

FRENCH BELOW

How to Enter Tag Ranges:

1. Click on **"Tag Range"**
2. Locate the validation store on the List of Jobs - Tag Ranges displayed
3. Click **"Select"** for the store you are validating

Home **Tag Ranges** Upload Data Confirmation Contact

List Of Jobs - Tag Ranges

	StoreName	StoreNo	JobNo	JobDateTime	OfficeNoOfRecord
Select	MAXI #8923 FULL	08923	4252145	8/11/2015 8:00:00 AM	9023
Select	MAXI & CIE #8703 FULL	08703	4277759	8/11/2015 8:00:00 AM	9050

4. Enter the tag range used in sequential order from lowest value to highest value and enter a tag range description in the fields provided and click Save or hit Enter. Each break in the sequence must be entered as separate tag range. Ensure all used tags are entered.
5. The list of tag ranges entered will be displayed below. Ranges can be Deleted or Edited as required.

Enter Tag Ranges

Tag Value From

Tag Value To

Tag Description

List of Tag Ranges

From	To	Description	
6535	6537	Range 1	Delete

If the Tag Range or Tag Description field has been previously entered the following Error message will appear on screen:

ERROR: Tag Range or Description already exist, Please try again.

If the Tag Range value is not entered from the lowest value to the highest the following Error message will appear on screen:

ERROR: Tag Range value 'To' is less than 'From', Please try again.

6. Once you have verified that all of the store's tag ranges have been entered you can commence uploading the data.

How to Enter Upload Data:

Ensure Tag Ranges are entered prior to Uploading Data

Ensure that all WISards have been downloaded and the data has been saved to a USB key.

1. Click on “**Upload Data**”
2. Locate the validation store on the **List of Jobs - Upload Data** displayed
3. Click “**Select**” for the store you are validating

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List Of Jobs - Upload Data					
	StoreName	StoreNo	JobNo	JobDateTime	OfficeNoOfRecord
Select	MAXI #8923 FULL	08923	4252145	8/11/2015 8:00:00 AM	9023
Select	MAXI & CIE #8703 FULL	08703	4277759	8/11/2015 8:00:00 AM	9050

4. Connect the USB key with your saved terminal files to your computer
5. Click on “**Browse**” to upload your terminal files saved on your USB key
6. Locate the USB / Removal Drive and the file named **WisClients**. Double click on the **WisClients** and the **Job#** will be displayed. Double click on the **Job#** and the terminal files be displayed. Select and highlight the files to be uploaded. Click “**Upload Terminal Files**” – be patient as this may take a few minutes.

The screenshot shows the 'Upload Terminal Files' web interface on the left and a Windows file explorer on the right. The file explorer is open to 'Removable Disk (D:)' and shows a folder named 'WisClients'. Inside 'WisClients', there is a folder named '4252145'. Inside '4252145', there are three files: 'W00022_6535_1_1.t75', 'W00022_6536_1_1.t75', and 'W00022_6537_1_1.t75'. A red arrow points from the 'Upload Terminal Files' button in the interface to the file explorer. A black arrow points from the 'W00022_6537_1_1.t75' file to a blue box containing the same three file names: 'W00022_6535_1_1.t750', 'W00022_6536_1_1.t750', and 'W00022_6537_1_1.t750'.

7. Once the files have been successfully uploaded. The screen will display a “**File Uploaded successfully**” message and the number of tags the were uploaded.

File Uploaded successfully.

Upload Terminal Files

Browse...

Invalid Uploaded Files

Uploaded_File	Valid_Job#	Valid_File	
Valid Uploaded Files (Tag Count = 6)			
Uploaded_File	Lines	Qty	Ext
W00022_6535_1.t750	1	12	25
W00022_6536_1_1.t750	1	12	25
W00022_6537_1_1.t750	1	2	4

Note: All valid uploaded files contain the tag number, line quantity and retail extension should you need to cross reference the store's list of tags used.

Should invalid files or terminal files from a different job be uploaded in error, they will be displayed in the **Invalid Uploaded Files** section.

