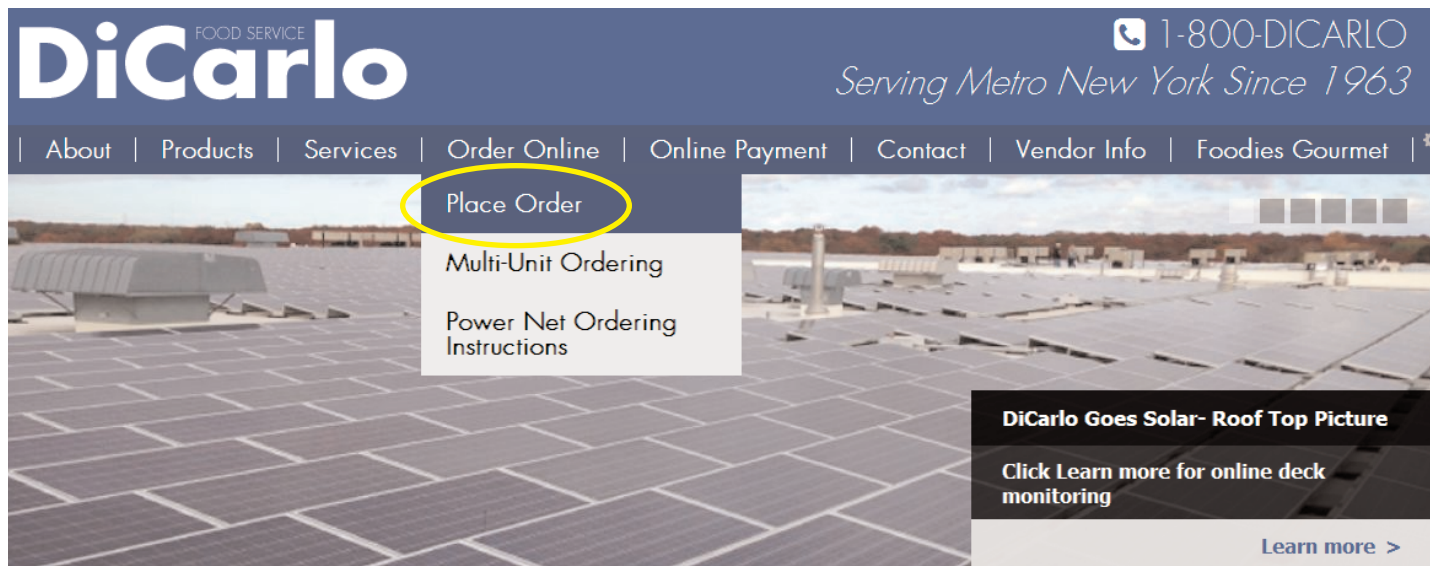




## CREATING AN ORDER GUIDE

Log on to [www.dicarlofood.com](http://www.dicarlofood.com)

Place your curser over the Order Online button, move down to place order and click once.



Enter your **User ID** and **password** that you have been provided. Press **Sign In**



