



Order Entry Basics

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INNOVATION AND TECHNOLOGY LEADERSHIP SINCE 1986

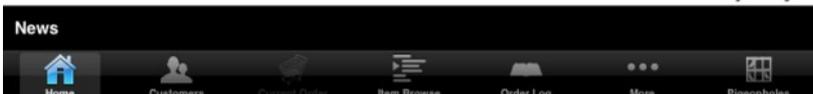
Welcome to ProSel®

ProSel is a sales order taking tool developed by the leading provider of field sales solutions to the wholesale distribution industry. It's an easy-to-use product for the iPad.

To begin, tap on the ProSel icon on your iPad.

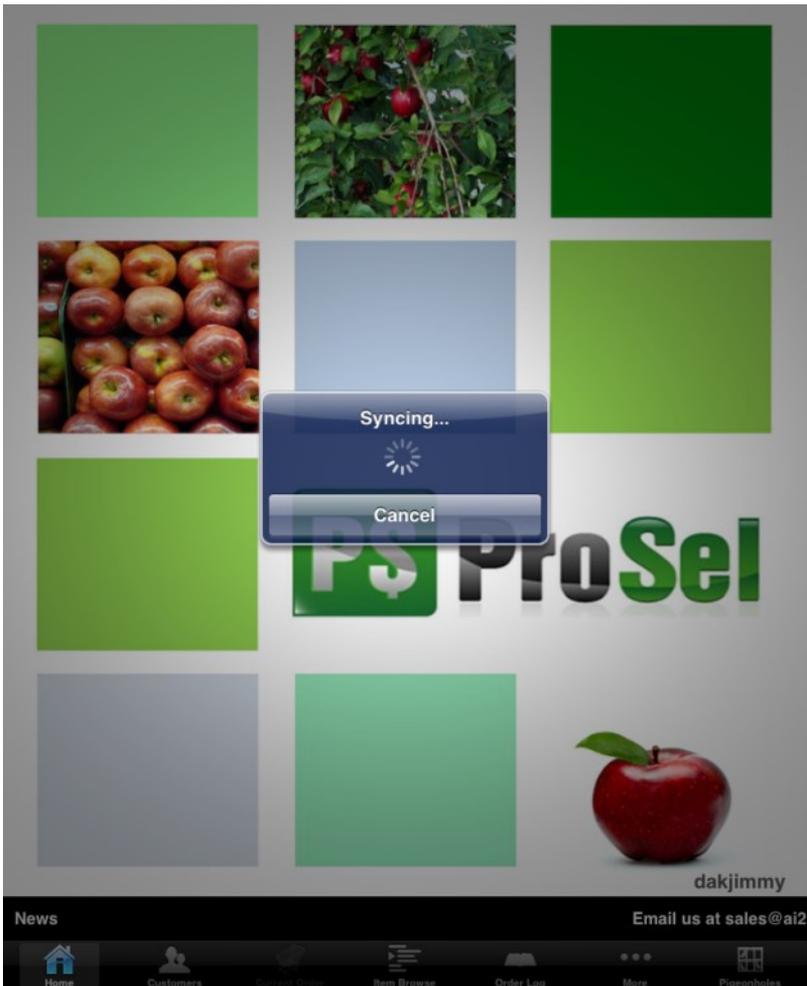


dakjimmy



Syncing

When ProSel starts for the first time each day, the first thing it does is connect with its parent server for new files and data updates. You can cancel receiving product data, but you must receive the updates. As soon as ProSel is updated, you can start taking orders.



The Customer List



Tap on the Customers icon at the bottom of the screen to bring up the Customer List.