Invalid Uploaded Files

Uploaded_File	Valid_Job#	Valid_File
DUMMY	NO	NO
w00555_9204_1_1.t750	NO	YES

File named “DUMMY” was both an invalid job and an invalid file type

File named w00555_9204_1_1.t750 was a valid file type but the job# did not match

8. Once you have verified that all the WISards have been downloaded and all the terminal files have been successfully uploaded you can proceed to confirming your remote processing uploads.

9. Click on **“Confirmation”** and locate the validation store on the **List of Jobs - Confirmation** displayed
10. Click on **“Add Notes”** if you need to notify / communicate with the WIS Remote Processing Representative.

Home Tag Ranges Upload Data **Confirmation** Contact

List Of Jobs - Confirmation

	StoreName	StoreNo	JobNo	JobDateTime	OfficeNoOfRecord
Confirm Add Notes Confirm	MAXI #8923 FULL	08923	4252145	8/11/2015 8:00:00 AM	9023
	MAXI & CIE #8703 FULL	08703	4277759	8/11/2015 8:00:00 AM	9050

AddNotes

Hi,
Please send reports to John Smith, LPR. My email address is john.smith@loblaw.ca. My phone number is 514-555-5555. Tag 6537 was scanned into twice and tag 6540 was voided.
Thanks,
John

Submit

Key in your comments, contact information if you are not the DLPM and click **“Submit”**

11. Click **“Confirm”** for the store you are validating.
12. The job will disappear from the **List of Jobs – Confirmation** once it has been successfully uploaded and sent to the WIS Remote Processing Representative.

Contacting WIS for Help / Support:

1. At anytime you can click on **“Contact”** if you require assistance.

Home Tag Ranges Upload Data Confirmation **Contact**

Contact Info.

Phone

Main: 905-751-8803

Email

Karen McCutcheon:
KMcCutcheon@wis.ca

Entrer la séquence de billets (Tag Ranges):

1. Cliquer sur “**Tag Ranges**”
2. Localiser le magasin dans la *List of Jobs - Tag Ranges*
3. Cliquer “**Select**” à côté de magasin que vous validez

Home **Tag Ranges** Upload Data Confirmation Contact

List Of Jobs - Tag Ranges

	StoreName	StoreNo	JobNo	JobDateTime	OfficeNoOfRecord
Select	MAXI #8923 FULL	08923	4252145	8/11/2015 8:00:00 AM	9023
Select	MAXI & CIE #8703 FULL	08703	4277759	8/11/2015 8:00:00 AM	9050

4. Entrer la séquence de billets utilisée en ordre séquentiel du plus petit au plus grand et entrer la description de chaque séquence dans le champ prévu. Cliquer ensuite sur Save ou faire Enter. Chaque bri de séquence doit être entré comme une séquence séparée. Assurez-vous que chaque séquence est entrée .
5. La liste des séquences de billets sera affichée. Les séquences peuvent être supprimées ou modifiées.

Enter Tag Ranges

Tag Value From

Tag Value To

Tag Description

List of Tag Ranges

From	To	Description	
6535	6537	Range 1	Delete

Si la séquence ou le champ de description a déjà été entrée, vous recevrez le message d’erreur suivant :

ERROR: Tag Range or Description already exist, Please try again.

Si les séquences ne sont pas en ordre du plus petit au plus grand, vous recevrez le message d’erreur suivant :

ERROR: Tag Range value 'To' is less than 'From', Please try again.

6. Lorsque vous avez vérifié que toutes les séquences de billets ont été entrées, vous pouvez télécharger les données.

Entrer les données:

Assurez-vous que les séquences de billets “*Tag Ranges*” soient entrées avant de télécharger les données

Assurez-vous que tous les WISards ont été téléchargés et que les données ont été sauvegardées sur une clé USB.

