



Centaur Order Management Improvements

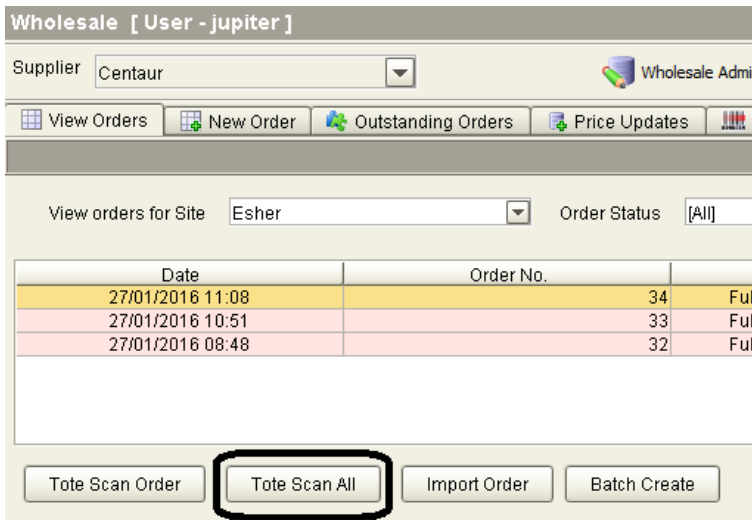
New Feature Documentation

What does it do?

We are continuously working with Centaur to improve ordering through the system, this document provides details on the latest functionality. We have introduced the ability to Tote scan for multiple orders, and you can now import an order direct from MyCentaur.

Receive Tote for multiple orders

Currently you have to select each order individually and select 'Tote Scan'. However, we have simplified Tote scanning in the system by providing an option to 'Tote Scan All' which scans for all orders.



Wholesale [User - jupiter]

Supplier: Centaur

View Orders | New Order | Outstanding Orders | Price Updates

View orders for Site: Esher | Order Status: [All]

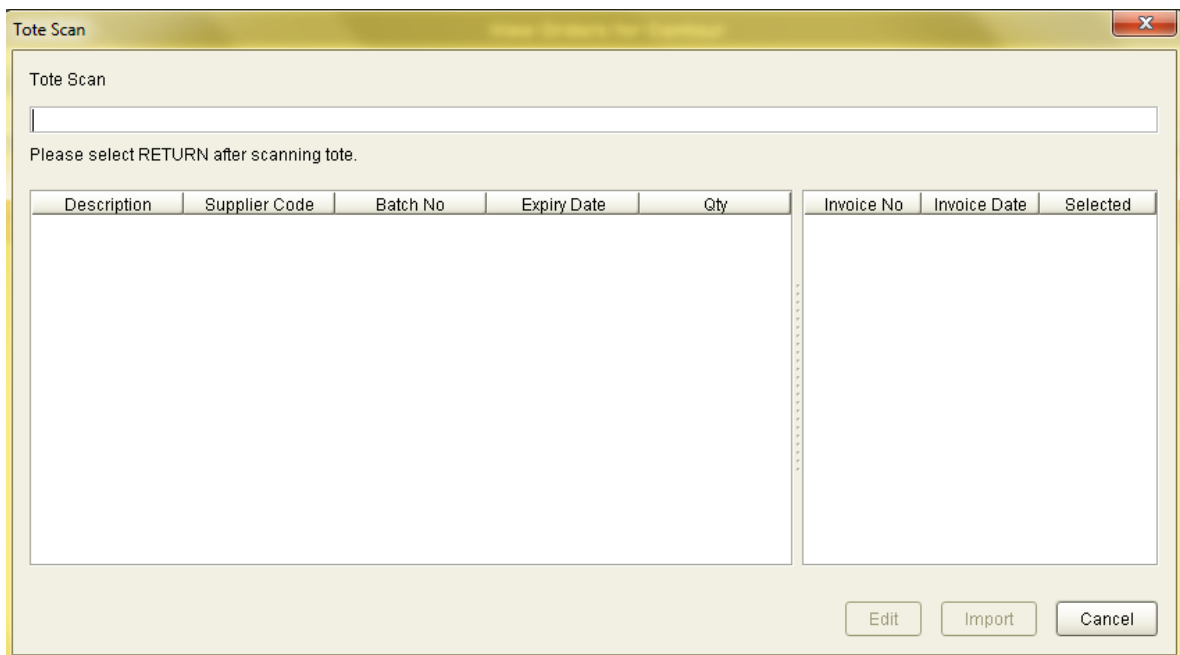
Date	Order No.	
27/01/2016 11:08	34	Full
27/01/2016 10:51	33	Full
27/01/2016 08:48	32	Full

Tote Scan Order | **Tote Scan All** | Import Order | Batch Create

Go to Utilities > Wholesale > View Orders Tab. Here you will see the 'Tote Scan All' button.

