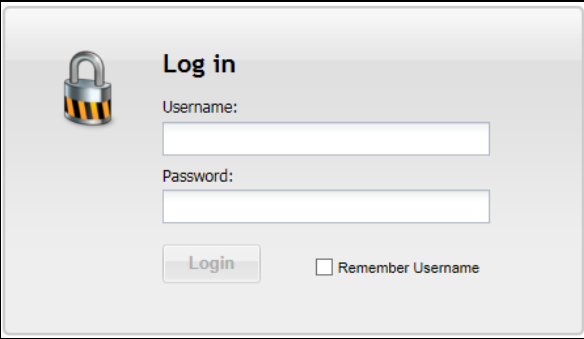


MetaViewer Help Guide

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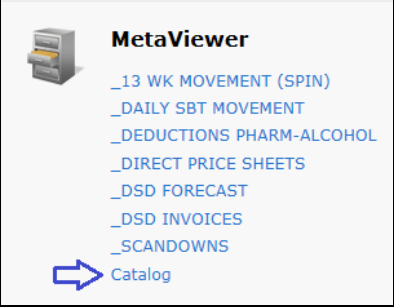

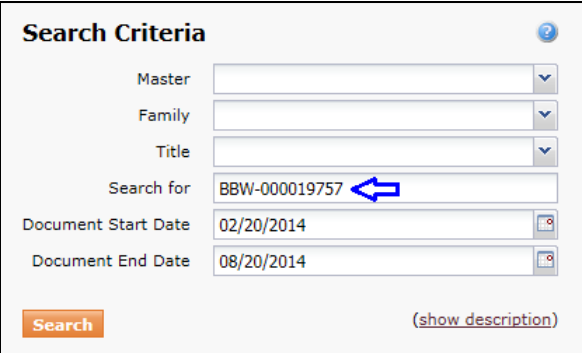

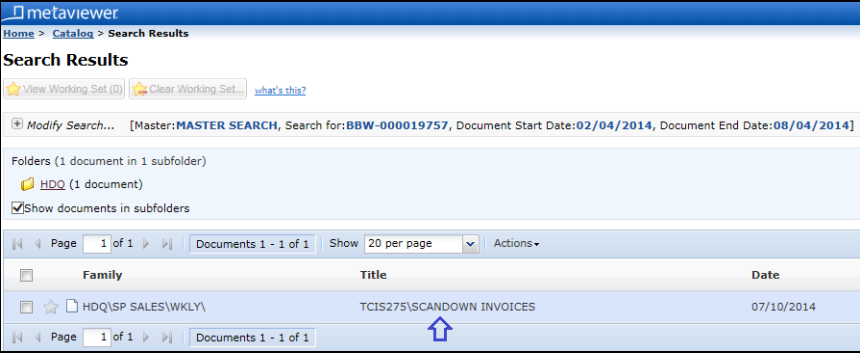





Logging In

MetaViewer allows Bi-Lo Holdings to share reporting information to the vendor community. Follow the below step to log into the website.

Step	Action
1	Enter https://mvr.biloholdings.com/MetaViewerApp in the browser window RESULT: <i>The Log in screen displays.</i>
2	Take note of the instructions below the log in box. If you are unable to login or cannot locate an invoice please email, vendorclaims@biloholdings.com . *Provide your vendor name, invoice number, invoice date and dollar amount in your correspondence. NOTE: <i>Make sure to click on the [Helpful Tips to Find Invoices] link to view this document.</i>
3	Enter the assigned user name and password, click the Login button.  RESULT: <i>The MetaViewer Home window displays.</i>

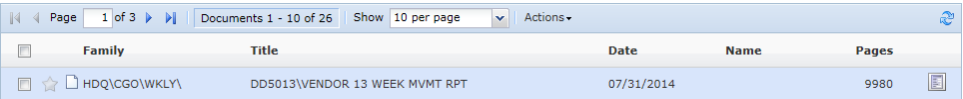
Performing a Master Search

Performing a Master Search will allow you to search through all documents available on the website going back until August 1, 2012 to present date.

Step	Action						
1	<p>From the MetaViewer Home screen, click [Catalog] link.</p>  <p>MetaViewer</p> <ul style="list-style-type: none"> _13 WK MOVEMENT (SPIN) _DAILY SBT MOVEMENT _DEDUCTIONS PHARM-ALCOHOL _DIRECT PRICE SHEETS _DSD FORECAST _DSD INVOICES _SCANDOWNS <p> Catalog</p> <p>RESULT: <i>The Search Criteria screen displays.</i></p>						
2	<p>Enter search criteria in the [Search for] field, and click [Search] button. <i>Note: Most common search criteria would be invoice number.</i></p>  <p>Search Criteria</p> <p>Master: <input type="text"/></p> <p>Family: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Search for: <input type="text" value="BBW-000019757"/> </p> <p>Document Start Date: <input type="text" value="02/20/2014"/></p> <p>Document End Date: <input type="text" value="08/20/2014"/></p> <p><input type="button" value="Search"/> (show description)</p> <p>RESULT: <i>The Search Results screen displays with results.</i></p>						
3	<p>Hover your cursor over the report name to select, click to open it.</p>  <p>metaviewer</p> <p>Home > Catalog > Search Results</p> <p>Search Results</p> <p>View Working Set (0) Clear Working Set... what's this?</p> <p>Modify Search... [Master:MASTER SEARCH, Search for:BBW-000019757, Document Start Date:02/04/2014, Document End Date:08/04/2014]</p> <p>Folders (1 document in 1 subfolder)</p> <p> HDQ (1 document)</p> <p><input checked="" type="checkbox"/> Show documents in subfolders</p> <p>Page 1 of 1 Documents 1 - 1 of 1 Show 20 per page Actions</p> <table border="1"> <thead> <tr> <th>Family</th> <th>Title</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> HDQ\SP SALES\WKLY\</td> <td>TCIS275\SCANDOWN INVOICES</td> <td>07/10/2014</td> </tr> </tbody> </table> <p>Page 1 of 1 Documents 1 - 1 of 1 </p> <p>RESULT: <i>The View Document screen displays select report. You can now download to a file, print or email the page(s).</i></p>	Family	Title	Date	 HDQ\SP SALES\WKLY\	TCIS275\SCANDOWN INVOICES	07/10/2014
Family	Title	Date					
 HDQ\SP SALES\WKLY\	TCIS275\SCANDOWN INVOICES	07/10/2014					

