



# Kelly Digital Q-Store

Training for Fulfillment  
& P.O.D. Orders

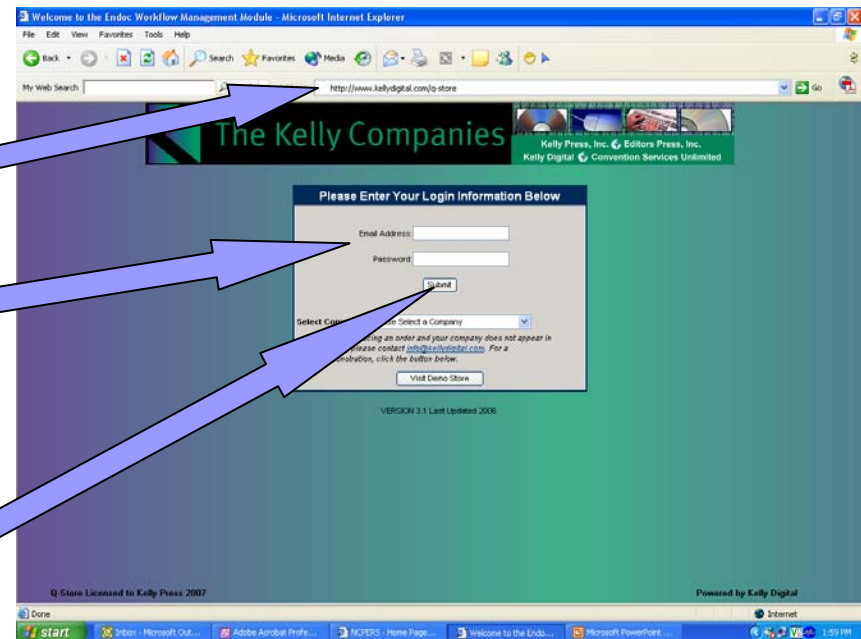


# Steps to Fulfilling an Order

- Log into the Q-store
- Click on the Orders Tab
- Search by Order number or Company; can sort list by clicking on column headings.
- Click on Company name to open order.
- Fulfill or produce each item in order.
- Add PSI number in Project ID field
- Print Pull Slip or Work Order

# Log into the Q-store

- Go to:  
[www.kellydigital.com/q-store](http://www.kellydigital.com/q-store)
- Enter your e-mail address and password
- Click the Submit Button



# Click on the Orders Tab

The screenshot shows the Workflow Management system interface in Microsoft Internet Explorer. The browser address bar shows the URL: <http://www.kellydigital.com/q%2Dstore/posmain.asp>. The navigation bar includes tabs for SELECTIONS, ORDERS, PRODUCTION, INVENTORY, TOOLS, USERS, DEVICES, HOME, and HELP. The ORDERS tab is highlighted, and a purple arrow points to it. The main content area displays the Order Management section, which includes a search bar and a table of current orders.

**Order Management**

Search:  Search

Current Orders - 1411 Received

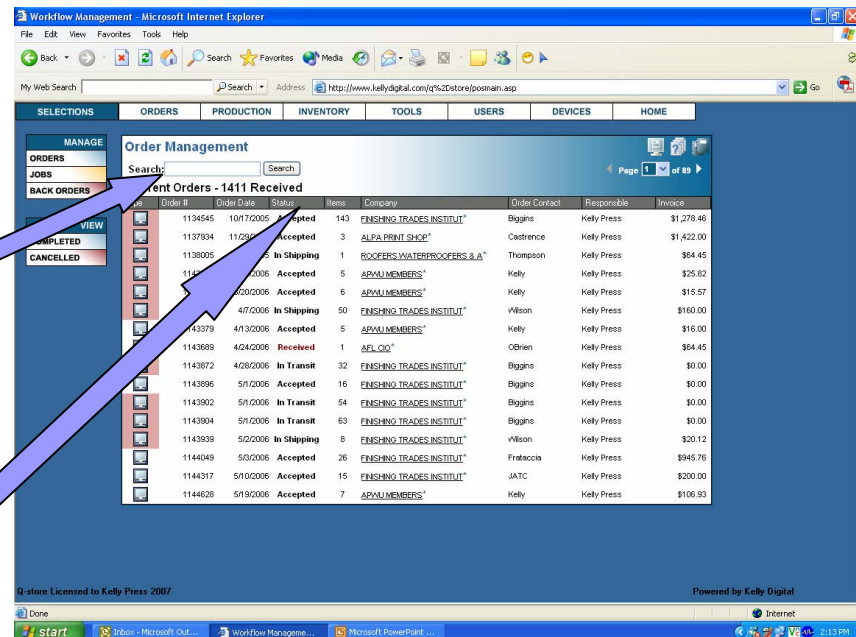
Type	Order #	Order Date	Status	Items	Company	Order Contact	Responsible	Invoice
	1134545	10/17/2005	Accepted	143	FINISHING TRADES INSTITUT*	Biggins	Kelly Press	\$1,278.46
	1137934	11/29/2005	Accepted	3	ALPA PRINT SHOP*	Castrence	Kelly Press	\$1,422.00
	1138005	11/30/2005	In Shipping	1	ROOFERS WATERPROOFERS & A*	Thompson	Kelly Press	\$64.45
	1142284	3/13/2006	Accepted	5	APWU MEMBERS*	Kelly	Kelly Press	\$25.82
	1142537	3/20/2006	Accepted	6	APWU MEMBERS*	Kelly	Kelly Press	\$15.57
	1143182	4/7/2006	In Shipping	50	FINISHING TRADES INSTITUT*	vWilson	Kelly Press	\$160.00
	1143379	4/13/2006	Accepted	5	APWU MEMBERS*	Kelly	Kelly Press	\$16.00
	1143689	4/24/2006	Received	1	AFL CIO*	OBrien	Kelly Press	\$64.45
	1143872	4/28/2006	In Transit	32	FINISHING TRADES INSTITUT*	Biggins	Kelly Press	\$0.00
	1143896	5/1/2006	Accepted	16	FINISHING TRADES INSTITUT*	Biggins	Kelly Press	\$0.00
	1143902	5/1/2006	In Transit	54	FINISHING TRADES INSTITUT*	Biggins	Kelly Press	\$0.00
	1143904	5/1/2006	In Transit	63	FINISHING TRADES INSTITUT*	Biggins	Kelly Press	\$0.00
	1143939	5/2/2006	In Shipping	8	FINISHING TRADES INSTITUT*	vWilson	Kelly Press	\$20.12
	1144049	5/3/2006	Accepted	26	FINISHING TRADES INSTITUT*	Frataccia	Kelly Press	\$945.76
	1144317	5/10/2006	Accepted	15	FINISHING TRADES INSTITUT*	JATC	Kelly Press	\$200.00
	1144628	5/19/2006	Accepted	7	APWU MEMBERS*	Kelly	Kelly Press	\$106.93

