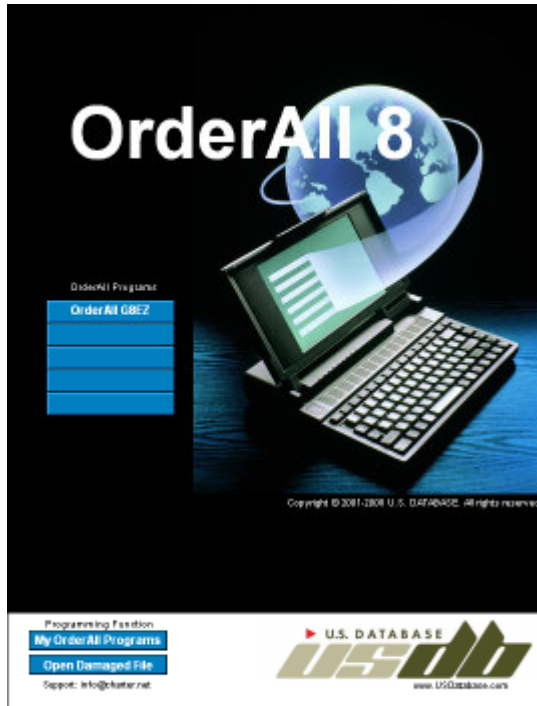


OrderAll®

Sales Order Entry Software



Operation Instructions

OrderAll G8EZ

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.

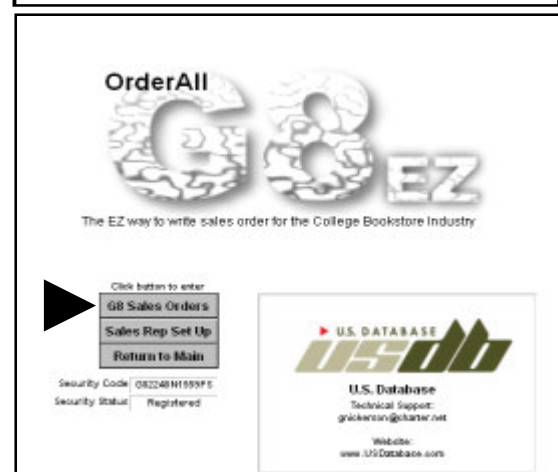
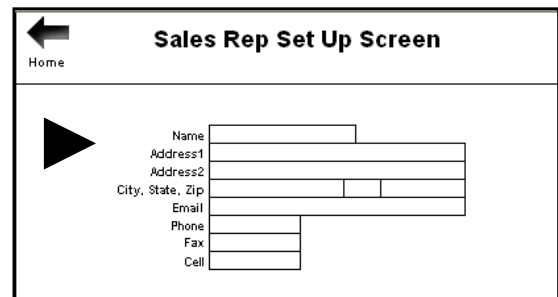
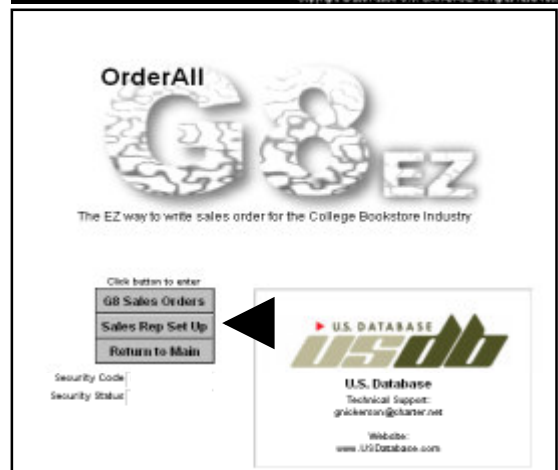
Enter your sales rep information for all applicable fields.

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 – Items Tab

The screenshot shows the Order Entry Screen - Items Tab. It features a top toolbar with icons for Home, New, Delete, Duplicate, Email, Print, Find, List, Customers, Vendors, Reports, and Exit. The main area is divided into several sections:

- Customer Info:** Account Number 33358, Cal State Fullerton Bookstore, 2815 Huntington Pike, Fullerton, Ca 90209.
- Vendor Info:** Johnson Hat Company, 4233 Main Street, Willbraham, MA 01095.
- Buyer Info:** John Murphy, 599-692-9877, john@aol.com.
- Command Buttons:** A box highlighting the top toolbar icons.
- Tab Interface:** A box highlighting the 'List Items' tab.
- Ordered Items:** A box highlighting the table of ordered items.

