

Getting to know the new Douglas ordering website

The first screen you see is our new login screen. Your user name and password will remain the same if you already have one set up, and you can log in the same way. If you have forgotten your information you may obtain the password by checking the box and following the prompts, or by calling Douglas customer service at 1-501-329-6966 or at 1-800-329-6966.



Enter your User ID and Password.

User ID:

Password:

Forgot your password? Enter your User ID above, check this box, then click Sign In and we'll email your password to you!

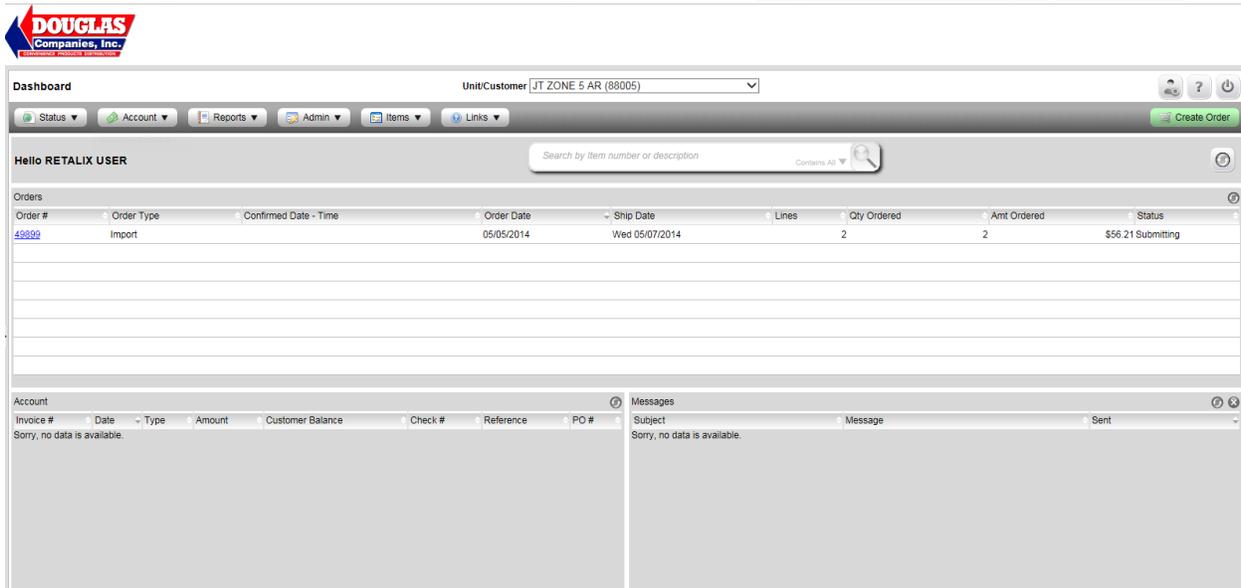
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Retalix
PowerNet

CustomerPortal

Once you're logged in you will be brought to the new Dashboard screen. We will go over this piece by piece next. If you are unfamiliar with something, there is also a [Help](#) button at the top right with a ?



Dashboard Unit/Customer JT ZONE 5 AR (88005)

Status Account Reports Admin Items Links [Create Order](#)

