



GENESIS

How to Guide How to do Quotations and Orders on the mobile application

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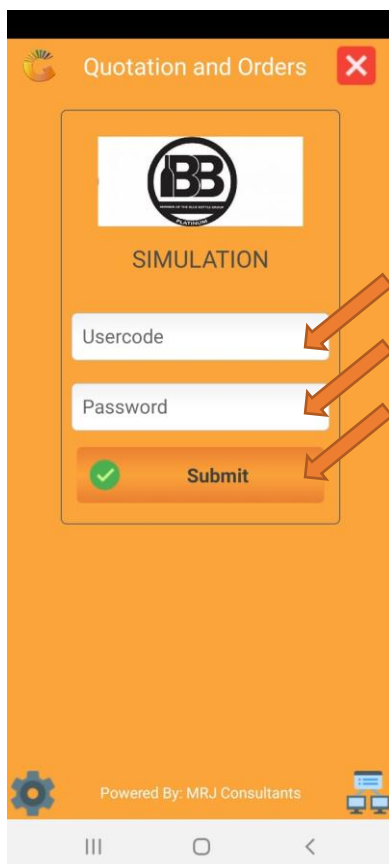
Mail: helpdesk@mrj.co.za



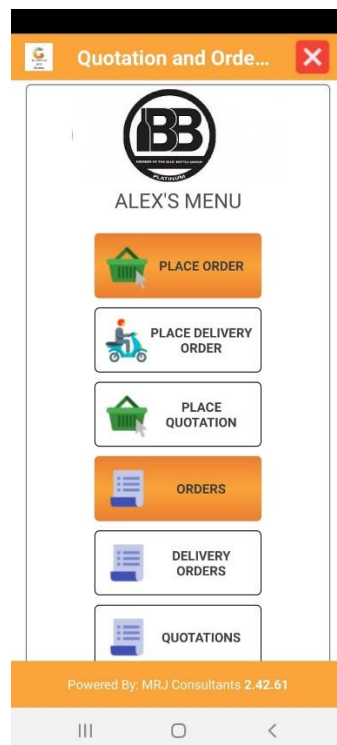
1. On your mobile device open the Quotations and Orders application.



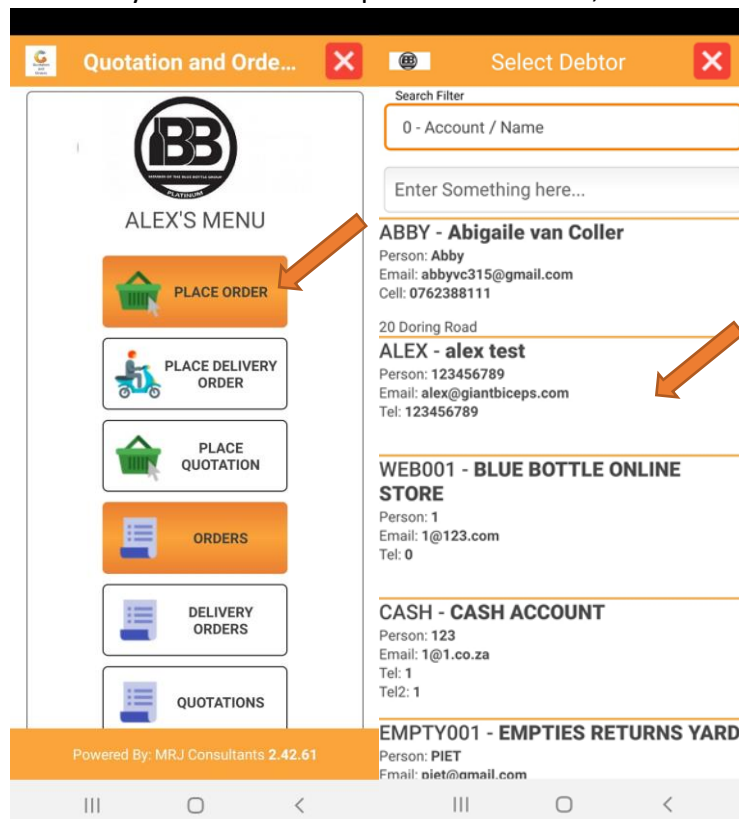
2. Once in you will have to put your user code and password in. This is the same login credentials used on your Genesis login. Once all the information has been inputted Press submit to proceed.



