Mobile Sales Orders Documentation

Settings

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

Username – User ID for the device.

Web Services URL – The webservices URL required to connect to MACE.

Timeout (seconds) – The delay that will occur before an error is displayed while trying to connect to MACE.

Press **Save** and then complete the additional settings:

App ID – This will be generated automatically

Company – The company to connect to in MACE
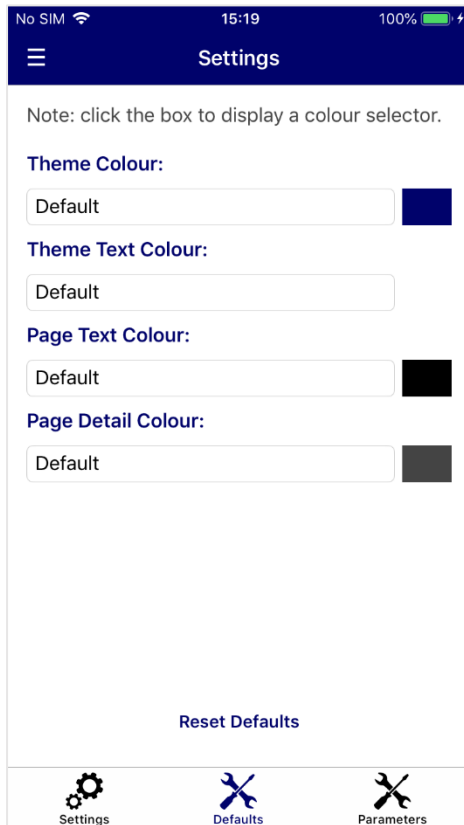
Branch – The branch to raise mobile orders for

Additional options include:

Test Web Services – Test the device connection to web services

Test Mace Connection – Test the device connection to MACE

Wipe App – Clear device data and restore to default settings

Defaults

The Defaults page can be used to change 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. Click **Save** on this screen to save your colour selection.

Parameters
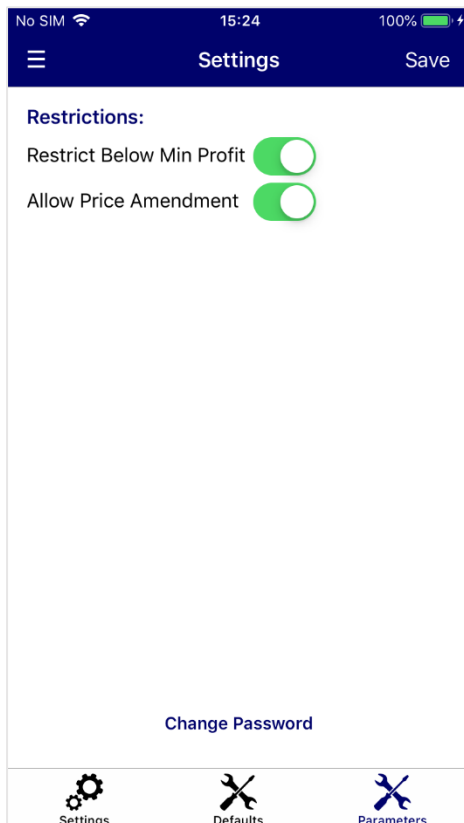
The settings in this page are application global.

Restrict Below Min Profit – Restrict the order to minimum profit values

Allow Price Amendment – Allow user to change prices within the application

Change Password – Set a password to access this page and change parameter settings.

Save – Save any changes made to the parameters

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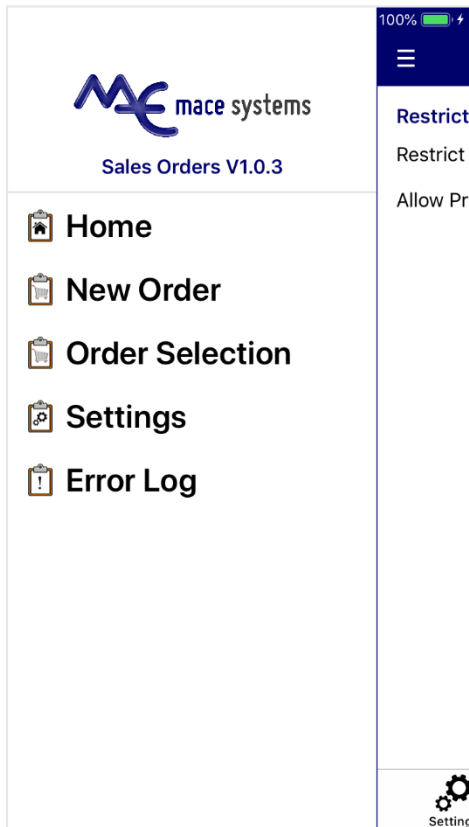
To navigate, either slide the screen to the right, or press the three dashed lines.

