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Grid Control

Grid displays a list of data items in a tabular format and provides the following features;

1. Grouping
2. Filtering
3. Searching

1. Grouping

Note: Data in the grid for Daily Orders sort by the Form ID and the Delivery Date. For the Customized Orders the sequence of sorting is Order Number, Delivery Date and the Customer Order Number.

Drag a column header here to group by that column								
Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush	
⊕ BUNS - BAKED	10-Feb-2015	1951D000762	sgh	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	12-Feb-2015	1951D000763	sgh	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	13-Feb-2015	1951D000764	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	16-Feb-2015	1951D000768	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	17-Feb-2015	1951D000771	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	20-Feb-2015	1951D000773	sgh	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - 300GM	30-Jan-2015	1951D000774	sgh	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - REGULAR	09-Jan-2015	1951D000760	sgh	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - REGULAR	15-Feb-2015	1951D000769	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ PASTRY - FROZEN	24-Jan-2015	1951D000767	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	

Data in the grid can be grouped by any data field; for example Orders could be grouped by Form by dragging the Form column into the top area of the grid as shown in the figure 2.

Drag a column header here to group by that column								
Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush	
⊕ BUNS - BAKED	10-Feb-2015	1951D000762	sgb	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	12-Feb-2015	1951D000763	sgb	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	13-Feb-2015	1951D000764	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	16-Feb-2015	1951D000768	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	17-Feb-2015	1951D000771	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	20-Feb-2015	1951D000773	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - 300GM	30-Jan-2015	1951D000774	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - REGULAR	09-Jan-2015	1951D000760	sgb	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - REGULAR	15-Feb-2015	1951D000769	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ PASTRY - FROZEN	24-Jan-2015	1951D000767	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
⊕ Form: BUNS - BAKED							
⊕ Form: CAKE - 300GM							
⊕ Form: CAKE - REGULAR							
⊕ Form: PASTRY - FROZEN							

2. Filtering

Data could be filtered by the by selecting the down arrow at the right hand side of the data column. Filters are enabled only for the selected columns.

Drag a column header here to group by that column

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
			(All)				
			(Blanks)				
			(Non blanks)				
BUNS - BAKED	10-Feb-2015	1951D000762	1951D000760	DAILY	Normal	21-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	12-Feb-2015	1951D000763	1951D000762	DAILY	Normal	21-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	13-Feb-2015	1951D000764	1951D000763	DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	16-Feb-2015	1951D000768	1951D000764	DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	17-Feb-2015	1951D000771	1951D000768	DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	20-Feb-2015	1951D000773	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - 300GM	30-Jan-2015	1951D000774	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	09-Jan-2015	1951D000760	sgb	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	15-Feb-2015	1951D000769	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>
PASTRY - FROZEN	24-Jan-2015	1951D000767	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>

3. Searching

Data could be searched by the by entering a text. Search facility is enabled for the selected columns only. For example form can be searched using the name of the form name by entering its name.

Drag a column header here to group by that column

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
CAKE							
CAKE - 300GM	30-Jan-2015	1951D000774	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	09-Jan-2015	1951D000760	sgb	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	15-Feb-2015	1951D000769	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>

Profile

Edit Login Password

To edit logon password:

1. On the Profile menu, click Edit Profile.
2. Select Change Password option.
3. Enter the Old Password.
4. Enter the New Password.
5. Enter the new password again to confirm the new password.
6. If you want to change only the email, check 'Change email only' option.
7. After clicking the Save button, email notification will send automatically.

The screenshot shows the 'Change Password' form with the following elements and annotations:

- 2**: Points to the 'Change Password' title bar.
- 3**: Points to the 'Change password' radio button.
- 4**: Points to the 'Old Password' input field.
- 5**: Points to the 'New Password' input field.
- 6**: Points to the 'Change email only' checkbox.
- 7**: Points to the green checkmark button.