3. The below image is the main menu this is where you can choose the relevant option for your needs.



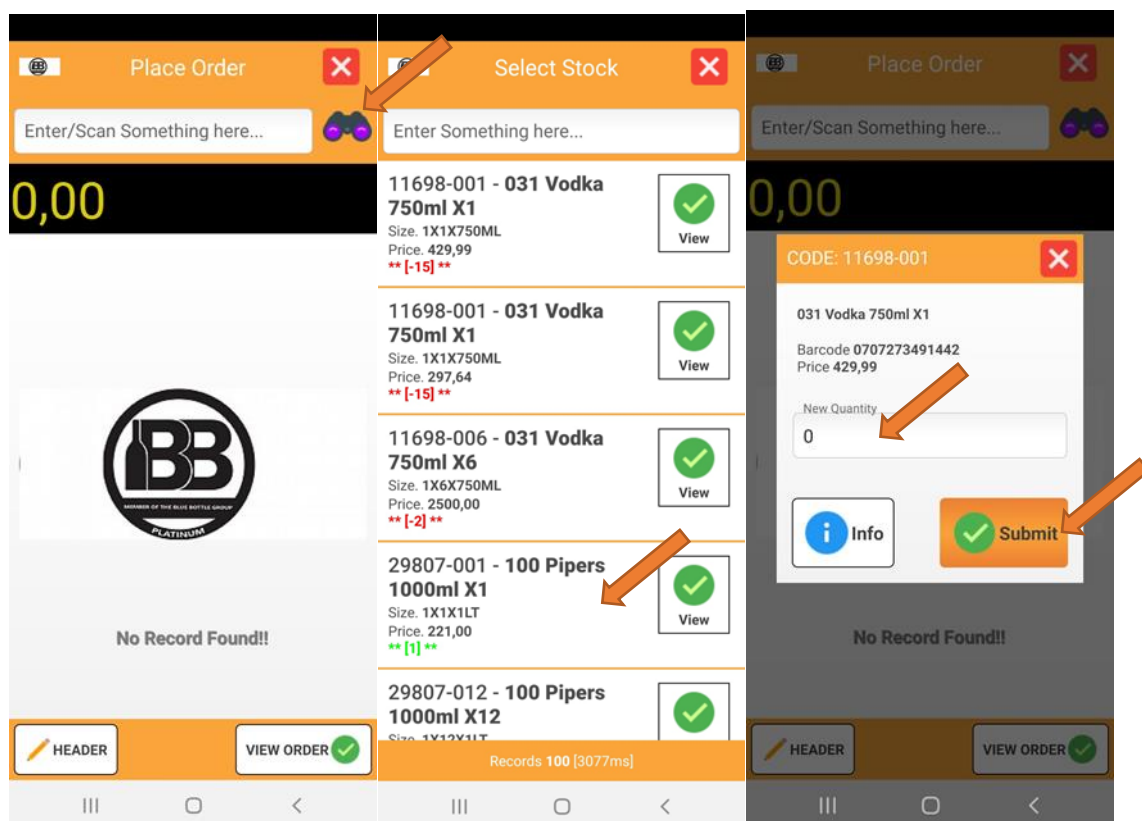
4. Select the Place Order option. You will then be prompted to the next image here you must select the Debtor you would like to place an order for, select the debtor



5. Once you have selected the Debtor you will see the below image, this is where you can select the desired items you want and create an Order. You can scan the item or alternatively select the desired item by clicking on the binoculars.

Once opened all your items will be displaying, here you can search for the specific item and once the desired item is found you can select it.

