
J. S. Software

AG Link User Manual

For
J. S. Software

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Version 1.1

Submitted by:
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DOCUMENT INFORMATION

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PURPOSE

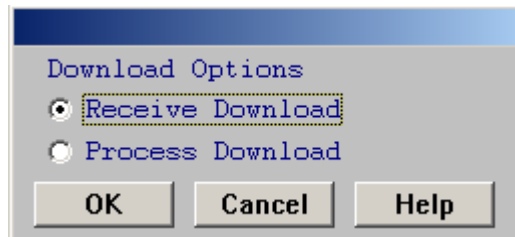
To provide documentation on how to use the AG Link software.

1 WEEKLY

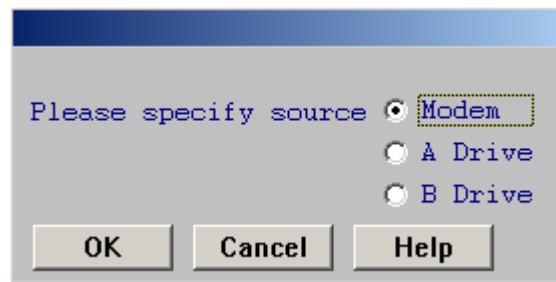
Will download the weekly files from Associated Grocers

1.1 Weekly Downloads

You will be prompted with the following screen:



When you select Receive Download and click on the OK button, you will specify how you will download the files:



Select Modem to download the files by modem, or Drive A or B if the files are sent by disk or CD.

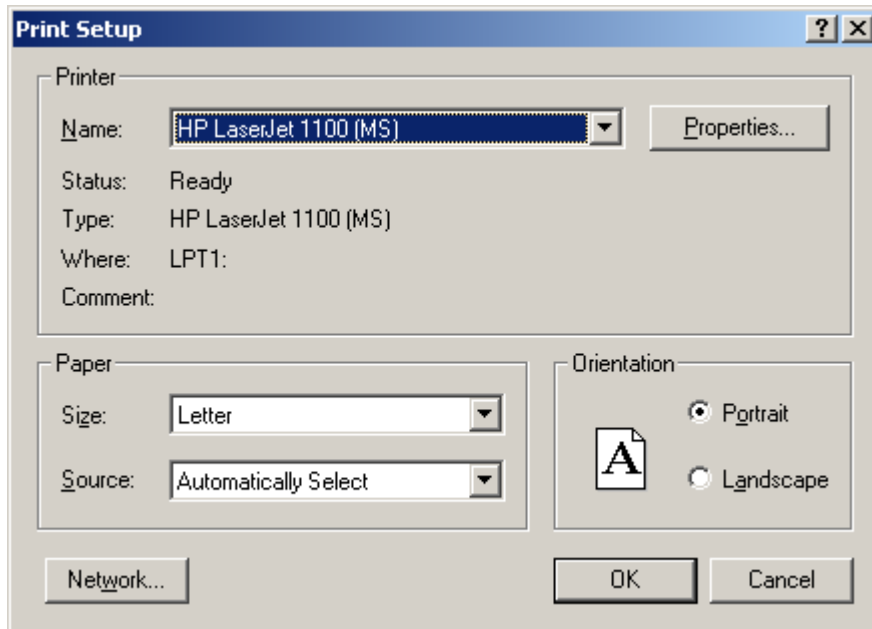
When you select Process Download, the downloaded files will be processed.

[See Appendix I for complete AG Link Download Steps](#)

2 CATALOGUE UPDATES

Catalogue Updates include items that will be added to the previous catalogue. Each of the selections in this area will print reports to be reviewed.

You will be prompted with the Print Setup box where you can indicate if you wish to print the report. Click on OK to print a preview of the report:



2.1 New Items

The following is a screen print of the print preview for New Items:

Print Preview - Page 1 of 1

File View Zoom

Run Date: May-22-2003 Time 8:19:41 AM Page

JS Software Demo

New Item Printout

* New Item | CB Case | CI Carton | O Other

UPC	Item Description	Size	Case	Cost	Retail	Gross	Tax
Family 6309 CHRYMNG TOBACCO -ALL PROVINCES							
* 62814000006	9946559 COPENHAGEN SMOKELESS TOBACCO	15 GR	7	39.31	7.39	24.0	GST
* 62814000072	9946583 COPENHAGEN LONG CUT SMOKELESS TOBA	15 GR	7	39.31	7.39	24.0	GST
* 628140000119	9946591 SMOAL FINE CUT WINTERGREEN SMOKLES	15 GR	7	39.31	7.39	24.0	GST
* 628140004018	9946609 ROOSTER LONG CUT WINTERGREEN SMOXL	15 GR	7	39.31	7.39	24.0	GST
* 628140004025	9946617 ROOSTER LONG CUT MINT SMOKELESS	15 GR	7	39.31	7.39	24.0	GST
* 628140007507	9946625 SMOAL LONG CUT CHERRY SMOKELESS	15 GR	7	39.31	7.39	24.0	GST
* 628140000966	9946633 SMOAL LONG CUT MINT SMOKELESS	15 GR	7	39.31	7.39	24.0	GST
* 628140007521	9946641 SMOAL LONG CUT STRAIGHT SMOKELESS	15 GR	7	39.31	7.39	24.0	GST
* 628140007491	9946658 SMOAL LONG CUT SPEARMINT SMOKELESS	15 GR	7	39.31	7.39	24.0	GST
* 628140007538	9946682 SMOAL LONG CUT CLASSIC SMOKELESS	15 GR	7	39.31	7.39	24.0	GST
* 628140007514	9946690 SMOAL LONG CUT WINTERGREEN	15 GR	7	39.31	7.39	24.0	GST
* 628140007545	9946716 SMOAL LONG CUT BERRY SMOKELESS	15 GR	7	39.31	7.39	24.0	GST
Family 9830 SALAD PROCESSED							
* 5064100011	9983015 T&A GARDEN SALAD 6'S	1 EA	6	9.84	2.52	34.9	

13 New Items

At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit.

2.2 Changed Items

The following is a screen print of the print preview for Changed Items:

Print Preview - Page 1 of 2

File View Zoom

Run Date: May-22-2003 Time 8:20:40 AM Page

JS Software Demo

Changed Item Printout

* New Item | C8 Case | CT Carton | O Other

UPC	Item Description	Size	Case	Cost	Retail	Gross	Ecology	Tax
--- Case Changes ---								
Family 7148	BODY WASHES							
* 6723831807	6132070 LEVER 2000 PURE RAIN	354 ML	1	4.47	8.80	49.2		GST
* 6723831808	6132088 LEVER 2000 BODY WASH ORIGINAL	354 ML	1	4.47	6.17	27.6		GST
* 3700036665	8006009 OIL OF OLAY BODY WASH REGULAR	354 ML	1	10.00	14.71	32.0		GST
Family 7602	BAKERY BUNS/CRUMBS/PITA							
* 5759273285	9892126 RICH'S HOT DOG ROLL DOUGH	56.7 CR	144	18.96	.36	63.4		
* 5759273242	9892266 RICH'S HAMBURG BUN ROLL FLAT	56.7 CR	180	22.98	.36	64.5		
Family 9832	SALAD PROCESSED KITS							
* 750641032334	9983208 T&A SANTA FE SALAD KIT 6/10	1 EA	6	14.74	3.78	35.0		
--- Family Changes ---								
Family 7148	BODY WASHES							
6640080247	8006108 HERBAL ESS. DRY SKIN BODY WASH	355 ML	1	4.49	7.37	39.1		GST
6640080246	8006116 HERBAL ESS. NORMAL SKIN BODY WASH	355 ML	1	4.49	7.37	39.1		GST
Family 7603	BAGELS/CRUST/FRTISELS							
* 5739190101	9853243 PIZZA FRTISEL	155 CR	60	31.87	1.98	73.2		

At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit.

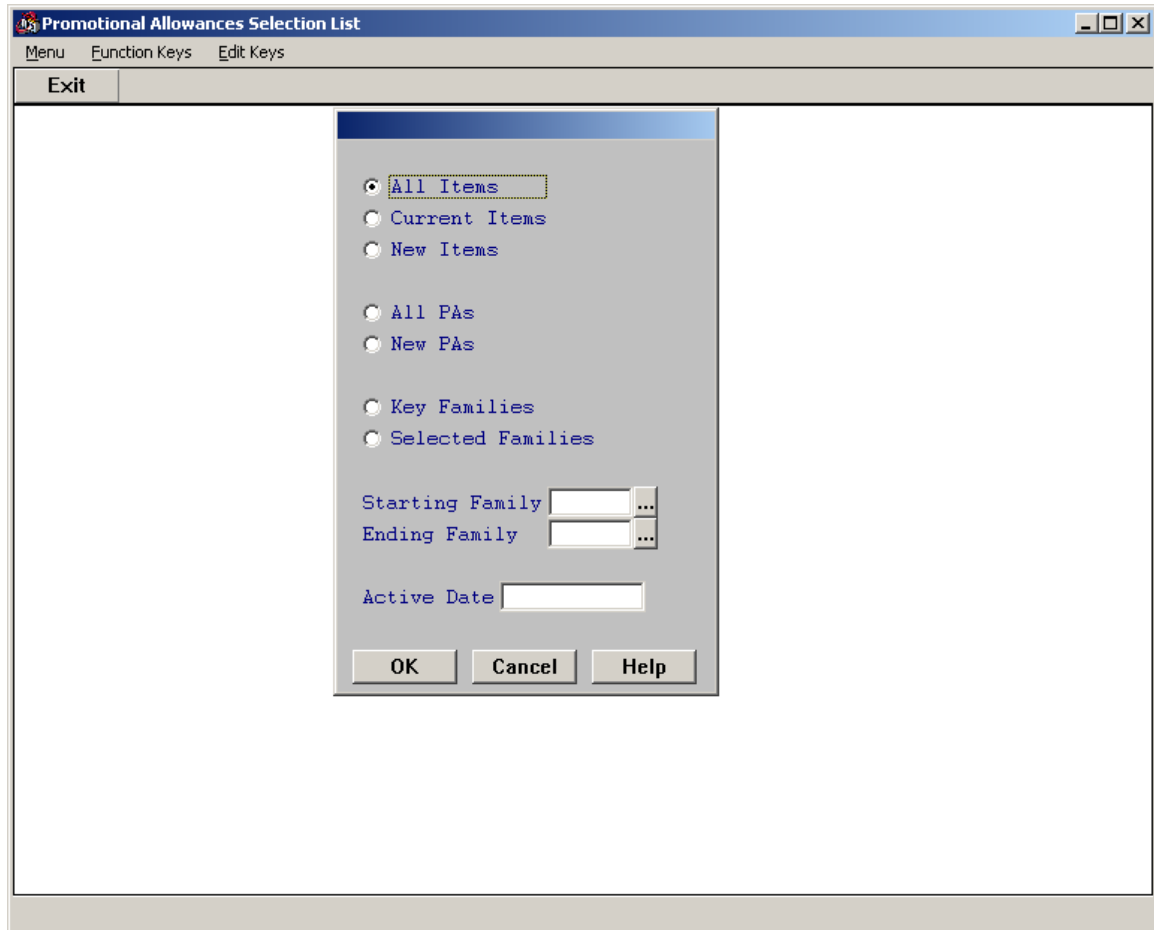
2.3 Deleted Items

Once the print preview of the report is displayed for Deleted Items, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit.

3 PA's

Within this area, Promotional Allowance items can be listed and then selected.

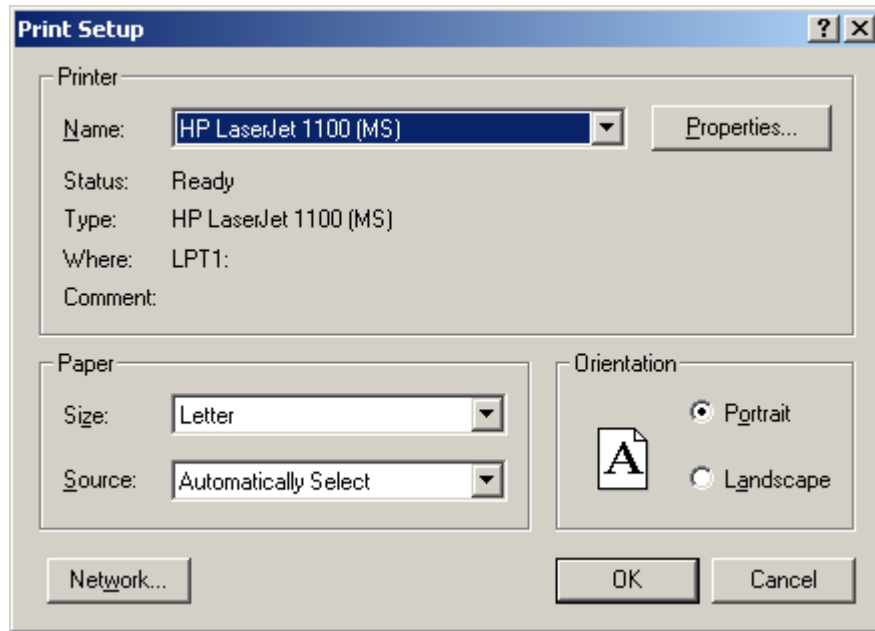
3.1 Selection List



You can create a selection list by entering in selected criteria. All Items includes both Current and New Items in the Inventory Maintenance, where as Current Items will base the selection list only on what is currently in the Inventory Maintenance. New Items will base the selection list only on items that are in the catalogue and not in the Inventor Maintenance.

You then select between All PAs or New PAs. Once you have selected the specific Item selection, you can then choose between Key and Selected Families. A Starting Family and Ending Family number is required. A list of the Family numbers can be created by clicking on the button with the 3 dots, or by clicking F6 when you are in the appropriate field.

Enter in an Active Date and click on OK. You will be prompted with the Print Setup box:



Click on OK to print a preview of the Selection List:

Print Preview - Page 1 of 1

File View Zoom

Run Date: May-30-2003 Time: 3:54:19 PM Page 1

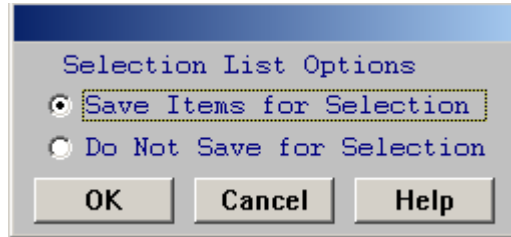
JS Software Demo

Promotional Allowances Printout

> Item Selected | * New Item | + New PA | Family (Key Families) | May-31-2003 | CS Case | CT Carton | O Other

UPC	Item Description	Size	Case	Landed				Start	End	Current Retail
				Cost	Retail	Gross	Deal			
Family 103 RIS SOUPS (Key Family)										
+ 6321110410	2801454 CAMPBELL'S RIS NY CLAM CHOWDR	540 ML	24	37.46	2.11	26.0	2.40	05/22/03	12/27/03	2.29
+ 6321110411	2801439 CAMPBELL'S RIS MINESTRONG SOU	540 ML	24	37.46	2.10	25.7	2.40	05/22/03	12/27/03	2.29
+ 6321110412	2801405 CAMPBELL'S RIS CREAM OF MUSHR	540 ML	24	37.46	2.10	25.7	2.40	05/22/03	12/27/03	2.29
+ 6321110414	2801413 CAMPBELL'S RIS VEGETABLE BEEF	540 ML	24	37.46	2.10	25.7	2.40	05/22/03	12/27/03	2.29
+ 6321112151	2801462 CAMPBELL'S RIS HERB CHICKEN S	540 ML	24	37.46	2.11	26.0	2.40	05/22/03	12/27/03	2.29
Family 104 MUSHROOM SOUPS (Key Family)										
+ 6000083590	2804052 AYLAER CREAM OF MUSHROOM SOU	284 ML	24	16.07	1.01	34.0	1.44	05/22/03	12/27/03	1.09
**** Previous item currently on .89 Brian's Ad ****										

At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit. You will be prompted to save the items for Selection:

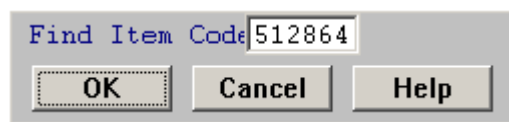


3.2 Select Items

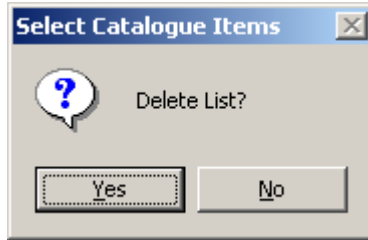
Within this list, you will select which items you'd like to be updated in to POS. Select the items using the right arrow button, and deselect items using the left arrow:

Select Promotional Allowances									
Menu Selection Keys List functions									
Exit	PageUp	PageDn	Top	Bottom	Find	Delete			
>	Item Selected	* New Item	+ New PA	May-22-00 - Dec-27-00					
Description	Size	Item	Case	Cost	Retail	Grs	Deal		
<input type="checkbox"/>	CAMPBELLS RTS CREAM OF MUS	540ML	2801405	24	37.46	2.10	25.7	2.40	
<input type="checkbox"/>	+ CAMPBELLS RTS VEGETABLE BEE	540ML	2801413	24	37.46	2.10	25.7	2.40	
<input type="checkbox"/>	+ CAMPBELLS RTS MINESTRONE S	540ML	2801439	24	37.46	2.10	25.7	2.40	
<input type="checkbox"/>	+ CAMPBELLS RTS NE CLAM CHOW	540ML	2801454	24	37.46	2.11	26.0	2.40	
<input type="checkbox"/>	+ CAMPBELLS RTS HERB CHICKEN	540ML	2801462	24	37.46	2.11	26.0	2.40	
<input type="checkbox"/>	+ AYLNER CREAM OF MUSHROOM S	284ML	2804052	24	16.07	1.01	34.0	1.44	
<input type="checkbox"/>	+ ALLAN OLD FASH TANGY STRAW	190GR	5127352	12	16.03	2.02	34.0	.50	
<input type="checkbox"/>	+ ALLANS OLD FASH WATERMELON	190GR	5127402	12	16.03	2.02	34.0	.50	
<input type="checkbox"/>	+ ALLANS OLD FASH GRAPE LACE	170GR	5127451	12	16.03	2.02	34.0	.50	
<input type="checkbox"/>	+ ALLANS OLD FASH BLK LICORI	170GR	5127469	12	16.03	2.02	34.0	.50	
<input type="checkbox"/>	+ ALLANS OLD FASH RED LIC TW	195GR	5127477	12	16.03	2.02	34.0	.50	
<input type="checkbox"/>	+ ALLANS OLD FASH RD SWED BE	190GR	5127568	12	16.03	2.02	34.0	.50	
<input type="checkbox"/>	+ ALLANS OLD FASH SQUIRMIES	170GR	5127576	12	16.03	2.02	34.0	.50	
<input type="checkbox"/>	+ ALLANS OLD FASH PEACH SLIC	190GR	5127584	12	16.03	2.02	34.0	.50	
<input type="checkbox"/>	+ ALLANS OLD FASH JU JUBES	190GR	5128574	12	16.89	2.13	34.0	.50	

Click on the Find menu button to find an item by Item Code:

