

ORDER ON THE GO WITH OUR NEW MOBILE APP

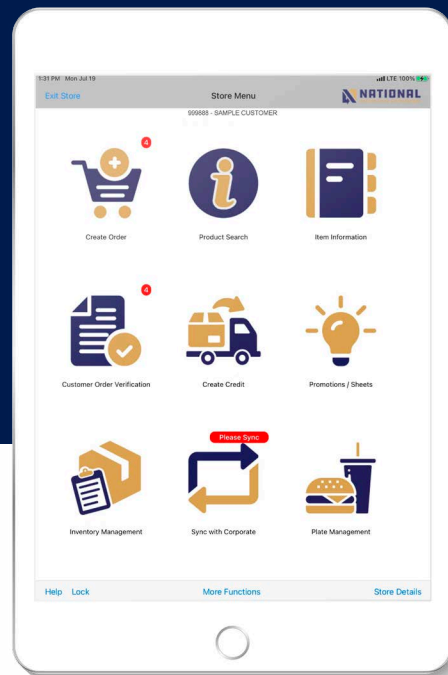
Getting Started Guide



HLA customers will no longer be able to order via our existing mobile technologies including OrderShark, ProSel, and Order Oasis. Existing HLA Customers **MUST** download and test the App so they can continue to place orders. Customers using Polep plus and Polep mobile can continue to use their existing App.

SOMETHING BIG IS HAPPENING

Download the NEW National Convenience Distributors App from the App Store or Google Play for an updated mobile experience.



LEARN WHAT'S NEW



Pricing is Key

Looking for pricing? The new mobile experience gives you the ability to view pricing.



The Only Way to Process Returns

Our new mobile App can process your RMA's with ease!



Your Order has Arrived

Check in your order to confirm you have everything, it's important!



Detailed Confirmations

Customers will now have access to full order details.

Do you have an iPad? We have an exclusive iPad app!

If you have an iPad available, we recommend you use the iPad exclusive App. Your log in information is the same for both the iPad exclusive and mobile App.

START THE EXPERIENCE

- Check your email for your **log in credentials** coming from National Convenience Distributors on August 10th
- **Download the NCD App** beginning August 10th

NEED HELP?

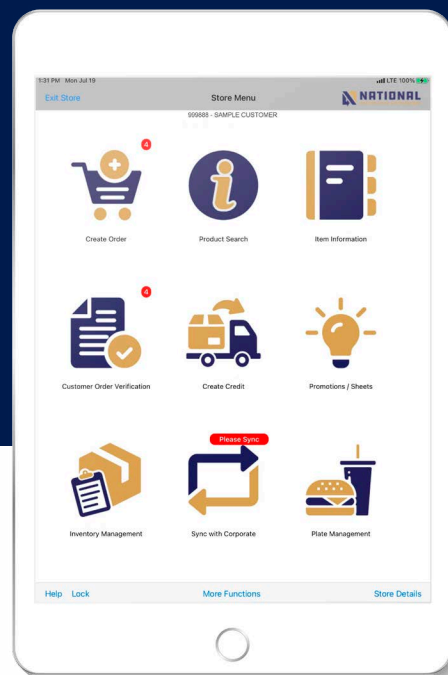
- **In Person.** Visit the NCD Technology Booth at our tradeshow on August 12th at Foxwoods Resort and Casino for in person assistance.
- **On the go.** We are here to help you. Email support@thencd.com.

GET THE APP

National Convenience Distributors will email existing HLA Customers their login information on August 10th, 2021. Please check your email to confirm you have your credentials.

To download the app scan the QR code for the corresponding device you are using.

To sign in check your email for your login credentials sent on August 10th. For support please reach out to support@thencd.com.



➤ Download the iPad exclusive App



➤ Download the mobile iPhone App



➤ Download the Android App

Your username and password will only work on one device. If you would like to download the app on another device please request another username and password.

Can't find your log in credentials?
Visit www.thencd.com/mobile-app to request them.



Please Enter Your Division ID
CUSTOMER DIV ID: 252

GET REWARDED DOWNLOAD & TEST THE NEW APP!

August 10th - September 17th, 2021

- **Download the App** and receive 12 FREE Uncle Ed's Chocolate Chip Muffins
5.75 OZ Item# 512269 • Retail value \$24
- **Submit a test order** for Uncle Ed's Power Nut Mix and get them for FREE
Item# 314208 • Retail value \$9

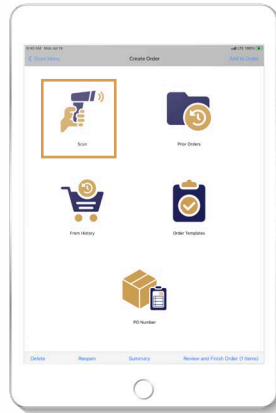
*Limit of 10 test orders, Max 30 FREE bags of Uncle Ed's Power Nut Mix



HOW TO USE THE APP



1. From your Store Menu select Create Order.



2. Choose Scan Order to use keyboard, Bluetooth or device camera as your order entry method.



3. Scan, Search or manually key itemIDs. Once order entry is complete return to the Store Menu by selecting < Create Order and then < Store Menu in the upper left of screen.