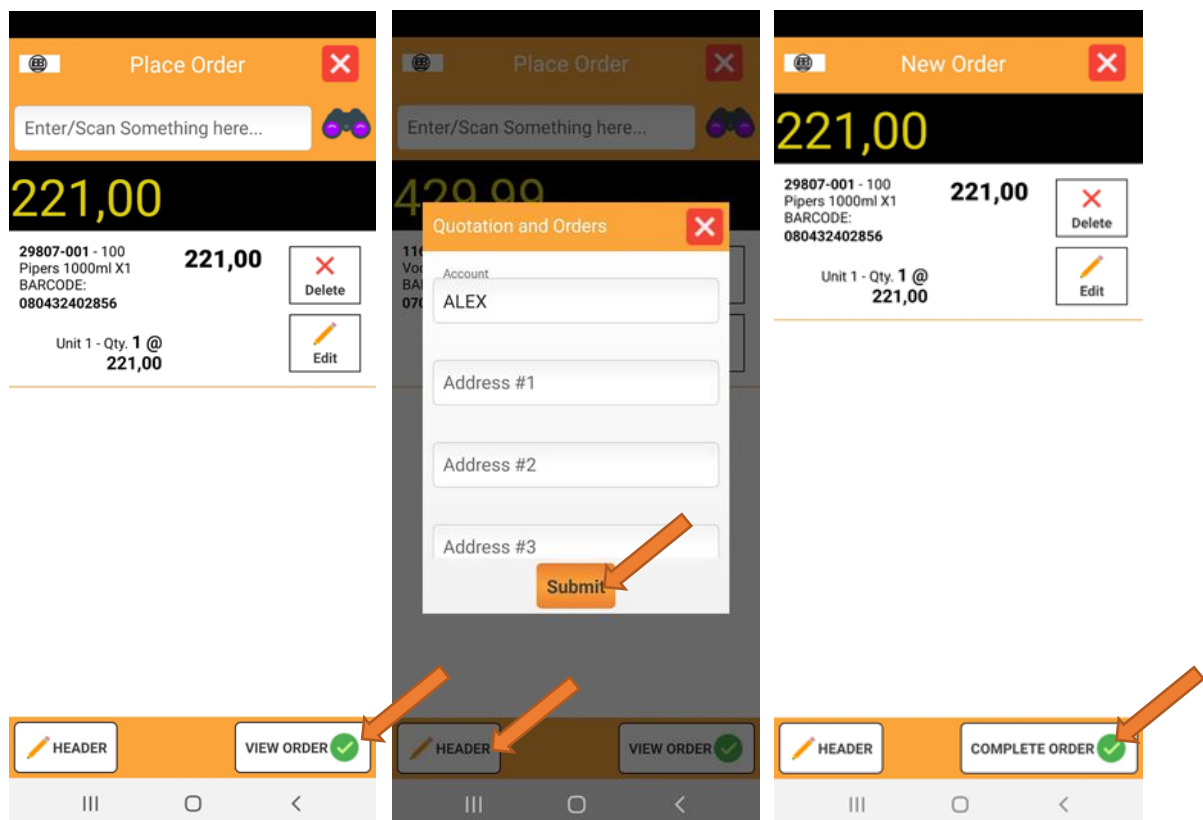
You will now be given the option to input the quantity once the quantity has been entered select Submit to select the next item and so on.



6. Once you have selected all desired items they will appear in the below image here you can edit, add or delete any items. When you are happy with everything select the View Order option.

On the second image select the Header option this will give you an option to input address details Telephone and email options where you can amend them. Once done selected press on submit.

