



Version 3

Brand Maintenance Utility





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1 Brand File Maintenance

Brand File Maintenance utility allows you to Add, Edit or Delete brand names, brand images and website URLs using the **List Management** dialog. The "Brand Name" value works similar to the "Class" values in the **entrée** system. It allows you to perform batch updates of the assigned Brand Name values.

Found in the **File** menu this feature allows you to perform updates of the assigned brand name values as well as attach an image and website to each of your brand name entries.

During an upgrade to **entrée version 3** the FUpdate process will populate the new "ARBRAND" table with any existing brand data. This process will attempt to create unique brand name entries in the table. If you have leading spaces in your existing brand data they will be retained.



Note You should use the **Edit** button in the **Brand Maintenance** utility to edit these brand names and remove the leading spaces.



Once your **Brand Names** have been added to the **entrée** system these brands can be added to your inventory items. The Inventory File Maintenance **Brand Name** drop down menu can be used to make a selection from all the brands in your **entrée** system or you still have the option to type a brand name in the text box.



See the **Inventory File Maintenance** chapter in the **entrée V3** system guide for more information.

entrée.NET Options

Our **Electronic Order Pad** mobile app, **entrée.NET**, the online ordering system, and public website, all use **Brand Name** in the product catalog once they are exported from the main **entrée** system. At this time only the **Electronic Order Pad** mobile app displays the images defined on the brand.



Note Options must be activated in the **entrée.NET Settings** tab by the System Administrator to enable the display of brand name and / or brand images.

- For distributors that have entrée.NET you have two options available here for a specific brand.

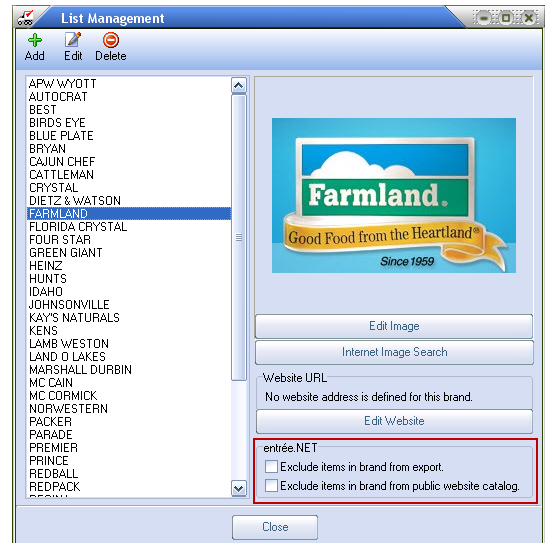
1. Select the **Brand Name** in the list you would like to exclude.
2. Then check the desired **entrée.NET** option.

- **Exclude items in brand from export.**

This option will not export the items from the selected brand. This means these items will not be included in your product catalog in **entrée.NET**, **Electronic Order Pad**, and your public website.

- **Exclude items in brand from public website catalog.**

This option will not included the items from the selected brand in your public website only.



1.1 Brand Name List Management

List Management Controls



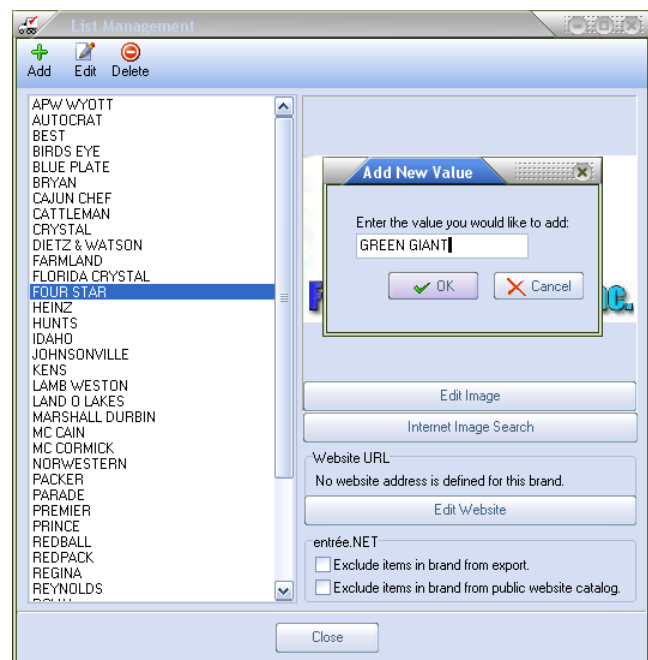
Add - Used to add a new Brand Name value to the list.

Edit - Used to edit an existing Brand Name value.

Delete - Used to delete a Brand Name value from the list.

Add a new Brand Name to the List

1. Click **Add** (the green plus sign).
2. In the **Add New Value** dialog enter the new Brand's name in the text box and click **OK**.
3. The new Brand Name will now be displayed in List Management screen.

