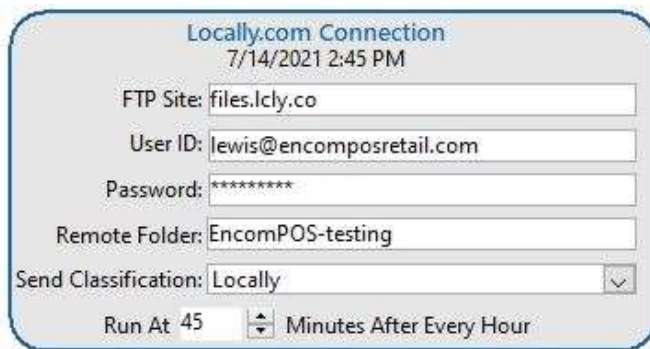


Locally.com Setup Instructions

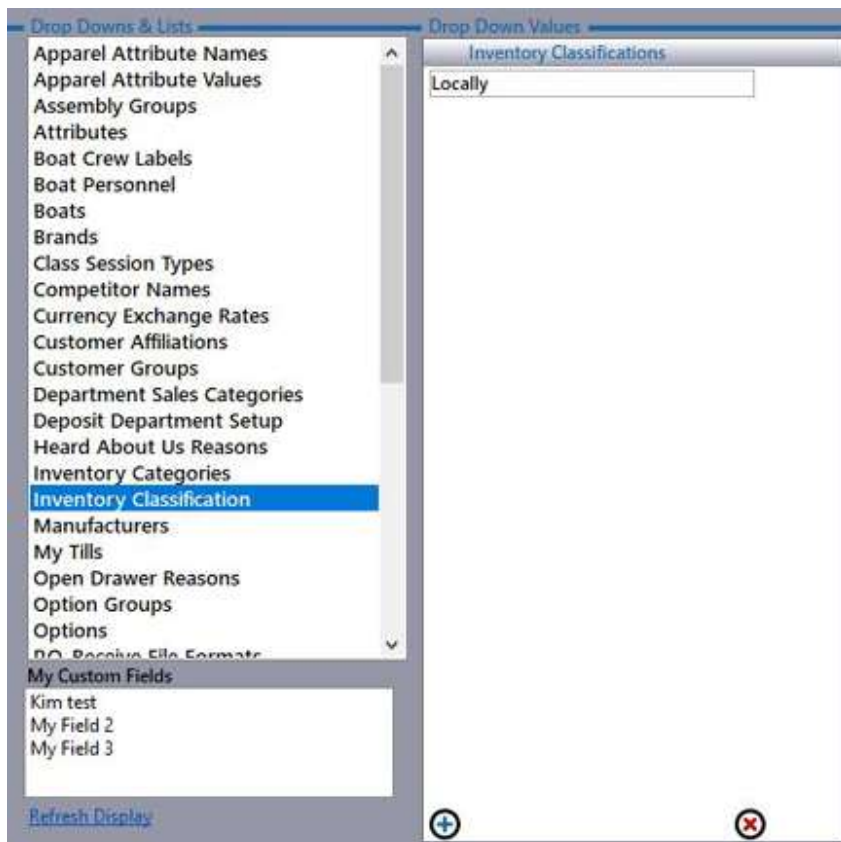
Please note: If your software version is older than 210804 (August 4th, 2021), you will need to first update EncomPos for the locally settings to be available. The first step to setting up your locally.com file transfer is to fill out the connection settings. To do this, log into the Retail Operations and on the tree menu, open the System Configuration section and click on Retail Environment.

To the right, click on the Network Locations tab. At the bottom of the tab is the section to enter your locally.com connection settings. Each locally customer is given a user ID, password and remote folder to send your files to. We will help you to set this up initially and should you have any changes in the future, this is where you will need to go in order to update the settings. Below is a sample showing the EncomPos test account settings.



The screenshot shows a dialog box titled "Locally.com Connection" with a timestamp of "7/14/2021 2:45 PM". It contains several input fields: "FTP Site" with the value "files.lcly.co", "User ID" with "lewis@encomposretail.com", "Password" with "*****", and "Remote Folder" with "EncomPOS-testing". There is a "Send Classification" dropdown menu set to "Locally". At the bottom, it says "Run At 45" with a spinner box and "Minutes After Every Hour".

The next step is to create the locally classification in EncomPos so you can assign it to the items you want to set up to send to locally. To do this, on the tree menu, navigate further down the System Configuration list and click on Drop Downs & Lists.