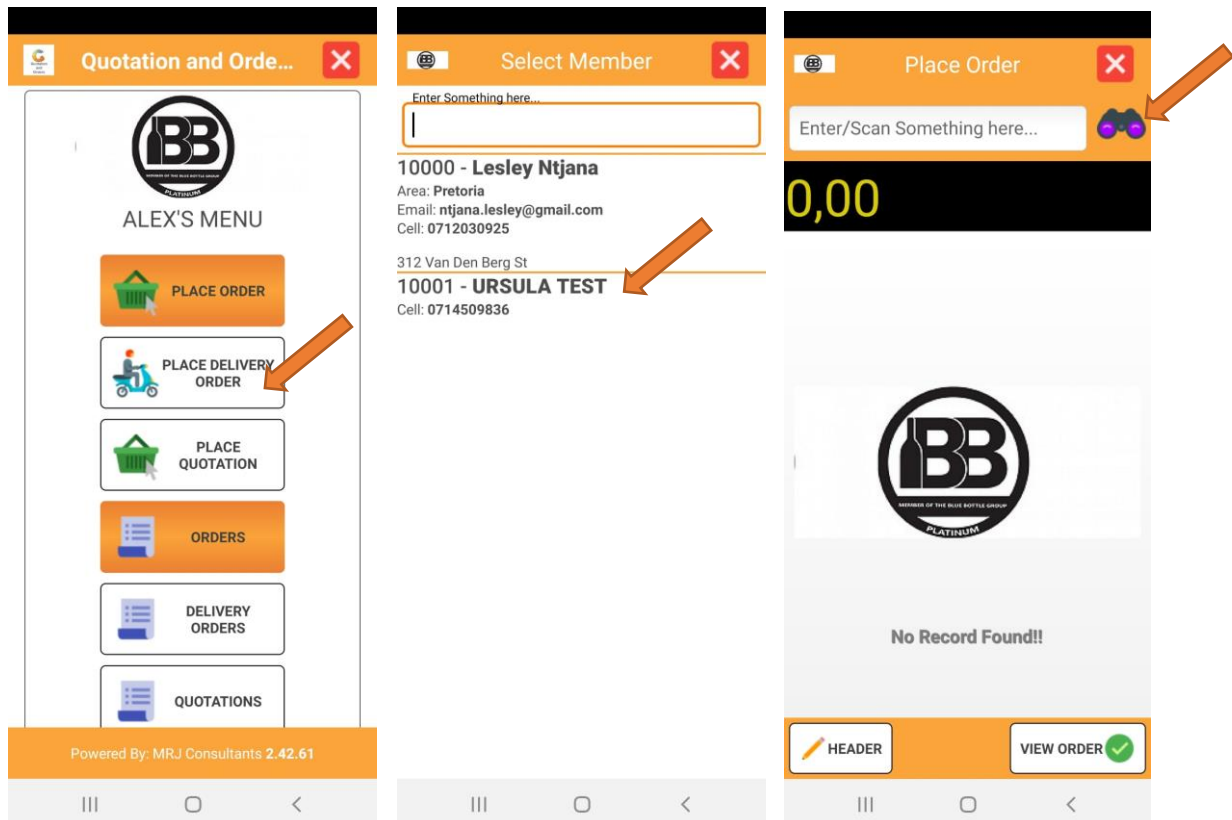
On the third image this displays everything in that Order, once selected click on Complete Order, this will now bring the order down to Genesis.



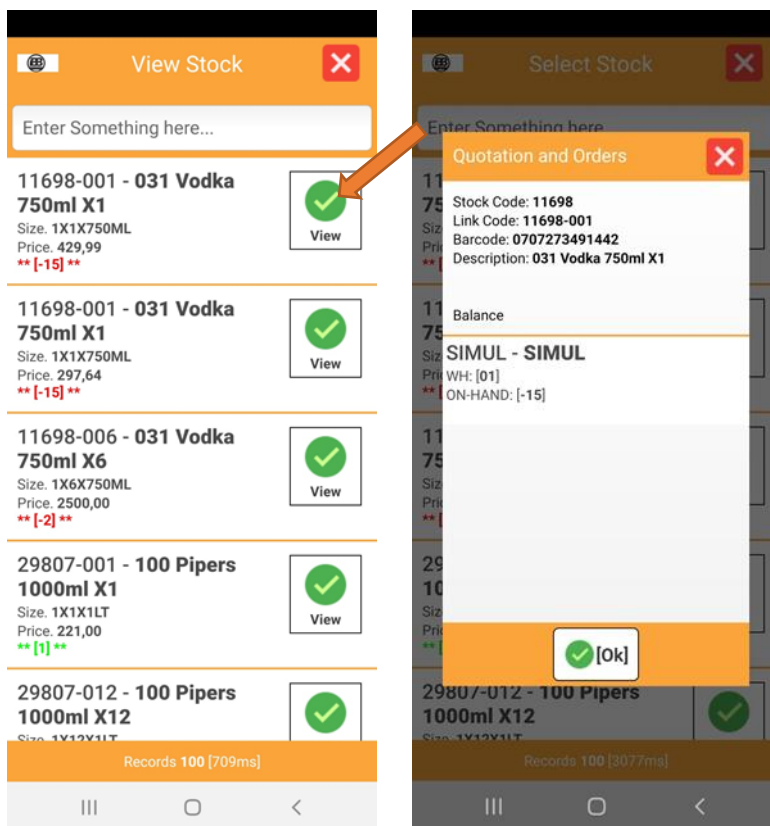
- Now that you have completed an Order, we will be doing the Delivery order. You can Select the place delivery order option on the main menu.

