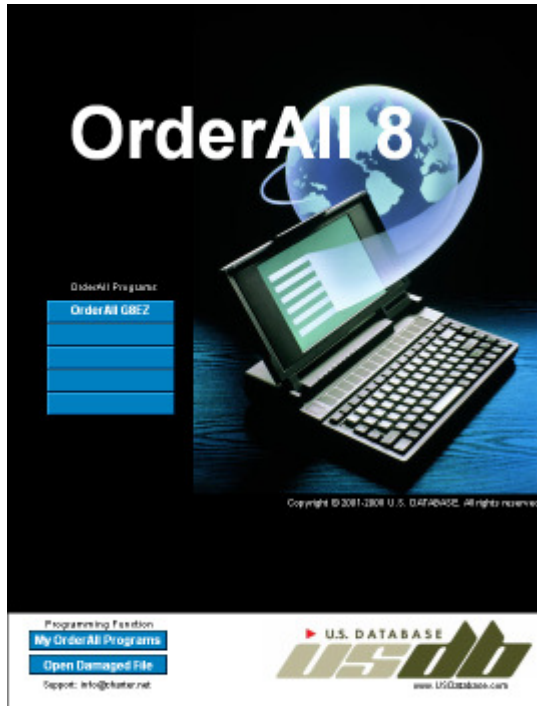


# OrderAll®

*Sales Order Entry Software*



## Operation Instructions

### OrderAll G8EZ Apparel

By U.S. Database

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# Getting Started

The OrderAll Main screen is used to navigate to the G8EZ Home Screen. Additional navigation buttons will be displayed if other U.S Database order entry programs are installed.

Click the G8 EZ button to navigate to the G8 EZ Home Screen.

## Sales Rep Set Up

From the G8 EZ Home Screen, click the SALES REP SET UP button.

OrderAll must have several pieces of information entered before it can operate successfully.

Trial Period – You can use OrderAll G8EZ for 30 days. During this time, the program will be completely operational. When the trial period ends, you will need to purchase a license and obtain a security code to continue to use the software.

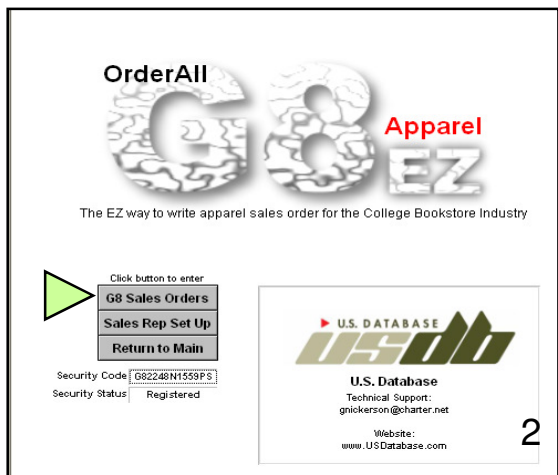
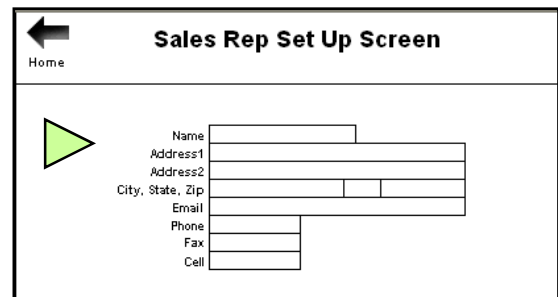
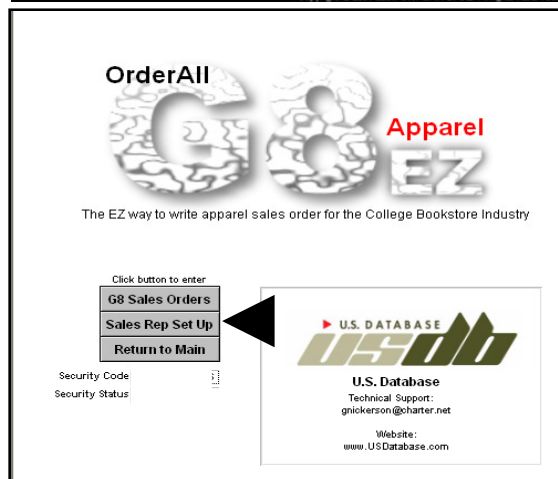
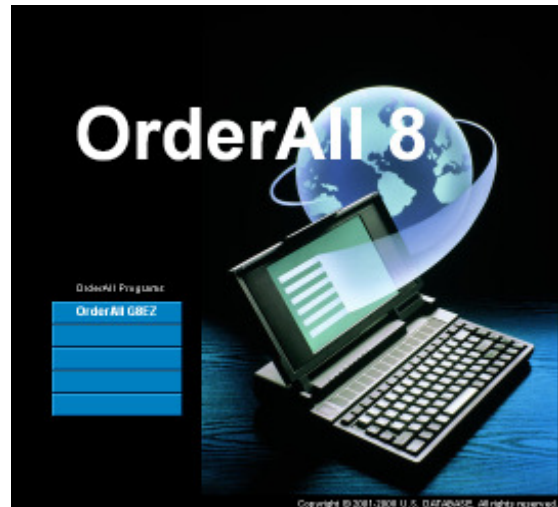
Enter your sales rep information for all applicable fields.

