

**Class C Solutions Group**  
**User Guide: Web Enabled MRO Scanner**  
**April 14, 2014 version**

Section 1: Identify Scanners & Equipment

Section 2: Install Toolbar and Adapter Cord Drivers

Section 3: Create Order

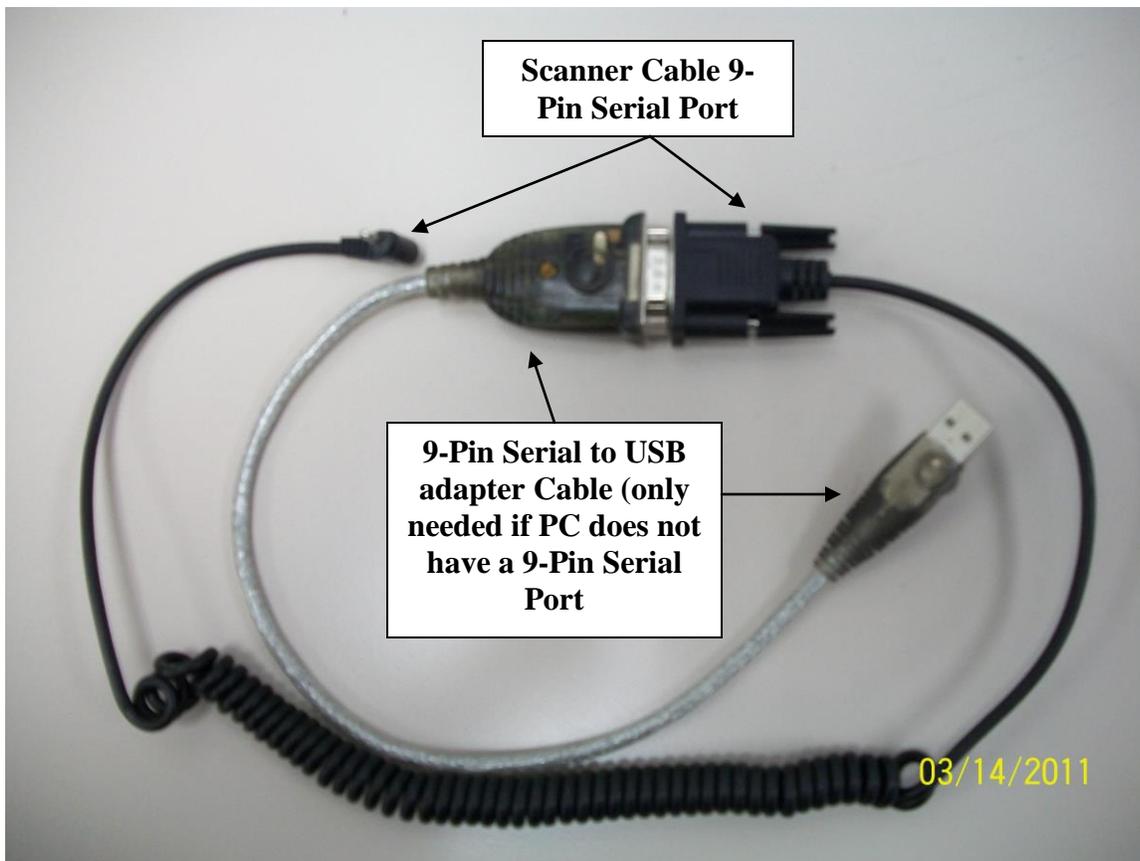
Section 4: Upload Order from Scanner into Your Computer