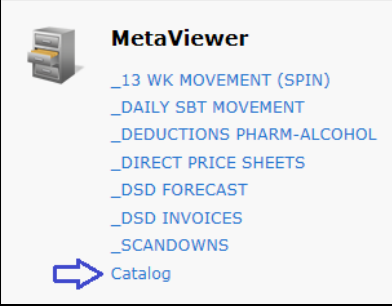

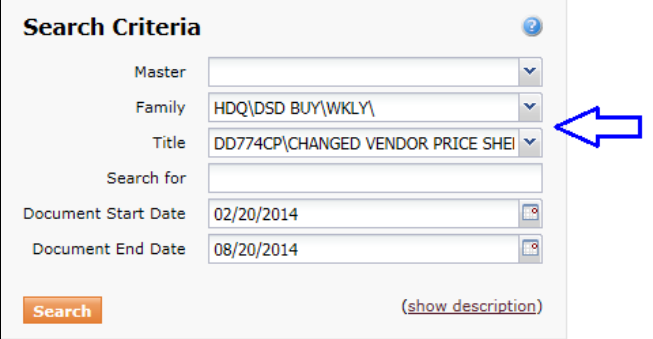

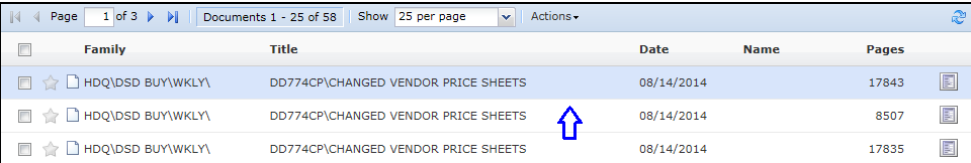
Using a Shortcut to Retrieve Current Reporting (No Search Option)

Shortcuts enable you to view the most current dates of the selected reports. This feature does not allow you to search, but will open report in the **View document** window.

Step	Action																
1	<p>From the MetaViewer Home screen, click report link. You will receive the most recent documents for that report(s).</p> <table border="1" data-bbox="570 562 1539 1304"> <thead> <tr> <th data-bbox="570 562 932 604">If you select Shortcut...</th> <th data-bbox="932 562 1539 604">You can view these reports...</th> </tr> </thead> <tbody> <tr> <td data-bbox="570 604 932 667">_13WK MOVEMENT (SPIN)</td> <td data-bbox="932 604 1539 667"> <ul style="list-style-type: none"> • HDQ\CGO\WKLY\DD5013\ VENDOR 13 WEEK MVNT RPT </td> </tr> <tr> <td data-bbox="570 667 932 730">_DAILY SBT MOVEMENT</td> <td data-bbox="932 667 1539 730"> <ul style="list-style-type: none"> • HDQ\DSD BUY\DAILY\ WSDD4205\DAILY MVMT-BY VENDOR </td> </tr> <tr> <td data-bbox="570 730 932 856">_DEDUCTIONS PHARM-ALCOHOL</td> <td data-bbox="932 730 1539 856"> <ul style="list-style-type: none"> • WDSC\PROMPT\DAILY\ WDSC4855\NON DEDUCT BILLBACK • WDSC\PROMPT DAILY\ WIRB095\VENDOR DEDUCTION REPORT </td> </tr> <tr> <td data-bbox="570 856 932 919">_DIRECT PRICE SHEETS</td> <td data-bbox="932 856 1539 919"> <ul style="list-style-type: none"> • HDQ\DSD BUY\WKLY DD774CP\CHANGED VENDOR PRICE SHEETS </td> </tr> <tr> <td data-bbox="570 919 932 982">_DSD FORECAST</td> <td data-bbox="932 919 1539 982"> <ul style="list-style-type: none"> • HDQ\CGO\WKLY DSD FORCAST REPORT </td> </tr> <tr> <td data-bbox="570 982 932 1115">_DSD INVOICES</td> <td data-bbox="932 982 1539 1115"> <ul style="list-style-type: none"> • HDQ\DSD ACC\WKLY DD210RB\INVOICE BY VENDOR • HDQ\DSD ACC\WKLY DD210RB\VENDOR PAYMENT </td> </tr> <tr> <td data-bbox="570 1115 932 1304">_SCANDOWN INVOICES</td> <td data-bbox="932 1115 1539 1304"> <ul style="list-style-type: none"> • HDQ\SP SALES\REF\ MANUAL VENDOR BILLING INVOICES • HDQ\SP SALES\WKLY\ TCIS275\SCANDOWNINVOICES • HDQ\SP SALES\WKLY\ WDV275\SCANDOWN INVOICES </td> </tr> </tbody> </table> <p><i>Note: If you would like to search these reports go to the [Catalog] and select the Family and Title drop down lists to select the reports to view and search. This will also allow you to view older runs of the report.</i></p> <p>RESULT: <i>The Search Results screen displays.</i></p>	If you select Shortcut...	You can view these reports...	_13WK MOVEMENT (SPIN)	<ul style="list-style-type: none"> • HDQ\CGO\WKLY\DD5013\ VENDOR 13 WEEK MVNT RPT 	_DAILY SBT MOVEMENT	<ul style="list-style-type: none"> • HDQ\DSD BUY\DAILY\ WSDD4205\DAILY MVMT-BY VENDOR 	_DEDUCTIONS PHARM-ALCOHOL	<ul style="list-style-type: none"> • WDSC\PROMPT\DAILY\ WDSC4855\NON DEDUCT BILLBACK • WDSC\PROMPT DAILY\ WIRB095\VENDOR DEDUCTION REPORT 	_DIRECT PRICE SHEETS	<ul style="list-style-type: none"> • HDQ\DSD BUY\WKLY DD774CP\CHANGED VENDOR PRICE SHEETS 	_DSD FORECAST	<ul style="list-style-type: none"> • HDQ\CGO\WKLY DSD FORCAST REPORT 	_DSD INVOICES	<ul style="list-style-type: none"> • HDQ\DSD ACC\WKLY DD210RB\INVOICE BY VENDOR • HDQ\DSD ACC\WKLY DD210RB\VENDOR PAYMENT 	_SCANDOWN INVOICES	<ul style="list-style-type: none"> • HDQ\SP SALES\REF\ MANUAL VENDOR BILLING INVOICES • HDQ\SP SALES\WKLY\ TCIS275\SCANDOWNINVOICES • HDQ\SP SALES\WKLY\ WDV275\SCANDOWN INVOICES
If you select Shortcut...	You can view these reports...																
_13WK MOVEMENT (SPIN)	<ul style="list-style-type: none"> • HDQ\CGO\WKLY\DD5013\ VENDOR 13 WEEK MVNT RPT 																
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_DEDUCTIONS PHARM-ALCOHOL	<ul style="list-style-type: none"> • WDSC\PROMPT\DAILY\ WDSC4855\NON DEDUCT BILLBACK • WDSC\PROMPT DAILY\ WIRB095\VENDOR DEDUCTION REPORT 																
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2	<p>Hover your cursor over the [Title] to select, click to open it.</p>  <p>RESULT: <i>The View Document screen displays select report. You can now download to a file, print or email the page(s).</i></p>																