Click the HOME button when ready.

### The G8 EZ Home Screen

The G8 EZ Home Screen is used to navigate to the G8 EZ Sales Order Entry Screen or to the OrderAll Main Screen

Click the G8 SALES ORDERS button to navigate to the G8 EZ Sales Order Entry Screen.



# Program Overview

## Order Entry Screen – List Items Tab


The screenshot shows the Order Entry Screen - List Items Tab. The interface includes a menu bar at the top with icons for Home, New, Delete, Reorder, Duplicate, Email, Print, Find, Find All, List, Customers, Reports, and Exit. The main area is divided into several sections:


- Customer Info:** Located on the left, it contains fields for Ship To (Perdue Bookstore, 2810 E. Highland St, West Lafayette, IN 47907) and Buyer (Linda Robinson, Phone 570-931-6943, Fax 570-931-6943, Email lrobinson@purdue.edu).
- Buyer Info:** Located in the middle, it contains fields for Order Date (4/1/2009), Ship Date (4/29/2009), Cancel Date (5/15/2009), Event Date, PO Number (698521), and Order Type (New).
- Graphic Info:** Located on the left, it contains fields for Placement and Template# (ALC Q802.jpg, ADULT LEFT CHEST).
- Tab Interface:** Located in the middle, it contains tabs for List Items and History.
- Ordered Items:** Located in the middle, it displays a table of ordered items with columns for Style, Quantity, Unit Price, Retail, UPC Code, Addar Description, Unit Price, and Process.
- Graphic Display Area:** Located on the right, it displays two images of a black long-sleeved shirt with a white collar and a white logo on the chest.
- Command Buttons:** Located at the top right, it contains buttons for Import Templates, Import Approved, Template, and Approved.

The table below shows the ordered items:

Style	Quantity	Unit Price	Retail	UPC Code	Addar Description	Unit Price	Process
212	48		Ladies Retro Tee		113	Black	\$659.60
S	12	\$13.95	\$29.98				
M	12	\$13.95	\$29.98				
L	12	\$13.95	\$29.98				
XL	12	\$13.95	\$29.98				

Click the ITEMS TAB to navigate to this screen. The List Items Tab displays a list of the ordered items selected for this sales order.

 Click this button to Duplicate this line

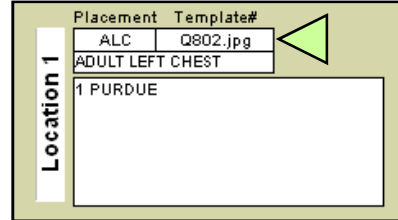
 Click this button to Delete this line



# Working with Graphics

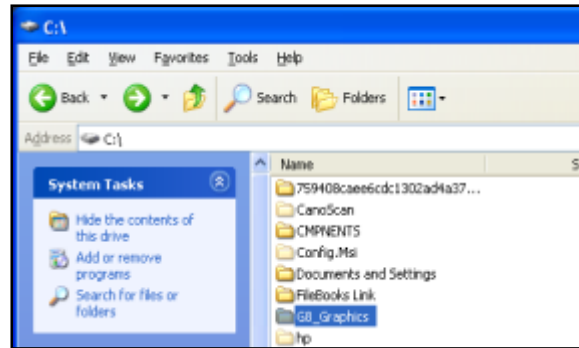
## Working With Art Files

OrderAll came pre-loaded with a few sample Art Files. Any .JPG art file can be displayed in the Graphic Viewing Area by selecting a choice from the Art File Template#. Click in the field to open the menu.