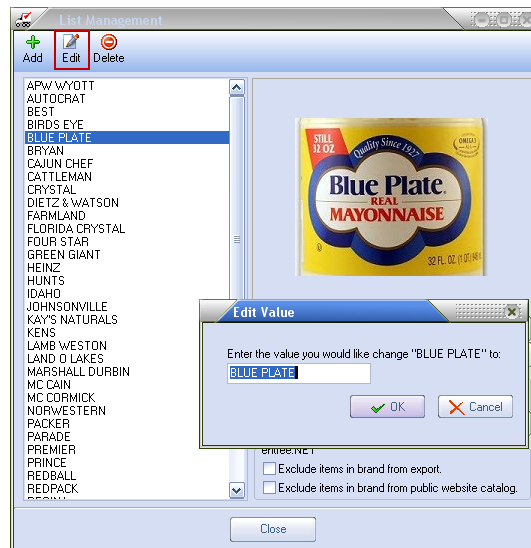


Edit a Brand Name

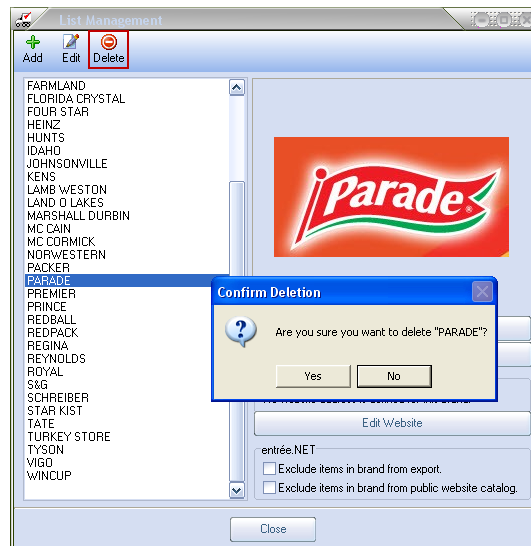
1. Select the **Brand Name** from the list.
2. Click the **Edit** button at the top of the screen.
3. The **Edit Value** dialog box will display.
Enter your changes to the Brand Name value.
4. Click **OK**.



Note **Edit is used to remove the leading spaces in Brand Names that were created during the release upgrade process.**

**Delete a Brand Name from the List**

1. Select the Brand Name from the list.
2. Click the **Delete** button at the top of the screen.
3. The **Confirm Deletion** dialog box will display.
 - a. Click **Yes** to go forward with the removal of the brand name from the list.
 - b. Click **No** to cancel the removal of the brand name.



Note **Brand Deletions Note:**

This utility will prevent deletion of any Brand Name value that is currently defined on an item in Inventory File Maintenance.

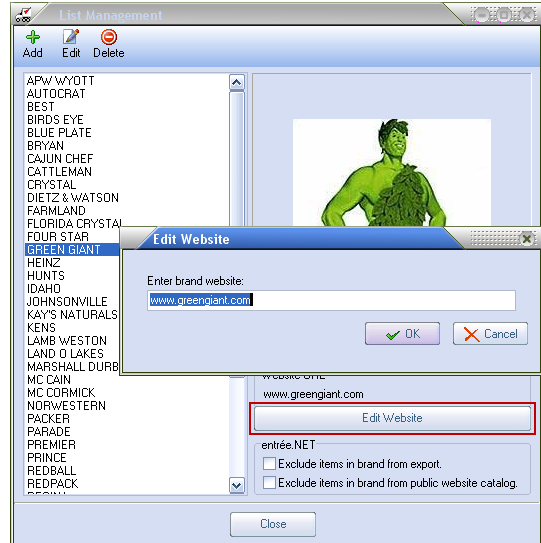
Add a Website URL to a Brand Name

1. Before you begin use an Internet Browser, (Internet Explorer, Mozilla Firefox, Safari, Google Chrome), to find and copy the URL for the selected brand.

- Click on the desired **Brand Name** in the list to select it.

In this example "Green Giant" has been selected.

- Click on the **Edit Website** button.
- In the **Edit Website** dialog box paste or type the URL for the brand's website as shown in the image here.
- Click **OK** to save it.



