entrée.NET

Software for the Food Distribution Industry

Pop-Up Catalog System Guide

Table of Contents

Chapter 1

Contact NECS

1 Contact NECS

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- For information about current NECS software training classes use this link: **necs.com/training.php**

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Chapter 2
License Agreement

2 License Agreement

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Chapter 3

entrée.NET Pop-Up Catalog Features

3 entrée.NET Pop-Up Catalog Features

The entrée.NET Pop-Up Catalog add-on module option is available for food distributors that already have a business website they love but would like to easily add their product catalog to this website.

The Pop-Up Catalog will not provide Internet-based ordering it will only provide an online product catalog for customers and salespeople to find items and see product information without prices.

Your System Administrator will have access to the Website Only version of **entrée.NET** to control the limited options available for the entrée.NET Pop-Up Catalog web pages.

When the Pop-Up Catalog web page is first displayed you can set the default view to "By Class" as seen here. The Pop-Up Catalog will have your company logo at the top and your address and contact information along the bottom of the page.

From this point your customers and salespeople can easily use the menus to view, search and sort through your product catalog.

Customers can view the Item Details information for each product in your catalog.

Since the Pop-Up Catalog will not show item prices customers will need to contact you to get current pricing information.

The item's information comes from the main **entrée** system Inventory Maintenance file and will be kept updated as entrée items are updated and exported.

The Pop-Up Catalog can be loaded with images for Class, Brand and Items as seen in the image above, or can be a text based website as seen in the Will Poultry Company's Pop-Up Catalog image.

In the example below the Shop Now feature has not been activated yet by the company. Once the Featured Brands are set up in entrée.NET the **Shop Now** area will be populated.

* Image from the Will Poultry Company's Pop-Up Catalog

Contact NECS

If you would like more information related to pricing or a specific quote for your company's needs, please contact the **NECS Sales** by calling **800.766.6327** or email **sales@necs.com**.

Please visit our website at **necs.com** to learn about our other add-on modules, products and services.

Product Features Overview

The entrée.NET Pop-Up Catalog features include:

- **Search Options**
- **View Options**
- **Sort Options**
- **View Item Details**
- **Shop Now** for Featured Brands

3.1 Search Options

Your customers can use the Search drop down menu options, add their word to the **Enter Search Terms** text box and click the Search button to find specific products in your catalog.
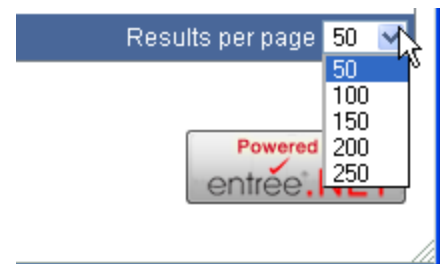
Search menu options include:

- All (default)
- Item Description
- By Class
- By Brand
- Item Number
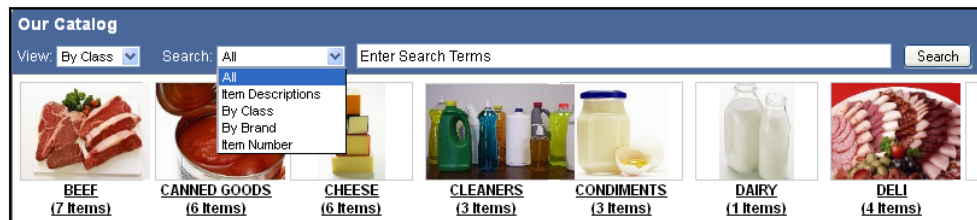
Setting Results Per Page

In the bottom right corner of the web page customers can control the number of results displayed on the page by selecting a number from the **Results per Page** drop down menu.

In this search example we are searching through All items for the word "cheddar".

The results of the search for "cheddar".

3.2   View Options

Customers will use the View drop down menu to select how they want to see your product catalog displayed.

View menu options include:
- By Class (default)
- All Items
- By Brand

View Examples
For classes, brands and items you can choose to assign images in entrée that will be displayed in the Pop-Up Catalog. You will run the Export to entrée.NET option in the entrée Invoicing menu to load the items, classes and brands into your catalog.

Notice that when the display images option has been enabled for your Pop-Up Catalog and you do not assign images in entrée the "No Image Available" icon will be displayed.

View By Class with Images
The class image comes from the main entrée system Class Maintenance file.

View By Class without Images

Image from the Will Poultry Company's Pop-Up Catalog

View By Brand with Images
The brand's image comes from the main entrée system Brand Maintenance file.

View All Items with Images

The item's image and item detail information come from the main entrée system Inventory Maintenance file.

View All Items without Images

Image from the Will Poultry Company's Pop-Up Catalog

3.3   Sort Options

Your customers can click on any underlined column header and sort the items on the web page by that field. Click the same column header again and the sort will reverse sort by that field.

Columns that you can sort the Pop-Up Catalog items by are:
- Item #
- Description
- Brand
- Pack Size
- Unit

3.4   View Item Details

When a customer clicks on an item's underlined <u>Description</u> field....

the Item Details information exported from Inventory Maintenance in the **entrée** system will be displayed.

This is an example of Item Details displayed without the item image.

Image from the Will Poultry Company's Pop-Up Catalog

3.5 Shop Now Feature

The Shop Now feature in the upper right section of the web page has a rotating slide show of Featured Brands from your catalog. Your System Administrator will have access to **entrée.NET** to change Featured Brands as often as you like.

When a customer clicks on a brand image or the Shop Now link the items in that brand will be displayed.

What is the Process for Creating a Pop-Up Catalog?

1. Once you purchase the **entrée.NET Pop-Up Catalog** a Software Engineer from NECS will contact you to extract your inventory file data from **entrée**, load your catalog and create your Pop-Up Catalog web page.

2. When the Software Engineer has completed their work you will be contacted and provided the URL for your Pop-Up Catalog web page.

3. Your Web Designer will then add the URL as a link somewhere in your existing business website.

4. If you *only* have the **Pop-Up Catalog** add-on module NECS Technical Support personnel will provide you with the Sign In page URL so you can access your **entrée.NET Website Only** version. Here you can update settings, options, logos, Featured Brands and the color theme of your catalog.

Topics to assist with managing a website **Pop-Up Catalog** will be covered next. They include:

- **entrée & Adding Images**
- **entrée Inventory File .NET Tab**
- **entrée.NET Settings**
- **entrée.NET Options**
- **entrée.NET Website Tab**
- **Exporting Updates from entrée**
- **entrée.NET Scheduler Exports**

Chapter 4

entrée & Adding Images

4   entrée & Adding Images

Customers like to see what they are buying and using images in your Pop-Up Catalog will make it more visually appealing to customers visiting your website. You can add images to your inventory items, classes or brands in the main **entrée** system that will be exported and displayed in your Pop-Up Catalog.

Getting Images into the Pop-Up Catalog

Adding images in **entrée** should ideally be completed before you update the **entrée.NET Settings** and options for the Pop-Up Catalog.

Your options for the Pop-Up Catalog are:

- **Text Only** - If you would like a text-based catalog at this time be sure to disable the **entrée.NET Options** to display these images by setting the options to "No". Then proceed to the **entrée.NET Settings** chapter to select your options and settings. You can always add images later.

