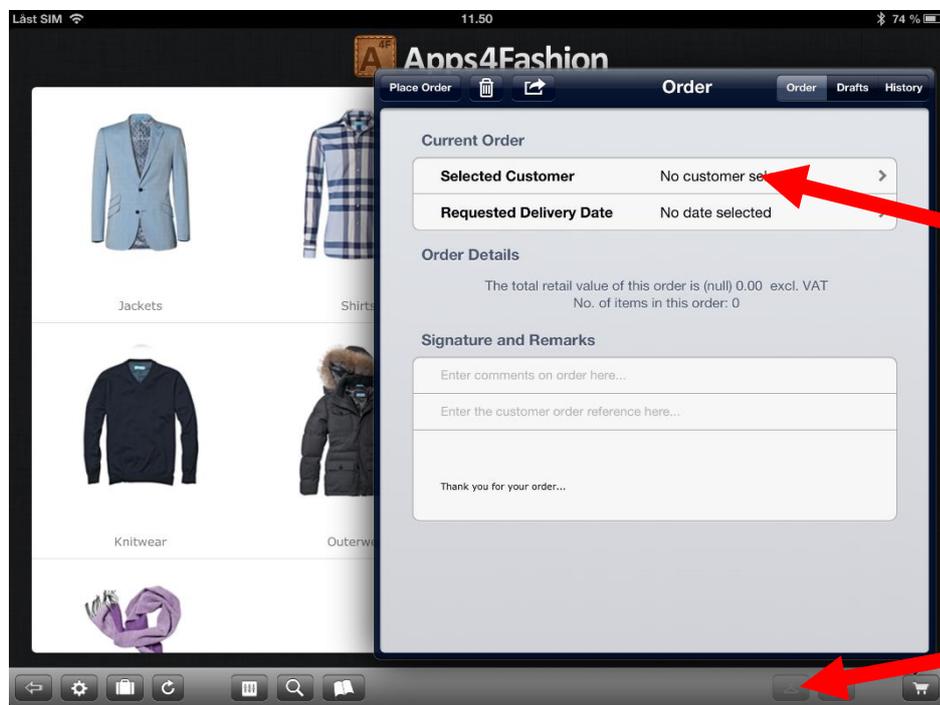


The Sales Process in Apps4Fashion

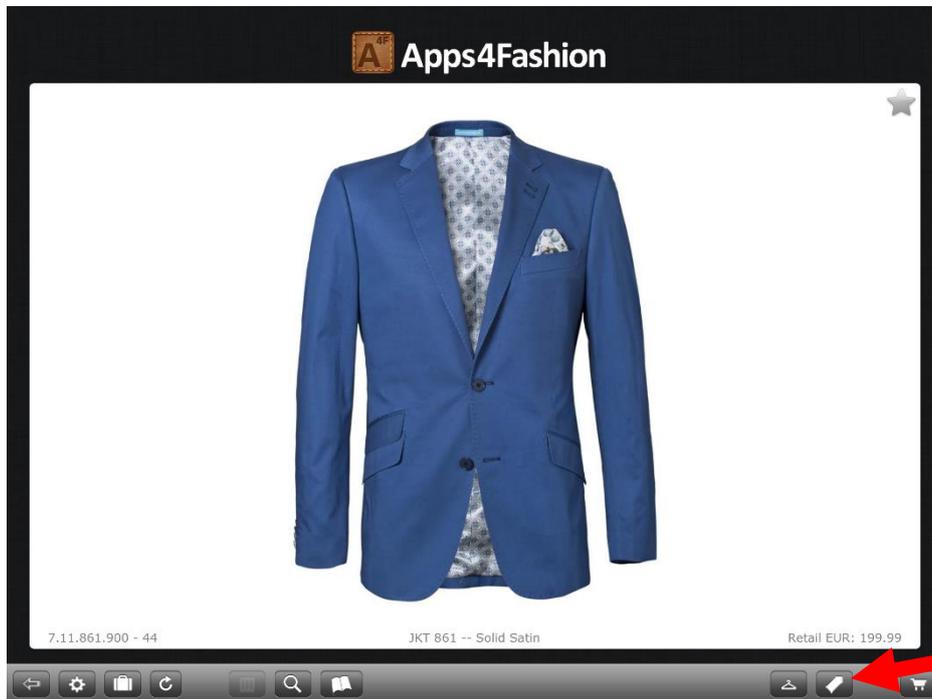
The Sales Process in this manual is divided into Pre-sale orders and Stock orders. A collection can be open for Pre-sale orders, Stock orders or both at the same time. You can only see stock amount when making Stock orders.