Q-store Licensed to Kelly Press 2007

Powered by Kelly Digital

# Search by Order number or Company; can sort list by clicking on column headings.

- Orders are listed by date by default.
- Type in order number or company name in the Search bar & click Search.
- Click on heading to sort orders by that heading.



Workflow Management - Microsoft Internet Explorer

My Web Search

Address: http://www.kellydigital.com/qtc2store/posmain.asp

SELECTIONS | ORDERS | PRODUCTION | INVENTORY | TOOLS | USERS | DEVICES | HOME

MANAGE

ORDERS

JOBS

BACK ORDERS

VIEW

COMPLETED

CANCELLED

Order Management

Search: [Search]

Recent Orders - 1411 Received

Order #	Order Date	Status	Items	Company	Order Contact	Responsible	Invoice
1134545	10/17/2005	Accepted	143	FINISHING TRADES INSTITUTE*	Biggins	Kelly Press	\$1,270.46
1137834	11/09/2005	Accepted	3	ALPA PRINT SHOP*	Castrence	Kelly Press	\$1,422.00
1138005	11/09/2005	In Shipping	1	ROOFERS WATERPROOFERS & A*	Thompson	Kelly Press	\$64.45
1143300	11/09/2005	Accepted	5	APVU MEMBERS*	Kelly	Kelly Press	\$25.82
1143300	11/09/2005	Accepted	6	APVU MEMBERS*	Kelly	Kelly Press	\$15.57
1143379	4/7/2006	In Shipping	50	FINISHING TRADES INSTITUTE*	Wilson	Kelly Press	\$160.00
1143379	4/7/2006	Accepted	5	APVU MEMBERS*	Kelly	Kelly Press	\$16.00
1143689	4/24/2006	Received	1	AFL CIO*	O'Brien	Kelly Press	\$64.45
1143872	4/28/2006	In Transit	32	FINISHING TRADES INSTITUTE*	Biggins	Kelly Press	\$0.00
1143896	5/1/2006	Accepted	16	FINISHING TRADES INSTITUTE*	Biggins	Kelly Press	\$0.00
1143902	5/1/2006	In Transit	54	FINISHING TRADES INSTITUTE*	Biggins	Kelly Press	\$0.00
1143904	5/1/2006	In Transit	63	FINISHING TRADES INSTITUTE*	Biggins	Kelly Press	\$0.00
1143939	5/2/2006	In Shipping	8	FINISHING TRADES INSTITUTE*	Wilson	Kelly Press	\$20.12
1144049	5/9/2006	Accepted	26	FINISHING TRADES INSTITUTE*	Frabacchi	Kelly Press	\$945.76
1144317	5/10/2006	Accepted	15	FINISHING TRADES INSTITUTE*	JATC	Kelly Press	\$200.00
1144628	5/19/2006	Accepted	7	APVU MEMBERS*	Kelly	Kelly Press	\$106.93

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# Click on Company Name to Open Order.