Performing a Report Search

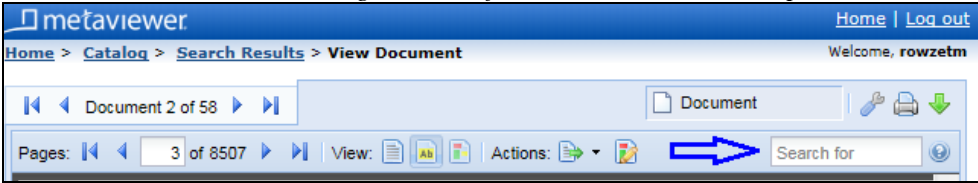
Performing a report search enables you to select a type of report to review for specific information. Using specific search criteria found in the report to retrieve pages that meet the search criteria.

Step	Action																				
1	<p>From the MetaViewer Home screen, click [Catalog] link.</p>  <p>MetaViewer</p> <ul style="list-style-type: none"> _13 WK MOVEMENT (SPIN) _DAILY SBT MOVEMENT _DEDUCTIONS PHARM-ALCOHOL _DIRECT PRICE SHEETS _DSD FORECAST _DSD INVOICES _SCANDOWNS <p> Catalog</p> <p>RESULT: <i>The Search Criteria screen displays.</i></p>																				
2	<p>Click Family drop down arrow, click [FAMILY NAME] from list. Click Title drop down arrow, click [REPORT TITLE] from list. Click the [Search] button.</p>  <p>Search Criteria</p> <p>Master: <input type="text"/></p> <p>Family: <input type="text" value="HDQ\DSD BUY\WKLY"/></p> <p>Title: <input type="text" value="DD774CP\CHANGED VENDOR PRICE SHEI"/> </p> <p>Search for: <input type="text"/></p> <p>Document Start Date: <input type="text" value="02/20/2014"/></p> <p>Document End Date: <input type="text" value="08/20/2014"/></p> <p><input type="button" value="Search"/> (show description)</p> <p>RESULT: <i>The Search Results screen displays with results.</i></p>																				
3	<p>Hover your cursor over the report to select, click to open it.</p>  <table border="1"> <thead> <tr> <th>Family</th> <th>Title</th> <th>Date</th> <th>Name</th> <th>Pages</th> </tr> </thead> <tbody> <tr> <td>HDQ\DSD BUY\WKLY</td> <td>DD774CP\CHANGED VENDOR PRICE SHEETS</td> <td>08/14/2014</td> <td></td> <td>17843</td> </tr> <tr> <td>HDQ\DSD BUY\WKLY</td> <td>DD774CP\CHANGED VENDOR PRICE SHEETS</td> <td>08/14/2014</td> <td></td> <td>8507</td> </tr> <tr> <td>HDQ\DSD BUY\WKLY</td> <td>DD774CP\CHANGED VENDOR PRICE SHEETS</td> <td>08/14/2014</td> <td></td> <td>17835</td> </tr> </tbody> </table> <p>RESULT: <i>The View Document screen displays select report to search.</i></p>	Family	Title	Date	Name	Pages	HDQ\DSD BUY\WKLY	DD774CP\CHANGED VENDOR PRICE SHEETS	08/14/2014		17843	HDQ\DSD BUY\WKLY	DD774CP\CHANGED VENDOR PRICE SHEETS	08/14/2014		8507	HDQ\DSD BUY\WKLY	DD774CP\CHANGED VENDOR PRICE SHEETS	08/14/2014		17835
Family	Title	Date	Name	Pages																	
HDQ\DSD BUY\WKLY	DD774CP\CHANGED VENDOR PRICE SHEETS	08/14/2014		17843																	
HDQ\DSD BUY\WKLY	DD774CP\CHANGED VENDOR PRICE SHEETS	08/14/2014		8507																	
HDQ\DSD BUY\WKLY	DD774CP\CHANGED VENDOR PRICE SHEETS	08/14/2014		17835																	

