



user GUIDE

Intuitive
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Powerful

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Electronic Customer Ordering at it's best

Creating and
transmitting orders
is easier than ever
with Church Point and MOBI

MOBI
[ECO]
SYSTEM
MOBILE SOFTWARE



user GUIDE



NOTES

For questions regarding scanner operation, call your Church Point representative **Toll Free 800-960-1106**

Tech Support

Amber Ext 246
Winthrop Ext 238

Church Point Customer Service

Danielle Ext 293



create an ORDER

1. Collect Data

[col·lect da·ta] –

Gather information for weekly order from Church Point by simply scanning, or keying in, UPC's, item numbers, or shelf tags. Then enter quantities, connect, transmit, receive your order.

press 1

PRESS 1 to begin collecting data to create an ORDER



scan an ITEM

Scan Items

Use products UPC's, or shelf tag labels, or key in item numbers and PRESS ENT. Use one method, or all 3.

To see previously scanned items, use the UP/DOWN keys to navigate the screens. PRESS Q1▼ move down the list, and Q2▲ to move up.

Point the top of the scanner at a UPC or shelf tag, then PRESS the center SCAN KEY to begin collecting data to create an ORDER



scanned ITEM



Item Description

From this Item Description screen, verify you have scanned the correct item.

See more detail for this product by pressing **F1**. To see history related to this product, press **F2**.

Press **F4** to see totals (including cost and margin for this item, as well as the entire order), to delete this item, to order a TAG for this item, or to edit the SRP.

To accept QTY 1 of this item, simply scan the next item.

To change the QTY, PRESS the desired number, then ENT.

create an ORDER



Collect Type

Choose the type of order you want to create. A regular order, just new shelf tags, or a credit.

press 1

PRESS 1 to create an ORDER

compare ORDER

Compare Order

From the SCAN ITEM screen, Press **F3** to compare your order to your Top Sellers list. What you'll see is a list of the top 25 items that you typically purchase, that are not on your current order..

From the Top Sellers list, you are able to see details on each item, and by Pressing **F4=Add All**, quickly add items to your current order. By default, when adding items from the Top Sellers list, the QTY ordered will be the calculated average qty for that item.

Press CLR to return to MAIN MENU to transmit order.



send an ORDER

Connecting

You have the option of just 'sending in an order', or just 'getting an update' or both.

To SEND an order, PRESS 1



send an ORDER



Send Type

Before transmitting, choose the type of data you'll be sending. **ORDERS** or **TAG** **ORDER** or **CREDITS** or **ALL**.

PRESS 1 to SEND an ORDER.

You'll be prompted to place the scanner in the modem cradle, ENT to continue.

Once the **ORDER** has completed the transmission, a confirmation number will appear on your screen. This is your signal that the order has reached Church Point and you will receive your order on your next delivery day.

send an ORDER



4. Connect

You've scanned or keyed in your entire order. Now it's time to transmit that order to Church Point.

From the MAIN MENU, PRESS 4 to CONNECT

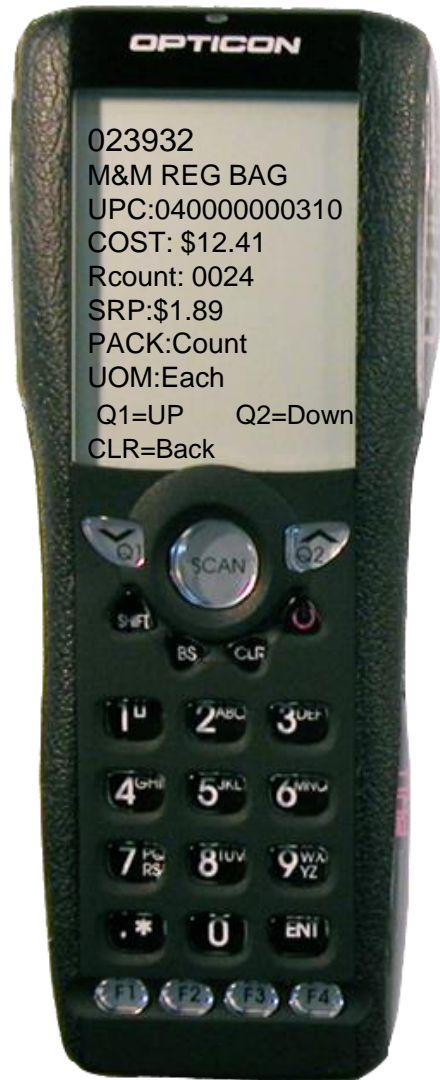
price CHECK

3. Price Check

From the MAIN MENU, Choose PRICE CHECK mode to simply lookup the price and detail of any item.

To see more product detail, use the UP/DOWN keys to navigate the screens. PRESS Q1▼ move down the list, and Q2▲ to move up.

From the MAIN MENU, PRESS 3. PRICE CHECK, then SCAN an item



create a CREDIT

Generate a CREDIT

You can do credits on the scanner, showing pre-determined reason codes.

From the MAIN MENU, PRESS 1. COLLECT DATE, then PRESS 3. CREDITS.

Next, scan item to return. Enter QTY, ENT, then reason code number, then ENT.



review an ORDER



2. Review

Review your order anytime by simply returning to the MAIN MENU, Pressing 2. Review, then choosing which type of order you wish to review (Order, Tag, Credit).

Use the UP/DOWN keys to navigate the screens. PRESS Q1▼ move down the list, and Q2▲ to move up.

request a TAG



Order a new TAG

If you want to request a new shelf tag for an item missing a tag, or to replace a damaged tag, or for a new item, use your scanner to order the tag.

From the ITEM DESCRIPTION screen, PRESS F4 for additional options, then Press 3. Tag (or 4. Tag with SRP). You will be returned to the Item Description screen. You'll see that beside the T: the next letter is now Y (for yes) or S (for SRP).

get a CONFIRM

Confirmation

Transmitting your order is an easy process, but knowing that the order has been received by Church Point can sometimes be a mystery. Not any more! Once your order has been transmitted and received by Church Point, your scanner will display a confirmation message.

Confirmation displayed after transmitting order



item/order TOTALS

Order Totals

The scanner will show you your cost for the products you are ordering, your SRP and your margin. These totals show for both the current item, and the whole order.

From the ITEM DESCRIPTION screen, PRESS F1



high qty ALERT



High QTY Alert

If you accidentally type in a large quantity, the scanner will notify you and ask if you really want to order such a large quantity.

DISCONTINUED ITEMS



Discontinued Items

If you scan a product that has been discontinued, the scanner will notify you and list a substitute item if one is available. You will then have the option to order the sub item or use the deleted item.