Workflow Management - Microsoft Internet Explorer

SELECTIONS | ORDERS | PRODUCTION | INVENTORY | TOOLS | USERS | DEVICES | HOME

MANAGE

ORDERS

JOB

BACK ORDERS

VIEW

COMPLETED

CANCELLED

### Order Management

Search:  Search

Page 14 of 49

Go to the previous page

Type	Order #	Order Date	Status	Items	Company	Order Contact	Responsible	Invoice
	1153237	1/22/2007	In Shipping	7	IBEW Support Services*	Dugger	Kelly Press	\$0.00
	1153238	1/22/2007	In Shipping	10	IBEW Support Services*	Greco	Kelly Press	\$0.00
	1153240	1/23/2007	In Shipping	1	UMWA*	Taker	Kelly Press	\$0.00
	1153241	1/23/2007	In Shipping	1	UMWA*	Taker	Kelly Press	\$0.00
	1153245	1/23/2007	In Shipping	1	ALPA PRINT SHOP*	Castrence	Kelly Press	\$124.00
	1153246	1/23/2007	Released	4	ALPA PRINT SHOP*	Wheeler	Kelly Press	\$1,283.46
	1153247	1/23/2007	In Shipping	1	ALPA PRINT SHOP*	Wheeler	Kelly Press	\$131.00
	1153248	1/23/2007	Received	1	Sprinklerters Local 66*	Bhattacharyya	Kelly Press	\$0.00
	1153250	1/23/2007	In Shipping		LASSN HEAT FROST WORK*	Banks	Kelly Press	\$0.00
	1153251	1/23/2007	In Shipping		IBEW Support Services*	Fleming	Kelly Press	\$120.00
	1153252	1/23/2007	In Shipping		IBEW Support Services*	Coulurier	Kelly Press	\$15.00
	1153253	1/23/2007	In Shipping	1	IBEW Support Services*	Dockham	Kelly Press	\$68.00
	1153254	1/23/2007	In Shipping	1	NFL PLAYERS ASSOCIATION*	Sutton	Kelly Press	\$0.00
	1153255	1/23/2007	In Shipping	8	IBEW Support Services*	Beauchamp	Kelly Press	\$62.16
	1153257	1/23/2007	In Shipping	6	IBEW Support Services*	Woods	Kelly Press	\$220.88
	1153258	1/23/2007	In Shipping	10	IBEW Support Services*	Shoemaker	Kelly Press	\$384.50

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http://www.kellydigital.com/q%2Dstore/job/enter\_order.asp?page=97&Company=63Field=6Sort=6&Action=

start | Inbox - Microsoft Out... | Workflow Manage... | Microsoft PowerPoint... | 2:15 PM

Workflow Management - Microsoft Internet Explorer

SELECTIONS | ORDERS | PRODUCTION | INVENTORY | TOOLS | USERS | DEVICES | HOME

MANAGE

ORDERS

JOB

BACK ORDERS

VIEW

COMPLETED

CANCELLED

### Job Management

Search:  Search on Description

Page 1 of 1

#### Order 1153248 Detail - 1 Items

Type	Order #	Due Date	Item #	Status	Qty	Job Description	Order Company	Contact	Producer
	1153248		Select 1	Received	1	Installation of Sprinkler	Wheatstew Comm	Bhattacharyya	Kelly Press

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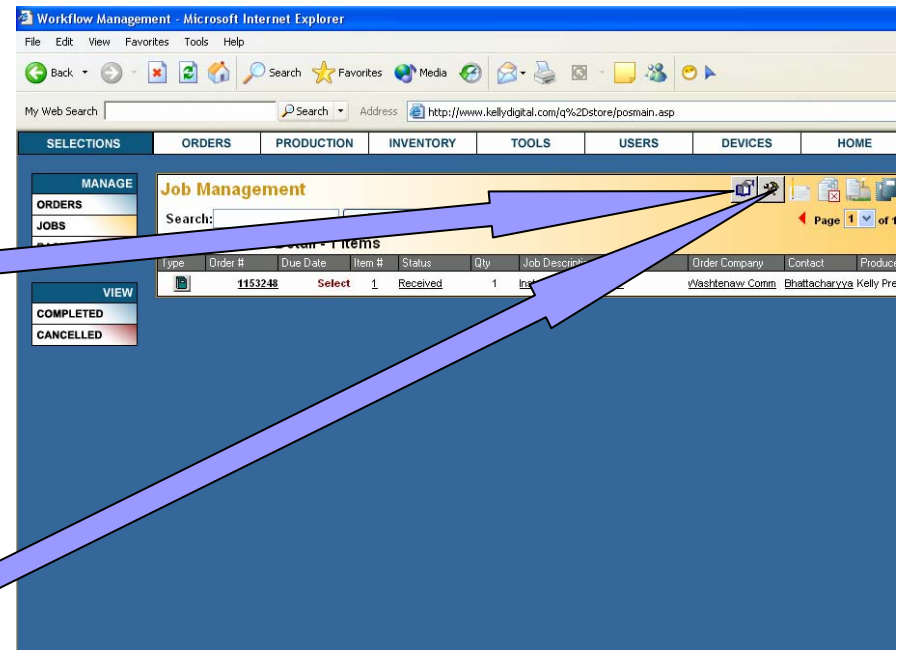
Powered by Kelly Digital

Done

start | Inbox - Microsoft Out... | Workflow Manage... | Microsoft PowerPoint... | 2:15 PM

# Fulfill or Produce Each Item in Order.

- When an order has more than one inventory item click on the fulfill button.
- When an item has more than one P.O.D. item click on the produce all button.
- Orders that are mixed can use both buttons



# Fulfill or Produce an Item in an Order.

- Click on the item.
- Click on the Use button to fulfill an inventory item.
- Click on the Produce button to produce a P.O.D. item (do not click the produce button more than **once** – it may take a few seconds for the green arrow to appear).

The screenshot shows two overlapping browser windows. The top window, titled 'Workflow Management - Microsoft Internet Explorer', displays a 'Job Management' page with a table of jobs. The bottom window, titled 'Order Fulfillment Information - Microsoft Internet Explorer', shows 'Fulfillment Management' for 'Order 1153009 Item 1 Summary' (CD-Rom Ink Jet 4 color printed). It includes sections for 'Billing Information' and 'Shipping Information', both with 'EDIT' buttons. Below these is a table for 'CD-Rom Ink Jet 4 color printed' with columns for 'Currently Selected Quantity', 'Quantity Use', 'Available', 'In Stock', 'Committed', 'Re Order', 'Stock Level', 'Fulfill Location', and 'Warehouse'. The 'Use' button is circled in blue. At the bottom, 'Order Options' shows 'Back Order 140 for this Location' and 'Produce 140 of this Item', with the 'Produce' button also circled in blue. Three blue arrows point from the list items to the 'Use' and 'Produce' buttons.