- **Display Existing Images** - If you already have images for class, brands or items in the main **entrée** system you can choose to display any of these images in the catalog using the **entrée.NET Options**.

- **Add Images** - If you have no images in **entrée** and would like to add images to your catalog now the quickest and visually the most effective method is to add Class images using **entrée** Class Maintenance. See the information about sources for images later in this chapter.

Here is a brief overview of the procedure to add class images:

  I.   You must first define all your classes and import class images in Class Maintenance in the main **entrée** system. See the NECS **entrée** System Guide 2.9 Class Maintenance or online at **http://www.necs.com/knowledgebase/** for information about adding classes and their images.

  II.   Then you must assign the classes to items in Inventory File maintenance using the Class field drop down menu in the Item Information area at the top of the screen.

  III. Then run the the **Export to entrée.NET** to get the new classes, images and item information into **entrée.NET** and the Pop-Up Catalog.

In the **entrée** File menu use Class Maintenance to add images to your classes, Brand Maintenance for your brands and for items use the Misc2 tab of Inventory File Maintenance.

If you do not assign an image for an item, class or brand the "No Image Available" icon will be displayed.

Related Topics in NECS entrée System Guides

- See the NECS **entrée** System Guide Inventory File Maintenance chapter for information about adding item images.

- See the NECS **entrée** System Guide Brand File Maintenance chapter for information about adding brand images.

- See the NECS **entrée** System Guide Class Maintenance chapter for information about adding class images.

- Or use the interactive online **entrée V3 System Guide** at **http://www.necs.com/knowledgebase/** to or the **entrée V4 SQL System Guide** at **http://necs.com/eV4SQL_KB/** to quickly access the chapters mentioned above.

Sources for Product, Class & Brand Images

Images can be found in your **entrée** system, using search engines, in websites on the internet, in a product manufacturer's website or you can take your own pictures of products in your warehouse.

- **Visit the Product Manufacturer's Website**

Frequently major manufacturers have item and brand images available in their websites for the media and businesses to use without any cost. There are usually restrictions about how the images are used and modifications of these images are typically not allowed. Follow these steps to find those manufacturer's images.

1. Select a product check the label for the website information or use a search engine to find the company or brand website.

2. Once in the web site look for these keywords like these in their website menu; Press Room, Public Relations, Media, Images, Media Downloads, Image Library, Multimedia Assets, or Brands.

3. Follow any download instructions on the website. Be sure to take note any information about copyright and instructions on the reuse of these images.

    If there are no instructions on the website follow this procedure:

    a. Click on the desired image format link. The image will open in your browser.

    b. Right click on the image and select Save Picture As from the options list.

    c. The Save Picture dialog box displays.

    d. Select the folder on your computer where you will store your product image files.

    e. Click Save.

    f. Now go to Class Maintenance, Brand Maintenance or Inventory Maintenance to import and assign the image to a class, brand or item in **entrée**.

Note   **Remember it is your responsibility to make sure you do not violate the manufacturer's copyright.**

- **Take Your Own Pictures**

Using a digital camera you can take pictures of the products in your warehouse that can be imported into the entrée system. When you take your own pictures you own the images and can control what is in the picture uploaded for a product.

Although images of any resolution are supported, it is recommended to use 640 x 480 resolution to save hard disk space and cut down on the amount of time it takes to upload the images to your entrée system.

1. Create 3 folders on your computer called "Product Images", "Brand Images" and "Class Images".

2. Once you have taken pictures with your digital camera drag and drop or copy the image files from your camera SD card to the proper images folder.

3. Now you need to edit the images in whatever photo editing software you have on your computer. Try to crop the picture so only the product, brand or class object is in the image. Be sure to re-size images to 640 x 480.

4. Save the edited image files with a descriptive name, for example; Heinz ketchup bottle, Tyson Brand, or Pork Class. This way it will be easy to match the images with your items, classes and brands when you import them to **entrée**.

5. Go to Class Maintenance, Brand Maintenance or Inventory Maintenance to import and assign the images in **entrée**. If classes or brands are not already defined in the **entrée** system you can create them at this time.

6. Then you can assign the brand and class to your items in Inventory File maintenance using the Brand Name and Class drop down menus in the Item Information area at the top of the screen.

7. Now manually run the **Export to entrée.NET** detailed in the **Exporting Updates from entrée** section of this guide. Be sure to check the **Resend item and class images** check box and the new images will display in your Pop-Up Catalog.

4.1   entrée Inventory File .NET Tab

The options related to the entrée.NET Pop-Up Catalog add-on module In the Inventory File **.NET** tab includes the "Exclude item from export" and the "Exclude item from public website catalog" options.

entrée V3 .NET Tab

- **Exclude item from export -** To exclude any of your inventory items from export to the entrée.NET system, Electronic Order Pad and the Pop-Up Catalog check this option on the item.

- **Exclude item from public website catalog -** Since you may not want every item you sell to be shown, this option has been added to the ".NET" tab and can be used to tailor the items listed in your Pop-Up Catalog or public website catalog.

  When this option is checked that specific item will still be listed during order entry for salespeople and for logged-in customers in **entrée.NET** and the Electronic Order Pad, but these items will not be listed in your **entrée.NET** public website catalog or the Pop-Up Catalog.

entrée V4 SQL .NET Tab

· **Restricted Item**
Define items to be "restricted", as a general rule, from **entrée.NET**, so that they will not appear to the customer when they are placing their order online, searching for items, etc.

What makes this enhancement unique is that if the customer does have the item defined in the Customer Special Price/Standard Order file, they will still be allowed to purchase it, and it will be displayed to them when placing an online order.

You can use this feature for situations such as a special order item, that you purchase for a specific customer (or group of customers), that your normal customer base is not allowed to order. An item may be set as restricted by checking the box for "Restricted item".

· **Allow item to be sold at $0.00**
Setting this option on the item allows it to be displayed in **entrée.NET** and added to an order with no price. For salespeople this will also allow them to change the price for the item to $0.00 even if a valid non-zero price was calculated by the system.

Support for this feature is enabled by default in **entrée.NET** and **Electronic Order Pad.**

In **entrée.NET** option **# 80 Prevent sale of items marked as 'Allow item to be sold at $0.00'** option will disable this feature globally or on a per-user basis in **entrée.NET** and the **Electronic Order Pad**.

Order Entry Section
· **Enable .NET Min / Max Quantity Warning**

For your customers placing online orders with **entrée.NET**, you can now define a "minimum" and "maximum" item quantity that they are allowed to order. This feature will allow you to enforce minimum order quantities for specific items and maximum order quantities.

For specific items the minimum and maximum quantity numbers must be defined in entrée by following these steps.

1. Find the item in the Inventory file.
2. Click the **.NET tab**.
3. Enter the **Min Qty** and **Max Qty** values.
4. Next you must enable the min/max feature in **entrée.NET** and the related system option **# 37 Display min/max quantity warnings.**

Item Tags

The "Item Tags" feature provides an alternative method for grouping items in the **entrée.NET** system which is independent of their "Class" values. This feature could be used to identify all Kosher or Gluten-free items regardless of how they are normally classified in **entrée** itself. Any item may have multiple tags associated with it.