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

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

To select an existing mobile order, tap **Order Selection**.

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

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

Error Log
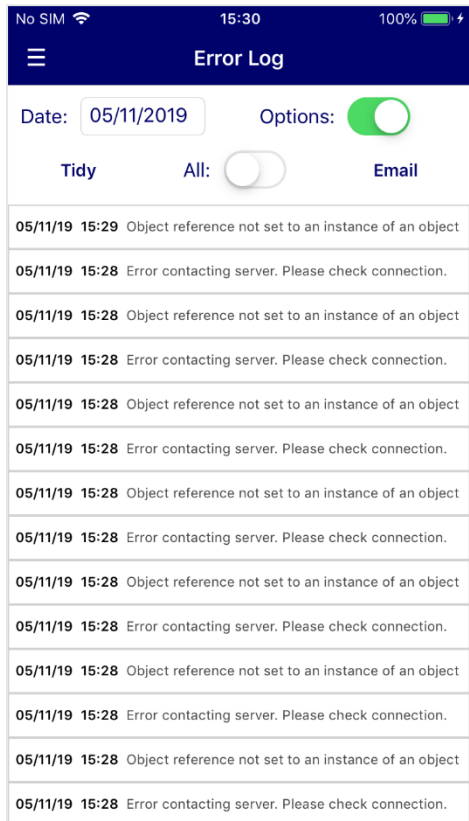
Date – List error messages on a set date

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

Order Entry

No SIM 🔋	11:11	95% 🔋
☰	**Order Entry**	Options

Order: New (07/11/19)

Order Ref: Counter

Customer: 0001

Salesman: 00   HOUSE

FRE   Add

0007:1   £58.79 for 1

WHITE MARBLE SINK   [− | +]

Total: £58.79

Order – The order ID. This will be generated when the order is saved

Order Ref – Customer order reference

Customer – The customer ID. Customers can be selected by ID, name and sort key

Salesman – Salesman ID. This is populated automatically by the customer default but can be changed

FRE – Add a line of text to the order

Add – Add a product to the order. Products can be searched for by ID, name and sort key, with their default price pulled in automatically. Product quantity can be adjusted with the **-/+** buttons. Slide line to the right to delete the product or tap the product line to display the Product page.

Total – Total value of order

Options – Save the order or delete the order and return to the home screen

Product Page

No SIM 🔋	11:12	94% 🔋
‹ Back	**0007:1**	Save

Description:

WHITE MARBLE SINK

Quantity:

1

Price Per 1:   Discount:

60   0.00

Total: 60.00

Physical	On-Order	Allocated
46	20	50

Free	Committed
1	45

Description – Product description

Quantity – Adjust the line product quantity

Price Per 1 - Price value for a single unit

Discount – Total product line discount

Total – Total goods value for this line

Save – Save the pricing amendments

The Product page also displays the current stock balances for the product.

Mobile Order Selection
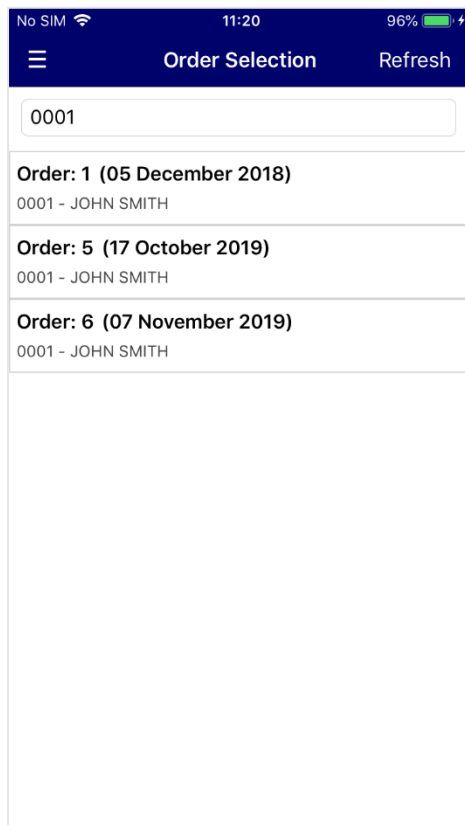
Customer ID - Search for orders by customer ID

Refresh - Refresh the list of orders

Tap an order to display the order details within the Order Entry page

Order Entry – Existing Orders

Existing orders opened through Order Selection will have additional features under the **Options** button.