ProSel Customer Browse

Search for Customer View Options

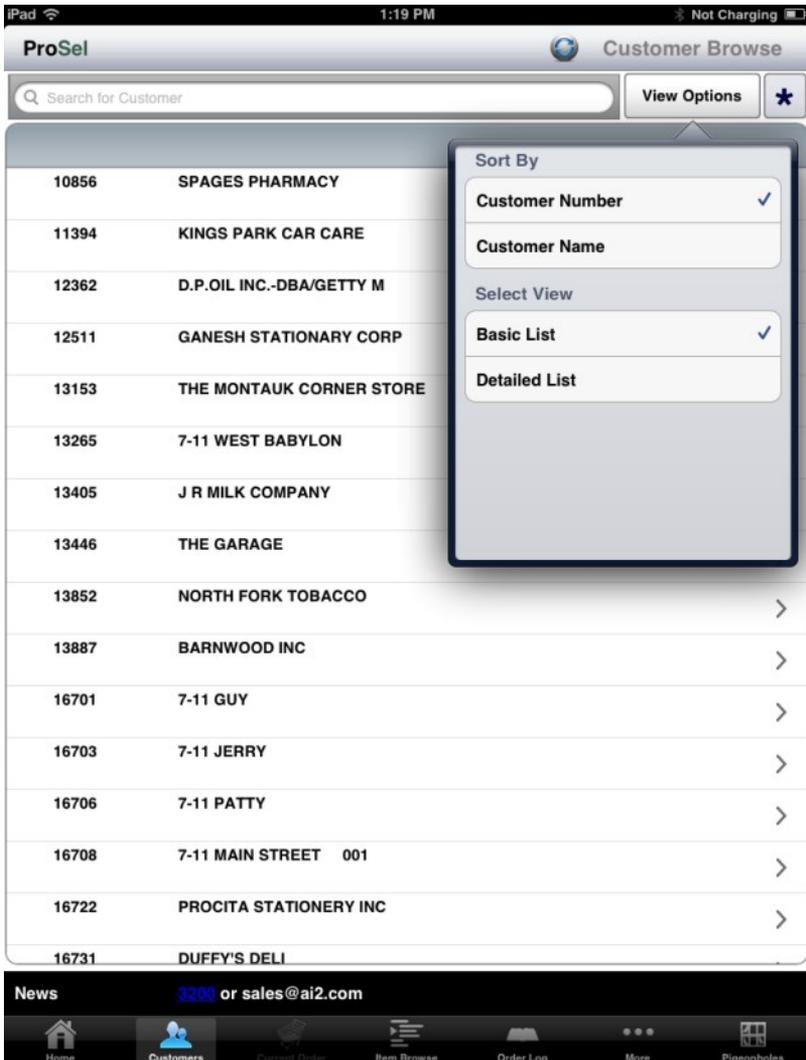
10856	SPAGES PHARMACY	>
11394	KINGS PARK CAR CARE	>
12362	D.P.OIL INC.-DBA/GETTY M	>
12511	GANESH STATIONARY CORP	>
13153	THE MONTAUK CORNER STORE	>
13265	7-11 WEST BABYLON	>
13405	J R MILK COMPANY	>
13446	THE GARAGE	>
13852	NORTH FORK TOBACCO	>
13887	BARNWOOD INC	>
16701	7-11 GUY	>
16703	7-11 JERRY	>
16706	7-11 PATTY	>
16708	7-11 MAIN STREET 001	>
16722	PROCITA STATIONERY INC	>
16731	DUFFY'S DELI	>

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Sorting the Customer List

The Customer List is sorted by customer number, but you can sort it by customer name by selecting that option in the View Options menu, and choose to see detailed information if you prefer. If you are a sales rep, you will see many customers, but if you are a retailer, you are the only customer in the system.



Searching for a Customer

To search for a customer, tap the search bar at the top of the window, and a keyboard will appear. Tap out all or part of the customer's name. When you stop tapping, the search will begin and only matching customers will be displayed. Tap the x button at the right of the search bar to see all customers again.



No Keyboard / Turning off the Scanner

If you tap on the search bar and the keyboard doesn't come up, it is because your scanner is on. The scanner disables the keyboard.

Press and hold the round button until the scanner beeps. The keyboard should pop up immediately.

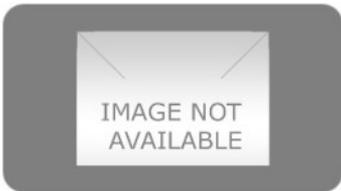
When you are ready to scan, press and hold the round button again. Scanning for order entry is covered later in this guide.



Customer Dynamic Panels

Tap a customer to select it. A check mark appears, and so do the Dynamic Panels. The customer's A/R information and a photo, if you have one, will appear at the bottom of the screen. Scroll up and down in text panels to see all the information.

ID	Customer Name	Action
10856	SPAGES PHARMACY	>
11394	KINGS PARK CAR CARE	>
12362	D.P.OIL INC.-DBA/GETTY M	>
12511	GANESH STATIONARY CORP	>
13153	THE MONTAUK CORNER STORE	>
13265	7-11 WEST BABYLON	>
13405	J R MILK COMPANY	>
13446	THE GARAGE	>
13852	NORTH FORK TOBACCO	>
✓ 13887	BARNWOOD INC	>
16701	7-11 GUY	>
16703	7-11 JERRY	>



A/R Detail	
Last Payment...	1929.22
LastSaleAmount:	798.27
YTDSales:	85325.42
ARAge1:	781.95
ARAge2:	798.27

Customer Details

Tap the arrow at the right of the customer name to display the Customer Details. Tap options on the lower left to display grouped information on the lower right.

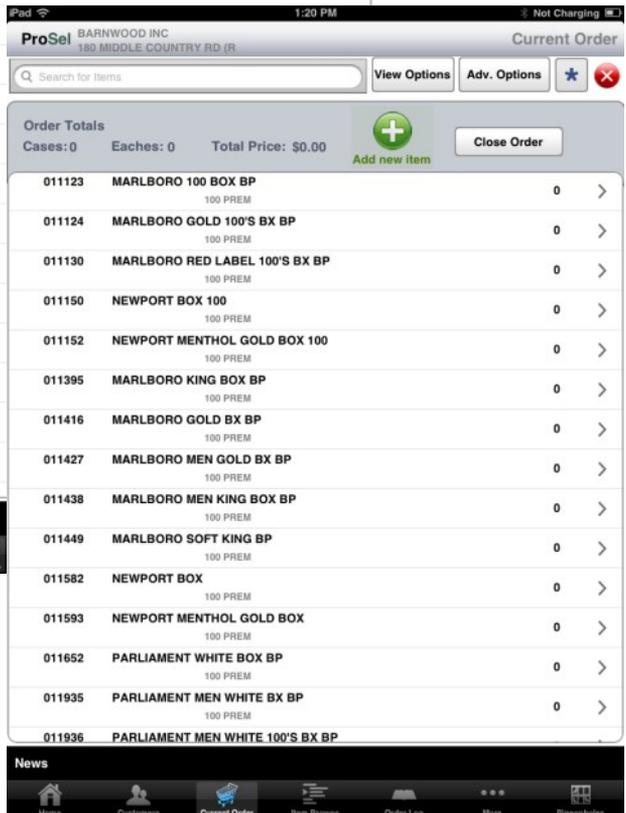
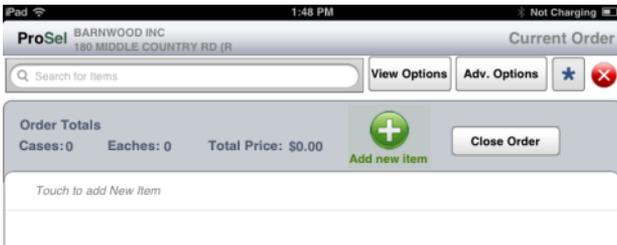