Reset Password

1. On the Profile menu, click Edit Profile.
2. Select Reset Password option.

The screenshot shows the 'Change Password' form with the following elements and annotations:

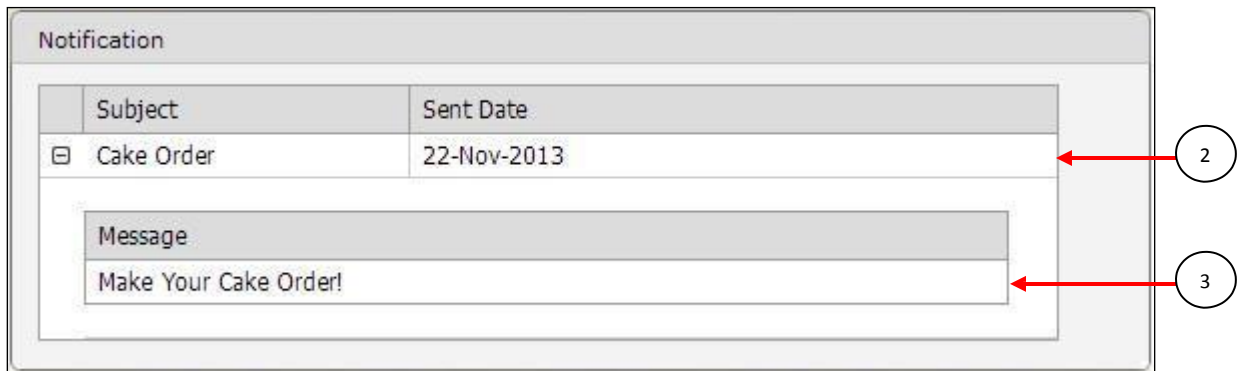
- 2**: Points to the 'Reset password' radio button.

The form includes a 'Reset Password' button and a 'Change email only' checkbox.

View Notifications

To view notifications:

1. On the Profile menu, click Notifications.
2. This displays the list of notifications.
3. Click on the Detail button to view the corresponding notification.



Order Management

You need to logon to the system as Operation User or Franchisee Admin or Franchisee User.

Placing a New Order

There are two types of orders that can be placed. They are:

1. Daily Order
2. Customize Order

1. Daily Orders

Place Orders

Daily orders can place only once for a particular delivery date for each form.

To place a daily order:

1. On the Order menu, click Place Order.
2. Select the Order Form and Option Code.
3. Select the Delivery Date for the order.

The screenshot shows the 'Place Order' form with three dropdown menus: 'Form' (AS), 'Option Code' (Normal), and 'Delivery Date' (02-Dec-2013). A red box highlights these three fields, with arrows pointing to circled numbers 2 and 3. The 'Order Number' is 1951D000013. Below the form, a summary table is displayed:

Form	: AS	Franchisee	: EDAN BAKERIES (SGH)
Available Date [From]	: 29-Sep-2013	Available Date [To]	: 29-Nov-2014
Min Days	: 2	Max Days	: 25

4. Enter the quantity to be ordered under the desired Trip.
 - a. The quantity must be a multiple of Min Qty (Minimum Quantity). For example if the Min Qty is 3 then your order quantity must be a multiple of 3, i.e. 3,6,9, etc.
5. To add Remarks, click the Remarks button and add the remark.

The screenshot shows the order grid with a 'Remark' dialog box open. The dialog box contains the text 'Order from SGH...' and buttons for 'Add', 'Cancel', and 'Delete'. A red arrow points from the 'Add' button to a circled number 4. The grid shows items with quantities for Trip4, Trip5, Trip6, and Trip7. A red arrow points from a circled number 5 to the quantity field for Trip4 of item 13.

#	ERP Item Code	Name	1	4	5	6	7
13	F02BUN025-000	BUTTER DOUGH (180 PCS/CTN)					
12	F02BUN007-000	CHICKEN & MUSHROOM ROLL (60 PCS/CTN)					
13	F02BUN038-000	CHOCOLATE CHIPS TWISTER (60 PCS/CTN)	1	4	5	6	
12	F02BUN008-000	DELUXE VEGETABLE BUN (60 PCS/CTN)	1	5	0		

6. Click the Save button to place the order. (The Order Number is displayed initially at the top of the page)

Edit Order

This page allows you to edit orders, which have not been processed yet.
To edit an order:

1. On the Order menu, click Edit Order.
2. Search the order by providing either the Order date or Delivery date.
3. Click the Search button.
4. Click the Edit button. (By clicking each Detail button of the relevant order, can view the order information before edit the order.)