Once opened Select the member (This Debtor is created by yourself in Genesis)

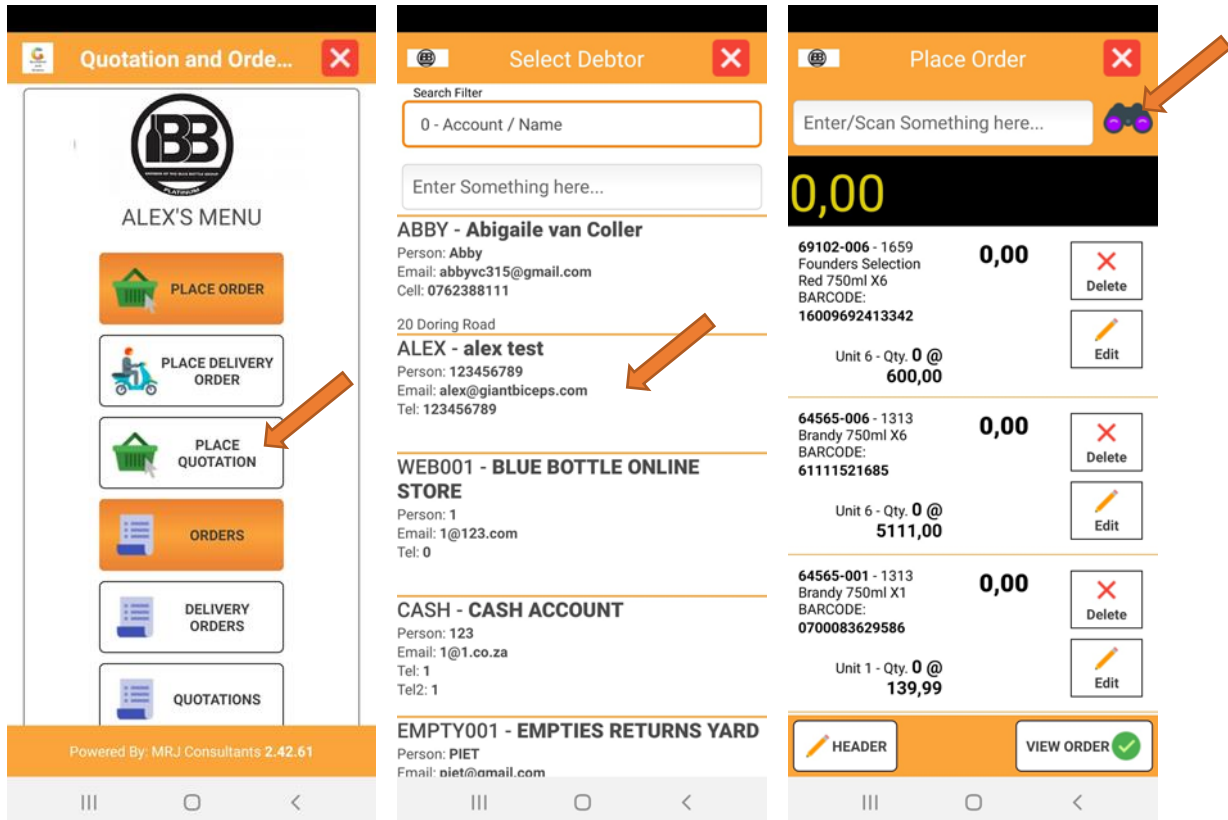
Once you have selected the Debtor you can now scan an item or select it using the binoculars option. (This will open all the stock items where you can search for an item).



