

# DVF Mobile Order

STEP BY STEP HOW TO USE THE APP ON APPLE OR ANDROID DEVICES

## STEP 1: Authenticate/Login to App

Download app from apple app store on your iOS device or Google Play on Android.

On a separate device, or computer, login to [www.dutchvalleyfoods.com](http://www.dutchvalleyfoods.com) using your web credentials and go to "My Account".

Click on the dark blue button to display the QR code for authentication.

Open DVF Mobile Order App and follow on screen directions to scan QR code (hint: this will not need to be done every time).

## STEP 2A: Camera Scan Shelf Tags

To scan barcode shelf tags using the device camera, Tap on the barcode icon in the upper right corner.

Hold iPhone/iPad to tag so visible in on screen scanning window.

On screen pop up will indicate that item scanned and has been added to cart.

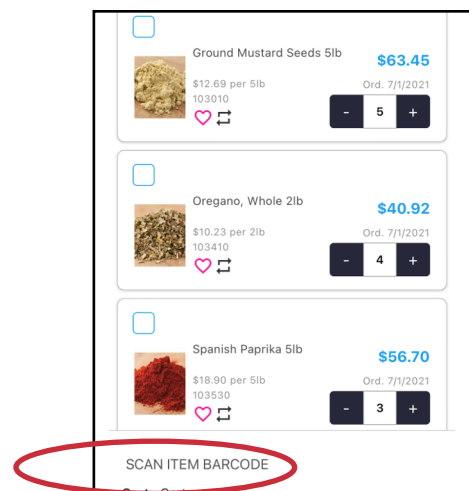
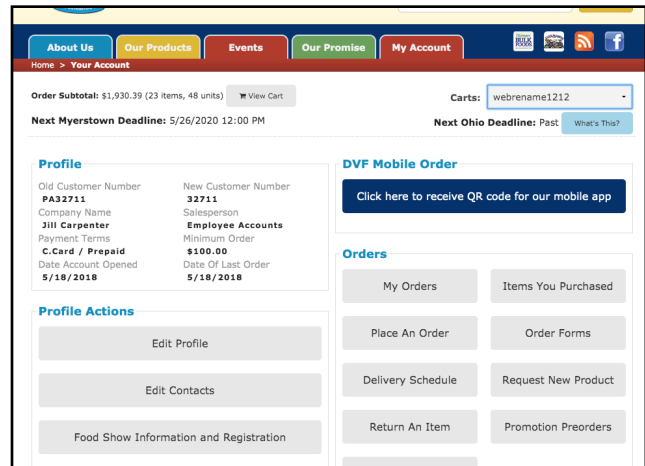
## STEP 2B: Bluetooth Scan Shelf Tags

To scan barcode shelf tags using a Bluetooth connected hand scanner, First go to Settings from main menu and toggle on "Add with bluetooth device". Tap on the cart icon in the upper right corner.

Scan item barcode text input field is selected automatically. Use scanner to scan shelf tag.

Onscreen pop up will indicate that item scanned and has been added to cart.

If screen is tapped outside of text input area, items will not add to cart, tap in text area at bottom to continue scanning.



# DVF Mobile Order

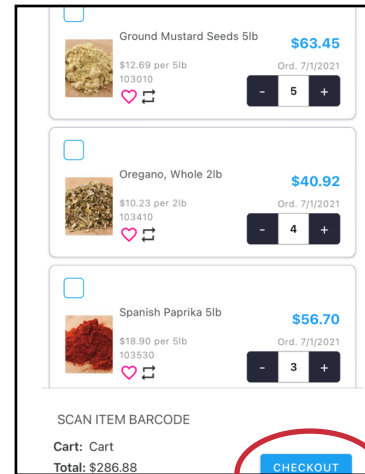
STEP BY STEP HOW TO USE THE APP ON APPLE DEVICES

## STEP 4: Check Out Process

Tap cart icon in the upper right corner of app.

Ensure all items and quantities needed are added to the cart.

Tap Blue Checkout button in lower right of screen (hint: if keyboard is displayed for scanning item barcodes is in the way of Checkout button, tap lower right corner of on screen keyboard to minimize).



