

# Table of Contents

Apple Store Description of "Sell It Anywhere"	3
Quick Start - Sample Database	4
Quick Start - Your Accounting Software - from Sample Database Install - from fresh Install	15 16 19
<ul> <li>Reference <ul> <li>Adding new Bill To customer or Ship To address</li> <li>Using Inventory/Order Entry screen</li> <li>Using Order Details screen</li> <li>Using Email/Print option screen</li> <li>Other Options and Features <ul> <li>Downloading images</li> <li>Displaying orders on main screen</li> <li>Deleting specific order</li> <li>Operating with no WiFi or Cellular</li> <li>Forcing orders to upload</li> </ul> </li> </ul></li></ul>	21 26 28 31 32 33 34 35 36
Contact Us	

- Support	37
- Placing order for server components	38

# Apple Store Description of "Sell It Anywhere"

Welcome to Sell It Anywhere! The mobile app for salespeople on the go.

#### ALWAYS CONNECTED

Create orders on your iPad and upload them to your server and directly into your business accounting package. All in real time! If you have a WiFi or cellular data connection, your orders will be entered into your accounting package in seconds! Your database is also kept up to date with changes generated on the server, such as new products and customers, price changes, promotions, etc.

The current version works with Sage BusinessVision, with more accounting packages coming soon! \*\*\* Server licensing required.

#### EASILY CREATE YOUR ORDERS

Easily search by name, product code, category, or barcode number. Don't like searching for products? No problem! Just connect any Bluetooth, iPad compatible barcode scanner, scan your barcode and the item is automatically added to the current order.

#### **IMMEDIATE CONFIRMATIONS**

Send email confirmations to your customers, generate quotes, print to any AirPrint printer, save standing orders for quick access, and create new customers on the road, all with Sell It Anywhere's fast and fluid interface.

#### FLEXIBLE

Product prices are completely flexible. Sell It Anywhere supports retail prices, promotions, customer specific pricing, quantity breaks, and multi currency conversions. If the salesperson overrides any price, the server keeps track.

#### SECURE

Be confident that your confidential informations remains private. Communication with the server and the on-device database are both encrypted with industry tested encryption algorithms. Yours and your customers' information is protected with Sell It Anywhere.

\*\*\*

The Sell It Anywhere iPad app is only half the story. Give it a try with the included sample database but you'll need the server component to download your data and really let Sell It Anywhere shine for you. The server component must be purchased separately though DMCL.

# **Quick Start - Sample Database**

After starting Sell It Anywhere for the first time, you will be presented with the set up screen. Touch the <Use Sample Database> button:

