



# Courtney's Order Upload

## User Guide

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## History

Date	Author	Description
March 1 2012	Iciniti Corporation - CF	Courtney's Order Upload initial release.
July 10, 2015	Iciniti Corporation - RS	Updated for the new Courtney Distributing website

## **System Requirements**

You must have the following system requirements listed below to be able to use the Courtney's Order Upload program.

### **Operating System**

Windows XP, Windows Vista, or Windows 7 with a free USB port

### **Internet Browser**

Internet Explorer 8 or later <http://www.microsoft.com/windows/internet-explorer>

Mozilla Firefox 3.6.10 or later

### **Internet Connection**

Cable or ADSL

### **Microsoft ASP.NET**

.NET 3.5 <http://www.microsoft.com/download/en/details.aspx?id=21>

### **Scanner**

Opticon Barcode Scanner Model No. OPN-2001-USB <http://www.opticon.com/OPN2001.aspx>

### **Scanner Driver**

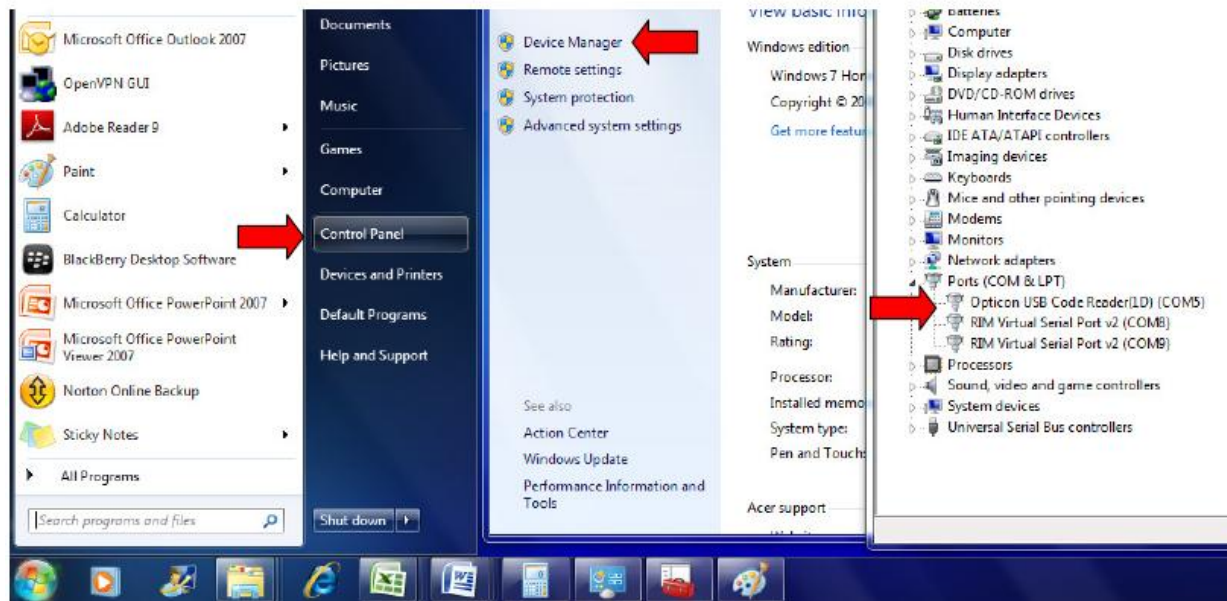
<http://old.opticon.com/uploads/Software/USB Drivers Installer.exe>

### **Courtney's Order Upload Program**

<http://www.courtneysdistributing.com/docs/default-source/barcode-reader-installer/barcodereader.zip>

## How to Set Up Your COM Port

1. Load your Scanner USB Driver from Pre-requisites listed above  
<http://old.opticon.com/uploads/Software/USB Drivers Installer.exe>
2. Plug the scanner in using the USB cord.
3. On your desktop, click on Start (bottom right hand corner), click on Settings, click on Control Panel.
4. Click on System (picture of computer). Note: If you do not see System, click on “Classic View” first.
5. Click on Hardware. Note: For Vista and Windows 7, you will not have this option; proceed to Step 5.
6. Click on Device Manager.
7. A new window should pop-up, near the bottom of that window click on the + beside Ports (Com & LPT).
8. You should see Barcode Scanner (Com #) or Opticon USB Code Reader (Com #). Note: If you do not see this, try using a different USB plug-in, the list should refresh, if not – reinstall the scanner software by saving it to your desktop, right clicking on the saved file, and then run it as administrator.
9. Note the Com #.
10. Install Courtney’s Order Upload program from the pre-requisites listed above  
<http://www.courtneysdistributing.com/docs/default-source/barcode-reader-installer/barcodereader.zip>
11. Run the Courtney’s Order Upload software to select that COM Port.



## Using Your Opticon OPN2001 Scanner



1. **To Clear Memory:** Hold the SMALL button until you hear a beep – about 10 seconds.
2. **To Subtract Quantity:** Scan the product using the SMALL button.

If the Scanner stops beeping, hold down the BIG button until you hear a beep – about 10 seconds. This will reactive the beep.

**3. To Scan Products:** Scan the product using the BIG button.

Scanning a bar code once will result in ordering a Quantity of 1 for that item.