## STEP 5: Submit Order

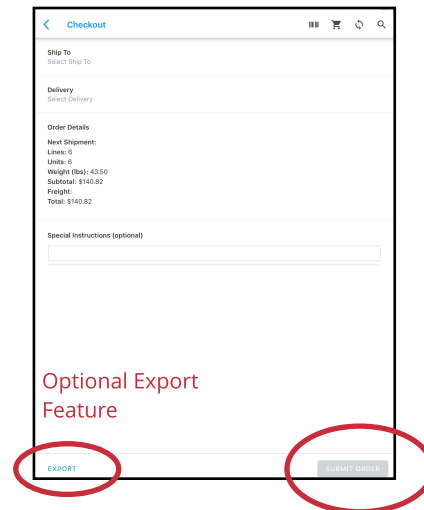
Select Ship to Address by tapping "Ship To" text.

Select Delivery Method by tapping "Delivery" text.

Add special instructions if needed(optional).

OPTIONAL: Tap Export to save a copy of your cart to your device or email excel file as a back up.

Tap SUBMIT ORDER button in lower right of screen when ready to submit order.



## STEP 6: Order Confirmation

Thanks for ordering message will show on your screen.

Email from Dutch Valley Foods will be sent to email on file same as if ordering on the website.

\*Be sure you also check "Customer Orders" section of the app to ensure the order was received at DVF. If you do not see it there after 15 minutes, please contact us ASAP as the order may not have synced properly.\*



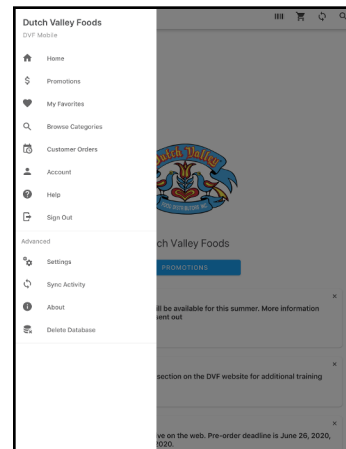
# DVF Mobile Order

## OTHER AREAS OF THE DVF MOBILE APP

### *Access Main Menu Slide out*

To access the main menu of the app, tap the Dutch Valley logo in the upper left corner or swipe from left to right on the left side of the screen to display.

To hide menu, swipe left.

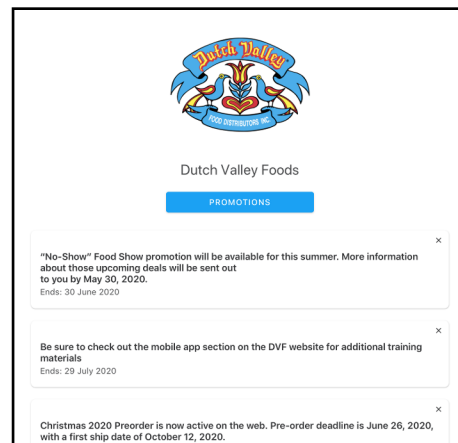


### *Home Screen Notifications*

Home screen notifications will be visible upon entering app as well as by tapping on the home icon from the main menu slide out.

Important messages from the Dutch Valley team will appear in this area.

If multiple messages are available, scroll down by swiping the screen to display additional messages.

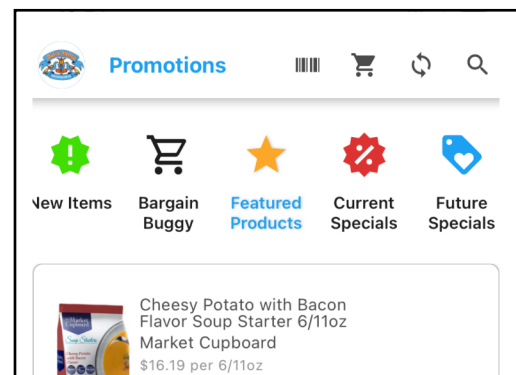


### *Promotions*

The promotions section can be accessed by tapping the blue "promotions" button on the home screen or directly from the main menu slide out.

Tapping on one of the promotions sections at the top will display items in that category.

Tapping the plus sign on item listing will add the item to the cart. Quantity listed will be how many of specific item are in cart along with total cost of each item(s).