Orders     Orders     Orders     Welcome to Sell It Anywhere!   Before starting, we'll need the following information to connect to the database server. If you cannot connect, feel free to try the sample database included with this application.   Keep Applicable Orders: ON   IP Address: 192.168.0.1   Port: 443   Username: Password:     Cancel Use Sample Database   Download and Start   Standing Orders:     W E   R T   Y U   U P   A S   D F   G H   J K   L return   Z X   C V   N 1   ?123 .7123	ervice 🗢	9:58 AM	* 99%
Welcome to Sell It Anywhere!         Before starting, we'll need the following information to connect to the database server. If you cannot connect, feel free to try the sample database included with this application.         Keep Applicable Orders:       ON         IP Address:       192.168.0.1         Port:       443         Username:       Password:         Cancel       Use Sample Database         Defense:       Download and Start         Standing Orders:       W         W       E         R       T       Y         J       O         P       G         H       J       K         L       return         Z       X       C         V       B       M       ?         .2123       .2123       .2123		Orders	Settin
Welcome to Sell It Anywhere!   Before starting, we'll need the following information to connect to the database server. If you cannot connect, feel free to try the sample database included with this application.   Keep Applicable Orders:   IP Address:   192.168.0.1   Port:   443   Username:   Password:   Cancel   Use Sample Database   Download and Start   Standing Orders:   W   W   E   R   T   Y   U   I   O   P   A   S   D   F   G   H   J   K   L   return   P <p< td=""><td></td><td></td><td></td></p<>			
Before starting, we'll need the following information to connect to the database server.   If you cannot connect, feel free to try the sample database included with this application.     Keep Applicable Orders:   IP Address:   192.168.0.1   Port:   443   Username:   Password:     Cancel   W   E   R   T   Y   U   IO   P   A   S   D   F   G   H   J   K   L   return   Z   X   C   V   B   N   !   ?   Z   X   C   V   B   N   !   ?   2   X   C   V   B   N   !   ?   ?   ?   ?   2   Y   U   P   P   Q   P   P   P   P   P   P   P   P   P   P   P   P   P   P   P   P   P    P   P	Welcome to Sell It	: Anywhere!	
Keep Applicable Orders:   IP Address:   IP Address:   Port:   443   Username:   Password:     Cancel   Use Sample Database   Download and Start     Standing Orders:     W   E   R   T   Y   U   I   O   P   A   S   D   F   G   H   J   K   L   retur   Z   X   C   V   B   N   I </td <td>Before starting, we'll need If you cannot connect, fee application.</td> <td>d the following information to connec el free to try the sample database inc</td> <td>t to the database server. luded with this</td>	Before starting, we'll need If you cannot connect, fee application.	d the following information to connec el free to try the sample database inc	t to the database server. luded with this
IP Address: 192.168.0.1 Port: 443 Username: Password: Download and Start Cancel Use Sample Database Download and Start Standing Orders: W E R T Y U I O P A S D F G H J K L retur Z X C V B N M ! ? 4 .7123	Keep Applicable Orders:		
Port: 443 Username: Password: Cancel Use Sample Database Download and Start Standing Orders: W E R T Y U I O P G A S D F G H J K L retur Z X C V B N M ! ? 4 .7123	IP Address:	192.168.0.1	
Username: Password: Cancel Use Sample Database Download and Start Standing Orders: W E R T Y U I O P A S D F G H J K L retur Z X C V B N M ! ? 4 .7123	Port:	443	
Password:   Cancel   Use Sample Database   Download and Start   Standing Orders:   W   E   R   T   Y   U   I   O   P   A   S   D   F   G   H   J   K   L   retur   Z   X   C   V   B   N   I   ?   ?123	Username:		
Cancel Use Sample Database Download and Star Standing Orders: W E R T Y U I O P A S D F G H J K L retur Z X C V B N M ! ? 4 .7123	Password:		
Cancel     Use Sample Database     Download and Start       Standing Orders:     W     E     R     T     Y     U     I     O     P       W     E     R     T     Y     U     I     O     P       W     E     R     T     Y     U     I     O     P       A     S     D     F     G     H     J     K     L     retur       Z     X     C     V     B     N     M     !     ?       .7123     .7123     .7123			
Standing Orders: WERTYUIOP ASDFGHJKLretur ZXCVBNM!? 	Cancel	Use Sample Database	Download and Start
Standing Orders:         W       E       R       T       Y       U       I       O       P         A       S       D       F       G       H       J       K       L       retur         Z       X       C       V       B       N       M       !       ?       4         .7123	_		
Standing Orders: W E R T Y U I O P A S D F G H J K L retur Z X C V B N M ! ? 4 .?123			
Standing Orders:         W       E       R       T       Y       U       I       O       P         A       S       D       F       G       H       J       K       L       retur         Z       X       C       V       B       N       M       ?       4         .?123       .?123       .?123       .?123       .?123       .?123			
W       E       R       T       Y       U       I       O       P         A       S       D       F       G       H       J       K       L       retur         Z       X       C       V       B       N       M       !       ?       4         .7123	Standing Orders:		
W       E       R       T       Y       U       I       O       P         A       S       D       F       G       H       J       K       L       retur         Z       X       C       V       B       N       M       !       ?       4         .7123			
W       E       R       T       Y       U       I       O       P         A       S       D       F       G       H       J       K       L       retur         Z       X       C       V       B       N       M       !       ?       4         .7123			
W       E       R       T       Y       U       I       O       P         A       S       D       F       G       H       J       K       L       return         Z       X       C       V       B       N       M       !       ?       4         .7123			
A S D F G H J K L retur Z X C V B N M ! ? 4 .?123	WER	ТҮИІ	О Р 🖸
A S D F G H J K L retur Z X C V B N M ! ? 4 .?123			
Z X C V B N M ! ? 4	A S D	FGHJ	K L return
.?123 .?123		V B N M	! ?
.?123 .?123			,
	.?123		.?123

The Sample Database will load:



Start Screen will appear and you are ready to start your first order:

Touch <New Order> button

Ao Service 중	9:28 PM Orders	_	⅔ 90% ■ Settings
New Order	Books!		
Recent Orders and Quotes:			
Standing Orders:			
0 orders awaiting upload			

Select a customer (Left column is Bill To Customers, Right column is Ship To, if any):

Notes: Filter your search by:

- Selecting 0-9, A-Z
- Typing some or all of your customers name or code in search window

No Servic	e (?	9:29 PM	* 90% 🛋
Orders		Customer	
0-9			Edit
A	ABS	Ancient Book Store	
В	AP	Ancient Pages	
с	вв	Bargain Books	
D	DA	Dark Alley	
E	DBT	Darlington Books n' Things	
F	DBT	Darlington Books n' Things	Val's Store
G	FS	Flora and Sons	
н	JBS	Johnson's Book Store	
	LB	Lunar Books	
	LBS	The Lost Book Store	
К	MB	More Books	
	MM	Middleton Manuscripts	
N	MP	Main St. Pages	
	ОМ	Our Manuscripts	
Р	ОМ	Our Manuscripts	Bishop's Castle
0	OS	Our Stories	
R	RBS	Rhodda's Book Store	
s	RM	Rhodda's Market	
т	RM	Rhodda's Market	Store #2
U	RM	Rhodda's Market	Store #3
v	SM	Shopper's Mart	
w	TBS	The Book Store	
x	UB	Unused Books	
Y	UMG	Unused Magazines	
z	VBT	Vickie's Books and More	

Select product to add to order:

- Note: Search window will locate product by SKU (part number), Description, or barcode
  - There are 10,000 SKUs in the sample database performance is amazing!!!!!
  - Sort columns by part number or description by touching column header