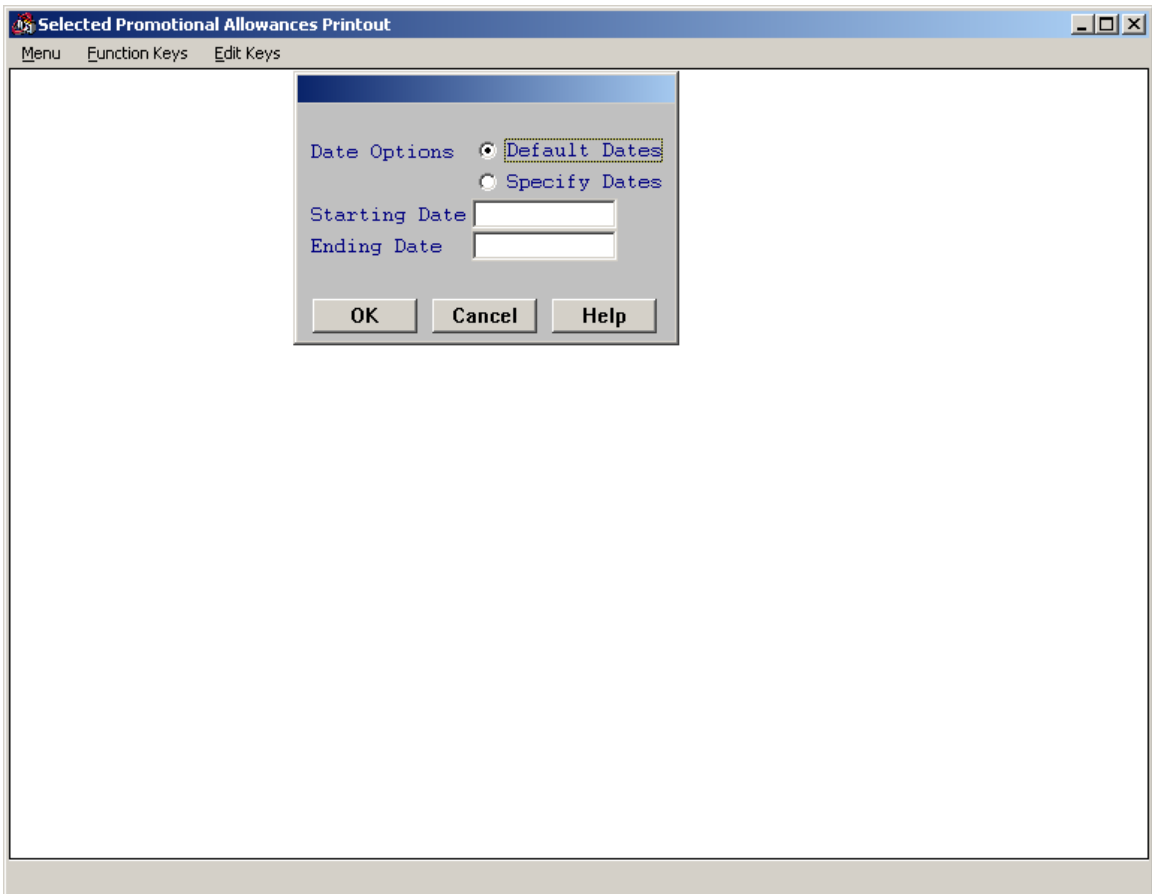


The Selection List can be deleted by clicking on the Delete menu button, or by CTRL F12. You will be prompted to confirm deletion of the list:

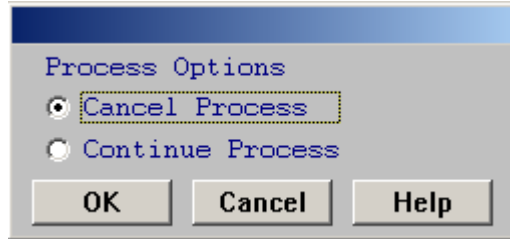


3.3 Process Items

Specify the Date Options for Processing the items, including entering the Starting and Ending Dates:



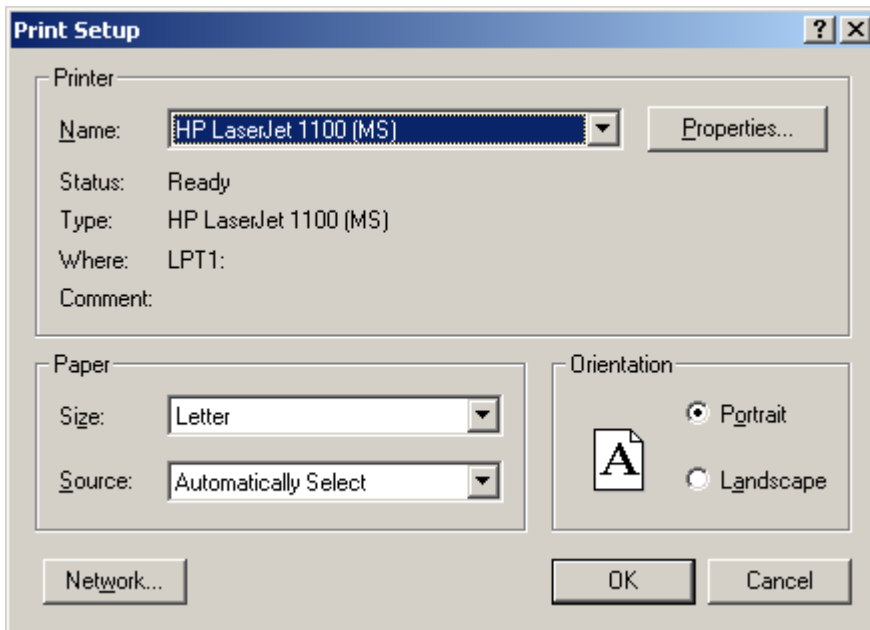
Click on OK to display the Print Setup Screen. Once you click on OK at this screen, the Selected Promotional Allowances Printout will automatically print for you to review. You will then be prompted to either Cancel or Continue with the process:



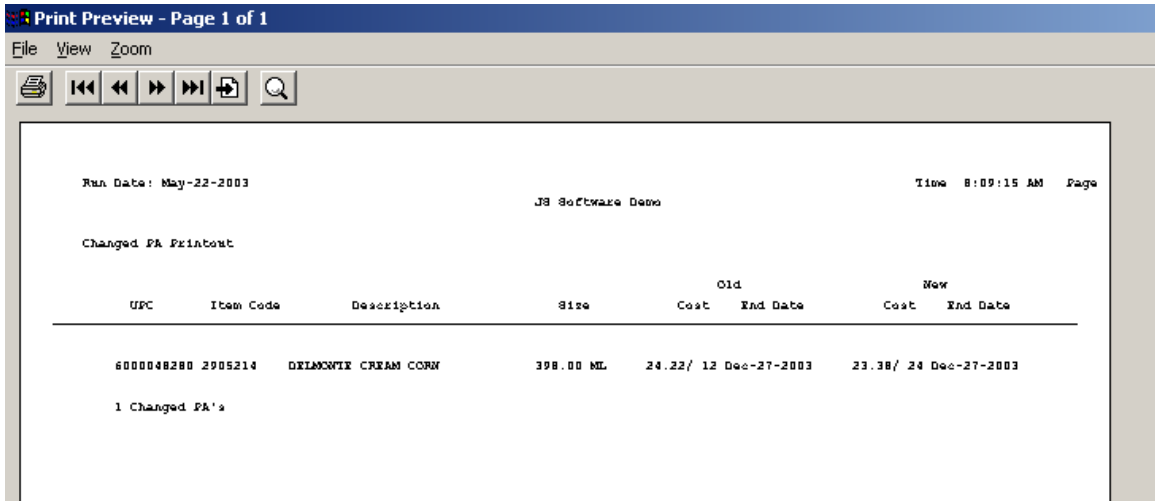
When the items are processed, they will go into Update Specials in POS.

3.4 Changed PA's

A report will be printed for review, of all PA's that have changed in this current download. You will be prompted with the Print Setup box:



Click on OK to print a preview of the Selection List:

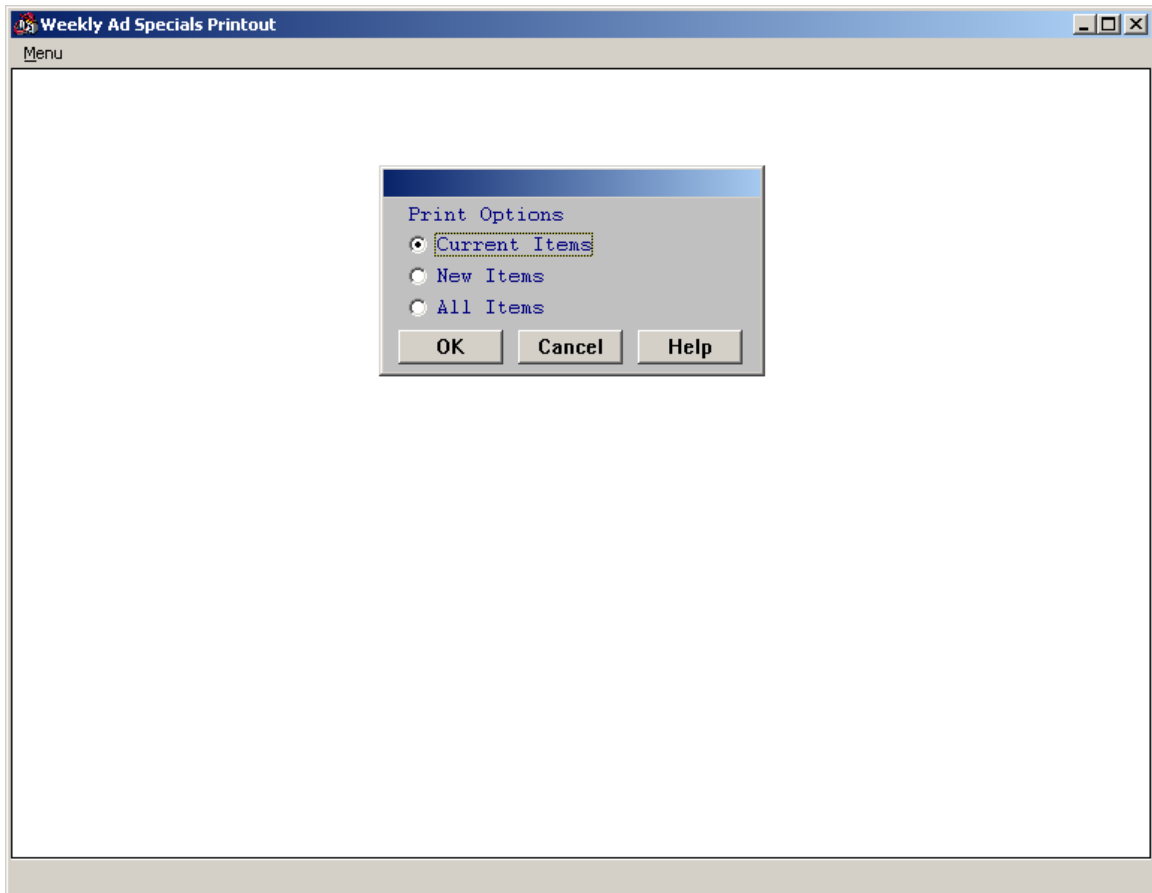


At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit.

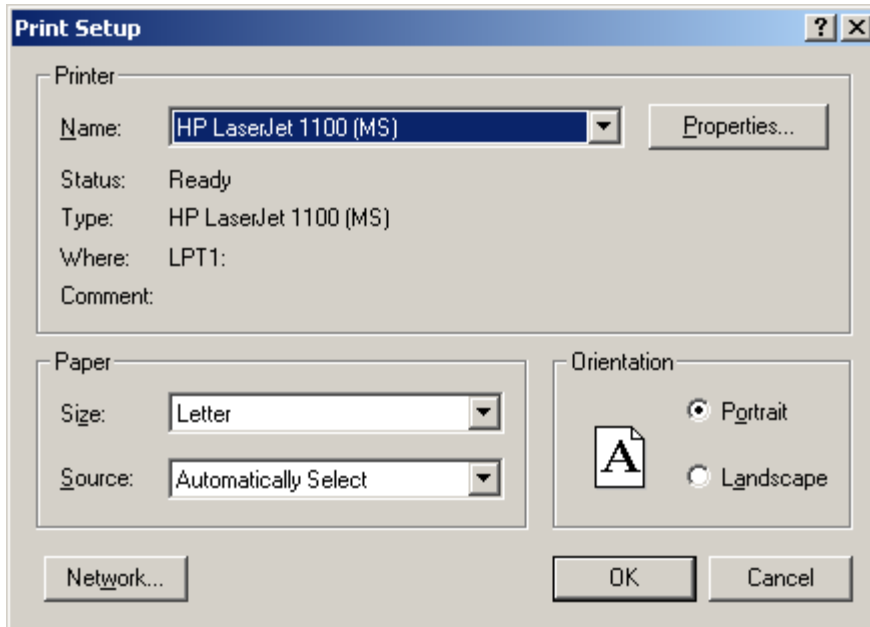
4 SPECIALS: ADVERTISED

4.1 Print Items

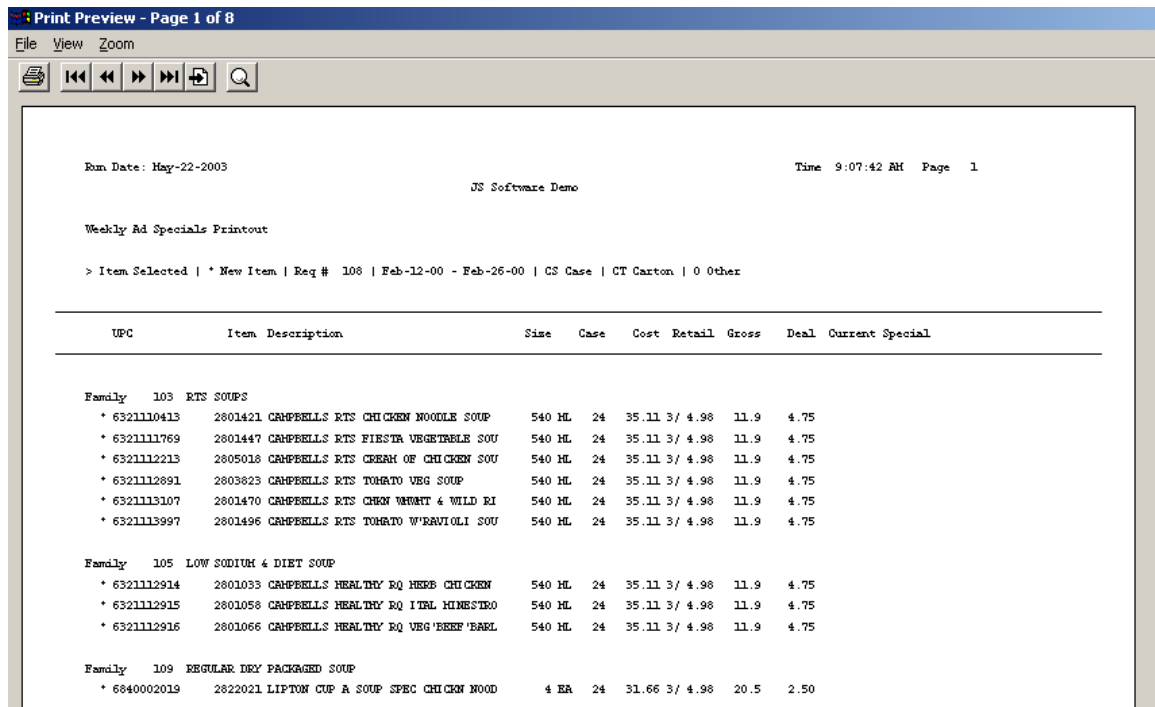
Advertised Specials reports can be printed through the following options:



Once you have chosen the Print Option and click on OK, you will be prompted with the Print Setup box:



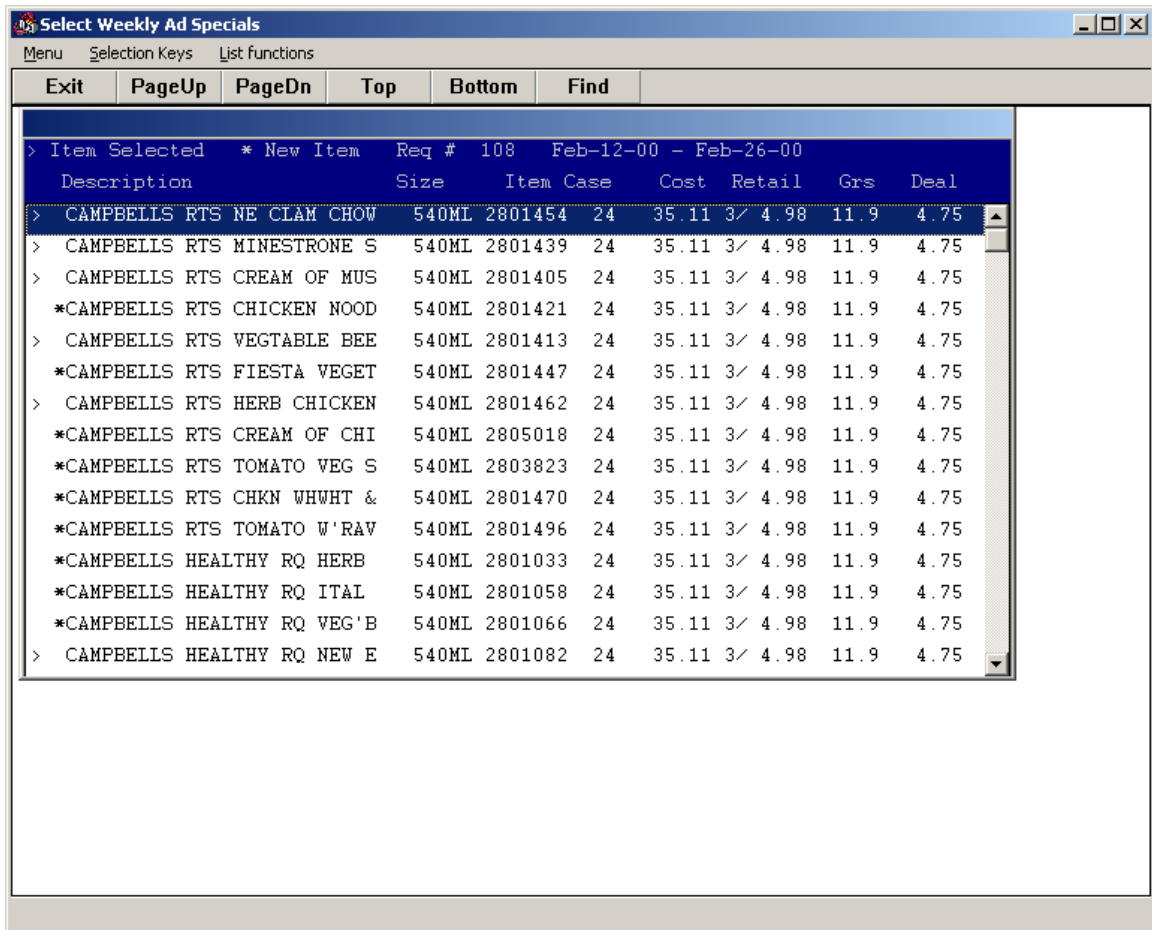
Click on OK to print a preview of the Weekly Ad Specials Printout:



At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit.

4.2 Select Items

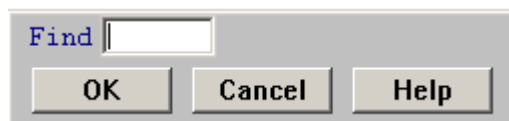
Within this list, you will select which items you'd like to be updated in to POS. Select the items using the right arrow button, and deselect items using the left arrow:



The screenshot shows a window titled "Select Weekly Ad Specials" with a menu bar containing "Menu", "Selection Keys", and "List functions". Below the menu bar are buttons for "Exit", "PageUp", "PageDn", "Top", "Bottom", and "Find". The main area displays a table of items with the following columns: Item Selected, * New Item, Req #, Feb-12-00 - Feb-26-00, Description, Size, Item Case, Cost, Retail, Grs, and Deal. The table lists various Campbell's soup items.

