

**COT 6931 User’s Manual**



Food Giant Sales Flyer Generator



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# Summary

This user guide is designed to give a high-level explanation of how a Store or District Manager can use the Food Giant Flyer Creator Program. Technical Details can be found in the system requirements document.

# Connecting to the Application

To connect to the application, double left click the FoodGiant.rdp file to open it. A window will open like below:

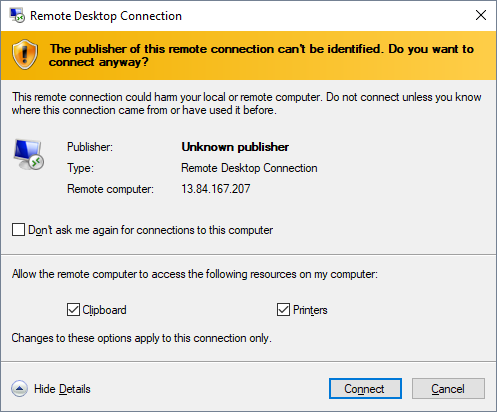


Figure 1 Connection Window

Left click the Connect button.

You will see another window like this:

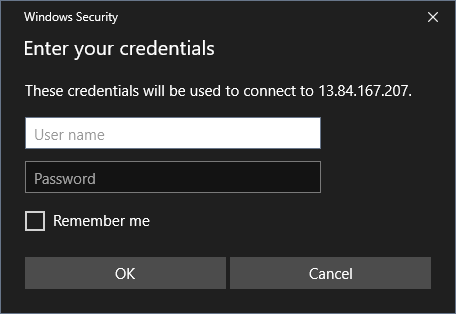


Figure 2 Login Window

Enter in your user name and password, gotten from a Food Giant District Manager, and left click OK. Do NOT click Remember me.

Click Yes on the next window:

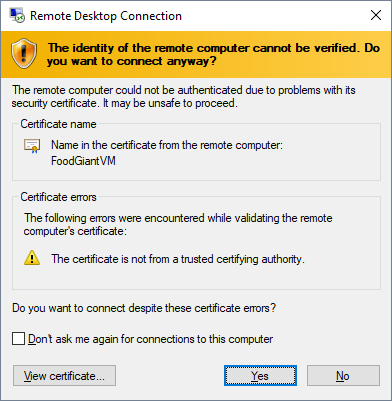


Figure 3 Confirm Connection Window

Finally, you will see a new window like the below picture:



Figure 4 Flyer Machine Connection Window

Double left click the Food Giant Flyer Generator Shortcut, and click Yes again to run the program.

# Program Selector

## Description

The purpose of this program is to allow a District manager to select one of the multiple programs featured in the Food Giant Flyer Creator

## Operation

If you are a district manager, you will see the following window when you run the Food Giant Flyer Creator Program

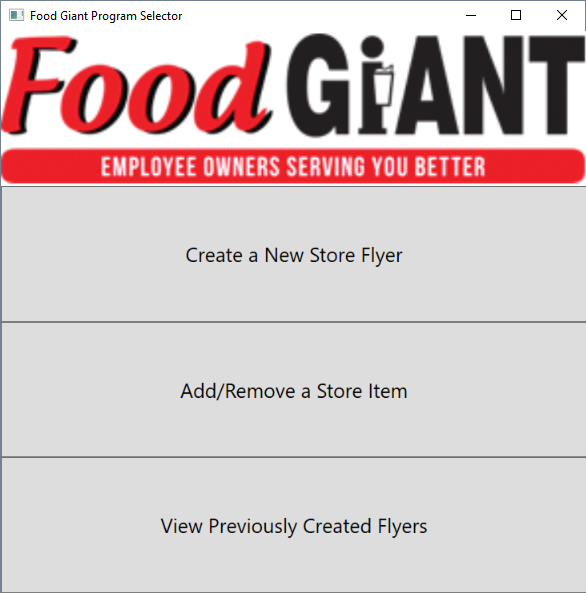


Figure 5 Program Selector

Simply click the button of the program you want to open.

Once you are done with the selected program, you can close that program’s window and still open a different program from the Program Selector.