No Service	© 9:29 PM		≵ 90% ■
Done	Inventory		Order
			Si <u>sona</u>
	· · · · · · · · · · · · · · · · · · ·		
6126208	"Beautiful thoughts"		
5610999	"Boots and Saddles": Or, Life in Dakota with Gener		
2739455	"Good-bye, sweetheart!"	A Biblical intro	duction
5921142	"Our street."		
5879375	"Swingin round the cirkle"		157261
2889059	"The Story of the Gadsbys" and "In Black and White"		SHALKS SEE
5600793	"The story of my life"	EA	23.67
4520047	"They that walk in darkness"		
6061012	"Trustum" and his grandchildren		
1278526	'Old Q'	- +	1 🕂
5716634	'Twas in Trafalgar's bay	Your Price:	23.67
5595093	A Christmas sermon	Wholesale Price:	23.67
311182	A child's garden of verses	Quantity on Hand:	0
5596944	A fleet in being	Available Quantity:	0
5917170	A history of freedom of thought	Back Order Quantity:	0
2879577	A Banded Ministry And The Upas Tree	On Order Quantity:	0
5693247	A Biblical introduction		
6142016	A Book of Song and Service for Sunday School and	A Biblical introduction	EA 1
2874682	A British Rifle Man	A child's garden of verses	EA 1
5709787	A Buddhist catechism		
6104193	A Canadian heroine, a novel		
6029688	A Catalogue of the Manuscripts Preserved in the Li		
2504750	A Century Of Puritanism, And A Century Of Its Opp		
5645848	A Chapter In The History Of Meteorites		
1972329	A Chapter of Adventures	Order Subtotal:	33.37

## Add quantity desired to the order

Done	Inventory			
1				Order
6106000	"Requiting the unphase"			
6126208		A British Rifle	Man	
5610999	"Boots and Saddies": Or, Life in Dakota with Gener			
2739455	"Good-bye, sweetheart!"			
5921142	"Our street."		in the	
5879375	"Swingin round the cirkle"			
2889059	"The Story of the Gadsbys" and "In Black and White"			
5600793	"The story of my life"	EA		11.99
4520047	"They that walk in darkness"			
6061012	"Trustum" and his grandchildren			
1278526	'Old Q'	- +	1	•
5716634	'Twas in Trafalgar's bay	Your Price		11.99
5595093	A Christmas sermon	Wholesale Price:		11.99
311182	A child's garden of verses	Quantity on Hand:		0
5596944	A fleet in being	Available Quantity:		0
5917170	A history of freedom of thought	Back Order Quantity:		0
2879577	A Banded Ministry And The Upas Tree	On Order Quantity:		0
5693247	A Biblical introduction			
6142016	A Book of Song and Service for Sunday School and	A British Rifle Man	EA	1
2874682	A British Rifle Man	A Biblical introduction	EA	1
5709787	A Buddhist catechism	A child's garden of verses	EA	1
6104193	A Canadian heroine, a novel	-		
6029688	A Catalogue of the Manuscripts Preserved in the Li			
2504750	A Century Of Puritanism, And A Century Of Its Opp	-		
5645848	A Chapter In The History Of Meteorites			
1972329	A Chapter of Artventures	Order Subtotal:	45.36	

Order Details

## Ready to submit orders, touch <Order> button:

No Service	ŝ	9:30 PM			90% 💻
Done		Inventory			Order
I				118	
•					
1022861	Der arme Heinrich			-10	
103019	His natural life		A canad heroíne, a	ian novel	
103044	Pendennis				
103054	Scenes of clerical life				
103076	Rasselas		adra .	1. 1. 1	
103148	William Congreve			640 . C	
103260	No name		EA		8.62
103384	Weir of Hermiston				
103452	The Morgesons				
103468	Narrative of Sojourner Truth		- +	0	Ð
103565	Dred		Your Price:		8.62
104268	Melmoth the wanderer		Wholesale Price:		8.62
1056114	The Malay Archipelago		Quantity on Hand:		0
110591	Nights with Uncle Remus		Available Quantity:		0
1131065	Felix Holt, the radical		Back Order Quantity:		0
1164951	Advance and retreat		On Order Quantity:		0
1164964	My story of the war		A Dritich Diffe Man	54	
1164969	The Antietam and Fredericksburg		A British Rifle Man	EA	1
1164985	A bird's-eye view of our civil war		A Biblical introduction	EA	1
118222	Uncle Silas		A child's garden of verses	EA	1
118250	The moonstone				
118269	Zapiski iz mertvogo doma				
118430	The wanderer, or, Female difficulties				
118446	Basil				
118493	Allan Quatermain		Order Subtotal:	45.36	

9:30 PM No Service 🤶 🕴 90% 💻 **Order Details** Save for Late Inventory Bill To: Ship To: Middleton Manuscripts Middleton Manuscripts 309 Circular Dr. 309 Circular Dr. Fields, TX 45203 Fields, TX 45203 Order Hold USA USA 000000002 Hold Ready Sample User Complete Standing 311182 A child's garden of verses ΕA 1 9.70 9.70 5693247 A Biblical introduction ΕA 1 23.67 23.67 2874682 A British Rifle Man ΕA 1 11.99 11.99 45.36 0.00 Order Total: 45.36

Touch "Status" box and change from "Hold" to "Ready":

Notes: Status definitions:

- Hold saves order for future completion
- Ready activates signature window and starts submission to server as open order (customer to receive goods at later date)
- Complete activates signature window and starts submission to server as complete invoice (customer has goods)
- Standing creates template order which stays on iPad to easily create similar orders in the future.

