

Current Tab

Drop Down Box

Input Field

**(Reader's notes)**



Sign In

Sign In

[Forgot passord?](#)



System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help
--SECTION SUB MENU--					

Dashboard

Total Orders

Total Products

Total Customers

Recent Orders

Add Customer

Add Product



System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard

Orders

Customers

Products

Setup

Help

--SECTION SUB MENU--

Orders

search order # or customer

Sales Rep

<input type="checkbox"/>	Date/Time	Order #	Customer	Sales Rep	Status	Subtotal
<input type="checkbox"/>	2012-03-15 10:15 AM	<a href="#">P8011</a>	<a href="#">Hardy's Store</a>	John Jones	Confirmed	\$1,250.00
<input type="checkbox"/>	2012-03-15 11:15 AM	<a href="#">P8012</a>	<a href="#">The Candy Shop</a>	Linda Wattkinson	Confirmed	\$12,600.00
<input type="checkbox"/>	2012-03-16 3:45 PM	<a href="#">P8045</a>	<a href="#">Juniper Camping</a>	Rajesh Kumar	Hold	\$712.00
<input type="checkbox"/>	2012-03-15 10:15 AM	<a href="#">P8011</a>	<a href="#">Hardy's Store</a>	John Jones	Confirmed	\$1,250.00
<input type="checkbox"/>	2012-03-15 10:15 AM	<a href="#">P8011</a>	<a href="#">Hardy's Store</a>	John Jones	Confirmed	\$1,250.00

Show   **10**   [25](#)   [50](#)   [100](#)   [All](#)

Page 1 of 1

search order # or customer

Sales Rep

--LOGO--

Penguin Pad


Signed in as John Jones   [Settings](#)   [Sign Out](#)

System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help
--SECTION SUB MENU--					

Order # P2041 - The Candy Shop

(1 of 2)

<b>Customer</b>	The Candy Shop - 5877		<b>Order Date</b>	15-02-2012	<b>Bill To:</b>	
<b>Contact</b>	Sally Sweet		<b>Ship Date</b>	01-04-2012		21 Jump St. Unit 56 Toronto, ON M5T 2R6 416-792-9822
<b>Sales Rep</b>	John Jones		<b>Cancel Date</b>	14-04-2012		
<b>Status</b>	Confirmed		<b>Ship Via</b>	UPS Ground		
<b>Customer PO #</b>	53342 - Gourmet		<b>Terms</b>	Net 30		
<b>Notes</b>	Please call customer before shipping to arrange delivery method. Call Janice x245.		<b>Freight Status</b>	Free!		<b>Ship To:</b>
			<b>Signature</b>			21 Jump St. Unit 56 Toronto, ON M5T 2R6 416-792-9822









System Message like “We noticed there are no products yet, you can set them up in Setup.”

Dashboard	Orders	Customers	Products	Setup	Help
--SECTION SUB MENU--					

Order # P2041 - The Candy Shop

(2 of 2)

<input type="checkbox"/>	Product #	Description	Quantity	Price	Amount	
<input type="checkbox"/>	<u>122392</u>	<u>Sweet and sour lolipop</u>	240	1.50	\$360.00	
<input type="checkbox"/>	<u>HJ-344</u>	<u>Sugar coated mini donuts</u>	144	2.00	\$288.00	
<input type="checkbox"/>	<u>122933</u>	<u>Belgian chocoate cookies</u>	60	5.00	\$300.00	
<input type="checkbox"/>	<u>32958</u>	<u>Glazed sugar fruit pops</u>	600	0.50	\$300.00	
<input type="checkbox"/>	<u>C98821</u>	<u>White chocolate bars</u>	48	3.00	\$144.00	