1. Cliquer sur “**Upload Data**”
2. Localiser le magasin dans la **List of Jobs - Upload Data**
3. Cliquer “**Select**” à côté du magasin que vous validez

	Home	Tag Ranges	Upload Data	Confirmation	Contact
List Of Jobs - Upload Data					
	StoreName	StoreNo	JobNo	JobDateTime	OfficeNoOfRecord
Select	MAXI #8923 FULL	08923	4252145	8/11/2015 8:00:00 AM	9023
Select	MAXI & CIE #8703 FULL	08703	4277759	8/11/2015 8:00:00 AM	9050

4. Brancher la clé USB qui contient les fichiers sauvegardés à votre ordinateur.
5. Cliquer sur “**Browse**” pour télécharger les fichiers sauvegardés sur votre clé USB
6. Localiser la clé USB / Disque amovible et la filière **WisClients**. Double cliquer sur **WisClients** et le **Job#** sera affiché. Double cliquer sur **Job#** et les filières du terminal seront affichées. Choisir et surligner les filières à télécharger. Cliquer “**Upload Terminal Files**” – soyez patient, ça prendra quelques minutes.

The screenshot shows the 'Upload Terminal Files' web interface on the left and a Windows File Explorer window on the right. The web interface has a text input field with 'E:\WisClients\4551917\w07', a 'Browse...' button, and an 'Upload Terminal Files' button. Below this, there are sections for 'Invalid Uploaded Files' and 'Valid Uploaded Files (Tag Count = 0)', each with columns for 'Uploaded_File', 'Valid_Job#', and 'Valid_File'. The File Explorer window shows the path 'Computer > Removable Disk (D:) > WisClients > 4252145'. Inside the '4252145' folder, there are three files: 'W00022_6535_1_1.t75', 'W00022_6536_1_1.t75', and 'W00022_6537_1_1.t75'. A red arrow points from the 'Upload Terminal Files' button to the 'WisClients' folder, and another red arrow points from the '4252145' folder to the list of files.

7. Lorsque les filières ont été téléchargées avec succès, l'écran indiquera le message **"File Uploaded successfully"** et le nombre de billets téléchargés.

Note: Toutes les filières téléchargées indiquent le no. de billets, quantités et total au détail. Vous pouvez comparer avec liste des billets utilisés notée par la magasin.

Si des fichiers non-valides ou ceux d'un autre inventaire étaient téléchargés par erreur, ils seraient identifiés dans la section **Invalid Uploaded Files**.

Invalid Uploaded Files		
Uploaded_File	Valid_Job#	Valid_File
DUMMY	NO	NO
w00555_9204_1_1.t750	NO	YES

Les fichiers "DUMMY" ont tous deux un # job et un fichier invalides

Le fichier w00555_9204_1_1.t750 est un fichier valide mais le #job ne correspond pas

8. Lorsque vous avez vérifié que tous les WISards ont été téléchargés et que tous les fichiers ont été téléchargés avec succès vous pouvez confirmer les téléchargements.

9. Cliquer sur “**Confirmation**” and localiser le magasin sur la **List of Jobs - Confirmation** à l’écran
10. Cliquer sur “**Add Notes**” si vous devez aviser / communiquer avec le représentant WIS en charge du traitement à distance.

Home Tag Ranges Upload Data **Confirmation** Contact

List Of Jobs - Confirmation

	StoreName	StoreNo	JobNo	JobDateTime	OfficeNoOfRecord
Confirm Add Notes Confirm	MAXI #8923 FULL	08923	4252145	8/11/2015 8:00:00 AM	9023
	MAXI & CIE #8703 FULL	08703	4277759	8/11/2015 8:00:00 AM	9050

AddNotes

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Thanks,
John

Entrer votre commentaire et vos coordonnées si vous n’êtes pas le DLPM et cliquer “**Submit**”

11. Cliquer “**Confirm**” pour le magasin.
12. La **job** disparaîtra de la **List of Jobs – Confirmation** lorsqu’elle aura été téléchargée avec success et envoyée au représentant de WIS en charge.

Contacter la ligne d’aide de WIS:

2. À tout moment vous pouvez cliquer sur “**Contact**” si vous avez besoin d’aide

Home Tag Ranges Upload Data Confirmation **Contact**

Contact Info.

Phone

Main: 905-751-8803

Email

Karen McCutcheon:
KMcCutcheon@wis.ca