# DVF Mobile Order

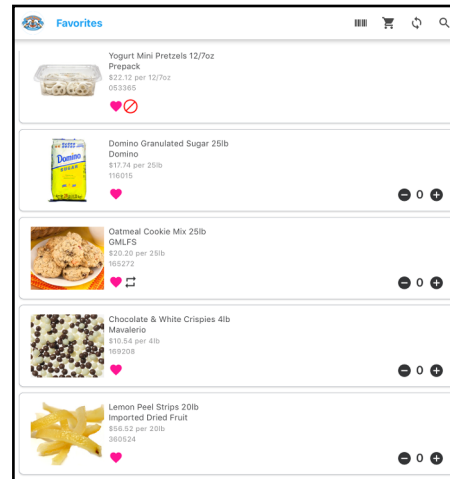
## OTHER AREAS OF THE DVF MOBILE APP

### *Favorites*

Tapping on the heart icon on a product listing will add item to your favorites.

To access all items you've selected as a favorite at any time, use the main menu slide out.

Tapping the plus sign on item listing will add the item to the cart. Quantity listed will be how many of specific item are in cart along with total cost of each item(s).

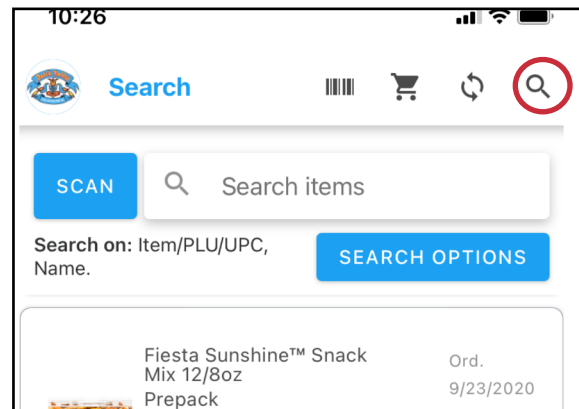


### *Search*

Tap the search icon in upper far right corner of screen to search for products by item number, product name or general term.

Search results will display.

Tap the plus icon to add item to cart or tap product image to view item details for more information about the item.



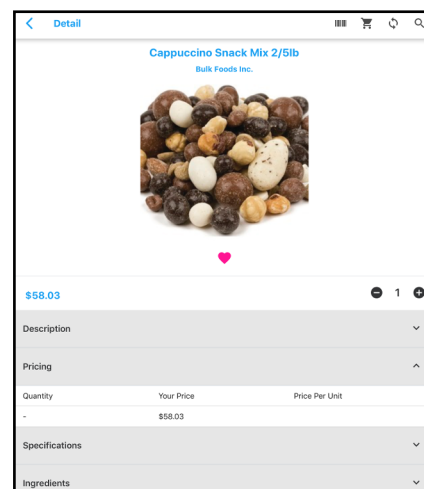
### *Item Details*

Tapping the item listing or image will display the item details page.

Item details page shows item description, pricing information, specifications, ingredients and substitutes when applicable similar to the DVF website experience.

Item can be added to cart, or if already in cart, quantity in cart and a total price of units is displayed in blue.

Tapping plus or minus will change quantity on order.



# DVF Mobile Order

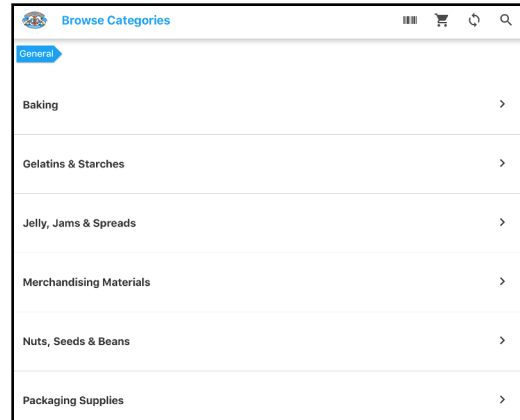
## OTHER AREAS OF THE DVF MOBILE APP

### *Browse Categories*

Browse categories from full DVF catalog is accessible from the main menu slide out.

Tap item category to see additional subcategories.

Items can be added to order by tapping the plus sign to add to order.