Touch signature window and signature screen appears:

No Ser <mark>vice</mark> 중		9:31 PM Order Deta	ils		_	∦ 90% <b>—</b> Submit
Bill T o: Order 00000 000002	Middleton Manuscripts 309 Circular Dr. Fields, TX 45203 USA	20	ip To: Ready 114-08-25	Middleton 309 Circu Fields, TX USA	Manuscripts Iar Dr. ( 45203	
311182 A ch	ild's garden of verses	EA		1	9.70	9.70
2			Clear	Cancel	23.07	Save
					Subtotal: Tax:	45.36

Touch <Save> button

Touch <Submit> button

## You may print and/or email order confirmation/invoice:

No Service  🔶	9	:31 PM			🕸 90% 💻
Order Details	F	Print			Done
Print	Email: email@domain.com	)			
Books! By DM 1800 Invinsible Blv Los Angeles CA 90 USA Ph: <u>123-456-7890</u> Fx: <u>123-456-7891</u>	<b>CL</b> d. 3012		Ś	BO	OKS!
Order Co Shipping: Middleton Manuscripts 309 Circular Dr. Fields, TX 45203 USA Ph: 239-422-0488 Fx: 224-125-2652 Order number: 900000		Billing: Middleton Man 309 Circular Dr Fields, TX 4520 USA Ph: <u>239-422-04</u> Fx: <u>224-125-26</u>	uscripts 33 <u>188</u> 52		
2014-08-25 21:31 Salesperson: Sample	User				
Part	Item		Count	Price	Subtotal
311182	A child's garden of verses [EA]		1	9.70	9.70
5693247	A Biblical introduction [EA]		1	23.67	23.67
2874682	A British Rifle Man [EA]		1	11.99	11.99
		[		Subtotal	45.36
NET 30				Total	USD 45.36



Printed: 2014-08-25 21:31

۲

Touch <Done> button when finished.

4

You are returned to the start page.



Congratulations, you have completed your first order.

Now, try a Quote on your own, - then a Complete order (Invoice), - then a Standing Order, - then an Order on Hold......

# **Quick Start - Your Accounting Software**

#### **Prerequisites:**

1) Window's REST application and service must have been purchased from DMCL and installed (see separate Window's REST application and service manual)

2) iPad User must be set up with a minimum of user name and password in iPad Maintenance application (see separate iPad Maintenance manual). iPad Maintenance application is available for Windows or Mac OS X. It is also recommended that each user's access to specific customers, inventory, etc. be established in the iPad Maintenance application as well.

**Please Note**: Sell It Anywhere was designed around the feature set of an Enterprise accounting package. The intent is that it is usable by any accounting package with just the Window's Service being the only variable from one accounting package to the next. Other than the space availability of the iPad in use, there is no restriction to the number of price levels, quantity breaks, customer specific prices, currencies per price level, etc. The Beta testers for this project had database tables with 80,000 records for customers, inventory, and other support tables - performance was lightning fast.

This does not mean if your accounting package does not have multi-currency capability, that Sell It Anywhere will still use multi-currency - it will not. Sell It Anywhere determines the capabilities of your accounting package and only allows the same "Business Rules".

# Changing to Your Accounting Package with Sample Database Loaded

Touch <Settings> button

Clear and Reload Data: Turn ON

7	
No Service ?	10:36 PM
	Orders
New Order       Boo         New Quote       Recent Orders and Quotes:	Next Order Number: 284   Next Quote Number: 1   Hide Sent Orders: Never   Download Images Only on WiFi: OFF   For security reasons, changing the following will empty the database and delete all saved and outstanding orders. IP Address: <ul> <li>(Sample Database)</li> <li>Port:</li> <li>(Sample Database)</li> <li>Username:</li> <li>Sample Use</li> <li>Clear and Reload Data:</li> <li>ON</li> </ul>
	Cancel Save & Restart
Standing Orders:	<u> </u>
0 orders awaiting upload	Database updated 2014-08-26 22:35
<save &="" restart=""> button</save>	/

The same window will show up that you saw the first time you started Sell It Anywhere:

However, this time you will fill in the information used to set up your account in the iPad Maintenance application:

IP Address: IP address for the server where the REST application is located - available from your administrator.

Port: usually 443 (managed by IIS on your server)

Username: as assigned in iPad Maintenance application (it is case sensitive)

Password: as assigned in iPad Maintenance application (it is case sensitive)

No Service 중 10:37 PM	* 95% 🖿
Orders	Settings
Welcome to Sell It Anywhere!	
Before starting, we'll need the following information to connect to the data If you cannot connect, feel free to try the sample database included with t application.	base server. his
Keep Applicable Orders:	
IP Address: 123.456.789.012	
Port: 443	
Username: Steve	
Password:	
Cancel Use Sample Database Dow	nload and Start
Standing Orders:	
Q W E R T Y U I O	P 🛛
ASDFGHJKI	return
	? · ↔
.?123	.?123

Your live data is now loading:



# Go to page 6 (Sample Database) and start entering orders - you are live and submitting orders will go into your accounting package.

# Loading the iPad from a fresh install of Sell It Anywhere

After starting Sell It Anywhere for the first time, you will be presented with the set up screen:

Fill in the information used to set up your account in the iPad Maintenance application:

IP Address: IP address for the server where the REST application is located - available from your administrator.