Edit	Order Number	Form	LoginId	Order Type	Option Code	Order Date	Delivery Date	AutoPush
	1951D000004	AS	sgh	Daily Order	Normal	22-Nov-2013	04-Dec-2013	<input type="checkbox"/>
	1951D000005	AS	sgh	Daily Order	Normal	22-Nov-2013	09-Dec-2013	<input type="checkbox"/>
	1951D000010	AS_Copy	sgh	Daily Order	Normal	26-Nov-2013	11-Dec-2013	<input type="checkbox"/>
	1951D000012	AS	sgh	Daily Order	Normal	29-Nov-2013	06-Dec-2013	<input type="checkbox"/>
	1951D000013	AS	sgh	Daily Order	Normal	29-Nov-2013	02-Dec-2013	<input type="checkbox"/>

5. Click the change button to change the Delivery date.
6. To add Remarks, click the Remarks button and add the remark.
7. Edit the order details and click the Save button.

Edit Order

Order No : 1951D000014

Form : AS **Franchisee :** EDAN BAKERIES (SGH)

Available Date [From] : 29-Sep-2013 **Available Date [To] :** 29-Nov-2014

Min Days : 2

Delivery Date 05-Dec-2013

#	ERP Item Code	Name	Min Qty	Max	Remark	Trip4	Trip5	Trip6	Trip7	Remark
130	F02BUN025-000	BUTTER DOUGH (180 PCS/CTN)	1							
121	F02BUN007-000	CHICKEN & MUSHROOM ROLL (60 PCS/CTN)	1	3		0	0	0	4	
131	F02BUN038-000	CHOCOLATE TWISTER CHIPS (60 PCS/CTN)	1	8		0	0	0	0	
122	F02BUN008-000	DELUXE VEGETABLE BUN (60 PCS/CTN)	1	0		0	0	0	0	

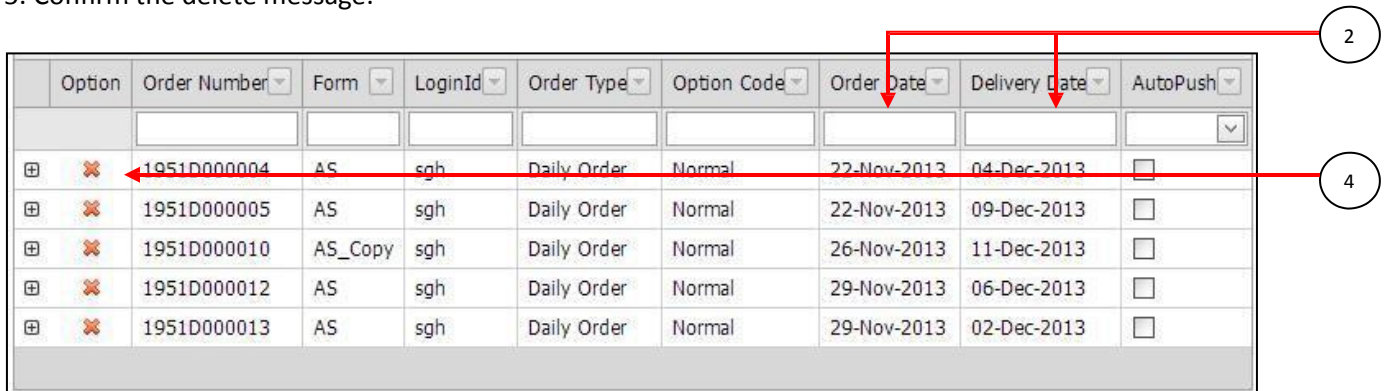
Save Cancel Back

Note: Yellow colored text box mentioned that value is once updated before. The tool tip shows the last updated value. Remark icon shows the remark history for each item.

Cancel Order

To cancel an order:

1. On the Order menu, click Cancel Order.
2. Search for the order by providing either the Order date or Delivery date.
3. Click the Search button.
4. Click the Delete button for the order to be cancelled. (By clicking each Detail button of the relevant order, can view the order information before delete the order.)
5. Confirm the delete message.



