

Sticker Tools – How To Receive Backers

NOTICE: If you have multiple NHOST units at your station, you need to receive the backers only through one unit. Once you have done this, the backers will be available for use through any of the units you have at your station.

1. In the Main Menu, click on the **Administrative Menu** button.
2. In Administrative Menu click on the **Sticker Tools** button. Sign in by clicking your name and using your passcode, this will open the menu seen in Fig. 1.

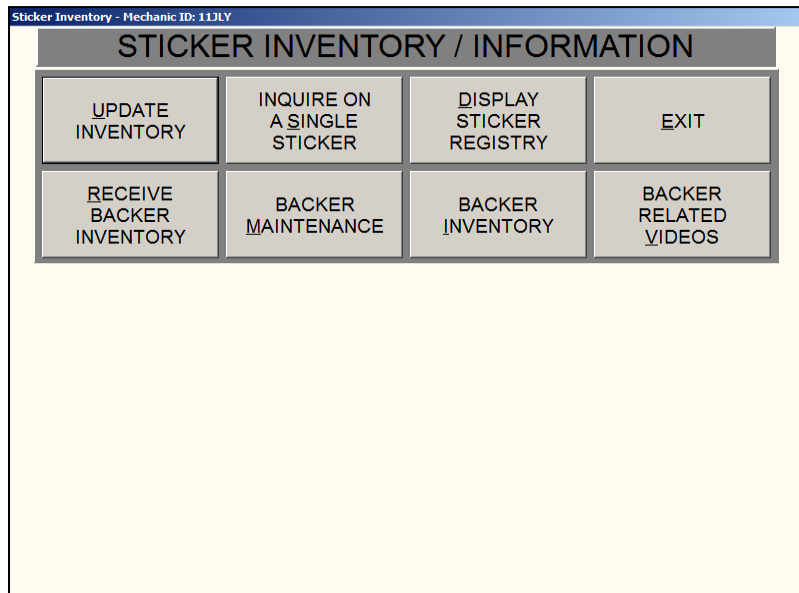


Fig. 1

3. Once in the Sticker Tools menu, click on the **Receive Backer Inventory** button. This will open the screen seen in Fig. 2.

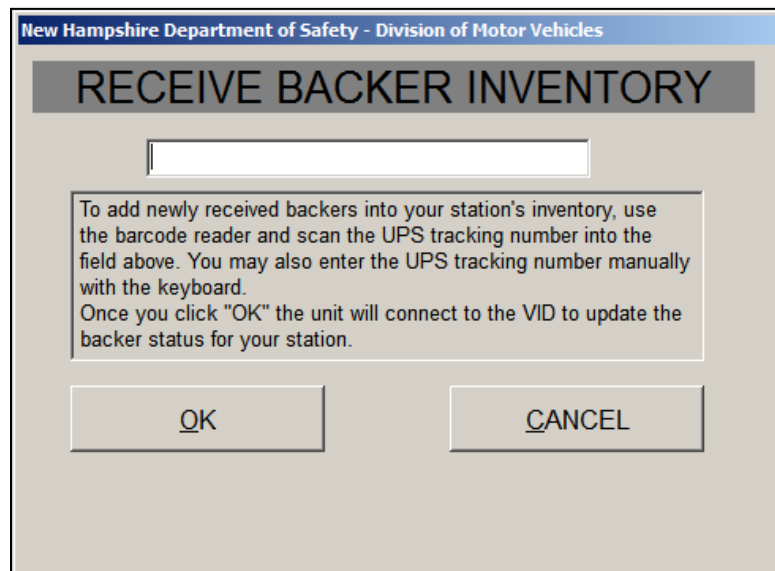


Fig. 2

4. If you received your backers via UPS shipment, use the barcode scanner to scan the UPS tracking number (printed on the shipping label) into the field on this screen. You can also type the tracking number in. If you picked your

backers up at the NHOST depot in NH, scan the barcode on the receipt you were given into this field. Once you have entered the tracking number or the depot number, click "OK".

5. Once the unit has connected to the VID to confirm the backer status you will see the screen in Fig. 3.

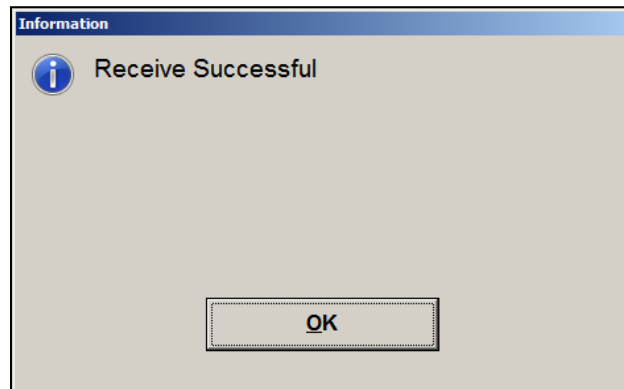


Fig. 3

6. Click "OK" and the screen in Fig. 4 will appear. Click "OK" to finish receiving your backers into the NHOST unit. This will return you to the Sticker Tools menu, click the "Exit" button to return to the Administrative menu.

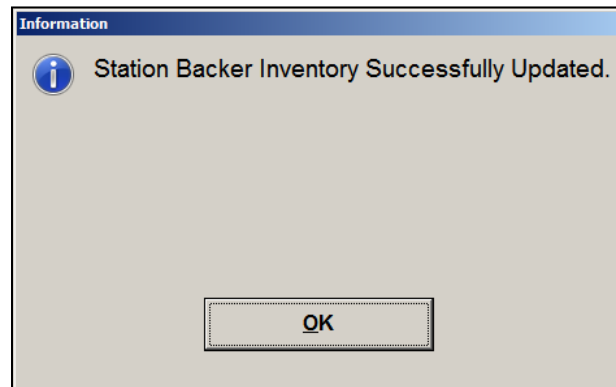


Fig. 4