Port: usually 443 (managed by IIS on your server)

Username: as assigned in iPad Maintenance application (it is case sensitive)

Password: as assigned in iPad Maintenance application (it is case sensitive)

No Service 奈 10:37 PM	* 95% 💻
Orders	Settings
Welcome to Sell It Anywhere!	
Before starting, we'll need the following information to connect to the data If you cannot connect, feel ree to try the sample database included with t application.	base server. his
Keep Applicable Orders:	
IP Address: 123.456.789.012	
Port: 443	
Username: Steve	
Password:	
Cancel Use Sample Database Dow	nload and Start
Standing Orders:	
Q W E R T Y U I O	P 🛛
ASDFGHJK	Lreturn
☆ Z X C V B N M ! ,	? •
.?123	.?123

Your live data is now loading:



Go to page 6 (Sample Database) and start entering orders - you are live and submitting orders will go into your accounting package.

## **Reference**

Note: Not all features are available on all accounting packages. Also, your administrator can turn some features on or off for your user name depending on your companies preferences. Please see your administrator before contacting technical support if a feature is unavailable to you, to make sure you have access to it.

## Add New Customer - Bill To or Ship To Address

Touch <Edit> button:

No Service	(î	6:12 PM	* 96% 🕮
Orders		Customer	
0-9			Edit
A			
в	DBT	Darlington Books n' Things	Val's Store
с	FS	Flora and Sons	
D	JBS	Johnson's Book Store	
E	LB	Lunar Books	
F	LBS	The Lost Book Store	
G	MB	More Books	
н	MM	Middleton Manuscripts	
1	MP	Main St. Pages	
J	OM	Our Manuscripts	
к	OM	Our Manuscripts	Bishop's Castle
L	os	Our Stories	
м	RBS	Rhodda's Book Store	
N	RM	Rhodda's Market	
0	RM	Rhodda's Market	Store #2
Р	RM	Rhodda's Market	Store #3
Q	SM	Shopper's Mart	
R	TBS	The Book Store	
S	UB	Unused Books	
т	UMG	Unused Magazines	
U	VBT	Vickie's Books and More	
v	VMG	Vickie's Magazines	
w	WB	We Buy Books	
х	YMG	Your Magazines	
Y	_CUST000	Used Books R US	
z	_CUST000	Used Books R US	Store #556

To add new Bill To customer, touch <Add Customer> button To add new Ship To address, touch blue right arrow associated with Bill To customer

No Service	()	5-22 PM	*	97% F7
Orders		Customer		
0-9			Done Add Cus	tomer
A	ABS	Ancient Book Store	New Shipping Address	$\mathbf{O}$
в	AP	Ancient Pages	New Shipping Address	$\overline{\mathbf{O}}$
с	вв	Bargain Books	New Shipping Address	$\mathbf{O}$
D	DA	Dark Alley	New Shipping Address	$\overline{\mathbf{O}}$
	DBT	Darlington Books n' Things	New Shipping Address	$\mathbf{O}$
F	FS	Flora and Sons	New Shipping Address	
G	JBS	Johnson's Book Store	New Shipping Address	$\bigcirc$
	LB	Lunar Books	New Shipping Address	$\mathbf{O}$
<u> </u>	LBS	The Lost Book Store	New Shipping Address	$\bigcirc$
	MB	More Books	New Shipping Address	$\bigcirc$
-	MM	Middleton Manuscripts	New Shipping Address	$\overline{\mathbf{O}}$
	MP	Main St. Pages	New Shipping Address	$\mathbf{O}$
N	OM	Our Manuscripts	New Shipping Address	$\mathbf{O}$
	OS	Our Stories	New Shipping Address	$\mathbf{O}$
Р	RBS	Rhodda's Book Store	New Shipping Address	$\mathbf{O}$
Q	RM	Rhodda's Market	New Shipping Address	$\overline{\mathbf{O}}$
R	SM	Shopper's Mart	New Shipping Address	0
s	TBS	The Book Store	New Shipping Address	$\mathbf{O}$
т	UB	Unused Books	New Shipping Address	0
U	UMG	Unused Magazines	New Shipping Address	$\overline{\mathbf{O}}$
v	VBT	Vickie's Books and More	New Shipping Address	0
w	VMG	Vickie's Magazines	New Shipping Address	0
х	WB	We Buy Books	New Shipping Address	0
Y	YMG	Your Magazines	New Shipping Address	0
z	_CUST000	Used Books R US	New Shipping Address	$\odot$

For new Bill To, a window will appear:

**Customer Number** is supplied automatically. It is a temporary number that will be replaced at a future sync with the server with the actual number used in the accounting software.

Customer Name should be name used for billing purposes.