Section 5: Download the Order from Your Computer into the Active Shopping Cart

Section 6: Helpful Ordering Tips

For assistance with your shopping experience please call 1-866-438-6767

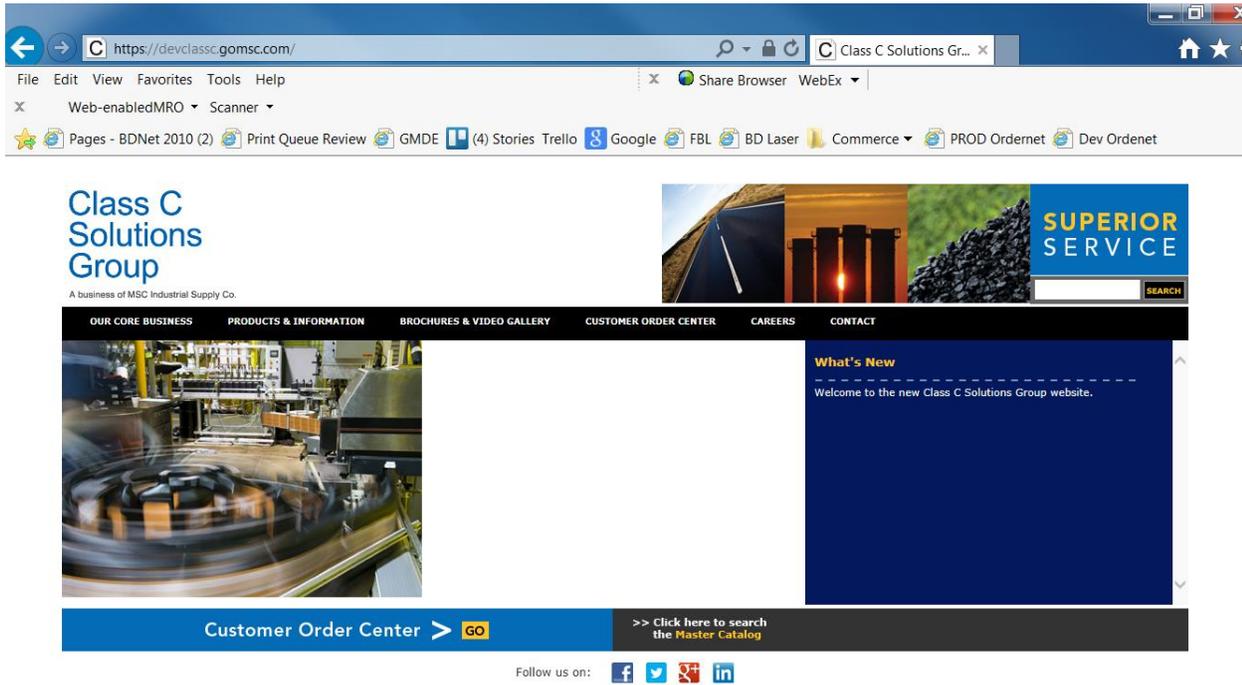
**Section 1: Identify Scanners & Equipment**



## Section 2: Install Toolbar and Adapter Cord Drivers

A Web-Enabled MRO Toolbar must be installed on the PC before orders can be uploaded from the scanner. This is done via the internet from the [www.classc.mscdirect.com](http://www.classc.mscdirect.com) website:

Click the Customer Order Center link:



Click the link download the Web Enabled MRO Toolbar

The most current toolbar version will be posted so you can confirm you have the most current version of the toolbar.

**If you have a Web Enabled toolbar installed and need to verify you have the most current version:**

1. Click the down arrow next to the words Web-Enabled MRO on the toolbar
2. Select the About Web-Enabled MRO from the drop-down box
3. Verify that your installed version matches the current version number
4. Click the OK button to exit

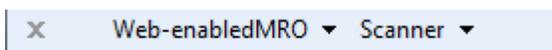


Follow the Installation Guide instructions, verify you have the correct Internet Explorer version and Windows Operating System Version and install toolbar from the Install WebEnabled MRO Toolbar link

The screenshot shows the Class C Solutions Group website. At the top left is the logo "Class C Solutions Group" with the tagline "A business of MBC Industrial Supply Co." Below the logo is a navigation menu with links for "Installation Guide - Windows Vista & 7", "Installation Guide - Windows XP", "FAQs", "WebEnabledMRO Program", and "WebEnabledMRO Scanner User Guide". To the right of the logo is a banner image showing industrial equipment. Below the navigation menu is a section titled "WebEnabledMRO Toolbar" with a sub-header "\*\*To enroll in the WebEnabledMRO Program, contact your Class C Solutions Group Sales Representative." Below this is a large blue box with the text "Expand the Class C Solutions Group website shopping capabilities with a scanner" and a prominent orange button labeled "Install WebEnabledMRO Toolbar". Below the button, it states "Requires Internet Explorer 7.0+ Windows XP/Vista/7". At the bottom of the page is a copyright notice: "Copyright © 2013 Class C Solutions Group. All rights reserved. Privacy Policy and Terms of Use".