> Item Selected	* New Item	Req #	Feb-12-00 - Feb-26-00	Description	Size	Item Case	Cost	Retail	Grs	Deal
>		108		CAMPBELLS RTS NE CLAM CHOW	540ML	2801454 24	35.11	3/ 4.98	11.9	4.75
>				CAMPBELLS RTS MINESTRONE S	540ML	2801439 24	35.11	3/ 4.98	11.9	4.75
>				CAMPBELLS RTS CREAM OF MUS	540ML	2801405 24	35.11	3/ 4.98	11.9	4.75
>	*			CAMPBELLS RTS CHICKEN NOOD	540ML	2801421 24	35.11	3/ 4.98	11.9	4.75
>				CAMPBELLS RTS VEGTABLE BEE	540ML	2801413 24	35.11	3/ 4.98	11.9	4.75
>	*			CAMPBELLS RTS FIESTA VEGET	540ML	2801447 24	35.11	3/ 4.98	11.9	4.75
>				CAMPBELLS RTS HERB CHICKEN	540ML	2801462 24	35.11	3/ 4.98	11.9	4.75
>	*			CAMPBELLS RTS CREAM OF CHI	540ML	2805018 24	35.11	3/ 4.98	11.9	4.75
>	*			CAMPBELLS RTS TOMATO VEG S	540ML	2803823 24	35.11	3/ 4.98	11.9	4.75
>	*			CAMPBELLS RTS CHKN WHWHT &	540ML	2801470 24	35.11	3/ 4.98	11.9	4.75
>	*			CAMPBELLS RTS TOMATO W'RAV	540ML	2801496 24	35.11	3/ 4.98	11.9	4.75
>	*			CAMPBELLS HEALTHY RQ HERB	540ML	2801033 24	35.11	3/ 4.98	11.9	4.75
>	*			CAMPBELLS HEALTHY RQ ITAL	540ML	2801058 24	35.11	3/ 4.98	11.9	4.75
>	*			CAMPBELLS HEALTHY RQ VEG'B	540ML	2801066 24	35.11	3/ 4.98	11.9	4.75
>				CAMPBELLS HEALTHY RQ NEW E	540ML	2801082 24	35.11	3/ 4.98	11.9	4.75

Click on the Find menu button to find an item by Item Code:



The screenshot shows a "Find" dialog box with a text input field containing a cursor. Below the input field are three buttons: "OK", "Cancel", and "Help".

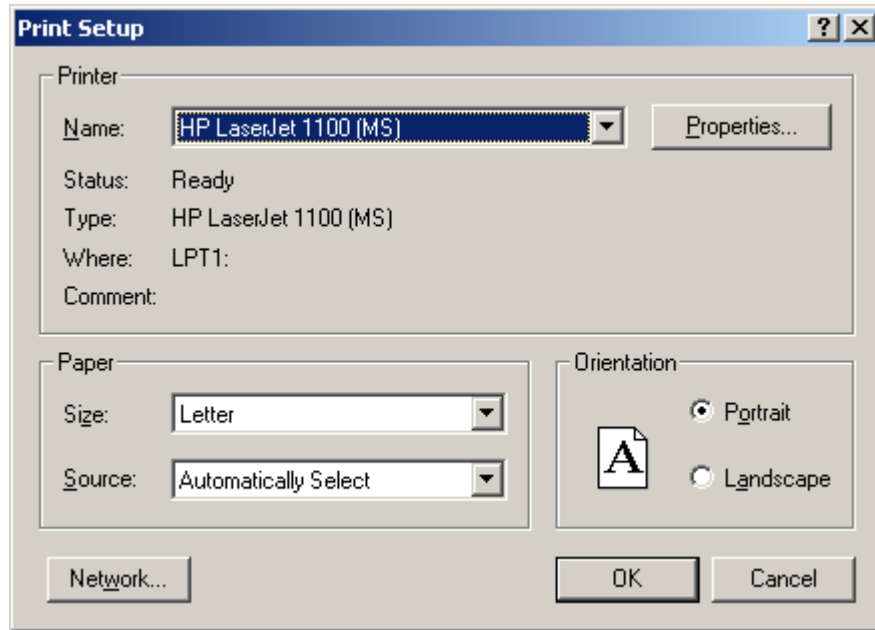
4.3 Process Items

Specify the Week Number for the Selected Weekly Ad Specials (obtained from the Ad Requisition that is sent every week), and enter in a comment if applicable:

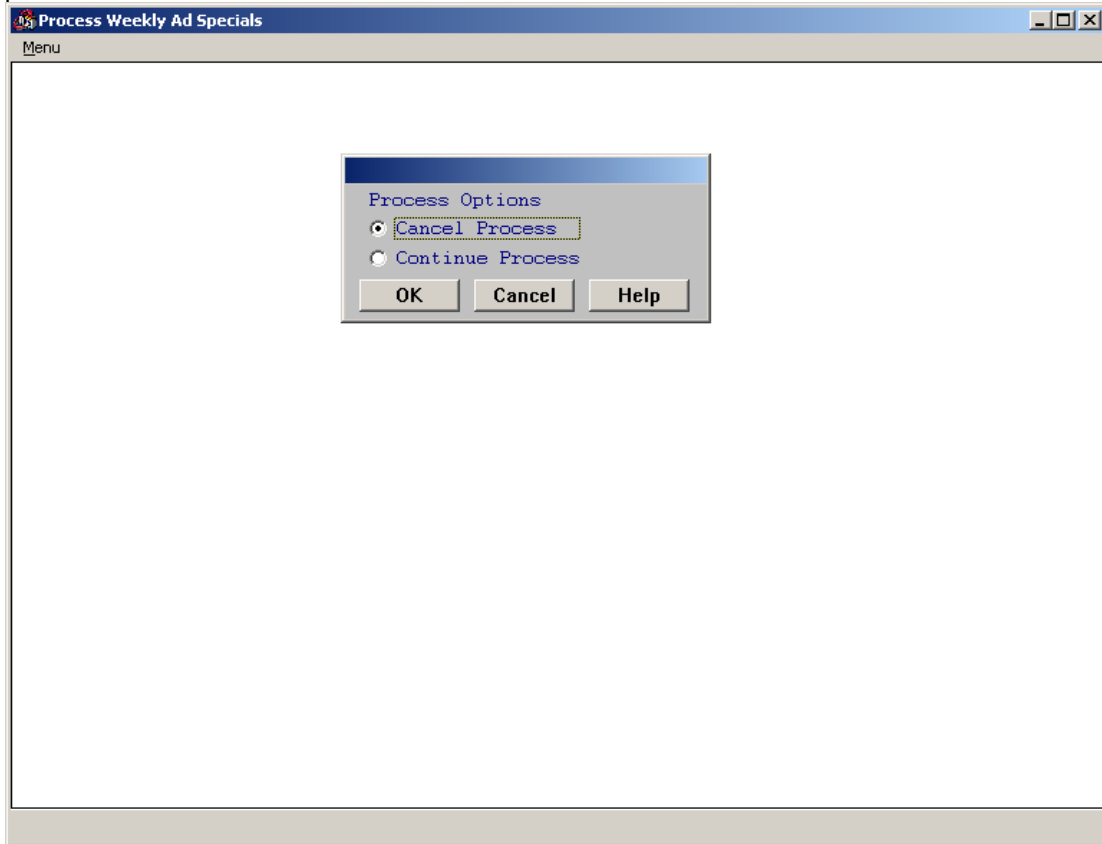
The screenshot shows a dialog box titled "Selected Weekly Ad Specials Printout" with a menu bar containing "Menu", "Function Keys", and "Edit Keys". The dialog contains the following fields and buttons:

- Requisition:
- Week Number:
- Starting Date:
- Ending Date:
- Comment:
- Buttons: OK, Cancel, Help

Once you click on the OK button, you will be prompted with the Print Setup box:



Clicking on OK will automatically print the printout, then prompt you to Cancel or Continue with the process:

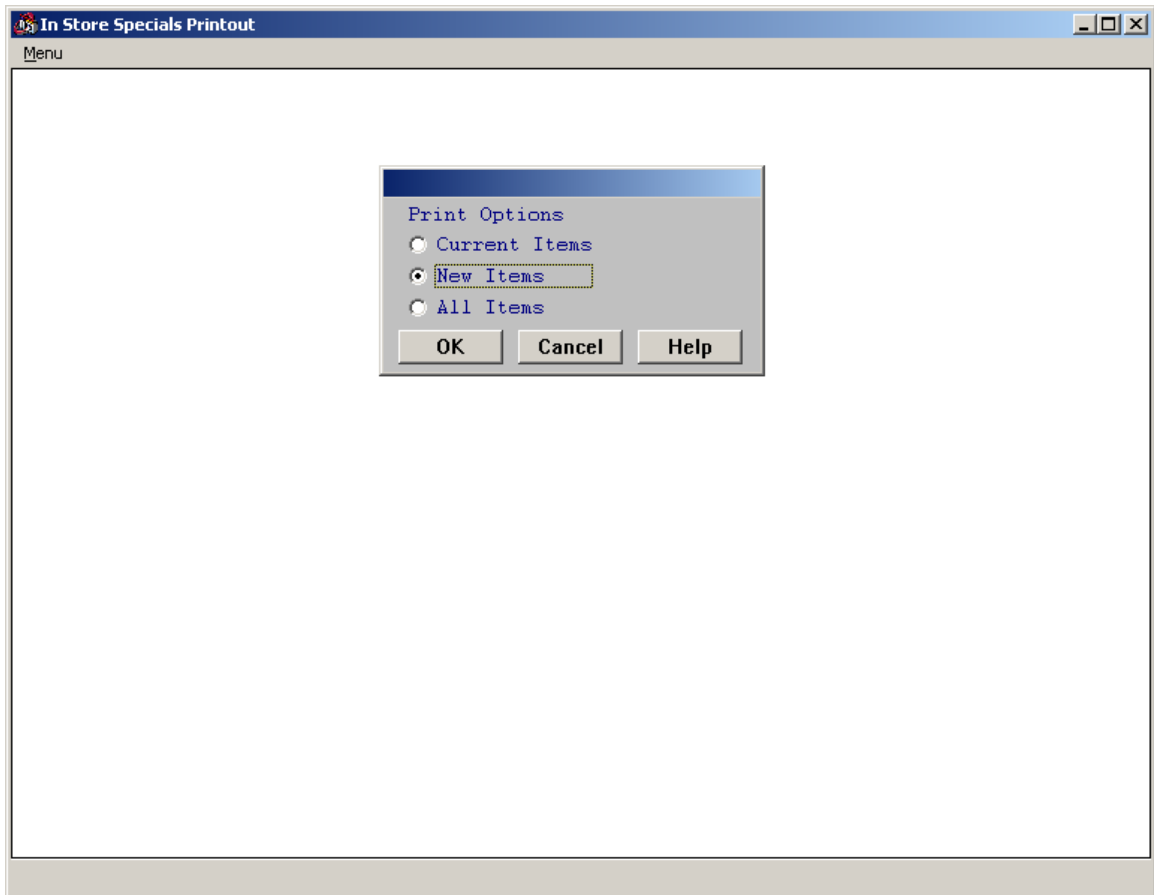


When the items are processed, they will go into Update Specials in POS.

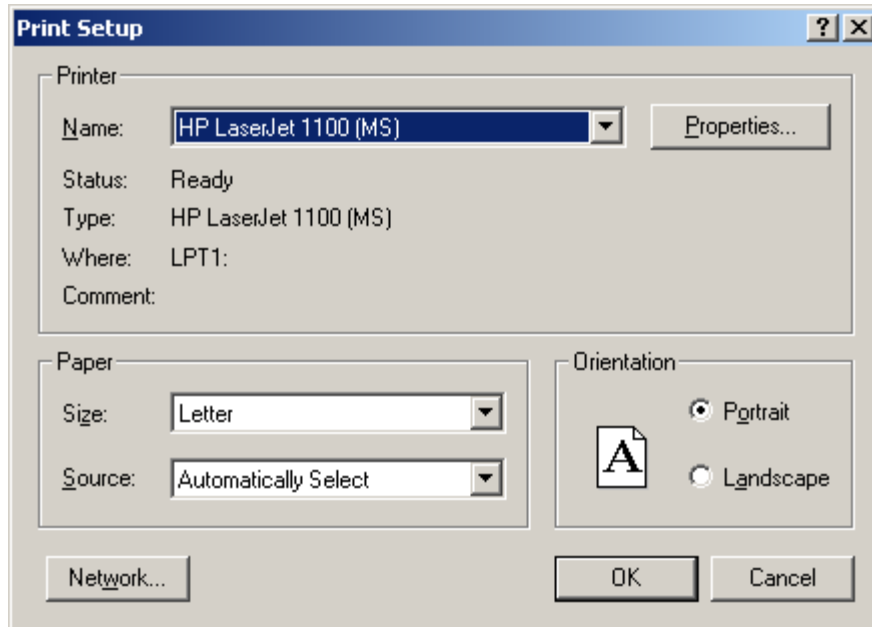
5 IN-STORE

5.1 Print Items

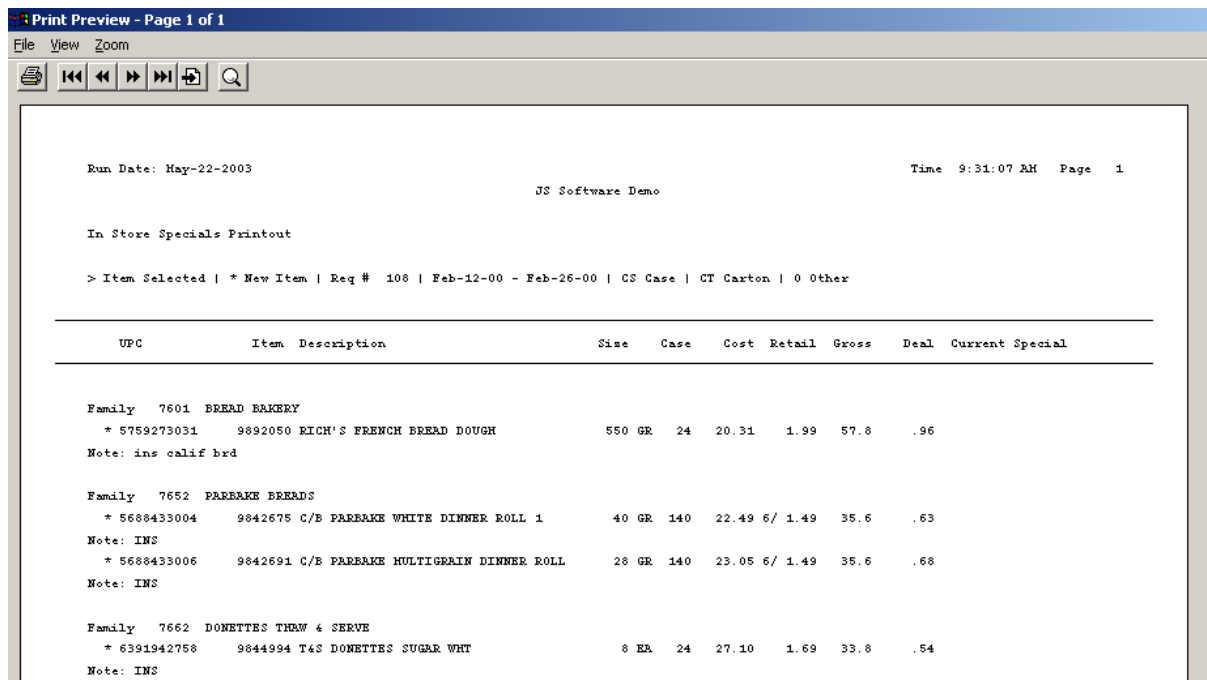
In Store Specials reports can be printed through the following options:



Once you have chosen the Print Option and click on OK, you will be prompted with the Print Setup box:



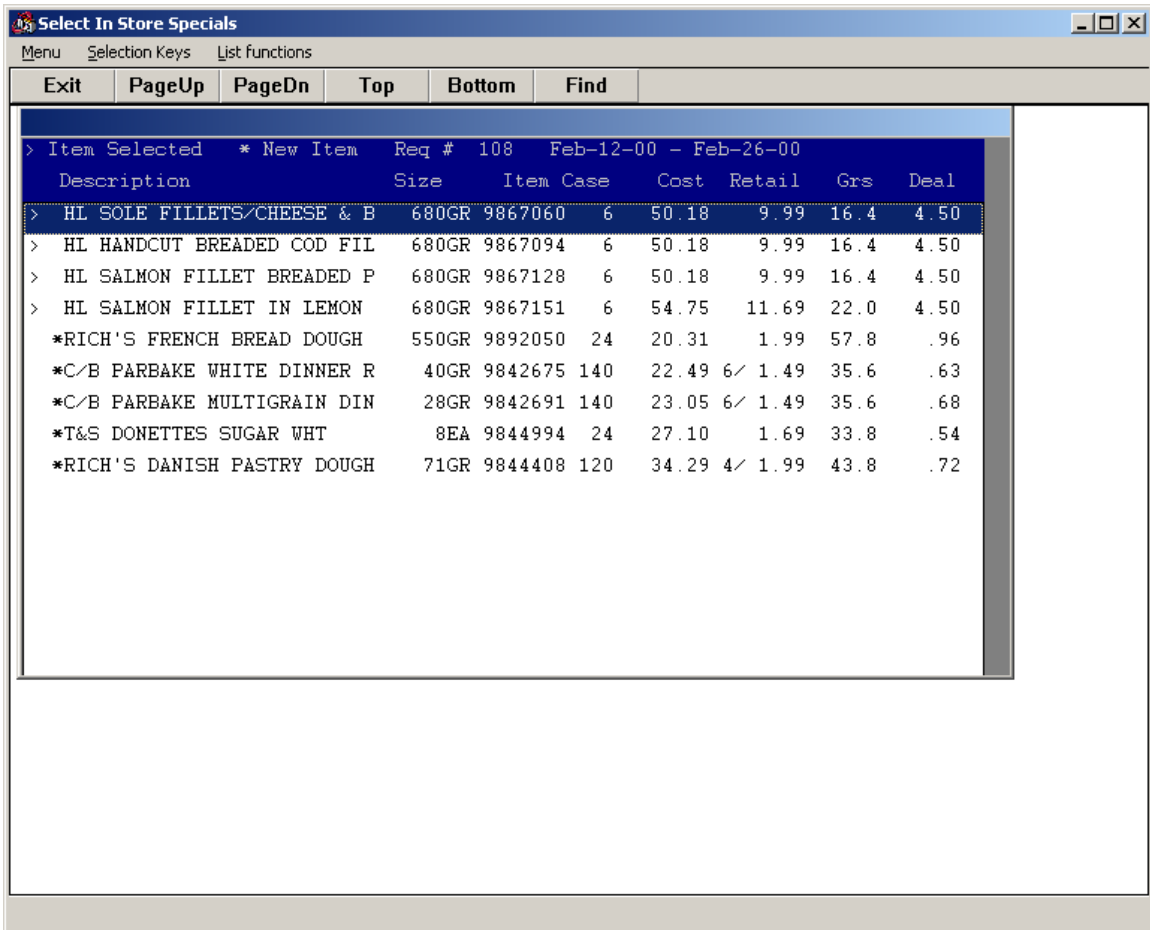
Click on OK to print a preview of the In Store Specials Printout:



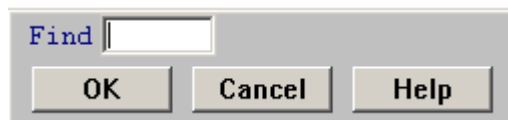
At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit.