1.2 Brand Name Images

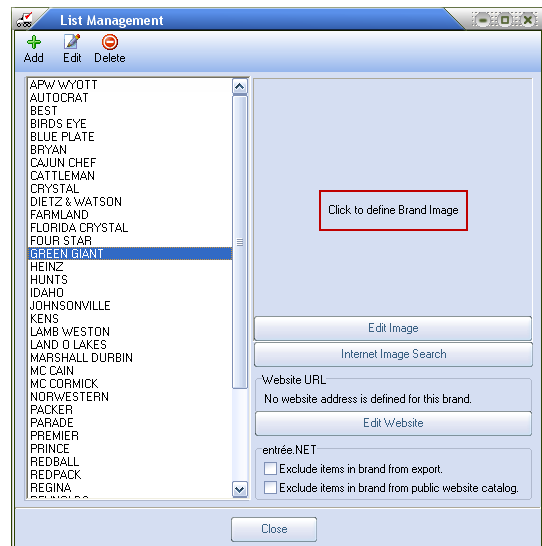
Add an Image to a Brand Name

- Click on the desired Brand Name in the list to select it. In this example "Green Giant" has been selected.

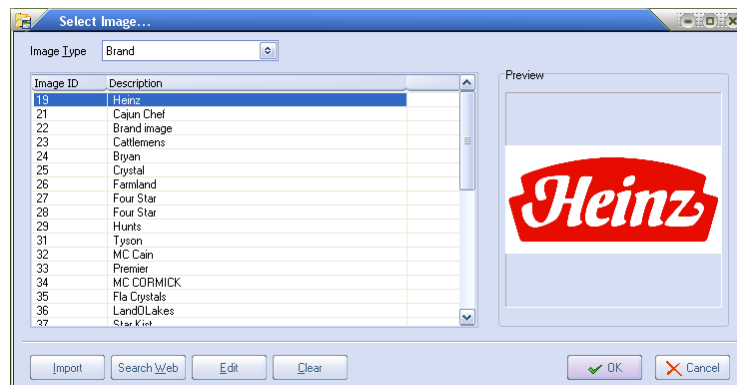
- Then click on "Click to define Brand Image".



Note The **Electronic Order Pad** mobile app displays Brand Name images.



- The **Select Image** dialog box will display with a list of the images currently loaded in the **entrée** system.



Select Image Screen Overview

- **Image Type** - Should always be set to **Brand** when working in Brand Maintenance.

List Management is used to manage other image data as you can see in the Image Type drop down menu on the right.



Select Image Screen Overview continued...

- **Image ID** - Numbers assigned by **entrée** to images as they are defined in the system.
- **Description** - This is the text you entered in the Description text box when you defined the image.
- **Preview** - This area of the screen will display your images.

Select Image Buttons:

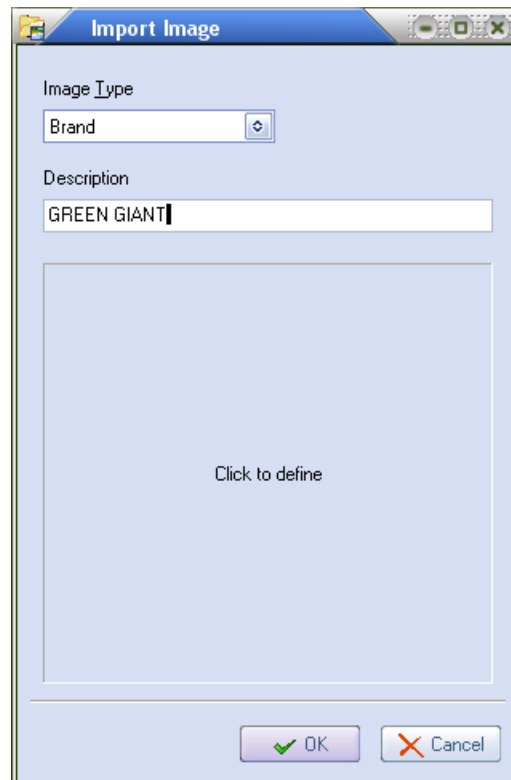
- **Import** - Used to locate an image stored on your computer.
- **Search Web** - Used to find a brand's image on the internet.
- **Edit** - Used to modify an existing brand image.
- **Clear** - Used to remove the current image from the selected **Image ID / Description** and clears the **Preview** area.

4. If the image you are looking for is not already in the **Image ID / Description** list displayed, use the **Import** or **Search Web** buttons to find your brand name image. Explanations for both image location and assignment processes follow.