Save – Save the changes to the order

Delete – Delete the order

Back – Return to the Home page

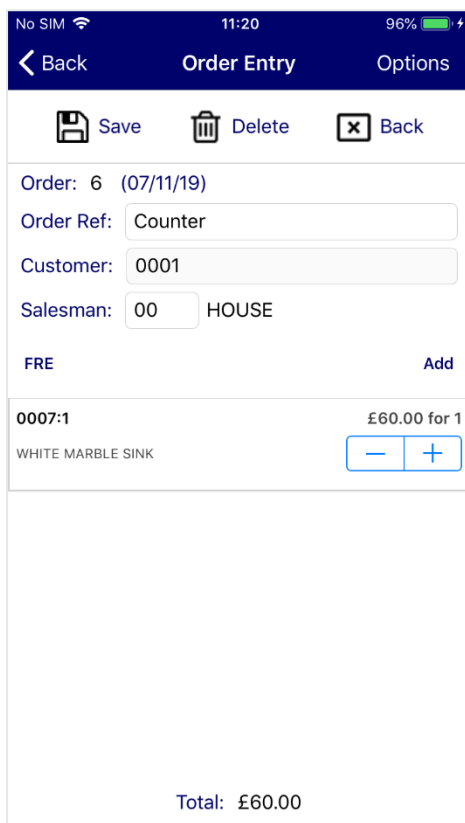## Counter Order Entry

At the Order Number field in Counter Order Entry, type 'M'. A list of mobile orders will be displayed, which can be selected to convert to a MACE sales order.

```
Counter Order Entry in BRISTOL (770)        ⊗                                    🖨 Print Screen

Platypus Products              Counter Order Entry Br:1   Pt770 PCS270C  07/11/19
No M           Date           Customer
 ┌──────────────────────────────────────────────────────────────────────────┐
 │ Mobile Order Selection :-                                                  │
 │           ID Date       Customer Salesman    Order Ref                     │
 │  1->       4 23/09/19   0004     00          Counter                       │
 │  2         5 17/10/19   0001     01          Showroom                      │
 │  3         6 07/11/19   0001     00          Counter                       │
 │                                                                            │
 │                                                                            │
 │                                                                            │
 │                                                                            │
 │                                                                            │
 │                                                                            │
 │                                                                            │
 │                                                                            │
 │                                                                            │
 │                                                                            │
 └──────────────────────────────────────────────────────────────────────────┘
   Press 'U'p/'D'own/'N'ext/'P'revious page/'S'elect/Number or RETURN
```

```
Counter Order Entry in BRISTOL (770)        ⊗                                    🖨 Print Screen

Platypus Products              Counter Order Entry Br:1   Pt770 PCS270C  07/11/19
No 2367:1      Date 23/09/19 Customer 0004      JACK JONES
Salesman 00 HOUSE            Order Counter
    Code   Quantity Despatch Follow      Unit       Price   Dis VC     Value
  1   0007:1           WHITE MARBLE SINK
                  2       1      1        1         58.79  0.00 1     117.58
  2   0008:1           WHITE MARBLE BATH
                  1       1      0        1        104.99  0.00 1     104.99
  3   0009:1           WHITE MARBLE TOILET
                  1       1      0        1         24.14  0.00 1      24.14
  4->[            ]

  5

  6


 Type   Physical  Allocated   On Order    Free  Committed            Total
                                                                    246.71
```
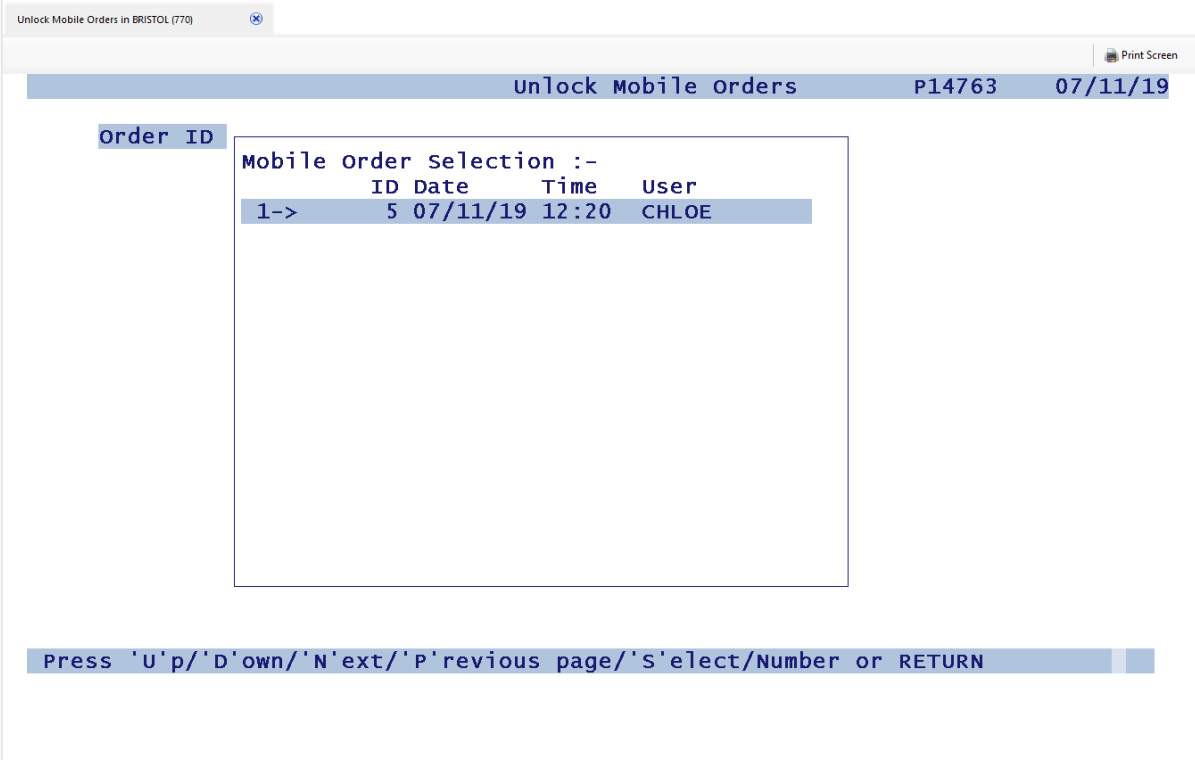
Unlock Mobile Orders