Currently Selected Quantity	Quantity Use	Available	In Stock	Committed	Re Order	Stock Level	Fulfill Location	Warehouse
0	140	630	838	208	0	0	Kelly Press	1

Product Totals:		838	208					
Order Options	Back Order 140 for this Location	Produce 140 of this Item						



# Release a Fulfillment Order

Order Fulfillment Information - Microsoft Internet Explorer

### Fulfillment Management

Order 1153009 Item 1 Summary  
CD-Rom Ink Jet 4 color printed.

**Billing Information**  **Shipping Information**

Company: Kelly Press  
Contact: connie shahraky  
Address: 1701 Cabin Branch Dr.  
City: Cheverly, MD 20785  
Phone: (301) 386-8282  
Email: cshahraky@kellypress.com  
Method: Purchase order  
P.O. Number: 78615  
Unit Amount: \$1.85 Ext Amount: \$259.00  
Order Note: OPEIU PROCEEDINGS - CD'S - DONE IN JUNE/JULY 2008  
Gatekeeper Note:

**CD-Rom Ink Jet 4 color printed.** (Select to Manage Inventory)

Currently Selected Quantity	Quantity To Use	Available	In Stock	Committed	Re Order
140	140	630	838	208	
140	140	<input type="button" value="Use"/>			
<b>Product Totals:</b>		<b>630</b>	<b>838</b>	<b>208</b>	

Click the green arrow to release the item

Order Fulfillment Information - Microsoft Internet Explorer

### Fulfillment Management - Item Released

Order 1153009 Item 1 Summary  
CD-Rom Ink Jet 4 color printed.

**Billing Information**  **Shipping Information**

Company: Kelly Press  
Contact: connie shahraky  
Address: 1701 Cabin Branch Dr.  
City: Cheverly, MD 20785  
Phone: (301) 386-8282  
Email: cshahraky@kellypress.com  
Method: Purchase order  
P.O. Number: 78615  
Unit Amount: \$1.85 Ext Amount: \$259.00  
Order Note: OPEIU PROCEEDINGS - CD'S - DONE IN JUNE/JULY 2008  
Gatekeeper Note:

**Shipping Information**

Company: Kelly Press  
Contact: connie shahraky  
Address: 1701 Cabin Branch Dr.  
City: Cheverly, MD 20785  
Phone: (301) 386-8282  
Email: cshahraky@kellypress.com  
Ship Date: Not Shipped  
Method: Kelly Press Driver  
Amount: 0  
DueDate: 1/17/2007 @ 3:40:05 PM

**CD-Rom Ink Jet 4 color printed.** (Select to Manage Inventory) **140 Units Needed for this Location**

Currently Selected Quantity	Available	In Stock	Committed	Re Order	Stock Level	Fulfill Location	Warehouse
140	490	838	348	0	0	Kelly Press	1
<b>Product Totals:</b>		<b>490</b>	<b>838</b>	<b>348</b>			

This Item has been Released

- Releasing the item subtracts the qty. from the available commits the qty. from inventory

# Add PSI Number in Project ID Field

Order Fulfillment Information - Microsoft Internet Explorer

Fulfillment Management - Item Released

Order 1153009 Item 1 Summary

CD-Rom Ink Jet 4 color printed.

**Billing Information**  **Shipping Information**

Company: Kelly Press  
Contact: connie shahraky  
Address: 1701 Cabin Branch Dr.  
City: Cheverly MD 20785  
Phone: (301) 386 8282  
Email: cshahraky@kellypress.com  
Method: Purchase order  
P.O. Number: 78615  
Project ID:   
Unit Amount: \$1.85