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**Retalix**  
PowerNet

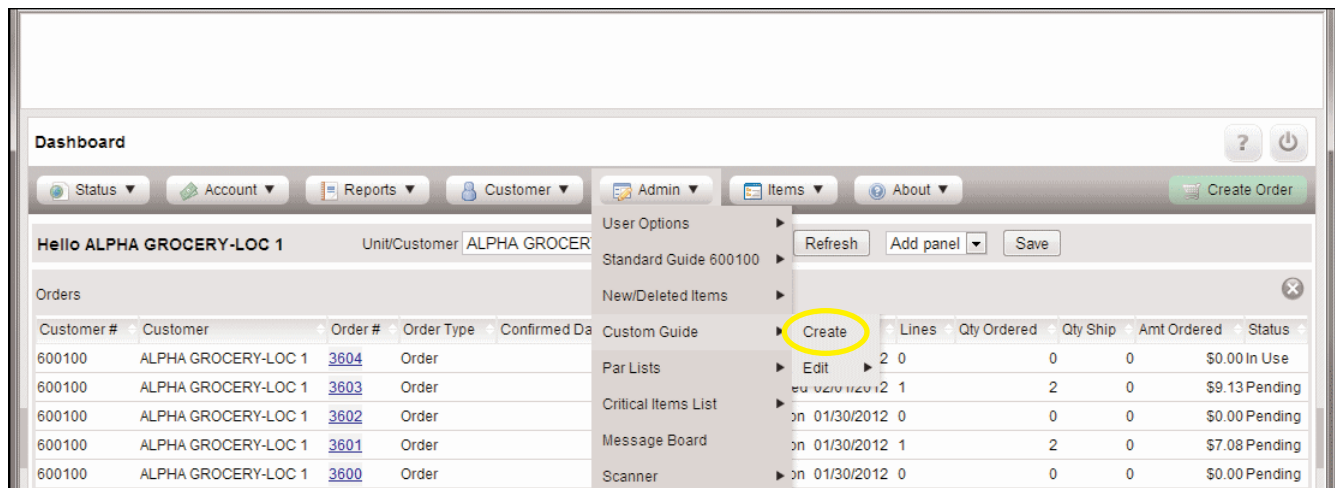
CustomerPortal

## CREATING AN ORDER GUIDE

A custom guide contains a subset of products from your company's standard guide and from your distributor's master item list. Depending on how your profile is set up, Power Net Customer Portal allows you to create, edit, and delete custom guides.

### Create a New Custom Guide

Use this procedure to create, add items to, and delete items from a custom guide.



1. Click **Admin**, click **Custom Guide**, and select **Create**. The Create Custom Guide box displays.

The screenshot shows a 'Create Custom Guide' dialog box in a Windows Internet Explorer browser. The dialog box has a title bar that says 'Custom Guide Create - Windows Internet Explorer'. Inside the dialog box, there are two buttons at the top: 'Create' (with a green checkmark icon) and 'Close' (with a red X icon). Below the buttons, there are several input fields and dropdown menus:
 

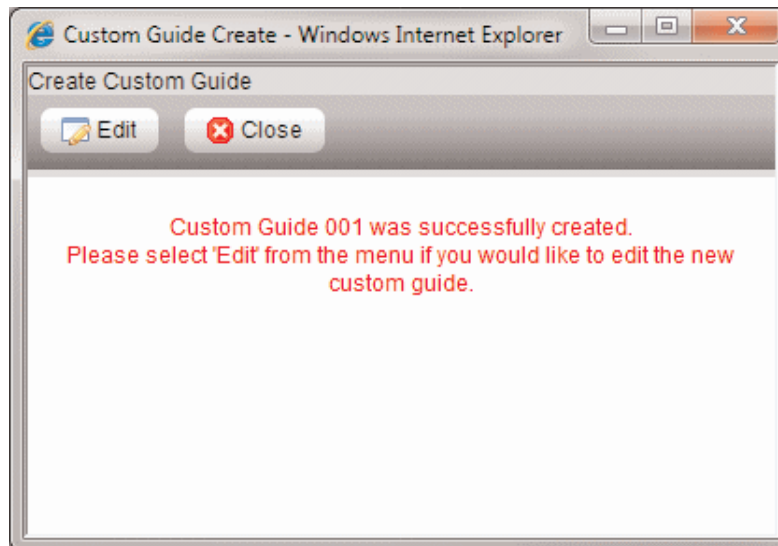
- Name:** 001
- Description:** test
- Create from:** Blank (dropdown menu)
- Set up by:** Custom Category (dropdown menu)
- Sync with:** None (dropdown menu)

## CREATING AN ORDER GUIDE

2. Enter or select the following:

- Type the name of the new custom guide in the **Name** field.
- Type the description of the new custom guide in the **Description** field.
- Select **Blank** from the **Create from** drop-down list to begin the new order guide from scratch. This is the default setting.
- Select **Custom Category**, **Category**, **Class**, **Family**, or **Sort** from the **Set up by** drop-down list. The default is **Custom Category**.