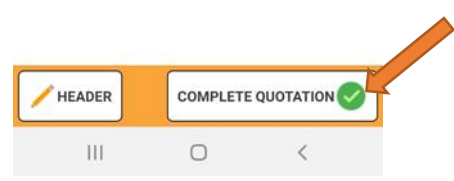
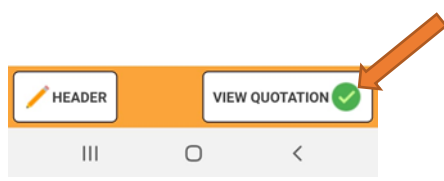
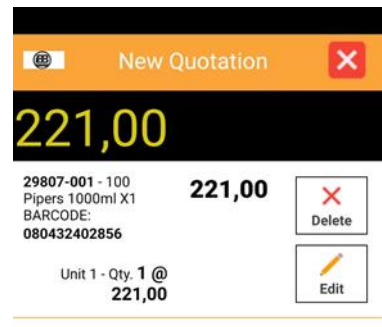
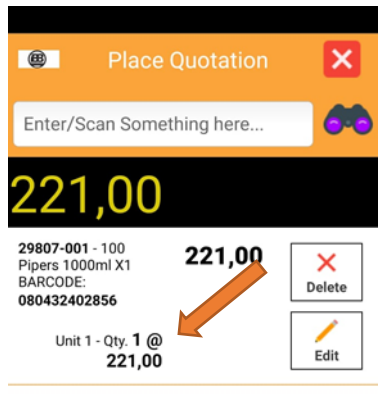
On the right-hand side of the item is a view tick, you can select this to view the item in more depth. Once you have selected the items and inputted the quantities you can process the delivery.



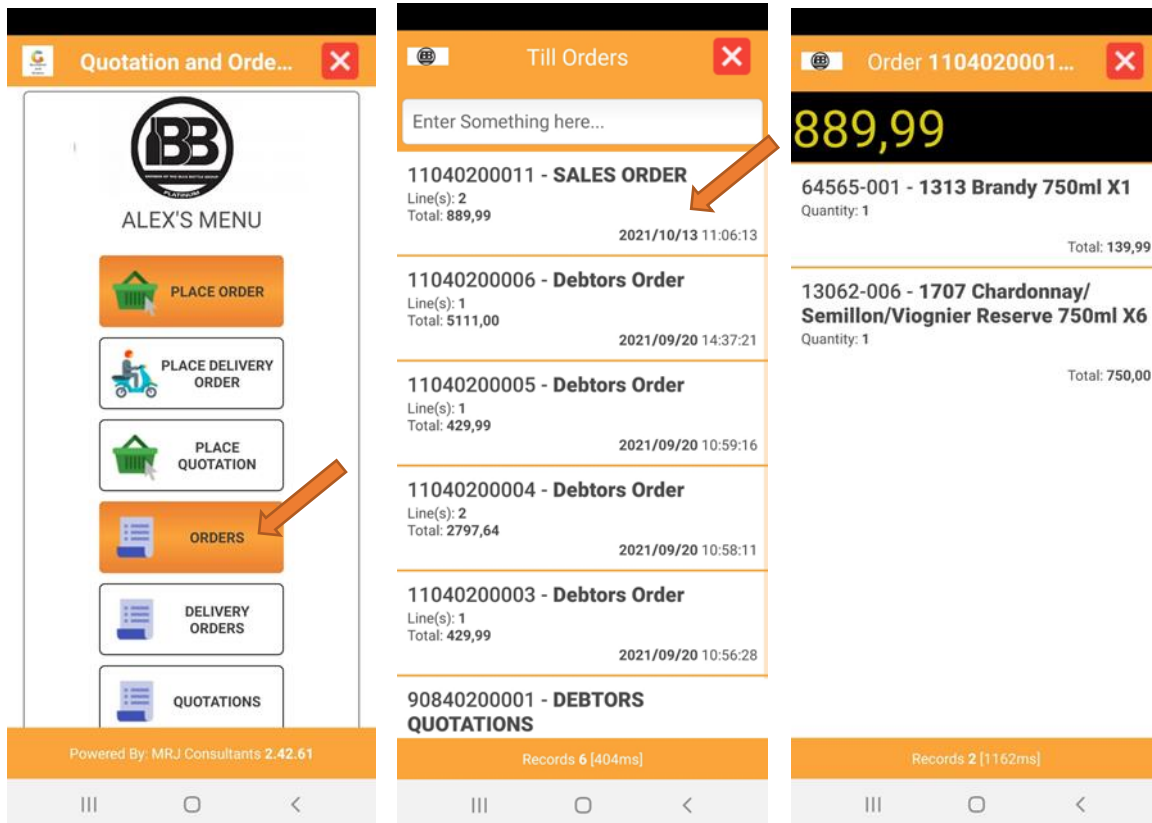
8. We will now be doing a Quotation. On the main menu select the Place Quotation option, you will then be prompted to select the Debtor. Once you have selected the Debtor you can now scan an item or select it using the binoculars option. (This will open all the stock items where you can search for an item).



