

NetView Customer Instructions

1. Logging In and Using the Main Menu
 - a. Open an Internet Browser
 - b. Type in the address:
<http://www.csw-wi.com>
 - c. Click on NetView
 - d. Click on NetView again
2. If you receive a security message, click on "Continue to website"



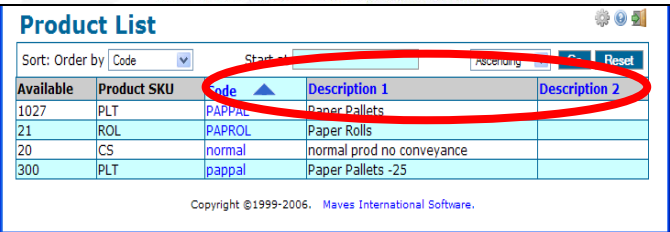
3. The NetView Sign in Screen should come up.
 - a. Type in the User ID (Call your warehouse office to receive your User ID and Password)
 - i. Madison – 608-221-7611
 - ii. Eau Claire – 715-834-2951
 - iii. Kenosha – 262-947-7800
 - b. Press the Tab key
 - c. Type in the password
 - d. Click on the "Sign in" button



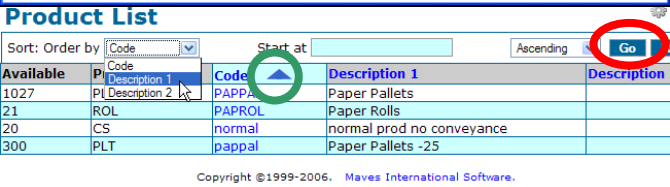
4. The following is a sample main menu
 - a. Inbounds will show what has been received
 - b. Inventory will show real-time quantities both on hand and available.
 - c. Outbound will show when orders were shipped and what was shipped
 - d. Rates will show your current rates
 - e. Report Request will produce reports in both PDF or CVS (spreadsheet format)
 - f. The Bulletin Board is where the reports are sent to, the reports can be printed from this area.



5. Sorting Inbounds, Inventory, and Outbounds
 - a. The highlighted column heading (e.g. Code, Description) represents the current sort sequence. You may also sort the information by any other column that has a heading containing a link



- b. Click on the drop down list of the "Sort: Order by" input box and select a sequence (e.g. Warehouse Reference)
- c. Click on the drop down list of the "Ascending/Descending" input box and select a sequence direction (e.g. Descending)



d. Click the "Go" button to resort the query

Clicking on triangle will toggle between ascending and descending sort orders.

e. To display (and sort) information from a specific point, type in the value to start at and click on the "Go" button.

Product List

Sort: Order by Code Start at PAPROL Ascending

| Available | Product SKU | Code | Description 1 |
|-----------|-------------|--------|---------------------------|
| 20 | CS | normal | normal prod no conveyance |
| 21 | ROL | PAPROL | Paper Rolls |
| 300 | PLT | pappal | Paper Pallets -25 |
| 1027 | PLT | PAPPAL | Paper Pallets |

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f. To restore the default sort parameters simply click on the "Reset" button

Product List

Sort: Order by Code Start at Ascending **Reset**

| Available | Product SKU | Code | Description 1 | Description 2 |
|-----------|-------------|--------|---------------------------|---------------|
| 21 | ROL | PAPROL | Paper Rolls | |
| 20 | CS | normal | normal prod no conveyance | |
| 300 | PLT | pappal | Paper Pallets -25 | |

Page 1

6. Selecting a Report

- Click on "Report Request"
- Select the desired report
- Click on the "Submit" button

NetView

Home Inbounds Inventory Outbounds Rates **Report Request** Bulletin Board

Report Request

Select a Report

- Activity Reports - On Request - IC08
- Product Activity Reporting - IC06
- Product / Lot Stock Balances - IC07
- Stock Balances by Lot Sequence - IC27
- Lot Holds Report - IC35
- Shelf Life Critical Report - IC47
- Stock Availability - OR51

Submit

7. Selecting the report parameters

- Output Formats, CSV will bring the data into an Excel spreadsheet, PDF will put it in a printable format (Adobe Acrobat reader is required)
- Format - contains various types of summarized information
- Sequence - is sorted in a different fashion
- Range - contains a specific range of information
- Options - meets a series of conditions

