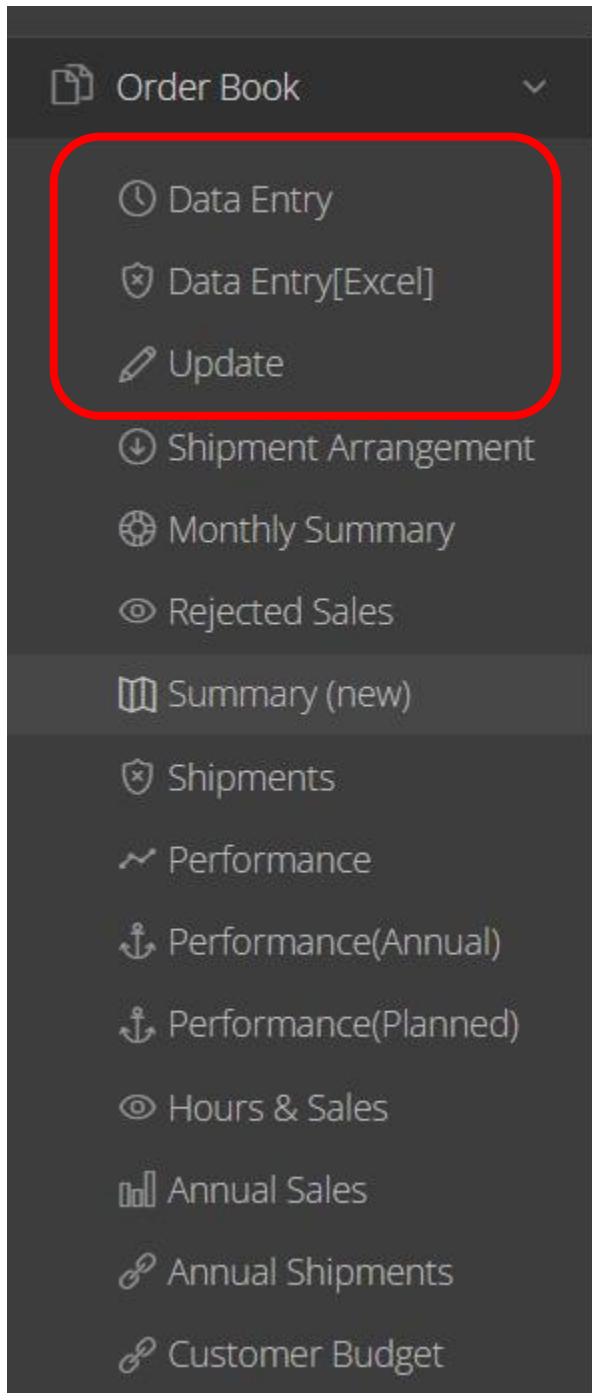


## User Guide for Updating Order book



## Home Page



## 1.Data Entry

You can enter new orders one by one ( current system facility) in this view.

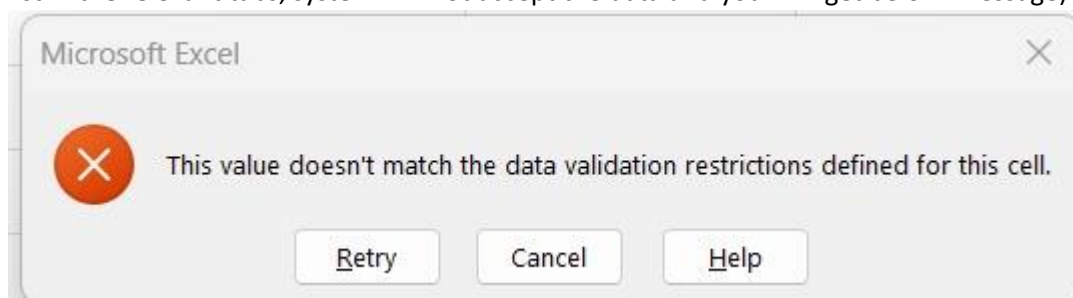
You must enter new customer, new PO, new style, or new products by using the “ADD NEW” tab if needed before entering order details in to the system.

For example, if you want to add a new customer, click “NEW ADD” tab under customer. Then, type the name of new customer in the Customer Details window as shown below and click “SAVE CHANGES” button.

## 2. Data Entry – Excel

**Steps to upload the Excel template in to Order Book for new customer, new style, new product or new PO**

1. Open the empty Excel order book upload template.
2. Fill in the new customer, new style, new product or new PO in the relevant tabs of the template.
3. Fill in the template with relevant details. ( if you try to enter details which are not in the drop down list in the relevant tabs, system will not accept the data and you will get below message)



## Steps to upload the Excel template in to order book

New Order Book

OB Details

Upload Excel Template

SELECT

LOAD

OB Details

10 records

Search:

#	Customer	Style	Product	PO NO	PO Date	Mode	Color	Pieces for Pack	Term	Price	Order Quantity
No data available in table											

Showing 0 to 0 of 0 entries

SAVE

1. Do the step described under data entry above in this guide before you upload the template for new customer, new style, new product or new PO.
2. Click the "SELECT" and get the excel template and click "LOAD". ( if your data is accurate, you will get "green color" in the order lines and if there is any error you will get "Orange color" in the order lines with the status of " Invalid data") .Pls refer below

#	Customer	Style	Product	PO NO	PO Date	Mode	Color	Pieces for Pack	Term	Price	Order Quantity	Ex-Factory Date	Revised Ex-Factory Date	SMV	Company	Status
1	Test A	TEST	TEST	PO-0012345	2024-07-24	SEA	RED	1	OP	1.50	1000	2024-08-01	2024-08-01	2.8	Sub contract	Invalid Data
2	Test A	TEST	TEST	PO-0012345	2024-07-24	SEA	RED	1	OP	1.50	1000	2024-08-01	2024-08-01	2.8	Sub contract	Invalid Data

3. Click the Save button

SAVE

## 3.Update

Update Order Book

Filter Order Details

Customer

LUCKY AND ME

SEARCH

MONTH

SEARCH

PO NO

SEARCH

Order Details

Copy CSV Excel PDF Print

Search:

#	Customer	PO	PO Date	Style	Product	Color	Ex-fac	Revised Ex-Fac	OQ-Pieces per Pack	OQ-Pcks	OQ-Total	Cut	Ship	Update
No data available in table														

Showing 0 to 0 of 0 entries

Once the shipment is done, you can update the details in this view as you do currently.

If your production plant has been changed, you must update the correct production plant in this view.

### **Note**

**This user guide is work in process. We will complete and hand it over once the rest of the content is completed.**