

HOW TO GUIDE FOR FUNCTION SPECIFIC SYSTEM FEATURES



PRODUCT DASHBOARD

How to Guide

Using F10 in inventory screens and searches

The Product Dashboard will give you fast insight into the product, the activity on the product and the current status of various information associated to the product.

- Recent Sales
- Recent Stock Receipts
- Active Purchase Orders
- Active Quotes
- Active Customer Orders

You can get to the **PRODUCT DASHBOARD** from these locations (as shown) by simply clicking on the button **F10 MORE DETAIL** or **F9 MORE DETAIL**.

Product Code	Bg Code	Manuf Code	Description	Retail Inc	Disc	On Hand	On Ord	Cumt mer	Qty Avail	Q/Hand	Q/Hand	Q/Hand	Subst	Bin Locn	Supp Code	Min Stk	Max Stk	Reord Level	Size	St	User Key	Prod Image	Yobckd At	Yobckd @ At	LIT	Type	Stat
2339909		510991	ADHESIVE LIQUID NAILS LANDSCAPE 415G	\$13.40	0.00%	24			24	23	19	SF2303	M105	2	1	D				9300697115201		2018	167		Act		
1948581		579546	ADHESIVE LIQUID NAILS 3200 SELLEYS	\$4.98	0.00%	4306	28	427	4941	2249	SF2707	M105	152	1	D				9300697100078		47994	11141		Act			
1525484		685852	POLISH WOOD LIQUID 300ML CEDAR	\$7.95	0.00%	4		4	4	15	SF1401	M105	1	D				930869903000		152	211		Act				
2312544		681321	SUPER GLUE CONTROL LIQUID 3G LOCITTE	\$5.60	0.00%	4		4	4	4		M105	1	D				5010266389875		90	18		Act				
1496769		1496769	SOAP SUGAR LIQUID 750ML SELLEYS	\$4.95	0.00%	20		20	80	45		M105	16	1	D				9300697106179		664	148		Act			
2143931		330449	ADHESIVE LIQUID NAILS FAST GRAB 95G	\$10.00	0.00%	6		6	6	2	SF2202	M105	2	1	D				9300697110916		290	32		Act			
2258010		311522	ADHESIVE LIQUID NAILS FAST GRAB 420G	\$6.60	0.00%	1318		131	147	10	SF2707	M105	61	1	D				9300697110701		8083	1349		Act			
1645233		1645233	ADHESIVE LIQUID NAILS 100G SELLEYS	\$7.90	0.00%	8		8	3	8	SF2202	M105	2	1	D				9300697106711		373	52		Act			
1663053		588117	LUBRICANT MULTI USE LIQUID BULK 4L WD-40	\$38.99	0.00%							M105	1	D				9312240450400		0				Act			
1747880		178269	ADHESIVE 900G LIQUID NAILS	\$15.35	0.00%							M105	1	D				9300697106834		0				Act			
1739143		210559	FERTILIZER NITROSOL LIQUID 500ML	\$8.95	0.00%	6		6	6	7	SF1807	M105	1	D				9300783105222		63	8		Act				
1767977		551489	FERTILIZER LIQUID NITROSOL 1L	\$11.95	0.00%	4		4	4	11	SF1807	M105	1	D				9300783105239		108	10		Act				
2250108		429225	CLEANER HAND LIQUID SOLVOL 300ML BOTTLE	\$9.95	0.00%	4		4	8	8	SF1401	M105	1	D				9312240710304		224	25		Act				

HOW TO GUIDE FOR FUNCTION SPECIFIC SYSTEM FEATURES

Step 1

Once in the PRODUCT DASHBOARD

The [BLUE LINK](#) will show you the details of the document in a single click

The screenshot shows the 'Product Dashboard' window. At the top, there are navigation tabs: 'Summary', 'Discount Structures', 'Cost / Sell Log', and 'Stores'. The 'Summary' tab is active. Below the navigation, there are several sections:

- Product Details:** Shows product code 142001516, description 'PINE MGP10 T3 P/TREATED R/HD 70 X 35', and other attributes like Department, F.L.C., Category, Brand, Manf Code, W/hsie Code, BG Code, and User Key.
- Recent Sales:** A table with columns: Locn, Date, Invoice No, Line, Customer, Rep, Qty, Price, Disc %, Extn Inc, Extn Ex, GST. Several 'Invoice No' cells are highlighted with blue links.
- Recent Stock Receipts:** A table with columns: Locn, Date, Supplier, P/Order, Qty, Unit Cost, Invoice, Delivery Docket.
- Active Purchase Orders:** A table with columns: Locn, Supplier, P/O Number, Qty, Del, B/Ord, Ordered, Required, ETA, Customer Ord, Customer, Name.
- Active Quotes:** A table with columns: Locn, Document, Date, Required, Customer, Quantit, Price Inc, Price Ex, GST, Discount, Extension.
- Active Customer Orders:** A table with columns: Locn, Document, Date, Required, Customer, Qty Ordered, Qty Delivered, Qty B/Ordered, Price Inc, Price Ex, GST, Discount, Extension, P/Order.