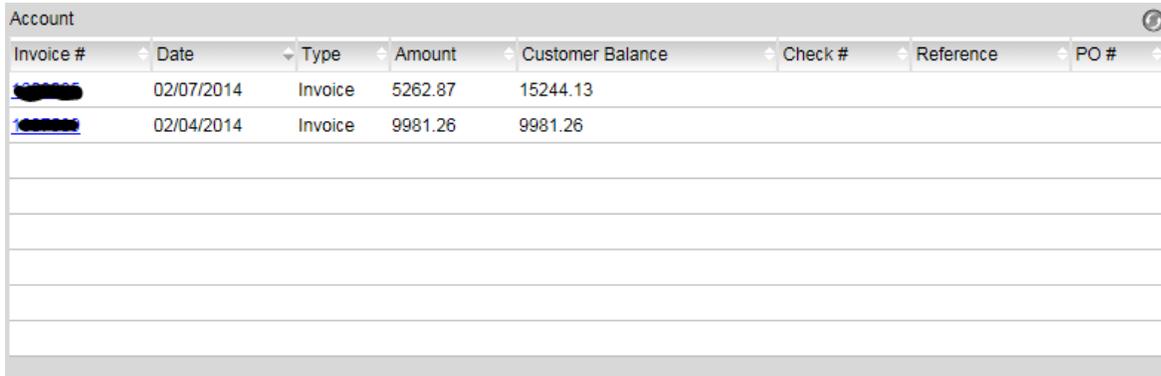
Hello RETALIX USER Contains All

Order #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Amt Ordered	Status
43892	Import		05/05/2014	Wed 05/07/2014		2	2	\$56.21 Submitting

Invoice #	Date	Type	Amount	Customer Balance	Check #	Reference	PO #	Subject	Message	Sent
Sorry, no data is available.										

Subject	Message	Sent
Sorry, no data is available.		

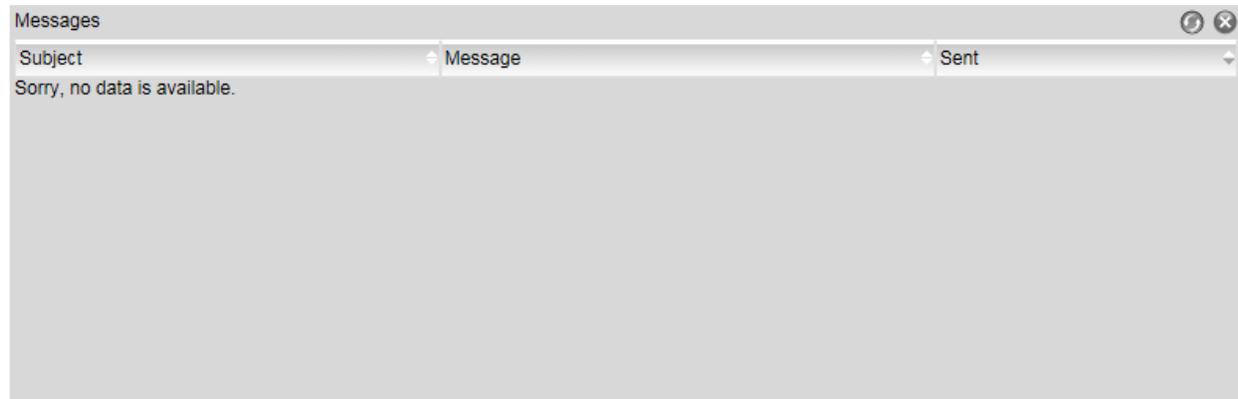
Account: The next section is at the lower left of the screen and shows your invoice information. This includes the date, the amount, and the customer balance, as well as other information. You may click on the blue link to get more information about that invoice, such as the items ordered and the breakdown of each one. The cost for each item and the totals are all included as well.



The screenshot shows a window titled "Account" with a table of invoice information. The table has columns for Invoice #, Date, Type, Amount, Customer Balance, Check #, Reference, and PO #. Two rows of data are visible, with the first two columns of each row redacted with black boxes.

Invoice #	Date	Type	Amount	Customer Balance	Check #	Reference	PO #
[REDACTED]	02/07/2014	Invoice	5262.87	15244.13			
[REDACTED]	02/04/2014	Invoice	9981.26	9981.26			

Messages: The section at the lower right of the screen is messages. This will be used occasionally from Douglas to send out message reminders to our customers. This can be set up to be just for your store, your chain, or for all customers. There may be important messages there from time to time so don't forget to check them out if you see one. This will be blank and show "Sorry, no data is available" unless there is one currently out. Messages will disappear once the time set for them to display has passed.



Top Right Buttons:



is the button you press to begin creating an order. The walkthrough for creating an order is in a separate document.



is the **Sign Off** button. This will log you out of the website. You will also be logged out automatically after a time of inactivity.



is the **Help** button. This is very useful in this version of the website. This will give you a breakdown of everything on the page and will answer most questions you have. There will be multiple tabs on the help menu in some areas so you can look for information about any of the sections on that page.



is the **User Options** button. You can change most settings through this area. Don't forget to press the save button at the top right if you make any changes. 