Style	Total Quantity	Description	Color	Preprice	Unit Price	Without Royalty Total	With Royalty Total	Line Tools
222	144	Fitted Twill Hat	White			0.35		
222	144	Fitted Twill Hat	Blue			0.35		
222	144	Fitted Twill Hat	Green			0.35		

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

Click the NEW ITEM button to add a new blank item line

Click the PRICE LIST button to navigate to the OrderAll Price List



Click this button to Duplicate this line



Click this button to Delete this line



Click this button to add the item to the OrderAll Price List. If the item already exists, it will be revised to reflect the current information found on this line

Order Entry Screen – Art Spec & Comments Tab

Navigation Bar: Home, New, Delete, Duplicate, Email, Print, Find, List, Customers, Vendors, Reports, Exit

Ship To: Account Number: 33368, Order Date: 1/27/2008, Quantity: 432
 Cal State Fullerton Bookstore
 2815 Huntington Pike
 Fullerton, Ca 90209

Bill To: Account Number: 65987, Order Date: 1/27/2008, Quantity: 432
 Cal State Fullerton Bookstore
 2815 Huntington Pike
 Fullerton, Ca 90209

Vendor: Johnson Hat Company
 Johnson Hat Company
 4233 Main Street
 Wilbraham, MA 01095

Buyer: John Murphy
 Name: John Murphy
 Phone: 599-692-9877
 Fax: 599-692-9878
 Email: john@aol.com

Order Summary: Merchandise: \$1,291.68, Royalty: \$89.38, Order Total: \$1,381.06, Form ID: VGG4IRS GUR

Order Status: Shipped: , Date Emailed: 1/28/2008, Paid:

Ship Date: 2/11/2008, **Cancel Date:** 2/27/2008, **Event Date:** 3/3/2008, **P.O. Number:** 9564877, **Ship Via:** FedEx, **Order Type:** New

Art Spec & Comments Tab:

Graphic Info: Art File Name: Fullerton.jpg, Placement: Front, Process: 2Color Print, Import Graphic Files: +

Art 1: 2 Color Screen Print, Navy with Vintage Red accents

Art 2: (Empty)

Directions: (Empty)

Graphic Display Area: (Shows Fullerton logo)

Comments: Please send art to customer for approval. Please call me with any questions. Insert Comments: Please send art to customer for approval. Insert Comments: Please call me with any questions.

Click the ART SPEC & COMMENTS TAB to navigate to this screen. The Art Spec & Comments Tabs displays the decoration specifications for up to 2 garment locations.

Click the INSERT COMMENTS button to insert the standard text into the Comments field.

Click this button to clear the graphic from being displayed

Click this button to refresh the Design Number menu after new art has been saved.

Working with Graphics

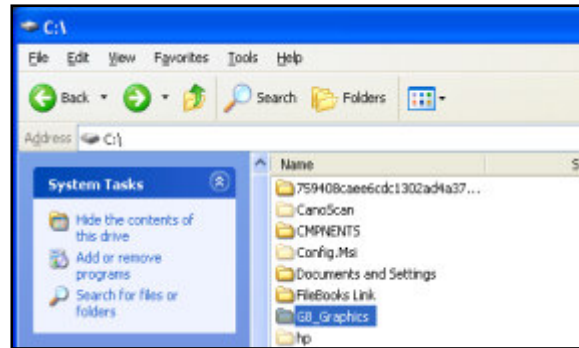
Working With Art Files

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 Name field on Art Spec & Comments Tab. Click the field's down arrow to open the menu.


▶ Art File Name	Fullerton.jpg	▼
Placement	Front	▼
Process	2Color Print	▼
Art 1	<input type="radio"/> New <input type="radio"/> Reorder	

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.



To update the OrderAll Art File Name menu, click the IMPORT GRAPHIC FILES button.

List Items	Art Spec & Comments	Sizes & Bar Codes	History
	Art File Name: Fullerton.jpg ▼ Placement: Front ▼ Process: 2Color Print ▼ Art 1 <input type="radio"/> New <input type="radio"/> Reorder	Art File Name: Placement: Process: Art 2 <input type="radio"/> New <input type="radio"/> Reorder	<input type="button" value="Import Graphic Files"/> ← Updates menu
	2 Color Screen Print Navy with Vintage Red accents 		Comments Please send art to customer for approval. Please call me with any questions <input type="button" value="Insert Comments"/> Please send art to customer for approval. <input type="button" value="Insert Comments"/> Please call me with any questions
	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>	