Item Tags are assigned to items using the Item Tags search feature pictured above. The tags list works similar to "Class" where defining a new tag will automatically add it to the list of available tags used in the search.

Click the search icon 🔍 then click on an item tag in the list to select it > click **OK**.

In the **entrée.NET Options** *General* section the **# 30 Display item "Tags"** option must be set to **Yes** to view item tags.

Creating New Item Tags

entrée V3 Use menu path: **File** > **Item Tag Maintenance** > **List Management** dialog box will display.

entrée V4 SQL Go to the **Add-Ons** ribbon menu and click the **entrée.NET** menu arrow and select the **Item Tags** option.

Make your selection above and then you must Export to Update the Pop-Up Catalog

Once you have completed marking individual inventory items for exclusion you will need to export this updated inventory data to **entrée.NET** and the **Pop-Up Catalog**. See the **Exporting Updates from entrée** chapter for details about these export processes.

Chapter 5
entrée.NET Settings

5   entrée.NET Settings

Once the use of images in the entrée.NET Pop-Up Catalog has been addressed you can proceed with any setup that may be required in **entrée.NET.**

Accessing entrée.NET
If you *only* have the **Pop-Up Catalog** add-on module NECS Technical Support personnel will provide you with the URL to access your version of the **entrée.NET Website Only** system.

entrée.NET is where you will perform setup tasks once your Pop-Up Catalog web page is ready to go live.

Sign In
The first time you login to **entrée.NET** the setup wizard will prompt you for basic account settings and to upload your company logo.

Once setup is complete you will sign in to your entrée.NET system using your username and password whenever a change needs to be made.

The Sign In image here comes from the Will Poultry Company's version of entrée.NET for their Pop-Up Catalog.

Settings Tab

The first task in **entrée.NET** for the System Administrator updating the **Settings** tab in **entrée.NET**.

The **Settings** tab is comprised of buttons along the left side of the screen for General and Options settings. Each of these sections and their settings will be described in this chapter. Currently the Ads options are *not* available for the Pop-Up Catalog.

General Section

- **Account -** Distributors have the ability to change their **entrée.NET** login password in the **Settings** tab.

1. In **New Password** field type your new password.
2. Click **Save Settings.**
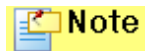
 Changing your password here will **require** you to do the following before you can interact with the main **entrée** system again.

1. Login to **entrée** and run the **entree.NET Export Utility**.
2. Then login to **entrée.NET** with your new password.

- **Email Notifications -** You will need to enter your email addresses in 2 boxes. The first box is used to receive **entrée.NET** systems notifications and in the second box specifies your "From" email address. You may provide multiple email addresses for both entries by separating them with a semicolon.

1. Type your email addresses in the Order and System Notification box.
2. Type your email addresses in the "From" address box.
3. Use only a semicolon between each email address.
4. Click the **Save Settings** button above before continuing your updates.

- **Website Address Settings -** This option allows distributors to enter their main business website address to redirect customers to when they sign out of their business website.

Website Address Settings

Enter the full and exact address of your website below.

http://www.willpoultry.com/

This setting is intended for distributors who have a website that is *not* part of their **entrée.NET** plan and would prefer to redirect customers to their business website instead of returning them to the entrée.NET Pop-Up Catalog web page.

- **Company Logo -** Your company logo will be displayed on all the pages in your **entrée.NET** system and in your website sign in page or your order entry login page. Acceptable image file formats are JPEG, GIF and PNG. Any size file will be accepted as it will automatically be scaled down to fit.

Company Logo

Supported image formats are JPEG, GIF and PNG.

entree-necs.png   Browse...

Upload Logo

1. Click the **Browse** button and locate your logo image file on your computer.
2. Click on the logo file name in the File Upload window then click **Open.**
3. The file will appear in the image box then click the **Upload Logo** button.
4. Your logo will now appear in the company logo section and in the top left corner of your **entrée.NET** page.

- **Theme -** Change your color theme for **entrée.NET** whenever you like. Just select a color from the Theme drop down list**.** Choose from the colors shown below starting from the top row left side; aqua, blue, cream, gray, lavender, lime, mint, peach, pink, purple and red.

1. Click the down arrow to make a selection from Homepage style drop down menu.

2. Click **Save Settings** button above.

- **Homepage -** If you purchased the website with all **entrée.NET** features, you will need to make a selection to control what your customers see when they visit your **entrée.NET** system.

1. Click the down arrow to make a selection from Homepage drop down menu.

2. You will select **Show my website** because you do not have the full version of **entrée.NET**.

Note Click on **Show the order entry login page** only if you have the full version of **entrée.NET** with customer order entry.

- **Timezone -** Select your **Time Zone** from the drop down list and click **Save Settings** button above.

5.1 entrée.NET Options

You need to set the options for the entrée.NET Pop-Up Catalog as soon as you have access to **entrée.NET**. The options are very limited for the Pop-Up Catalog and will not take much time to update.

Options Section

- **General -** If you have images assigned for Class in Class maintenance, or Brand in Brand maintenance or Item in Inventory maintenance in the main **entrée** system you can enable the display of only those images in your catalog by setting the display option to "Yes".

    - **Display item images -** Turning this option off will prevent the display of item images.
    - **Display class images -** Turning this option off will prevent the display of class images.
    - **Display brand images -** Turning this option off will prevent the display of brand images.

Note If you do not have any images in **entrée** or choose not to display images and have only a text-based product catalog set all of these options to "No".

See the **entrée & Adding Images** section of this guide for more information about finding and adding images for class, brand and items to **entrée**.
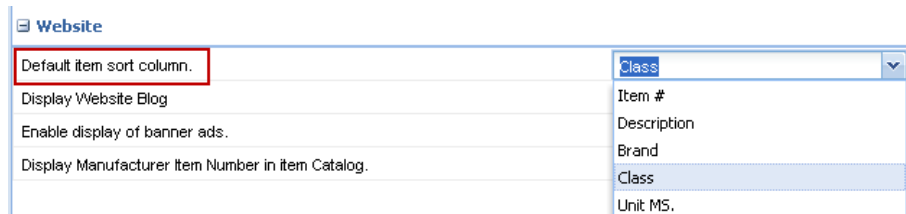
- **Website**
    - **Default item sort column -** Designates the column to use by default when sorting the item listing in the website product catalog. Make a selection from the drop down list. Class is usually the preferred way to sort your catalog.

Note The other options in the Website section are *not* available for the Pop-Up Catalog.

5.2 entrée.NET Website Tab

At this time the options in the Website Tab available for use with the entrée.NET Pop-Up Catalog are limited to Featured Brands and Colors.

These steps must be completed in the main **entrée** system before you can use Featured Brands:

I.   You must first define your Brands in Brand Maintenance in the main **entrée** system. See the NECS **entrée** System Guide Chapter 2.8 Brand File Maintenance or online at **http://www.necs.com/knowledgebase/** for information about adding brands and their images.

II.   Then you must assign the brands to items in Inventory File maintenance using the Brand Name field drop down menu in the Item Information area at the top of the screen.

III. Then you will run the **Export to entrée.NET** to get the new images and information into **entrée.NET** and the Pop-Up Catalog.

Featured Brands

You can select multiple brands to be your "Featured Brands" that will display in the **Shop Now** area of the catalog web page.