5.2 Select Items

Within this list, you will select which items you'd like to be updated in to POS. Select the items using the right arrow button, and deselect items using the left arrow:



Click on the Find menu button to find an item by Item Code:



5.3 Process Items

Specify the Week Number for the Selected In Store Specials, and enter in a comment if applicable:

Selected In Store Specials Printout

Menu Function Keys Edit Keys

Requisition 108

Week Number

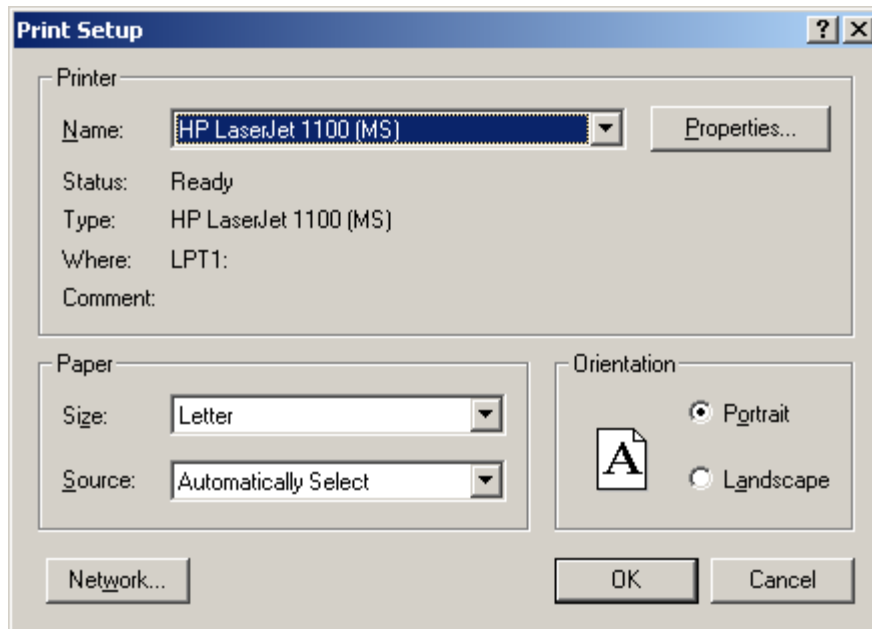
Starting Date 2/12/2003

Ending Date 2/26/2003

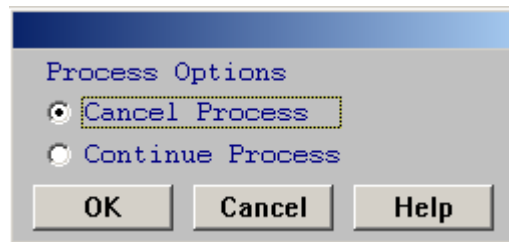
Comment

OK Cancel Help

Once you click on the OK button, you will be prompted with the Print Setup box:



Clicking on OK will automatically print the printout, then prompt you to Cancel or Continue with the process:



When the items are processed, they will go into Update Specials in POS.

6 CUSTOM IN-STORE

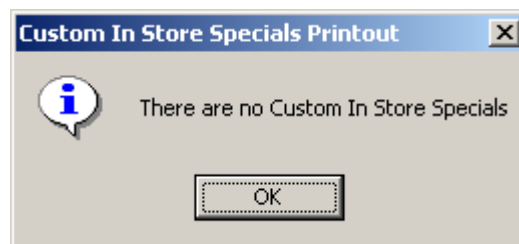
6.1 Print Items

Custom In Store reports will be printed from this area. If there are no Custom In Store Specials, you will be prompted with the following screen:



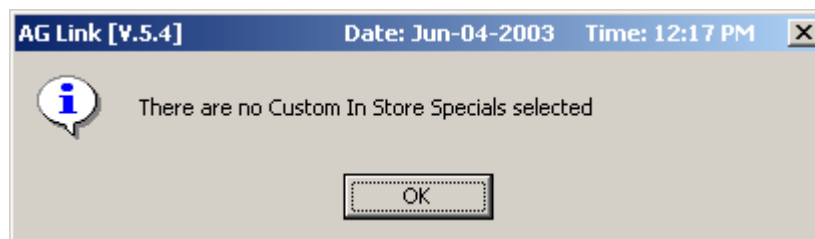
6.2 Select Items

Within this list, you will select which items you'd like to be updated in to POS. If there are no Custom In Store Specials, you will be prompted with the following screen:



6.3 Process Items

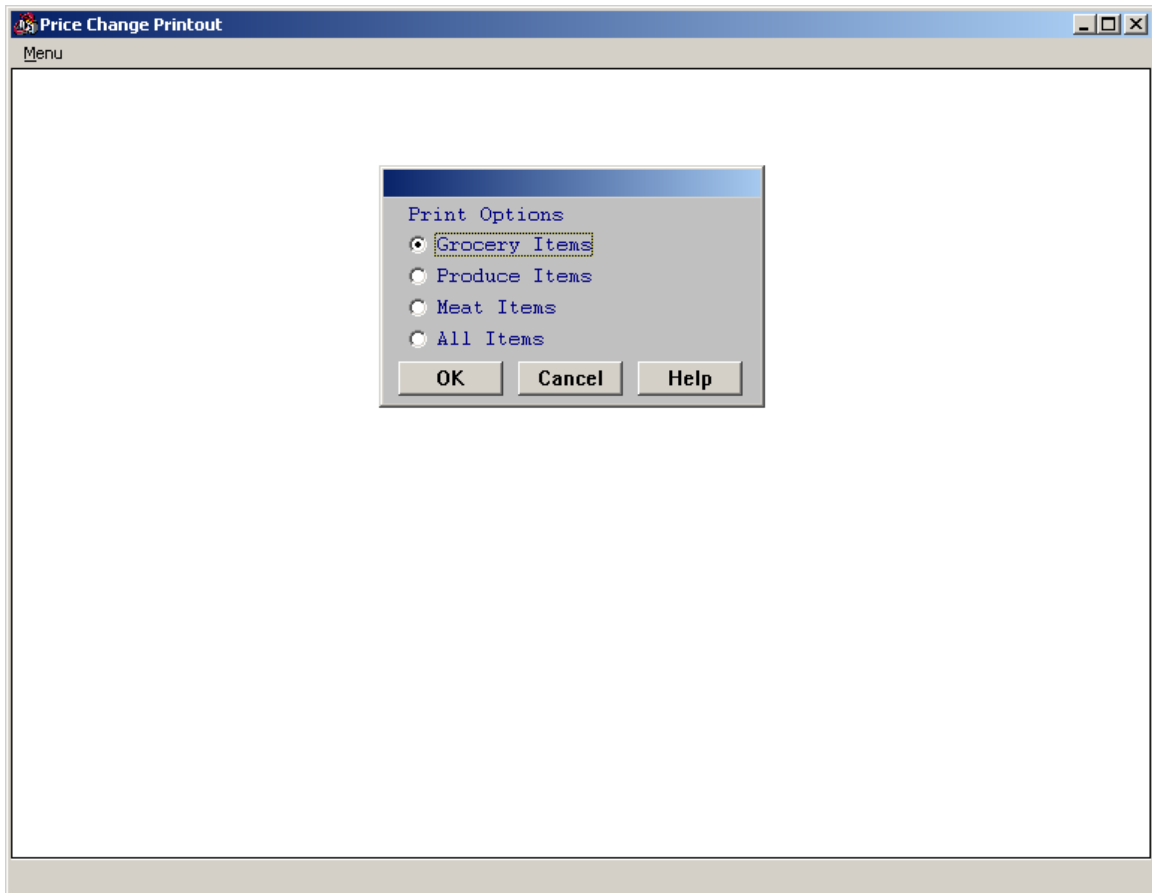
If there are no Custom In Store Specials selected to process, you will be prompted with the following screen:



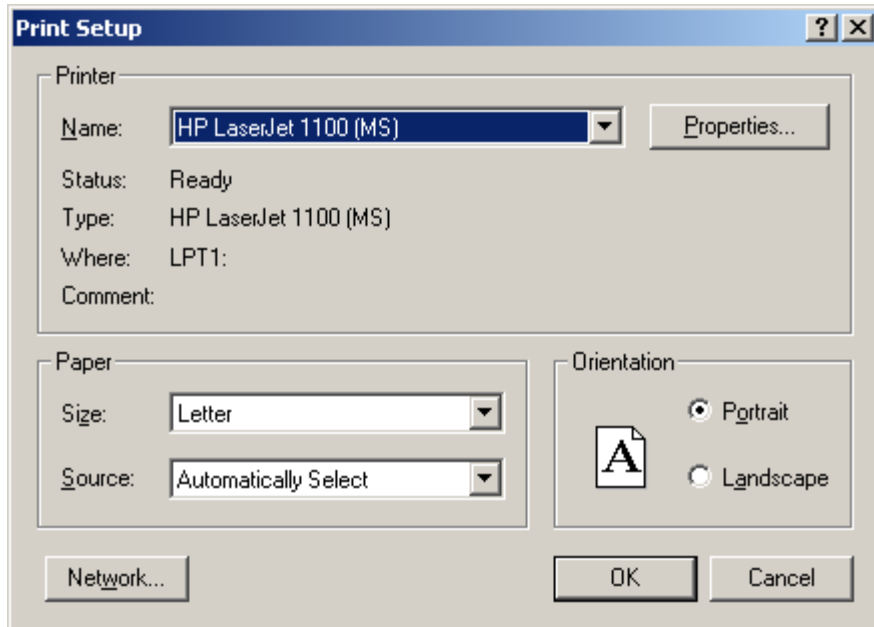
7 PRICE CHANGES

7.1 Print Items

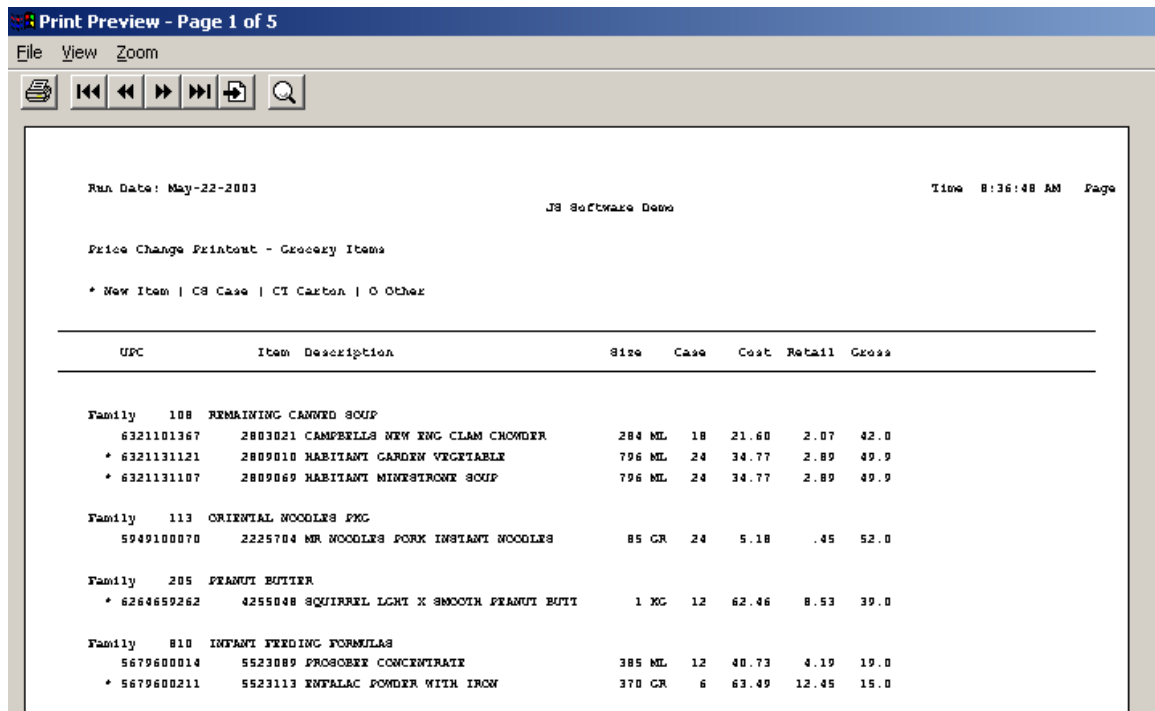
Price Change reports can be printed through the following options:



Once you have chosen the Print Option and click on OK, you will be prompted with the Print Setup box:



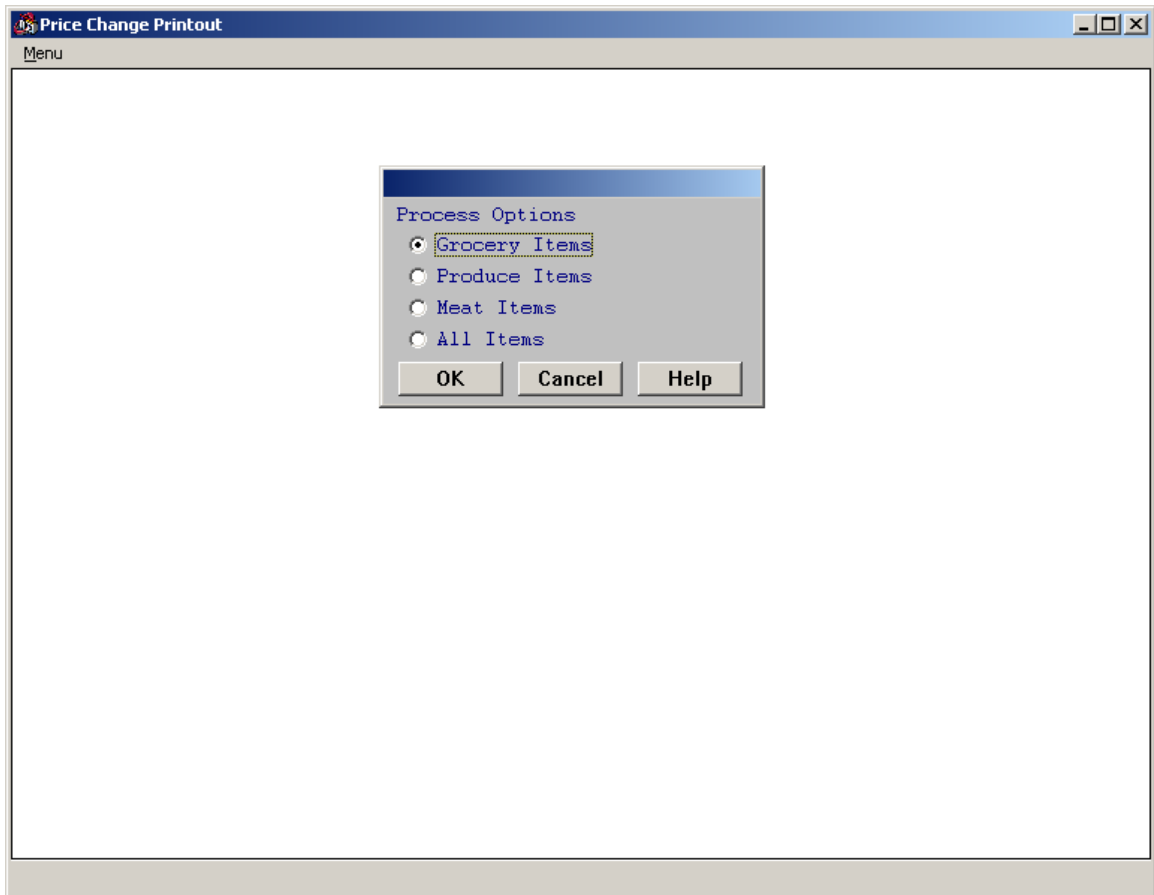
Click on OK to print a preview of the Price Change Printout:



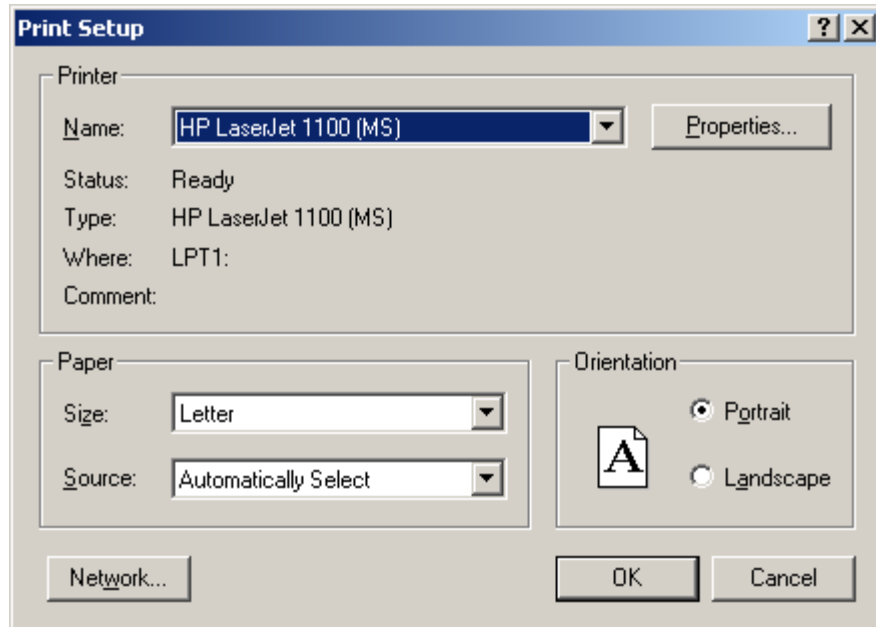
At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit.

7.2 Process Items

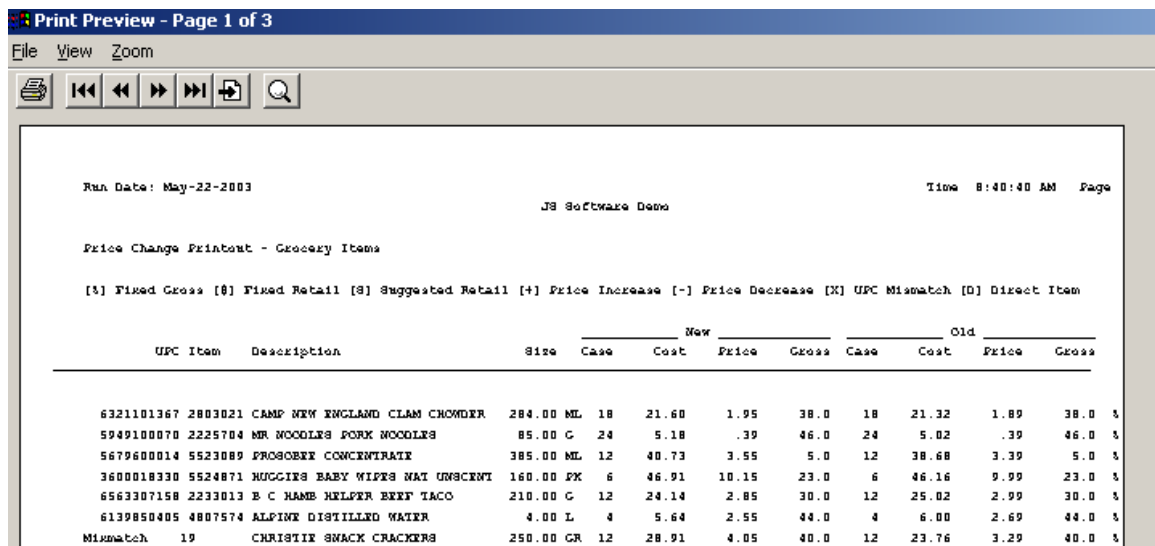
Processing Price Changes can be completed through the following options:



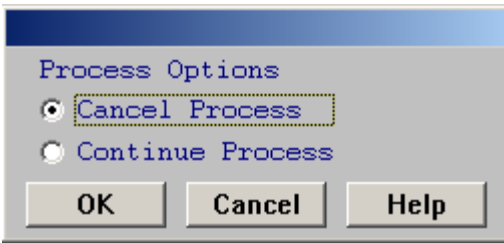
Once you have chosen the Print Option and click on OK, you will be prompted with the Print Setup box:



Click on OK to print a preview of the Price Change Printout:



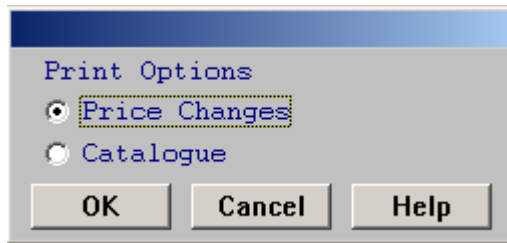
At this point, you can review the price changes and either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit. You will then be prompted to either Cancel or Continue with the process:



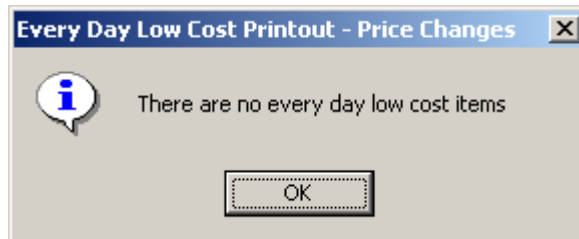
When the items are processed, they will go into Update Specials in POS.