At the bottom left, there are buttons for 'F8 Stores' and 'F9 More Details'. At the bottom right, there is a 'Close' button.

CLICK on the dash next to the title to fold the windows up and down to customize the view

This close-up view shows the 'Summary' tab and the 'Recent Sales' section. A minus sign icon is highlighted in the top left corner of the 'Recent Sales' section header. Below it, a table lists sales records with columns: Locn, Date, Invoice No, and Line. The 'Invoice No' column contains blue links. Below the sales table is the 'Recent Stock Receipts' section, also with a minus sign icon highlighted in its header. It contains a table with columns: Locn, Date, Supplier, and P/Or.

HOW TO GUIDE FOR FUNCTION SPECIFIC SYSTEM FEATURES

Step 2

SELECT the Stores Tab to see stock details for other stores

Product Dashboard

Product Code: 142001516 PINE MGP10 T3 P/TREATED R/HD 70 X 35 Customer: []

Product Details

Product Code: 142001516
 Description: PINE MGP10 T3 P/TREATED R/HD 70 X 35
 Department: D65 Pine P/T (C)
 F.L.C.: ~6822 RH (C)
 Category: ~682
 Brand: []
 Manfg Code: RH7035
 W/Hse Code: []
 BG Code: []
 User Key: 3107035

Pricing

Price	Price Inc	Price Ex	MUP GP %	MUP GP \$

Costs

Date	Buy	Latest	Average	On Hand
Now	2.7100	2.7100	2.4969	2,015.70

Store Details

Locn	Description	On Hand	On Order	C/Order	Retail	Avg Cost	Stock Value
141	Wendouree	5,813.75	0.00	982.00	0.00	2.2757	13,230.35
142	BALLARAT	2,015.70	0.00	0.00	0.00	2.4969	5,033.00
144	Sebastopol	2,774.30	0.00	242.40	0.00	2.3250	6,450.25

Multi Product Select – POS

When searching for products in POS you are able to press the INS Key on the keyboard which will allow you to select multiple products and return them to the POSC Screen.

Step 1

Search for products

Point of Sale

Tax Invoice

Staff: 99 SYM-PAC Order No: []
 Salesperson: 99 SYM-PAC Date Recd: 02/12/2021
 Customer: 000001 Cash Sales Comments: []
 Ex GST: 0.00 GST: 0.00
 Stock Details: []
 Inv #: 0 Date: 02/12/2021

Product Search

Product Code	Manfg Code	Description	Retail Inc	Retail Ex	On Hand	On Order	Qty Avail	Bin Locn	Supp Code	Min Stk	Max Stk	Reord Level	Snr	Pool	Image
1946581	1946581	ADHESIVE LIQUID NAILS 300G BELLEYS	\$5.80	\$5.27	58	60	58	4R	DANKS	59	100	20	W	I	
1496769	1496769	SUGAR SOAP LIQUID 750ML	\$19.00	\$17.27	4	15	4	TD	DANKS	41	6	1	W	0	
1525484	1525484	POLISH WOOD LIQUID 300ML OCEAN	\$772.80	\$702.55				11L	DANKS	1	2	1	W	0	
1645233	1645233	ADHESIVE LIQUID NAILS 300G BELLEYS	\$787.95	\$716.32	3	2	3	4R	DANKS	2	4	1	W	0	
1775170	1775170	ROOTEX CUTTING LIQUID 50ML	\$811.95	\$738.14	4	2	4	16R	DANKS	2	4	1	W	0	
2258010	2258010	ADHESIVE LIQUID NAILS FAST GRAB 400G BELLEYS	\$1128.30	\$1025.73	19	8	19	4R	DANKS	14	20	1	W	1	
2149511	2149511	ADHESIVE LIQUID NAILS FAST GRAB 195G BELLEYS	\$1029.68	\$936.00	2	5	2	4R	DANKS	2	5	1	W	0	
2250108	2250108	CLEANER HAND LIQUID 500ML SOLVCL	\$1125.30	\$1023.00	1	2	1	4L	DANKS	1	2	1	W	0	
5402565	5402565	DRAIN CLEAN LIQUID 1L	\$2269.35	\$2063.05	1	1	1	17L	DANKS	1	2	1	W	0	
2335909	2335909	ADHESIVE LIQUID NAILS LANDSCAPE 415G BELLEYS	\$1198.35	\$1089.41	6		6	4R	DANKS	5	10	1	W	1	
2335917	2335917	ADHESIVE LIQUID NAILS MIRROR METAL GLASS 310G	\$1198.50	\$1089.55	2	7	2	4R	DANKS	2	3	1	W	1	
30015873	4629	VITRATE LIQUID CONCENTRATE 1LT	\$145.50	\$132.27	3	3	3	PRE	ABR	5	6		D		
30005026	TRV130	IRONICYCLE LIQUID SUPPLEMENT 1LT	\$147.30	\$133.91	-1		-1	PRE	PEYTOOK				D		