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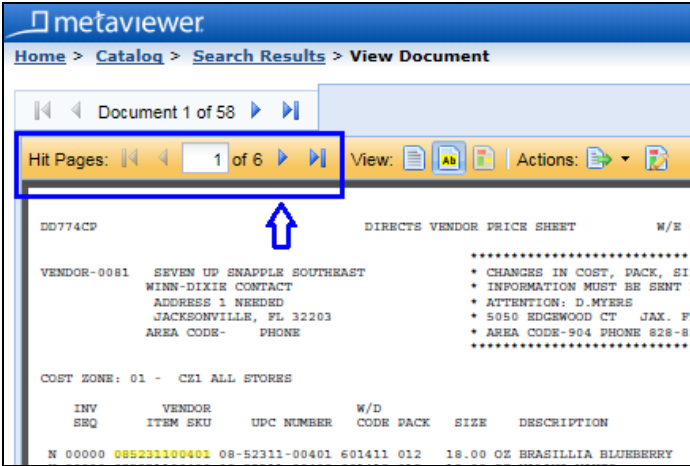
Performing a Report Search, Continued

4 Enter the search criteria in the [Search for] box, hit enter button
Note: You have to search using the same format as shown in the report.



RESULT: *The View Document screen displays Hit Pages.*

5 Use the Hit Pages scroll bar to view the report pages that meet the [Search for] criteria.



DD774CP DIRECTCS VENDOR PRICE SHEET W/E

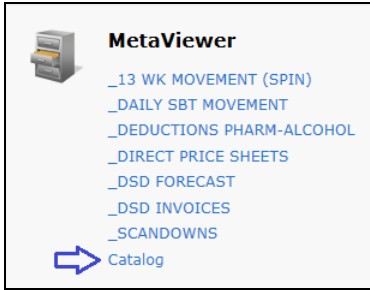
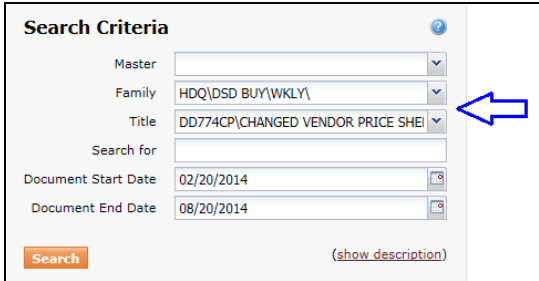
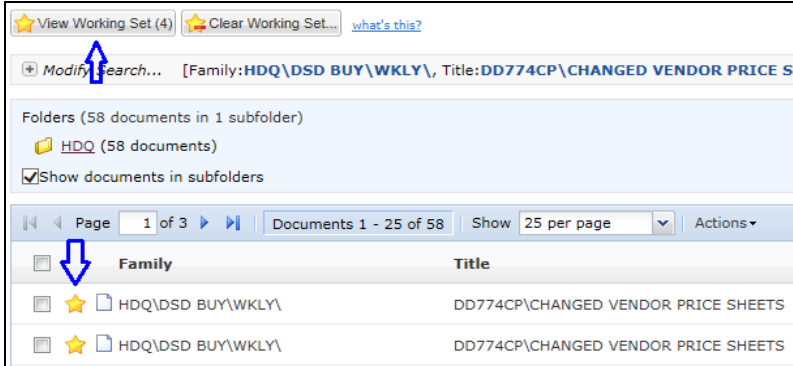
VENDOR-0081 SEVEN UP SNAPPLE SOUTHEAST * CHANGES IN COST, PACK, SI
 WINN-DIXIE CONTACT * INFORMATION MUST BE SENT
 ADDRESS 1 NERDRD * ATTENTION: D.MYERS
 JACKSONVILLE, FL 32203 * 5050 EDGEWOOD CT JAX. F
 AREA CODE- PHONE * AREA CODE-904 PHONE 828-8

COST ZONE: 01 - CZ1 ALL STORES

INV	VENDOR	W/D			
SRQ	ITEM SKU	UPC NUMBER	CODE	PACK	SIZE DESCRIPTION
N 00000	085231100401	08-52311-00401	601411	012	18.00 OZ BRASILLIA BLUEBERRY