The Shop Now feature, located in the upper right section of the Pop-Up Catalog web page, has a rotating slide show of the Featured Brands images you will set up here.

- You can add text and their logo which will be used to represent the brand and their products.
- You can change your Featured Brands as often as you like.
- When a customer clicks on a brand image in the Shop Now area the items in your catalog for that brand will be displayed.

- Once the main **entrée** system updates above have been completed you will follow these steps to create your **Featured Brands** block:

1. Click the **Website** tab. In the Content Blocks list click on **Featured Brands**.
2. The Featured Brands screen will display all the brands currently in the block. Use the **Edit** and **Delete** buttons to manage your brands.
3. Click the **Add New Featured Brand** button to open the Featured Brands dialog box.
4. Select a Brand from the drop down list of from all the brands you defined in your **entrée** system.
5. **Show specials only** – Do *not* check this option if you want **all** the brand's products in your catalog to be listed when the brand is selected.

If you check this option *only* the brand's *specials* will be listed when the brand image is clicked in the Shop Now area.

6. **Image**: Browse, select an image file on your computer and upload a brand image that will be displayed in the Shop Now area slide show and used as the link.

7. **Upload** – To upload an image follow these steps:

   a. You have the option to upload an image or alternate image for the item. The supported image formats are JPG, JPEG, GIF and PNG.

   b. To upload an image for the item: Click the Browse button.

   c. The Open dialog box will display.

   d. Locate the desired image file on your computer. Click on the image file to select it.

   e. Click the Open File button.

   f. Click the Upload File button.

   g. The image file will now be uploaded and display in the image area.

   h. Click the Save button and your website will be updated.

8. **Description**: Enter product or specials information. This text will be used for Website SEO and will not be displayed.

9. Click the **Save** button and your website Featured Brands block will be updated.
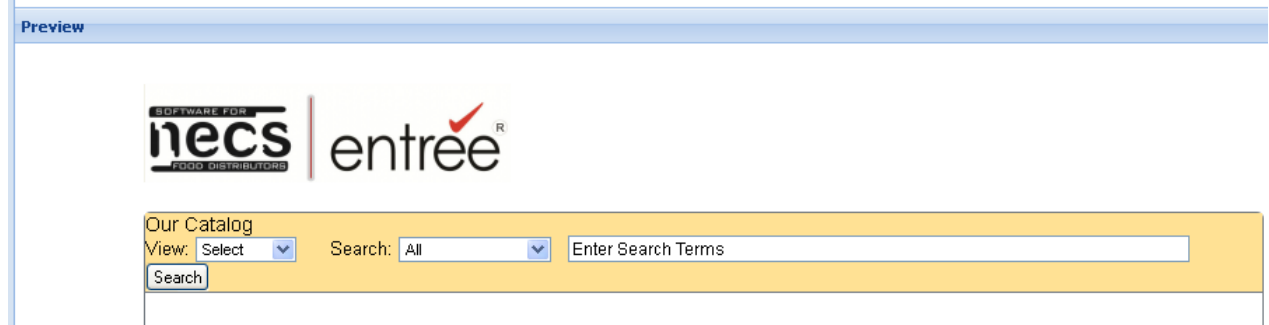
Site Colors

- You have the option to change the color theme of the entrée.NET Pop-Up Catalog.
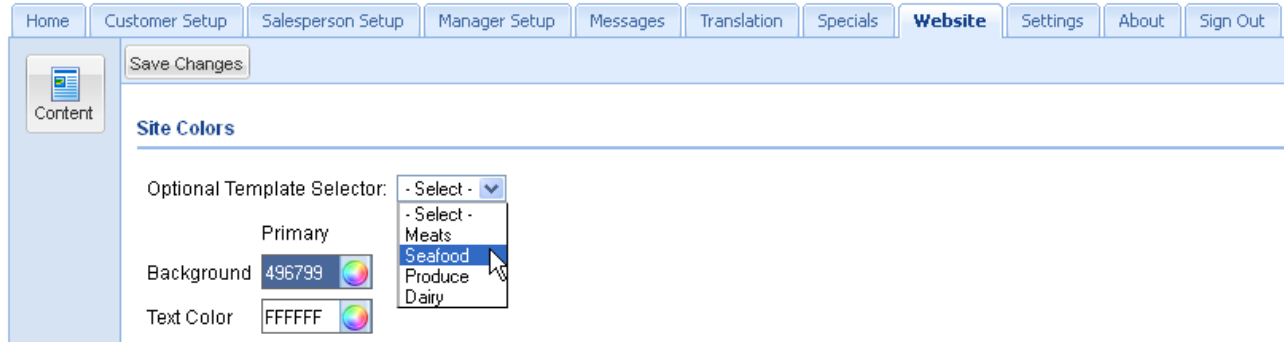
· At this time you can select from the 4 color themes in the Optional Template Selector as shown below.
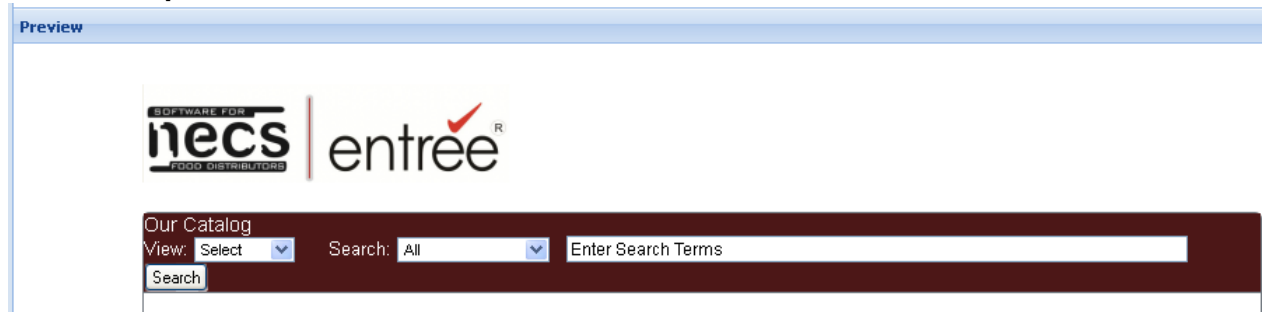
Dairy Template