This is also where you go to start a new order.



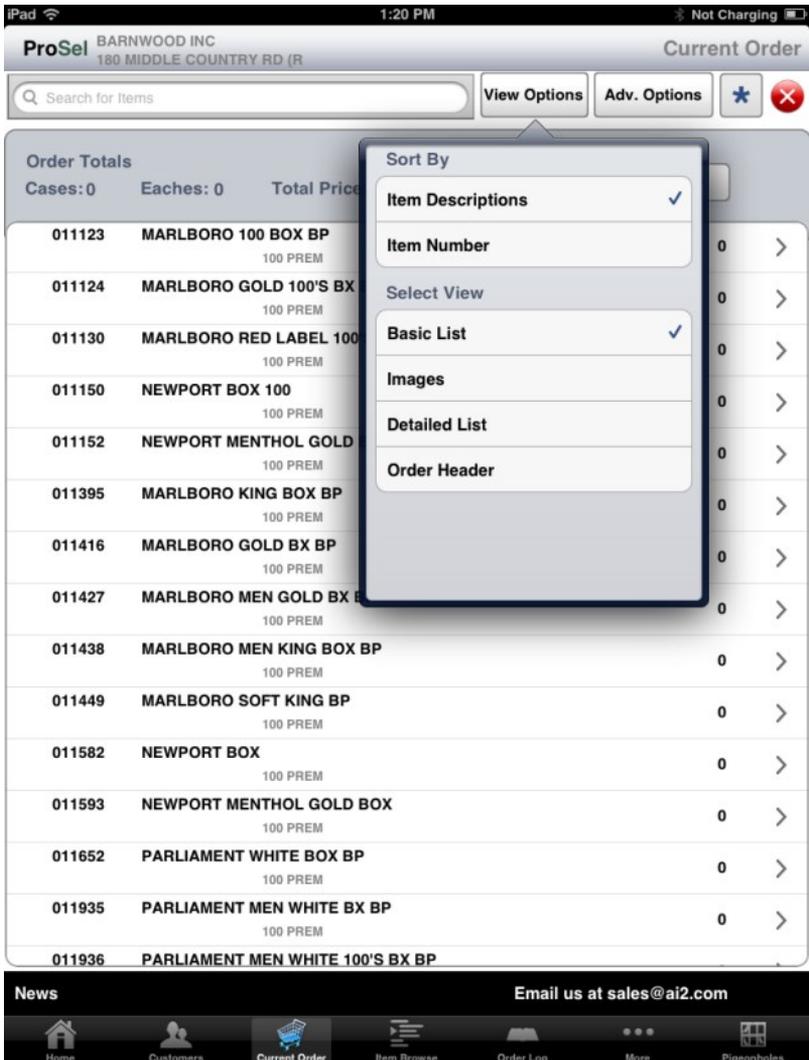
New Order / New Order from History

New Order opens a new blank order. New Order from History opens an order with a list of historically purchased items.



Viewing the Order Pad

The Order Pad has many of the same features as the Customer List. You can sort by Item Number or Customer Number by selecting that option in the **View Options** menu. You can also choose to see basic item information, more detailed information, or item images, if you prefer.