The Installation Guide has detailed instructions that must be followed to successfully install the Toolbar. Select the correct Installation Guide for your computer

Once you complete the Installation Instructions you should see the WebEnabled MRO Toolbar in your Internet Explorer window pane.



## Section 3: Create Order

### Symbol CS 1504 and CS 2000

1. Aim the scanner at the barcode label for an item you want to order
2. Push the large button with the + symbol once to scan the barcode
  - a. One scan = 1 package of the item
  - b. Example: if you are buying washers packaged 100 washer/box when you scan the barcode you have added 1 box of 100 washers to your order
  - c. Scan the barcode label again if you want to buy a second package of the same item
3. Continue to scan items to complete your order
4. If you want to remove an item from the scanned order scan the barcode label while pushing the small button with the – symbol
  - a. One scan = 1 package of the item
  - b. Example: if you are buying washers packaged 100 washer/box when you scan the barcode you have removed 1 box of 100 washers to your order
  - c. Scan the barcode label again if you want to remove a second package of the same item
5. When you are finished scanning items – go to Section 4

### Symbol PDT1100/Denso

1. Turn on scanner
2. On Main Menu screen select 1 Order Entry (push the #1 button)
3. On Order Menu screen select 1 New Order (push the #1 button)
4. On Enter Ship-To screen enter any value and press the ENT button (Ship-To info is not transferred from the scanner to your shopping cart so all you need to enter in anything like the number 99. You will select the actual Ship-To information after the order is uploaded into the shopping cart on the order website)
5. On the Customer PO# screen enter any value and press the ENT button (Customer PO# info is not transferred from the scanner to your shopping cart so all you need to enter in anything like the number 99. You will select the actual Ship-To information after the order is uploaded into the shopping cart on the order website)
6. On the Attention Of screen enter any value and press the ENT button (Attention Of info is not transferred from the scanner to your shopping cart so all you need to enter in anything like the number 99. You will select the actual Ship-To information after the order is uploaded into the shopping cart on the order website)
7. Now you should be in the Line # Screen
8. Aim the scanner at the barcode label for an item you want to order
9. Push the Scan button and an item number should appear on the screen and the qty should be highlighted
  - a. One scan = 1 package of the item
  - b. Example: if you are buying washers packaged 100 washer/box when you scan the barcode you have added 1 box of 100 washers to your order
  - c. If you want more than package of the same item, enter the number of packages you want to order and press the ENT button to increase the order qty or repeat scanning the same label to increase the quantity
10. Scan the next item
11. If you want to remove an item from the scanned order enter 0 in the qty field and press the ENT button
12. When you are finished scanning items press ENT to save the last item to the order then press the F1 button to end order and go to Section 4

## Section 4: Upload Order from Scanner into Your Computer

### General Instructions:

Log into [www.classc.mscdirect.com](http://www.classc.mscdirect.com) and select Customer Order Center

