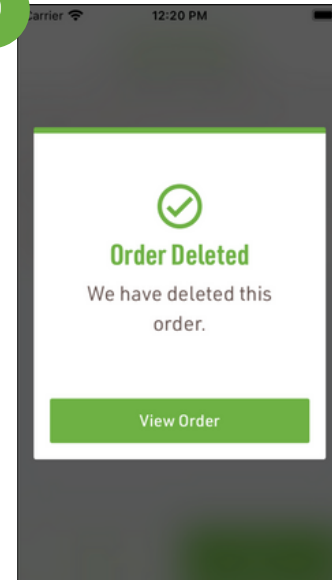
You will see this Import Successful alert. **Tap OK.**

8



IF you see this screen, delete the offline order.

9



You will be alerted that the offline order was deleted. **Tap View Order** and proceed with normal steps to submit an order.