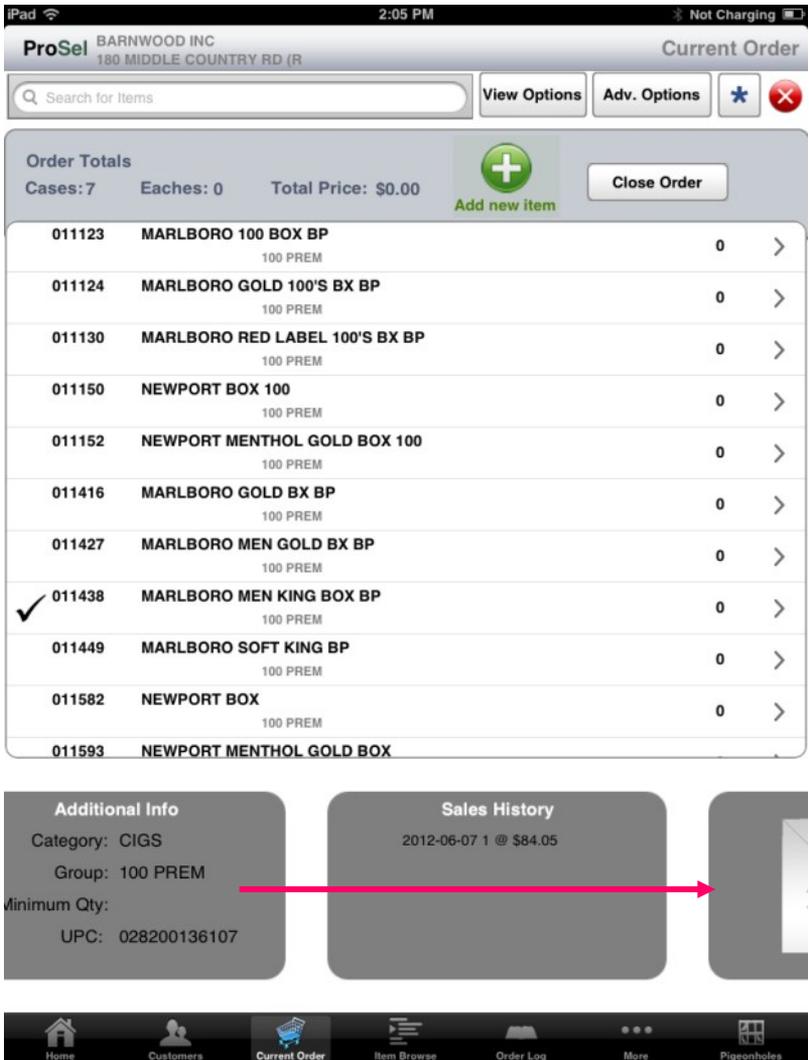
Order Header

View Options will also allow you to access the Order Header, where you can change order information. Remember to press **Save** to save your changes.



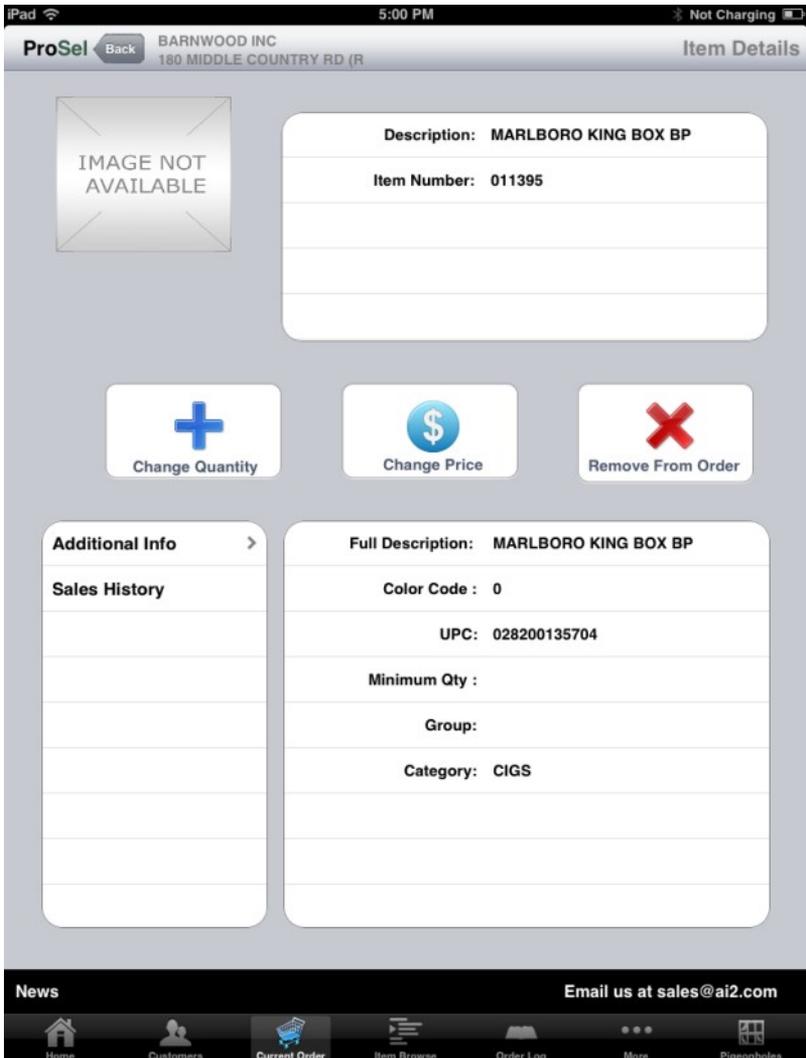
Item Dynamic Panels

When you select an item, you display dynamic panels about the item at the bottom. Scroll sideways to see additional panels, and up and down in the panels to show all information. Touch the panel to display all of the information in a single window on top of the order.