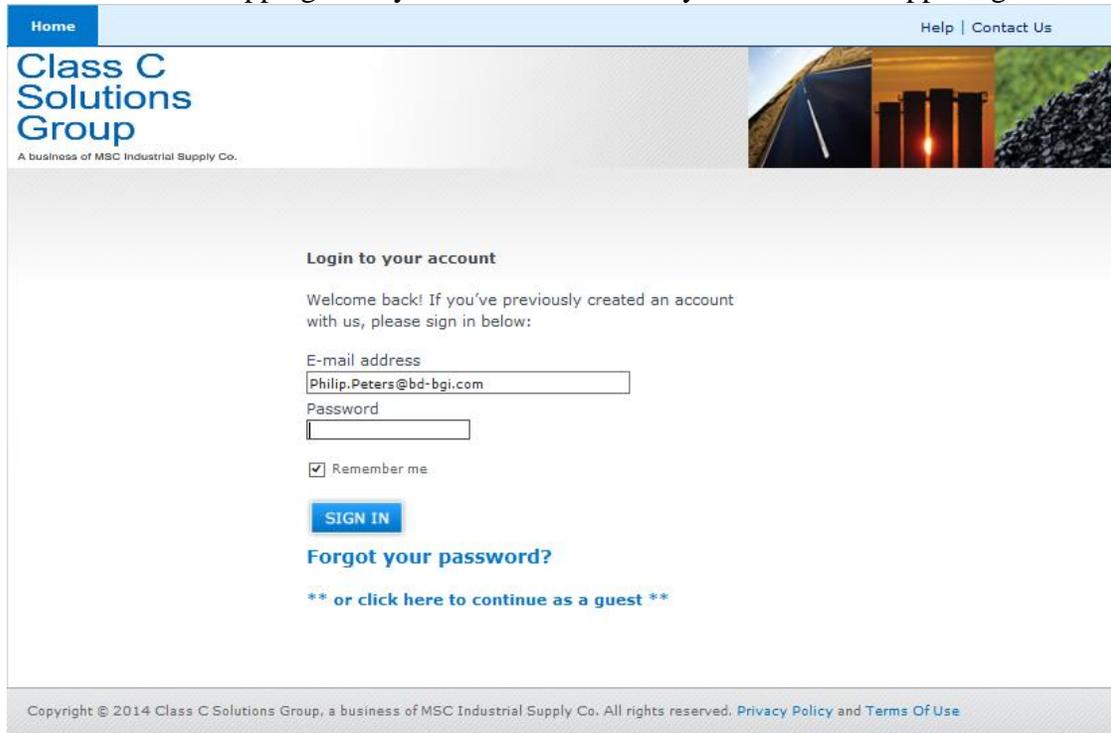
See the general **Customer Order Center User Guide** for additional details

You should see a Welcome greeting in the upper left corner of the screen

In the Create A New Cart section; enter a cart name, select the account you are orders for and click the Add New Cart button so that you are in an Active Cart

See the general **Customer Order Center User Guide** for additional details

You should now see a shopping cart symbol with 0 Items in your Cart in the upper right of the screen



