Mobile Orders Documentation

Connection

App ID:

20115|47534

Username:

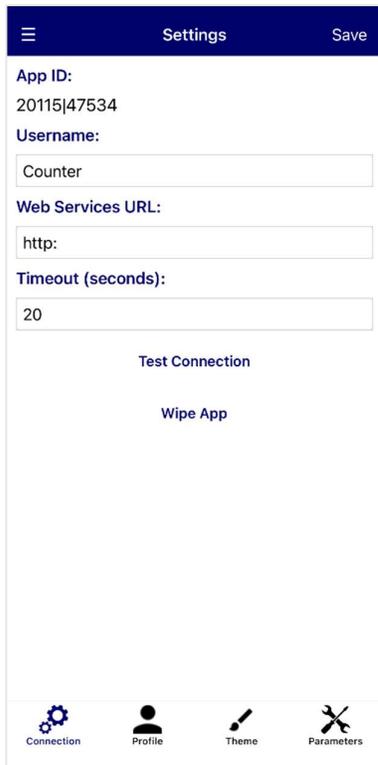Counter

Web Services URL:

http:

Timeout (seconds):

20

Test Connection

Wipe App

On first set-up, you will be asked for the following details:

App ID – This will be generated automatically after saving the settings

Username – User ID for the device

Web Services URL – The webservices URL required to connect to MACE. The URL will contain the external server IP address, and the port number
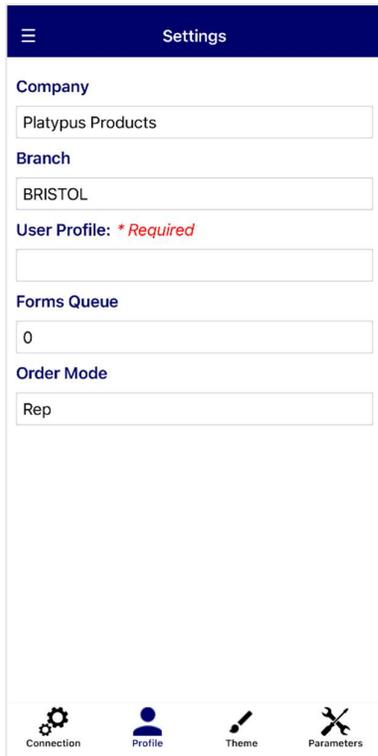
Timeout (seconds) – The delay that will occur before an error is displayed while trying to connect to MACE

Click **Save** to preserve your settings before continuing. Additional options include:

Test Connection – Open the Connection Test page. Tests the device's connection to web services.

Wipe App – Clear device data and restore to default settings

Profile

Company

Platypus Products

Branch

BRISTOL

User Profile: *Required*

Forms Queue

0

Order Mode

Rep

The Profile page is used to define MACE related settings.

Company – The company to connect to in MACE

Branch – The sales branch

User Profile – The device MACE user profile

Forms Queue – The forms queue for managing print processes. Can be found in Print Manager or Define Printers

Order Mode – Select between two different order modes, **Yard** and **Rep**

Yard mode has two additional header fields, Car Reg and Ordered By. Signature capture is mandatory.

The default mode is Rep.

Theme

The Theme page can be used to set application colours.

Theme Colour – Main colour for the application

Theme Text Colour – Used for text headings and titles

**Page Text Colour** – Application Background colour

Page Detail Colour – Used for page text

Reset Defaults – Set colours to the default application colour scheme

There are multiple colour options, with the ability to enter colour names such as 'red', or type in a colour's hexadecimal code. Colours on this screen will be saved automatically.

Alternatively, clicking the box next to the textbox will open a detailed colour selection screen

Parameters
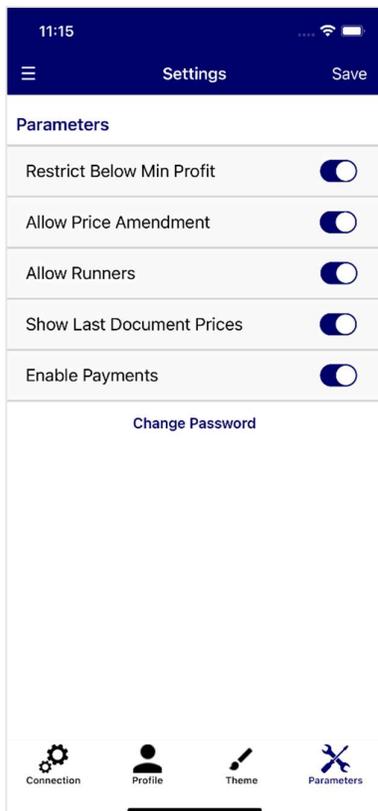
The Parameters page displays the current settings of the Mobile Orders Parameters. Settings are stored per company, and apply to every device using the app.

