

Your NCD Mobile smartphone ordering application is ready to activate, here are the links to either app store. Select the link below to download NCD Mobile via the iTunes App Store or Google Play Store. You can also search by keyword in either app store. If you prefer, scan the QR Code provided below.

The NCD Mobile (iPhone Version)

<https://apps.apple.com/us/app/the-ncd-mobile/id1577797814>



The NCD Mobile (Android Version)

[The NCD Mobile - Apps on Google Play](#)



When installation is complete you will be prompted to set up your first division, this is required to import your account information.

Your Credentials are

Division 252
UserName / Email << (This is your user name, *NOT* your email address. Use the UserName provided)
Password << (This is your password, use the Password provided)

Once your credentials are entered, select **Save**.

- Select **Get Started** and perform a full **Sync with Corporate**. Choose the **Sync with Corporate** icon and then tap on the word "**Sync**" on the bottom right of screen. This will import your account(s), your store information, item files, images, etc. It is highly recommended to do a full **Sync with Corporate** prior to using the app to place orders. This will ensure that all information is up to date. If Wi-Fi is available, it is recommended.

Once a full sync is complete, verify that your store(s) are available by selecting **Get Started** and then **My Store** or **Work with a Store**.

To change the order input method within the apps settings, from the default option of **Keyboard** to **Bluetooth Scanner** or **Camera**.

- From the apps **Main Menu** (where you see **Get Started** and **Help** icons) select **More Functions** (bottom middle).
- Choose **Barcode Settings**.
- Tap on the box with the word **Keyboard** and you can select between **Keyboard**, **Bluetooth** or **Camera**.
- Select " <- " upper left of screen to return to **Order Item for Store**.

Or

To change the order input method while placing an order.

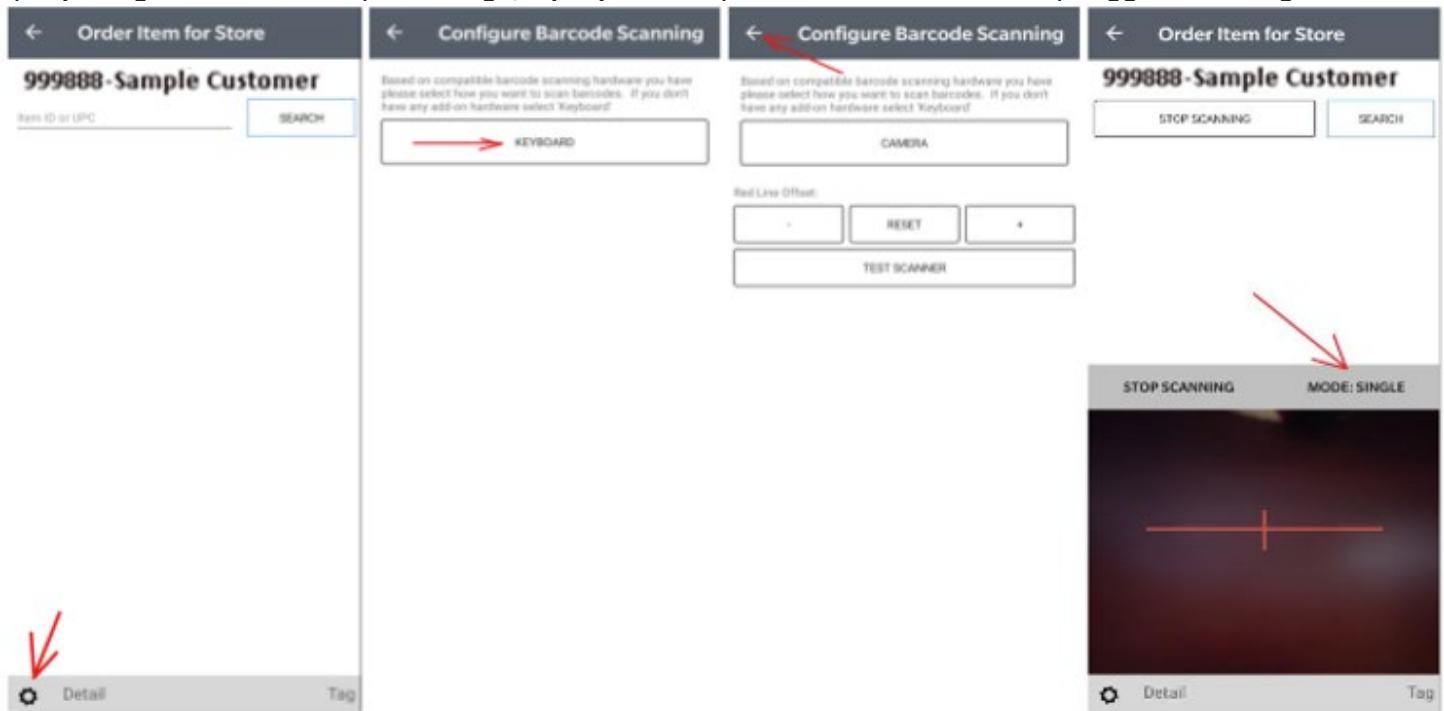
- While in **Order Item for Store**, select the gear icon at the bottom left of the screen.
- Then tap the box that has your current input method to select between **Keyboard**, **Camera** or **Bluetooth Scanner** and select "Save" in the upper right side to save your changes.

1) Tap the gear icon

2) To change, tap input.

3) Press" <- " to save

3) Toggle Scan single/continuous



Camera scanning, how to change from single item mode scanning to continuous mode item scanning. See above image.

- To allow continuous scanning tap on **Mode Single** to change to **Mode Continuous** to allow for continuous scanning.

To place an order using HLA Plus (Quick Method)

- From the **Main Menu** select **Get Started**.
- Select **My Store** or **Work With my Store**.
- Select **Create Order** and then **Scan Order**, this will take you to **Order Item for Store**
- Enter items by using keyboard, camera, bluetooth scanner or using **Search**. The app will always populate and order qty of 1, adjust qty by using “-“ or “+” symbol, tap on the qty box or repeated scanning.
- Once you are finished creating your order hit “<-” on the upper left of screen to return to the screen titled **Create Order**.
- From the **Create Order** screen on the bottom right select **Finish (* Items)** to see your order recap item by item. If needed you can edit from here.
- To delete iOS – swipe the line item left, select delete..
- To delete Android – long press the line item, select delete.
- Then select **Continue** on the bottom right again to see your item/qty recap.
- Lastly select **Continue** on the bottom center and choose **Transmit Order Now**.

When processing orders, once synced to our servers, you should receive an email with your confirmation # to your individual email address within a few minutes.

If you need support, please contact our support team at support@thencd.com