# Flyer Creator

## Description

This program is designed to allow a store or district manager to generate a store flyer. Currently it only uses a single selectable flyer, but can be expanded to include multiple flyer types. This program is accessible by all users and it’s data is populated from user input and the Database Maintainer program.

## Setting the flyer information

The first step in using this program is to select the number of flyer items you wish to display

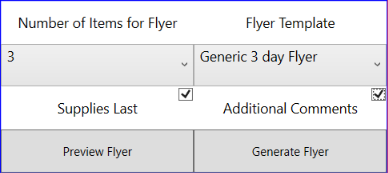


Figure 6 Flyer Options

## Entering the Store Information

Next, fill in all available store fields, like type of store, address, phone number and sale dates. The date below the store type is the start date, which the date below the phone number is the end date.

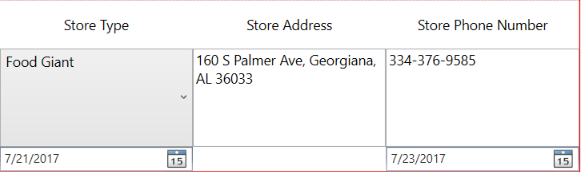


Figure 7 Flyer Store Date Settings

## Entering the Flyer Item Information

This is the main feature of the Food Giant Flyer program and will take the most time to complete.

Note: If the item you need to use is missing, please contact a district manager so they can add that item to the program.

To start, click the left drop down list to select from one of the store items used by Food Giant.



Figure 8 Flyer Item Drop Down

Once you select an item, enter in the discounted sale price for the item. Either enter the item in as it’s dollar price like “$#.##” or how many items for how much “#/$#”.

Next, select the size of the item. This is the where you can select options like “each, pound, etc.” Note: Click the Custom option to enter in your own size type if it is not in the list.

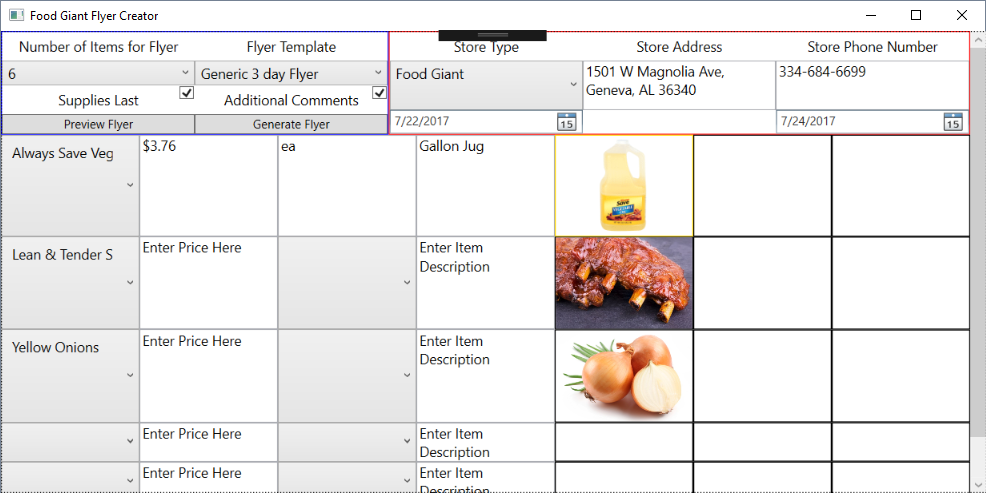
Next, enter in the item description like “Gallon Jug, 30# per case, etc.”. If you do not have an item description to enter in, delete the text in the box and continue to the next step.

Figure 9 Filled Out Flyer Item

If you have multiple images, select an image for the flyer to display for that item. You can only select one image for the flyer. Selecting the image draws a gold banner around the image you have selected.