Item Details

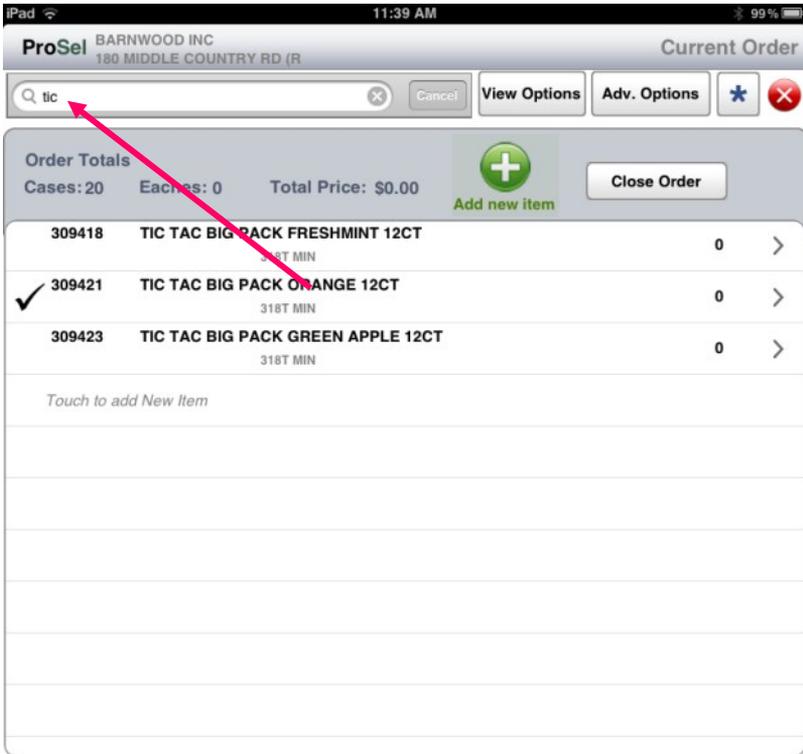
Tap the arrow at the right of the item description to display the Item Information. Tap options on the lower left to display grouped information on the lower right.



Searching the Order Pad

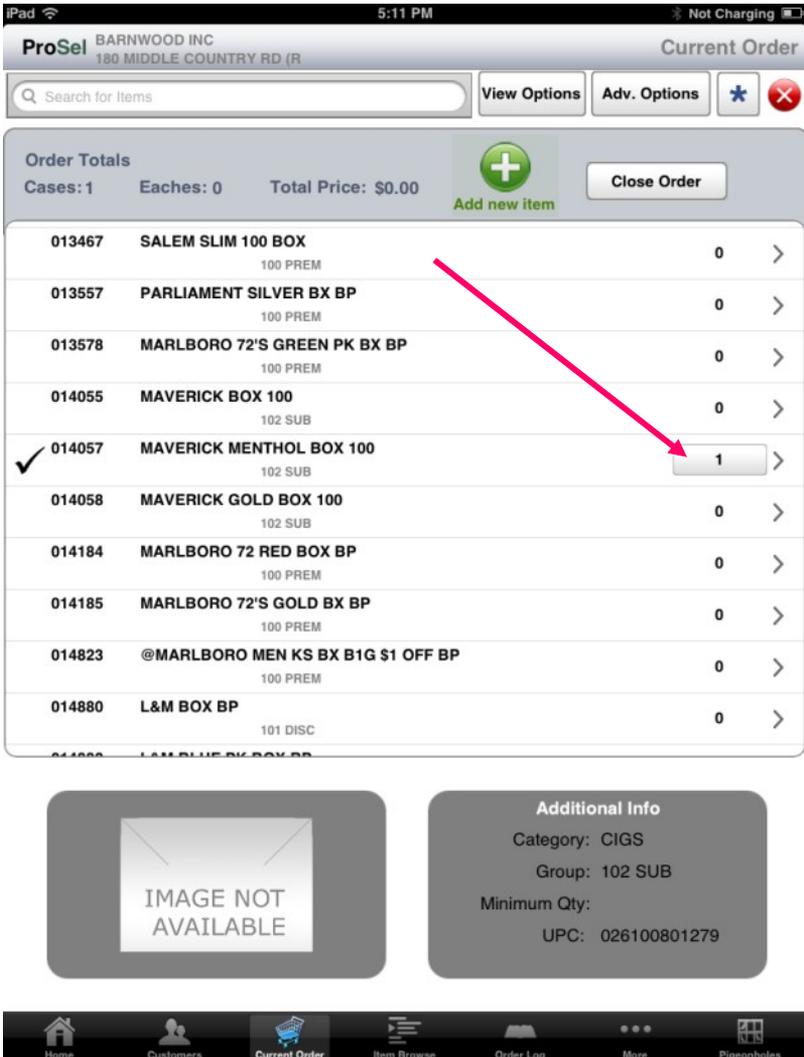
Tap the search bar and type part of an item description to search the order for items already there. This is **not** a search of the product catalog.

If the keyboard doesn't come up, turn off your scanner.



Changing Quantities by Tap

If you opened an order from history, you can change quantities on items already on the order. Double-tap on a zero quantity and it will increment by one. Double-tap again to go to two.

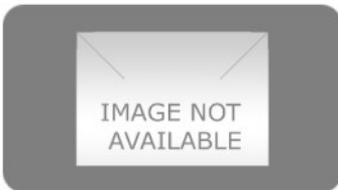


Changing Quantities by with the Keypad

If you are ordering more than a few items, tap-and-hold to bring up a little keypad. Enter the quantity and tap **Done**.

The screenshot shows the ProSel mobile application interface on an iPad. At the top, the status bar displays 'iPad', signal strength, '5:13 PM', and 'Not Charging'. The app header includes 'ProSel BARNWOOD INC 180 MIDDLE COUNTRY RD (R)' and 'Current Order'. Below the header is a search bar and buttons for 'View Options', 'Adv. Options', a star icon, and a red 'X' icon. The main content area is titled 'Order Totals' and shows 'Cases: 1', 'Eaches: 0', and 'Total Price: \$0.00'. A green '+' button labeled 'Add new item' is visible. A list of cigarette products is shown, with the fifth item, 'NEWPORT MENTHOL GOLD BOX 100', selected. A numeric keypad overlay is positioned over the list, showing the number '5' entered in the top field. The keypad includes buttons for digits 0-9, a backspace icon, and 'Continue' and 'Done' buttons. The bottom of the screen features a navigation bar with icons for Home, Customers, Current Order, Item Browse, Order Log, More, and Pigeonholes.