Order Entry Screen – Sizes & Bar Codes Tab

Home
New
Delete
Duplicate
Email
Print
Find
List
Customers
Vendors
Reports
Exit

Ship To
 Account Number: 33358
 Cal State Fullerton Bookstore
 2815 Huntingdon Pike
 Fullerton, Ca 90209

Vendor
 Johnson Hat Company
 Johnson Hat Company
 4233 Main Street
 Wilbraham, MA 01095
 Name: Bill Johnson
 Phone: 413-599-6688
 Fax: 413-599-6689
 Email: Bill@JohnsonHats.com

Bill To
 Account Number: 65987
 Cal State Fullerton Bookstore
 2815 Huntingdon Pike
 Fullerton, Ca 90209

Buyer
 John Murphy
 Name: John Murphy
 Phone: 599-692-9877
 Fax: 599-692-9878
 Email: johnm@aol.com

Order Date: 1/27/2008

Quantity: 432

Merchandise: \$1,291.68

Royalty: \$89.38

Royalty: \$1,381.06

Order Total: \$1,381.06

Form ID: VGG4IRSUR

Order Status:
 Shipped Date Emailed
 Paid 1/28/2008

Ship Date: 2/11/2008 Cancel Date: 2/27/2008 Event Date: 3/3/2008 P.O. Number: 956577 Ship Via: FedEx Order Type: New

List Items
Art Spec & Comments
Sizes & Bar Codes
History

Style	Total													
Description	Quantity	Size Label	Size	QTY	Bar Code	Size	QTY	Bar Code	Size	QTY	Bar Code			
222 Fitted Twill Hat White	144	Fitted Hats	6 1/4	10	123456789	7	10	123456794	7 5/8	10	123456799			
			6 1/2	23	123456790	7 1/8	10	123456795	7 3/4	10	123456800			
			6 5/8	10	123456791	7 1/4	10	123456796	7 7/8	10	123456801			
			6 3/4	10	123456792	7 3/8	10	123456797	8	10	123456802			
			6 7/8	10	123456793	7 1/2	1	123456798	Total	134	10	Quantity To Go		
222 Fitted Twill Hat Blue	144	Fitted Hats	6 1/4	10	987654321	7	10	987654326	7 5/8	10	987654331			
			6 1/2	23	987654322	7 1/8	10	987654327	7 3/4	10	987654332			
			6 5/8	10	987654323	7 1/4	10	987654328	7 7/8	10	987654333			
			6 3/4	10	987654324	7 3/8	10	987654329	8	10	987654334			
			6 7/8	10	987654325	7 1/2	1	987654330	Total	134	10	Quantity To Go		
222 Fitted Twill Hat Green	144	Fitted Hats	6 1/4	10	987654321	7	10	987654326	7 5/8	10	987654331			
			6 1/2	23	987654322	7 1/8	10	987654327	7 3/4	10	987654332			
			6 5/8	10	987654323	7 1/4	10	987654328	7 7/8	10	987654333			
			6 3/4	10	987654324	7 3/8	10	987654329	8	10	987654334			
			6 7/8	10	987654325	7 1/2	1	987654330	Total	134	10	Quantity To Go		

Click the SIZES & BAR CODES TAB to navigate to this screen. Enter quantities and bar codes for up to 14 different sizes.

Use the FILL BAR CODES button to automatically enter the remaining bar codes. Simply enter the first bar code and click the FILL BAR CODE button. OrderAll will create a new bar code by adding+1 to the previous bar code for every line with quantity entered.

Check the QUANTITY TO GO Field to make sure the Total Quantity equals the total entered by size.

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, there are navigation arrows and a 'Record:' field showing '1'. At the bottom, statistics are displayed: 'Found: 5', 'Total: 8', and 'Unsorted'. Arrows point from the text labels to the corresponding UI elements.

Set Up Vendors and Customers



Working with Vendors

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

Creating a New Vendor

- Click the NEW button
- Complete all fields in the VENDOR ADDRESS and CONTACT INFO sections
- Complete all fields in the OTHER INFO section



Click this button to edit or create size labels

Vendor Set Up

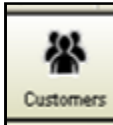
Vendor Address: Vendor's Name: International Crystal, Address 1: 123 Elm Street, City/State/Cp: [blank] NY 14201

Contact Info: Name: William Smith, Phone: 800-551-2995, Fax: 719-542-5332, Email: will@international.com

Other Info: Default Size Label: [blank], Sales Rep ID: 21, Active Vendor: [checked], Total Sales: \$7,462.99, Vendor ID: 2000MELTHA