7.3 Print EDLC Items

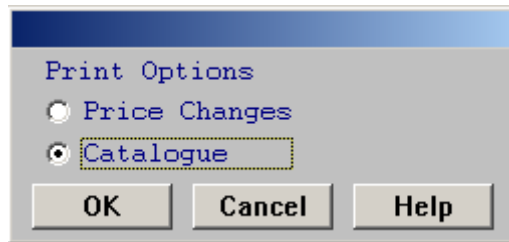
7.3.1 Price Changes



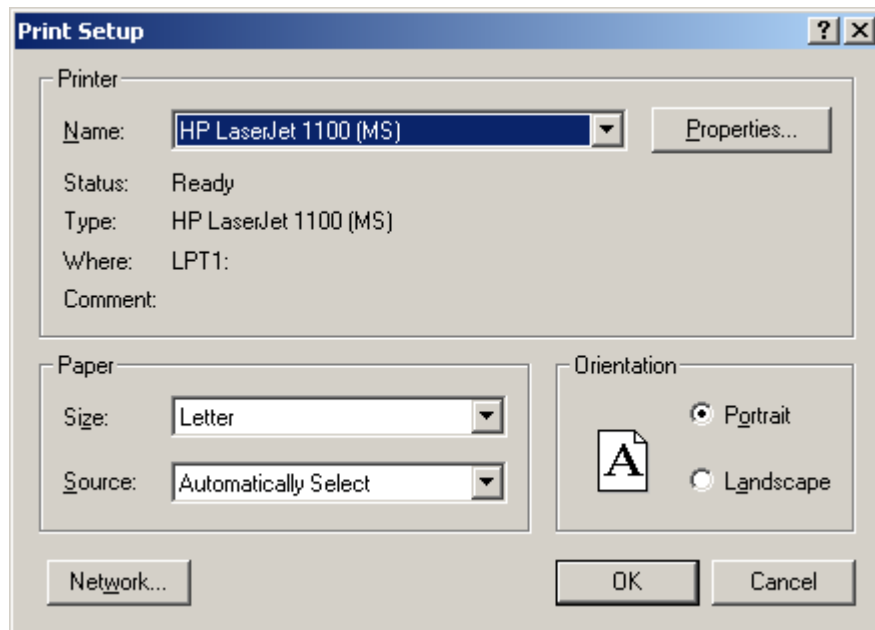
If there are no Every Day Low Cost item price changes to print, you will get the message:



7.3.2 Catalogue



Once you have chosen the Print Option for the Every Day Low Cost Items Catalogue and click on OK, you will be prompted with the Print Setup box:



At this point, you can review the Every Day Low Cost Catalogue Printout and either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit:



Run Date: May-16-2003

JB Software Demo

Time 3:24:23 PM Page

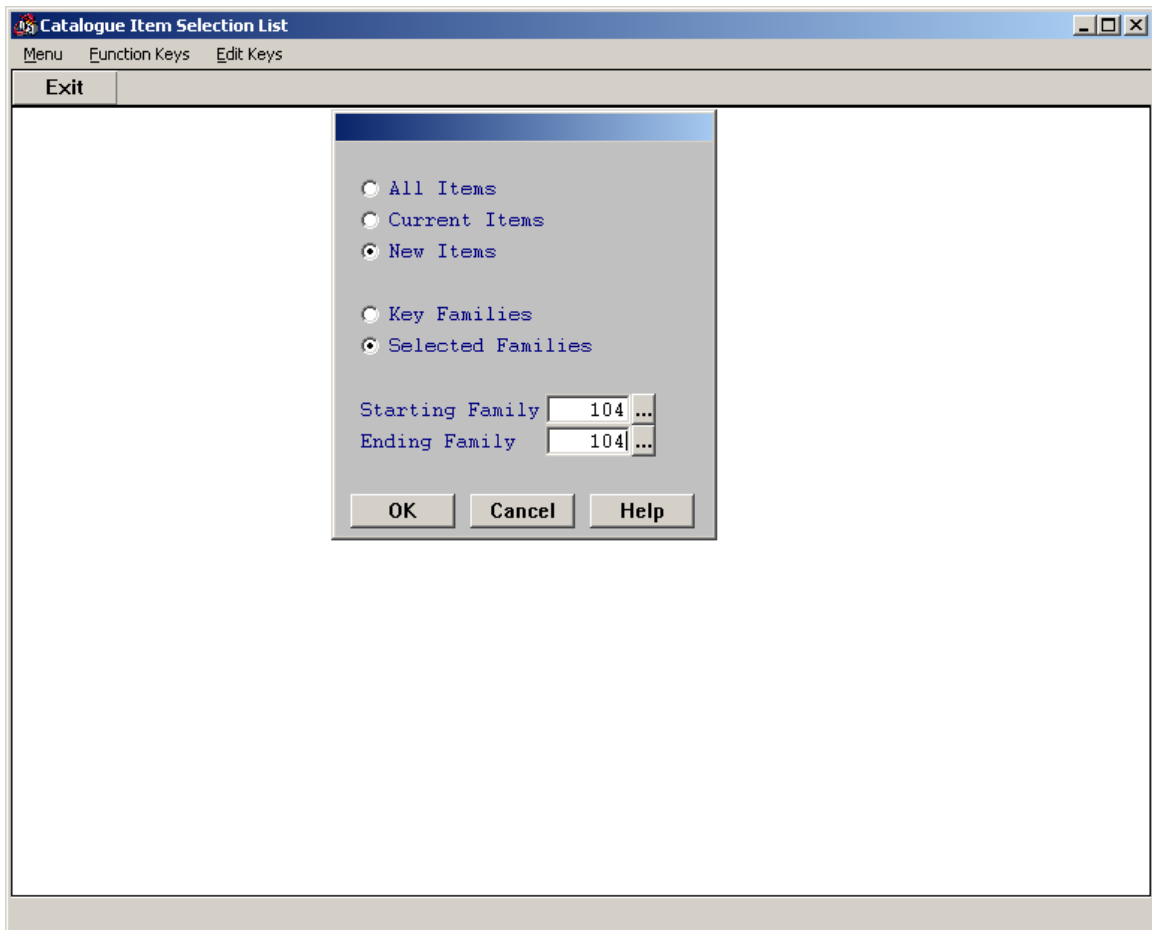
Every Day Low Cost Printout - Catalogue

* New Item | CS Case | CI Carton | O Other

UPC	Item Description	Size	Case	Cost	Retail	Gross
Family 101 CHICKEN SOUPS						
* 6321102682	2803153 CAMPBELL'S CHICKEN NOODLE SOUP	284 ML	1	10.12	15.45	34.5
* 6321101251	2803203 CAMPBELL'S CHICKEN NOODLE SOUP	284 ML	48	39.65	1.62	49.0
* 6321102107	2803443 CAMPBELL'S CHICKEN BROTH	284 ML	24	20.35	1.84	53.9
* 6000082500	2803468 AYLMER CHICKEN NOODLE SOUP	284 ML	24	17.51	1.25	41.6
* 6321101031	2803757 CAMPBELL'S CREAM OF CHICKEN SOUP	284 ML	24	20.35	1.84	53.9
* 6321101051	2803781 CAMPBELL'S CHICKEN W/RICE SOUP	284 ML	18	21.60	2.46	51.2
6000082700	2804029 AYLMER CHICKEN RICE SOUP	284 ML	24	17.51	1.25	41.6
6000082910	2804045 AYLMER CREAM OF CHICKEN SOUP	284 ML	24	17.51	1.25	41.6
6321101256	2805059 CAMPBELL'S CHICKEN NOODLE SOUP	1.36 LT	12	36.31	4.80	37.0
Family 102 CHURRY SOUPS						
* 6321100005	2180123 CAMPBELL'S CHURRY CHICKEN A LA KING	540 ML	24	47.45	2.95	33.0
* 6321103813	2801009 CAMPBELL'S CHURRY CORN CHOWDER	540 ML	24	47.45	2.95	33.0
* 6321100595	2801025 CAMPBELL'S CHURRY CHICKEN VEG SOUP	540 ML	24	47.45	2.95	33.0
* 6321100568	2801041 CAMPBELL'S CHURRY STEAK & POTATO SO	540 ML	24	47.45	2.95	33.0
* 6321100550	2801108 CAMPBELL'S CHURRY BEEF SOUP	540 ML	24	47.45	2.95	33.0
* 6321100552	2801124 CAMPBELL'S CHURRY CHICKEN NOODLE SO	540 ML	24	47.45	2.95	33.0
* 6321100556	2801181 CAMPBELL'S CHURRY BEEF BURGER SOUP	540 ML	24	47.45	2.95	33.0
* 6321100524	2801199 CAMPBELL'S CHURRY MK CLAM CHOWDER	540 ML	24	47.45	2.95	33.0
* 6321100564	2801207 CAMPBELL'S CHURRY SPLIT PEA SOUP	540 ML	24	47.45	2.95	33.0
6321100560	2803732 CAMPBELL'S CHURRY CHICKEN W/RICE SO	540 ML	24	47.45	2.95	33.0
* 6321100574	2803740 CAMPBELL'S CHURRY VEG BEEF SOUP	540 ML	24	47.45	2.95	33.0
* 6321100374	2807600 CAMPBELL'S CHURRY CHICKEN PASTA SOU	540 ML	24	47.45	2.95	33.0

8 CATALOGUE

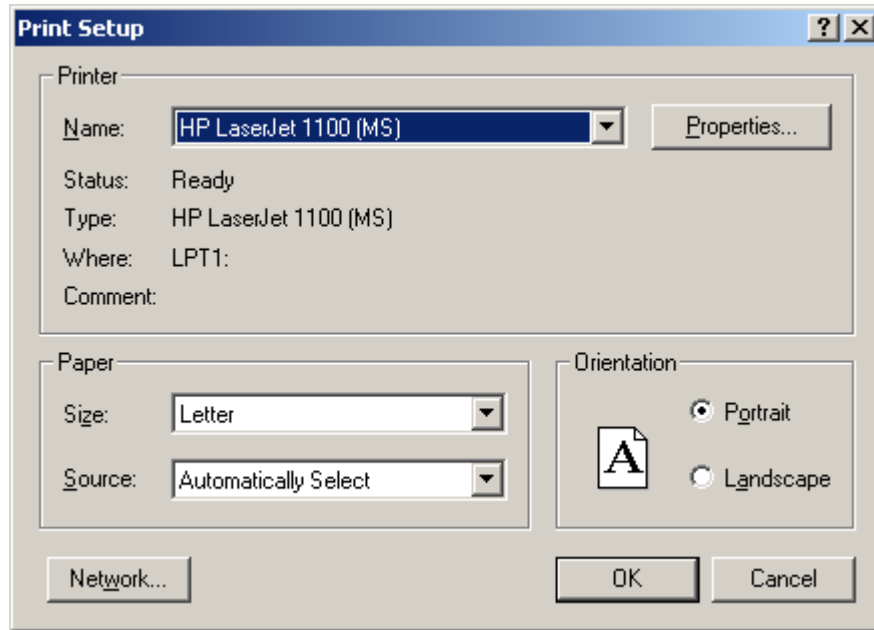
8.1 Selection List



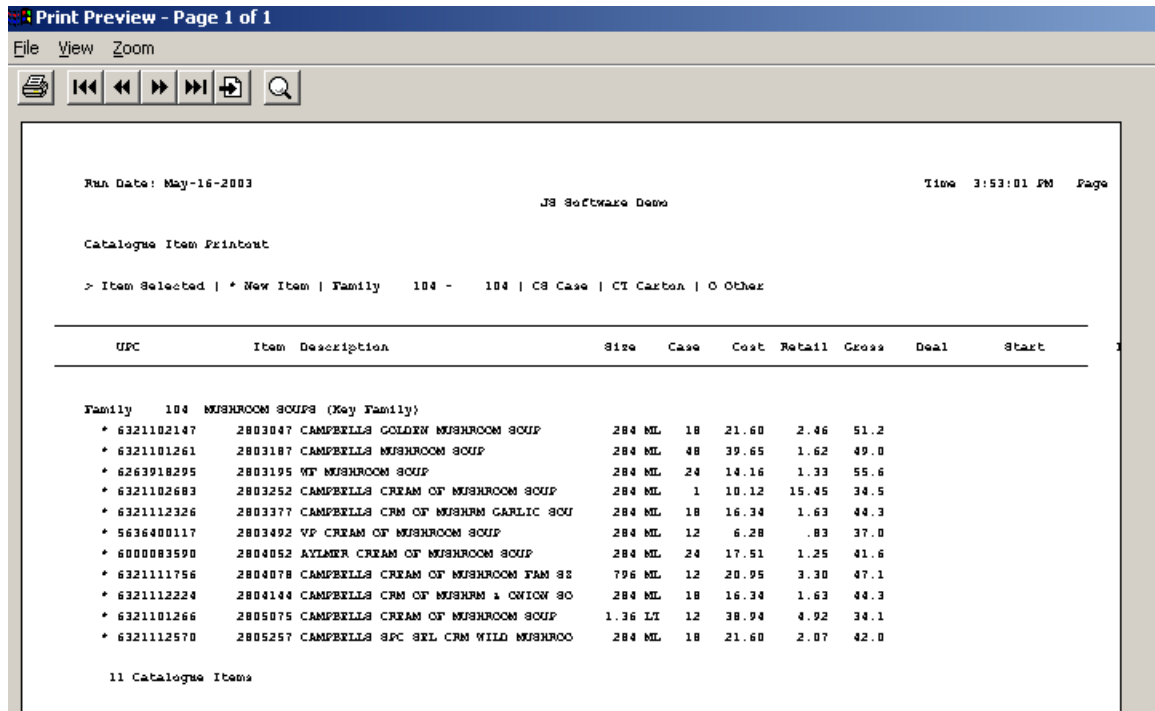
You can create a selection list by entering in selected criteria. All Items includes both Current and New Items in the Inventory Maintenance, where as Current Items will base the selection list only on what is currently in the Inventory Maintenance. New Items will base the selection list only on items that are in the catalogue and not in the Inventor Maintenance.

Once you have selected the specific Item selection, you can then choose between Key and Selected Families. A Starting Family and Ending Family number is required. A list of the Family numbers can be created by clicking on the button with the 3 dots, or by clicking F6 when you are in the appropriate field.

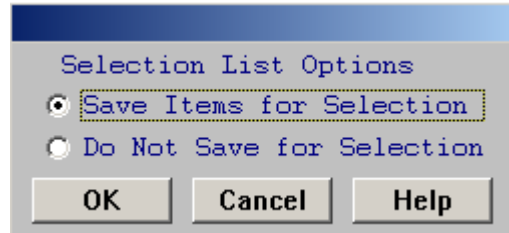
Once you click on OK, you will be prompted with the Print Setup box:



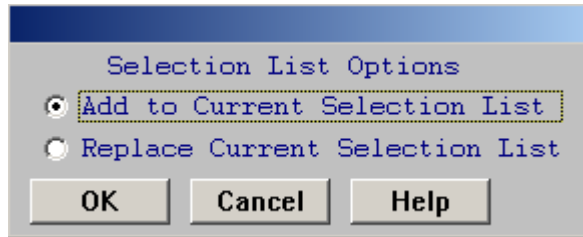
Click on OK to print a preview of the Selection List:



Once you have confirmed the selection, you can either print the report by selecting the File menu and choose Print, or you can exit out by selecting the File menu and choose Exit. You will then be prompted to save the selection list for selection:

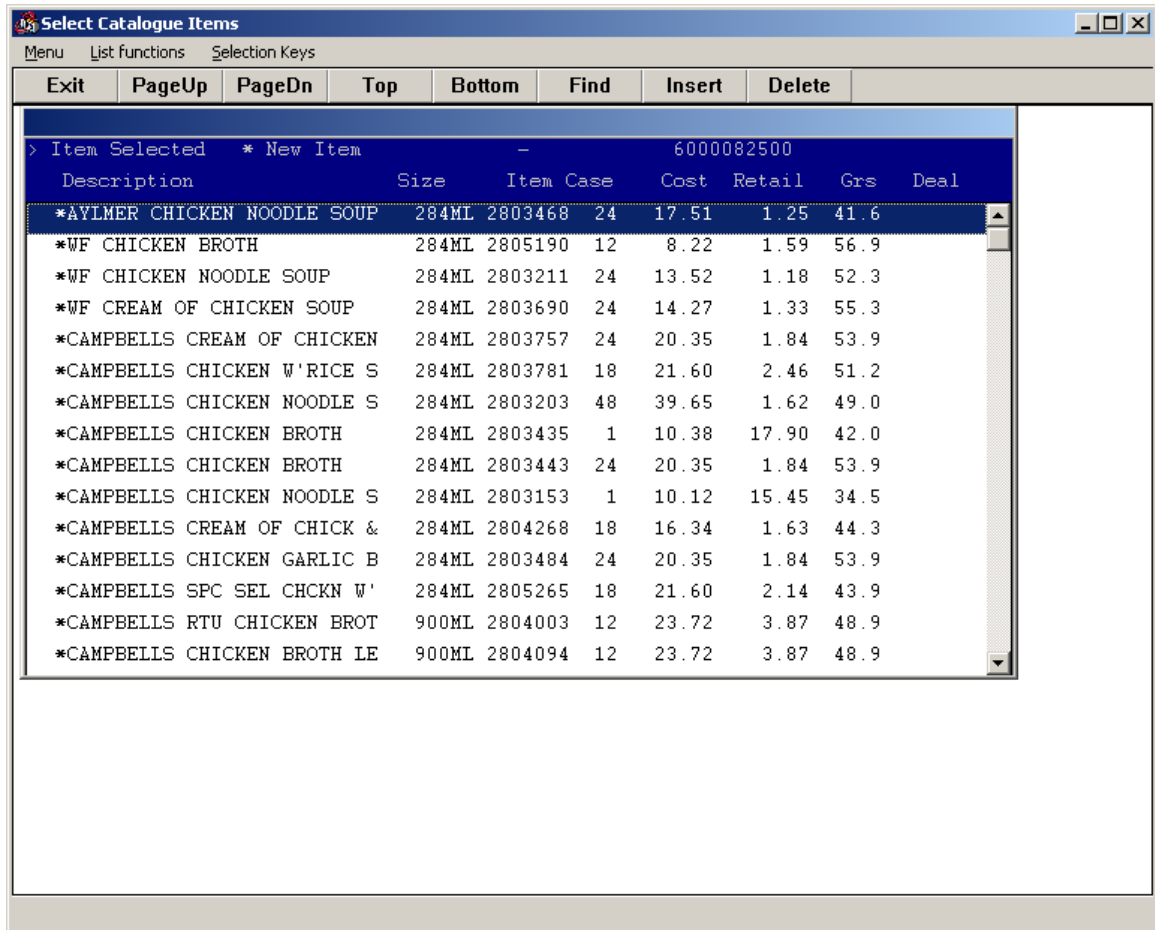


Once a Selection List has been saved, each time you go in to Catalogue > Selection List, you will be prompted to add to the current list, or replace the current list:



