



Better Buying.
Smarter Selling.

My Genius Central

User Guide

How to Scan for Store Inventory

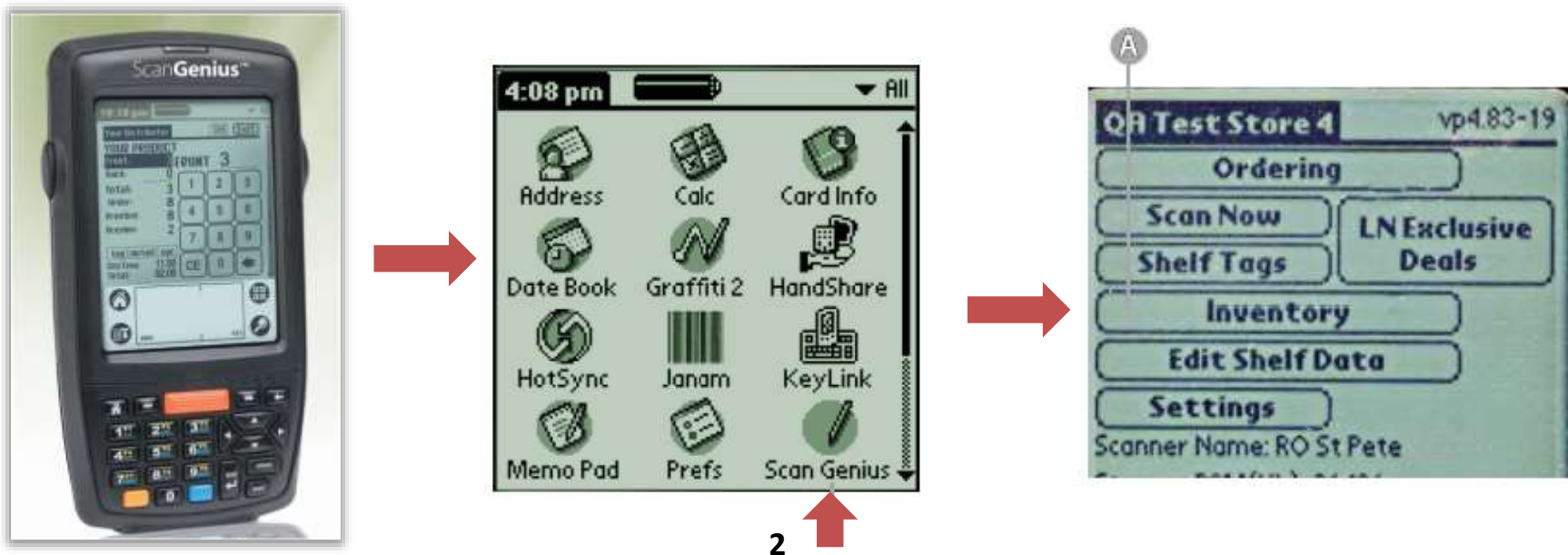
Overview

Welcome to **My Genius Central**, a cloud-based password-protected website designed to provide retailers with the ability to manage their product orders in one central online location. This portion of the user guide will explain how to **scan for inventory** with your scanner, hot sync it to your **SMC 4.0** desktop app and finally send to your **MyGeniusCentral.com** account for printing. Note that we recommend using **Google Chrome** as your browser.

My Genius Central – How to Scan for Store Inventory

Step 1:

On your scanner home page, press the **Scan Genius** button then the **Inventory** button (A) on your screen and scan the products that you want to inventory. Note that you do not need to load catalogs to do this.



Step 2:

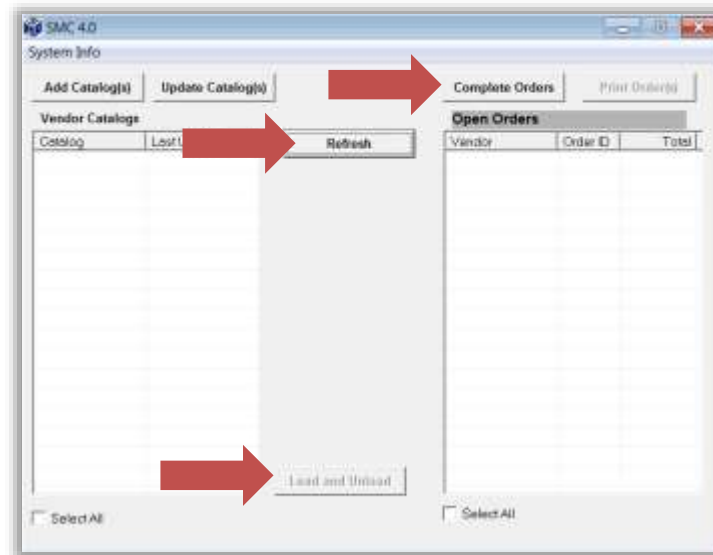
Place your scanner in its recharger cradle and **Hot Sync** with your PC, sending scanned inventory data to your **SMC 4.0** desktop ordering application.