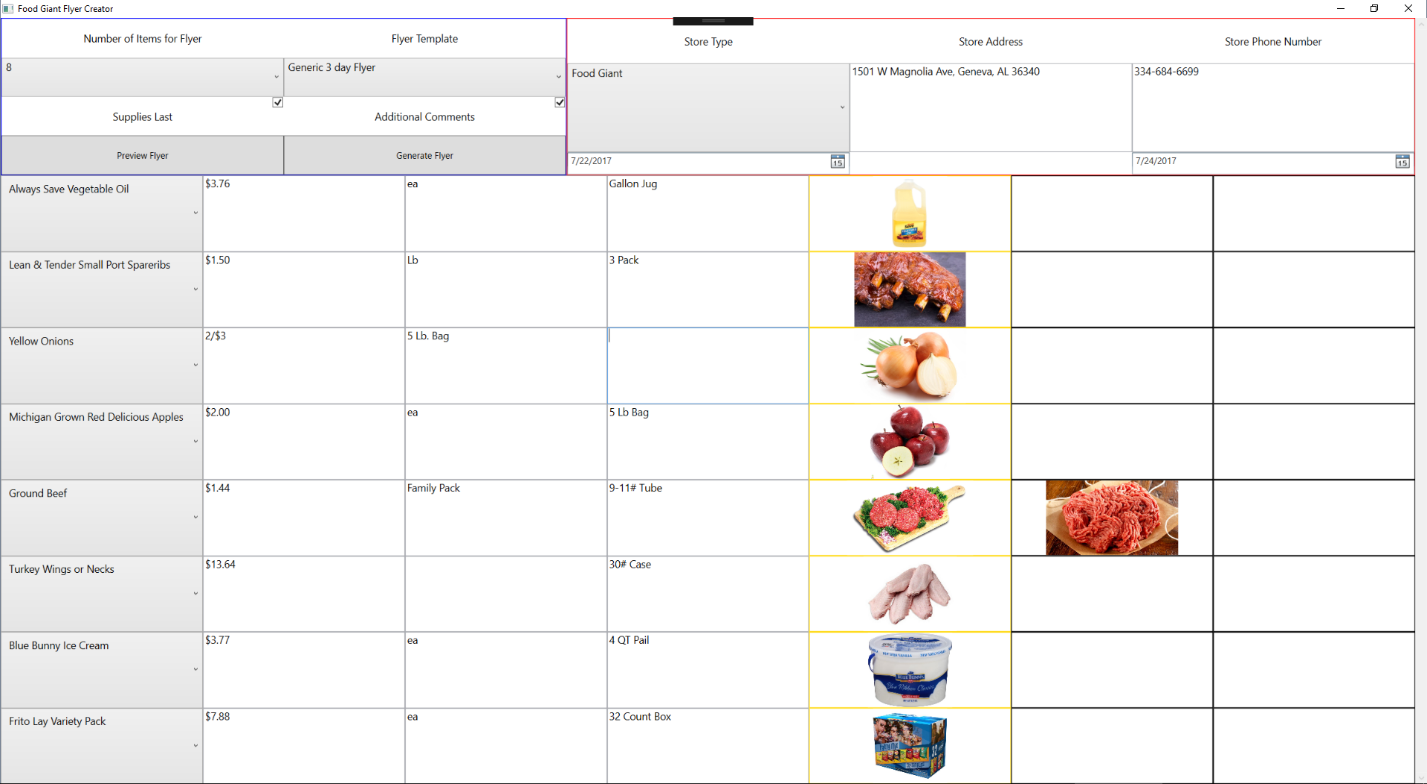


Figure 10 Sample Completed Flyer Information

Finally, Click Generate Flyer to populate the flyer values into a complete flyer.

## Printing the flyer

To print the flyer, click the Print button at the top of the page. It’s recommended that you “save as pdf” instead of just printing the flyer, so you can easily make more copies later.