**Currency**, is either selectable from drop down list, or accounting package default, depending on accounting package having multi-currency capability. Touch <Next> button

> No Service 🥱 6:06 PM 97% 🔲 Orders Customer 0-9 Add Custome Done \_CUST000 **Customer Number:** Used Books R US Customer Name: USD Currency: Next Cancel The Lost Book Store New Shipping Address 6 MB  $\odot$ More Books New Shipping Address κ MM  $\odot$ Middleton Manuscripts New Shipping Address L MP Main St. Pages New Shipping Address  $\odot$ М OM Our Manuscripts  $\bigcirc$ New Shipping Address Ν OS Our Stories  $\odot$ New Shipping Address 0 RBS Rhodda's Book Store  $\odot$ New Shipping Address Ρ RM  $\odot$ Rhodda's Market New Shipping Address Q SM Shopper's Mart New Shipping Address  $\odot$ R  $\odot$ TBS The Book Store New Shipping Address s Q W Е R Т Y U 0 Ρ A S D G Н return F J Κ L ?  $\diamond$ Ζ Х В N Μ  $\diamond$ С .?123 .?123

For New Bill To or New Ship To, the details window will appear:

Fill in all relevant details. The tax code is derived from the accounting package and is usually in the format: "Country - 3 characters", "Province/State - 2 characters", and tax IDs relevant for the location entered above (zeros indicate exempt).

No Servi	ce			6:09 PM				* 96% 🚍
Orders				Custome	er			
0-9						Dor	ne Add	Customer
		A main and 170	ali Diara	_		Adverse Diled	nalas. Astelanas	
	Customor	Info	_				_	
			CUSTOOO					
					_	_	_	
88	Billing Info	<b>):</b>						
	Name:		Used Books R U	IS			_	
1	Address:		123 My Street					
	City:		Los Angeles					1
	State / Provinc	ce:	CA		Country:	USA		
2	Zip / Postal:		90012					$\overline{\mathbf{O}}$
8	Phone:		323-123-4567		Fax:	323-123-	9999	۲
E	Email:		info@usedbooks	srus.com				۲
	Price Level:			USA-CA-0	0-0-0: California			٥
	Territory Code	):	All Territories					۲
					Cance	I Carl	Save	٥
							_	
S	TBS	The Book	Store	-	_	New Shi	pping Address	0
т	UB	Unused B	ooks			New Shi	pping Address	٥
U	UMG	Unused M	agazines			New Shi	pping Address	٥
v	VBT	Vickie's Bo	ooks and More			New Shi	pping Address	٥
w	VMG	Vickie's M	agazines			New Shi	pping Address	٥
x	WB	We Buy B	ooks			New Shi	pping Address	٥
Y	YMG	Your Maga	azines			New Shi	pping Address	٥
z	_CUST000	Used Bool	ks R US			New Shi	pping Address	$\overline{\mathbf{O}}$

#### Touch <Save> button

Touch <Done> button when finished adding all Bill To and Ship To information.

New Bill To and/or Ship To are now available to select.

No Service	e) (î:	6:12 PM	* 96% 🚍
Orders		Customer	
0-9			Edit
A	DBT	Darlington Books n' Things	Val's Store
B	FS	Flora and Sons	
C D	JBS	Johnson's Book Store	
	LB	Lunar Books	
	LBS	The Lost Book Store	
G	МВ	More Books	
н	MM	Middleton Manuscripts	
	MP	Main St. Pages	
j	OM	Our Manuscripts	
к	OM	Our Manuscripts	Bishop's Castle
L	OS	Our Stories	
м	RBS	Rhodda's Book Store	
N	RM	Rhodda's Market	
0	RM	Rhodda's Market	Store #2
Р	RM	Rhodda's Market	Store #3
Q	SM	Shopper's Mart	
R	TBS	The Book Store	
s	UB	Unused Books	
т	UMG	Unused Magazines	
U	VBT	Vickie's Books and More	
v	VMG	Vickie's Magazines	
w	WB	We Buy Books	
x	YMG	Your Magazines	
Y	_CUST000	Used Books R US	
z	_CUST000	Used Books R US	Store #556

Note: New orders for new Bill To or Ship To go into the accounting package with a status of "Hold". Your company administrator will determine new customer code, credit availability, etc. and will be responsible for removing the "Hold" status.

## Using Inventory/Order Entry Screen

	No Service	ଚି 9:30 PM		;	\$ 90% 💻	
A - search box	Done Inventory Order					
B - show/hide keyboard						
			a All	t strady		
C - soft	6126208	"Beautiful thoughts"	A Built Pills	Man		
	5610999	"Boots and Saddles": Or, Life in Dakota with Gener	A Dritish Kirle	Man		
	2739455	"Good-bye, sweetheart!"				
	5921142	"Our street."		in chart		
E - unit of measure	5879375	"Swingin round the cirkle"				
	2889033	"The Story of the Gadsbys" and "In Black and White"				
F - add/remove quantity	5600793	"The story of my life"	EA		11.99	
	4520047	They that walk in darkness"				
G - your price	6061012	"Trustum" and his grandchildren				
H - wholesale price	1278526	'Old Q'	- +	1	Ð	
	5716634	'Twas in Trafalgar's bay	Your Price:		11.99	
r - quantities	5595093	A Christmas sermon	Wholesale Price:		11.99	
	311182	A child's garden of verses	Quantity on Hand:		0	
	5596944	A fleet in being	Available Quantity:		0	
	5917170	A history of freedom of thought	Back Order Quantity:		0	
	2879577	A Banded Ministry And The Upas Tree	On Order Quantity:		0	
J - order details	5693247	A Biblical introduction				
	6142016	A Book of Song and Service for Sunday School and	A British Rifle Man	EA	1	
	2874682	A British Rifle Man	A Biblical introduction	EA	1	
	5709787	A Buddhist catechism	A child's garden of verses	EA	1	
	6104193	A Canadian heroine, a novel				
	6029688	A Catalogue of the Manuscripts Preserved in the Li				
K - order sub-total	2504750	A Century Of Puritanism, And A Century Of Its Opp				
	5645848	A Chapter In The History Of Meteorites				
L - <done> button</done>	1972329	A Chapter of Adventures	Order Subtotal:	45.36		
M - <order> button</order>						

A - search box: Sell It Anywhere searches the part number, description, and barcodes fields for any characters entered in this box. Filtered results are displayed in inventory list. As soon as the box is in edit mode, the keyboard appears unless a barcode reader is synced with the iPad.

