1. Information Exchange Gadget

If your company receives many orders from Pick n Pay, it may not be so convenient to receive numerous emails notifying you of the new orders. We therefore offer a “gadget” for Microsoft Vista and Windows 7 users.

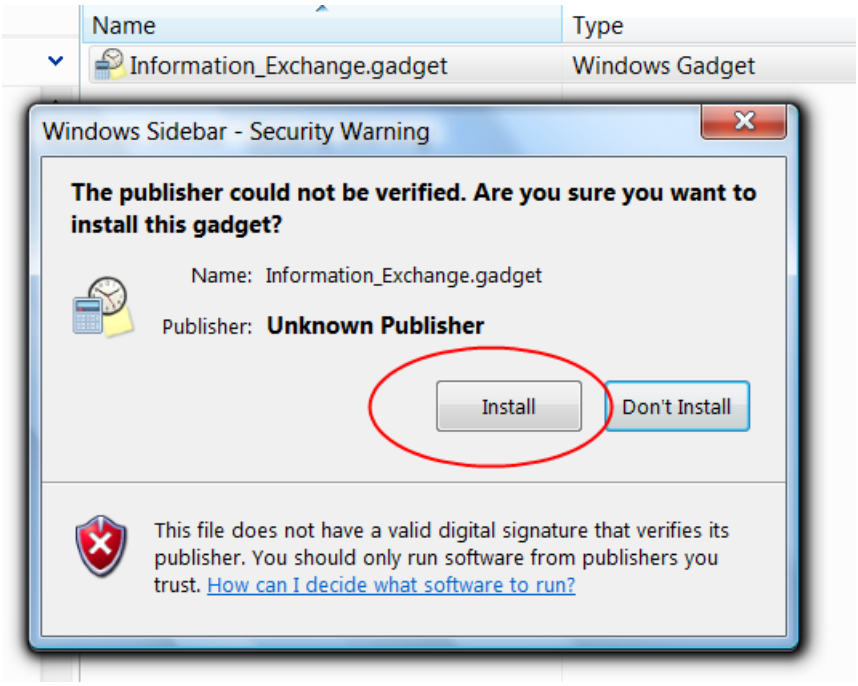
This desktop gadget allows to use easily see the number of new orders that have arrived on the Information Exchange.

1.1 Installing the Gadget

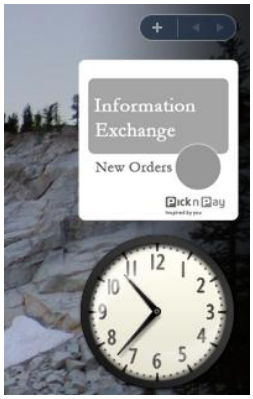
Download, unzip and extract the gadget from:

http://www.pnpportal.co.za/download/Information_Exchange.zip

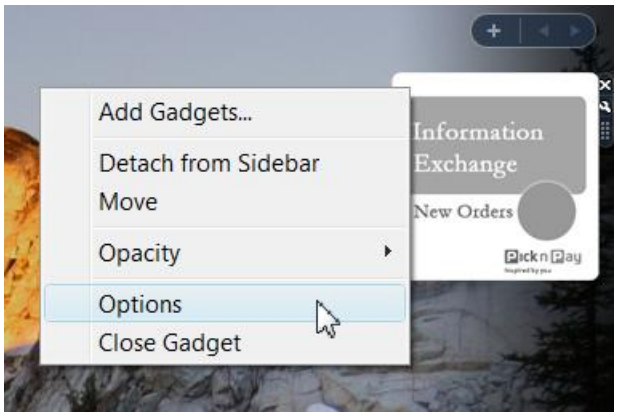
After extraction, double click on the gadget file in Windows Explorer and press **Install**.



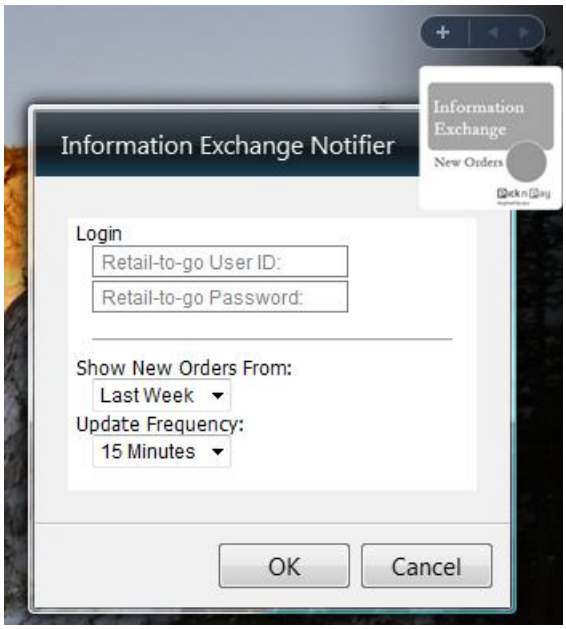
The gadget will install to your desktop and you will see it greyed as below:



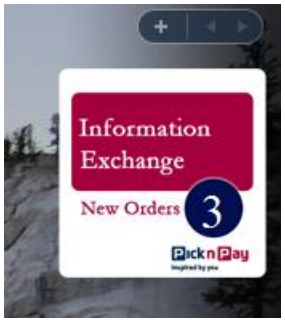
Right-hand mouse click on the gadget and choose **Options**.