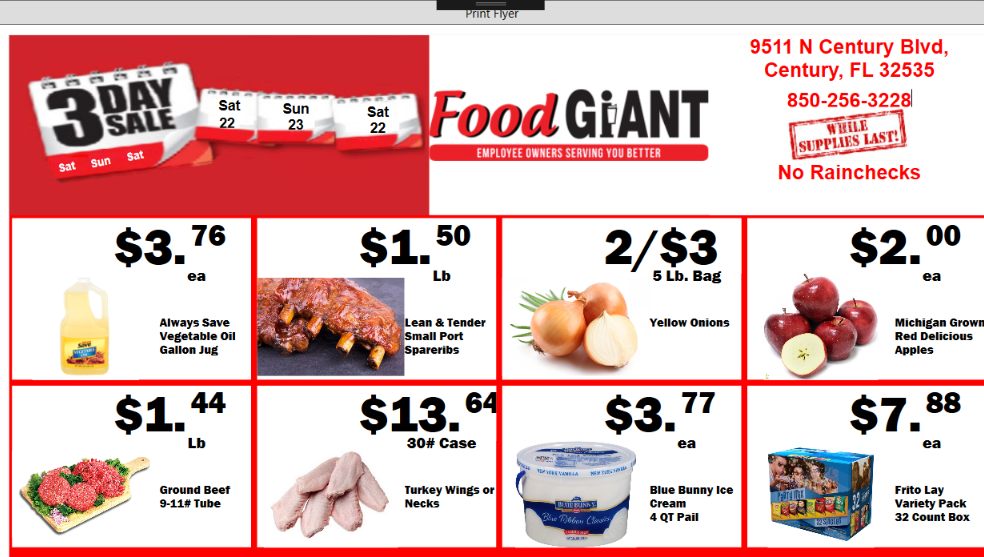


Figure 11 Sample Generated Flyer

Some text in the flyer can be edited after you generate it, as seen below.

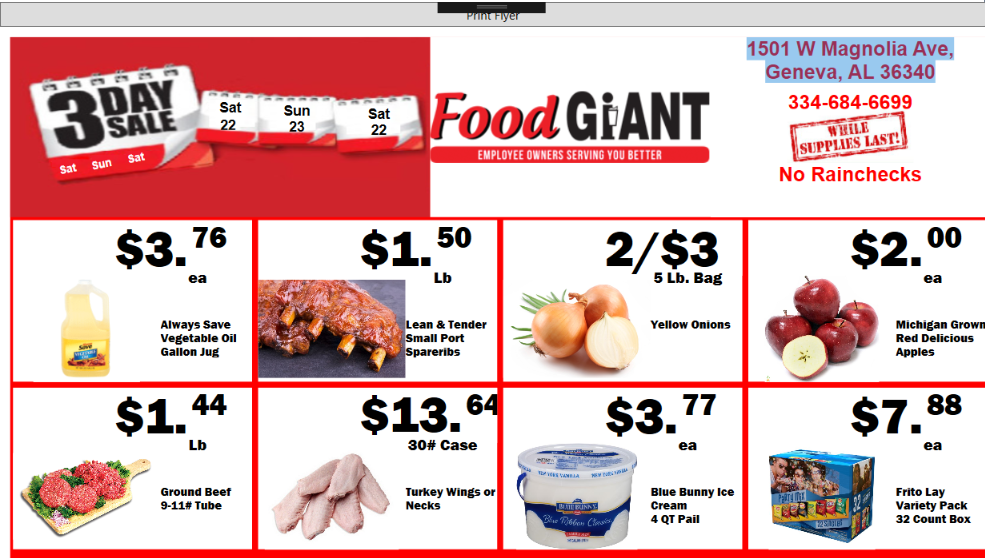


Figure 12 Edited Flyer

# Flyer History

## Description

This program allows a District Manager to view previously-created store flyers. This program is ONLY accessible by District Managers or approved employees.

## Usage

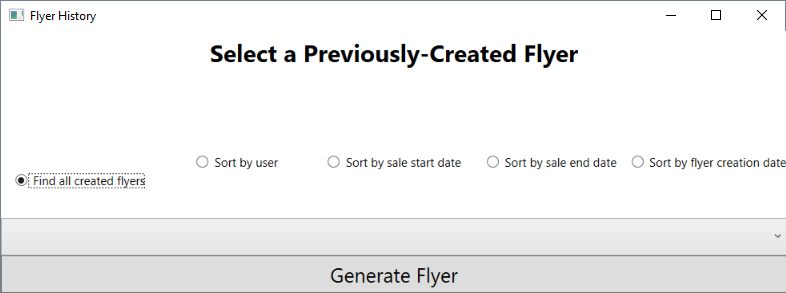


Figure 13 Flyer History

You have multiple options to find a store flyer: Find all flyers, find all flyers created by a user, or find all flyers by start, end or creation date.