Option	Order Number	Form	LoginId	Order Type	Option Code	Order Date	Delivery Date	AutoPush
⊕	✖ 1951D000004	AS	sg	Daily Order	Normal	22-Nov-2013	04-Dec-2013	<input type="checkbox"/>
⊕	✖ 1951D000005	AS	sg	Daily Order	Normal	22-Nov-2013	09-Dec-2013	<input type="checkbox"/>
⊕	✖ 1951D000010	AS_Copy	sg	Daily Order	Normal	26-Nov-2013	11-Dec-2013	<input type="checkbox"/>
⊕	✖ 1951D000012	AS	sg	Daily Order	Normal	29-Nov-2013	06-Dec-2013	<input type="checkbox"/>
⊕	✖ 1951D000013	AS	sg	Daily Order	Normal	29-Nov-2013	02-Dec-2013	<input type="checkbox"/>

View Orders

This feature allows you to search through the order history.

To view orders:

1. On the Order menu, click View Order.
2. Search for the order by providing either the Order date or Delivery date.
3. Click the Search button. (By clicking each Detail button of the relevant order, can view the order information such as quantity, remarks...etc)

Order Number	Form	LoginId	Order Type	Option Code	Order Date	Delivery Date	Status	AutoPush
1951D000009	AS_Copy	sgb	Daily Order	Normal	26-Nov-2013	28-Nov-2013	ENTERED	<input type="checkbox"/>

Quantity	Remarks						
Quantity							
Item	Trip1	Trip2	Trip3	Trip4	Trip5	Trip6	Trip7
BUTTER DOUGH (180 PCS/CTN)	2						
CHICKEN & MUSHROOM ROLL (60 PCS/CTN)		2					
CHOCOLATE CHIPS TWISTER (60 PCS/CTN)				2			
DELUXE VEGETABLE BUN (60 PCS/CTN)	5	3					
HAM & CHEESE BUN (60 PCS/CTN)		4					
KAYA BUN (60 PCS/CTN)		3		2			

1951D000010	AS_Copy	sgb	Daily Order	Normal	26-Nov-2013	11-Dec-2013	ENTERED	<input type="checkbox"/>
1951D000012	AS	sgb	Daily Order	Normal	29-Nov-2013	06-Dec-2013	ENTERED	<input type="checkbox"/>
1951D000013	AS	sgb	Daily Order	Normal	29-Nov-2013	02-Dec-2013	ENTERED	<input type="checkbox"/>

Copy Order

This feature allows you to copy an existing order for a particular date or period and customize it to place a new order. Copying Orders is available only for daily orders.

To copy an order:

Note: If there is Inactive an item on existing order then relevant Inactive items not available for copy.

1. On the Order menu, click Copy Order.
2. Search for the order by providing Delivery date.
3. Click the Search button.
4. Click on the Copy button to make a copy of that order.
5. Select the copy date or period.
6. Edit the order as per your requirements and click the Save button to place a new order

Drag a column header here to group by that column

Copy	Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	Copied From
<input type="checkbox"/>	CAKE - 300GM	01-Mar-2015	1951D000814	sgb	PFPD FRCH DAILY ORDER	Normal	27-Feb-2015	27-Feb-2015
<input type="checkbox"/>	CAKE - 300GM	02-Mar-2015	1951D000815	sgb	PFPD FRCH DAILY ORDER	Normal	27-Feb-2015	27-Feb-2015
<input type="checkbox"/>	CAKE - 300GM	03-Mar-2015	1951D000816	sgb	PFPD FRCH DAILY ORDER	Normal	27-Feb-2015	27-Feb-2015
<input type="checkbox"/>	CAKE - REGULAR	01-Mar-2015	1951D000822	sgb	PFPD FRCH DAILY ORDER	Normal	27-Feb-2015	
<input type="checkbox"/>	EGG TART SHELL - FROZEN	01-Mar-2015	1951D000823	sgb	PFPD FRCH DAILY ORDER	Normal	27-Feb-2015	
<input type="checkbox"/>	IBAKE2	01-Mar-2015	1951D000824	sgb	PFPD FRCH DAILY ORDER	Normal	27-Feb-2015	
<input type="checkbox"/>	PASTRY FROZEN	01-Mar-2015	1951D000825	sgb	PFPD FRCH DAILY ORDER	Normal	27-Feb-2015	

Copy Orders for Date Period

1. Select the Start Date and End Date first.

Note: Placed orders within maximum of 7 days range should take to the search date range.