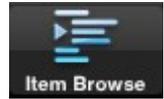
Order ID	Product Name	Quantity	Unit
011123	MARLBORO 100 BOX BP	0	100 PREM
011124	MARLBORO GOLD 100'S BX BP	0	100 PREM
011130	MARLBORO RED LABEL 100'S BX BP	0	100 PREM
011150	NEWPORT BOX 100	0	100 PREM
✓ 011152	NEWPORT MENTHOL GOLD BOX 100	5	100 PREM
011395	MARLBORO KING BOX BP	0	100 PREM
011416	MARLBORO GOLD BX BP	0	100 PREM
011427	MARLBORO MEN GOLD BX BP	0	100 PREM
011438	MARLBORO MEN KING BOX BP	0	100 PREM
011449	MARLBORO SOFT KING BP	0	100 PREM
011582	NEWPORT BOX		



Additional Info
Category: CIGS
Group: 100 PREM
Minimum Qty:
UPC: 026100805727

Finding an Item from the Item Browse

Tap on **Item Browse** to display a list of items. Tap the search bar to bring up a keyboard and type a search term. Items that match your search term will be displayed.



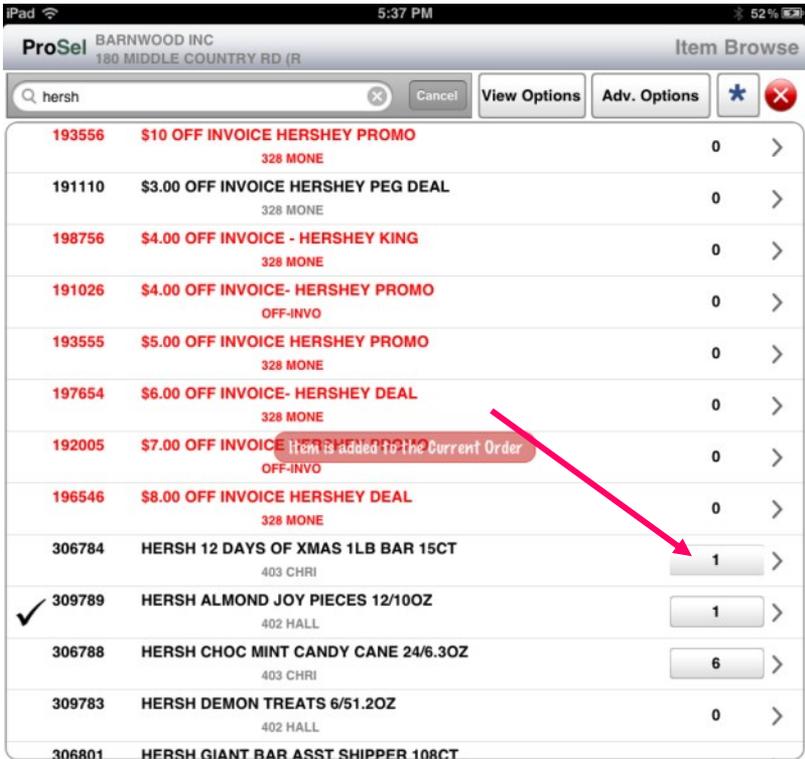
The screenshot shows the ProSel app interface on an iPad. The top status bar displays "iPad", signal strength, "5:36 PM", and "51%". The app header includes "ProSel BARNWOOD INC 180 MIDDLE COUNTRY RD (R)" and "Item Browse". A search bar contains the text "hersh" with a red arrow pointing to it. To the right of the search bar are buttons for "Cancel", "View Options", "Adv. Options", and a star icon. Below the search bar is a list of items with the following details:

Item ID	Description	Quantity	Action
193556	\$10 OFF INVOICE HERSHEY PROMO 328 MONE	0	>
191110	\$3.00 OFF INVOICE HERSHEY PEG DEAL 328 MONE	0	>
198756	\$4.00 OFF INVOICE - HERSHEY KING 328 MONE	0	>
191026	\$4.00 OFF INVOICE- HERSHEY PROMO OFF-INVO	0	>
193555	\$5.00 OFF INVOICE HERSHEY PROMO 328 MONE	0	>
197654	\$6.00 OFF INVOICE- HERSHEY DEAL 328 MONE	0	>
192005	\$7.00 OFF INVOICE HERSHEY PROMO OFF-INVO	0	>
196546	\$8.00 OFF INVOICE HERSHEY DEAL 328 MONE	0	>
306784	HERSH 12 DAYS OF XMAS 1LB BAR 15CT 403 CHRI	0	>
309789	HERSH ALMOND JOY PIECES 12/10OZ 402 HALL	0	>
306788	HERSH CHOC MINT CANDY CANE 24/6.3OZ 403 CHRI	0	>
309783	HERSH DEMON TREATS 6/51.2OZ 402 HALL	0	>
306801	HERSH GIANT BAR ASST SHIPPER 108CT 403 CHRI	0	>

A keyboard is visible at the bottom of the screen, with the search bar text "hersh" visible above it.