Size Labels

Size Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Adult Apparel	XS	S	M	L	XL	2X	3X							
Fitted Hats	6 1/4	6 1/2	6 5/8	6 3/4	6 7/8	7	7 1/8	7 1/4	7 3/8	7 1/2	7 5/8	7 3/4	7 7/8	8
Youth Apparel	YXS	YS	YM	YL	YXL									



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
- Complete all fields in the ACCOUNT NUMBERS section (vendors must be already set up)



Customer Set Up

Shipping Address: Cell Shale Fullerton Bookstore, 2019 Huntington Pike, Fullerton, CA 92708

Billing Address: Cell Shale Fullerton Bookstore, 2019 Huntington Pike, Fullerton, CA 92708

Other Info: School Royalty %: 6.50, Add On Royalty %: 6.50, Active Customer: [checked], Total Sales: \$2,814.23

Buyers: John Murphy, Phone: 656-692-9677, Fax: 656-692-9678, Email: john@csf.com

Account Numbers: Vendor: International Crystal, Ship To Account No.: 6687, Bill To Account No.: 9937; Jackson Hat Company, Ship To Account No.: 33350, Bill To Account No.: 66667

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 Vendor and a Buyer
- Complete the other fields in the sales order header

Account Number [] Account N []

Ship To []

Vendor []

Academy Book Room/Bryn Athyn Col of New Church
All Campus/Richard Stockton College of NJ,The
Art Institute of Phil Supply Store
Cal State Fullerton Bookstore

Name []
Phone []
Fax []

Home New Delete Duplicate Email Print Find List Customer Vendor Reports Exit

Account Number 33289 Order Date 2/7/2008

Ship To Academy Book Room/Bryn Athyn Col of Cal State Fullerton Bookstore
2015 Huntington Pike
Fullerton Ca 92709

Account Number 65967 Order Date
Cal State Fullerton Bookstore
2015 Huntington Pike
Fullerton Ca 92709

Vendor Johnson Hat Company
Johnson Hat Company
4233 Main Street
Mills River MA 01865
Name Bill Johnson
Phone 412-599-6669
Fax 412-599-6669
Email Bill@jshats.com

Buyer John Murphy
Name John Murphy
Phone 659-532-9877
Fax 659-532-9877
Email john@jsh.com

Quantity []
Merchandise 80.00
Royalty 80.00
Order Total 11

Order Status: Shipped [] Date Entered []
Paid []

Royalty 6.99 % 6.92 % Exempt This Order []

Ship Date 3/20/2008 Canceled Date [] Event Date [] PO Number 399-8897 Ship To Fed Ex Order Type None

Add Items to the Sales Order

- Click the NEW ITEM button
- Enter a Style Number, Total Quantity Description, Color, PrePrice and Unit Price
- To save this information to the OrderAll Price List, click the icon.
- Items previously saved in the price list for this vendor will be displayed in the drop down menu.
- Use the icon to duplicate a line.

List Items Art Spec & Comments Sizes & Bar Codes History

New Item \$ Price List

Style	Quantity	Description	Color	PrePrice	Unit Price	Total	Without Royalty	With Royalty	Line Total
222		Fitted Twill Hat					80.00	80.00	

Add Graphic Information to the Sales Order

- Click the ART SPEC & COMMENTS Tab
- Select an Art File Name if desired
- Select a Placement
- Select a Process
- Select New or Reorder
- Repeat these steps for a Art 2 if desired
- Insert or enter comments into the Comments field as needed

Enter Quantities by Size and Add Bar Codes

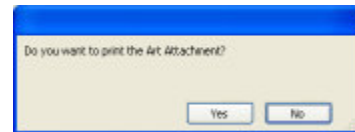
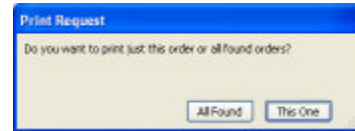
- Click the SIZES & BAR CODES Tab
- Choose a different Size Label if needed from the pull down menu
- Enter quantities for each size as needed
- Enter a Bar Code in the first field, then click the FILL BAR CODES button to have OrderAll populate the remaining bar codes for you
- Check the QUANTITY TO GO field to make sure it is 0.