Meats Template
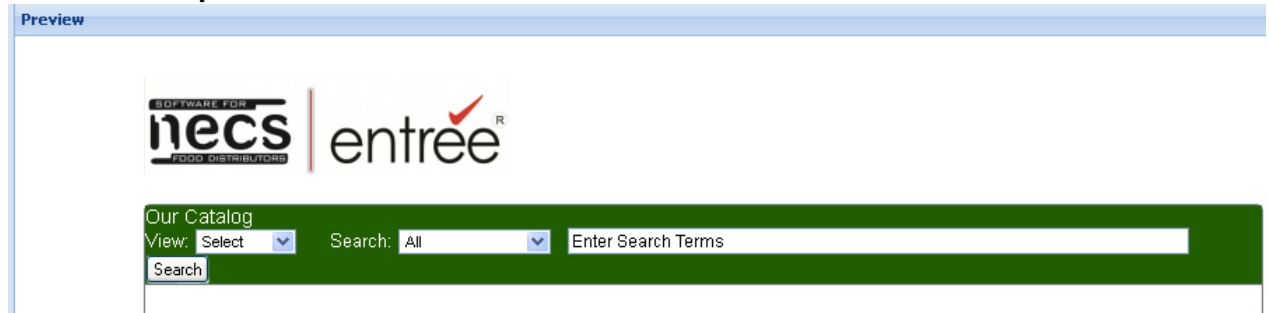
Produce Template
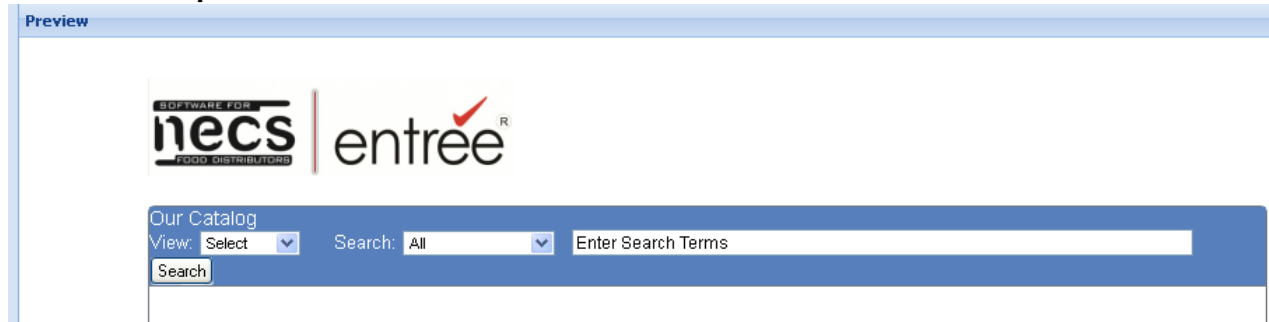
Seafood Template

- **How to select colors for your Pop-Up Catalog web page.**
1. Click the **Website** tab, and then click the **Colors** button.

2. Use the **"Optional Template Selector"** drop down list to select a website color theme from the four pre-defined styles as shown above.

   Or you can use the **Site Colors** section **Background** and **Text Color** options to select colors from the drop down palettes. If you have specific colors that your company uses, your can enter the RGB values for the colors in the option box. The RGB values are displayed in the color box after you select a color from the palette.

3. In the Palette the location of the cross hair is the color that is selected. Use the scroll bar on the right to change the intensity of the current color palette.

4. The **Home** page will be displayed in the **Preview** section below. As you change the colors of the various page elements the display will update and show you the new color scheme.

5. When your color changes are complete, click the **Save Changes** button to update your Pop-Up Catalog.

Chapter 6

Exporting Updates from entrée

6   Exporting Updates from entrée

- All information for your entrée.NET Pop-Up Catalog comes from and is maintained in the main **entrée** system.

- In **entrée** use Class Maintenance to add classes and their images, Brand Maintenance to add brands with their images and for items use the Inventory File Maintenance to add item images. See the **entrée & Adding Images** section of this guide for more information about finding and adding images for class, brand and items to **entrée**.

- To keep the Pop-Up Catalog data current the Export to entrée.NET must be run periodically. You can manually run the export and set up the **entrée.NET Scheduler** to run updates periodically.

- The **entrée.NET Scheduler** is a utility used to create a daily schedule of automated processes that will export data from the main entrée system into entrée.NET and the Electronic Order Pad. Implementing the Scheduler will make maintenance of the data in your entrée.NET and the Electronic Order Pad systems an effortless process. The scheduler must be run on a computer with Internet access. See the **entrée.NET Scheduler Exports** section of this chapter for instructions.
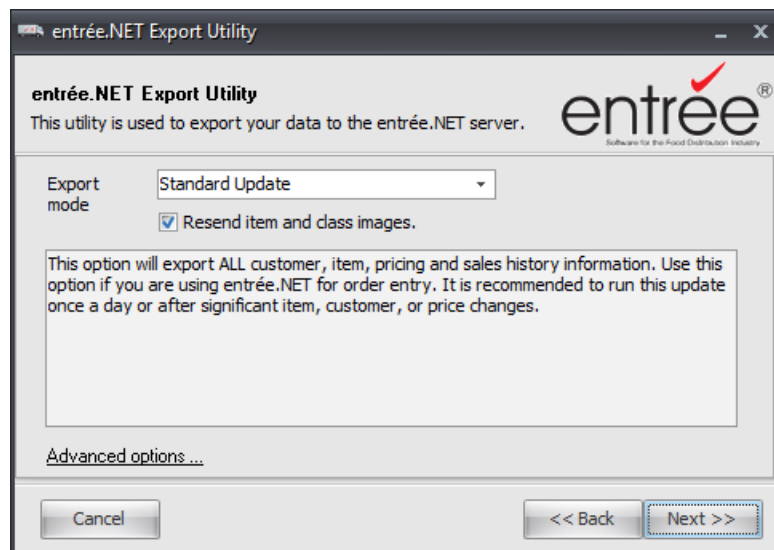
entrée V4 SQL

- **To access the entrée.NET Export Utility:**

1. Go to the **Add-Ons** ribbon menu > click the **entrée.NET** menu arrow > select **Export to entrée.NET**.
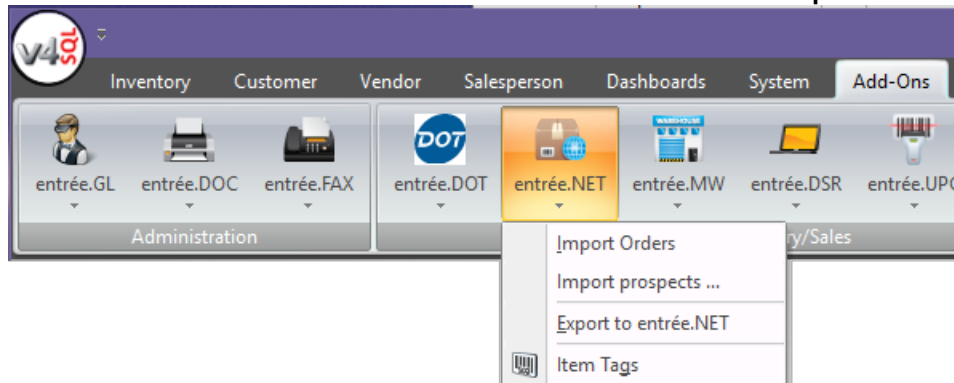
2. Then follow steps 2 - 5 in the **entrée V3** export process that follows.
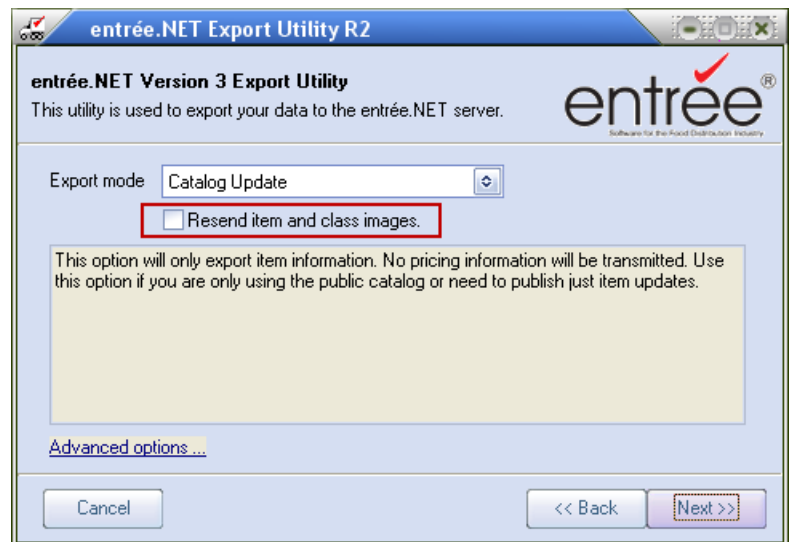
entrée V3

- **Follow these steps to manually run the Export to entrée.NET utility in entrée V3.**

1. Once you login to entrée use menu path:

   Invoicing > entrée.NET > Export to entrée.NET

2. The entrée.NET Export Utility dialog will open. **Catalog Update** will automatically be selected for Export mode since this is the type of export needed for the Pop-Up Catalog.