1. Pre-sale orders

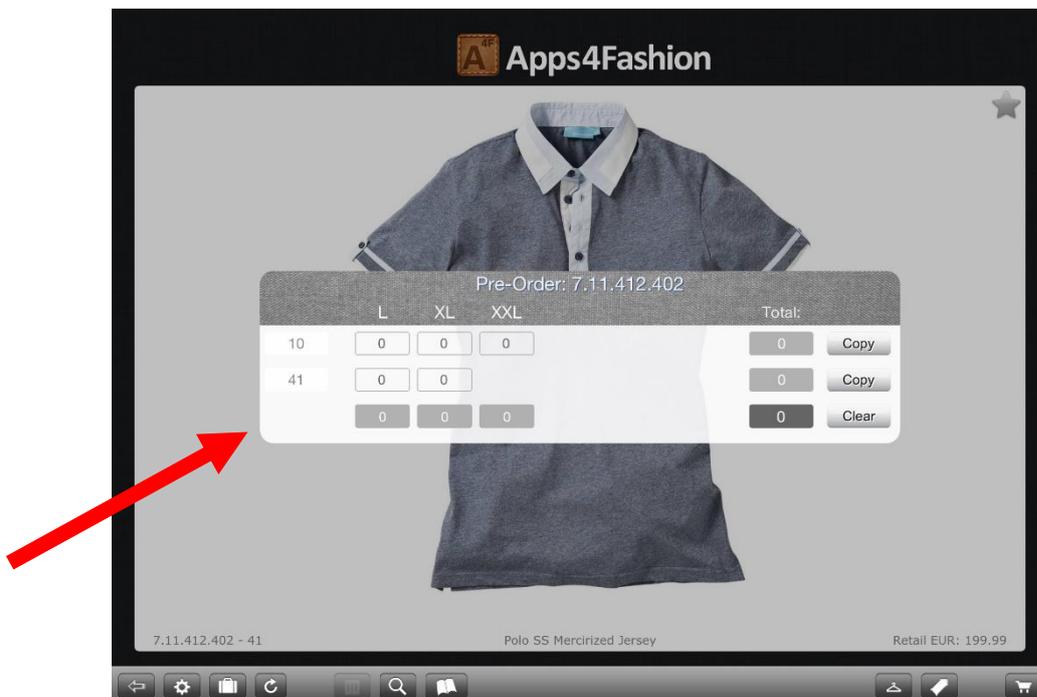
- a. The first thing you have to do before any type of order is to choose a customer. Tap on the Basket in the bottom right corner and choose a customer from the list of customers in the “Selected Customer” field. When you have selected the customer, just tap outside the pop-up window.



- b. You are now ready to either browse through the items or search for the with the search function. When you have found the wanted item and wish to add it to an order, just tap the “handtag” (pre-order) icon in the bottom.

