Metro Order App v1.1.0

Support Documentation on how to use and maintain the Metro Order Windows Application

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Getting Started

To install the Metro Order App on your computer, run the setup.exe file by either double clicking on setup or right-clicking on setup and left-clicking on **"Run as Administrator"**. Follow the on screen steps to complete the installation.

Requirements

Your computer requires the following specifications in order to run Metro Order App:

- .Net Framework 4.1 (included in setup on CD or full download from Metro Website)
- Windows 7 or above
- 1GB RAM
- 100 MB Hard Disk Space
- Internet connection (to keep application up-to-date, offline functionality available)

Required Information

After installing Metro Order App and running it for the first time (desktop and start menu shortcuts created automatically), you will be presented with a message box:
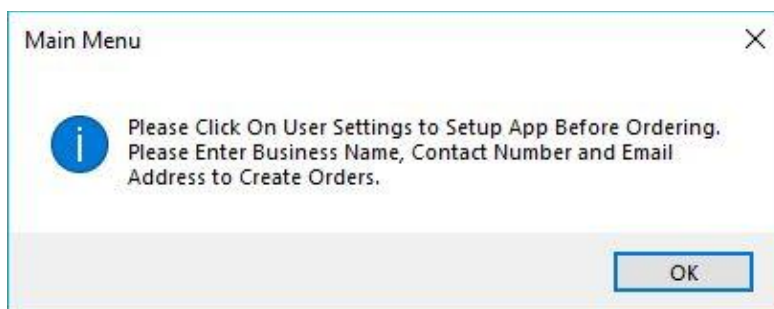

Figure 1 - User Information Required Message Box

Click OK and then click on the **"User Settings"** button on the **"Main Menu"** window.

Note: If you do not enter the Business Name, Contact Number and Email Address, you cannot create orders or view the stock file.

Once the **"User Settings"** window opened up, you can complete the basic information (i.e. Business Name, Contact Number and Email Address), save the information and start ordering.

Please note that the Business Name can be your name if you don't have a business. Make sure the Email Address is a valid, as well as the Contact Number.

Order

To get to the order window, you need to complete the basic required information, namely the Business Name and Email Address. Click on **"Place Order"** on the **"Main Menu"** window, then click **"No"** to open up the **"Order"** window.

Load the Stock File

Click on **"Load Stock Table"** to view all the stock available to order from Metro Cash & Carry, Metro Mega and Metro Hyper stores. Regularly check that your stock file is up-to-date before ordering. *(See "Update Stock File" for more information).*

A message box stating *"Stock File Successfully Loaded"*. Click OK to continue.

Note: The "Search" and "Add to Order" buttons are inactive until the stock file is loaded.

Add Stock to Order

Scroll through the stock list to identify a stock item that you wish to order. Take note of the pack size as well. Click on the stock item you wish to add to the order from the Stock List Table grid view. The stock item's information will be populated in the **"Stock Order Information"** group box.

Specify the quantity you wish to order in the **"Quantity"** textbox. Press enter or click on **"Add to Order"** to add the stock to your order. A message box will pop up with the stock item description and quantity ordered. Click OK to continue ordering.

The **"Finish Ordering"** button will appear once the first stock item is added to the order. You can finish the order by clicking on that button, or you can continue ordering by following the previous steps of selecting a stock item, specifying the quantity and then clicking on **"Add to Order"**.

Please note that you can only click on one stock item at a time. If you've selected more than one from the table, the Stock Order Information box won't be populated and you won't be able to add the multiple stock items at the same time.

Search for Stock Item

You can use the search textbox to search for the stock item you are looking for by description as well as filter by stock category with the drop down field.

Click on the search textbox, the text inside the textbox should disappear, start typing the product description, then click on the **"Search"** button or press enter. The Stock List Table grid view will update with the results from the search.

You can also filter the stock list by selecting a category. The table will immediately only show stock items in the selected category. To see stock items in all categories, select "ALL" on the search drop down list.

The category filter and the stock item description can be used in conjunction.

Order Completion

	StockCode	Description	PackSize	Quantity	Category
▶	1519	COCA-COLA LIGHT 2L PET	1x2L	10	EDIBLE GROCERIES
	8564	COCA COLA CRATE WITH BOTTLES 300ML	24x300ML	100	EDIBLE GROCERIES
	127123	COCA-COLA REGULAR1.25L PET	12x1.25L	100	EDIBLE GROCERIES
*					

Add More Items   **Save Template**   **Done**

Edit Quantities

In the **"Order Completion"** window, you can view your order. Here you can make final changes to the quantities you wish to order. Just click in the **"Quantity"** column of the Order grid view and edit the quantity.

Please note that the quantity inserted should be a number, that's more than zero and has no decimals i.e. a whole number.

If you wish to add more items to the order, you can click on the **"Add More Items"** button.

*Please note that once you click the **"Done"** button, you cannot go back anymore.*

Save Template

If this is an order you will be placing on a regular basis, you can save this order template and load it at a later stage. Click on the **"Save Template"** button, a new window will open under Metro Order Templates (which is under My Documents/Documents). Give you template a name and click **"Save"**. See **"Loading Order Templates"** for more information on loading saved order templates.