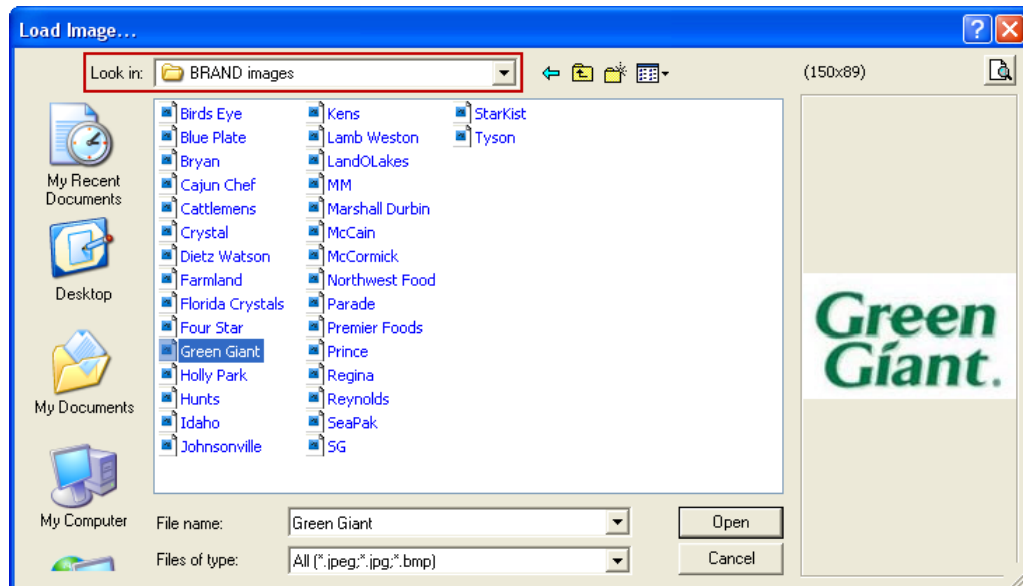
The Import Process for Brand Images

1. **Image Type** - Should always be set to **Brand** when working in Brand Maintenance.
2. **Description** - Enter the Brand Name value here.
3. Click the **Click to define** button.
4. The **Load Image** dialog box will display.
5. Use the drop down arrow on the **Look in:** to find the desired brand image saved on your computer.

In this example we have created a folder on our computer called "**BRAND images**". Then found and saved commonly used brand images in this folder for use in **entrée**.



6. Click on a brand image file to select it and the image will display in the **Picture** area.
6a. If this is the image you want for the brand, click **Open** to select it.

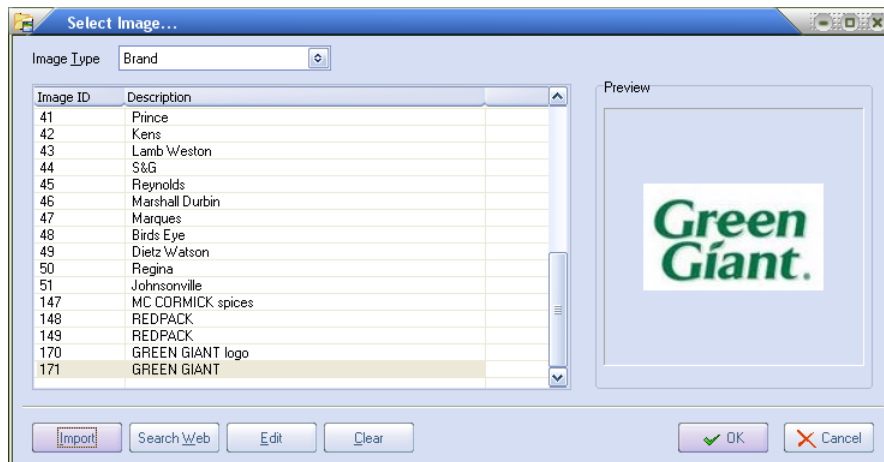


- 6b. You will return to the **Import Image** dialog with the selected image loaded. Click **OK**.



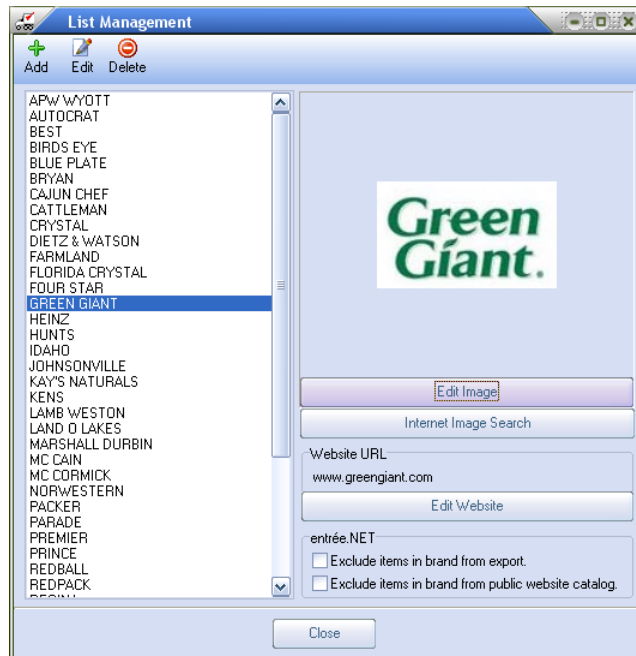
6c. You will return to the **Select Image** dialog where your image should match the **Description** for the brand.