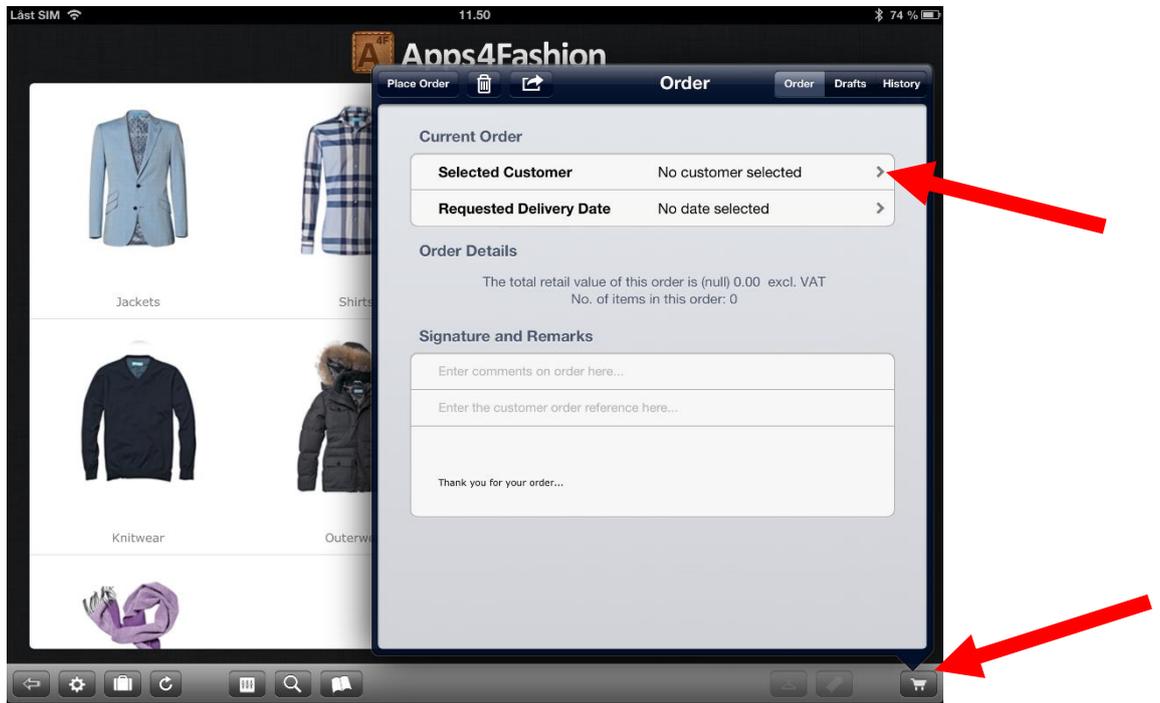


- c. Depending on the “Order Grid” settings, an order grid will pop-up. You are now ready to type in the amount in the different sizes and colors. Depending on your “Fast Order Entry” setting, you can put in the amount with the calculator or by tapping on the field (subtract by holding your finger on the amount field). You can also copy a line (color) and paste it into other lines (colors). When you are done, just tap outside the order grid.