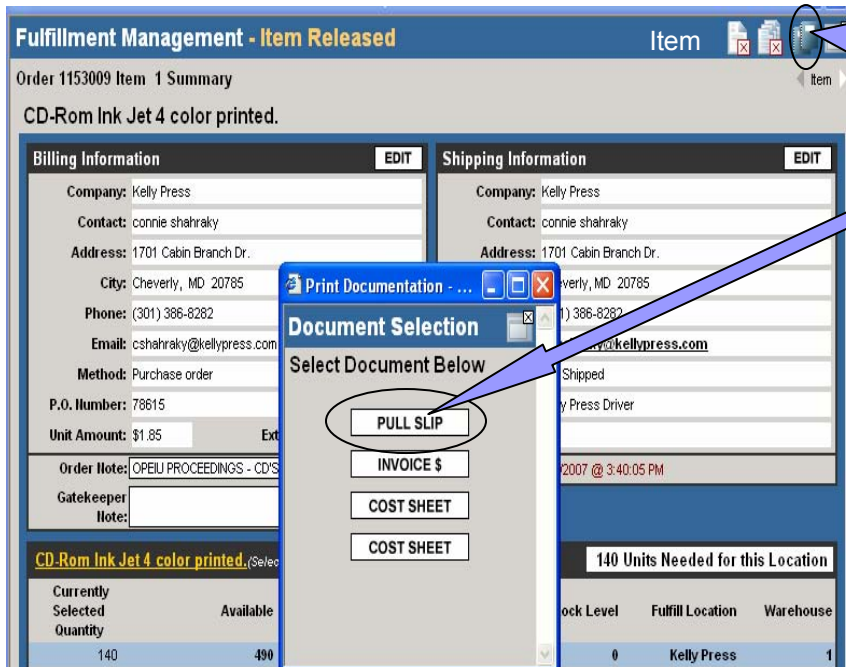
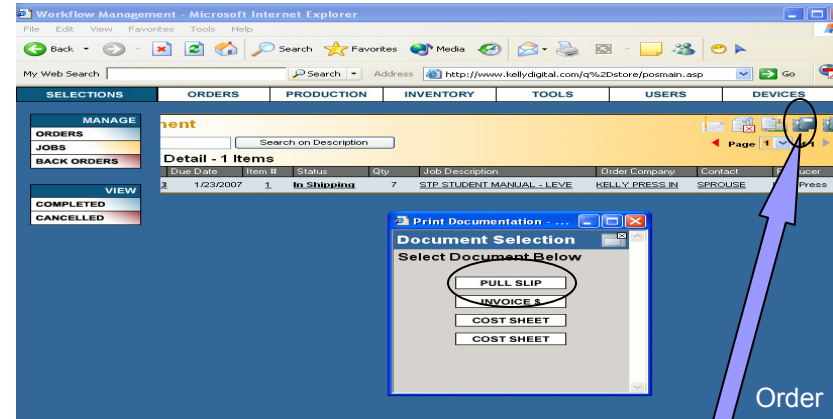
Order Note: OPEIU PROCEEDINGS - CD'S - DONE IN JUNE/JULY 2008  
Gatekeeper Note:

**CD-Rom Ink Jet 4 color printed.** (Select to Manage Inventory) **140 Units Needed for this Location**

Currently Selected Quantity	Available	In Stock	Committed	Re Order	Stock Level	Fulfill Location	Warehouse
140	490	838	348	0	0	Kelly Press	1
Total: 140							
<b>Product Totals:</b>	<b>490</b>	<b>838</b>	<b>348</b>				

- Click the EDIT Button to add the PSI Number
- Enter the PSI Number in the Project ID field
- Click the DONE Button to save it.

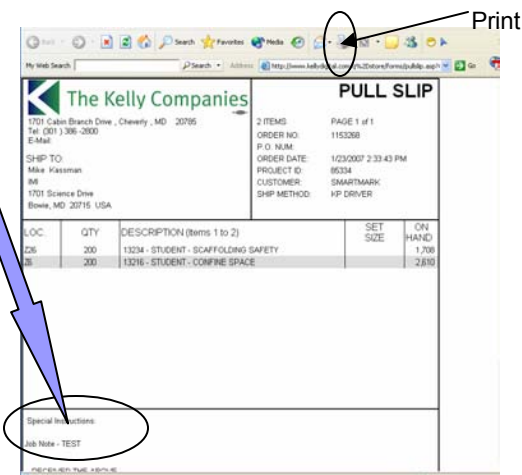
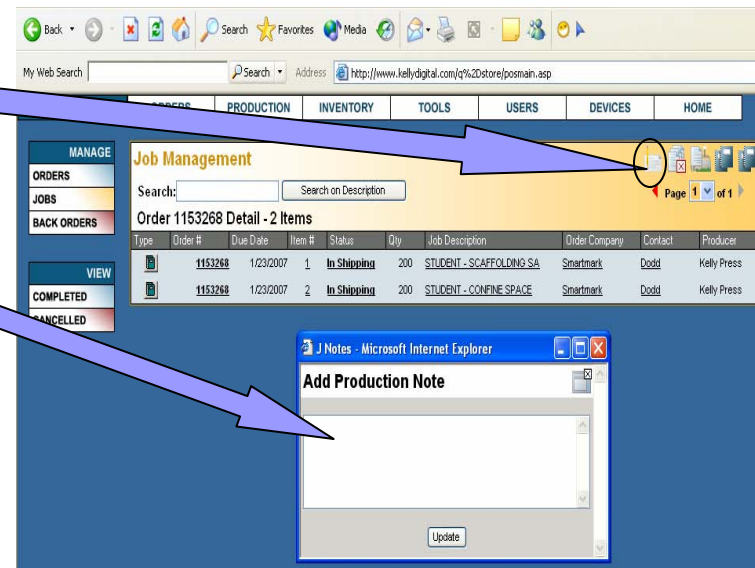
# Print Pull Slip



- Click on the Document menu button within the item or within the order.
- Click on the Pull Slip button.
- All items in an order must be fulfilled or produced before they will all show up on the Pull Slip.

# Print Pull Slip (cont'd)

- Can add a production note to the order by clicking on the job note button.
- Type information in the Add Production Note window and click the Update button when finish. The job note will print under special instructions on the Pull Slip.
- Print Pull Slip and put in Q-store orders bin in Kelly Digital.