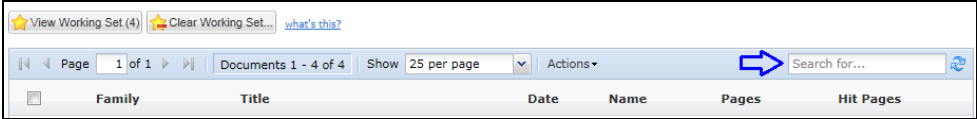
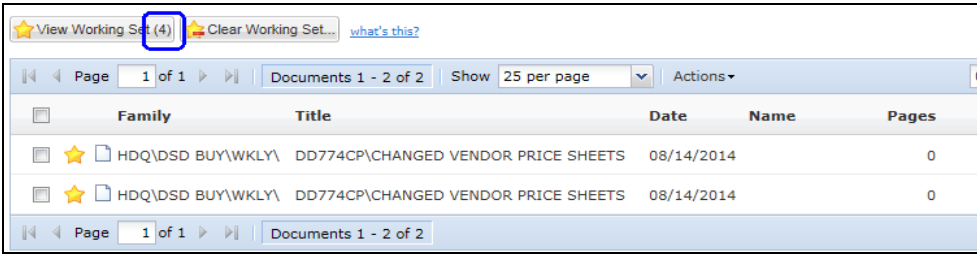
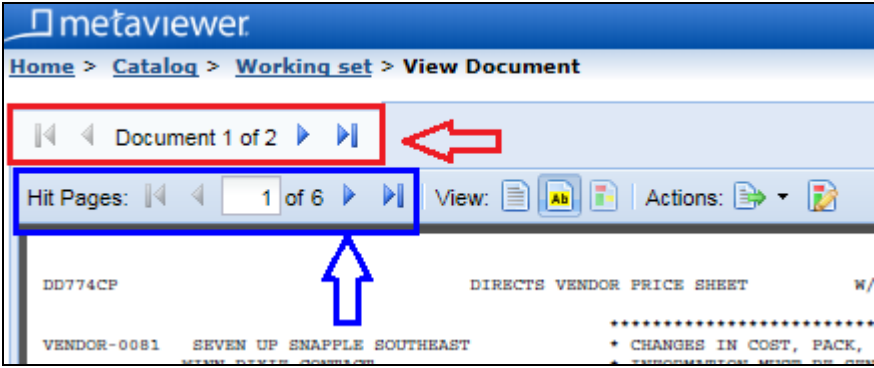
Performing a Search within Multiple Reports

Performing a search within multiple reports enables you to select several reports into a Working Set to search all of them for specific information.

Step	Action
1	<p>From the MetaViewer Home screen, click [Catalog] link.</p>  <p>RESULT: <i>The Search Criteria screen displays.</i></p>
2	<p>Click Family drop down arrow, click [FAMILY NAME] from list. Click Title drop down arrow, click [REPORT TITLE] from list. Click the [Search] button.</p>  <p>RESULT: <i>The Search Results screen displays with results.</i></p>
3	<p>Click the [Star] icon next to each report you want to search. Click [Working Set] button.</p>  <p>RESULT: <i>The Working Set screen displays select report to search.</i></p>

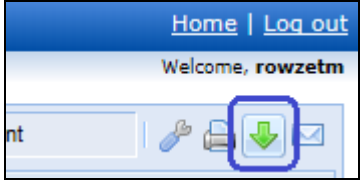
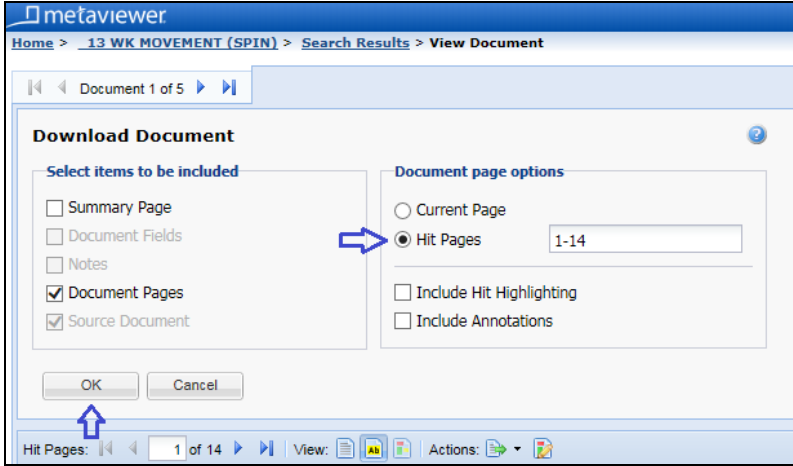
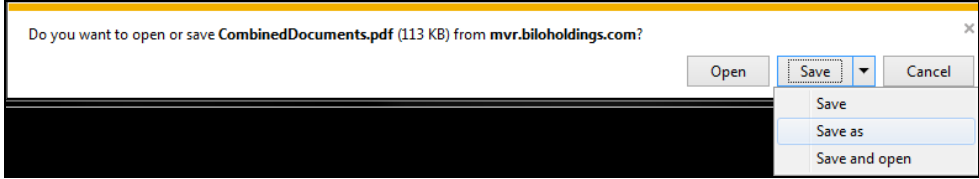
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Performing a Search within Multiple Reports, Continued

<p>4</p>	<p>Enter the search criteria in the [Search for] box, hit enter button <i>Note: You have to search using the same format as shown in the report.</i></p>  <p>RESULT: <i>The Working Set screen displays reports with Hit Pages.</i></p>
<p>5</p>	<p>All reports that have pages that meet the search criteria will display. Click report to open in View Document window.</p> <p><i>Example: Out of the 4 reports in the Working Set only 2 reports have pages that meet the search criteria.</i></p> 
<p>6</p>	<p>Use the [Hit Pages] scroll bar to view the report pages that meet the [Search for] criteria.</p> <p>Note: To advance to the next report with Hit Pages use the [Document] scroll bar.</p> 