Eg. - 1st March, 2015 to 6th March, 2015

Copy Orders for Date Period

Copy Delivery Date From

Start Date : 01-Mar-2015 End Date : 06-Mar-2015

Form : CAKE - REGULAR

Search Next

Drag a column header here to group by that column

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date
<input checked="" type="checkbox"/> CAKE - REGULAR	01-Mar-2015	1951D000822	sgb	PFPD FRCH DAILY ORDER	Normal	27-Feb-2015

2. If the Order wants to copy for another period, click on Next button (orders can copy for a maximum of 15 days period)

3. If available selected date period for Franchisee user, the check box for the "valid for franchisee" will automatically tick.

4. If it's possible to place the order for the given time period for the relevant user, the check box of "will be copied" will automatically tick.

Copy Orders for Date Period

Copy Delivery Date To

Start Date : 01-Nov-2015

End Date : 10-Nov-2015

Search

Drag a column header here to group by that column

Form	Delivery Date	LoginId	Option Code	Order Date	Holiday	Order Available	Valid for Franchisee	Will be Copied	Remark
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> CAKE REGULAR	01-Nov-2015 Sun	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CAKE REGULAR	02-Nov-2015 Mon	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CAKE REGULAR	03-Nov-2015 Tue	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CAKE REGULAR	04-Nov-2015 Wed	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CAKE REGULAR	05-Nov-2015 Thu	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CAKE REGULAR	06-Nov-2015 Fri	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CAKE REGULAR	07-Nov-2015 Sat	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CAKE REGULAR	08-Nov-2015 Sun	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> CAKE REGULAR	09-Nov-2015 Mon	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

3

4

Place Next Order

Note: This page allows you to place orders continuously, only after you have placed a new order.
To place a next order:

1. On the Order menu, click Place Order.
2. Place an order and save it.
3. Select the Same Form option and click Continue button– displays the Next Order page with previous order details already set.
4. If Selects the Different Form option and click Continue button – displays the Place Order page.
5. Select the Delivery date
6. Click the Save button.

The screenshot shows a form titled "Next Order". It contains two radio button options: "Same Form" (selected) and "Different Form". Below these options are two buttons: "Continue" and "Cancel". A red arrow points from a circled "3" on the right to the "Same Form" radio button. Another red arrow points from a circled "4" on the right to the "Continue" button.

Autopush Order

Autopush orders can place and edit only for authorized users and external users are not allowed to edit or delete orders. These orders are displayed in a different color as shown below.

Drag a column header here to group by that column									
	Order Number	Form	LoginId	Order Type	Option Code	Order Date	Delivery Date	Status	AutoPush
⊕	1951D000012	AS	sg	Daily Order	Normal	29-Nov-2013	06-Dec-2013	ENTERED	<input type="checkbox"/>
⊕	1951D000013	AS	sg	Daily Order	Normal	29-Nov-2013	02-Dec-2013	ENTERED	<input type="checkbox"/>
⊕	1951D000014	AS	sg	Daily Order	Normal	02-Dec-2013	05-Dec-2013	ENTERED	<input type="checkbox"/>
⊕	1951D000015	AP	admin	Daily Order	Normal	03-Dec-2013	05-Dec-2013	ENTERED	<input checked="" type="checkbox"/>
⊕	1951D000016	AP	admin	Daily Order	Normal	04-Dec-2013	26-Dec-2013	ENTERED	<input checked="" type="checkbox"/>

2. Customize Orders

Place Customize Orders

To place a Customize order:

1. On the Order menu, click Customize Order.
2. Select the Order Form.

Place Customize Orders

Order No : **1951C000058**

Form : DTE04

Option Code : Normal

Franchisee : EDAN BAKERIES (SGH)

Available Date [From] : 01-Oct-2013 Available Date [To] : 28-Feb-2014

Min Days : 2 Max Days : 6

3. Fill Customer Information such as Customer Order No, Customer Name, Contact No

Note: Consider the * Mandatory fields

Customer Information

Customer Order No : SGH * (Max 6 Characters)

Customer Name : * (Max 30 Characters)

Contact No * (8 Digits)

Home : Mobile : Office :

Collection Date : Collection Time : Select One

4. Fill order information such as Delivery date, Trip, Design code and Quantity. Relevant line item price will calculate against the quantity according to the unit price shown below.