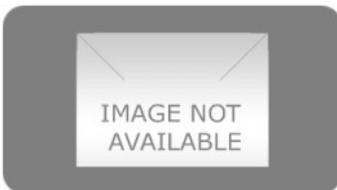
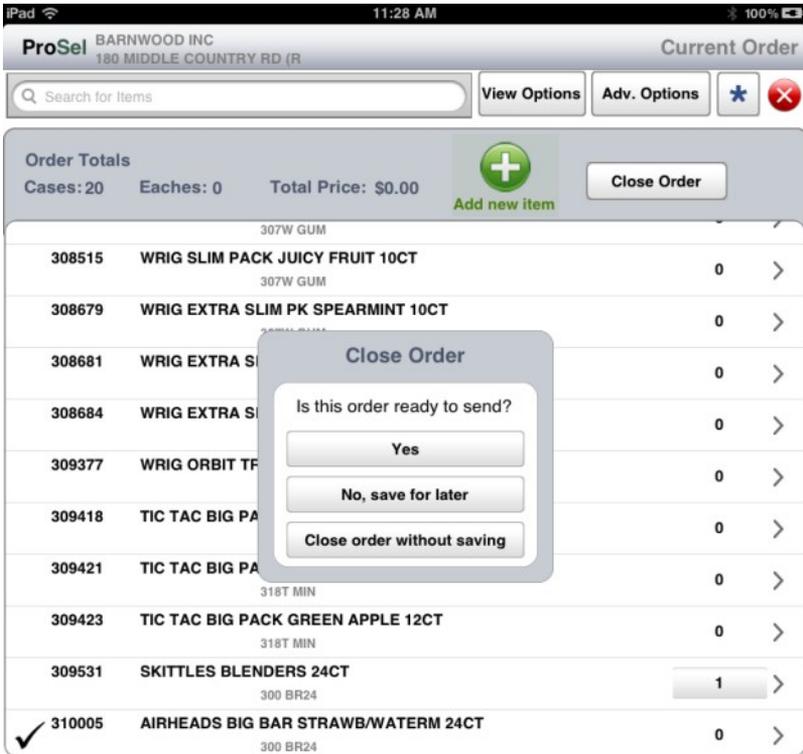
Adding an Item from the Item Browse

Tap to increment quantity or use the keypad to set quantities on the Item Browse. When you do a notice shows the item is added to the order. If you go back to the **Current Order**, you will see those new items on the order.



Closing the Order

When your order is done, tap **Close Order** and select an option. **Yes** closes the order, saving it to the Order Log, and sends it. **No, save for later** closes the order and saves it to the Order Log, but it won't be sent until reopened and saved with the Yes option. **'Close order without saving' DELETES the order permanently.**



The Order Log

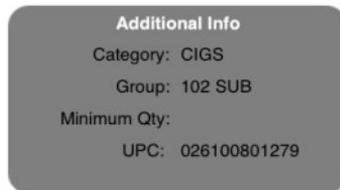
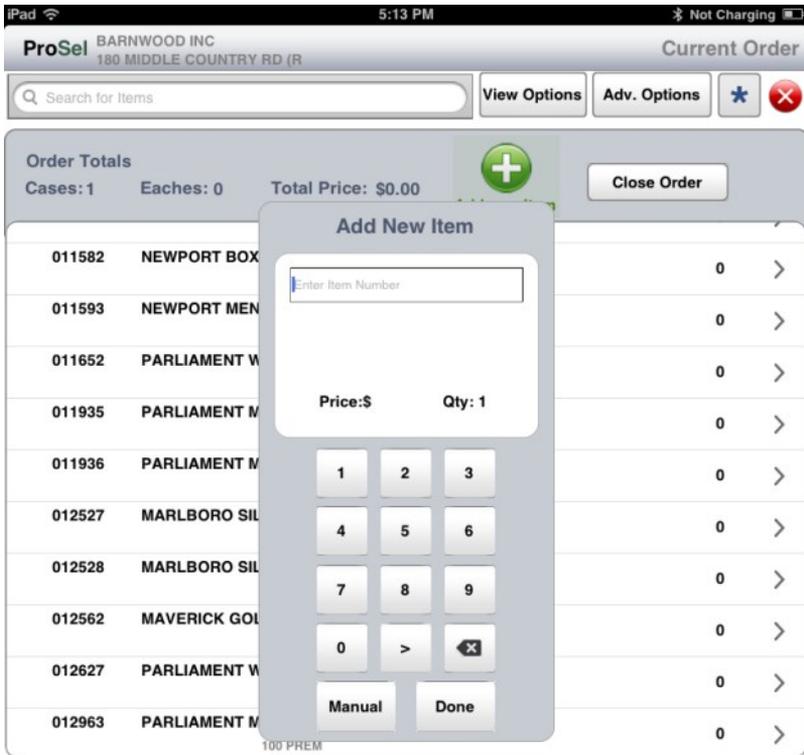


Tap Order Log to display your saved orders. New orders have no quantities. Sent orders have been sent. InProgress orders were saved with the **No, save for later**. To send one, tap the arrow to the right of the order to re-open it and close it again, this time selecting **Yes** as the closing option.