Click **OK** again. If it is not correct click **Cancel**.



6d. You will now return to the **List Management** dialog where you will see the brand and the image you selected. Click **Close** when you are done managing your brands.

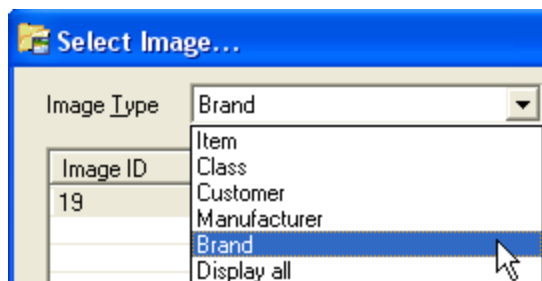
- If there is no image in the folder for the brand, click **Cancel** to return to the **Image Import** dialog.
- Then click **Cancel** again to return to the **Select Image** dialog. Here you can use the **Search Web** process to find the brand image.



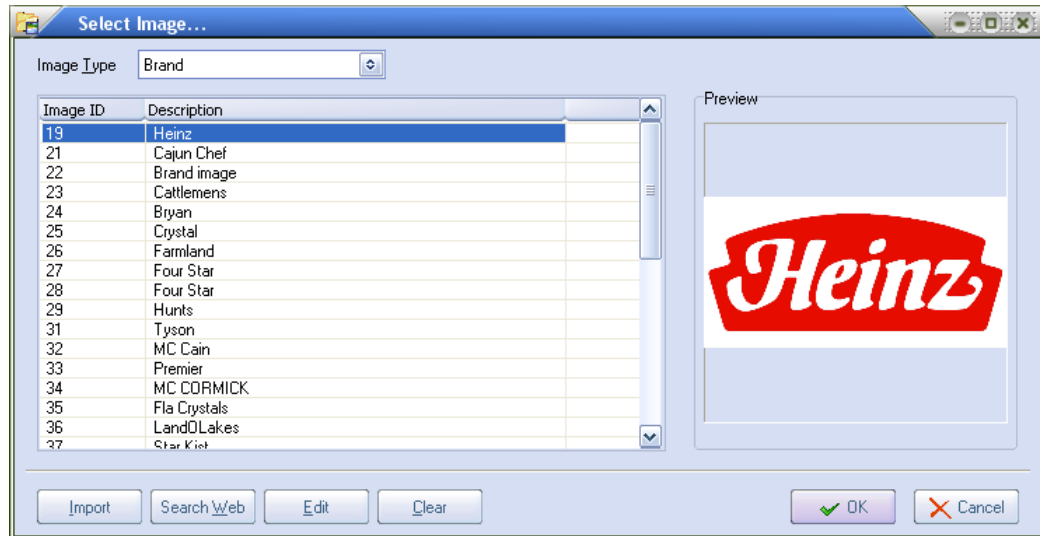
Edit a Brand Image

1. Select a Brand Name in the **List Management** screen. In our example "Heinz" has been selected.
2. Click the **Edit Image** button.
3. The **Select Image** dialog box will display.

The **Image Type** should be **"Brand"**.



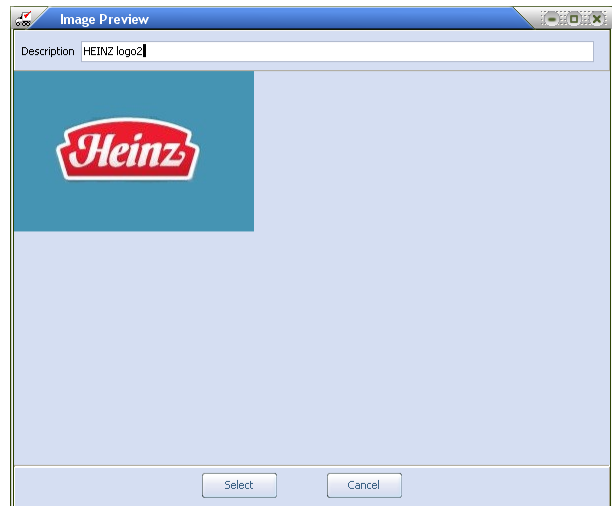
4. From the **Select Image** dialog use either the **The Import Process for Brand Images** or **The Search Web / Internet Image Search Process for Brand Images**, covered earlier in this section of the chapter, to find a new brand image.