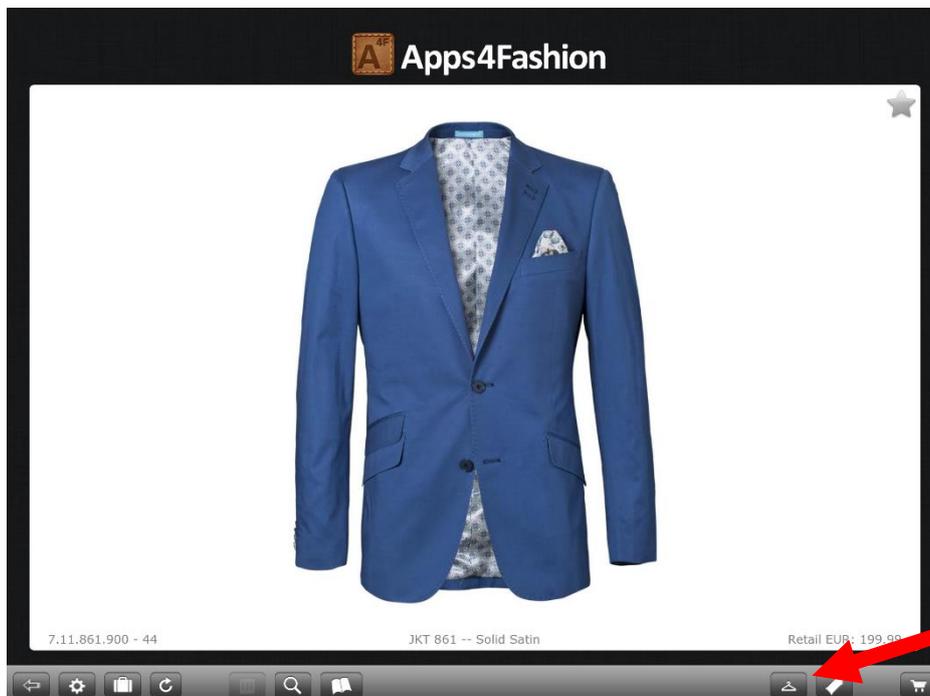


2. Stock orders

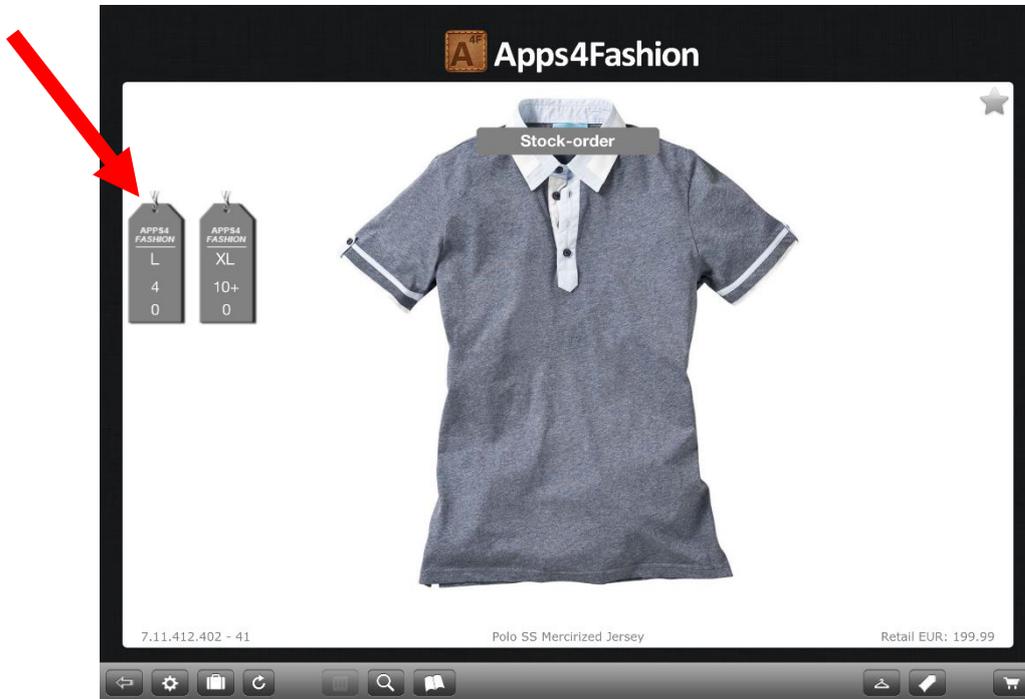
- a. Just like Pre-sale orders, the first thing you need to do is to choose a customer.



- b. After choosing a customer, you can start browsing or searching for the need items. A good idea is to set a filter on “show in-stock only”. That way you only see what is in stock in the selected collection. When you have found the item you wish to add to the order, just tap the “hanger” (Stock order) icon.

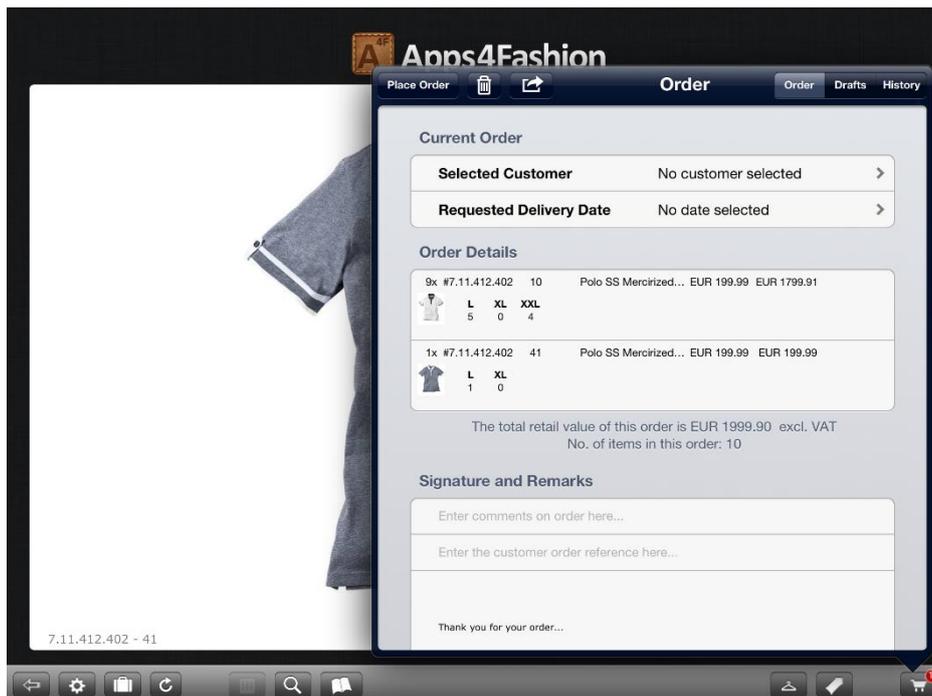


- c. Similar to the Pre-order face, it depends on your “Order Grid” settings how you type in the amount. Another difference is the stock amount. If you turn off “Use Order Grid”, you will be able to see the amount in stock. However, you will only be able to put in the amount for one color at the time. If the “Order Grid” is turned on, the amount has been switched with a color. Red is out of stock, Yellow is low stock and Green is plenty in stock.