# Release a P.O.D. Order

Order Fulfillment Information - Microsoft Internet Explorer

Fulfillment Management

Order 4153152 Item 1 Summary

Q-STORE NEW PRODUCT FORM

Billing Information EDIT Shipping Information EDIT

Company: Kelly Press Contact: Laurie Noonan Address: 1701 Cabin Branch Rd City: Cheverly, MD 20785 Phone: (301) 583-5311 Email: lnoonan@kellypress.com Method: Q-store Unit Amount: \$0.00 Ext Amount: \$0.00

Order Notes: Gatekeeper Note:

Shipping Information

Company: Kelly Press Contact: Laurie Noonan Address: 1701 Cabin Branch Rd City: Cheverly, MD 20785 Phone: (301) 386-3111 Email: lnoonan@kellypress.com Ship Date: Not Shipped Method: Submit Amount: 0 Due Date:

Q-STORE NEW PRODUCT FORM (Select to Manage Inventory)

Currently Selected Quantity	Quantity To Use	Available	In Stock	Committed	Re Order	Stock Level

This Product is in the Production Process

Order Options

Produce 1 of this Item

Produce

Job Ticket - Item Summary - Microsoft Internet Explorer

Job Ticket

Order 4153152 Item 1 Summary - RELEASED

SUMMARY BILL-SHIP PRODUCTION FILES

Order Taker Information

Employee ID: Location: Kelly Press

Contact Information

First Name: Last Name: Address: Address2: Suite: City: State/Province: Postal Code: Email:

Job Information

Account #: Client: Kelly Press New Product Store Job Description: Q-STORE NEW PRODUCT FORM P.O. Number: Project ID: Cost Center: CSR Proof: Customer Proof: Due Date: 1/19/2007 @ 10:45:09 AM Order Date: 1/19/2007 Taxable:  Tax ID #: Job Notes:

Pricing Summary

Quantity:	1
Unit Price:	\$0.00
Ext Price:	\$0.00
Sales Tax 1:	\$0.00
Sales Tax 2:	\$0.00
Shipping:	\$0.00
Item Total:	\$0.00
Job Total:	\$0.00

- The green arrow will appear **once** you click the produce button. Click the green arrow and then close the window always using the Q-Store's close button, not the browser's close button.
- Click the produce button, but do not click more than **once**.
- Open the item again by clicking on the item name and a new screen appears.
- Enter the Project ID number if you did not in the previous screen & click the Save button.
- Click on the due date link and set your due date.



# P.O.D Order

Job Ticket - Production Set Up - Microsoft Internet Explorer

Job Ticket

Order 1153245 Production Specifications For Item 1

SUMMARY BILL - SHIP PRODUCTION FILES

Printing Note:  
FILE IN ALPA JOBS 3245  
PRINT ON TERRA GREEN COVER STOCK

Finishing Note:  
MAIL 1ST CLASS 1/23 TUESDAY

Printing Specifications				Finishing Specifications			
Item #	Stock	Qty	Spec	Option	SKU	Qty	Spec
1	FINCH OPAQUE SM COV 65# 8	75		Chop to Size	CHOP1	5	NA
1/23				Mail Labor	MAIL1	5	NA

- Click on Production tab to add a Printing or Finishing Note to a Work Order. Make sure you click on the save button before going to another tab or the information you type will be lost.

Job Ticket - File Management - Microsoft Internet Explorer

Job Ticket

Production Files for Order 1153245

SUMMARY BILL - SHIP PRODUCTION FILES

Current Order Files

Stock	Location
FINCH OPAQUE SM COV 65# 8 1/2x11	<a href="#">A41407 SYX 60 MII for 020907.pdf</a>

0 Other Files in this Order

Item #	Stock	File Location
--------	-------	---------------

- Click on Files tab and then click on the file links if you need to download any file that was attached to the order.

# Print Work Order

Workflow Management - Microsoft Internet Explorer

Job Ticket - Item Summary - Microsoft Internet Explorer

**Job Ticket**

Order 4153152 Item 3 Summary

Item 3 of 3

SUMMARY BILL - SHIP PRODUCTION FILES

**Order Taker Information**

Employee ID: \_\_\_\_\_  
 Location: Kelly Press

**Contact Information**

First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email to: \_\_\_\_\_

**Job Information**

Account #: \_\_\_\_\_  
 Client: Kelly Press  
 Job Description: Q-STORE NEW PRODUCT FORM  
 P.O. Number: \_\_\_\_\_  
 Project ID: \_\_\_\_\_  
 Cost Center: \_\_\_\_\_  
 CSR Proof: \_\_\_\_\_  
 Customer Proof: \_\_\_\_\_  
 Due Date: None Selected  
 Order Date: 1/19/2007  
 Taxable:  Taxable  
 Job Notes: \_\_\_\_\_

**Summary**

Quantity: 0  
 Price: \$0.00  
 Price: \$0.00  
 Tax 1: \$0.00  
 Sales Tax 2: \$0.00  
 Shipping: \$0.00  
 Item Total: \$0.00  
 Job Total: \$0.00

**Document Selection**

Select Document Below

WORKORDER  
 ALL WORKORDERS  
 INVOICE \$  
 COST SHEET  
 COST SHEET

- Click on the Document menu button within the item or within the order.
- Click on the Work Order button or All Work Orders if more than one.
- All items in an order must be produced before you can use the All Work Orders button.
- Print Work Order, put in plastic sleeve and give to Docutech or appropriate department.