8.2 Select Items

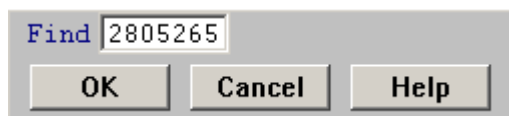
Within this list, you will select which items you'd like to be updated in to POS. Select the items using the right arrow button, and deselect items using the left arrow:



The screenshot shows a window titled "Select Catalogue Items" with a menu bar containing "Menu", "List functions", and "Selection Keys". Below the menu bar are buttons for "Exit", "PageUp", "PageDn", "Top", "Bottom", "Find", "Insert", and "Delete". The main area contains a table with the following data:

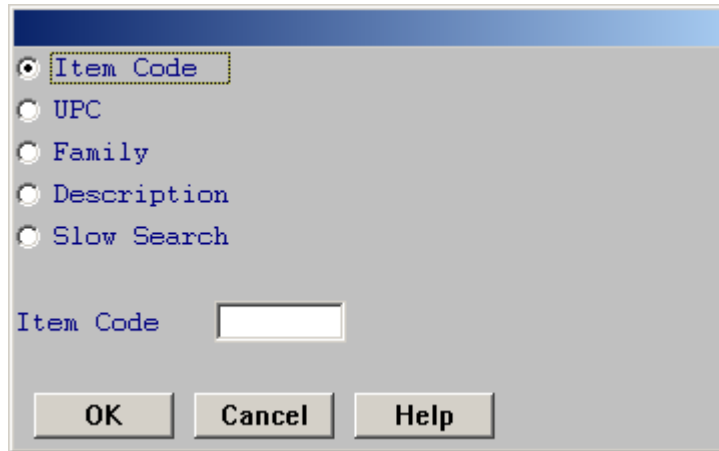
Description	Size	Item	Case	Cost	Retail	Grs	Deal
*AYLMER CHICKEN NOODLE SOUP	284ML	2803468	24	17.51	1.25	41.6	
*WF CHICKEN BROTH	284ML	2805190	12	8.22	1.59	56.9	
*WF CHICKEN NOODLE SOUP	284ML	2803211	24	13.52	1.18	52.3	
*WF CREAM OF CHICKEN SOUP	284ML	2803690	24	14.27	1.33	55.3	
*CAMPBELLS CREAM OF CHICKEN	284ML	2803757	24	20.35	1.84	53.9	
*CAMPBELLS CHICKEN W'RICE S	284ML	2803781	18	21.60	2.46	51.2	
*CAMPBELLS CHICKEN NOODLE S	284ML	2803203	48	39.65	1.62	49.0	
*CAMPBELLS CHICKEN BROTH	284ML	2803435	1	10.38	17.90	42.0	
*CAMPBELLS CHICKEN BROTH	284ML	2803443	24	20.35	1.84	53.9	
*CAMPBELLS CHICKEN NOODLE S	284ML	2803153	1	10.12	15.45	34.5	
*CAMPBELLS CREAM OF CHICK &	284ML	2804268	18	16.34	1.63	44.3	
*CAMPBELLS CHICKEN GARLIC B	284ML	2803484	24	20.35	1.84	53.9	
*CAMPBELLS SPC SEL CHCKN W'	284ML	2805265	18	21.60	2.14	43.9	
*CAMPBELLS RTU CHICKEN BROT	900ML	2804003	12	23.72	3.87	48.9	
*CAMPBELLS CHICKEN BROTH LE	900ML	2804094	12	23.72	3.87	48.9	

Click on the Find menu button to find an item by Item Code:



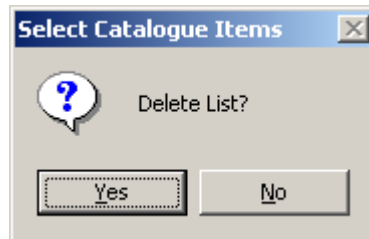
The screenshot shows a "Find" dialog box with a text input field containing "2805265". Below the input field are three buttons: "OK", "Cancel", and "Help".

Items from the catalogue can be added to the Selection List by clicking on the Insert button:



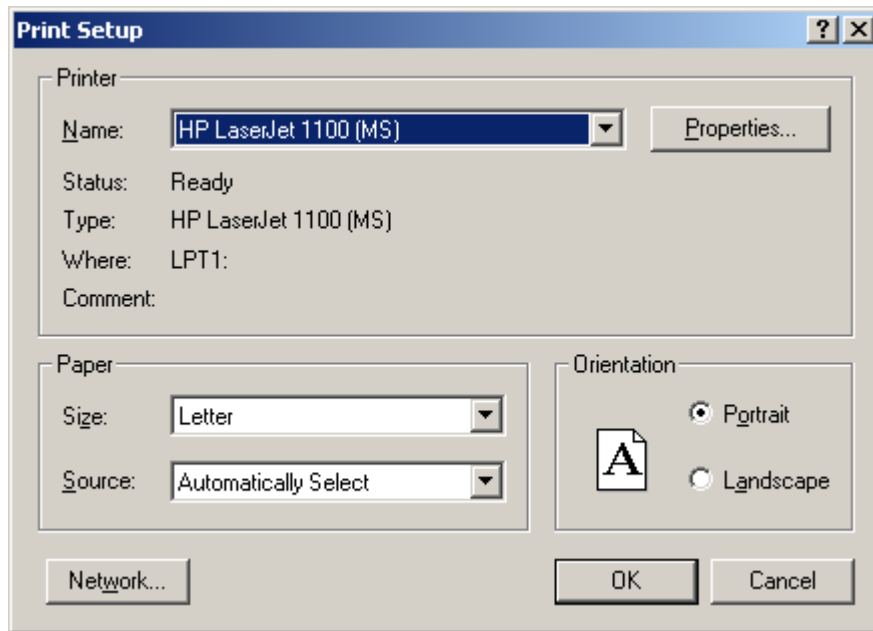
Items may be added by Item Code, UPC, Family, Description or a Slow Search.

The Selection List can be deleted by clicking on the Delete menu button, or by CTRL F12. You will be prompted to confirm deletion of the list:

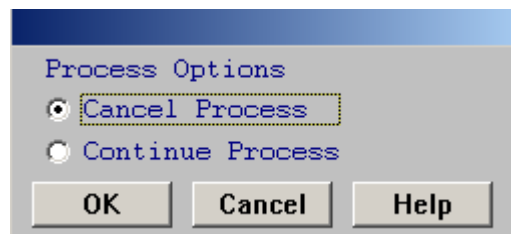


8.3 Process Items

When processing the items you have selected, you will be prompted with a Print Setup box:



Click on OK to print the Selected Catalogue Items Printout automatically. It will not create a print preview on the computer screen. After printing, you will be prompted to Cancel or Continue with the process:



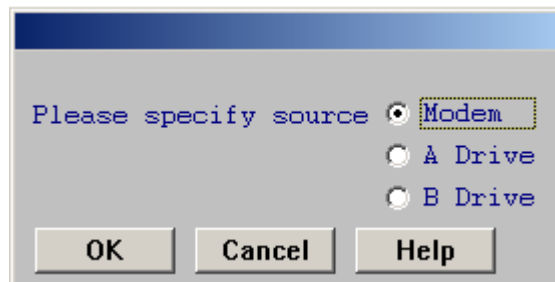
Continuing with the Process will move the selected items in to Updated Items in POS.

8.4 UPC Exceptions

Provides a list of items that have the same Item code, but different UPC Codes. An item that appears on this list will usually have an incorrect or duplicate UPC code from the wholesaler, as UPC's in the store are the correct ones as that is what is on the product. If there is no list "There are no UPC Exceptions" "Press RETURN to continue". Press **Enter** and you will be returned to the AG Link Menu.

8.5 Catalogue Download

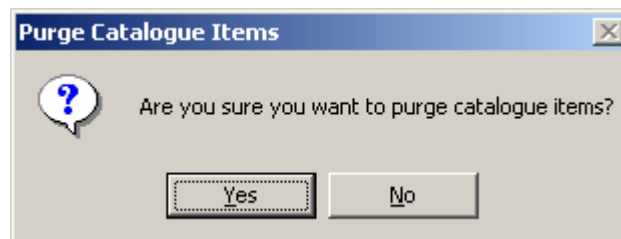
To download the AG Catalogue, specify the source you wish to use:



Follow the prompts provided.

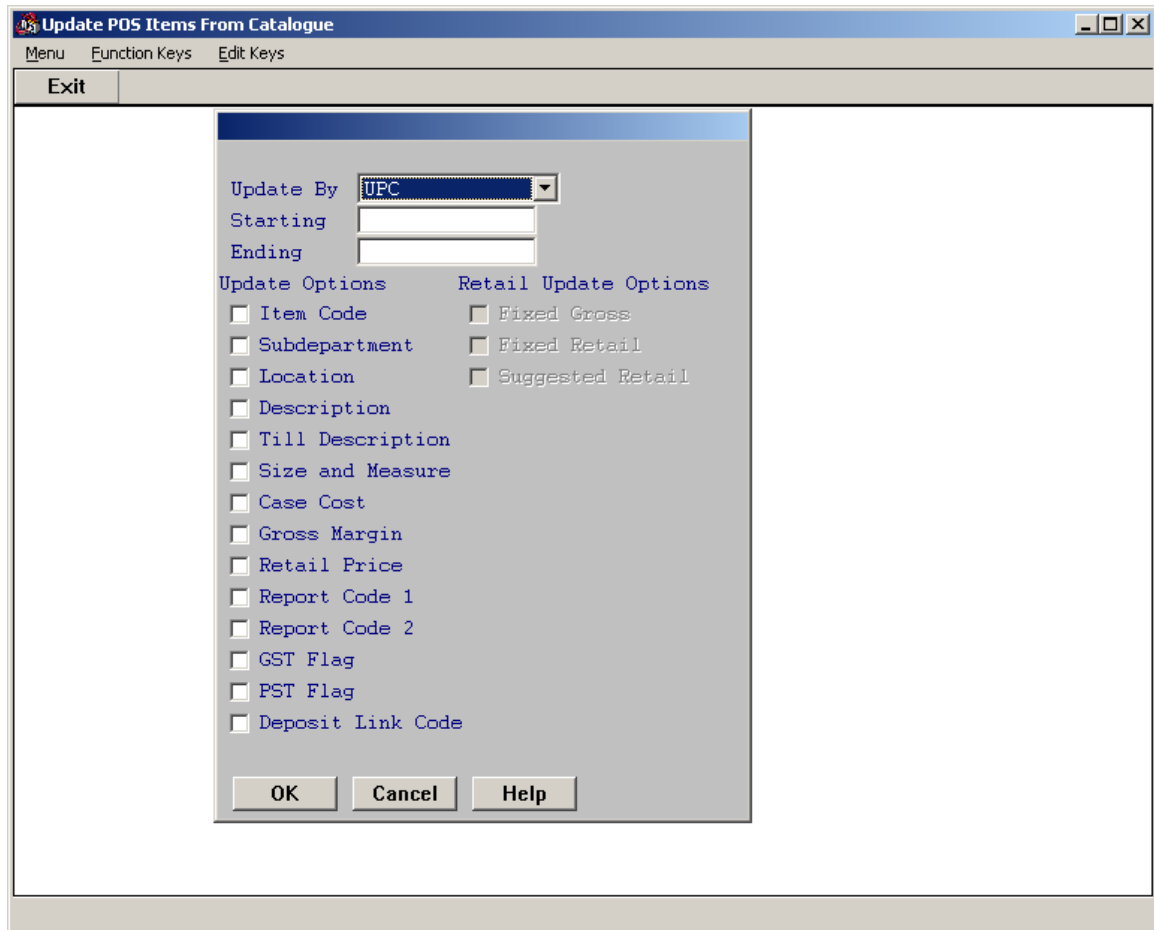
8.6 Purge Catalogue

This function will purge deleted Catalogue Items from the Catalogue. AG will send the deleted items during the download process. This procedure is a maintenance procedure and should be done monthly. You will be prompted to confirm purging the catalogue:

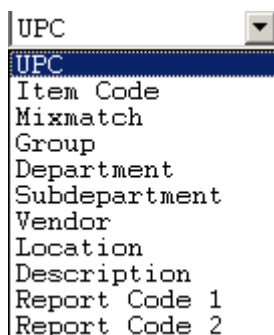


8.7 Update POS File

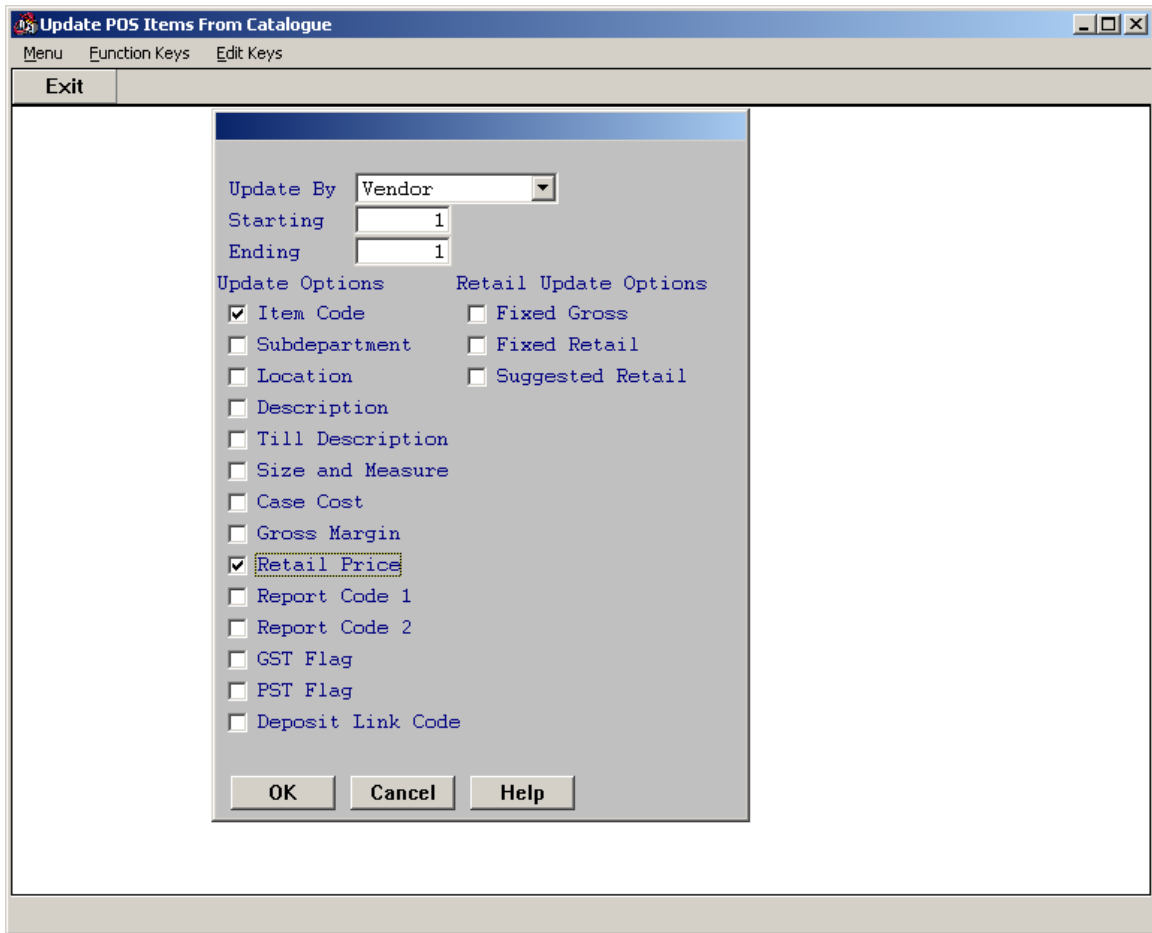
The POS Inventory Maintenance file can be updated through the Update POS File selection:



A list of the Update By selections can be created by clicking on the button with the 3 dots, or by clicking F6 when you are in the Update By field. The update can be created by the following selections:



Enter in the Starting and Ending numbers corresponding with the Update By criteria:



Select the Update Options from the list. These will be the items that will be updated in the POS file. Once you select Retail Price, the Retail Update Options will become enabled for selection. Only items in the POS file with the Pricing Type equal to the Retail Update Option will be updated, once a Retail Update Option is selected.

When the Update Options have been selected, click on the OK button. You will be prompted to start the Update, which will move the selected items in to Updated Items in POS:



9 FAMILIES

9.1 Families Maintenance

Family groups will be created for grouping in POS Report Codes. The Report Codes are used for categorizing items in more detail than what you have programmed under subdepartments:

The screenshot shows a 'Family Maintenance' dialog box with the following fields and values:

Field	Value
Family Number	103
Family Name	RTS SOUPS
Group Number	1
Group Name	GROCERY CANNED/DRY SOUP
Subdepartment	1
Location	
Key Family	Y

A list of the current Family Numbers can be created by clicking on the button with the 3 dots, or by clicking **F6** when you are in Family Number field.

To add a new Family, enter in the new Family Number, Family Name and Group Number. The Group Name should automatically populate based on the Group Number that was selected.

Enter a Subdepartment number. A list of the current Subdepartments can be created by clicking on the button with the 3 dots, or by clicking **F6** when you are in Subdepartment field. If you get a message on the screen "The Subdepartment should be entered using Subdepartment Maintenance before continuing" "Press RETURN to continue". This means that the Group Number is new to your system and has not been assigned a Subdepartment number. You will need to assign a valid Subdepartment number in order to be processed in POS Inventory Item File. A list of the current

Subdepartment numbers can be created by clicking on the button with the 3 dots, or by clicking **F6** when you are in Subdepartment field.

Enter a Location number. A list of the current Locations can be created by clicking on the button with the 3 dots, or by clicking **F6** when you are in Locations field.

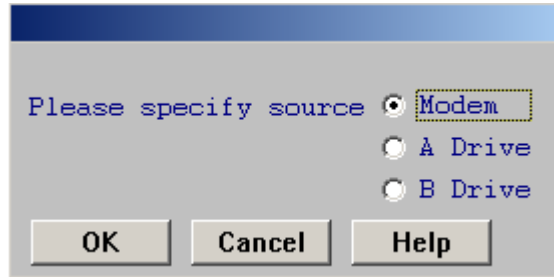
Indicate whether the Family will be a Key Family. This will identify only those Groups that you are interested in on a regular basis and is used for reporting Catalogue Items. A **Y** (Yes) or **N** (No) input is required.