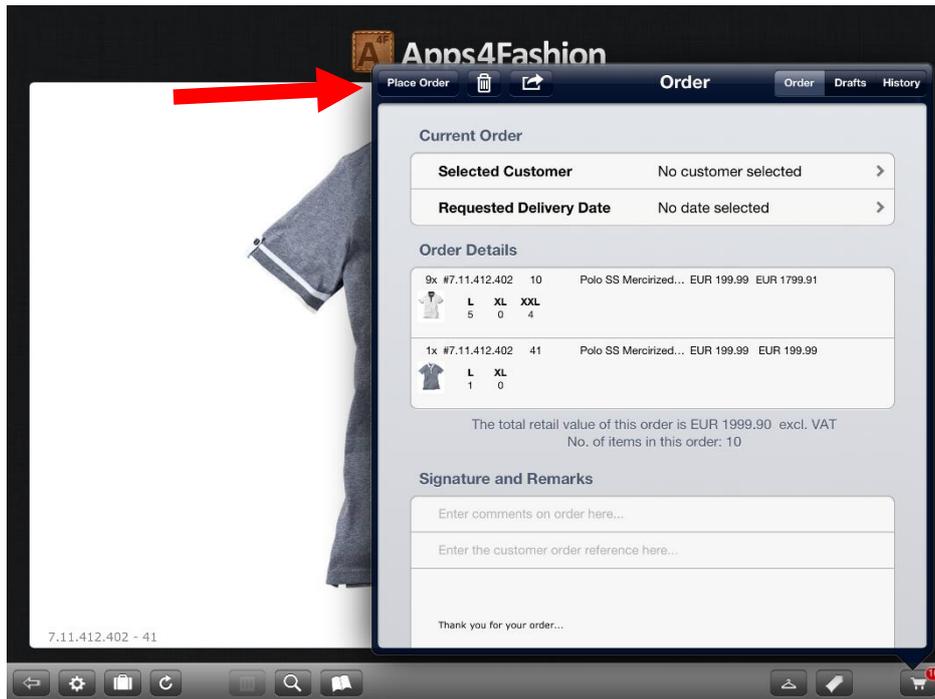


3. Order Finalizing

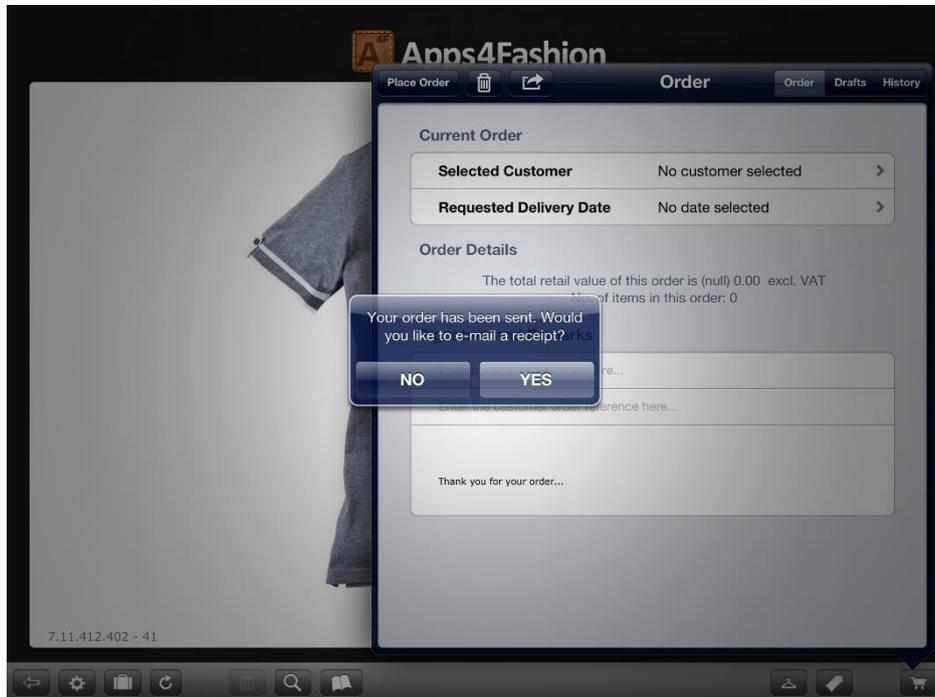
- a. When you have added all needed items to the order, you need to finalize the order. You do that by tapping the “Basket” button.



- b. You can now get an overview of the order, type in comments to the order, adding customer references and get a signature. When everything has been typed in, you press “Place Order”



- c. A confirmation pop-up asking if you are sure, you want to place the order. Afterwards you are asked if you want to E-mail a receipt to the customer. This is only possible if you have setup an E-mail account on you Ipad.



You have now placed an order.