The screenshot shows a window titled "Drop Downs & Lists" with a tree view on the left and a "Drop Down Values" pane on the right. The tree view lists various system configuration items, with "Inventory Classification" selected and highlighted in blue. Below the tree view is a section titled "My Custom Fields" containing "Kim test", "My Field 2", and "My Field 3". The "Drop Down Values" pane shows a list titled "Inventory Classifications" with the value "Locally" entered. At the bottom of the window, there is a "Refresh Display" button and two circular icons with a plus and a minus sign.

About halfway down on the right you will see Inventory Classification (the list is alphabetized), which you will need to click on. To the right, use the Add sign at the bottom of the window to add a new classification. Enter Locally or Locally.com and click the Save icon in the toolbar.

Step 3 requires taking the locally classification you just created and assigning it to the items you want to send up to them. At this time, Aqualung and ScubaPro are both active, but you will need to confirm this and any other suppliers that are taking part in the locally.com program. It is our understanding that Locally has a catalog from the suppliers that only includes items for retail, so parts and rental gear is not included. So if you send up the entire list from EncomPos including parts and rental gear, those items will not get included as they are not in the locally supplier catalog but please confirm this with your Locally rep.

Navigate to the Inventory Search and pull up the list of items you want to designate as locally. You can pull up by Supplier equal to Aqualung or ScubaPro and either select specific items or if setting all items, just have the list pulled up in the search work set. With the items up, right click or use the toolbar icon to pull up the Action Menu. Select the More Mass Updates option in the menu and then select Set Classification. See image below.

Step 1:
Select which fields or groups to search through

Supplier

Step 2:
Select the Operator

Equal to

Step 3:
Select a supplier from the list

AQUALUNG - 320

Step 4:
Select a Work Set Retrieve Rule

New Work Set

Show Results

53 Matching Inventory Items

Product Code	Description	Department	Cost	Markup	Margin	Retail	Prior Cost	Prior Retail
053242264440	Flight Regulator Hose (3/8 x 29")	110.11	HOSE AND ACCESSORIES	42.50	100.00	50.00	85.00	
885941021365	FIN,X SHOT,SPRG STRAP,BLUE,SM	170.15	FINS	80.50	109.94	52.37	169.00	80.50
885941013087	FINS,HOTSHOT,BLUE,SM	170.15	FINS	63.50	104.72	51.15	130.00	
885941026223	MASK, LINEA, BLK SIL, BLK	170.21	MASKS					
846713017733	Legend LX DIN	170.24	REGULATORS			59.05	105.00	
053242243131	SUIT,2MM,SHORTY,MEN,BLK/CHAR,XL	170.28	WETSUIT MENS			50.00	740.00	370.00
053242281836	SUIT,AQUAFLEX 3MM,JMP,MEN,BLK/...	170.28	WETSUIT MENS			52.50	120.00	
053086029311	RASHGUARD LF,LS,BLK/TWILIGHT,W...	200.07	MISCELLANEOUS			52.58	350.00	
053086029304	RASHGUARD LF,LS,BLK/TWILIGHT,W...	200.07	MISCELLANEOUS			50.00	44.00	
053086029236	RASHGUARD LF,LS,BLK/BLU,MEN,LG	200.07	MISCELLANEOUS			50.00	44.00	
053086029281	RASHGUARD LF,SS,BLK/TWILIGHT,W...	200.07	MISCELLANEOUS			50.00	39.00	
053086029199	RASHGUARD LF,SS,BLK/BLU,MEN,XL	200.07	MISCELLANEOUS			50.00	39.00	
053086029229	RASHGUARD LF,LS,BLK/BLU,MEN,MD	200.07	MISCELLANEOUS			50.00	44.00	
053086029168	RASHGUARD LF,SS,BLK/BLU,MEN,SM	200.07	MISCELLANEOUS			50.00	39.00	
053086029212	RASHGUARD LF,LS,BLK/BLU,MEN,SM	200.07	MISCELLANEOUS			50.00	44.00	
053086029274	RASHGUARD LF,SS,BLK/TWILIGHT,W...	200.07	MISCELLANEOUS			50.00	39.00	
053086029298	RASHGUARD LF,SS,BLK/TWILIGHT,W...	200.07	MISCELLANEOUS			50.00	39.00	
885941013278A	FINS,EXPRESS,FP	200.07	MISCELLANEOUS			54.74	95.00	
846713017672	Legend	200.07	MISCELLANEOUS			50.00	625.00	
053086029267	RASHGUARD LF,SS,BLK/TWILIGHT,W...	200.07	MISCELLANEOUS			50.00	20.00	
053242238380	FINS,EXPRESS,FP	200.07	MISCELLANEOUS					
885941013308	FINS,EXPRESS,FP	200.07	MISCELLANEOUS					
053086029250	RASHGUARD LF,LS,BLK/BLU,MEN,XXL	200.07	MISCELLANEOUS					
053086029999	RASHGUARD LF,SS,BLK/BLU,MEN,MD	200.07	MISCELLANEOUS					
053086029205	RASHGUARD LF,SS,BLK/BLU,MEN,XXL	200.07	MISCELLANEOUS					
053086029335	RASHGUARD LF,LS,BLK/TWILIGHT,W...	200.07	MISCELLANEOUS					
053086029328	RASHGUARD LF,LS,BLK/TWILIGHT,W...	200.07	MISCELLANEOUS					
053086029243	RASHGUARD LF,LS,BLK/BLU,MEN,XL	200.07	MISCELLANEOUS					
053086029182	RASHGUARD LF,SS,BLK/BLU,MEN,LG	200.07	MISCELLANEOUS					
AP0219	Apeks 2nd Stage Service Kit	220.04	REPAIR PARTS					
053242160759	Aqualung Legend Series & Titan LX 2	220.04	REPAIR PARTS					
053242118880	Aqualung Calypso,Aquarius & Mirage	220.04	REPAIR PARTS					
AP0241	Apeks 1st Stage Service Kits	220.04	REPAIR PARTS					
900005	Aqualung Conshelf 22	220.06	REPAIR TOOLS					
053242118873	Aqualung Titan & Conshelf First Sta	220.06	REPAIR TOOLS					
053242167376	Aqualung Legend First Stage Service	220.08	SERVICE					
053242118897	Aqualung Micra Second Stage Service	220.08	SERVICE					
053242167277	Aqualung Conshelf & XR Second Stage	220.20	SPARE PARTS					