Once you have received your order, select Tote Scan All. Once you have scanned the sheet hit the return key on your keyboard and the below table will populate. Once imported select 'Import', the grid will allow you to select each item and tally up with the order or change which order it relates to.

If an item in your tote does not exist in an order it will prompt you to add these items by creating a new order automatically and receiving the stock.



Tote Scan

Tote Scan

Please select RETURN after scanning tote.

Description	Supplier Code	Batch No	Expiry Date	Qty	Invoice No	Invoice Date	Selected

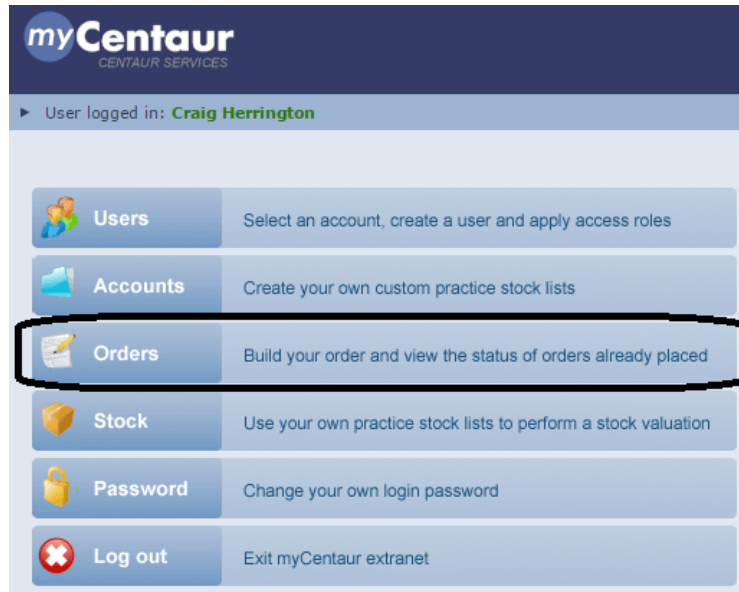
Edit | Import | Cancel

Import Order from My Centaur

We have also introduced the ability to import orders created through My Centaur. This is to increase accuracy of stock levels and to facilitate those who prefer to order through the My Centaur interface. This can be achieved by downloading the order from My Centaur and then importing the order in Voyager.

Downloading an Order

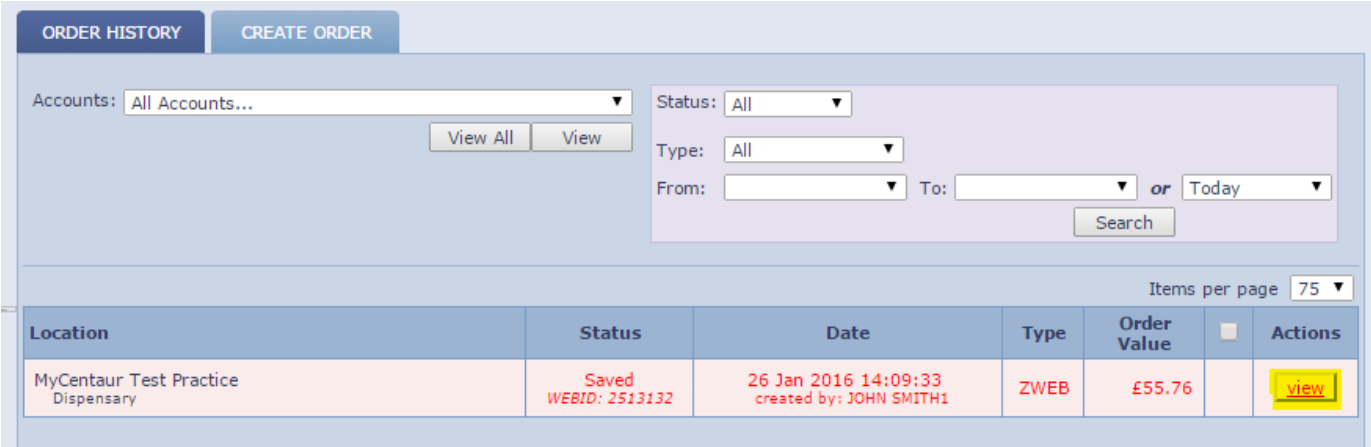
Log on to <http://www.centaurweb.co.uk/login> with your My Centaur Username and Password. Once logged in, select 'Orders' from the menu.