3. Check the **Resend item and class images** check box if you are using images for item, class or brand.
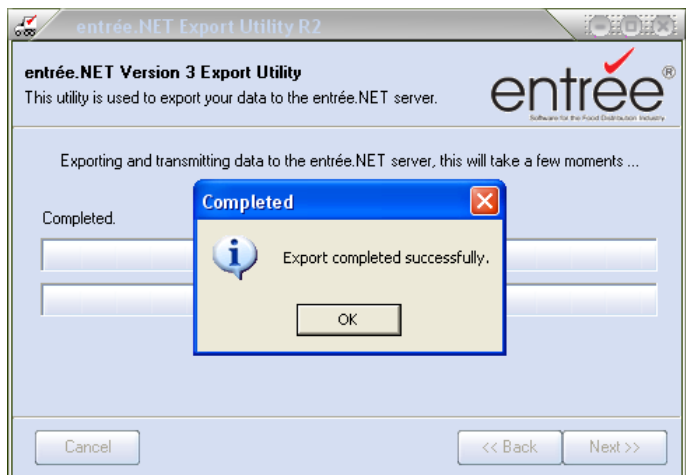
.

4. Click **Next** and the export and transmission processes will run.
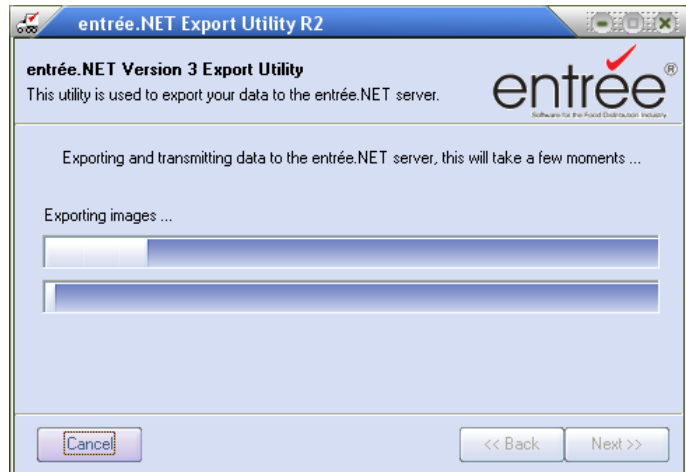
5. When export and transmission are done the **Completed** message box will display.

6. Click **OK**.

    Your Pop-Up Catalog information and images have been updated.

entrée.NET Export Utility Advanced Options

WARNINGS: Do NOT use the Advanced Options unless NECS Tech Support directs you to use it! Use of this option will delete the table data that is checked.

The **Advanced Options** button in export utility allows you to clear out the new change tracking file. Then when you run the export the selected areas will be completely reloaded.
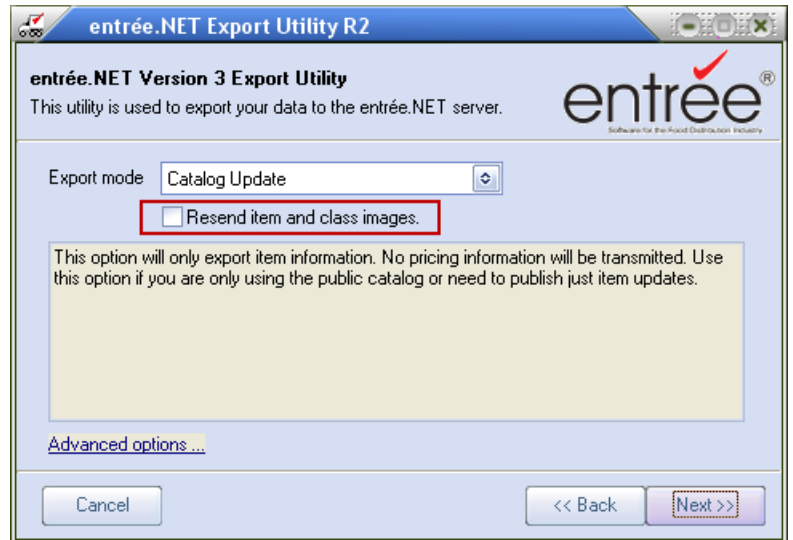
 This process would be a way to remove items currently in the Pop-Up Catalog that have been deleted from the **entrée** Inventory file.

1. Use menu path:

   Invoicing > **entrée.NET** > **Export to**
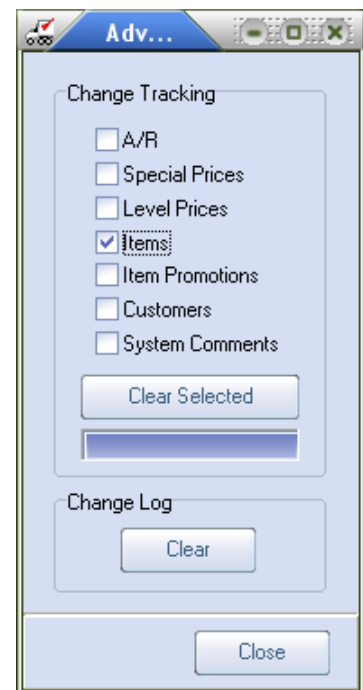   **entrée.NET** > **Advanced options**
   button.

2. Then check the table data in the Advanced Options dialog
   box shown on the right.

   If you *only* have the Pop-Up Catalog you will check **Items**.

   Distributors that also have the **entrée.NET system** can
   select from the other options in the list.