Workflow Management - Microsoft Internet Explorer

Document menu button

Work Order - Microsoft Internet Explorer

**CUSTOM WORK ORDER** Order #: 4153152

Customer: KD0001 - Kelly Press New Product Store  
 Job Description: Q-STORE NEW PRODUCT FORM  
 Item 1 of 3

SCHEDULE	CONTACT
<b>Job Due:</b> 1/19/2007 10:45:09 <b>Date Rec'd:</b> 1/19/2007 10:43:17 AM <b>Proof to CSR:</b> None Required <b>Proof to Customer:</b> None Required	<b>Laurie Noonan</b> Tel: (801) 581-5111 Fax: No Fax Number on File E-Mail: lnoonan@kellypress.com

**PRINTING & FINISHING**

Organization Name: \_\_\_\_\_ Text  
 New Product Name: \_\_\_\_\_ Print on Demand  
 Product Type: \_\_\_\_\_ Text  
 Sheet Description: \_\_\_\_\_

**JOB NOTES**

**DELIVERY INFO**

Laurie Noonan  
 Kelly Press  
 1701 Cabot Branch Rd Suite XFF digital  
 Clowery, MD 20785

Method: Submit  
 Project ID: \_\_\_\_\_

# Cancel an Item or an Order

■ Inside each item is a button with a single piece of paper with a red x box to cancel an item in an order.

■ Inside each order is a button with three pieces of paper with a red x box to cancel the entire order. The button is also in each item.

The image displays three overlapping screenshots of a web application interface, likely for order management. The top screenshot shows a 'Job Management' page with a table of items. The middle screenshot shows 'Order Fulfillment Information' for a specific item. The bottom screenshot shows a 'Job Ticket' page. Blue arrows point from the text blocks to buttons in each screenshot that feature a single piece of paper with a red 'X' box, indicating the cancel function.

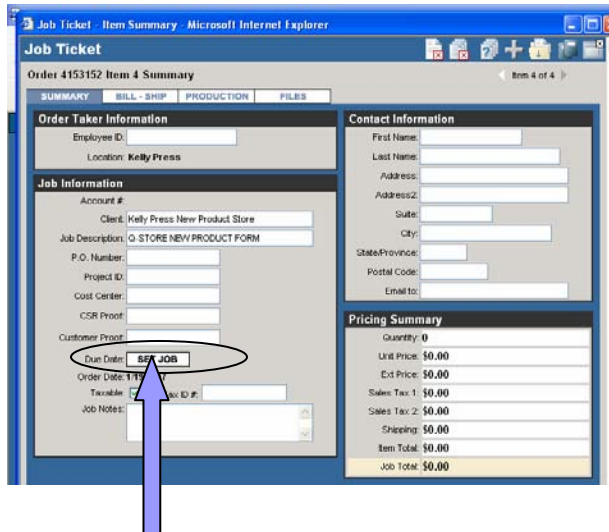
Type	Order #	Due Date	Item #	Status	Qty	Job Description	Order Company	Contact	Producer
	1153318	1/24/2007	1	In Shipping	72000	8 1/2 X 11 OFFSET LETTERH	Kelby Press		Kelby Press

Currently Selected Quantity	Available	In Stock	Committed	Re Order	St	Fulfill Location
72000	54000	126000	72000			Kelby Press
Total: 72000						

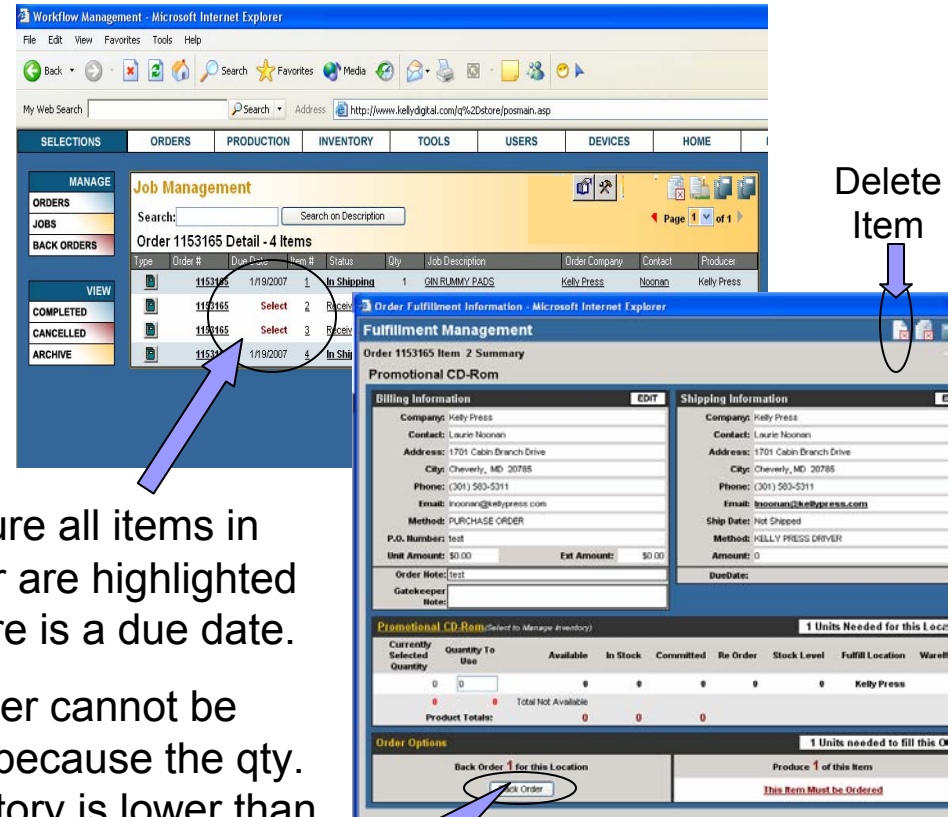
Quantity	Unit Price	Ext Price	Sales Tax 1	Sales Tax 2	Shipping	Item Total	Job Total
4	\$2.51	\$10.04	\$0.00	\$0.00	\$0.00	\$10.04	\$11.42



# Tips



- P.O.D. items – if you don't click on the green arrow before you close and reopen the item the due date will say Set Job. Click on the Set Job, enter your due date, and then the green arrow will appear. Click on the green arrow and print your work order.