Indicate whether you want this Family to follow the Subdepartment Settings for Till Flags. A **Y** (Yes) or **N** (No) input is required. If **Y** is selected, the till flags will automatically default to the subdepartment till flags. If **N** is selected, the Till Flags indicated on this tab will be defaulted to for this Family:

Family Info		Till Flags	
Follow Subdepartment Setting Y			
GST	N	Flag 11 N/A	
PST	Y	Flag 12 N/A	
Discount	Y	Flag 13 N/A	
Coupon Type	N	Flag 14 N/A	
Qty Required	N	Flag 15 N/A	
Track Tonnage	N	Flag 16 N/A	
Includes Tax	N	Flag 17 N/A	
Flag 8 N/A		Flag 18 N/A	
Flag 9 N/A		Flag 19 N/A	
Flag 10 N/A		Flag 20 N/A	

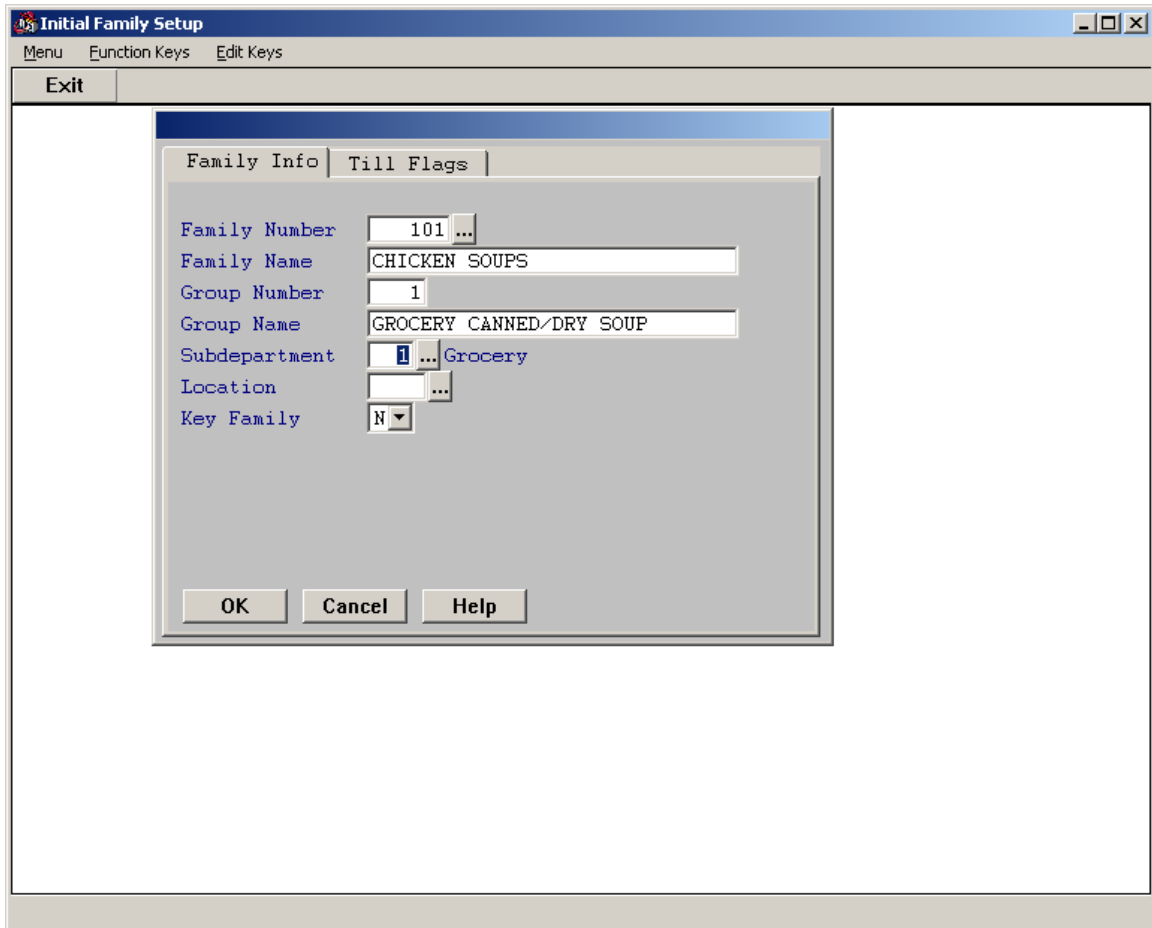
OK **Cancel** **Help**

9.2 Families Download



9.3 Initial Setup

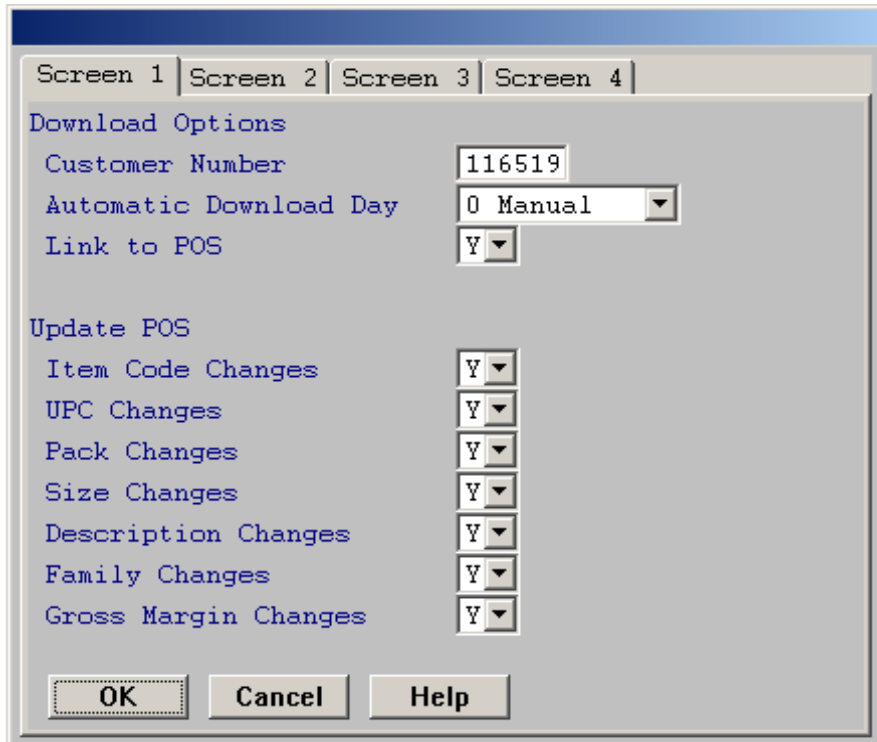
The Initial Family Setup is pulled automatically from the Catalogue:



10 SYSTEM

10.1 AG Link Options

The AG Link Options will allow the user to define how the AG Link data is managed in the AG Link and Point Of Sale modules.



The screenshot shows a dialog box titled "AG Link Options" with four tabs: "Screen 1", "Screen 2", "Screen 3", and "Screen 4". The "Screen 1" tab is active. The dialog is divided into two main sections: "Download Options" and "Update POS".

Download Options:

- Customer Number: 116519
- Automatic Download Day: 0 Manual (dropdown menu)
- Link to POS: Y (dropdown menu)

Update POS:

- Item Code Changes: Y (dropdown menu)
- UPC Changes: Y (dropdown menu)
- Pack Changes: Y (dropdown menu)
- Size Changes: Y (dropdown menu)
- Description Changes: Y (dropdown menu)
- Family Changes: Y (dropdown menu)
- Gross Margin Changes: Y (dropdown menu)

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

10.1.1 Download Options

Customer Number: The customer ID# needed for the download.

Automatic Download Day: Enter from the selection list the assigned day by AG should the download dial-up during the Overnight Update in the POS. Enter a "0" if the call is to be placed by the user from the menu, when the user requires the download files.

Link to POS: This option should default to Y (Yes) to enable AG Link to link to the POS module

10.1.2 Update POS

Indicate, by selecting Y (Yes) or N (N), which POS fields you wish to be updated through AG Link download.

Once you have entered all applicable options within screen 1, Click on **OK**, or Press **Enter** until options are saved, and a second screen of the AG Link Link Options will be displayed for data entry.

Screen 1 | Screen 2 | Screen 3 | Screen 4

Promotional Allowance Options

Auto-Update New PAs

Special Type

Shelf Talker Type

Special Description

Automatically Select

Recalculate Retail

Special Type

Shelf Talker Type

10.1.3 Promotional Allowance Options

Auto-Update NEW PAs Indicate by Y (Y) or N (N) if you would like the download to automatically select and transfer the New PA's to Updated Items in the POS.

Special Type Indicate the default Special Type.

Shelf Talker Type Indicate the default Shelf Talker Type.

Special Description Enter a unique Special Description.

Automatically Select Click on the down arrow to choose between 0 – No Items, 1 – Active Items, or 2 – New Items.

Recalculate Retail Indicate by Y (Y) or N (N) if you would like the Retail to be recalculated.

Special Type Indicate the default Special Type.

Shelf Talker Type

Indicate the default Shelf Talker Type.

Once you have entered all applicable options within screen 1, Click on **OK**, or Press **Enter** until options are saved, and a second screen of the AG Link Link Options will be displayed for data entry.

The screenshot shows a multi-screen dialog box. The top bar has tabs for 'Screen 1', 'Screen 2', 'Screen 3', and 'Screen 4'. The main area contains two identical groups of input fields. The first group has 'Special Description' set to 'In Store', 'Automatically Select' set to '1 Active Items', 'Recalculate Retail' set to 'N', 'Special Type' set to '2', and 'Shelf Talker Type' set to '4'. The second group has 'Special Description' set to 'Custom In Store', 'Automatically Select' set to '1 Active Items', 'Recalculate Retail' set to 'N', 'Special Type' set to '2', and 'Shelf Talker Type' set to '4'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

10.1.4 Special Description

Special Description

Enter a unique Special Description.

Automatically Select

Click on the down arrow to select one of the following: 0 – No Items, 1 – Active Items, or 2 – New Items.

Recalculate Retail

Indicate by Y (Y) or N (N) if you would like the Retail to be recalculated.

Special Type

Indicate the default Special Type.

Shelf Talker Type

Indicate the default Shelf Talker Type.

Once you have entered all applicable options within screen 1, Click on **OK**, or Press **Enter** until options are saved, and a second screen of the AG Link Link Options will be displayed for data entry.

Screen 1 | Screen 2 | Screen 3 | Screen 4

POS Default Options

Vendor Number

Subdepartment

Location Code

Pricing Type

Sign Comment

Print All Mixmatch

Bar Code Options

Bar Code Type

Item Code Format

AG Link Version

10.1.5 POS Default Options

- Vendor Number** Indicate the default Vendor Number.
- Subdepartment** Indicate the default Subdepartment.
- Location Code** Indicate the default Location Code.
- Pricing Type** Indicate the default Pricing Type. Click on the down arrow to select from one of the following: 0 – Fixed Gross, 1 – Fixed Retail or 2 – Suggested Retail.
- Sign Comment** Enter a default Sign Comment.
- Print All Mixmatch** Indicate by Y (Y) or N (N) if you would like to print All Mixmatch.

10.1.6 Bar Code Options

- Bar Code Type** Indicate the default bar Code type. Click on the down arrow to select from the available list.
- Item Code Format** Indicate the Item Code Format.

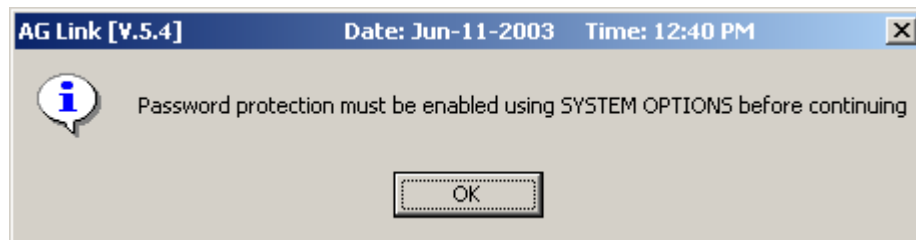
10.1.7 AG Link Version

Select from the drop down arrow, which AG Link version you are on. 1 – AG indicates that you are still using the 6 digit AG Item Code. 2 – Buy Low indicates that you are using the 7 digit Buy Low Item Code.

Once you have entered all applicable options within screen 1, Click on **OK**, or Press **Enter** until options are saved. This will exit out of the AG Link Options.

10.2 Passwords

To utilize the Password capability in AG Link, the password protection must be enabled using System Options.

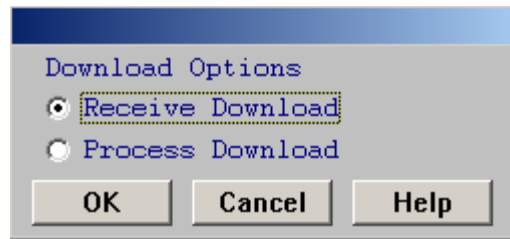


11 APPENDIX I: AG LINK DOWNLOAD STEPS

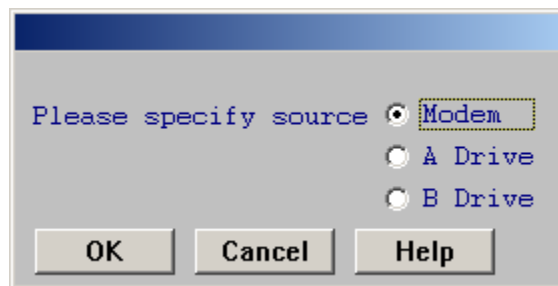
12 WITHIN AG LINK

12.1 1. Weekly Download

- From the J.S. Software main menu, go to **INVENTORY > AG Link**.
- From the AG Link main menu, go to **Weekly > Weekly Download**.
- Check to ensure that the date above Weekly Download is the current date.
- Select Receive Download and click on OK:



- Select the source and click on OK:



It will then prepare to call AG. Once it has connected a graph will appear with 1 - 100% on it.

- Once this has been completed it will then process Item Changes, Price Changes, Promotional Allowance and Advertised Specials.
- You will then be returned to your AG Link Main Menu.

12.2 Catalogue Updates

- From the AG Link main menu, go to **Weekly > Weekly Download**.
- There is no process in this routine. Changed Items you carry are sent directly to your Point of Sale in Updated Items. Any items that are being deleted from the warehouse will go into Updated Items. These items will end up with "Delete" on the label. The New Items are updated to the Catalogue.

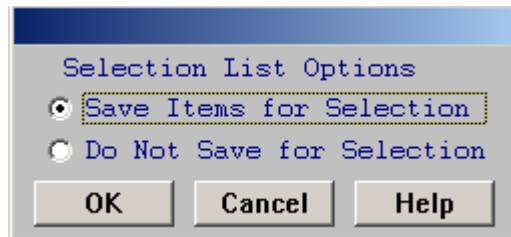
- Reports to be pulled are:
 - New Items
 - Changed Items
 - Deleted Items

- Once the print preview of the report is displayed, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon.
- You can exit out by selecting the File menu and choose Exit.

12.3 PAs

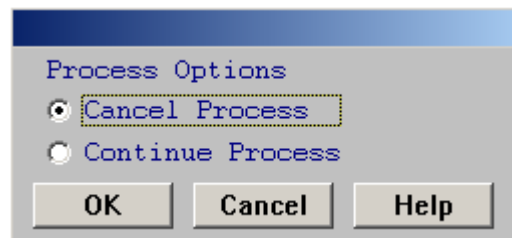
Within this area, Promotional Allowance items can be listed and then selected.

- From the AG Link main menu, go to **PAs > Selection List**.
- Enter in the criteria to build the selection list.
- Click on OK. You will be prompted with the Print Setup box.
- Click on OK to print a preview of the Selection List.
- At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You can exit out by selecting the File menu and choose Exit. You will be prompted to save the items for Selection:



- From the AG Link main menu, go to **PAs > Selection Items**.
- Select items by using the right arrow button, and deselect items using the left arrow.
- Once you have selected the items, you can then exit by clicking **F4**.

- From the AG Link main menu, go to **PAs > Process Items**.
- Specify the Date Options, including a Starting and Ending Date.
- Click on OK to display the Print Setup Screen. Once you click on OK at this screen, the Selected Promotional Allowances Printout will automatically print. You will then be prompted to Cancel or Continue with the process:

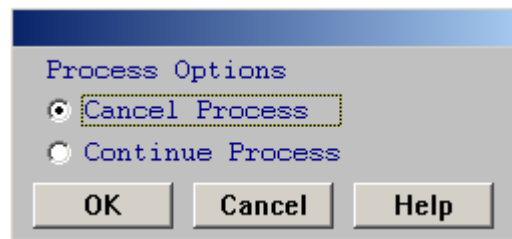


- Once the processing has completed, you will return to the **AG Link > PAs** menu.

12.4 (a.) Specials – Advertised

There are three different Specials you will be working with under Specials: Advertised, In-Store and Custom In-Store.

- From the AG Link main menu, go to **Specials > Advertised > Select Items**.
- If you are set up for your system to automatically select the items on sale you will have a > sign beside the items that are active in your store. At this time you can select items that have a “*” beside them, but are not active in your store, by using the right arrow button, and deselect items using the left arrow. Once you have selected “*” (new items) you can then exit by clicking **F4**. Any new item that was selected will end up in Updated Items in Point of Sales.
- From the AG Link main menu, go to **Specials > Advertised > Process Items**.
- Enter the Week # obtained from the Ad Requisition sent weekly.
- Enter the Date the Sale Starts (cost date).
- Enter the Date the Sale Ends (cost date).
- Click on OK to display the Print Setup Screen. Once you click on OK at this screen, the Selected Specials report, which includes bar codes for ordering specials, will automatically print. You will then be prompted to Cancel or Continue with the process:



- The only time you would cancel this process is if you wish to exit the program.
- Once the processing has completed, you will return to the **AG Link > Specials** menu.

13.4 (b.) Specials - In Store

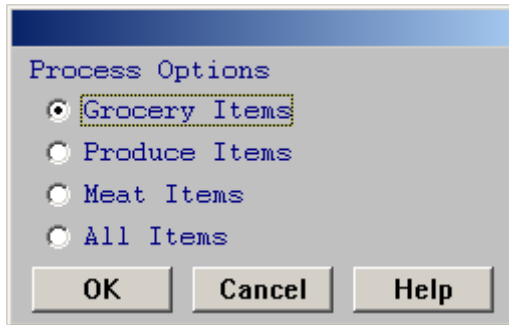
- From the AG Link main menu, go to **Specials > In Store > Select Items**.
- Follow the same procedure as [Specials – Advertised](#).
- From the AG Link main menu, go to **Specials > In Store > Process Items**.
- Follow the same procedure as [Specials – Advertised](#).

12.4 (c.) Specials – Custom In Store

- From the AG Link main menu, go to **Specials > Custom In Store > Select Items**.
- Follow the same procedure as [Specials – Advertised](#).
- From the AG Link main menu, go to **Specials > Custom In Store > Process Items**.
- Follow the same procedure as [Specials – Advertised](#).

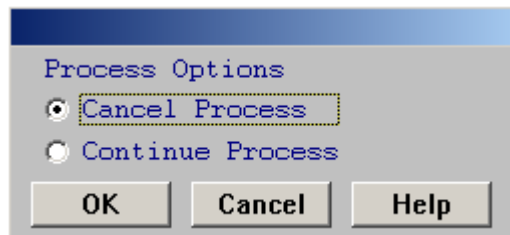
12.5 Price Changes

- From the AG Link main menu, go to **Price Changes > Process Items**.
- You will be prompted to select a Process Option:



Associated Grocers suggest that Grocery Items be selected as Produce and Meat should be keyed from the invoice as those prices change daily.

- Click on OK to display the Print Setup Screen. Once you click on OK at this screen, a print preview of the Price Change report will be displayed, showing the old and new cost, as well as the retail amount.
- At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon.
- You can exit out by selecting the File menu and choose Exit.
- You will then be prompted to Cancel or Continue with the process:



- Once the Price Changes have been processed, items having AG's Item Code are put into Price Changes in Point of Sales

12.6 UPC Exceptions

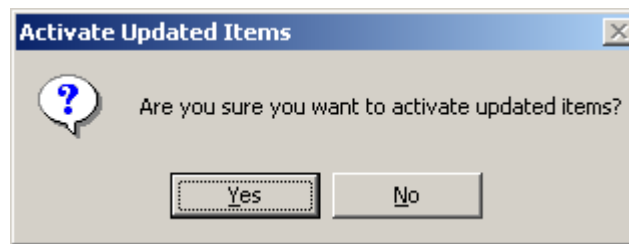
- From the AG Link main menu, go to **Catalogue > UPC Exceptions**.
- The Print Setup Screen will be displayed. Once you click on OK at this screen, a print preview of the UPC Exception report will be displayed.
- At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon.
- You can exit out by selecting the File menu and choose Exit.
- This routine provides a list of items that have the same Item code, but different UPC Codes. An item that appears on this list will usually have an incorrect or duplicate UPC code from the wholesaler, as UPC's in the store are the correct ones as that is what is on the product.
- If there is no list "There are no UPC Exceptions" "Press RETURN to continue".
- Press **Enter** and you will be returned to the AG Link Menu.