B - show/hide keyboard: Normally, the keyboard appears on its own. However, with a barcode reader synced with the iPad, the keyboard is suppressed. Touching this button will toggle the keyboard between visible and invisible.

C - sort: Touching the column header will sort the inventory table by that field (small black arrow head indicates the column that is currently being sorted)

D - image: If an image is associated with the part number, it is displayed whenever the part number/description is selected. Images are downloaded in the background whenever the iPad detects no activity. By default, this is only when a WiFi connection is being used, but you can change this behaviour to work with cellular in the settings. Note: the images for the Sample Database are not downloaded but randomly selected from a small image folder.

E - unit of measure: Part numbers with multiple units of measure, are displayed in this box and can be selected - the pricing below is the pricing associated with the part number / unit of measure combination. (i.e. part number COKE, might be sold as CAN - by the can, CASE - case of 24, 6P - six pack, etc.)



F - add/remove quantity: The default quantity can be set to any valid positive number. The plus and minus buttons do exactly as expected (quantity left at zero will remove part number from order automatically). The blue circular plus sign adds the part number to the order again so that the price on the next screen can be changed for the selected quantity. For example - Buy 10, get 1 free ..... or Buy 1, get 1 half price.

G - your price: the selling price that would be calculated by the accounting software, taking into consideration customer specific (contract) prices, quantity breaks, selling levels, promotions, etc.

H - wholesale price: Usually highest price in accounting packages pricing tables (Retail).

I - quantities: On Hand = quantity in stock for location/warehouse assigned to iPad/ salesperson. Available = On Hand less quantities already assigned on orders. Back ordered = zero in stock, quantities already on other orders waiting for stock. On Order = quantity on existing issued Purchase Orders.

J - order details: part numbers and quantities already selected. Can be selected here and edited or removed by changing quantity ordered to zero.

K - order sub-total: Net amount of order before taxes and other charges or discounts.

L - <Done> button: If nothing selected for the order, cancels the order and returns to main screen. If items are selected, saves the order for completion later.

M - <Order> button: Advances to Order Details screen.

## **Using Order Details Screen**



G - <Inventory> button

H - <Save for Later> button

A - order type: drop down selection box with "Order" and "Quote" options

B - order status: drop down selection box with the following options:

- Hold saves order for future completion
- Ready activates signature window and starts submission to server as open order (customer to receive goods at later date)
- Complete activates signature window and starts submission to server as complete invoice (customer has goods)
- Standing creates template order which stays on iPad to easily create similar orders in the future.

C - show/hide keyboard: Normally, the keyboard appears on its own. However, with a barcode reader synced with the iPad, the keyboard is suppressed. Touching this button will toggle the keyboard between visible and invisible.

D - notes: Add notes to your order - only active in "Hold" and "Standing" status, so enter before changing status to "Ready" or "Complete". Prints on email copy as well as being submitted to accounting package.

E - details grid: Quantities and prices may be edited. Swiping "Left to Right" or "Right to Left" will display a <Delete> button which will allow you to delete the selected line.

F - signature: If you require customer's signature, touching this box when status is "Ready" or "Complete" will open a large box where they can sign authorizing order/ purchase. Touch <Save> button to save signature with order, or <Clear> button to clear signature and start over. See image next page.

G - <Inventory> button: Return to inventory screen to add more product to order.

H - <Save for Later> button: Saves order and returns to main screen. Can be opened to complete at later time.

## Signature screen:

No Service 穼 9:31 PM					* 90% 🔳	
		Order D	etails			Submit
Bill To: Order 00000000	Middleton Manuscripts 309 Circular Dr. Fields, TX 45203 USA		Ship To: Ready 2014-08-2	Middleton 309 Circu Fields, T> USA 5	Manuscripts Iar Dr. ( 45203	
Salesper	son: Sample User					
311182	A child's garden of verses	EA		1	9.70	9.70
5693247	A Biblical introduction	EA		1	23.67	23.67
	( de	$\lambda$	~			
			Clea	r Cancel		Save
					Subtotal:	45.36
					Tax:	0.00
				Order Tot	tal:	45.36