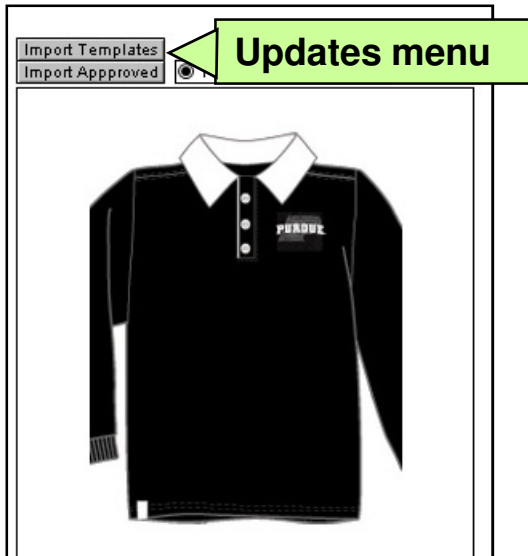


## Adding New Art Files to OrderAll

A G8 Graphics Folder has been set up on your computer's C Drive. You can save new .JPG files in this folder at any time. Please make sure they are of modest file size.



To update the Template# menu with newly added .JPG files, click the IMPORT TEMPLATES button.



# Command Buttons

Home		Navigate to the G8 EZ Home Screen
New		Create a new sales order
Delete		Delete this sales order
Duplicate		Create a Duplicate or Reorder from this sales order
Email		Send one or more orders by e-mail
Print		Print one or more orders
Find		Find orders based on search criteria
List		Display a list of found orders
Customers		Navigate to the Customer File
Vendors		Navigate to the Vendor File
Reports		Navigate to the Report Generator
Exit		Exit OrderAll

# Status Area

Navigate to Next or Previous Sales Order

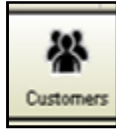
Drag to right to quickly go to another sales order

Total Sales Orders active by the FIND command

Total Sales Orders in OrderAll

The screenshot shows a 'Browse' window with a 'Layout' dropdown set to 'Items'. Below the list view, there are navigation arrows and a 'Record:' field showing '1'. At the bottom, statistics are displayed: 'Found: 5', 'Total: 8', and 'Unsorted'. Green arrows point from the text labels to the corresponding UI elements: the left and right navigation arrows, the right arrow, the 'Found: 5' value, and the 'Total: 8' value.

# Set Up Customers



## Working with Customers

- Click the CUSTOMERS button in the row of Command Buttons.

## Creating a New Customer



- Click the NEW button
- Complete all fields in the SHIPPING ADDRESS
- Use the Blue Arrow Icon to copy the shipping address to the BILLING ADDRESS sections
- Complete all fields in the OTHER INFO section
- Complete all fields in the BUYERS section

**Customer Set Up**

Shipping Address: Perdue Bookstore, 2810 E. Highland St, West Lafayette, IN 47907

Billing Address: Perdue Bookstore, 2810 E. Highland St, West Lafayette, IN 47907

Other Info: Store# B&N, Store Type LRG, Licensee, School Royalty % 9.00, Add On Royalty % 9.81, Ship Via UPS G, Description UPS GROUND, Shipper Number, Terms Net 30, Rep ID L.J. Larry Jones

Buyers: Linda Robinson, Phone 570-931-6949, Ext, Fax 570-931-6949, Email lrobinson@purdue.edu

# Program Operation



## Create a New Sales Order

- Click the NEW button in the row of Command Buttons.
- Select a customer from the list followed by a Buyer
- Complete the other fields in the sales order header

Account Number: 1007

Ship To: UCLA Book Store, Main Gift Shop, 3535 Olentangy River Road, Los Angeles, CA 43214

Buyer: Cindy Weston, Phone 514-566-4603, Fax 514-566-3680, Email wvoston-cyn@ucla.edu

Order Date: 4/1/2009

Form ID: 412009104924

Order Total: Quantity, Merchandise

Ship To: UCLA Book Store, Main Gift Shop, 3535 Olentangy River Road, Los Angeles, CA 43214

Buyer: Cindy Weston, Phone 514-566-4603, Fax 514-566-3680, Email wvoston-cyn@ucla.edu