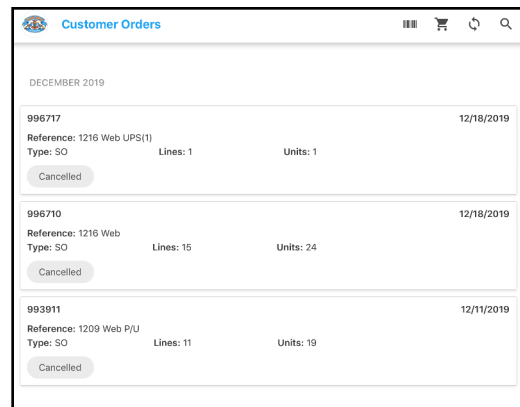


### *Order History*

Order history is found within Customer Orders section of the main menu slide out.

Tap on order listing to see which items were purchased on that order.

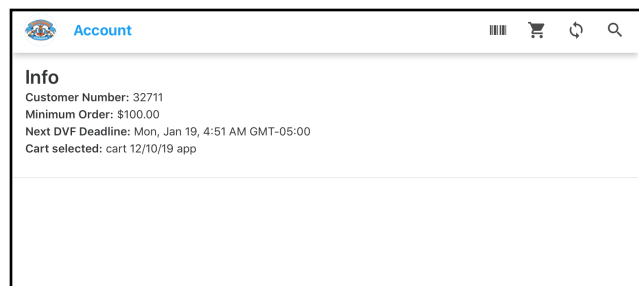
Tap blue "Reorder these items" button at top of selected order to add ALL items from order to current cart order.



### *Account Info*

Access Account from the main menu slide out.

Account information such as customer number, minimum ordering amount, next order deadline and the current cart selected are visible within the "Account" section of the app are displayed on screen.



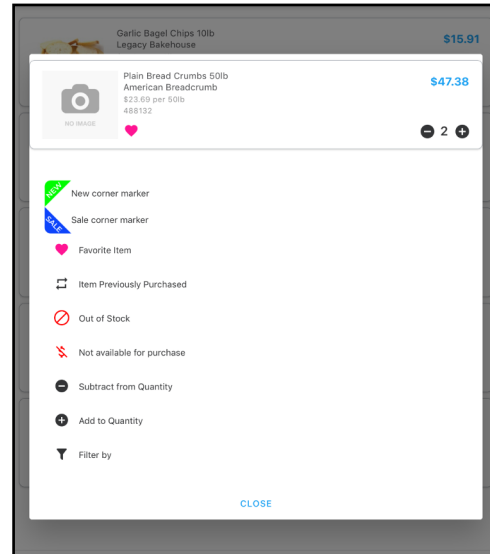
# DVF Mobile Order

## OTHER AREAS OF THE DVF MOBILE APP

### *Help Menu*

Access the help menu from the main menu slide out.

A key to app icons is displayed on screen.



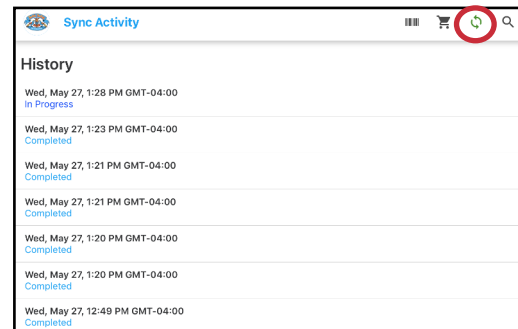
### *View Sync Activity*

Sync occurs automatically when the app launches and after submitting an order so long as there is a WiFi or data connection on device.

To force a manual sync at any time, tap the circle of arrows in the upper right corner of the screen.

Perform a manual sync in order to see cart activity from the App on your website cart.

To view recent sync date stamps, go to "Sync Activity" from main menu slide out.



### *Settings Menu*

Auto Sync is turned off by default so to not bog down older devices. Toggle on Auto Sync to help prevent the need to manually sync.

Add with bluetooth device allows for bluetooth input scanning to cart

Cart Selection allows to choose which cart to use prior to scanning items. Otherwise the default cart will be chosen, name displayed within cart area.

Add new cart to create a new cart if you do not want to use one of the carts already available and tap ADD text on blue button. Tap to on cart name to select.