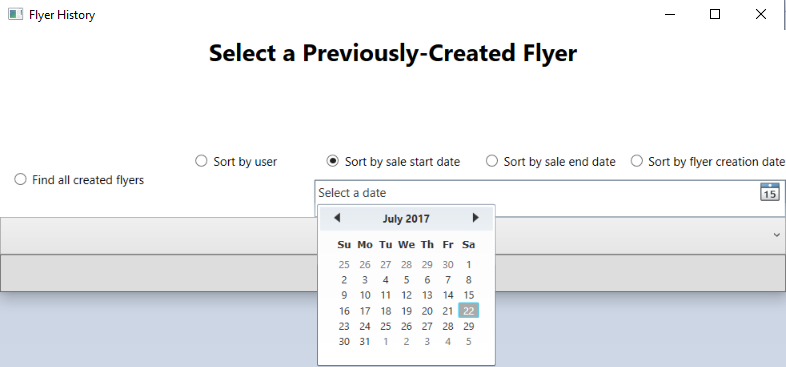


Figure 14 Flyer History Sale Date

After clicking a one of the above options, click the drop down box to see a list of all created flyers.

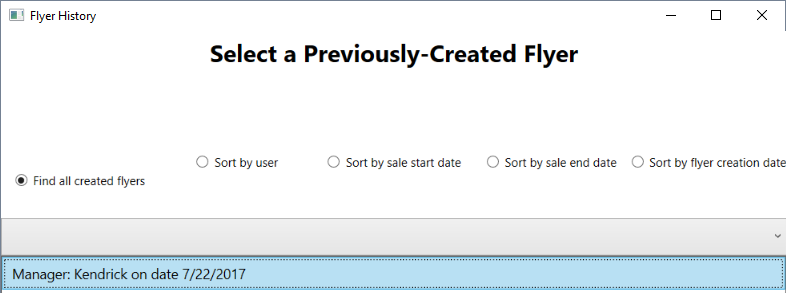


Figure 15 Flyer History Sample Flyer Selection

Select the flyer you want then click the “Generate Flyer” button.

The previously created flyer will be populated in a new window.

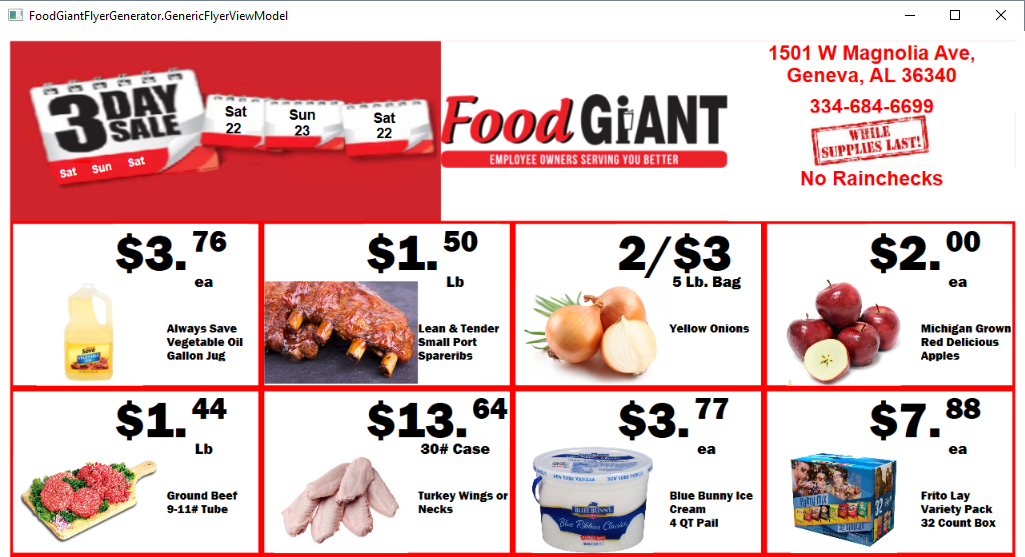


Figure 16 Flyer History Sample Flyer Generation

# Database Maintainer

## Description

This program allows a district manager to add new items to the database, which are populated in the Flyer Creator Program. This program is ONLY accessible by District Managers or approved employees.