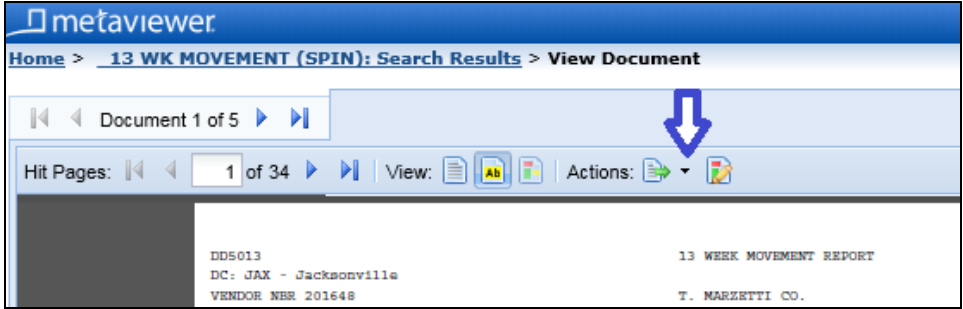
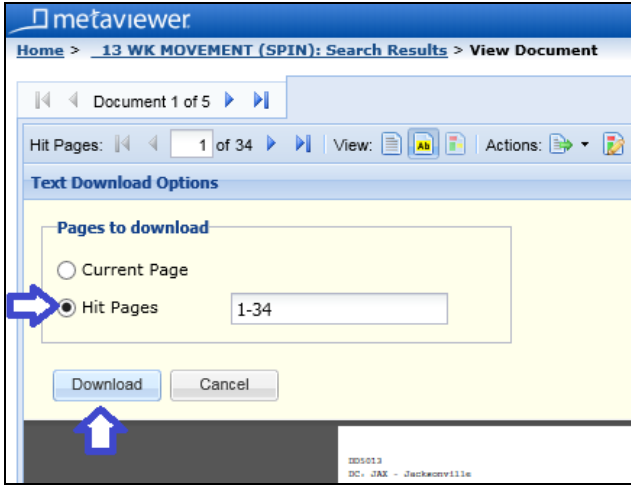
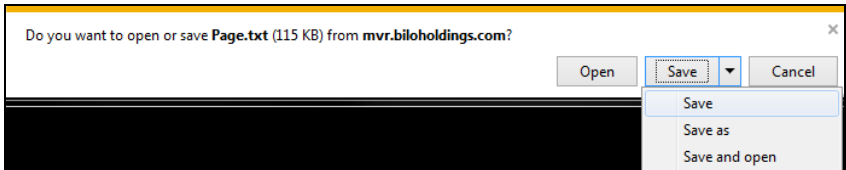
Performing a Download to PDF file

Performing a download to PDF file enables you to save the document off to another location. The report must be open in the **View Document** screen.

Step	Action
1	<p>From the View Documents screen where you have the document displayed. Click [Download this document] icon.</p>  <p>RESULT: <i>The Download Document screen displays.</i></p>
2	<p>Click [Hit Pages] radial button, then click [OK] button.</p>  <p>RESULT: <i>Creating a PDF for Download message will display, followed by a Processing Complete prompt to Close Browser Window.</i></p>
3	<p>Click [Save] drop down arrow to either Save, Save As, or Save and open the PDF file. Depending on your internet browser the location and look of the dialog box will vary.</p>  <p>RESULT: <i>Document will be saved to the location of your choice.</i></p>

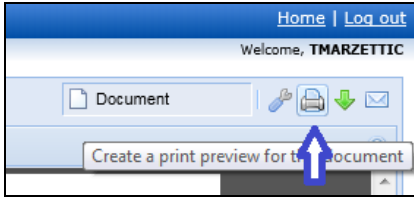
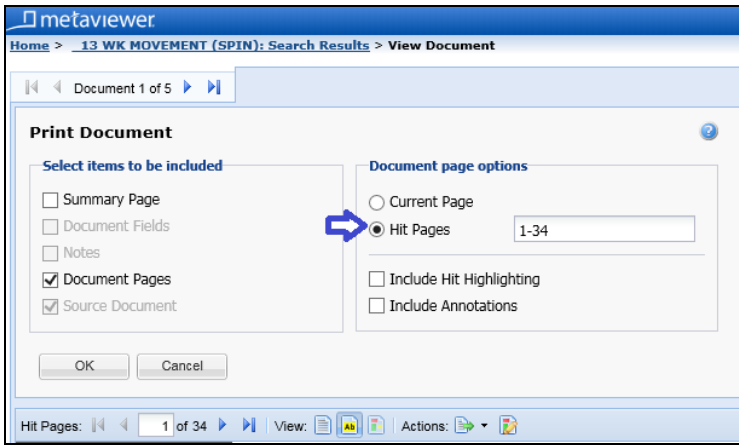

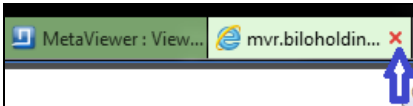
Performing a Download to Text file

Performing a download to text file enables you to save the document off to another location. The report must be open in the **View Document** screen.

Step	Action
1	<p>From the View Documents screen where you have the document displayed. Select the [Actions] drop down arrow.</p>  <p>RESULT: <i>The Text Download Options screen displays.</i></p>
2	<p>Click [Hit Pages] radial button, then select [Download] button.</p>  <p>RESULT: <i>Prompted to Open or Save page from website.</i></p>
3	<p>Click [Save] drop down arrow to either Save, Save As, or Save and open the text file. Depending on your internet browser the location and look of the dialog box will vary.</p>  <p>RESULT: <i>Document will be saved to the location of your choice.</i></p>

Printing a Report

Printing the document from the View Document screen.