List Items		Art Spec & Comments		Sizes & Bar Codes				History				
Style Description	Total Quantity	Size Label	Size	QTY	Bar Code	Size	QTY	Bar Code	Size	QTY	Bar Code	
222	144	Fitted Hats	6 1/4	12	123456789	7	12	123456794	7 5/8	12	123456799	Fill Bar Codes
Fitted Twill Hat Blue			6 1/2	12	123456790	7 1/8	12	123456795	7 3/4	12	123456800	
			6 5/8	12	123456791	7 1/4	12	123456796	7 7/8			
			6 3/4	12	123456792	7 3/8	12	123456797	8			
			6 7/8	12	123456793	7 1/2	12	123456798	Total	144	0	
222	144	Fitted Hats	6 1/4	12	123456789	7	12	123456794	7 5/8	12	123456799	Fill Bar Codes
Fitted Twill Hat Red			6 1/2	12	123456790	7 1/8	12	123456795	7 3/4	12	123456800	
			6 5/8	12	123456791	7 1/4	12	123456796	7 7/8			
			6 3/4	12	123456792	7 3/8	12	123456797	8			
			6 7/8	12	123456793	7 1/2	12	123456798	Total	144	0	



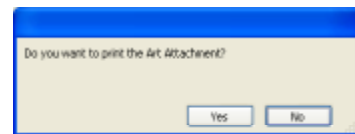
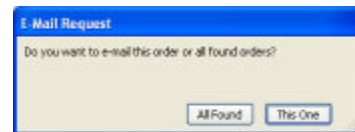
Printing One or More Sales Orders

- 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: 3654867

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 Email Program

1 Number of order:

Preview Attachment

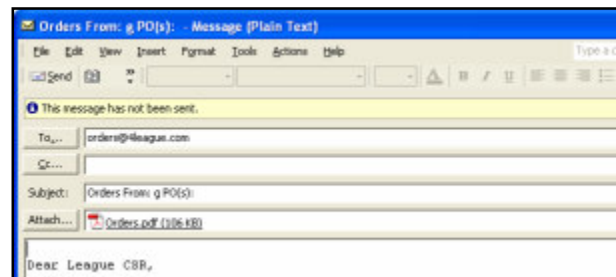
Send E-Mail Cancel E-Mail

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

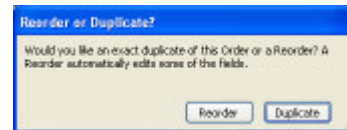
View	Order Date	Customer Name	PO Number	Ship Date	Date Emailed	Order Total	Sort By
	1/23/08	ABRAHAM BALDWIN AGRICULTURAL				\$2,483.28	
	1/23/08	SAM HOUSTON STATE UNIV-BSH 388	0540011	1/15/07		\$1,300.42	
	1/23/08	OKLAHOMA STATE UNIVERSITY**			1/31/08	\$1,437.31	
	1/23/08	DREXEL UNIVERSITY BKST. BSH**	345			\$703.40	
	1/23/08	SAM HOUSTON STATE UNIV-BSH 388	0540090	5/6/07		\$1,300.42	
	1/23/08	SAM HOUSTON STATE UNIV-BSH 388	0540051	7/15/07		\$1,300.42	
	1/23/08	SAM HOUSTON STATE UNIV-BSH 388	0540007	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

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: Year 2:

Enter Comparison Years

Year To Date Sales
10/16/08

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*		\$700.48	\$700.48
ABRAHAM BALDWIN AGRICULTURAL CO	\$1,873.92	\$2,483.38	\$609.46
ADAMS STATE COLLEGE	\$3,880.40	\$1,795.20	-\$1,795.20
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

Enter Report Year

Products Sold to Customers in 2008

01/31/08

Style	Description	Quantity	Amount
ABRAHAM BALDWIN AGRICULTURAL CO			
MF550	ANN ARBOR HOODY	40	\$607.00
	BOULDER FULL-ZIP	60	\$1,406.00
TOTAL ABRAHAM BALDWIN AGRICULTURAL		108	\$2,322.60
ADAMS STATE COLLEGE			
MF550	ANN ARBOR HOODY	96	\$1,795.20
TOTAL ADAMS STATE COLLEGE		96	\$1,795.20
DREXEL UNIVERSITY BKST. B&N**			
L190	MENS LIS TEE-RIFIC	60	\$651.00
TOTAL DREXEL UNIVERSITY BKST. B&N**		60	\$651.00
OKLAHOMA STATE UNIVERSITY**			
MF700	CHAPEL HILL HOODY	94	\$1,323.00
TOTAL OKLAHOMA STATE UNIVERSITY**		94	\$1,323.00
SAM HOUSTON STATE UNIV-B&N 358			

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

Enter Start Date: Enter Finish Date:

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

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