Order Date: 4/1/2009

Comments: Location 1, Location 2

## Add Items to the Sales Order

- Click the NEW ITEM button
- You will be brought to your company's price list

1. Select Buying Group and Season. Then, click the down arrow on the Category field and select one of the categories
2. Specific Items for that category will display. Select an item by clicking one of the arrows
3. Select one of the available colors for that item
4. Click one of the Unit Prices depending on the desired decoration process
5. Enter quantities into the available sizes for that item. To PrePrice an item, enter the PrePrice in the 1<sup>st</sup> field and click the Fill PrePrice button to copy the PrePrice to the other sizes
6. Select adders to automatically adjust the Unit Prices.

When ready click the Add to Sales Order button

The item was added to the sales order

## Add Graphic Information to the Sales Order

- Select a Placement for Location 1
- Select a Template# if desired
- Select a Process
- Select New or Reorder
- Repeat these steps for a Location 2 if desired
- Insert or enter comments into the Comments field as needed

The screenshot shows a software interface for managing sales orders. At the top, there is a navigation bar with icons for Home, New, Delete, Reorder, Duplicate, Email, Print, Find, Find All, List, Customers, Reports, and Exit. The main area is divided into several sections:

- Ship To:** UCLA Book Store, Main Gift Shop, 3535 Orientangy River Road, Los Angeles, CA 43214.
- Buyer:** Cindy Weston, Phone 514-566-4603, Fax 514-566-3680, Email w Weston-cynthia@ucla.edu.
- Bill To:** UCLA Book Store, Main Gift Shop, 3535 Orientangy River Road, Los Angeles, CA 43214.
- Order Total:** Quantity 48, Total \$581.50.
- Date Emailed:** For The Glory.
- Import Templates:** Import Approved, Template (selected), Approved.
- Comments:** A large text area for adding comments.
- List Items:** A table showing item details:
 

Style	Quantity	Total	Description	Color ID	Color Description	Total	
121	48		Ladies Classic Short Sleeve Maternity	118	Ash	\$561.60	
Size	Quantity	Unit Price	Retail	UPC Code	Adder Description	Unit Price	Process
S	12	\$11.70	\$29.98	1	UPC Codes	\$0.20	1-2 Color Print
M	12	\$11.70	\$29.98	2			
L	12	\$11.70	\$29.98	3			
XL	12	\$11.70	\$29.98	4			
- Menu Choice:**
  - applique
  - Ink
  - thread

## Enter Decoration Choices

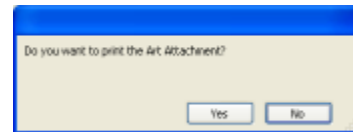
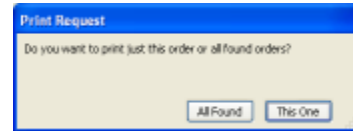
- Click one of the Menu Choices
- The available colors for that menu choice will be displayed
- Complete the positions as needed

The screenshot shows the 'Menu Choice' dropdown menu in the software interface. The menu is open, showing a list of color options for the 'Ink' choice. The 'Ink' option is selected, and a list of colors is displayed, including Purple, quick silver, Red, Royal, Royal Shim..., rust, Sage Green, silver shimmer, spring green, Texas Orange, TN Orange, Vegas Gold, White (highlighted), and Yellow.



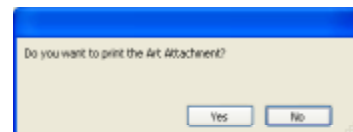
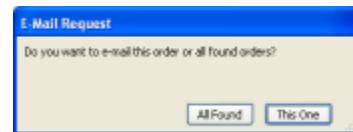
## Printing One or More Sales Orders

- Click the PRINT button in the row of Command Buttons.
- You have a choice to print one or many sales orders. Click the All FOUND button to print all of the sales orders in the found set or Click the THIS ONE button to print the current sales order
- You have a choice to include the graphic image on the printed sales order. Click the YES button to include it and click the NO button to not include it.



## E-mailing One or More Sales Orders

- Click the EMAIL button in the row of Command Buttons.
- You have a choice to e-mail one or many sales orders. Click the All FOUND button to e-mail all of the sales orders in the found set or Click the THIS ONE button to e-mail the current sales order
- You have a choice to include the graphic image on the e-mailed sales order. Click the YES button to include it and click the NO button to not include it.