Select your Account or location from the drop-down and select 'View' to locate your order.



You will be taken to the Order History page, from here select the order that you want to import and click 'View'.



ORDER HISTORY CREATE ORDER

Accounts: All Accounts... Status: All

View All View

Type: All

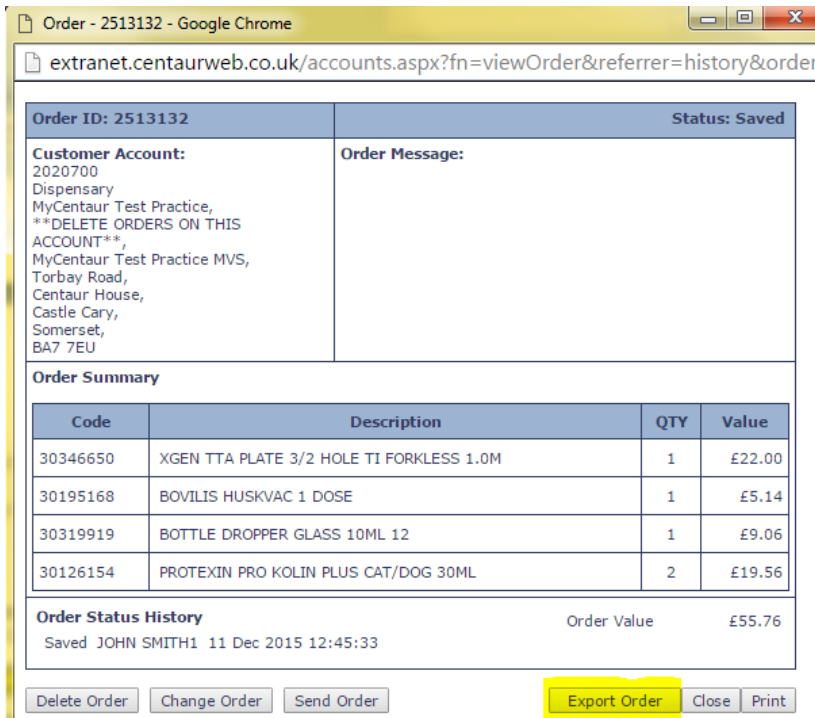
From: To: or Today

Search

Items per page 75

Location	Status	Date	Type	Order Value	Actions
MyCentaur Test Practice Dispensary	Saved WEBID: 2513132	26 Jan 2016 14:09:33 created by: JOHN SMITH1	ZWEB	£55.76	view

A window will open displaying the order.



Order - 2513132 - Google Chrome

extranet.centaurweb.co.uk/accounts.aspx?fn=viewOrder&referrer=history&orderID=2513132

Order ID: 2513132 Status: Saved

Customer Account:
2020700
Dispensary
MyCentaur Test Practice,
DELETE ORDERS ON THIS ACCOUNT,
MyCentaur Test Practice MVS,
Torbay Road,
Centaur House,
Castle Cary,
Somerset,
BA7 7EU

Order Message:

Order Summary

Code	Description	QTY	Value
30346650	XGEN TTA PLATE 3/2 HOLE TI FORKLESS 1.0M	1	£22.00
30195168	BOVILIS HUSKVAC 1 DOSE	1	£5.14
30319919	BOTTLE DROPPER GLASS 10ML 12	1	£9.06
30126154	PROTEXIN PRO KOLIN PLUS CAT/DOG 30ML	2	£19.56