Order Tags... F5

Print Tag(s) Now... F6

Print LP3 Shelf Tags... F7

Price Adjustments...

Set Department...

Set Supplier...

Set Product Group...

Set Brand...

Set Size...

Set Attribute...

Set Reorder By...

Set Min Max...

More Mass Update Options

Commissions

Catalog Tasks

Copy Description

Copy Product Code

Copy Cell

Add Product(s) to PO F8

Add Product(s) to PO and GO -> F9

Reports

Add to EnCorp HQ Package...

EnCorp Sync

Sorting Options

Hide Row(s) From Work Set

Import/Export

Merge Product Codes...

Delete From Inventory...

Format Description...

Price Level Adjustments...

Onhand Adjustments...

Set Check Box Options...

Set Inventory Type...

Set Category...

Set Classification...

Set Product Placement...

Set Taxes...

Set Store Defined 1...

Set Store Defined 2...

Set Store Defined 3...

Set Discontinued Status...

Auto Assign Images...

Refresh Promotion Status

Set Physical Inventory Status...

Set Reward Point Values...

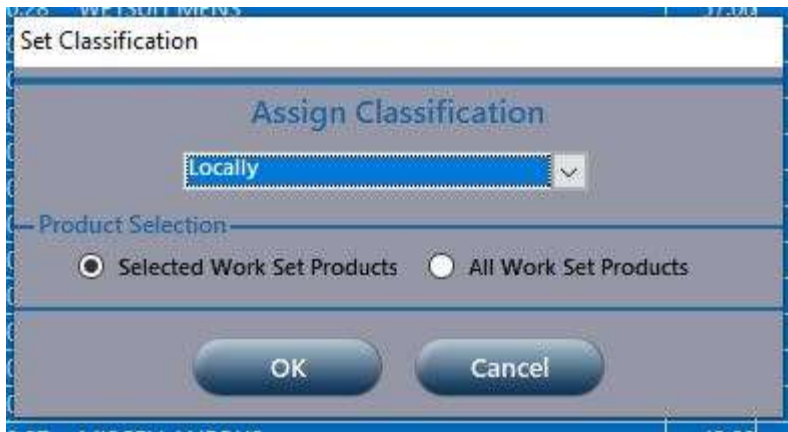
10 to 47 of 53

38 Row(s) Selected

Live Edit Split View

Fast Find Product Code

Show Legend



This will open the Classification window where you can use the drop down to select your locally option. If you had rows selected in your search set, use the radio button Selected Work Set Products, otherwise, select the option for All Work Set Products.

Once you have your items set up, you can now start the Locally.com sync by double clicking your locally icon. This will launch the sync program which will run at all times in the system tray on the computer.