**Email SetupScreen**

← Orders

Address the Email To:

To: gnikleas@shurite.net

From: gnikleas@shurite.net

CC:

BCC:

Subject: 1 Order From: Gary Hixson PO: 3694867

Message: Attached are the sales order I prepared. Please call me with any questions. Thank you.

Default Email Message: Attached are the sales order I prepared. Please call me with any questions. Thank you.

2 Email Choice:  
1=Use SMTPS  
2=Your POP3 E-mail Program

1 Number of orders:

Preview Attachment

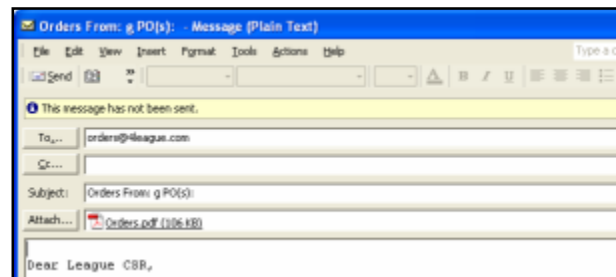
Send E-Mail Cancel E-Mail

**Initial Program Set Up**

- Enter your e-mail address in the FROM filed
- Edit the Default E-Mail Message
- Set the E-mail Choice Field to 2

Note: OrderAll requires a POP3 Email Account to use E-Mail Choice 2.

- Click the VENDOR or CUSTOMER or BOTH button to populate the correct email address(s) in the TO Field
- You can preview the sales order attachment by clicking the PREVIEW ATTACHEMENT button
- When ready Click the SEND EMAIL button
- An e-mail will be automatically created that includes the attached sales order(s).
- Click the SEND button to send the e-mail
- The Date Emailed field on the Order Entry Screen will be updated with today's date.





## Finding (selecting) Sales Orders

OrderAll uses the FIND Command to select a specific set of sales orders in the database

- Click the FIND button in the row of Command Buttons
- OrderAll enters the FIND MODE
- Type in search criteria in any of the fields
- Click the small FIND button in the left margin to return just those sales orders that meet your search criteria

Here are some handy FIND commands:

To FIND	ENTER	In FIELD
All new orders created today	//	Order Date
Orders with a specific PO Number	The PO #	PO
Orders written between 1/1/08 and 1/15/08	1/1/08...1/15/08	Order Date
Orders written for Adams College that just include Hoody	Adams College Hoody	Ship To Description



## List of Sales Order

To view a list of Found Sales Orders

- Click the LIST button in the row of Command Buttons
- Sort any column by clicking the Column Label
- To view the sales order click the folder icon on desired row

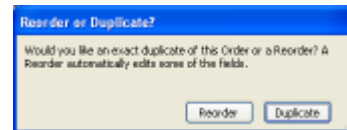
View	Order Date	Customer Name	PO Number	Ship Date	Date Emailed	Order Total	Sort By
	1/23/08	ABRAHAM BALDWIN AGRICULTURAL				\$2,483.28	
	1/23/08	SAM HOUSTON STATE UNIV-BSH 358	0540011	1/15/07		\$1,300.42	
	1/23/08	OKLAHOMA STATE UNIVERSITY**			1/31/08	\$1,437.31	
	1/23/08	DREXEL UNIVERSITY BKST. BSH**	345			\$703.40	
	1/23/08	SAM HOUSTON STATE UNIV-BSH 358	0540009	5/6/07		\$1,300.42	
	1/23/08	SAM HOUSTON STATE UNIV-BSH 358	0540051	7/15/07		\$1,300.42	
	1/23/08	SAM HOUSTON STATE UNIV-BSH 358	0540087	9/23/07		\$1,300.42	
	1/30/08	ADAMS STATE COLLEGE	123456	2/15/08		\$1,795.20	

## Creating Duplicate and Reorders

OrderAll can quickly create duplicate and reorders from existing sales orders



- To find the original sales order, use the FIND Command and enter the original PO Number if known. Or, use other FIND conditions to select a smaller group of sales orders to view. Use the LIST button to view the found set of sales orders
- Navigate to the original sales order to be copied for the Reorder
- Click the DUPLICATE button in the row of Command Buttons
- You will have a choice to create a Duplicate or a Reorder. A reorder duplicates the original sales order and automatically edit the following fields:
  - Changes the Order Date to today's date
  - Deletes the PO Number
  - Deletes the Ship Date
  - Deletes the Cancel Date
  - Deletes the Event Date
  - Deletes the Date Emailed
  - Changes the Order Type to Reorder