4. To review and edit your order select **Customer Order Verification** from the Store Menu.

NCD Order Applications Enable Bluetooth Functionality

- Enable Bluetooth in your device settings and pair bluetooth scanner to your device.
- To change the order entry method in app from default Keyboard.

iPad version

To enable Bluetooth scanning (or to use device camera), from the apps **Main Menu**, select **More Functions** > **Application Settings** > **Scan Barcodes Via**: Change value from “Keyboard” to “Bluetooth”. Return to the Main Menu using < **Main Menu** upper right screen.

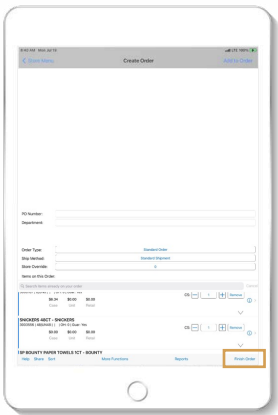
Smartphone version (iOS & Android)

To enable Bluetooth scanning (or to use device Camera), from the apps **Main Menu**, select **More Functions** > **Barcode Settings**, tap on the text box with the default method “Keyboard” and change the value to “Bluetooth”. To save and return to the Main Menu, use the back arrow <- **Configure Barcode Scanning Main** upper right screen.

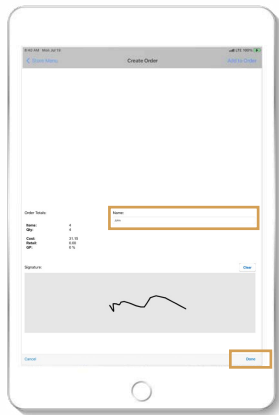
-Or-

In the order screen **Order Item for Store** select the settings gear on bottom left screen, tap on the text box with the default method “Keyboard” and change the value to “Bluetooth”. To save return to the order screen, use the back arrow <- **Configure Barcode Scanning Main** upper right screen.

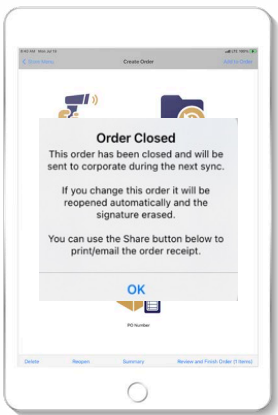
HOW TO USE THE APP



- Once all items are verified select **Finish Order** on Bottom right screen.



- In **Finish Order—Signature**. Print your name in the text box provided. Sign your name in the box provided. When completed, select **Done** bottom right screen.

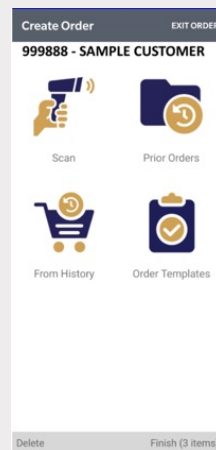


- Select OK to confirm closing order and then **< Store Menu** upper left screen.



- From your **Store Menu** choose **Sync With Corporate** to transmit your order.

NCD Mobile Finalize Order



Once order entry is complete in **Order Item for Store**, return to the previous screen **Create Order** by selecting the back arrow "**<**" upper left screen. On the bottom right of screen of **Create Order** tap on **Finish (x items)** to enter **Order Verification**.

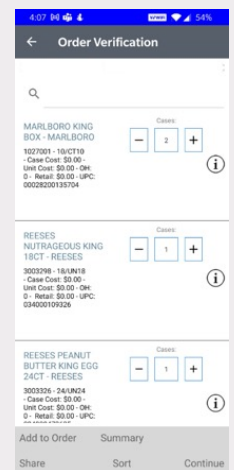
(You may also delete the entire order by selecting **Delete** on bottom right.)

From here you can edit order quantities or delete ordered items.

To delete items:

- **iOS- iPad or iPhone:** Swipe item line to the left, select delete.
- **Android:** Long press item line, select delete.


Select **Continue** bottom right screen, leave **Order Type** as **Standard Order**. Tap **Continue** again to see recap in Items, Qty, Cost, Retail and GP%. Select **Continue** and lastly choose **Transmit Order Now** to send your order.