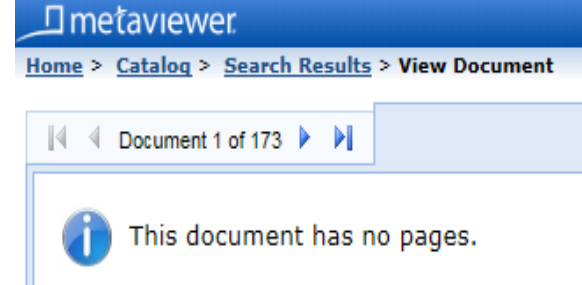
Step	Action
1	<p>Click [Printer] icon.</p>  <p>RESULT: The <i>Print Document</i> box displays.</p>
2	<p>Click [Hit Pages] radial button, click [OK] button.</p>  <p>RESULT: Creating a PDF for Print message will display before opening another windows tab to display document to print.</p>
3	<p>Click [Printer] icon.</p>  <p>RESULT: The <i>Print</i> window opens.</p>
4	<p>Click [Print] after selecting printing options.</p> <p>RESULT: The report page(s) print and the <i>Print</i> window closes.</p>
5	<p>Click [X] to close the windows tab that opened to allow document to be printed.</p>  <p>RESULT: The <i>MetaViewer: View Document</i> tab will still be opened.</p>

Logging Out

Logging out of MetaViewer.

Step	Action
1	Click the [X] in the upper right-hand corner of the MetaViewer screen. RESULT: <i>MetaViewer closes.</i>

Helpful information

If you receive...	What it means...
	<p>You will receive this message if you do not have any pages in the selected document.</p>

Functionality

Introduction This section explains additional functionality within MetaViewer.

Screen Navigation Links MetaViewer uses screen navigation links which shows your path from the time you open MetaViewer to the current screen you are viewing. You can click the screen navigation links in any order to get to a previous screen.

Use the screen capture and table below for screen navigation link details.



Number	Function
1	Click [Home] to go to the MetaViewer : Actions screen.
2	Click [Catalog] to go to the MetaViewer : Search screen.
3	Click [Search Results] to go to the MetaViewer : Search Results screen.
4	Viewing the MetaViewer : View Documents screen.

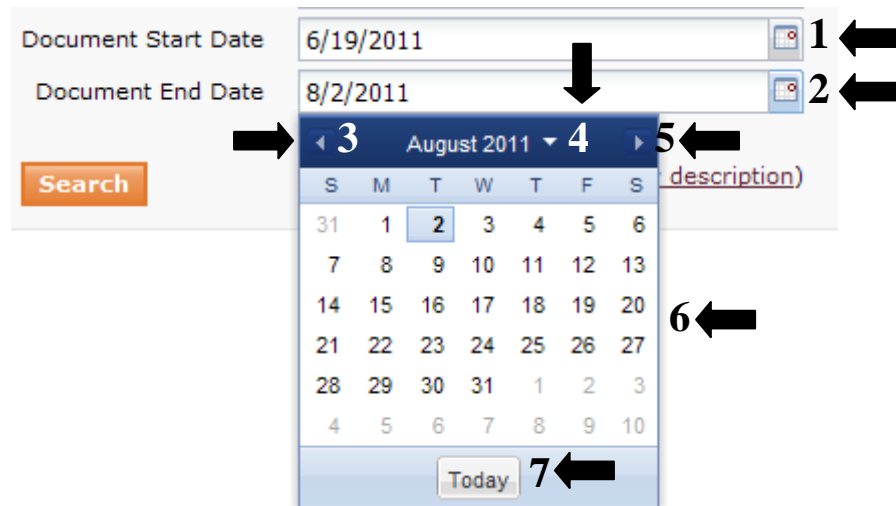
Continued on next page

Functionality, Continued

Search Calendar

When performing a catalog search, use the search calendar to select the date range of the report. Using a date range narrows down the number of reports resulting from a catalog search.

Use the screen capture and table below for search calendar details.



Number	Function
1	Click [Calendar] to display the Document Start Date Calendar .
2	Click [Calendar] to display the Document End Date Calendar .
3	Click [Previous Month] to display the month previous to the current month.
4	Click the [down arrow] to display a list of the months in a calendar year.
5	Click [Next Month] to display the month following the current month.
6	To select a specific date, single-click a date of the month.
7	Click [Today] to select the current day's date.

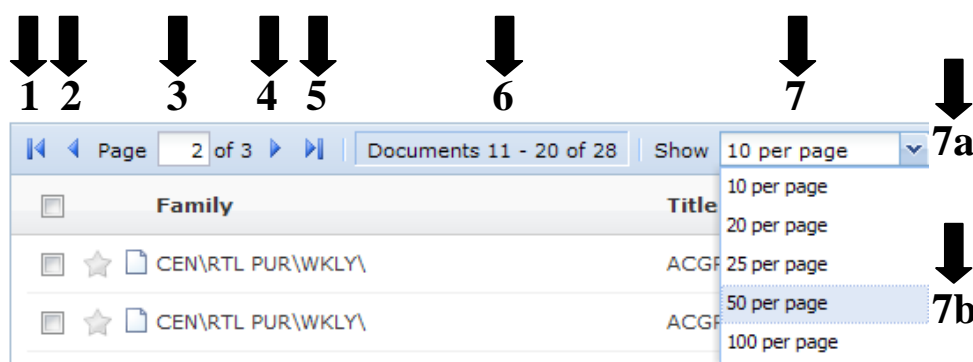
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Functionality, Continued

Search Results Page Navigation

The **Search Results** screen displays reports based on the search criteria you selected. The **Search Results Navigation** to bar shows the number of reports per page returned by the search. The tool bar enables you to show more or less reports per page. You also have the ability to navigate through the report pages sequentially, skip to a particular report page, skip to the last report page, and return to the first report page.