13 WITHIN POINT OF SALE

- *If any changes need to be done, or a print out is needed for any reports this should be done before posting.*

13.1 Updated Items

- From the J.S. Software main menu, go to **INVENTORY > POINT OF SALE > MAINTENANCE > UPDATED ITEMS**. This is where your Changed Items are now sitting waiting for you to activate. Click on the Print button to view a print preview of all the items in Updated Items.
- At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon.
- You can exit out by selecting the File menu and choose Exit.
- To Activate the Updated Items, click on the Options menu button and choose Activate Updated items.
- When you click on OK, you will be prompted to activate the updated items:



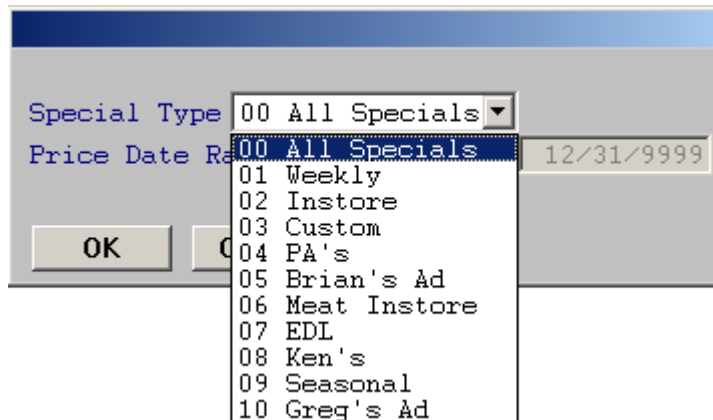
- Once the Updated Items have been activated, you will return to the Updated Item Maintenance screen.
- To exit, click on the Exit button, or use the F4 button.

13.2 Price Changes

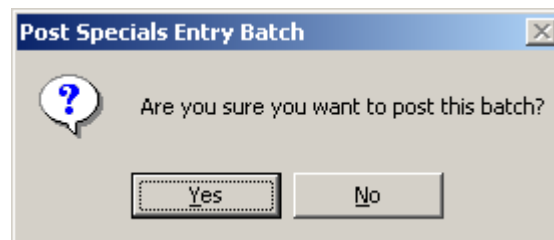
- From the J.S. Software main menu, go to **INVENTORY > POINT OF SALE > MAINTENANCE > Price Changes**.
- Click on the Options menu button and choose Activate Price Change Batch.
- Enter in today's date as the Effective Date.
- When you click on OK, you will be prompted to activate the price changes.
- When answering Yes, once the price changes have been activated, you will be prompted with the Print Setup box.
- Click on OK to preview the Edit List.
- You can either print the report by selecting the File menu and choose Print or by clicking on the printer icon.
- You can exit out by selecting the File menu and choose Exit.
- When the Price Changes have been posted, you will be returned to the Price Change screen. If a label type was indicated for the item, the Price Change will sit in the Shelf Labels until ready to print.

13.3 Specials

- From the J.S. Software main menu, go to **INVENTORY > POINT OF SALE > SPECIALS >SPECIALS ENTRY.**
- Click on the Options menu button.
- Select Post Specials Batch and click on the OK button.
- Indicate the Special Type by choosing a selection from the drop down box:



- Enter in the Price Date Range, which should be the same dates as on your processed report from AG Link.
- Click on the OK button. You will be prompted to post the batch:

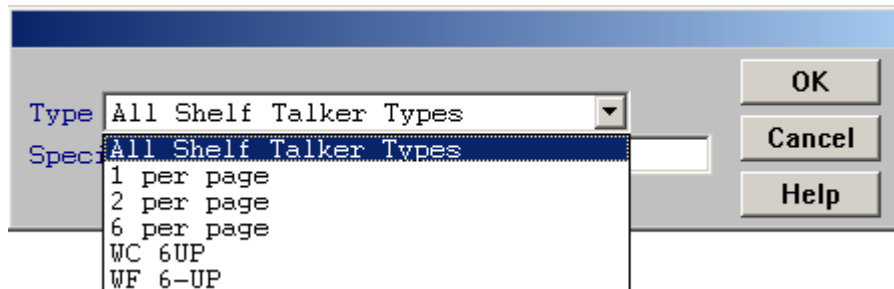


- When you click on OK, the specials batch will post. When that has completed, you will be prompted with the Print Setup Screen. Once you click on OK at this screen, a print preview of the Updated Specials Printout will be displayed.
- At this point, you can either print the report by selecting the File menu and choose Print or by clicking on the printer icon. You don't have to print this report as you should have the one from AG Link
- You can exit out by selecting the File menu and choose Exit.
- You will be returned to the Specials Entry Screen
- Once done posting your specials, your signs will be ready to print.

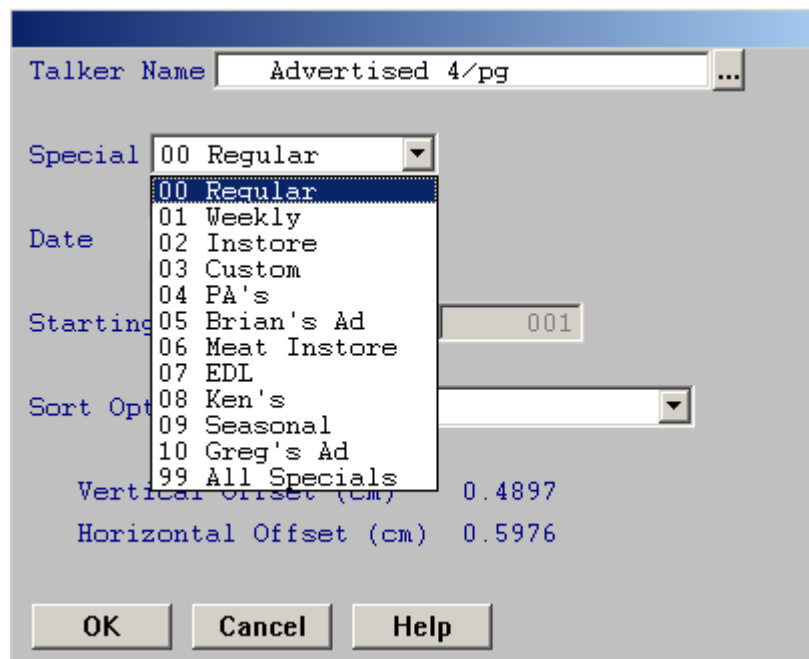
**** The same steps above are to be used to post your In-Stores and Custom In-Store Specials.***

13.4 Print Shelf Talkers

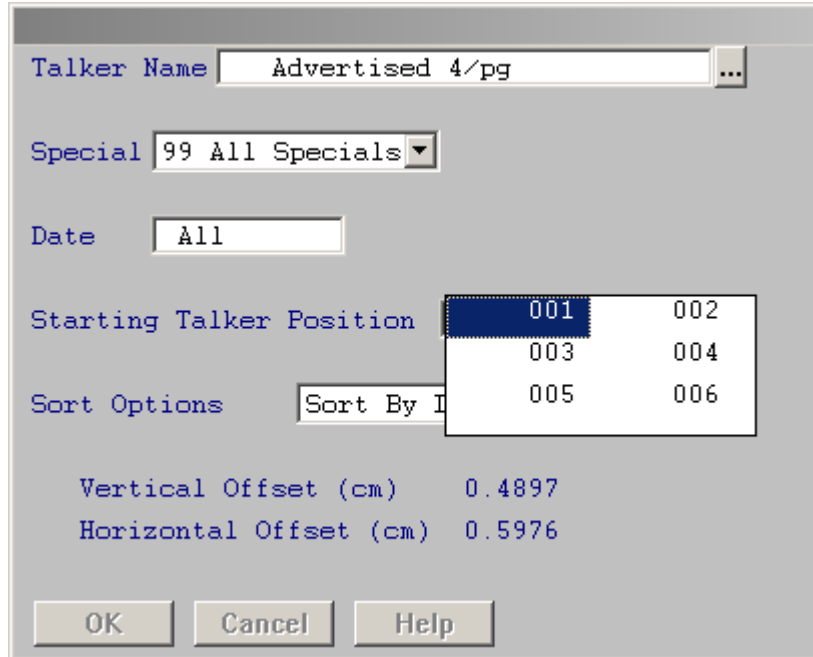
- From the J.S. Software main menu, go to **INVENTORY > POINT OF SALE > LABELS/TALKERS > SHELF TALKERS.**
- To print an edit list of the talkers currently in the batch, click on the Print menu button. You will be prompted to choose the type of Shelf Talker:



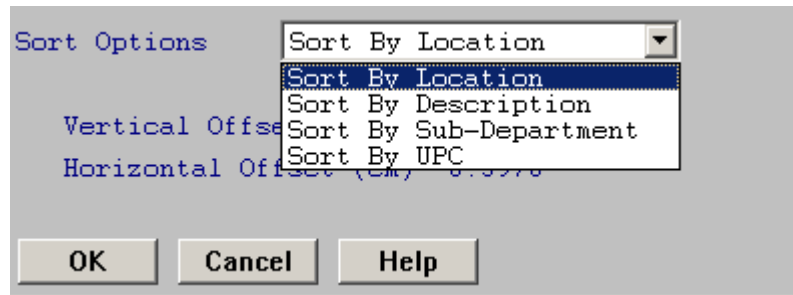
- Once you have chosen the type, click on OK and you will be prompted with the Print Setup Screen. Once you click on OK at this screen, a print preview of the Shelf Talker Edit List will be displayed.
- At this point, you can either print the edit list by selecting the File menu and choose Print or by clicking on the printer icon.
- You can exit out by selecting the File menu and choose Exit.
- From the J.S. Software main menu, go to **INVENTORY > POINT OF SALE > LABELS/TALKERS > CUSTOM PRINTING > PRINT CUSTOM TALKERS.**
- Choose the Talker Name and Special Type from the lists:



- Enter in the Date the sale ends. You can enter through this area to select ALL dates.
- Enter the starting Talker Position number:

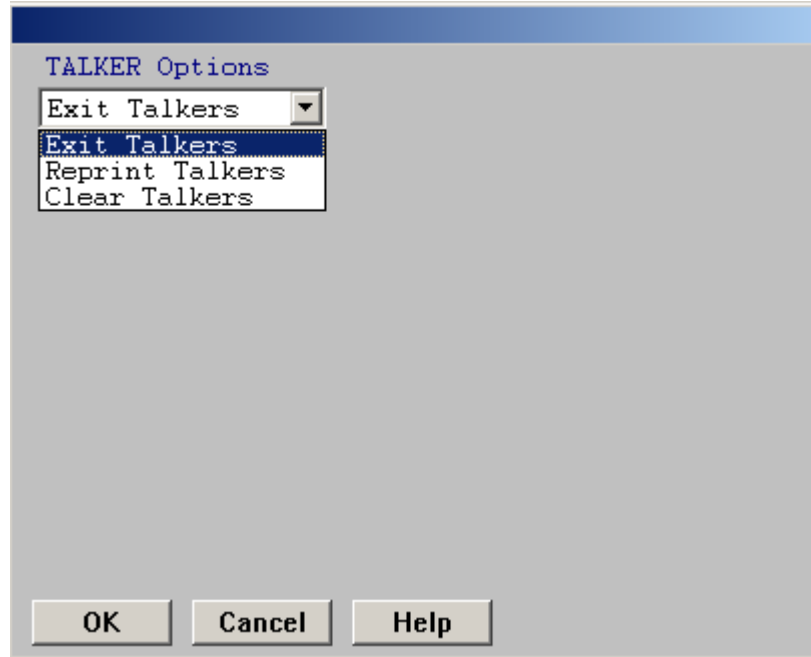


- Select the Sort Options from the pull down list:



- Put proper sign stock in the printer and click on OK.

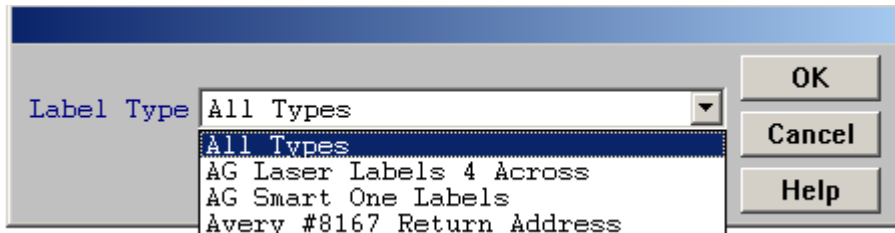
- You will be prompted with the Print Setup Screen. Once you click on OK at this screen, the signs will print. Once they have completed printing, you will be taken to a Talker Options screen where you can Exit, Reprint or Clear the Talkers:



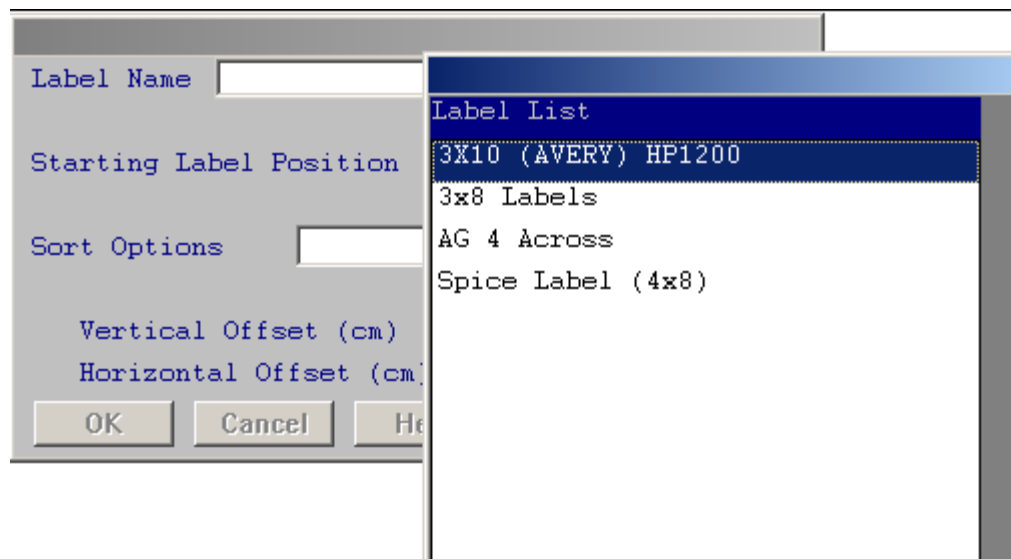
- Clear the Talkers only if the signs are OK.
- This routine must be completed for each type of Specials to get the signage.

13.5 Print Shelf Labels

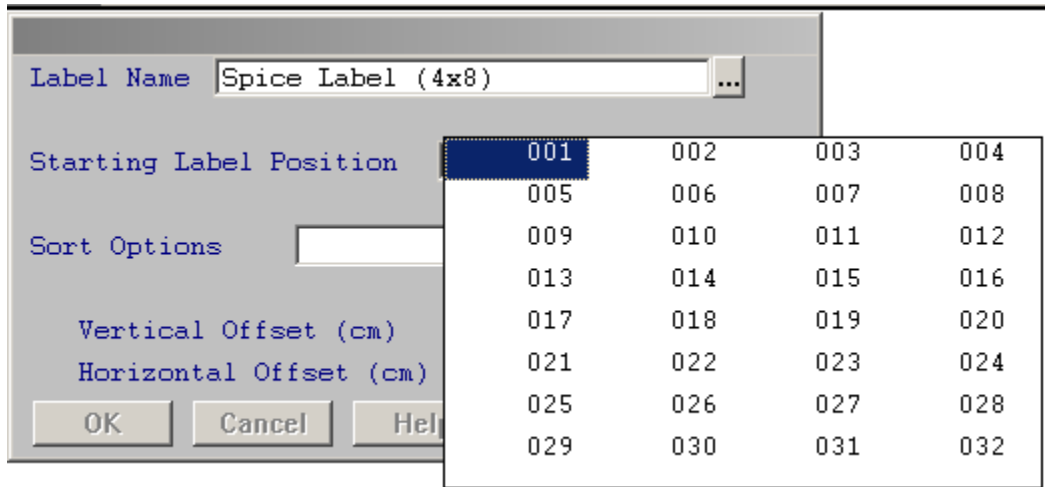
- From the J.S. Software main menu, go to **INVENTORY > POINT OF SALE > LABELS/TALKERS > SHELF LABELS**.
- To print an edit list of labels currently in the batch, click on the Print menu button. You will be prompted to choose the type of Shelf Label:



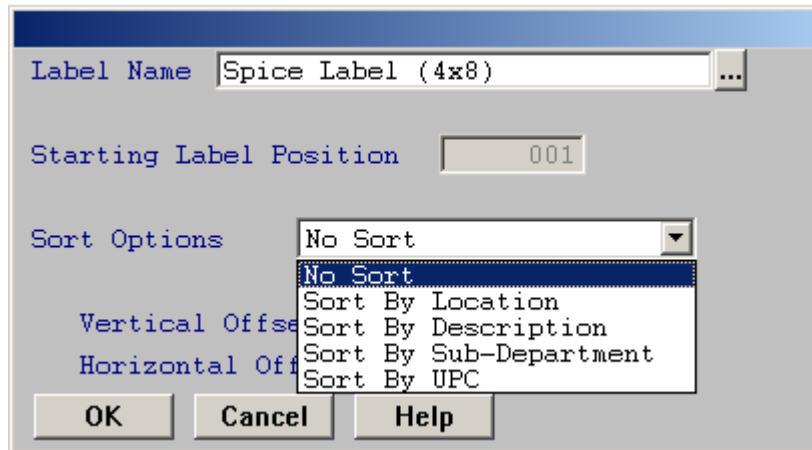
- Once you have chosen the type, click on OK and you will be prompted with the Print Setup Screen. Once you click on OK at this screen, a print preview of the Shelf Talker Edit List will be displayed.
- At this point, you can either print the edit list by selecting the File menu and choose Print or by clicking on the printer icon.
- You can exit out by selecting the File menu and choose Exit.
- From the J.S. Software main menu, go to **INVENTORY > POINT OF SALE > LABELS/TALKERS > CUSTOM PRINTING > PRINT CUSTOM LABELS**.
- Choose the Label Name from the list:



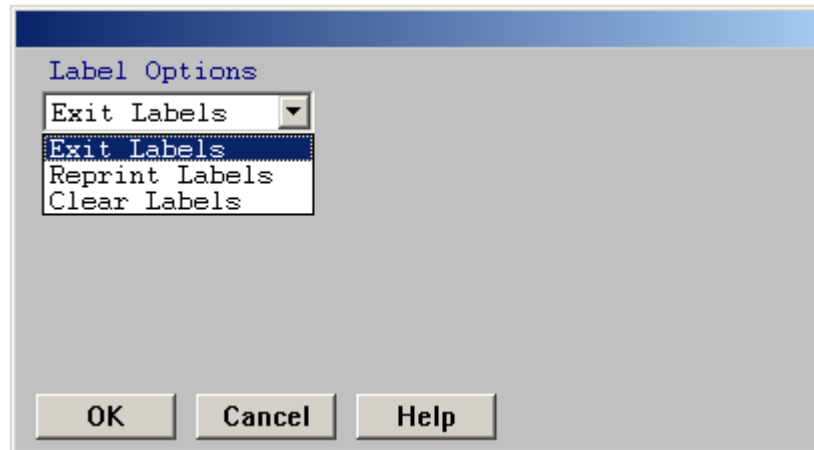
- o Enter the Starting Label Position:



- o Select the Sort Options from the pull down list:



- o Put proper Labels in the printer and click on OK.
- o You will prompted with the Print Setup Screen. Once you click on OK at this screen, the signs will print. Once they have completed printing, you will be taken to a Label Options screen where you can Exit, Reprint or Clear the Labels:



13.6 Ad

****Remember that the Meat, Produce and drop shipments that are on Ad, need to be entered into the computer with the sale prices.***