Order Information

Delivery Date : 22-Mar-2015 Sun

Trip : TRIP1

PM1; D24 DURIAN DIVINE - 4KG

Product Code : F02CFC020-040 Item Name : D24 DURIAN DIVINE - 4KG

Size : 4KG Retail Selling Price : RSP 179.20/PCE

Maximum Qty : 2 Standard Shape : Round

- Change/ Add attributes like Change Cream Base Fresh Cream to Butter, Fillings, shape...etc by selecting. Additional charges for changing attributes will apply as shown next to the drop down list.
- To add a 'Message on Cake', choose the corresponding Category, Language and Wording. If the language is non-English, the English meaning of the wording will display in the English Wording text box.

Note: Can edit the 'Message on Cake' without exceeding the maximum number of characters.
 (Maximum number of characters is shown next to the wording text box)

Qty : 1

Total Franchisee Price : **RSP 179.20**

Change Cake Base to : NIL

Fresh cream change to butter cream : NIL

Change Shape to : CHANGE SHAPE Change To : Rectangle

Add Filling Charge : NIL

Category : None Language: []

Standard Wording : []

Figure : NIL

Remark : NIL

Total Item Price : **RSP 179.20**

Add


Maximum 2 Items can be added per one order form

7. Click Add button to add the item to the grid (Maximum 2 items can be added per one order form)


Note: Can remove unwanted items by clicking Delete button


Delete	Design Code	ERP Item Id	Item Name	Qty	Weight	UOM	Actual Qty	Shape	Flavour
	DTE04-05	F02CFC904-050	DTE04 FLOWER POWER - 5KG	2	3	KG	2	CHANGE SHAPE	Vanila
	DTE04-03	F02CFC904-030	DTE04 FLOWER POWER - 3KG	2	3	KG	2	Round	Vanila

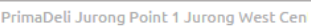
9. To view the item price break down, click the button under the Price Breakdown column.


Filling	Wording	Add On Chocolate	Remark	Figure	Total Price	Price UOM	Price Breakdown
	HAPPY BIRTHDAY TO YOU!	<input type="checkbox"/>			179.20	RSP	
					179.20		

10. To enable IOCC option, tick the IOCC check box and select Collection Location and Address.

IOCC : 




Collection Location : JP 

Address : PrimaDeli Jurong Point 1 Jurong West Cen 

Total Order Price : RSP91.60 

Note: IOCC applicable only for the products in 1 – 3 kg range.

11. To see the total price break down of the order, click the ' Breakdown' button. To see a preview of the order, click 'Preview' button.

Price Breakdown				
Total Order Price 358				
	Product Code	Item Name	Qty	Price
	F02CFC904-050	DTE04 FLOWER POWER - 5KG	2	205
	F02CFC904-030	DTE04 FLOWER POWER - 3KG	2	123
	F02ADDD-008	IOCC CHARGE - 1KG	2	0

12. Fill Surcharge, Discount, Total, Total, Balance values and Order Taken By field with relevant information. These field are enable after add one or two item to grid. Order Taken By is mandatory field and others are optional manual data enter fields. Order date is auto filled field and user cannot change it.

Surcharge	:	\$ 5	←
Discount	:	-\$ 10.25	←
Total	:	\$ 125.50	←
Deposit	:	\$ 25	←
Balance	:	\$ 100.50	←
Order Taken By	:	sg	←
Order Date	:	16-Mar-2015 Mon	▼

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13. Order details can view by using "Preview All" & "Preview Customer"