Order Status History

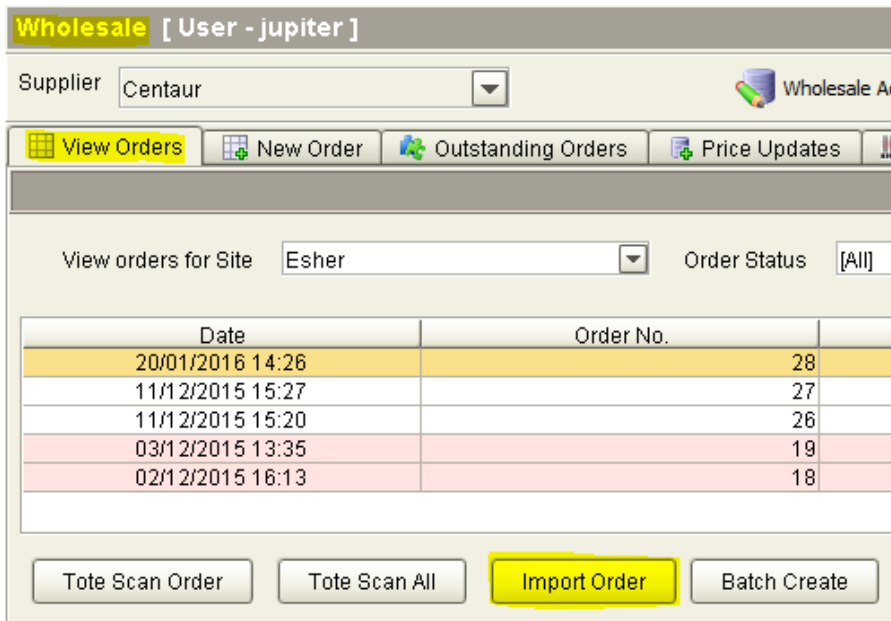
Saved JOHN SMITH1 11 Dec 2015 12:45:33 Order Value £55.76

Delete Order Change Order Send Order **Export Order** Close Print

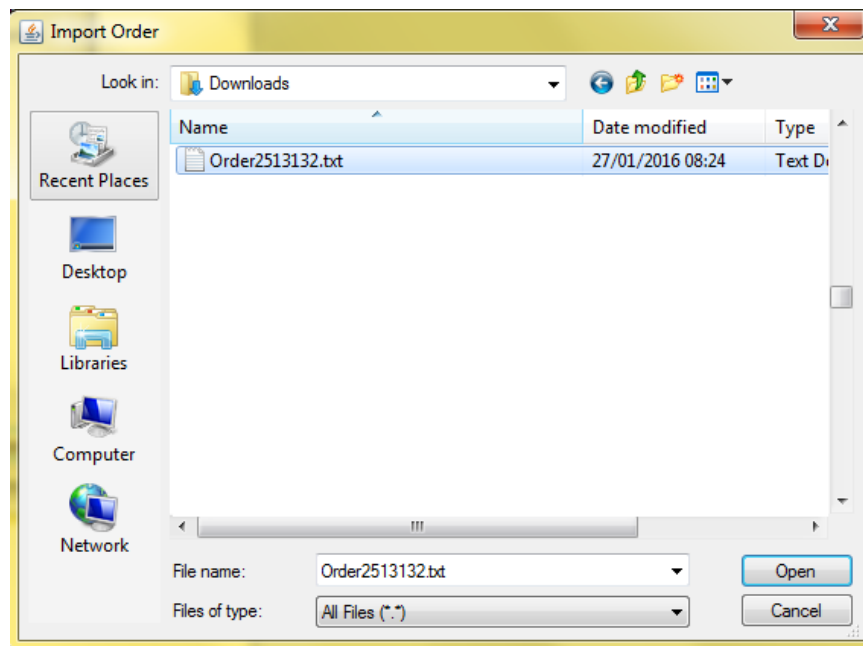
Select the 'Export Order' button and save the order file. The next step is to import the order in Voyager.

Importing an Order

Go to Utilities > Wholesale and select the view orders tab. At the bottom of this screen, you will notice an 'Import Order' button has been added.



Select the 'Import Order' button, select the order file you wish to import and select 'Open'.



After selecting 'Open', you will notice that the order is created in the system and marked as "Shipped" so that no adjustments can be made.

Date	Order No.	Status	Total Items	Items Received	Order Cost	Supplier
27/01/2016 08:48	32	Shipped	5	0	75.32	Centaur

If you double, click on the order you will see all the items have been imported into the system. Once the order has been received, select 'Received All' which will update your stock levels.

Supplier Code	Description	Ordered Pack Qty	Allocated Pack Qty	Received Pack Qty	Pack Price	Qty Per Pack	Status	Treat Code	Selected
30346650	XGEN TTA PLATE 3/2 HOLE TI FORKLESS 1.0M	1	0	0	22.00	1			<input checked="" type="checkbox"/>
30195168	BOVILIS HUSKVAC 1 DOSE	1	0	0	5.14	1	1943		<input checked="" type="checkbox"/>
30319919	BOTTLE DROPPER GLASS 10ML 12	1	0	0	9.06	1			<input checked="" type="checkbox"/>
30126154	PROTEXIN PRO KOLIN PLUS CAT/DOG 30ML	2	0	0	19.56	1	1616		<input checked="" type="checkbox"/>

Order Total 75.32

Ready