3. Click **Close**.

4. Then for **Export mode** select "Catalog Update" from the drop down list.

5. Check the **Resend item and class images** check box if you are using images for item, class or brand.

6. Click **Next**. The export utility will now begin exporting and transmitting your data.

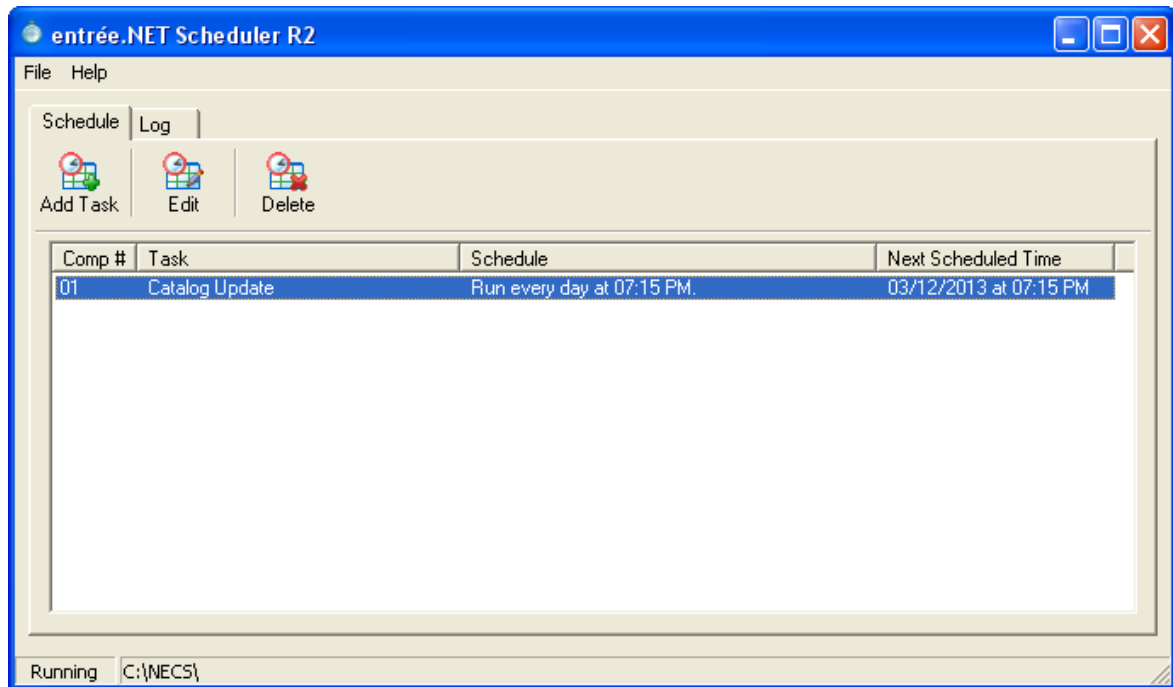The progress of your export will be displayed using the blue bars.
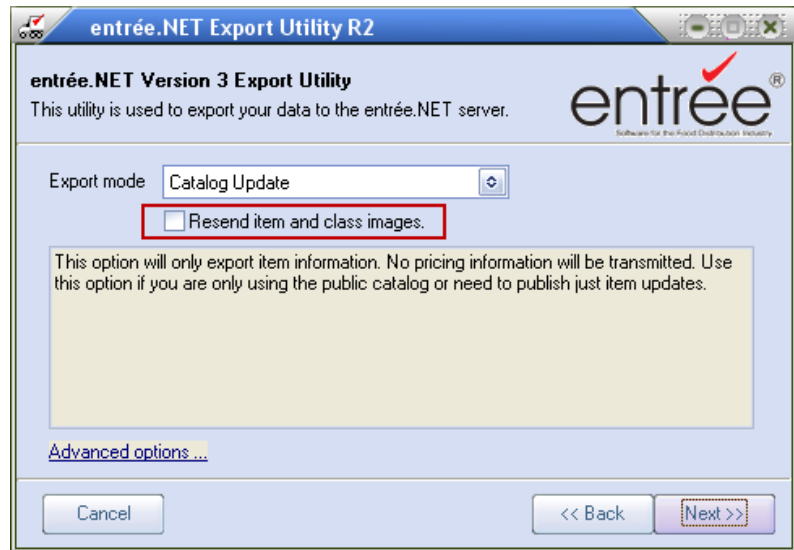
7. Once the export utility is done the Completed dialog box will display to confirm the export. Click **OK**.
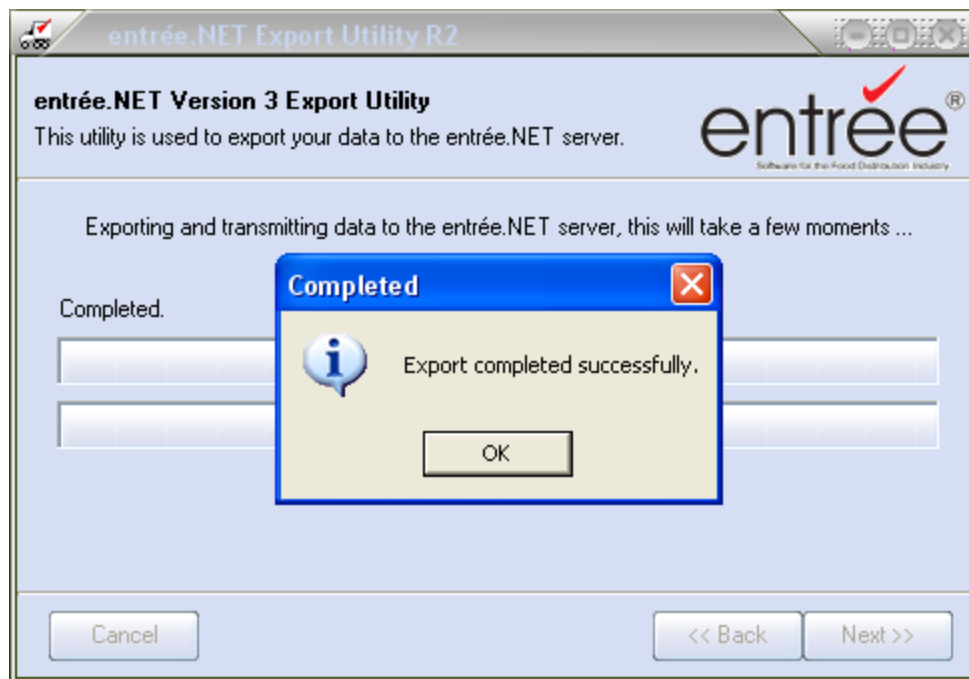
6.1 entrée.NET Scheduler Exports

The entrée.NET Scheduler is automatically placed in your Windows Start menu after you install **entrée** version 3 or V4 SQL.


The entrée.NET Scheduler is a utility used to create a daily schedule of automated processes that will export data from the main **entrée** system into **entrée.NET** and the Electronic Order Pad. Implementing the Scheduler will make maintenance of the data in your entrée.NET and the Electronic Order Pad systems an effortless process. The scheduler should be run on a computer with Internet access.

To access the entrée.NET Scheduler from your computer desktop use menu path:
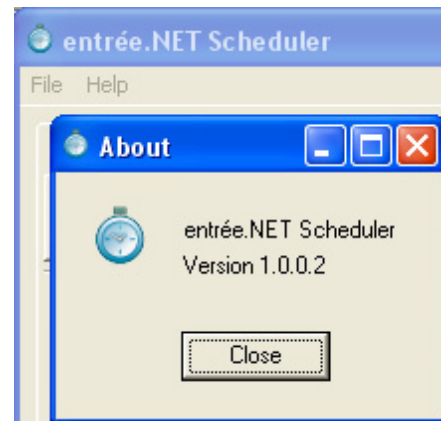**Start > All Programs > entrée.NET Scheduler**

Scheduler File Menu

- **Disable Scheduler / Enable Scheduler** – To stop Scheduler activity select Disable Scheduler in the File menu. When you want to resume running your Scheduler then click Enable Scheduler in the File menu.