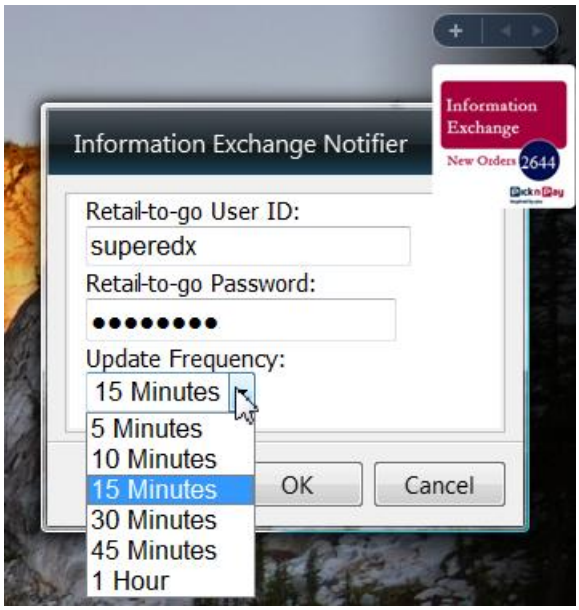
Then enter your User ID and password, press OK and wait for the server to be contacted.



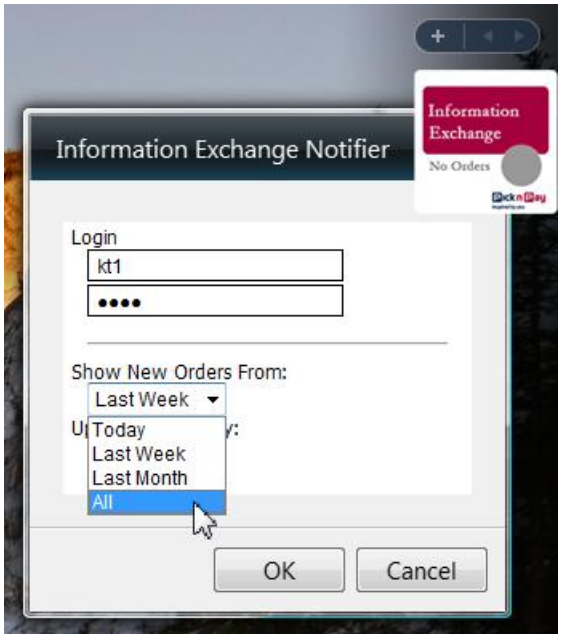
The gadget graphic will turn to red and the number of **NEW** orders will be shown:



The gadget contacts the Information Exchange periodically to check if there are new orders for you to download. The default time for this check is every 15 minutes and we would recommend this setting. However, it can be changed by a right-hand mouse click on the gadget, choose **Options,** then **Update Frequency.** The appropriate setting can be made with the drop-down and then press **OK.**



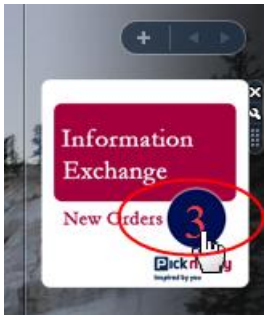
You can also see NEW orders for Today, from Last Week, from Last Month or All NEW orders by using the drop down menu as shown below:



1.2 Using the Gadget

The gadget is simple to use and shows you the number of **NEW** orders. You then need to log in to the Information Exchange to collect the orders in the normal way.

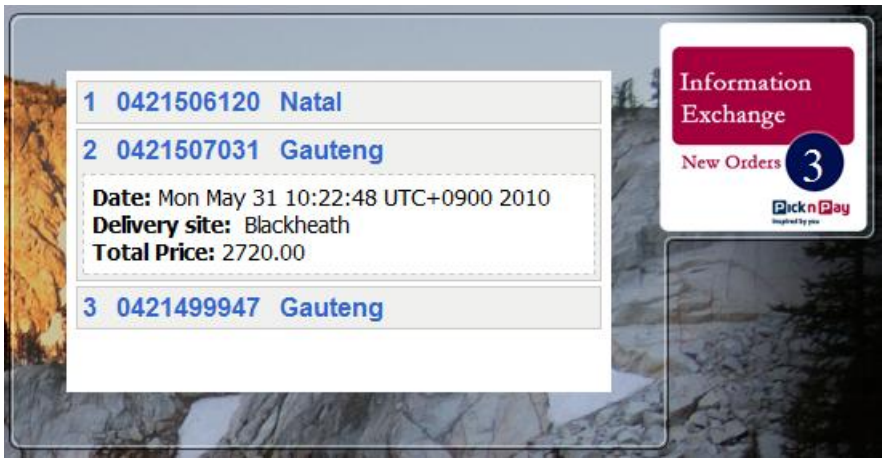
However you can see further information about the new orders directly from the gadget if required. Double click on the number of orders:



You then see a list of NEW orders with the PO number and Region displayed:

Further, clicking on an individual order

Gives more information about the individual order.


1 0421506120 Natal
2 0421507031 Gauteng
Date: Mon May 31 10:22:48 UTC+0900 2010
Delivery site: Blackheath
Total Price: 2720.00
3 0421499947 Gauteng
Information Exchange
New Orders
3
Pick n Pay