3. Click **Create**. A confirmation message displays.



4. Click **Close** to exit.

—OR—

Click **Edit** to work with the new custom guide. The Custom Guide Edit page displays.

## CREATING AN ORDER GUIDE

**Custom Guide by Custom Category - Edit**

Customer: EL BEE'S MEXICAN REST. - 100500 Guide: 001 Description: test

Category: Not Categorized Find:  Go Clear

New Category:  Create Find:  Go Clear

Item Brand Pack Size Description

No items in category.

Type a new category name in this field

In order to move or add items there needs to be at least one category. Please use the New Category field above to create a category.

5. To create a new custom category, type the custom category name in the **New Category** field and click **Create**.

**Custom Guide by Custom Category - Edit**

Customer: EL BEE'S MEXICAN REST. - 100500 Guide: 001 Description: test

Category: Not Categorized Find:  Go Clear

New Category: snacks Create Find:  Go Clear

Item Brand Pack Size Description

No items in category.

In order to move or add items there needs to be at least one category. Please use the New Category field above to create a category.

6. The custom category name displays in the **Category** drop-down list.

## CREATING AN ORDER GUIDE

Custom Guide by Custom Category - Edit

Customer: EL BEE'S MEXICAN REST. - 100500 Guide: 001 Description: test

Category: Not Categorized Find: Go Clear

New Category: snacks Create

Find: Go Clear

Item	Brand	Pack	Size	Description	Select
No items in category.					

Move	Item	Brand	Description
In order to move or add items there needs to be at least one category. Please use the New Category field above to create a category.			

7. Continue to the following procedure and use the **Add** menu to add items to the selected category.

### Add Items to a Category

Use this procedure to add items to a custom category from a specific class, category, or family.

1. This procedure begins on the Custom Guide by Custom Category – Edit page.

Custom Guide by Custom Category - Edit

Customer: EL BEE'S M 100500 Guide: 001 Description: test

Category: Not Categorized Find: Go Clear

Category: snacks New Category: Find: Go Clear

The list of item is empty so you have to select an ADD option.

This is the new category you just created.

Item	Brand	Pack	Size	Description	Select
No items in category.					

Please select items on the left and use one of the green arrows to add items to this category. Or use the Add or Quick Add button above to add items.

2. Click **Add** and select an option to indicate how you want to add items to the new category. Select to add items by **Item**, **Class**, **Category**, or **Family**. The selected items are added to the custom category. In this example, we selected **Class**. The Custom Guide by Custom Category – Add Items page displays.

**Custom Guide by Custom Category - Add Items**

### Add items to this selected category

### Custom Guide by Custom Category - Add Items

5. Select the **Select** check box next to items to add to the custom category and click a green arrow to move the selected items to the selected category.

## CREATING AN ORDER GUIDE

**Custom Guide by Custom Category - Add Items**

Customer: EL BEE'S MEXICAN REST. - 100500 Guide: 001 Description: test

Class: MEAT-FRESH (65) Search Type: Exact Match Search: Go

Category: snacks New Category: Create

Items 1 - 24 of 32 Page 1

Item	Brand	Pack	Size	Description	Category	Select
CW1		1	20	GFS CW ITEM		<input checked="" type="checkbox"/>
1005	A-1	4	4-6#	BEEF TIPS		<input checked="" type="checkbox"/>
1025		1	25 LB.	SLICED PEPPERONI		<input checked="" type="checkbox"/>
1313	ACME	6	12#	AVG SPECIAL BEEF ITEM C/WGT		<input checked="" type="checkbox"/>
1904		9	LBS	STUFFED CLAMS 12/12		<input checked="" type="checkbox"/>
3203		1	48 LB	LARGE LLAMA FOOD (HAM)		<input checked="" type="checkbox"/>
5001		8	10#	BEEF PATTY MIX 70/30 FRESH		<input checked="" type="checkbox"/>
10010		1	10LB	PRODUCTION ITEM		<input type="checkbox"/>
10066	A-1	4	QTR	BEEF - QTR SIDE		<input type="checkbox"/>
12260	ADVANCE	2	23#	AVG RIBEYE BONE-IN 109 N/R DSPO		<input type="checkbox"/>
12261	ADVANCE	2	23#	RIBEYE TEST		<input type="checkbox"/>
12262	ADVANCE	2	23#	RIBEYE TEST2		<input type="checkbox"/>
12263	ADVANCE	2	23#	RIBEYE TEST3		<input type="checkbox"/>