- **Clear Log** – Clears the contents displayed in the Log tab of the Scheduler.

- **Run at startup** – Tells the Scheduler to automatically start when your computer is booted up.

- **Minimize to Tray** - The scheduler window will appear in the tray at the bottom of your computer screen. When the Scheduler is minimized to your tray the window name displayed is "netsched".

- **Exit** – Closes the Scheduler Utility window.
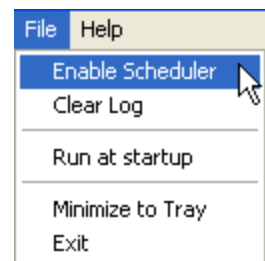
Help Menu

- **About** – Displays the version of the Scheduler software on your computer.

Schedule Tab - Add New Task

1. From your computer desk top use menu path:

   Start > **All Programs** > **NECS** > **entrée** > **entrée.NET Scheduler**

2. The entrée.NET Scheduler dialog window will display.

3. Click on the **Schedule** tab.

4. Click the **Add Task** button to add a new task to your Scheduler. The Add New Task dialog box will be displayed.
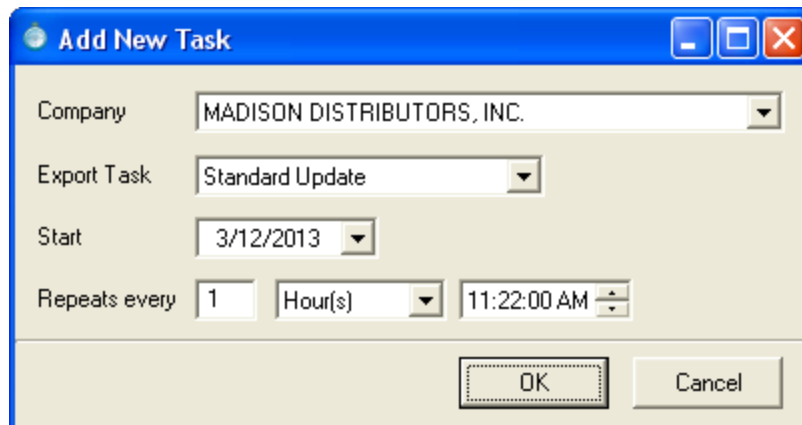

5. Select your **Company** (only if there is more than one) from the drop down list.

6. Select the **Export Task** from the drop down list. You will use **Catalog Update** which will only export item information. No pricing information will be transmitted. Use this option if you are only using the public catalog or need to publish just item updates.

7. Select your **Start** date by using the arrow to view the drop down calendar.

8. In the **Repeats every** section on the far right use the up and down arrows to set the Start time for your task.

   a. Click on the **hour** value and use the up and down arrows to find the desired hour.

   b. Then click on the **minute** value and use the up/down arrows to set the minutes.

   c. Then click on the **AM** or **PM** to set a new value using the arrows.

9. Set the **Repeats every** value by highlighting the current number of times value and type a new number.

10. Set the **Time Period** value by using the drop down list. Select from Hour(s), Day(s) or Week(s) .

11. Click **OK** when you are done. The new tasks will be added to the Schedule tab you can now use the Edit or Delete buttons to modify tasks in the Schedule tab.

Editing Tasks

1. Click on the **Schedule** tab.

2. Click the **Edit Task** button to open the Edit Scheduled Task dialog box.
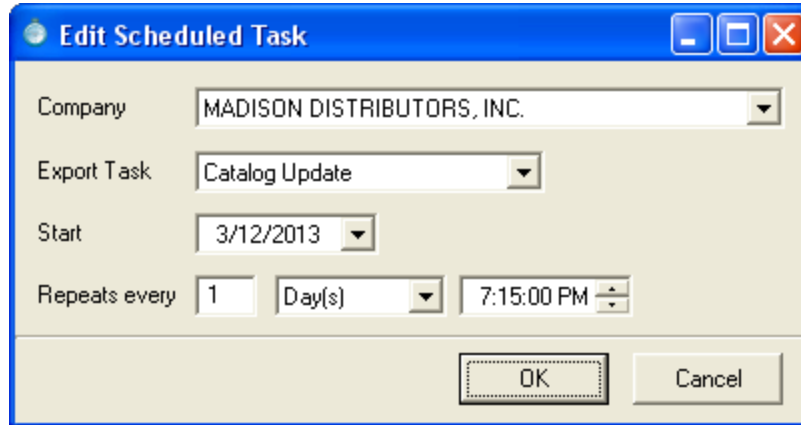
3. Follow **steps 5 – 11** from the Adding New Tasks procedure and make any needed changes to complete the edit process.

Deleting Tasks

1. Click on the **Schedule** tab.

2. Click on the desired task in the list.

3. Click the Delete Task button. The task has now been removed from the Schedule tab.

Scheduler Log Tab

The Log tab provides a record of the activity of your entrée.NET Scheduler. Use the Log record to verify the status of updates from the main **entrée** system. Information here can be cleared by using the Clear Log option in the File menu.
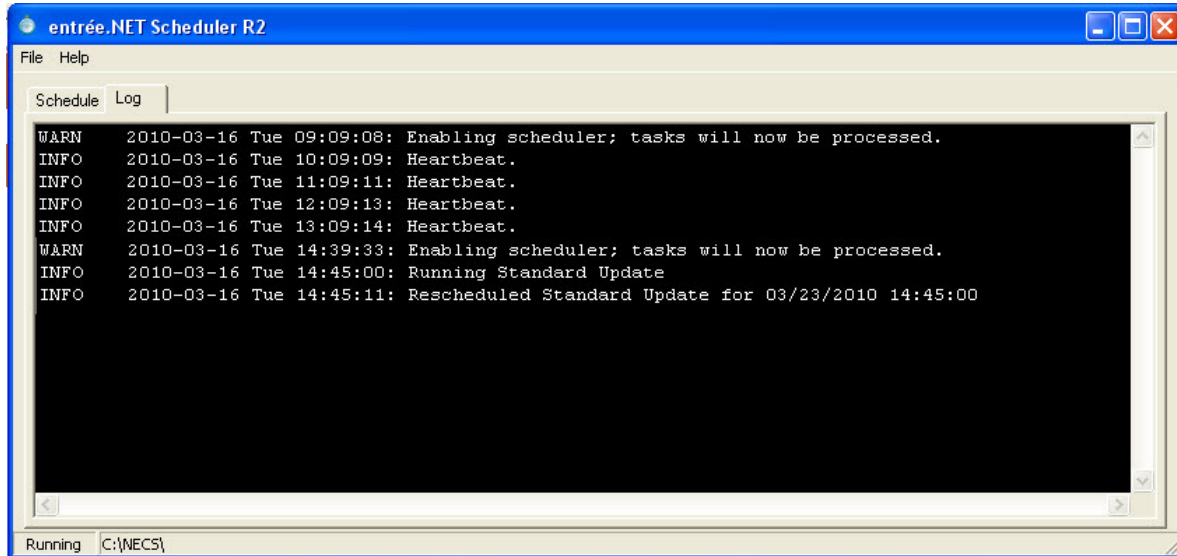
Note When you see the status of "Heartbeat", this means the Scheduler did a check and communications with the server are working properly.

Index