Subtotal

\$1392.00



System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard

Orders

Customers

Products

Setup

Help

--SECTION SUB MENU--

Customers

search customer # or customer

Customer Group

Add Customer

<input type="checkbox"/>	Customer	Customer #	Contact	City	Sales Rep	Orders
<input type="checkbox"/>	<a href="#">Hardy's Store</a>	<a href="#">2332</a>	Hardy Boise	Winnipeg	John Jones	2
<input type="checkbox"/>	<a href="#">The Candy Shop</a>	<a href="#">5877</a>	Sally Sweet	Toronto	Linda Watkinson	1
<input type="checkbox"/>	<a href="#">Juniper Camping</a>	<a href="#">2198</a>	June Carson	Kitimat	Rajesh Kumar	0
<input type="checkbox"/>	<a href="#">Foodies Delight</a>	<a href="#">4434</a>	Harold Hanz	Seattle	John Jones	0
<input type="checkbox"/>	<a href="#">The Purple Cactus</a>	<a href="#">5233</a>	Homer Simpton	Springfield	John Jones	1

Show   **10**   [25](#)   [50](#)   [100](#)   [All](#)

Page 1 of 1

search customer # or customer

Customer Group

Add Customer



System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help
--SECTION SUB MENU--					

Customer # 5877 - The Candy Shop

<b>Company Name</b>	The Candy Shop		<b>Billing Address</b>		<b>Shipping Address</b>	
<b>Customer #</b>	5877		<b>Address 1</b>	21 Jump St.	<b>Address 1</b>	21 Jump St.
<b>Contact</b>	Sally Sweet		<b>Address 2</b>	Unit 56	<b>Address 2</b>	Unit 56
<b>Contact Title</b>	Owner		<b>City</b>	Toronto	<b>City</b>	Toronto
<b>Sales Rep</b>	John Jones		<b>Province/State</b>	ON	<b>Province/State</b>	ON
<b>Terms</b>	Net 30		<b>Postal/Zip Code</b>	M5T 2R6	<b>Postal/Zip Code</b>	M5T 2R6
<b>Ship Via</b>	UPS Ground		<b>Country</b>	Canada	<b>Country</b>	Canada
<b>Tax ID</b>	HST 13%		<b>Phone 1</b>	416-792-9822	<b>Phone 1</b>	416-792-9822
<b>Notes</b>	Janice is reception, she arrange the shipping so always call her before shipping.		<b>Phone 2</b>	416-992-9877	<b>Phone 2</b>	416-992-9877
			<b>Fax</b>	416-792-9823	<b>Fax</b>	416-792-9823
			<b>Email</b>	info@candyshop.com	<b>Email</b>	info@candyshop.com





System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help
--SECTION SUB MENU--					

Products

search product # or description

Category

<input type="checkbox"/>	Product #	Description	Category	Brand	Price
<input type="checkbox"/>	<a href="#">122392</a>	<a href="#">Sweet and sour lolipop</a>	Lolipops	Gustav	1.50
<input type="checkbox"/>	<a href="#">HJ-344</a>	<a href="#">Sugar coated mini donuts</a>	Donuts	Krispy Dream	2.00
<input type="checkbox"/>	<a href="#">122933</a>	<a href="#">Belgian chcoloate cookies</a>	Cookies		5.00
<input type="checkbox"/>	<a href="#">32958</a>	<a href="#">Glazed sugar fruit pops</a>	Lolipops	Fruitacular	0.50
<input type="checkbox"/>	<a href="#">C98821</a>	<a href="#">White chocolate bars</a>	Bars	Godiva	3.00

Show **10** [25](#) [50](#) [100](#) [All](#)

Page 1 of 1

search product # or description

Category



System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help
--SECTION SUB MENU--					

Product # 122392 - Sweet and sour lolipop

Product #	122392		Long Description	This delicious Gustav original tingles the tongue with mouth watering blend of citrus and honey flavours. Packed with quality plastic point-of-purchase display with a footprint of 12”x12”. Each pop is wrapped in assorted colours.	
Description	Sweet and sour lolipop				
Price	1.50				
Barcode	698229201192				
Minimum Order Qty	53342 - Gourmet				
Category	Lolipops				
Brand	Gustav				



System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help
Company   Orders   Customers   Products   Import/Export   Users/Reps   Dashboard   Options					