## Generating Reports

OrderAll has 3 useful report styles that can be easily generated at any time

- Click the REPORTS button in the row of Command Buttons

### Report Generator

#### Year To Date Sales Comparison

Select Comparison Years and click Vendor or Customer

Year 1: 2007 Year 2: 2008

Enter Comparison Years

Vendor Customer

#### Annual Product Sales

Select Report Year and click Vendor or Customer

2008

Enter Report Year

Vendor Customer

#### Inventory/Reorder Report

Select Customer, Start Date and Finish Date. Click Inventory/Reorder Worksheet

Select Customer

Enter Start Date Enter Finish Date

Inventory/Reorder Worksheet

## Year To Date Sales Comparison

Compares Customer or vendor Sales between two years. Sorts by largest Difference.

**Year To Date Sales Comparison**

Select Comparison Years and click Vendor or Customer

Year 1: 2007    Year 2: 2008

Enter Comparison Years

Vendor

Customer

**Year To Date Sales**  
10/1/08

Customer	2007	2008	Difference
SAM HOUSTON STATE UNIV-B&N 358	\$2,080.67	\$5,201.65	\$3,121.03
OKLAHOMA STATE UNIVERSITY**		\$1,437.31	\$1,437.31
DREXEL UNIVERSITY BKST. B&N*		\$703.48	\$703.48
ABRAHAM BALDWIN AGRICULTURAL CO	\$1,873.92	\$2,483.36	\$609.46
ADAMS STATE COLLEGE	\$3,980.40	\$1,795.23	-\$1,795.23
BATES COLLEGE STORE			
CLARKE COLLEGE BKST.			
US NAVAL ACADEMY STORE-MIDSHIPMEN**			
GILMAN SCHOOL			
CENTRAL MICHIGAN UNIV.**			
FAITH BAPTIST BIBLE COLLEGE			
HUN SCHOOL OF PRINCETON			
WASHINGTON & LEE UNIVERSITY**			

## Annual Product Sales

Summarizes the products sold to each customers or sold by each vendor

**Annual Product Sales**

Select Report Year and click Vendor or Customer

2008

Enter Report Year

Vendor

Customer

**Products Sold to Customers in 2008**

01/31/08

Style	Description	Quantity	Amount
<b>ABRAHAM BALDWIN AGRICULTURAL CO</b>			
MF550	ANN ARBOR HOODY	40	\$607.00
	BOULDER FULL-ZIP	60	\$1,406.00
TOTAL ABRAHAM BALDWIN AGRICULTURAL		108	\$2,322.60
<b>ADAMS STATE COLLEGE</b>			
MF550	ANN ARBOR HOODY	96	\$1,795.23
TOTAL ADAMS STATE COLLEGE		96	\$1,795.23
<b>DREXEL UNIVERSITY BKST. B&amp;N**</b>			
L190	MENS L/S TEE-RIFIC	60	\$651.00
TOTAL DREXEL UNIVERSITY BKST. B&N**		60	\$651.00
<b>OKLAHOMA STATE UNIVERSITY**</b>			
MF700	CHAPEL HILL HOODY	94	\$1,323.00
TOTAL OKLAHOMA STATE UNIVERSITY**		94	\$1,323.00
<b>SAM HOUSTON STATE UNIV-B&amp;N 358</b>			

## Reorder Worksheet

Worksheet that shows items sold to a customer by graphic. You can also specify a date range for this report

**Inventory/Reorder Report**

Select Customer, Start Date and Finish Date. Click Inventory/Reorder Worksheet

Select Customer

Enter Start Date    Enter Finish Date

Inventory/Reorder Worksheet

02/07/08  
**Inventory/Reorder Worksheet**  
Cal State Fullerton Bookstore

On Hand	Reorder Quantity	Date	PO Number	Style	Description	Quantity	Amount
<b>Johnson Hat Company</b>							
			PO		SHIP		CANCEL
		01/27/08	9564877	222	Fitted Twill Hat	134	\$430.56
		01/27/08	9564877	222	Fitted Twill Hat	134	\$430.56
		01/27/08	9564877	222	Fitted Twill Hat	134	\$430.56