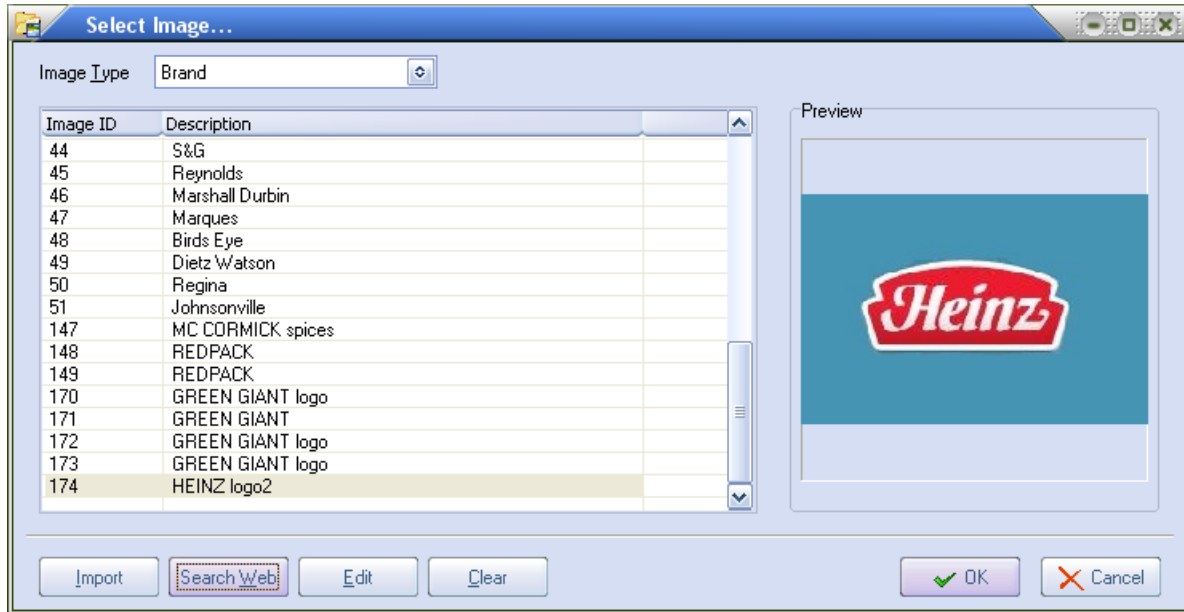
5. When an image is found and downloaded from the Internet, the **Description** here was edited to save the new image with a different name.

Here "Heinz logo2" was used for the new brand image name. So now I will have the old image and the new image saved in the **entrée** system.

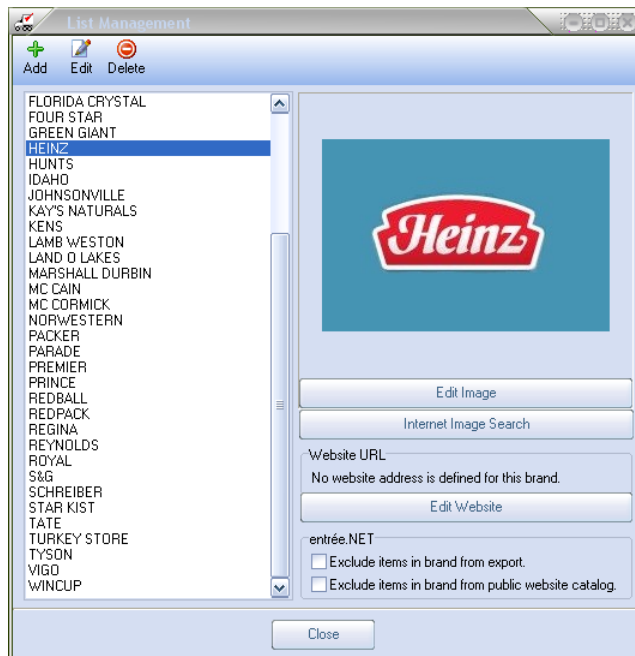
Click **Select** after editing the **Description** to continue the image edit process.



6. You can see the new **Description** in the Image ID list in **Select Image** screen. Click **OK** when you have the new image for the Brand in the **Preview** area.