## Setup

Company

Orders

Customers

Products

Import/Export

Users/Reps

Dashboard

Options



System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help			
Company		Orders	Customers	Products	Import/Export	Users/Reps	Dashboard	Options

Setup - Company

(Sync devices to take effect)

This information will show up on printed and emailed orders to your customers

Company Name	Fancy Candy Distributors		Tax Registration #	139833029	
Address 1	5660 Yonge St.		Currency	CAD	
Address 2	Unit 2		Time Zone	Eastern - New York, Toronto	
City	Toronto		Logo	--COMPANY LOGO--	
Province/State	ON				
Postal/Zip Code	M53 3L2				
Country	Canada				
Phone 1	416-889-9383				
Phone 2	1-800-599-8338				
Fax	416-889-9883				
Email	sales@fancycandy.com				



System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help
Company <b>Orders</b> Customers   Products   Import/Export   Users/Reps   Dashboard   Options					

Setup - Orders

(Sync devices to take effect)

Default email for orders

sales@fancycandy.com

Order #s

☐ We like to manually enter them

☐ They should be automatic

Global Order # Prefix

P

Device # Prefix

D

Next Order #

1001

Default Order Memo

We appreciate your business!

Default Freight Status

TBD



System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help			
Company		Orders	Customers	Products	Import/Export	Users/Reps	Dashboard	Options

Setup - Customers

(Sync devices to take effect)

Default Ship Via

Pick Up

Default Terms

COD

Default Country

Canada

Default Tax Rate

13%

--LOGO--

# Penguin Pad

Signed in as **John Jones** [Settings](#) [Sign Out](#)

System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help			
Company		Orders	Customers	Products	Import/Export	Users/Reps	Dashboard	Options

## Setup - Customers

(Sync devices to take effect)

<b>Orders</b>	<input type="radio"/> Full replace	<input type="radio"/> Add new, and edit existing
C:\desktop\new orders.csv		
<b>Customers</b>	<input type="radio"/> Full replace	<input type="radio"/> Add new, and edit existing
C:\desktop\new orders.csv		
<b>Products</b>	<input type="radio"/> Full replace	<input type="radio"/> Add new, and edit existing
C:\desktop\new orders.csv		
<b>Users/Reps</b>	<input type="radio"/> Full replace	<input type="radio"/> Add new, and edit existing
C:\desktop\new orders.csv		
<b>Option Lists</b>	<input type="radio"/> Full replace	<input type="radio"/> Add new, and edit existing
C:\desktop\new orders.csv		







System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help
Company Orders Customers Products Import/Export Users/Reps Dashboard Options					

Setup - Users/Reps

User Types:  
Admin - Full control including settings  
User - Cannot change settings  
Rep - Can only use device app, not web app

<input type="checkbox"/>	Email	Name	Status	Type	Password	
<input type="checkbox"/>	<a href="#">admin@fancycandy.com</a>	<a href="#">House</a>	Active	Admin	<a href="#">Change</a>	
<input type="checkbox"/>	<a href="#">john@fancycandy.com</a>	<a href="#">John Jones</a>	Active	Rep	<a href="#">Change</a>	
<input type="checkbox"/>	<a href="#">alison@fancycandy.com</a>	<a href="#">Alison Germaine</a>	Disabled	User	<a href="#">Change</a>	





System Message like “We noticed there are no products yet, you can set them up in [Setup](#).”

Dashboard	Orders	Customers	Products	Setup	Help			
Company		Orders	Customers	Products	Import/Export	Users/Reps	Dashboard	Options

Setup - Options

(Sync devices to take effect)

Ship Via

Terms

Freight Status

Tax Rate

<input type="checkbox"/>	Default	Order	Ship Via	
<input type="checkbox"/>	<input type="radio"/>	↕	<a href="#">UPS Ground</a>	
<input type="checkbox"/>	<input checked="" type="radio"/>	↕	<a href="#">Pick Up</a>	
<input type="checkbox"/>	<input type="radio"/>	↕	<a href="#">FedEx Air</a>	