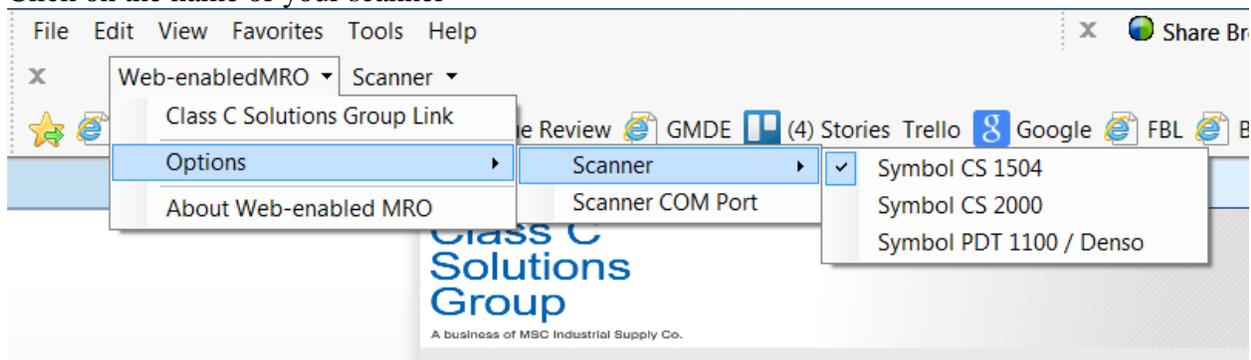
Connect your scanner to your computer

In the WebEnabled MRO toolbar click the down arrow next to Web-Enabled MRO

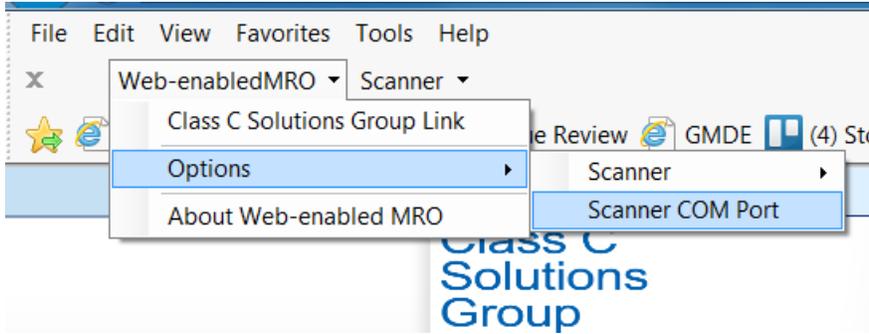
Select Options

Select Scanner

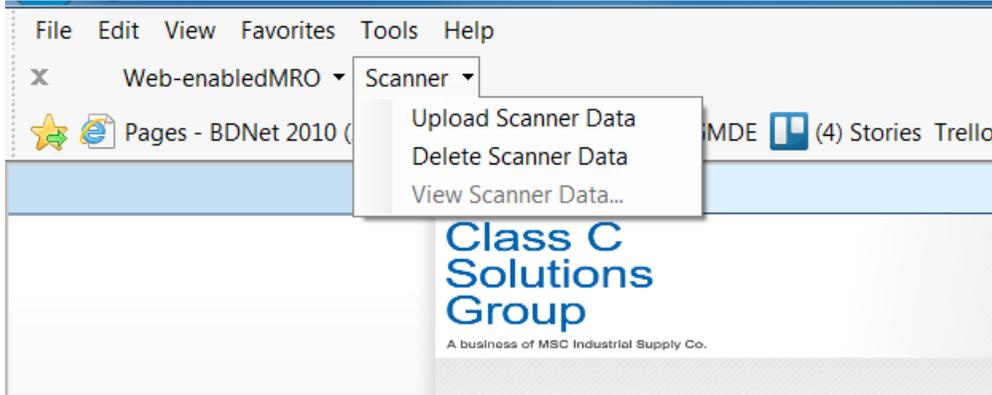
Click on the name of your scanner



In the WebEnabled MRO toolbar click the down arrow next to Web-Enabled MRO  
Select Options  
Select Scanner COM Port  
Be sure a COM Port is selected or select a COM Port

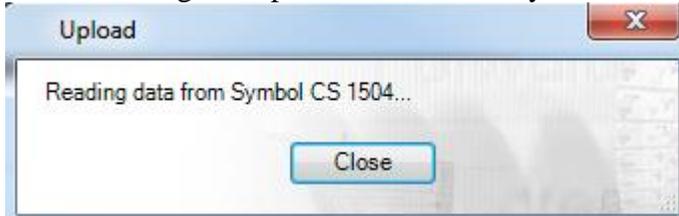


In the WebEnabled MRO toolbar click the down arrow next to Scanner and click Upload Scanner Data

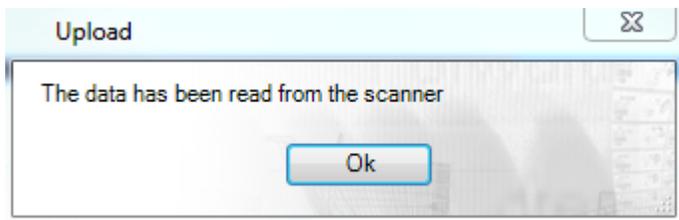


### Symbol CS 1504 7 CS 2000 Specific instructions:

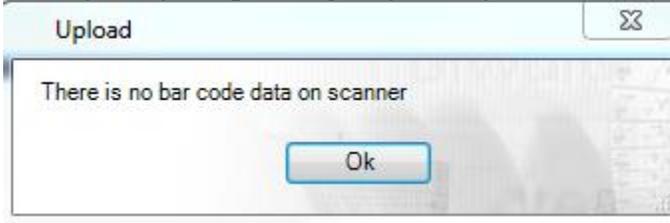
After selecting the Upload Scanner Data you should see a message similar to this



