

How-To POD using www.SherwayGroup.com

Sherway Group IT - SherwayGroup.Com

- 1) Point your browser to <http://www.sherwaygroup.com>
- 2) Once there, locate the login box in the top right-hand corner (see figure 1)
- 3) Enter your provided login credentials
- 4) Once logged-in you will be presented with a feature menu in-place.
- 5) Select RCC POD from the feature menu (see figure 2)
- 6) Once selected, the website will redirect you to the RCC POD Lookup page. (see figure 3)
- 7) In the provided Search box, enter your POD Lookup parameter (*' Wildcards Supported e.g. 123*)
- 8) Press the Search Button to Complete Lookup (see figure 4)
- 9) Momentarily you will be provided with a list of possible matches based on your search parameter. Should it not find any results, you will be provided with a message describing as such. (see figure 5)
- 10) From the list select an appropriate result and press the POD button from the left-hand side of desired result entry
- 11) Select Open/Save as desired when the Internet Explorer POD download window is presented. (see figure 6)
- 12) Congratulations on successfully retrieving a Sherway Group POD.



Figure 1 - Login Box

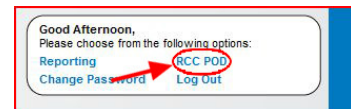


Figure 2 - RCC POD Option



Figure 3 - POD Lookup



Figure 4 - POD Search

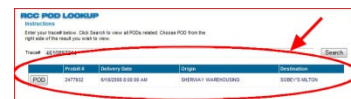


Figure 5 - POD Results

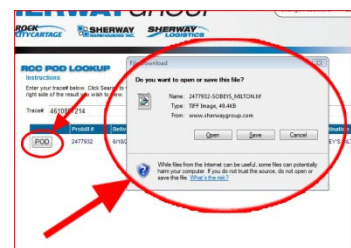


Figure 6 - POD Download