8. When finished with the option, click on the "Submit" button (reports are sent to the Bulletin Board – allow 15 minutes for the report to show up)

Product / Lot Stock Balances

Output Formats: CSV format to Bulletin Board, **PDF format to Bulletin Board**

Formats: By Lot

Sequences: Client+Product

Ranges: Client HCBRI5, End HCBRI5

Options: Start each sequence on a new page (No), Include zero balance product in the report (No), Include CSD information in the report (No), Print other units (No), Enter the warehouse code or leave it blank to indicate "All" (), Print hold category breakdowns (No), Lot view (Stock View)

Submit

9. Bulletin Board – Reports: Double Click on the report that you would like to view.

Bulletin Board

Home Inbounds Inventory Outbounds Rates Report Request Bulletin Board

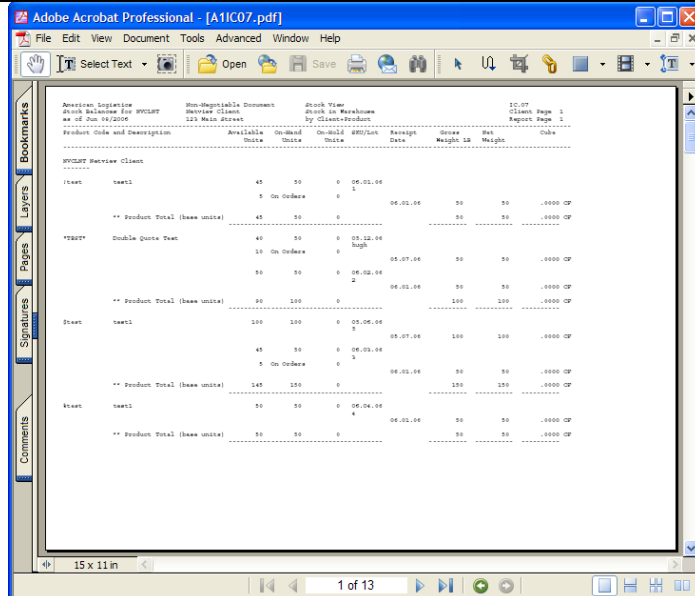
Reports Status Jobs

Reports

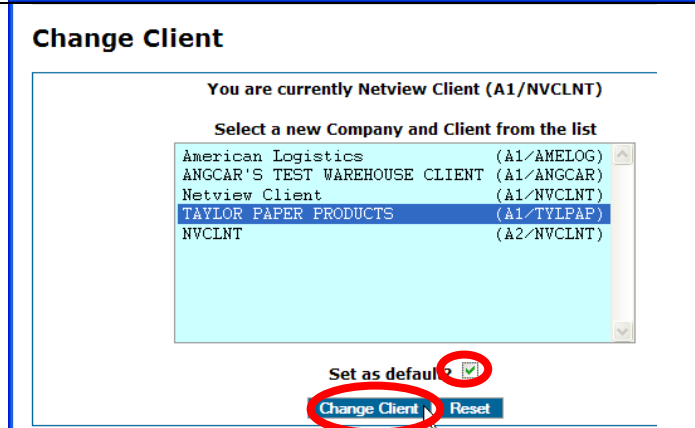
Sort: Order by Date Created Start at Descending Filter: No Restriction **Go** **Reset**

| Report file name | Description | Date Created | Create Time | Size of File |
|------------------|--------------------------------|--------------|-------------|--------------|
| CSOR51.csv | Stock Availability | Sep 15/2008 | 14:14 | 208223 |
| CSOR51.pdf | Stock Availability | Sep 13/2008 | 15:11 | 122672 |
| CSIC27.csv | Stock Balances by Lot Sequence | Sep 13/2008 | 04:03 | 98279 |
| CSIC07.pdf | Product / Lot Stock Balances | Sep 13/2008 | 03:56 | 107446 |

10. Example of a PDF report



11. If your company has more than one customer code:
- Click on Preferences
 - Select the client ID
 - Click on "Change Client"
 - Place a checkmark to set the default client



12. Edit the User Profile
- Click on Preferences
 - Click on Edit Your User Profile
 - Edit the fields needed
 - Click on Submit