Restrict Below Min Profit – Prevent products with a profit below the minimum

Allow Price Amendment – Allow product prices to be changed

**Allow Runners** – Allow orders to be added to runners

Show Last Document Prices – Display the last sales prices for products

Enable Payments – Allow access to payments screen for cash sales. If this feature is disabled, cash sales cannot be invoiced

Change Password - Change the password for accessing the parameters page

Click **Save** to complete the parameter settings.

Navigation
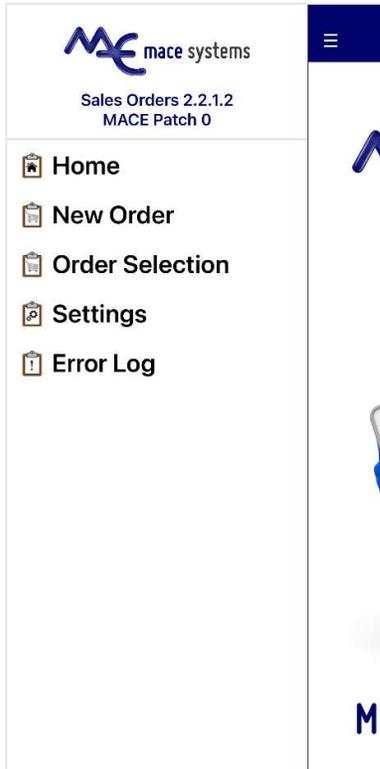
To navigate, either slide the screen to the right, or press the three dashed lines.

The navigation panel will display the current app version as well as the current MACE patch level. If your patch level is not high enough for the application, an error message will be   displayed.

To select a page, tap on the required menu option.

To create a new sales order, tap **New Order**.

To view and select orders, tap **Order Selection**.

To change settings, select the **Settings** option.

To view past error messages, tap **Error Log**.

Error Log

Date – List error messages on a set date

Options – Display options bar

Tidy – Clear error messages older than 60 days old

All – View all messages regardless of set date

Email – Email error log to MACE Support

New Order – Header

Create sales orders with **New Order.**

Customer ID – Customer who requested the order. Tap the information button to view customer details

Runner Order – Add the order to a runner. Only accessible if 'Allow Runners' is enabled

Order Date – The document date

Order Ref – The customer's order number

Car Reg – Customer vehicle registration. Only accessible in 'Yard' mode

Ordered By – Name of the person who placed the order. Only accessible in 'Yard' mode

Email – Customer email address

Salesman – Order salesman code

Operator – Operator code for order creation

Hit **Continue** to complete the header screen and generate the sales order number.

Tap **Exit** to cancel the order.

New Order – Addresses

Select from the customer's delivery addresses. The selected address will be highlighted.

Manual Address Entry – Enter the customer address directly

Clear – Clear the current address selection

Hit **Continue** to complete the addresses screen and continue to add products.

Tap **Exit** to cancel the order.

New Order – Products

Tap the QR symbol to scan product barcodes or enter manually below.

Product ID – The product code to be ordered

Description – Product description

The Free stock quantity will be displayed. Tap the drop-down arrow for additional stock information.

Order – Order quantity required

Despatch – Quantity to be despatched

Selling Price – Selling price per unit. Can be changed by enabling 'Allow Price Amendment'

Discount – Line discount percentage

Sales Unit – Product sales unit

Sales Value – Calculated value of the line

Options – Show additional product information. If no product has been selected, tap 'FRE Line' to add a FRE type line to the order

Hit **Continue** to add the product to the order.

Tap **Cancel** to leave the screen without adding the product and review the order.

Product Lines

The Product Lines page will list all products added to the order with the quantity and value.

Tap a product to return to the product page and amend the line.

To delete a line, slide the product line to the left and tap **Delete**.

To add a new line, tap the **+** icon.

To complete the order, tap **Continue**.

Hit **Exit** to save and exit the current order, or cancel the order if no product lines have been added.

Cable Products

When adding cable products, the Cable Selection page is displayed automatically. This will list the available cable quantities.

Quantity – The amount of cable to add to the order

Selected – The amount to take from the available cable

Hit **Save** to return to the Product page.

Cable Selection screen

Product
CD0:1
Description
CD CABLE 0.5mmX50m
Free 81 ⌄
Quantity
10

Available Cable

Reference	Free	Selected
WAREHOUSE	81	10

Save

Timber Products

Timber can be added with whole quantities using the **Order** field, or automatically calculated to account for quantity and length.