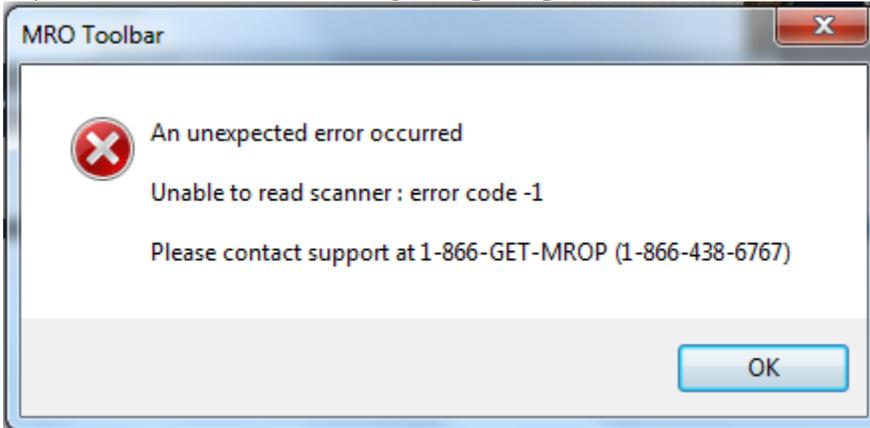
Depending on the order size, it may take a short time for the order to upload and then you should see a message similar to this and it is safe to unplug the scanner from your computer. The order is now stored in a temporary file on your computer and you are ready to proceed to Section 5 of these instructions.



Once an order has been uploaded from the scanner the scanner order memory is automatically erased and if you try to upload again you may see this message

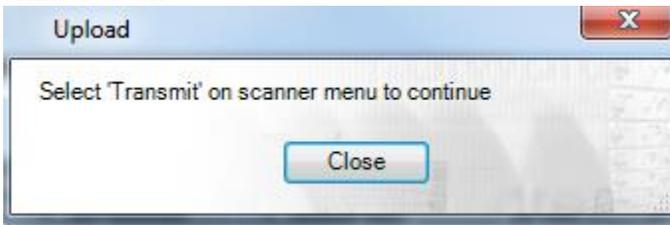


If you receive this error message, stop the process and call for assistance as instructed



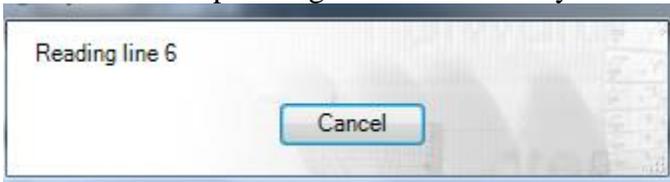
### Symbol PDT1100/Denso

After selecting the Upload Scanner Data from the WebEnabled Toolbar you should see a message similar to this

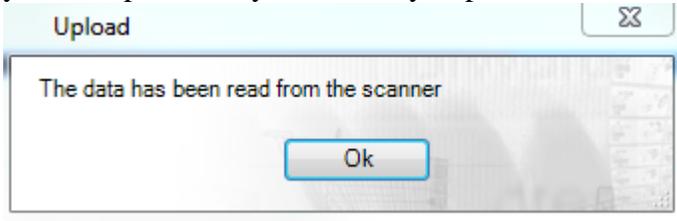


From the main menu on the scanner select the Transmit Order option and press the ENT button as instructed on the scanner screen

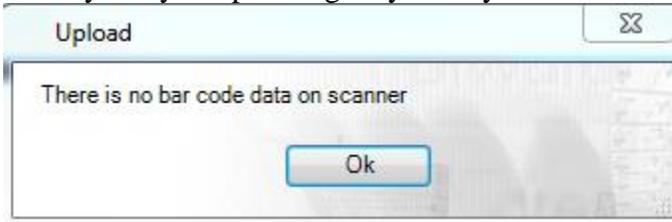
As the order is uploading from the scanner you should see a message similar to this



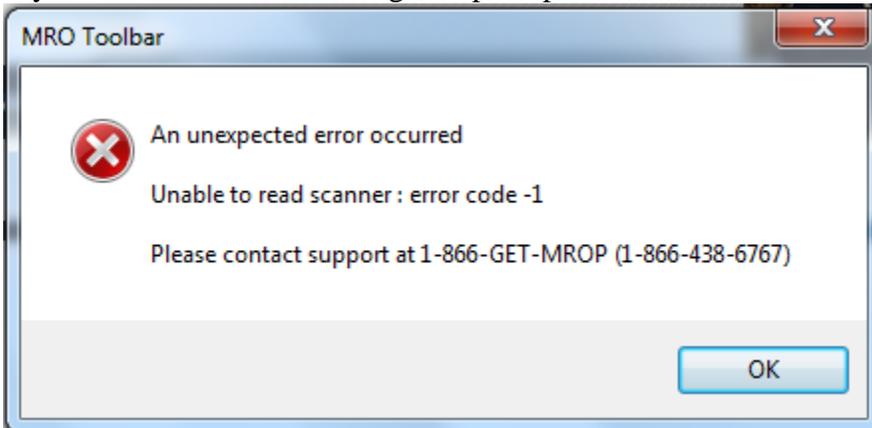
When the order has been fully uploaded from the scanner you should see a message similar to this and it is safe to unplug the scanner from your computer. The order is now stored in a temporary file on your computer and you are ready to proceed to Section 5 of these instructions.