## Entering in a new Database Item

To enter a new database item, fill in the following fields: Item Name and Item Category. Make sure to just enter the item name without any description, as that is entered in when you generate your flyer. Item Category should be a generic category, as this can be used in the future to sort items.

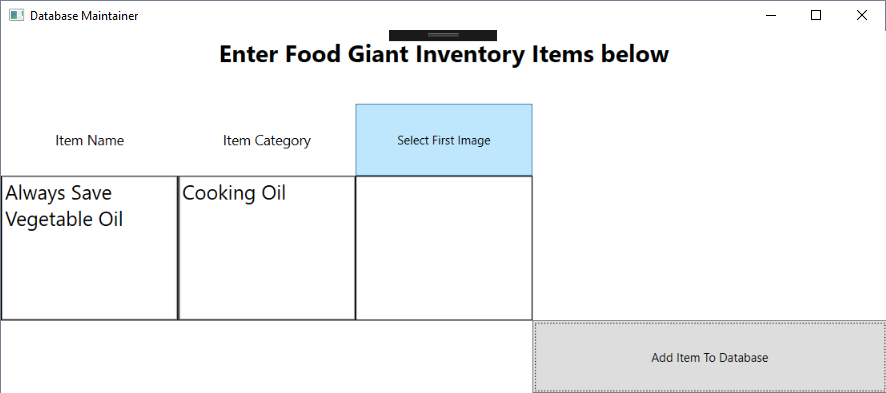


Figure 17 Database Maintainer Sample Input

Next, click the Select First Image button. This allows you to select an image file from anywhere on your computer.



Figure 18 Database Maintainer Flyer Images

Once you have added the first image, you will have an option to enter in a second and third image. The second and third image are completely optional, and will be shown in the Flyer Creator plan as additional image options if added.

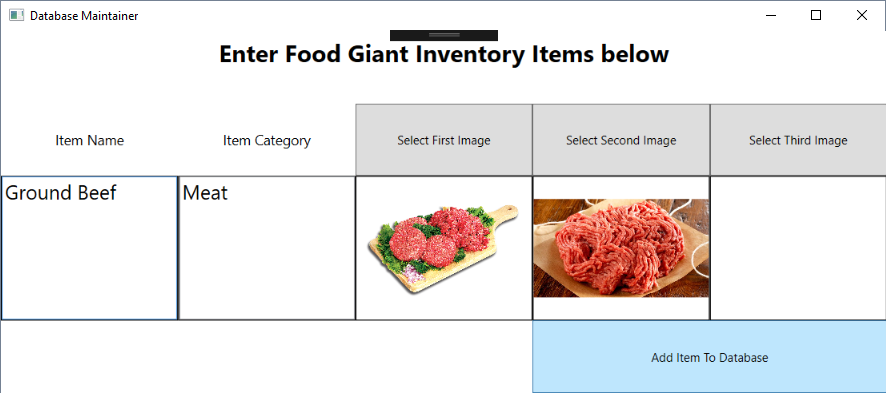


Figure 19 Database Maintainer Multiple Images

Finally, click the Add Item to Database button to add the item to the database.

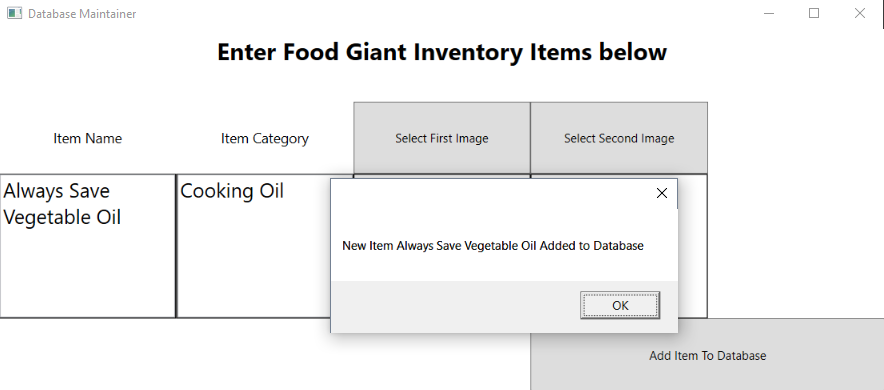


Figure 20 Database Maintainer Added Item