

How To Upload Your Store's Data To Brewcheck.com

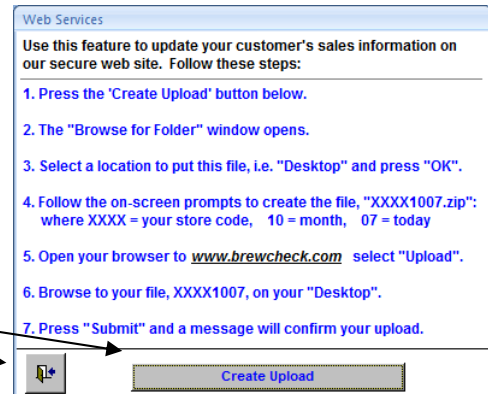
Steps to Upload:

The **Create Upload** function will *only take about 1 minute to complete* and can be done from your PC at home or your business location.

All of the past history for **all** customers will be uploaded to the web site on the first upload. Subsequent uploads will be shorter and only contain new adds or changes for the past 2 months in WMS.

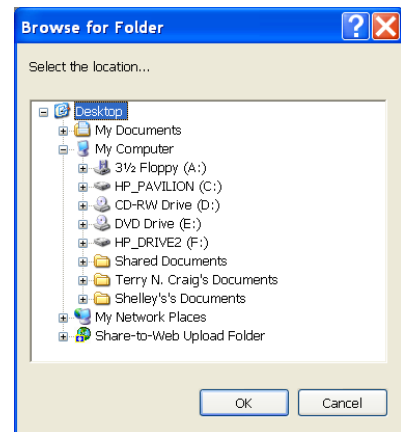
1. When closing WMS as per normal, a prompt titled, **Web Services**, will appear for you to **Create Upload**. This prompt appears just prior to the Backup Data request form. When the Web Services form appears:

- Press the **Create Upload** button
- Press the **Close the Door** button to skip.



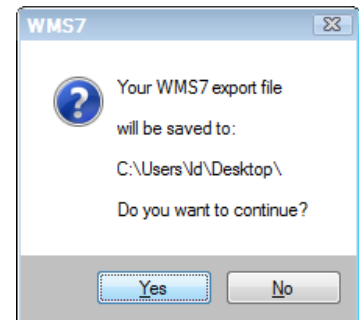
2. After the **Create Upload** button is pressed, a **Browse for Folder** form is shown for you to select the location for the Upload File, in this instance the **Desktop**, has been selected:

- Press the **OK** button to continue
- Press the **Cancel** button to return and skip this upload.



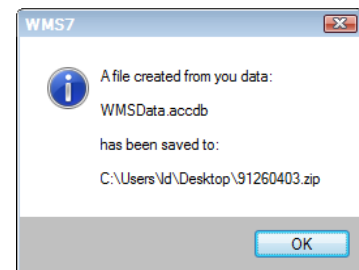
3. A **WMS7** prompt asks if you want to continue creating the upload file at the location you have selected:

- Press **Yes** to continue
- Press **No** to cancel this process.



4. After **Yes** has been pressed, a WMS7 message will confirm the file creation. An example is shown:

- In this example, the file name is comprised of 8 characters:
 - The 1st four digits, **9126** is an encrypted alphanumeric number for your store.
 - The 2nd four digits, **0429**, is the month, **mm**, and the day, **dd** of this month.
- When you create this upload file, a copy of it is always stored in your WMS7/Uploads folder.

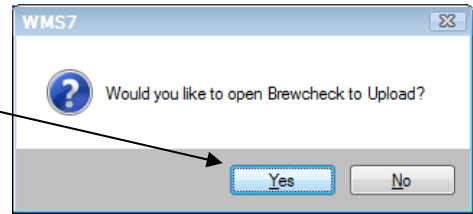


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Steps to Upload (continued):

5. After **OK** has been pressed, a WMS7 prompt will ask if you want to open the BrewCheck web site directly.

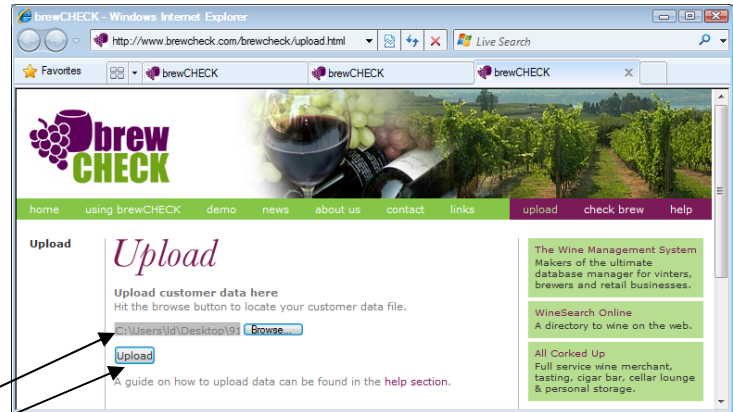
- Press the **Yes** button to open www.brewcheck.com
- Press the **No** button to upload the file later.



6. Your default web browser, (Internet Explorer, FireFox, Navigator or similar browser) will open to the URL

www.brewcheck.com

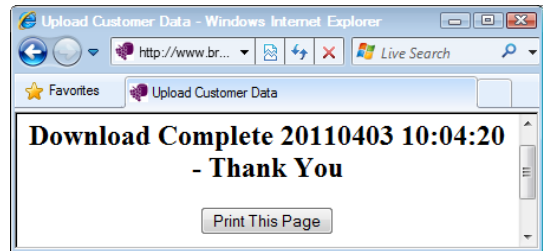
7. Using the **Browse** button on the Check Brew screen, find the location where you created the Upload file from WMS. In this case it was on the Desktop. This can also be on a diskette, "thumb" drive, or a CD.



8. Once the file has been located and **OK** has been pressed in the **Browse Folder** form, the name of the daily file will be seen in the field (white box) to the left of the **Browse** button.

9. Press the **Upload** button to send the zipped file to the web site, www.brewcheck.com.

- A message will be displayed when this is completed successfully.



- If you have any messages from your customers generated from BrewCheck, you will see a screen with a **summary of these requests** (as below), complete with all their contact information as displayed in the message below.
- Please use the **Print** option button on the web site confirmation message, as above, and print this page. Then, at a convenient time for you, contact your customers re their requests.

Bottling Reminders Sent on January 18 2011 07:00:01			
Shelley`s Wine Emporium sales@shelleywineemporium.com			
Customer Name	Phone Number	Product	Email
Don M	(604) 555-1233	Sel Argentine Malbec	don@info.net
Sam H	(604) 537-3785	Sel Argentine Malbec	sam@info.net
Luke O	(604) 557-5660	Sel Italian Amarone	luke@info.net

10. Your upload of all of your customer's data is complete. Customers can now view their past and current wine products using the **Tracking Number** found on their **Customer's Invoice** (receipt). You can also find this number for each customer on the **Find Customer** form, **F8**.