General allows you to adjust how many items you see per page, what par list you use, and your contact information. The number of items per page defaults to 50 currently.

Sort allows you to change how your items are sorted. You can choose multiple criteria, and your items list will default to your settings once saved.

Additional Emails lets you add multiple e-mails for one account for order confirmations. You can edit any e-mail in that list. To add a new e-mail to the list all you need to do is click on the picture of the e-mail with the plus symbol over it at the top right. 

Export gives you a chance to create a custom export profile. You can choose which details are important for you to keep, as well as the type of file you want. You may then export orders or other information that you would like under the Advanced buttons on various screens.

Dashboard allows you to change where you would like your different sections located. Some may be locked and not changeable. Most likely this area won't be used for most customers.

Change Password will let you change your password from the old one to a new one of your choice.

The screenshot shows the 'User Options' window with the 'General' tab selected. The settings are as follows:

- Lines Per Page: 50 (with a 'Reset To Default' button)
- Par List: None
- Contact Name: RETALIX USER
- Contact Phone: (empty field)
- Contact Email: jennifer.tess@ncr.com
- Welcome: Display Welcome on Login



is the refresh Dashboard button, located under Create Order. This will update all the panels at the same time.

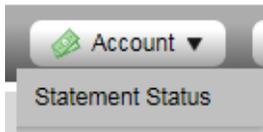
Unit/Customer: Located in the top center of the webpage, you can use this to switch in between multiple customer accounts within a chain. This will primarily be utilized by chain account managers, or by customers that own multiple stores. You can switch quickly back and forth any of them by using this drop down menu.

Unit/Customer

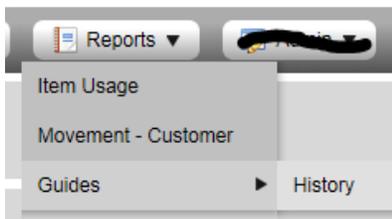
Status: The first button in the top left is Status. There are two choices under this menu. These allow you to see the Orders in a larger version than what you see on the main dashboard.



Account: The second button shows your Statement status. This will go over your billing information, and billing schedule.



Reports: The next button shows the reports available to you. You can generate different reports based on the criteria you set. For example you can run a report that shows you only how your automotive items have been doing. You can choose any Brand, Category, or Class of item to run it on, or you can run it for all items. It shows your item usage, as well as how well the items are moving. The Movement gives you access to the top sellers for your location, and can be broken down by category as well.



Admin: The fourth button gives you control over various settings.

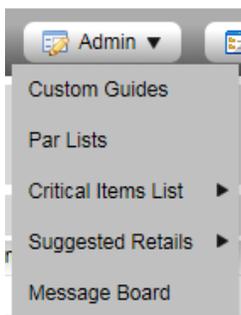
Custom Guides lets you create an order guide of your own. You can choose as many or as few items as you wish.

Par Lists can be set with set values that notify you if you have below a certain number of an item on your order. You can do this for your top items for example to ensure that you always have plenty of them in stock.

Critical Items List lets you view or edit your list of important items that should be included on any order.

Suggested Retails shows you how much profit you are making per item.

Message Board can be used to create or read messages between multiple stores under one account. The manager of the chain may have the rights to write to it and the other stores can read it, or it can be used for all of them to be able to post. This may not be used for all customers.



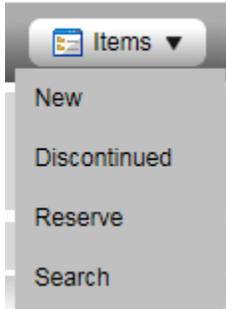
Items: This button allows you to view the different item lists.

New lets you look at all new items.

Discontinued allows you to see all the items that have recently been discontinued.

Reserve shows you the current item reserve.

Search will allow you to search for a particular item, although you can also use the search box on the main screen.



Links: The final button will give you links to different websites that Douglas has set up that may be of interest to you. If you hover over the button, the drop down menu will give you a choice of which page to go to. This may be used more in the future.