

# POET Everyday Instructions

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## System Overview

The POET system is used to manage instructions about what to do every morning, set an active customer, and send and verify an order within Fedway. Below are detailed instructions on how to perform essential tasks using the POET system.

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## Every Morning

- **Steps:**
    1. Open POET.
    2. Click the **Communications** tab.
    3. Click **Call Host**.
    4. The **Ai2 Connection Manager** will open, download and process updates, and close when completed.
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## Setting an Active Customer

- **Steps:**
  1. Click the **Work With** tab.
  2. Click **Orders**.
  3. To set a Customer as Active:
    - **Option A:** In 'Enter Customer Search', type the name/number of a Customer and press **Enter** to search. Then, either press **Enter** OR double-left-click the line.
    - **Option B:** Use your mouse to navigate and double-left-click the line of the Customer.
  4. If done correctly, the Customer will display in the title bar of POET as:

[##### CUSTOMERNAME] - (F)edway (A)utomated (S)ales  
(T)ransactions

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## **Sending an Order**

- **Steps:**

1. Click the **Communications** tab.
2. Click **Send Orders and Files**.
3. The **Ai2 Connection Manager** will open to send all 'R' status orders, and close after they've been sent.
4. After a minute, click **Communications->Call Host**.
5. The **Ai2 Connection Manager** will open to receive any Printbacks, and close after they've been received.

## **Verifying an Order**

- **Steps:**

1. Click the **Work With** tab, then click **Orders**.
2. Click **Order Log**.
3. The **Order Log** will open, displaying all orders.
4. Locate the order that was sent and verify that it has a 'P' in the **S/T** column.
5. Highlight the line and click **Reports (F2)** to view the Printback.
6. Click **Close (F4)** to close the Printback.
7. Click **Close (F4)** to close the **Order Log**.