Step 3:

On your **SMC 4.0** app, click **Load and Unload** to load your inventory data to your **MyGeniusCentral.com** account. If the **Load and Unload** button is not highlighted in black for use, click the **Refresh** Button to refresh it, then press **Load and Unload**, sending your shelf tag data to your **MyGeniusCentral.com** account.

Step 4:

Go to your **MyGeniusCentral.com** account by pressing the **Complete Order** button in your SMC 4.0 app or just open your online account in any browser. Note that we recommend **Google Chrome** as your primary browser.



Step 5:

In your **MyGeniusCentral.com** account, click on the menu item **Orders**, then **Inventory Exports** and select your inventory scan date in the **Inventory Date** drop down window. You can then view your inventory list in **View Products**.

Welcome Chris Miller

ORDERS EXCLUSIVE DEALS CUSTOMERS CAMPAIGNS

My Orders | New Order | Product Search | Supplier Accounts | **Inventory Exports** | Batches

Current Promotions View All

- Grapefruit Seed Extract
20% Off Select Items
- Freedom of Choice
25% OFF Floor Displays!
- Almased
A Weight Loss Phenomenon

New Product Showcase View All

- Bob's Red Mill
- Coral LLC
- UAS Labs

Organic Quinoa Grain | Coral Complex3 | Up4 Junior Probiotic

Sample Offers View All

- FREE Brochures and Samples
- Enter To Win A Free Copy of "The Detox Strategy"
- Free Pillow Pack of L-Tryptophan Peptide

Inventory Exports

Store: Mangos-Miller

Inventory Date: - All Inventories -

Please rank your Distributors

- Alberts Organics - Twin Cities
- Alberts Organics Inc-Denver
- Alka Life
- All Natural Distributors
- Alternative Marketing & Wholesale
- Amrita Aromatherapy
- Associated Buyers
- Avenue Gourmet
- Cabana Natural Foods
- Chech Finer Foods
- Country Life
- Crown Pacific Fine Foods
- Cusp Natural Products
- Europa Sports
- Frontier Coop

View More Deals

- Plus Evening Primrose Oil!
20% OFF
- NEW Hair, Skin and Nails Gummy Vitamins

Step 6:

- Inventory items are now listed in order of how they were scanned **from the most recent at the bottom**.
- You can press the **Export** button to export them as a txt file to import into an excel spreadsheet or POS system.

Welcome Chris Miller

HOME **ORDERS** EXCLUSIVE DEALS CUSTOMERS CAMPAIGNS

My Orders | New Order | Product Search | Supplier Accounts | Shelf Tags | **Inventory Exports** | Batches

Current Promotions View All

Gluten Free Pancake & Baking Mix
Up to 33% Off Select Products!

Organic Me
See Distributor Catalog

All The Places You Can Go Contest
Up to 35% Savings on Ultimate Flora RTS

New Product Showcase View All

Coral LLC Pamela's Tropicin

oral Complex3 Chunky Chocolate Chip Whe... Pain Relief and Healing C...

Sample Offers View All

Free Sample of Braggberry Dressing!

Free Sample of Salba Chai

Free Snack Bag of Just Strawberries & Bananas

Inventory Exports

Store: Mangos-Miller

Inventory Date: 7/1/2014 2:35:01 PM

POS Template: Generic

Return to Vendor Ranking

UPC	SKU	BRAND	PRODUCT NAME	Supplier
265300000079		Demo Vitamins	Multivitamin 60 vcaps	Alberts Organics - Twin Cit
265300000086		Demo Vitamins	Multivitamin (Case) 60 vcaps	Alberts Organics - Twin Cit
265300000093		Demo Vitamins	Multivitamin+greens 60 vcaps	Alberts Organics - Twin Cit
265300000109		Demo Vitamins	Multivitamin+greens 120 vcaps	Alberts Organics - Twin Cit

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Export

View More Deals

BARLEAN'S
FREEDOM OF CHOICE
-25% OFF-
Floor Displays
FREE SET - CUSTOMER

GET 12 BOTTLES FREE

FREE FILL-INs
FOR YOUR STORE
No Purchase
Necessary

NUTRIGOLD CLICK HERE

Condiments

For Further Assistance

For further assistance with any aspect of your scanner, **SCM 4.0** desktop application or **MyGeniusCentral.com** account, please contact support at **800-360-2231** or by email at customerservice@livingnaturally.com