Email Order

The **"Email Order"** group box will appear after you are done ordering. You need to specify to whom the order must be sent to. Set up your preferred store at *"User Settings"*.

Tick the **"Send to Different Email"** to override your preferred store or if you have not selected a preferred store under **"User Settings"**.

If you wish to also get a copy of the order sent to your email, tick the **"Send Order to Yourself"** tick box. You can set tick box to be ticked for each order under *"User Settings"*.

You can add a comment to the order by clicking on the **"Comment"** textbox and start typing your message, for example *"Please send quote"*.

If everything is done, you can send the order by clicking on the **"Send Order"** button.

Save PDF

If you wish to keep a copy of the order locally on your computer, you can click on the **"Save PDF"** button. A save dialog window will pop up where you have to specify where to save the order and also give the order a name. Click **"Save"** once you are done.

Click on the **"Close"** button to take you back to the **"Main Menu"** window.

Load Template

When trying to place an Order by clicking "Place Order" on the "Main Menu" window, you will be asked whether or not to open a template. If you have a template saved, you can click on "Yes" to open that template.

Please note that by default your templates are saved under the Metro Order Application Templates folder which can be found under "My Documents" or "Documents" unless the file was saved somewhere else by the user.

Update Stock File

Every now and then, Metro Namibia will update its stock and make this available for the Metro Order App to download.

Please note that you can set the app to automatically check for updates every time you open the app under "User Settings". Note that this might slow down the app each time you open it.

To update the stock file, click on the "Update Stock File" button in the **"Main Menu"** window. The **"Update Stock File"** window will open.
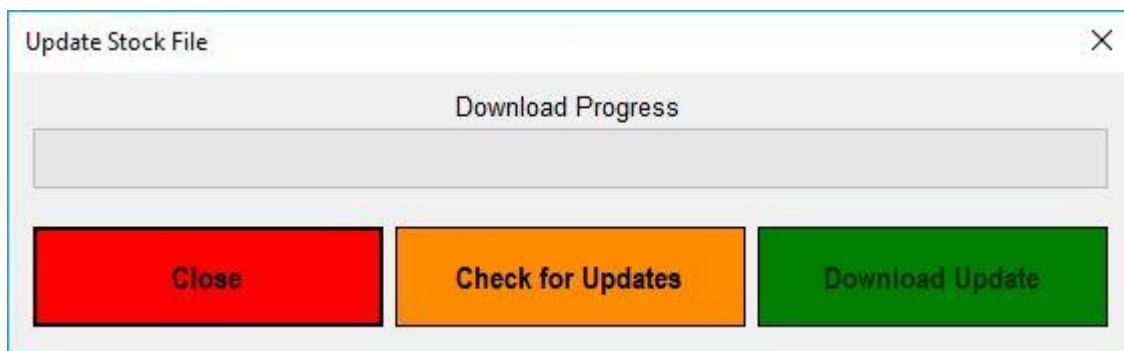
Click on **"Check for Updates"** button. If there is an update available, a message box stating this will pop up and the **"Download Update"** button becomes active. The **"Download Update"** button will remain inactive if there is no new updates available.

Click on the **"Download Update"** button to download the latest stock file.

The progress bar will start loading. It will show the total size of the download and its progress as the file is downloaded.

You can cancel the download while it's still busy by clicking on the **"Cancel"** button.

Once download is complete, the new stock file will be copied to your local directory. Click on the **"Close"** button to close this window.

User Settings

The Metro Order App requires the user to enter his/her business name and email in order to place orders. This is so that someone from Metro Namibia can contact you should there be any issues. You can also view a list of Metro stores with their email addresses and telephones numbers.

Basic Information Settings

Click on the "User Settings" button on the "Main Menu" window. A new window will pop up.

Here you can enter your "Business Name" (required), "Email Address" (required), "Contact Number" (required) and "Preferred Store Email".

You can select whether to send yourself a copy of the order each time you send it to Metro. Tick the "Always Send a Copy of the Order" checkbox if you wish to receive a copy of the order.

Please note that this can be untick when you are busy emailing the order at the "Order Completion" window.

You can select to always check for updates when the application starts by ticking the **"Auto Check for Updates at Start Up"** checkbox.

Please note that this might slow down the start-up of the application.

Click the **"Save"** button to save your settings. Click **"Cancel"** to discard changes.

Preferred Store Email

You can select a store you always (or most times) order from. This would save you time having to re-type the email every time you have to send an order.

Click on the Store List grid view to select the store whose email address you wish to save as your preferred store. The **"Preferred Store Email"** textbox will be populated with email of the store you just clicked on. Click the **"Save"** button to save your settings.

Update Store File

Now and then a new store might open up or the email address of the person in-charge of accepting purchase orders might change. Keep your store file up-to-date by clicking on the **"Update Store File"** button.

A message box should pop up stating whether or not an update has been performed. If an update is available, it will automatically start updating. A progress bar will be displayed showing the size of the store file to be downloaded, as well as the progress of the download.

Promotions

This section is not available in version 1.1 or sooner. If you'd like to view our promotions, click on **"Promotions"**, a message box will open up asking whether you'd like to view Metro's promotions on its Facebook page. Click **"Yes"** to open up Metro's Facebook page on your default browser.