Please select items on the left and use one of the green arrows to add items to this category.

6. The selected items display in the right section of the page. The items display the name of the assigned category in the left section of the page.

**Custom Guide by Custom Category - Add Items**

Customer: EL BEE'S MEXICAN REST. - 100500 Guide: Weekly Description: Weekly Guide

Class: DAIRY (83) Search Type: Exact Match Search: Go

Category: group 1 New Category: Create

Items 1 - 6 of 6

Item	Brand	Pack	Size	Description	Category	Select
B0		1		2% MILK GALLON	group 1	<input checked="" type="checkbox"/>
8796		1		RANDOM WEIGHT EQUAL N	group 1	<input checked="" type="checkbox"/>
501080		1	32 OZ	MILK QUARTS	group 1	<input checked="" type="checkbox"/>
501081		1	128 OZ	MILK GALLONS		<input type="checkbox"/>
5019708		36	1 GAL	ICE CREAM 36 GAL P		<input type="checkbox"/>
5019757		6	1 GAL	ICE CREAM 6 PK		<input type="checkbox"/>

Remove Items Items 1 - 4 of 4

Move	Item	Brand	Description
<input checked="" type="checkbox"/>	303002		BAGEL BOY GARLIC BAGELS
<input checked="" type="checkbox"/>	B0		2% MILK GALLON
<input checked="" type="checkbox"/>	8796		RANDOM WEIGHT EQUAL N
<input checked="" type="checkbox"/>	501080		MILK QUARTS

## CREATING AN ORDER GUIDE

### Use Search

Use this procedure to search for an item within a selected list of items. For example, we want to find packets of sweetener in the selected Dry Goods class.

1. Use search on the Custom Guide by Custom Category page when you are adding items to find an item in a selected category.

Customer: EL BEE'S MEXICAN REST. - 100500 Guide: Weekly Description: Weekly Guide

Class: DRY GOODS (25)

Search Type: Contains Any Search: Go

Items 1 - 24 of 174

Item	Brand	Pack	Size	Description	Category	Select
2	SEAGULL BRAND	1	1 LB	NEW CW ITEM		<input type="checkbox"/>
80		1		CASE RED POTATOES		<input type="checkbox"/>
460		12	12 OZ	GREEN BEANS		<input type="checkbox"/>
465		12	8 OZ	GREEN BEANS		<input type="checkbox"/>
905		12	LB	AVERAGE COST TEST ITEM		<input type="checkbox"/>
0491	AURORA	4	1 LB	SOUR CREAM & ONION CHIPS		<input type="checkbox"/>
0492	AURORA	4	1 LB	SALT & VINEGAR CHIPS		<input type="checkbox"/>
0493	AURORA	4	1 LB	SALT & PEPPER CHIPS		<input type="checkbox"/>
0494	A MATTHEWS	4	1 LB	PLAIN		<input type="checkbox"/>
0495	AURORA	4	1 LB	BAKE		<input type="checkbox"/>
0498	AURORA	4	1 LB	HOT		<input type="checkbox"/>
0499	AURORA	1	4 LB	BARE		<input type="checkbox"/>
1213		24	25 ML	SAN BENEDETTO MWTR SPK GLASS 25 ML		<input type="checkbox"/>
1300		12	5 LB	TEST ITEM		<input type="checkbox"/>