Use the screen capture and table below for search results navigation details.



Number	Function
1	Click [View the first page] to display the first page of search results.
2	Click [View the previous page] to display the previous page of search results.
3	The search returned three pages of search results and is displaying the second search results page.
4	Click [View the next page] to display the next page of search results.
5	Click [View the last page] to display the last page of search results.
6	This search resulted in a return of 28 reports and is displaying reports 11 through 20.
7	The search results page is set to show ten reports per search results page.
7a	Change the number of reports per page using the following two steps.
7b	<ol style="list-style-type: none"> 1. Click the [Show] drop-down arrow. 2. Hover the mouse and click [### per page].

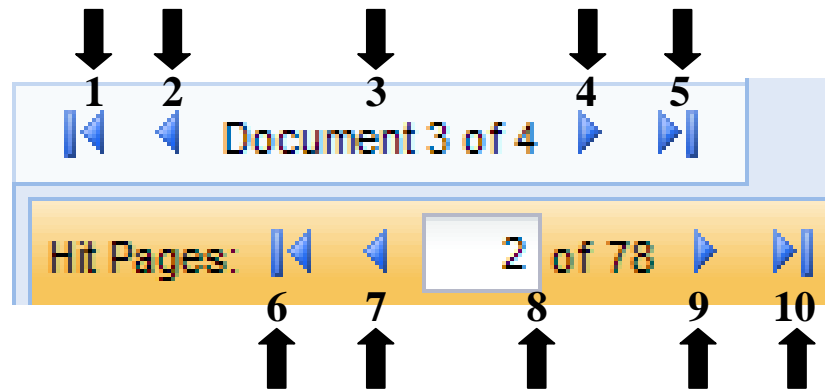
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Functionality, Continued

Report Navigation

Search results may contain a report with more than one page, especially when requesting a report with a wide date range.

Use the screen capture and table below for details about navigation multiple pages in a report.



Number	Function
1	Click [View the first document] to display the first report.
2	Click [View the previous document] to display the previous report.
3	The search returned four reports and is displaying the third report.
4	Click [View the next document] to display the next report.
5	Click [View the last document] to display the last report.
6	Click [View the first document] to display the first report.
7	Click [View the previous page] to display the previous page in the report.
8	This report has 78 pages and is displaying page two.
9	Click [View the next page] to display the next page in the report.
10	Click [View the last document] to display the last report.

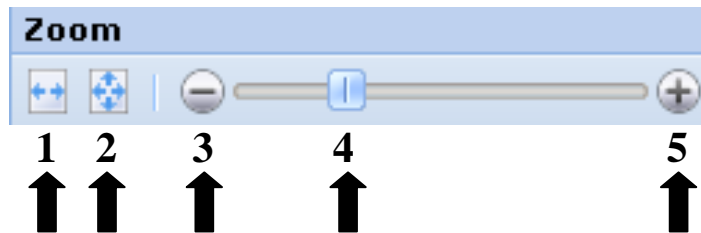
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Functionality, Continued

Report Zoom Using the report zoom function enables you to increase or decrease the size of the text within a report.

NOTE: *The report zoom is only functional in the **Show Only Text** view. In the **View** section, click [Show Only Text] to enable report zoom function.*

Use the screen capture and table below for details on how to use the report zoom function.



Number	Function
1	Click [Fit to width] to adjust the report text to reach from the left side of the screen to the right side of the screen.
2	Click [Fit to frame] to adjust the report text to reach from the left side, right side, top, and bottom of the screen.
3	Click [Zoom out] to decrease the report text size.
4	Click and drag [Manual zoom] to increase or decrease the report text size.
5	Click [Zoom in] to increase the report text size.

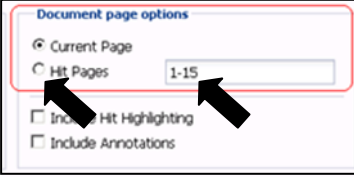
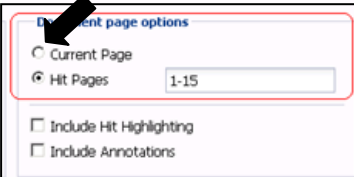
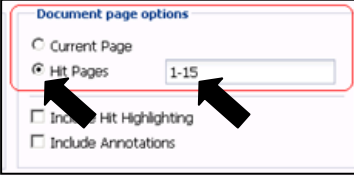
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Functionality, Continued

Report Print Settings

Selecting the appropriate print settings ensures that you only print the pages of the report with the information you need.

Use the screen captures and table below for details about each print setting.

Printing	Settings
<p>Current Page</p>	<ul style="list-style-type: none"> Click [Current Page] radio button to select. 
<p>Entire Report</p>	<ul style="list-style-type: none"> Click [Hit Pages] radio button to select. <p>NOTE: The <i>Hit Pages</i> field defaults to print the entire report.</p> 
<p>Page Range</p>	<ul style="list-style-type: none"> Click [Hit Pages] radio button to select. <p>NOTE: The <i>Page</i> field defaults to print the entire report.</p> <ul style="list-style-type: none"> Type the 'page range numbers' in the Page field using the following format: <p>##-##</p> <p>EXAMPLE: 03-21</p> 

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Functionality, Continued

Report Print Settings,
continued

Printing	Settings
Non Sequential Pages	<ul style="list-style-type: none">• Click [Hit Pages] radio button to select. <p>NOTE: <i>The Page field defaults to print the entire report.</i></p> <ul style="list-style-type: none">• Type the ‘non sequential page numbers’ in the Page field using the following format: <p>##,##,##</p> <p>EXAMPLE: 02,09,94</p> 