ProSel BARNWOOD INC 180 MIDDLE COUNTRY RD (R)		Order Log		
View Options				
D.P.OIL INC.-DBA/GETTY M 12362	0.00 8	SENT	06/06/2012	>
BARNWOOD INC 13887	0.00 5	NEW		>
BARNWOOD INC 13887	0.00 1	NEW		>
BARNWOOD INC 13887	0.00 1	INPROGRESS		>
BARNWOOD INC 13887	0.00 7	SENT		>
SHOP WITH US OF SHOREHAM 2147	0.00 8	INPROGRESS		>
A&N DELI&PIZZA LLC 25214	0.00 5	INPROGRESS		>
Z.S.L. INC. 31232	0.00 1	SENT	05/29/2012	>
Z.S.L. INC. 31232	0.00 1	SENT		>
DHAVAL INC/AMER MINI MT 3608	0.00 7	SENT		>
107 CARELTON INC 37124	0.00 10	INPROGRESS		>
ALL AMERICAN MOBIL 4223	0.00 7	SENT		>
ALL AMERICAN MOBIL 4223	0.00 1	SENT		>
HAUPPAUGE CAR SERVICE 9017	0.00 1	INPROGRESS		>
HAUPPAUGE CAR SERVICE 9017	0.00 3	SENT		>
		SENT		

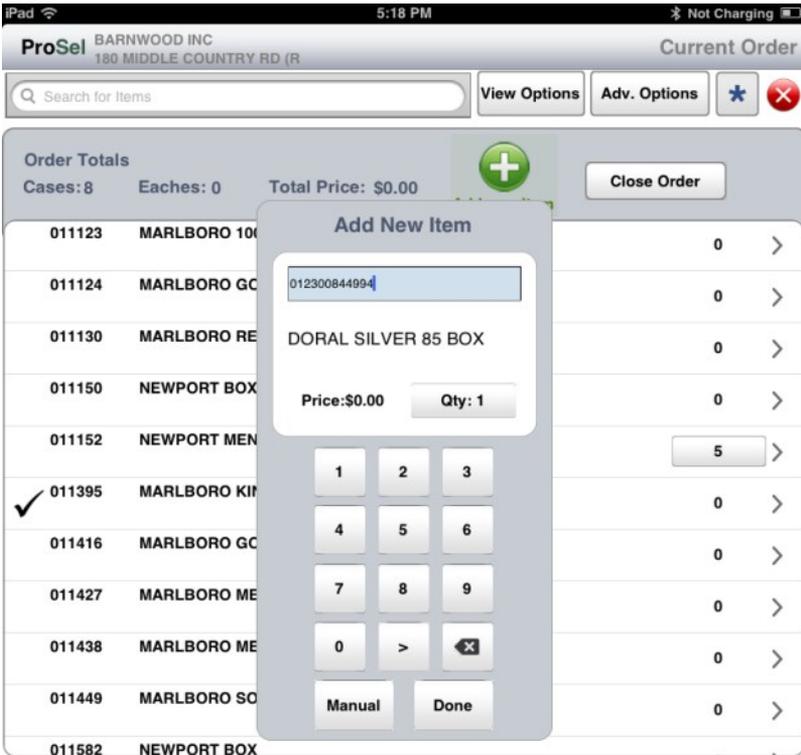
Adding an Item by Scanning

On a blank order, tap **Touch to add New Item**, or tap the **Add New Item** button at the top to display the **Add New Item** popup.



Scanning Items

Scan a bar code or shelf tag. If the item is found, the description is displayed. Either **1** or a minimum quantity is displayed. Additional scans increment the quantity, or tap the **Qty** button to change the keypad. Scan additional items or tap outside the popup to close it. Tap **Manual** to add items by entering their item numbers.



The screenshot shows the ProSel mobile application interface on an iPad. At the top, the status bar displays 'iPad', signal strength, '5:18 PM', and 'Not Charging'. The app header includes 'ProSel BARNWOOD INC 180 MIDDLE COUNTRY RD (R)' and 'Current Order'. A search bar is labeled 'Search for Items'. Below the search bar are buttons for 'View Options', 'Adv. Options', a star icon, and a red 'X' icon. The main area displays 'Order Totals' with 'Cases: 8', 'Eaches: 0', and 'Total Price: \$0.00'. A green plus icon and a 'Close Order' button are also present. A list of items is shown, including '011123 MARLBORO 100', '011124 MARLBORO GC', '011130 MARLBORO RE', '011150 NEWPORT BOX', '011152 NEWPORT MEN', '011395 MARLBORO KIM', '011416 MARLBORO GC', '011427 MARLBORO ME', '011438 MARLBORO ME', '011449 MARLBORO SO', and '011582 NEWPORT BOX'. A popup titled 'Add New Item' is overlaid on the list. It contains a text input field with '012300844994', the item description 'DORAL SILVER 85 BOX', and 'Price:\$0.00' and 'Qty: 1'. A numeric keypad is displayed below the input field, with buttons for digits 1-9, 0, a right arrow, and a left arrow with an 'X'. At the bottom of the keypad are 'Manual' and 'Done' buttons.



Additional Info
Category: CIGS
Group: 100 PREM
Minimum Qty:
UPC: 028200135704

Pigeonholes™

Pigeonholes is a built-in file distribution system that allows management to send files to your iPad. If your ProSel system is configured to use it, you will see the Pigeonholes icon. Tap **Open** to display a list of folders, and explore their contents. The **i** button will teach you how to use Pigeonholes.

