

# Southco – Opticon Ordering Device

## Instructions – Enter Account Number

### 1. Collect Data (Placing the Order)

1) **Check for an existing order** – From the Southco menu, choose 2. Review – if you see a number followed by your account number and OR, there is an order in your device. This could be an order from a previous week that did not get deleted from the machine. To delete the order, press the CLR key return to the Southco menu and select 5.Utilities. Then select 2.Application and then ENT to select 1.Delete Orders. Press ENT to delete All Orders and then press the F1 key for Yes. Press CLR to return to the Southco Menu .

- 1) To begin the order - select **1. Collect Data** and press **ENT (Enter)**
- 2) Select order and press Enter
- 3) Enter the Customer Number – **Make sure that you enter the correct number with no extra digits! If you enter the wrong number , the order will not be processed.**
- 4) Scan Item - The SCAN circle button in the middle . You may scan the shelf tags or the product UPC codes. Also, use the key-pad to enter the 6 digit Southco item number then press ENT (Enter) . Use the numbers on the keypad to adjust the quantity to order. (notice item information)

Also notice at the bottom of the screen additional information which includes – Item History (F2), and Order Total (F3). You may also delete the item (F1) and/or order a tag for the item (F4).

2. Continue your order by scanning the next item (or) when finished with the order, press ENT (Enter) to save the last item scanned. Press CLR to exit the order. You will see a prompt asking if you want to check the Top Sellers List. ENT for Yes and CLR for No. If you choose Yes, you will see the Top Selling items that are not on your order already. You may choose to add selected items or all Top Sellers to your order.
3. Press CLR (clear) to exit order.

### 2. Review - Review the Order, Place Shelf Tag Requests, View Item Information

- 1) To Review- select **2. Review** and press **ENT (Enter)**
- 2) Select the order you want to review and press Enter
- 3) Review the item information (Notice the number of different items in your order are found at the bottom right of the screen, above the bottom menu bar. Use the Q1 and Q2 Arrow keys to the left and right of the SCAN button to scroll through your order.

### 3. Send Your Order to Southco

- 1) To Send your Order- select **4. Connect**
- 2) Always select **3. Send/Update**
- 3) Press **1. All Orders** (typically this is the option you would select) or **2.Select Order** if you have more than one order in the machine and only want to send one of them.
- 4) Press ENT - you will see Creating Output File
- 5) Place the machine in the Cradle - (make sure that the line is not in use)
- 6) Press ENT to connect

If you need assistance, please contact Southco at 1-800-969-3172.

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## Features



### **Detailed Item Information**

Item Number, Qty Ordered, Pack, Size, Suggested Retail Price, Cost, Item History, Order Shelf Tag

### **Detailed Order Information**

Order Totals, Suggested Retail Price of Order, Cost of Order and Profit Margin  
Three types of Orders – Regular, Tag Order, Replenishment Order (if you choose to use Replenishments, this will need to be set up for you . Contact the IT department if you are interested in Replenishment ordering or go to this page on the Southco Website – [www.southcodistributing.com/replen.asp](http://www.southcodistributing.com/replen.asp)

Regular Orders – Most customers will use this option

Tag Orders – Choose Tag if you only want to order tags. Tags can also be requested for items while you are doing your regular order and while reviewing your order – After the item is scanned, select the F4 key. You will notice TG:Y when you select F4. Otherwise it would remain TG:N.

### **Top Sellers**

Top Sellers are the items that your store averages at least one unit per week. The quantity will default to the amount based on your last 10 weeks of purchases. Choose F4 to view all your top selling items that are not currently on your order. You may choose to add individual items or all top selling items.

### **Price Check**

Scan item to view detailed pricing information . This does not add the item to your order. However, you may add the scanned item to your order if you select that option.

### **Email Order Confirmation**

Provide us with an email address to receive an email confirmation of your order including a copy of the order to review.