To calculate the timber, select **Options | Timber Tally.** The Timber Line screen will be displayed.

Quantity – Number of timber units required

Length – Timber unit size

Dispatch – The quantity to dispatch

Hit **Save** to use the calculated total.

If the product has zero decimal places, the timber quantities may be rounded.

The timber summaries page will be displayed. Tap **Back** to return to the Product page, which will have the calculated total automatically added to the Order field.

Timber Line screen

Product
TIMBER2X4:1
Description
TIMBER 2X4 CUT TO LENGTH
Warning product has 0 decimal placers. Timber quantiites may be rounded
Free 140 ⌄

Quantity		Length	Total
14	X	1.40	= 20

Despatch	Follow
14	0

Total Length: 20

Save

Duplicate Orders

Order ID	Order Ref	Quantity
Back — Duplicate Orders		
2672:1	Counter	1
2673:1	Counter	2

When adding new products, Mobile Orders will check if the product is already on any live orders for the same customer.

If it finds an existing order, an alert will be displayed. Click **View Duplicates** to display the duplicated orders.

This option can also be viewed under **Options** if duplicates are found.

Sales Processing parameter 'Show Duplicate Orders' must be enabled.

Committed Orders

Doc Type	Doc ID	Committed
Back — Committed Stock		
Free 60 ⌄		
ORD	2236:1	10
ORD	2245:1	1
ORD	2246:1	5
ORD	2291:1	5
ORD	2432:1	1
ORD	2437:1	1
	Total Committed: 23	

Show Committed will display any current orders for the customer with the product. Click **Options** then **Show Committed** to show the list.

Scroll to the right to view more information and click the order to display the Committed Stock Detail page.

Order Completion
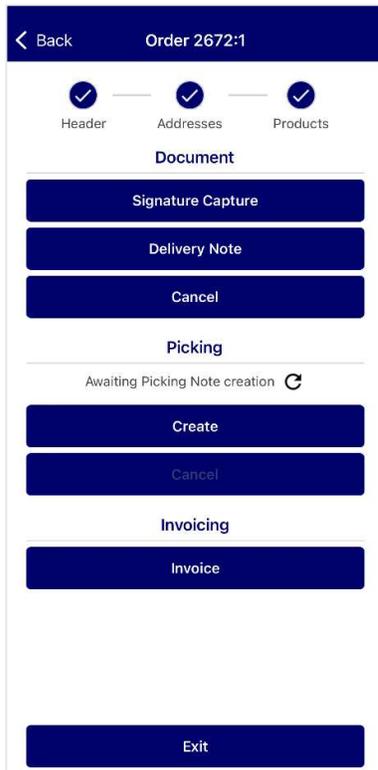
Signature Capture – Take the customer's name and signature

Delivery Note – Print or email the order delivery note

Cancel – Cancel the order

The current picking status is displayed and can be refreshed by hitting the refresh icon.

Create – Create a new picking note. When a picking note is created, it will be available in the MACE Mobile Picking app
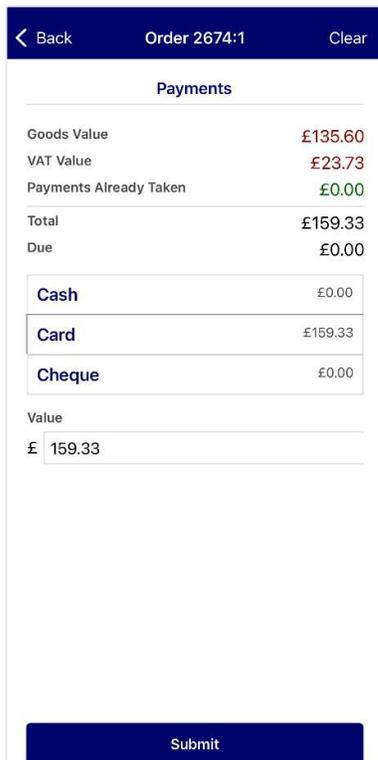
Cancel – Cancel the current picking

Invoice – Invoice the order. Signature is required in 'Yard' mode

Exit – Return to the order screen or order selection

The **Header** and **Addresses** icons can be pressed to return to those pages for amendment.

Take Payment

On order completion, cash sale customers will be able to pay for their order using **Take Payment**.

The Payments screen will total the goods and VAT value. Click the chosen payment method and hit **Submit** to take the payment.

The order will then have the option of invoicing or taking a deposit invoice.

Order Selection

Select live orders using Order Selection.

Customer ID – Search for orders by customer account code. Hit the **I** icon for more information about the selected customer

Order ID – Search by Order ID

Sales orders will be listed below. Tap an order to view and amend the details.

To create a new order, tap the **+** icon.