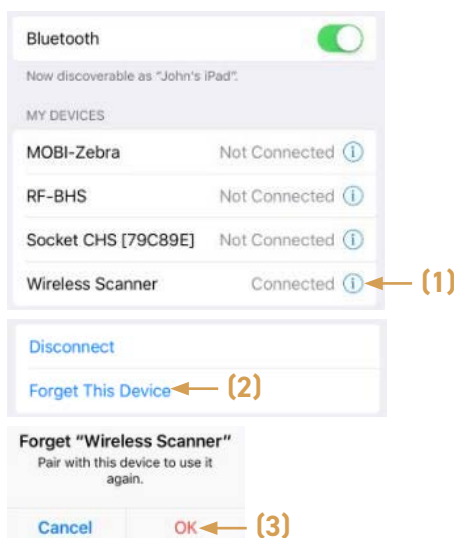


UPDATE YOUR BLUETOOTH SCANNER

Unitech scanners pair with only one device at a time. If you already have paired the Unitech with your device, when you perform a factory reset you need to “forget the scanner” on the device it is paired with.

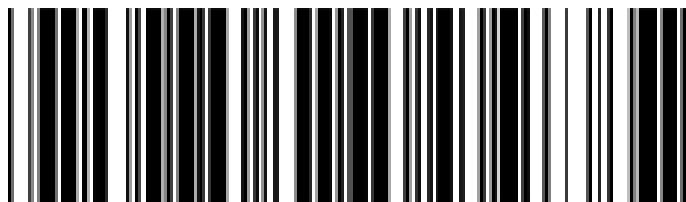
iOS

In the iPad settings open up Bluetooth and verify that Bluetooth is enable, if not toggle on and locate the Unitech Scanner which should be labeled as Wireless Scanner. (1) To the right hand side of Wireless Scanner is the  Info Icon, tap on this (2) and in the following screen choose Forget This Device. (3) In the pop up window Select “OK” to Forget “Wireless Scanner”.




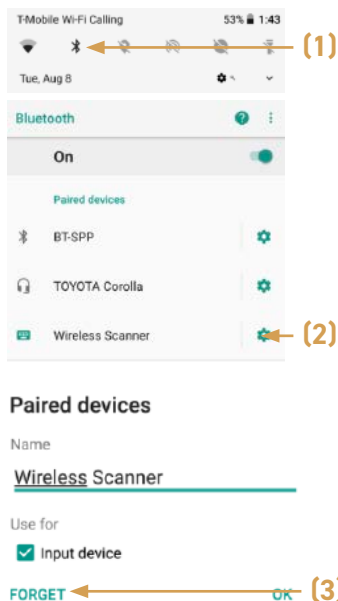
If the Unitech Scanner is already connected to your device follow the steps above and then turn off devices Bluetooth antennae. To factory reset, scan these barcodes in sequence. MUST SCAN ALL 3.

(1) Disconnect



Android

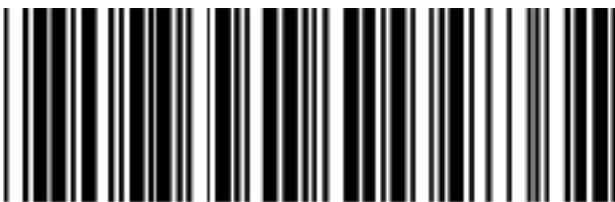
The steps are similar, open Bluetooth either by navigating to Settings then Bluetooth or pull down the Quick Toggle settings and long (1) press the Bluetooth icon to open Bluetooth settings. (2) Tap on the gear cog  to the right of Wireless Scanner and in the popup window (3) select Forget.



(2) Reset



(3) Default



UPDATE YOUR BLUETOOTH SCANNER

After a factory reset you will need to reconfigure the Scanner. Scan these barcodes below, then search for Bluetooth "Wireless Scanner" on your iPad or Android. If "Wireless Scanner" shows in Bluetooth setting and you are able to connect then Skip to barcode BT Mode-SPP, if it does not connect only then scan BT MODE-SPP.

Skip this barcode, use Only If it Scanner DOES NOT connect with BT MODE -HID



ENABLE IOS HOTKEY



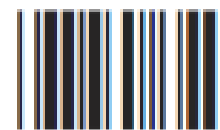
This Barcode enables you to toggle the keyboard on iOS devices, (not needed for Android, see last page).

To reset the automatic time out to conserve battery power, scan the following 4 barcodes in sequence, this will set timeout at 5 minutes. Not needed but strongly recommended!

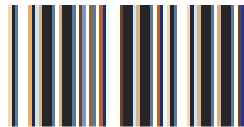
(1) Set Minute (Range: 00 ~ 60)



(3) 5



(2) 0



(4) Set Minute (Range: 00 ~ 60)



Some older versions of Android may have issues with the keyboard not showing while using a Unitech Scanner. If you are having issues with the Android Keyboard not showing trying the following.

Touch Keyboard

While connected with the scanner, the Touch Keyboard on the Android smartphone or tablet might disappear. To resolve this issue, please change settings on Android device with below steps:

1. Enter "Settings"
2. Enter "Language & Input"
3. In Keyboard & input window tap "Default" to continue.
4. Turn off "Hardware - Physical keyboard", and the Touch Keyboard will function properly again.



If at anytime you need to power the Unitech scanner off, scan this barcode

Shut Down

This configuration barcode will shut down the scanner immediately but still reserve the pairing record.