If a mobile order is locked by the system but not currently in use on a device, the order can be unlocked through the Unlock Mobile Orders process. This can be found under the **Other | System Security** menu options.

At the Order ID prompt, enter the mobile order ID or press '#' to display a list of locked mobile orders. When an order is s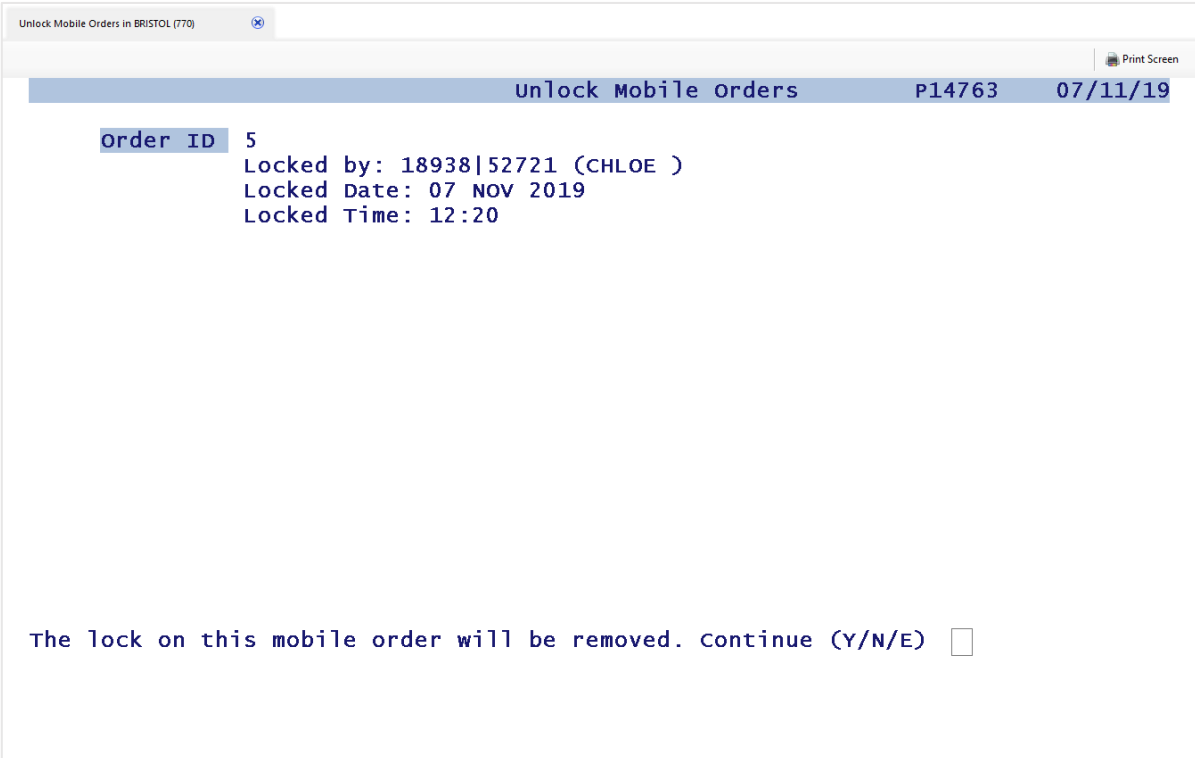elected, hit 'Y' to unlock the order.