- Make sure all items in an order are highlighted and there is a due date.
- If an order cannot be fulfilled because the qty. in inventory is lower than the qty. of the order you have two options:
  - Put the item on Backorder.
  - Delete the item from the order. The qty. of the order cannot be changed.

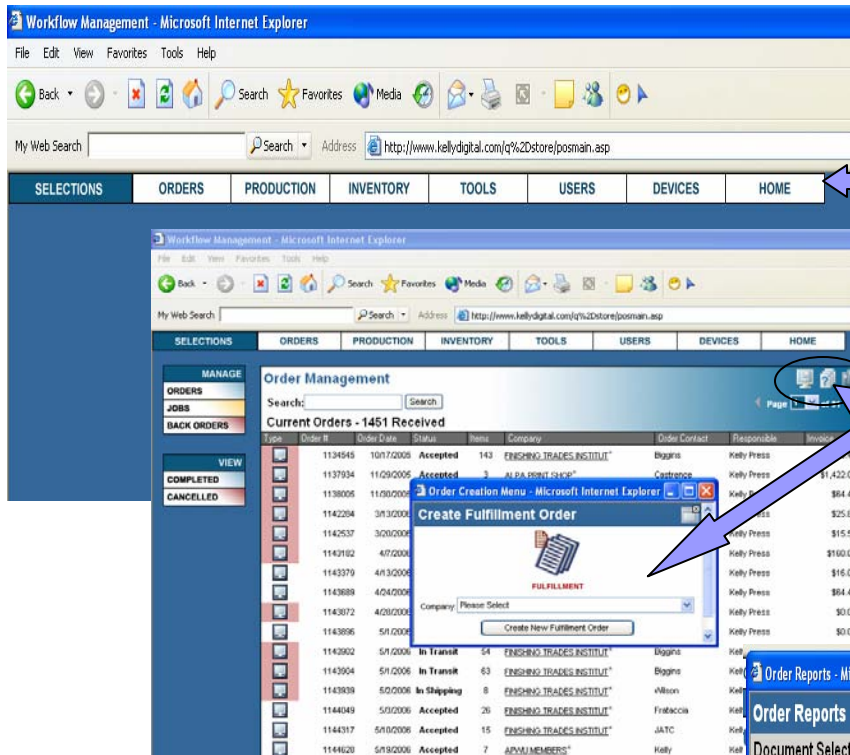
**Note:** It is best to delete the item from the order if it is an item that will not be restocked or if the customer wants what is available. Only items that will be restocked should be placed on Backorder.



# Tips (cont'd)

- E-mail notifications of incoming orders is a great tool, but is not 100% reliable. It is best to check for orders at least twice a day (morning & afternoon). When the status of an order says Received it has not been processed. It will say In Shipping (Fulfillment) or Released (P.O.D.) once it has been processed.
- Please follow up on the orders you process. Until the status of an order says In Transit, Delivered, Accepted, or Billed it has not gone out. If the status does not change in 3 to 4 days, please check on it.
- Only orders that must deliver same day, next day, or ship overnight should print on the orange rush paper.

# Buttons of the Q-store



The tabs you have depends on your login access.

Buttons from left to right:

- Left button – will open this window to go to a customer's store (Select the company and then click the create new fulfillment button).
- Middle button – can see all orders that are pending (orders have been placed but gatekeepers have not released to us yet).
- Right button – will open this window to view the Order reports.

# Buttons of the Q-store (cont'd)

The screenshot displays a web browser window titled "Workflow Management - Microsoft Internet Explorer" showing a "Job Management" page. The page has a navigation menu with tabs for SELECTIONS, ORDERS, PRODUCTION, INVENTORY, TOOLS, USERS, DEVICES, and HOME. The main content area shows "Job Management" with a search bar and a list of orders. One order, "Order 1153318 Detail - 1 Items", is selected, and a "Job Ticket - Item Summary" window is open. This window has tabs for SUMMARY, BILL - SHIP, PRODUCTION, and FILES. The "SUMMARY" tab is active, showing "Order 1153310 Item 1 Summary - RELEASED". The form contains sections for "Order Taker Information", "Job Information", "Contact Information", and "Pricing Summary". Several buttons are highlighted with blue arrows: a "Pull Slip" button (top right), a "View Item" button (middle right), a "Ship" button (bottom right), a "Close" button (bottom right), and a "Save" button (bottom right).

- This button always shows the pull slip
- This button will allow you to view whatever the first item is in the order (i.e. – a P.O.D. item 1<sup>st</sup> will view the Work Order and an inventory item 1<sup>st</sup> will also view the pull slip)
- This button will send a P.O.D. order directly to the ship que instead of going to the production que 1<sup>st</sup>. This button is not used that often and should not be used if the customer views orders for the progress of orders.
- Always click the q-store close button instead of the browser close button when it is visible.
- Always click the save button when entering any information and before going to another screen or tab. You will lose your information if you don't.