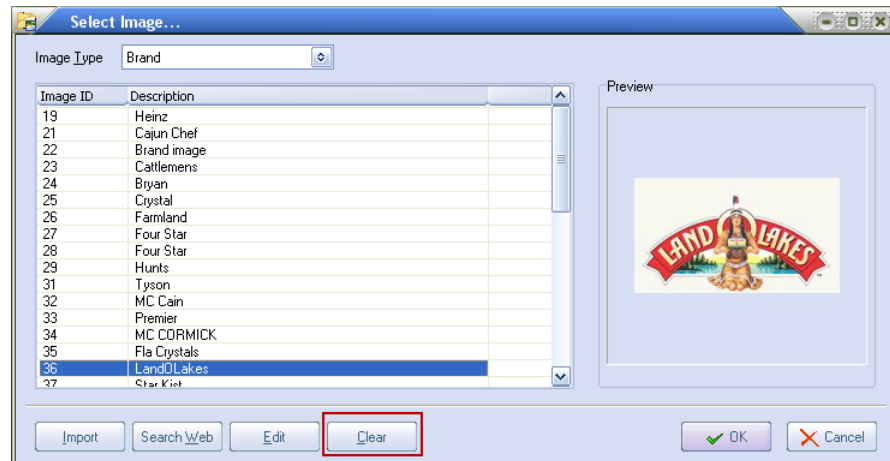


7. As you can see in **List Management** the image for the "Heinz" brand has been replaced.

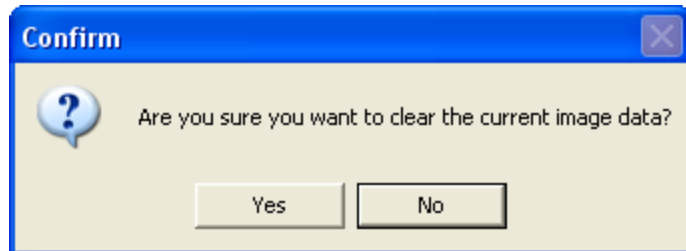


Clearing a Brand Image

1. Select a Brand Name in the **List Management** screen.
2. Click the **Edit Image** button.
3. The **Select Image** dialog box will display.
4. Click the **Clear** button.



5. A **Confirm** dialog box will display.
6. Click **Yes** to clear the image or **No** to cancel the image removal.



1.3 Searching for Brand Images

The Search Web / Internet Image Search Process for Brand Images

The **Internet Image Search** button will automatically fill in the search terms using the currently selected Brand Name and search using the Brand's **Website URL**, if it has been defined.

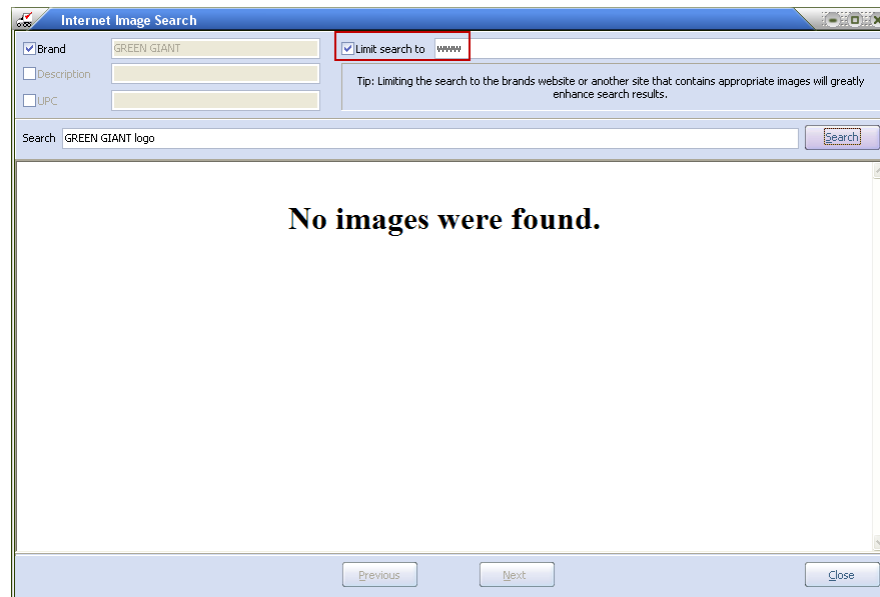
You have two ways to begin the image search process.

- 1a. Click the **Internet Image Search** button in the **List Management** screen to immediately go to the Internet to find your brand image.