Category: group 1 New Category: Create

Find: Go Clear

Remove Items Items 1 - 4 of 4

Move	Item	Brand	Description
<input type="checkbox"/>	303002	BAGEL BOY	GARLIC BAGELS
<input type="checkbox"/>	B0		2% MILK GALLON
<input type="checkbox"/>	8796		RANDOM WEIGHT EQUAL N
<input type="checkbox"/>	501080		MILK QUARTS

2. Select a search option from the **Search Type** drop-down list.

3. Type a product name or product category in the **Search** field and click Go.

Customer: EL BEE'S MEXICAN REST. - 100500 Guide: Weekly Description: Weekly Guide

Class: DRY GOODS (25)

Search Type: Contains Any Search: sweetener Go

Items 1 - 24 of 174

Category: group 1 New Category: Create

Find: Go Clear

Remove Items Items 1 - 4 of 4

Type Search text in the Search Field

Click Go.

## CREATING AN ORDER GUIDE

### 4. Search results display in the left pane of the Custom Guide Add page.

Customer: EL BEE'S MEXICAN REST. - 100500 Guide: Weekly Description: Weekly Guide

Class: DRY GOODS (25) Search Type: Contains Any Search: sweetener Go Clear

Items 1 - 3 of 3

Item	Brand	Pack	Size	Description	Category	Select
<a href="#">107232</a>		1	10LB	SWEETENER BULK		<input type="checkbox"/>
<a href="#">107230</a>		1	3M	SWEETENER PACKETS		<input checked="" type="checkbox"/>
<a href="#">107231</a>		1	3M	SWEETENER PACKETS		<input type="checkbox"/>

Search results display in this section

### 5. A list of items that meet the search criteria specified displays in the left section.

Customer: EL BEE'S MEXICAN REST. - 100500 Guide: Weekly Description: Weekly Guide

Class: DRY GOODS (25) Search Type: Contains Any Search: sweetener Go Clear

Items 1 - 3 of 3

Item	Brand	Pack	Size	Description	Category	Select
<a href="#">107232</a>		1	10LB	SWEETENER BULK		<input type="checkbox"/>
<a href="#">107230</a>		1	3M	SWEETENER PACKETS		<input checked="" type="checkbox"/>
<a href="#">107231</a>		1	3M	SWEETENER PACKETS		<input type="checkbox"/>

Search results display in this section

### 6. To add an item to the custom category in your custom guide, select the **Select** check box next to the item and click the green arrows.

## CREATING AN ORDER GUIDE

**Custom Guide by Custom Category - Add Items**

Customer: EL BEE'S MEXICAN REST. - 100500 Guide: Weekly Description: Weekly Guide

Class: DRY GOODS (25) Search Type: Contains Any Search: sweetener Go Clear

Items 1 - 3 of 3

Item	Brand	Pack	Size	Description	Category	Select
<a href="#">107232</a>		1	10LB	SWEETENER BULK	group 1	<input type="checkbox"/>
<a href="#">107230</a>		1	3M	SWEETENER PACKETS	group 1	<input type="checkbox"/>
<a href="#">107231</a>		1	3M	SWEETENER PACKETS	group 1	<input type="checkbox"/>

Name of category

Category: group 1 New Category: Create

Find: Go Clear

Remove Items Items 1 - 5 of 5

Move	Item	Brand	Description
<input type="checkbox"/>	<a href="#">303002</a>		BAGEL BOY GARLIC BAGELS
<input type="checkbox"/>	<a href="#">B0</a>		2% MILK GALLON
<input type="checkbox"/>	<a href="#">8796</a>		RANDOM WEIGHT EQUAL N
<input type="checkbox"/>	<a href="#">501080</a>		MILK QUARTS
<input type="checkbox"/>	<a href="#">107230</a>		SWEETENER PACKETS

Selected Items in custom guide

7. The selected items display on your custom order guide in the section on the right.  
The **Category** column displays the name of the category in the left section.

8. Click **Save** to save the custom guide.

9. Repeat steps 2 – 8 to add more items to the custom guide.

10. Click **Back** to return to the Custom Guide by Custom Category – Edit page.