If you would like to receive a quantity of 2 for any particular item, you can:

- Scan the item twice
- OR use the Quantity Card to scan the quantity desired and then scan the item

### 4. Using the Quantity Card:

If you want to order 57 of any particular product, use the Quantity Card to scan first the number 5 and then scan the number 7 and then scan the item

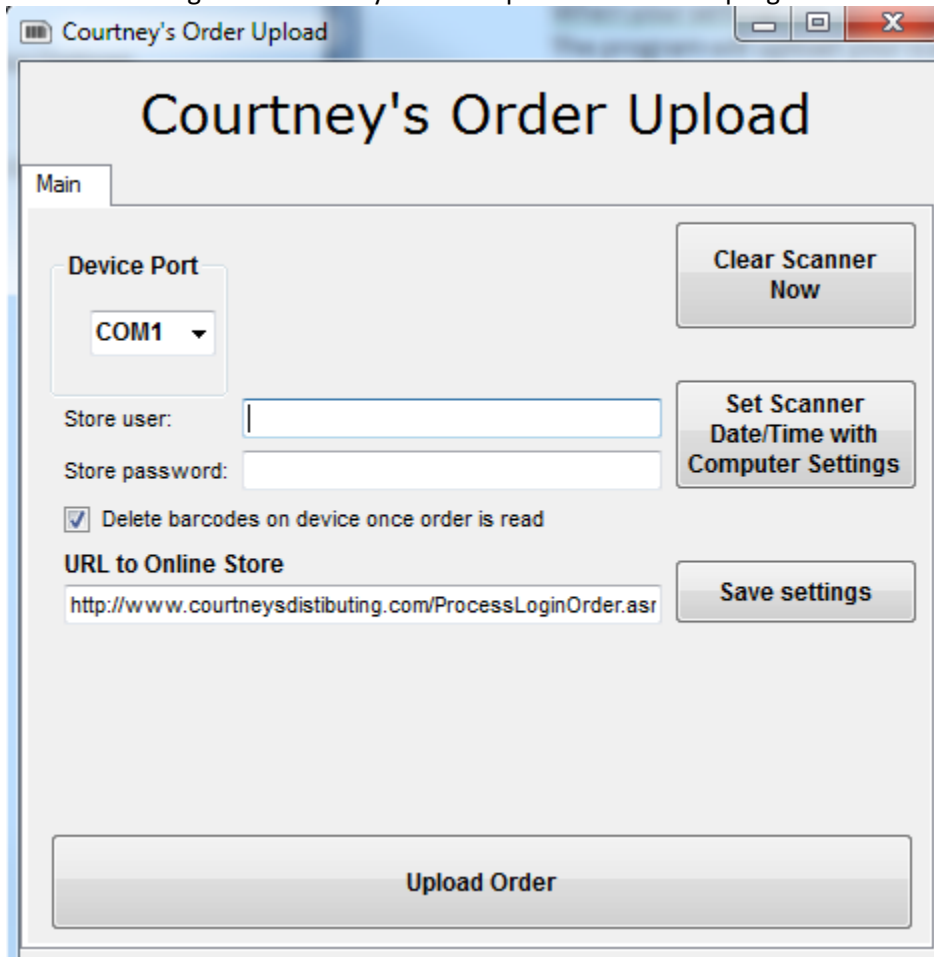
**Note:** You can also change the quantities for any item ordered once the order is uploaded to the website.

## Using Courtney's Order Upload

When you are ready to upload your scanned order to the website, ensure that you connect your Opticon scanner to the USB port as described above.

Ensure that you've installed all the pre-requisite software listed above, included the Courtney Upload Program.

Go to Start>Programs>Courtney's Order Upload and run the program.



You need to ensure that all of your settings are still valid.

Ensure that the **Device Port** has the correct COM Port that your scanner is connected to.

Ensure that your supplied username and password is set as provided by Courtney's Distributing.

Ensure that your **URL to Online Store** is configured as (NOTE: You will have to change to this value the first time the program is run):

<http://www.courtneysdistributing.com/ProcessLoginOrder.aspx>

Ensure that the settings are saved by clicking the **'Save settings'** button.

When your settings are correct, click the **'Upload Order'** button.

The program will upload your scanned order and then open your default web browser (Internet Explorer), log your user into the website and take you into your current shopping cart with the scanned order loaded.

You can then complete your order as you normally would. You also have the chance to add other products to your order or verify/change your cart contents before completing your order.

**'Clear Scanner Now' button:** This button allows you to clear out any scanned information from the Opticon scanner.

**'Set Scanner Date/Time with Computer Settings' button:** This button allows you to set the scanner's date/time to the current date/time from your computer system.



## Troubleshooting

Q: I've received an Invalid UPCs message when uploading my order; what does this mean?

A: If a product that you've scanned is not recognized by the system, it will email Courtney's Distributing to let them know that you are trying to order product.

Q: I receive an error when trying to upload my order and it tells me that my user is not authenticated; what should I do?

A: You should browse to [www.courtneysdistributing.com](http://www.courtneysdistributing.com) and log in manually to the website to ensure that the login information you have saved is valid.

If you cannot log in, contact Courtney's Distributing to find out your login information to the website.

If you are able to log into the website manually, ensure that the credentials you supplied are what you have saved in the Courtney's Upload Order program.