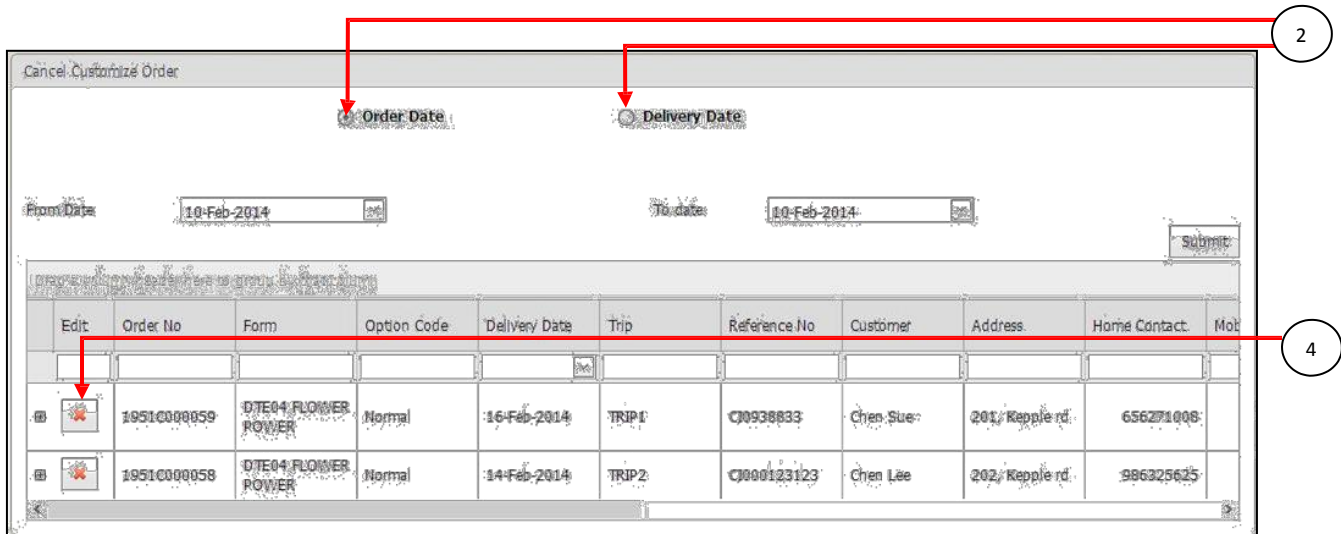
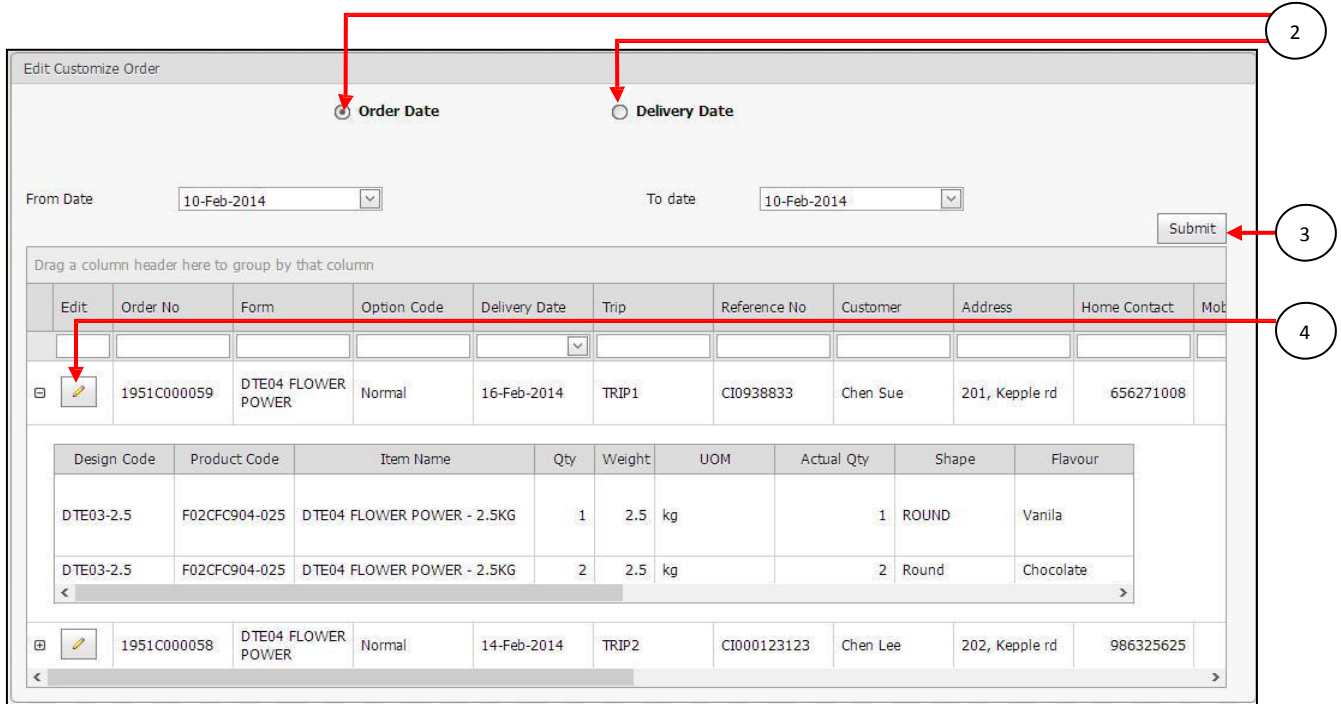
14. Click Save button to save the customize order.