Records Scanned: 12

HOW TO GUIDE FOR FUNCTION SPECIFIC SYSTEM FEATURES

Step 2

Press the INS key on your keyboard on each of the products you wish to multi select



Product Search

Search: LIQUID

Product Code	Manuf Code	Description	Retail Inc	Retail Ex	On Hand	On Ord	Qty Avail	Bin Locn	Supp Code	Min Stk	Max Stk	Reord Level	Src	Prod Image
1946581	1946581	ADHESIVE LIQUID NAILS 320G SELLEYS	\$5.80	\$5.27	58	60	58	4R	DANKS	59	100	20	W	
1496769	1496769	SUGAR SOAP LIQUID 750ML	\$19.00	\$17.27	4	15	4	TD	DANKS	4	6	1	W	
1525484	1525484	POLISH WOOD LIQUID 300ML CEDAR	\$772.80	\$702.55				11L	DANKS	1	2	1	W	
1645233	1645233	ADHESIVE LIQUID NAILS 100G SELLEYS	\$787.95	\$716.32	3	2	3	4R	DANKS	2	4	1	W	
1775170	1775170	ROOTEX CUTTING LIQUID 50ML	\$811.95	\$738.14	4	2	4	16R	DANKS	2	4	3	W	
2258010	2258010	ADHESIVE LIQUID NAILS FAST GRAB 420G SELLEYS	\$1128.30	\$1025.73	19	8	19	4R	DANKS	14	20	1	W	
2143931	2143931	ADHESIVE LIQUID NAILS FAST GRAB 95G SELLEYS	\$1029.60	\$936.00	2	5	2	4R	DANKS	2	5	1	W	
2250108	2250108	CLEANER HAND LIQUID 500ML SOLVOL	\$1125.30	\$1023.00	1	2	1	4L	DANKS	1	2	1	W	
5402565	5402565	DRAIN CLEAN LIQUID 1L	\$2269.35	\$2063.05	1		1	17L	DANKS	1	2	1	W	
2335909	2335909	ADHESIVE LIQUID NAILS LANDSCAPE 415G SELLEYS	\$1198.35	\$1089.41	6		6	4R	DANKS	5	10	1	W	
2335917	2335917	ADHESIVE LIQUID NAILS MIRROR METAL GLASS 310G	\$1198.50	\$1089.55	2	7	2	4R	DANKS	2	3	1	W	
100015873	4629	VYTRATE LIQUID CONCENTRATE 1LT	\$145.50	\$132.27	3		3	PRE	AIRR	5	6		D	
100016206	TRY030	IRONCYCLEN LIQUID SUPPLEMENT 5LT	\$147.30	\$133.91	-1		-1	PRG	PETSTOCK				D	

Dept: 001, Src: W, Trade: \$0.00, FLC: 8050, Bin: 4L, Price3: \$0.00, Cat: 805, Pck Qty: 12, Price4: \$0.00, Supp Status: Active, DANKS, Cred Type: DANKS, Brand: () Normal Stocked Item

F2 Product, F3 W/Hse, F4 Desc, F5 Word, F6 Supplier, F7 EPG, F8 Manuf, F9 Search All, F10 More, Branch, Image, Full Load, Stop, List, PgUp, PgDn, OK, Close

1/8 Manuf Code: ADHESIVE LIQUID NAILS 320G SELLEYS, *CTL C* to copy to clipboard, 6 items selected

Step 3

Press ENTER once you have selected each of the items and they will be returned to the POS Grid to edit as required

Point of Sale

Tax Invoice

Staff: 99 - SYM-PAC, Order No: [blank], Date Recd: 02/12/2021, Customer: 000001

CASH SALES

Ex GST: 4430.69, GST: 443.06, Total: \$4,873.75

Product Code	Description	Qty	Price Inc	Uom	Disc %	Req'd	Extension	%
1946581	ADHESIVE LIQUID NAILS 320G SELLEYS	1	5.80	Ea		02-12-21	5.80	K
1525484	POLISH WOOD LIQUID 300ML CEDAR	1	772.80	Ea		02-12-21	772.80	E
1775170	ROOTEX CUTTING LIQUID 50ML	1	811.95	Ea		02-12-21	811.95	E
2258010	ADHESIVE LIQUID NAILS FAST GRAB 420G SELLEYS	1	1128.30	Ea		02-12-21	1128.30	E
2143931	ADHESIVE LIQUID NAILS FAST GRAB 95G SELLEYS	1	1029.60	Cd		02-12-21	1029.60	E
2250108	CLEANER HAND LIQUID 500ML SOLVOL	1	1125.30	Ea		02-12-21	1125.30	E

Ordered: \$4,873.75, Total Qty: 6, Back Ordered: \$0.00

OK, Cancel, Close