## Using Email/Print option screen

A - <print> button</print>	No Service 🗢	9:3	1 PM			* 90% 🖻
	Print	Email: email@domain.com	rinit.			Dure
B - <email> button C - Address box</email>	Books! By DM 1800 Invision Blv Los Angeles CA 90 USA Ph: <u>123-456-7890</u> Fx: <u>123-456-7891</u>	rd. 20012			BO	DKS!
	Order Co Shipping: Middleton Manuscripts 390 Circular Dr. Fields, TX 45203 USA Ph: 239-422-0488 Fx: 224-125-2652 Order number: 000007 2014-08-25 21:31 Salesperson: Sample	ponfirmation s 1990022 User	Billing: Middleton Manuscri Fields, TX 45203 USA Ph: 239-422-0488 Fix: 224-125-2652	pts		
	Part	Item		Count	Price	Subtotal
	311182	A child's garden of verses [EA]		1	9.70	9.70
	5693247	A Biblical introduction [EA]		1	23.67	23.67
	2874682	A British Rifle Man [EA]		1	11.99	11.99
					Subtotal	45.36
	NET 30				Total	USD 45.36
	Q	~				

D - <Order Details> button E - <Done> button

A - <Print> button: Order Confirmation/Invoice will print to any AirPrint printer installed on iPad

B - <Email> button: Email Order Confirmation/Invoice to any recipient(s).

Printed: 2014-08-25 21:31

C - Addresses will be remembered and filled in automatically for selected customer next time.

D - <Order Details> button: Returns to "Read Only" Order Details screen (at this point order is already prepared for transmission.

E - <Done> button: Returns to main screen where current order is added to list with it's status displayed.

## **Other Options and Features**



Downloading images on just <u>WiFi</u> or <u>WiFi and cellular</u> can be selected in the settings menu.

Orders are not deleted from the iPad database, unless specifically selected and deleted. Orders can be hidden after a specific time period using any of the available options in the settings menu:

ervice	(•		9:44 PM	∦ 100%
	_		Orders	Setting
New	Order		Next Order Number: 28	39
Now	Quete		Next Quote Number:	
New	Quote		Hide Sent Orders: No	ever
Rece	ent Orders a	nd Quotes:	Download Images Only	After 1 Day
Order	000000288	iPad Test Customer (IPAD	A	After 1 Week
Order	000000287	iPad Test Customer (IPAD	For security reasons, cl	After 2 Weeks
Order	000000286	iPad Test Customer (IPAD	and outstanding orders	After 1 Month
			IP Address:	After 6 Months
			Port:	lever
			Username: Le	evi
			Clear and Reload Data:	OFF
			Cancel	Save
Stan	ding Orders	L	_	
0 ord	ers awaiting	upload		

Deleting a specific order can be accomplished by "Swiping" order header record either "Left to Right" or "Right to Left". A <Delete> button will appear.

o Sorvico			0:46 PM			∲ 100% <b>F</b>
o Service	•		Orders	_		Settings
New	Order Quote		Tzali	's F	-00	l <b>ds</b> Levi
Rece	ent Orders a	nd Quotes:			Hold	2014-08-28
Order	0000000288	iPad Test Customer (IPAD)			Sent	201-8-28
Order	000000287	iPad Test Customer (IPAD)			Sent	2014-08-28
Order	000000286	iPad Test Customer (IPAD)			Sent	20 Delete
Stan	iding Orders:					
0 ord	lers awaiting	upload				

Using Sell It Anywhere with no connection to server. When there is no WiFi or cellular connectivity, you may continue to use Sell It Anywhere. When the orders are submitted, the main screen will inform you that the orders have not been transmitted.

	Orders		Set
	Tzali's	For	bd
's and Quotes:			
92 iPad Test Customer (IPAD)	1	Ready	2014-08-
91 iPad Test Customer (IPAD)		Ready	2014-08-2
90 iPad Test Customer (IPAD)		Sent	2014-08-2
89 iPad Test Customer (IPAD)		Hold	2014-08-2
88 iPad Test Customer (IPAD)		Sent	2014-08-2
187 iPad Test Customer (IPAD)		Sent	2014-08-
Brs:			
			(swip

When the connection is re-established, the orders will upload automatically. Clicking on the <orders awaiting upload> button will display the following screen:

The orders waiting to be uploaded will be displayed. Touching the <Upload Now> button will force an attempted upload and will display the status of that attempt in the box beside the button.

No Serv	vice	12:06 AM		99% 🚍
Orde	rs	Orders Awaiting Opload		
Order	000000291	Pad Test Customer (IPAD)	Ready	2014-08-29
Order	000000292	Pad Test Customer (IPAD)	Ready	2014-08-29
	Upload Now	Error [-1004]: Could not connect to the server.		

# Contact Us

### Support:

Support for free download from Apple's iTunes store is available only by email:

dmcl@icloud.com

Normal response time is within one business day.

Support for paid subscriptions for server components is via telephone (phone number supplied at time of server components installation). Email support is also available for paid subscriptions.

#### Placing Order for Server Components:

At the time this manual was written, only Sage BusinessVision accounting software is supported with Sell It Anywhere. More accounting packages are added as quickly as we receive the Software Development Kit (SDK) for them. Apple's iTunes store has the most up to date listing.

Please request a quote for the server components at:

dmcl@icloud.com

Please specify:

Your company name and billing address Contact information including telephone number

Accounting package Accounting package version Window's version: Windows 2008 server or above recommended Windows 7 or 8 with IIS enabled should work but not tested by DMCL No. of users No. of iPads (if different than No. of users)

User/iPad maintenance program is available for Windows or Mac OS X - please indicate your preference.

## Thank you for your interest in "Sell It Anywhere"