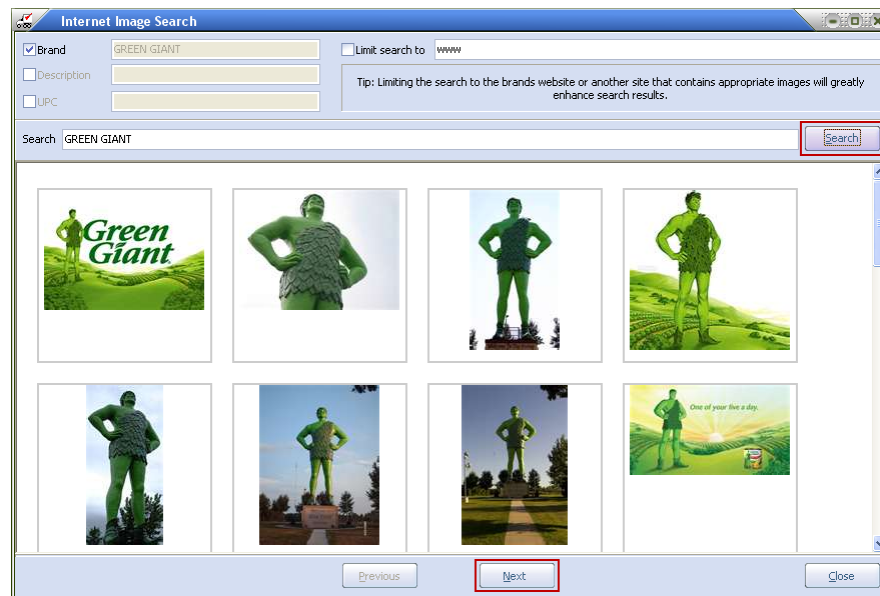
OR

- 1b. Click on "**Click to define Brand Image**" in the **List Management** screen and then use the **Search Web** button in the **Select Image** screen.
2. Either choice above brings you to the same **Internet Image Search** screen with the "**Brand**" and "**Limit search to www**" search options automatically checked and a first search has already been performed with the first search results displayed.

- 2a. If you get the "**No images were found**" message on the first search, remove the check from the "**Limit search to www**" option or enter the URL for the brand's website and click the **Search** button to rerun the search.

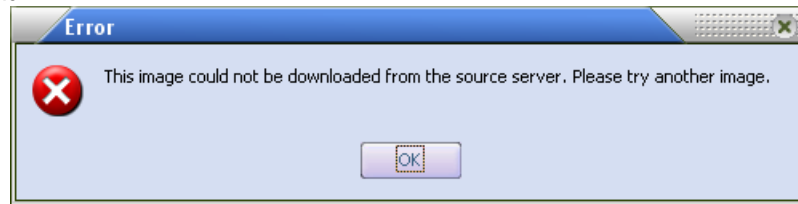


- 2b. Once the check from the "**Limit search to www**" was removed and the **Search** button clicked new search results were displayed.

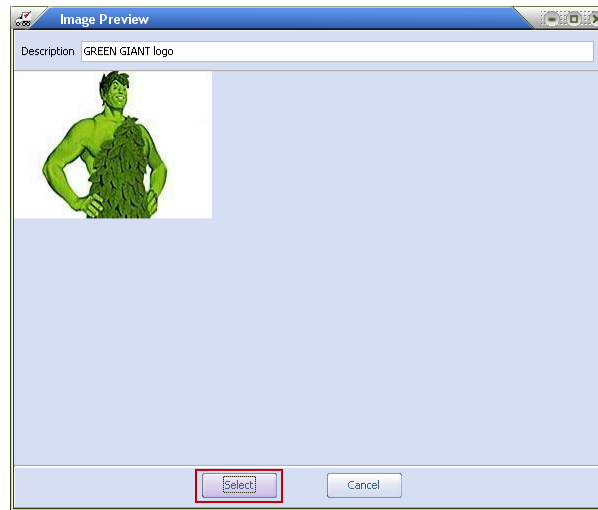


3. Click the **Next** button to view more search results. Click on the desired brand image to select it.
- A downloading progress box will be displayed if you are allowed to download the image from the Internet.

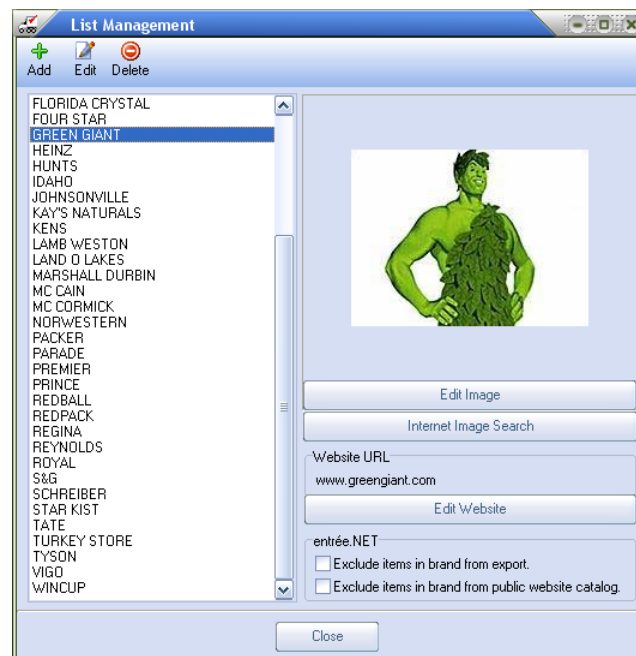
- If you get this error message the image download can not be done. You will need to find another image that will download.



4. You can edit the **Description** here if you like. Click **Select** here to continue with the image capture process.



5. Once the image download is successful the image will be displayed in the **Image Preview** screen in the **List Management** screen.



6. Click **Close** in the **List Management** screen if you are done managing your brands.