Once an order has been uploaded from the scanner the scanner order memory is automatically erased and if you try to upload again you may see this message



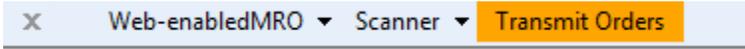
If you receive this error message, stop the process and call for assistance as instructed



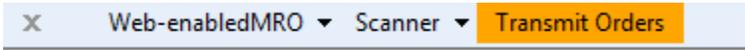
## Section 5: Download the Order from Your Computer into the Active Shopping Cart

### General Instructions for all scanner models

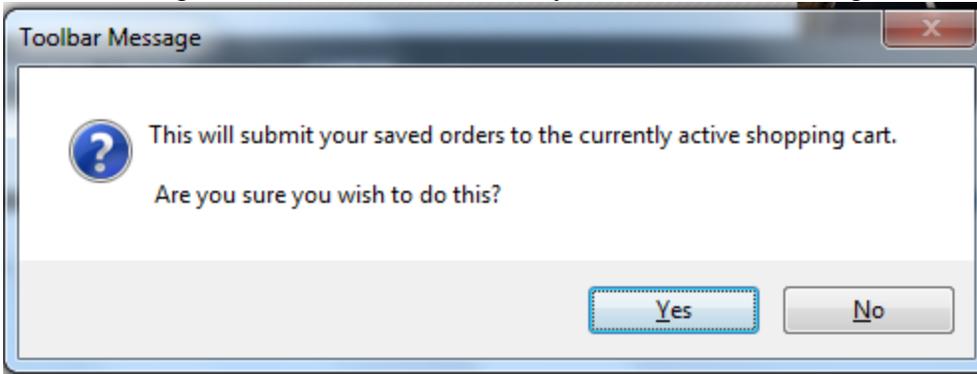
Once an order has been uploaded from your scanner your WebEnabled MRO toolbar should look like this, the Transmit Orders button is now active



Select the Transmit Orders button



After selecting the Transmit Orders button you should see a message similar to this, select Yes



Wait! Depending on the size of the order it may take several minutes for the order to process

Once the order has process you should see a message similar to this, select OK

The order should now be in your cart

Once an order is in your cart, you can review it, make changes and then check it out.  
See the general **Customer Order Center User Guide** for additional details

## **Section 6: Helpful Ordering Tips**

1. If you order for more than one account, you must upload the order for the first account from the scanner into a shopping cart on the Class C Solutions Group Order Center website before starting an order for another account
2. You will be able to edit your orders after they are uploaded to the shopping cart so don't worry if you think you miss-scanned; you will have a chance to review/change the order before submitting it.
3. On the Symbol 2 button scanners, if the light in front of the buttons doesn't light when a button is pushed and/or you don't hear a sound when a label is scanned; check your batteries in the scanner.
4. If your computer has a 9-pin Serial port to connect the scanner, don't use the Serial to USB adapter cable.
  - a. If you use the Serial to USB adapter cable be sure you have the adapter cable drivers installed on your PC (driver disc should be supplied with the adapter cable).
  - b. There are several brands of Serial to USB adapter cables, be sure that you download the drivers for your cable brand. Drivers for cable brand X do not work with other brands of cables.
5. Processing an order with a scanner is a 4-Step process
  - a. Create the order
  - b. Upload the order from the scanner to your computer
  - c. Download the order from your computer into a shopping cart on the Class C Solutions Group commerce website.
  - d. Check-out the order on the Class C Solutions Group commerce website