Edit Customize Order

This page allows you to edit Customize orders, which have not been processed yet.

To edit a Customize order:

1. On the Order menu, click Edit Customize Order.
2. Search the order by providing either Order date or Delivery date.
3. Click the Search button.
4. Click the Edit button. (By clicking each Detail button of the relevant order, can view the order information before edit the order.)
5. Order details can view by using "Preview All" & "Preview Customer"
6. Edit the order details and click the Save button.



Cancel Customize Order

To cancel a customize order:

1. On the Order menu, click Cancel Customize Order.
2. Search for the order by providing either Order date or Delivery date.
3. Click the Search button.
4. Click the Delete button for the order to be cancelled. . (By clicking each Detail button of the relevant order, can view the customize order information before delete the order.)
5. Confirm the delete message.

View Customize Orders

This feature allows you to search through the order history.

To view customize orders:

1. On the Order menu, click View Customize Order.
2. Search for the order by providing either Order date or Delivery date.
3. Click the Search button. (By clicking each Detail button of the relevant order, can view the customize order information)

Note: By clicking Preview Button, can view a preview of the order and by clicking the Print Button, can print the order placed by the customer.

Drag a column header here to group by that column

View	Price Breakdown	Print	Order No	Delivery Date	Customer Order No	Form	Option Code	Trip	Status	Custom
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			1951C000309	22-Mar-2015	SGH 54	Cake (Lead Time - 2days)	Normal	TRIP1	Entered	dfs
			1951C000308	29-Mar-2015	SGH 23	SS55	Normal	TRIP2	Entered	FFF

4. Price Breakdown button in the grid shows the total price breakdown.

Price Breakdown

Total Order Price 30

Product Code	Item Name	Qty	Price																				
F02CFC904-025	DTE04 FLOWER POWER - 2.5KG	2	10																				
<table border="1"> <thead> <tr> <th>Product Code</th> <th>Item Name</th> <th>Qty</th> <th>Price</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>F02ADDF-037</td> <td>ADD FILLING - OREO - KG</td> <td>5</td> <td>5</td> <td>KG</td> </tr> <tr> <td>F02ADDS-002</td> <td>ROUND</td> <td>5</td> <td>5</td> <td></td> </tr> <tr> <td>F02CFC901-003C</td> <td>DTE01 - HOLA HOLA - 300G CHOCOLATE</td> <td>5</td> <td>0</td> <td></td> </tr> </tbody> </table>				Product Code	Item Name	Qty	Price	UOM	F02ADDF-037	ADD FILLING - OREO - KG	5	5	KG	F02ADDS-002	ROUND	5	5		F02CFC901-003C	DTE01 - HOLA HOLA - 300G CHOCOLATE	5	0	
Product Code	Item Name	Qty	Price	UOM																			
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F02CFC901-003C	DTE01 - HOLA HOLA - 300G CHOCOLATE	5	0																				
F02CFC904-020	DTE04 FLOWER POWER - 2KG	2	10																				

5. Line Price Breakdown button shows the line item price breakdown

Price Breakdown				
Product Code	Item Name	Qty	Price	UOM
F02ADDF-037	ADD FILLING - OREO - KG	5	5	KG
F02CFC904-025	DTE04 FLOWER POWER - 2.5KG	2	10	
F02ADDS-002	ROUND	5	5	
F02CFC901-003C	DTE01 - HOLA HOLA - 300G CHOCOLATE	5	0	
			20.00	