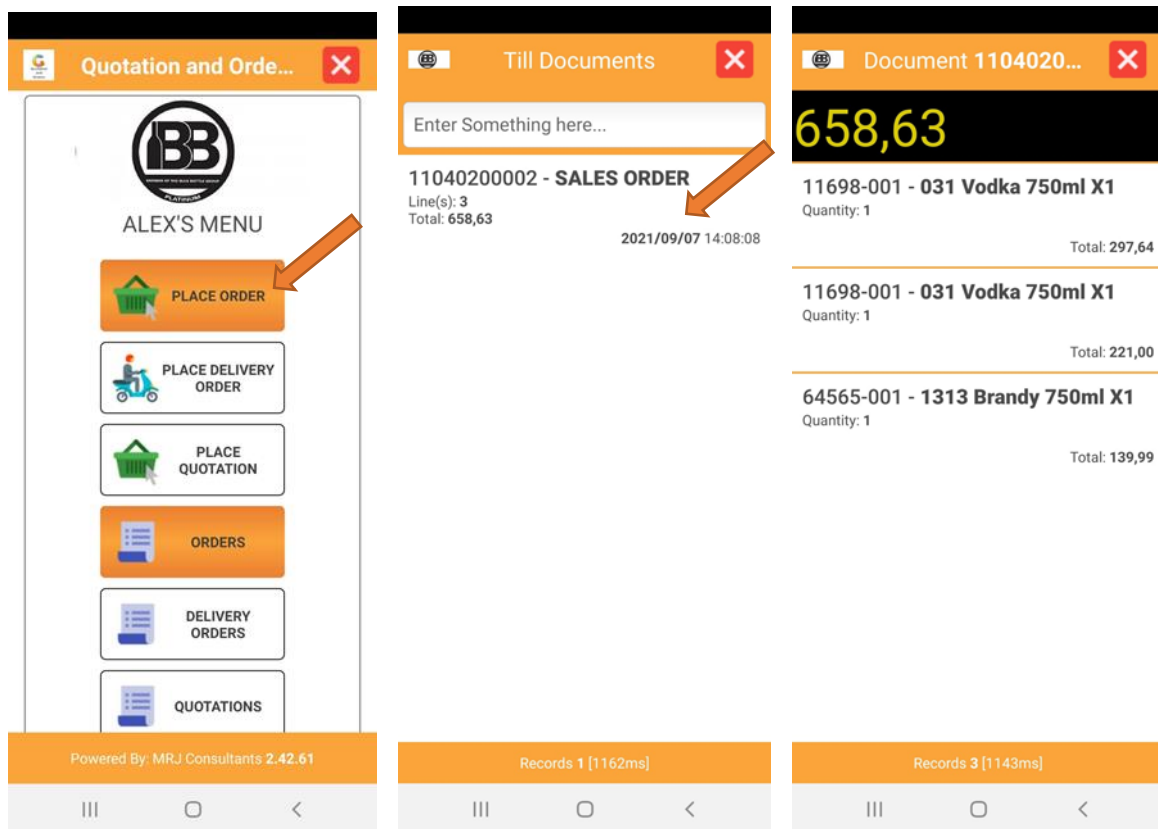
Once you have selected an item and entered in the quantities you can then view the quotation in case of any amendments and when happy complete the quotation.



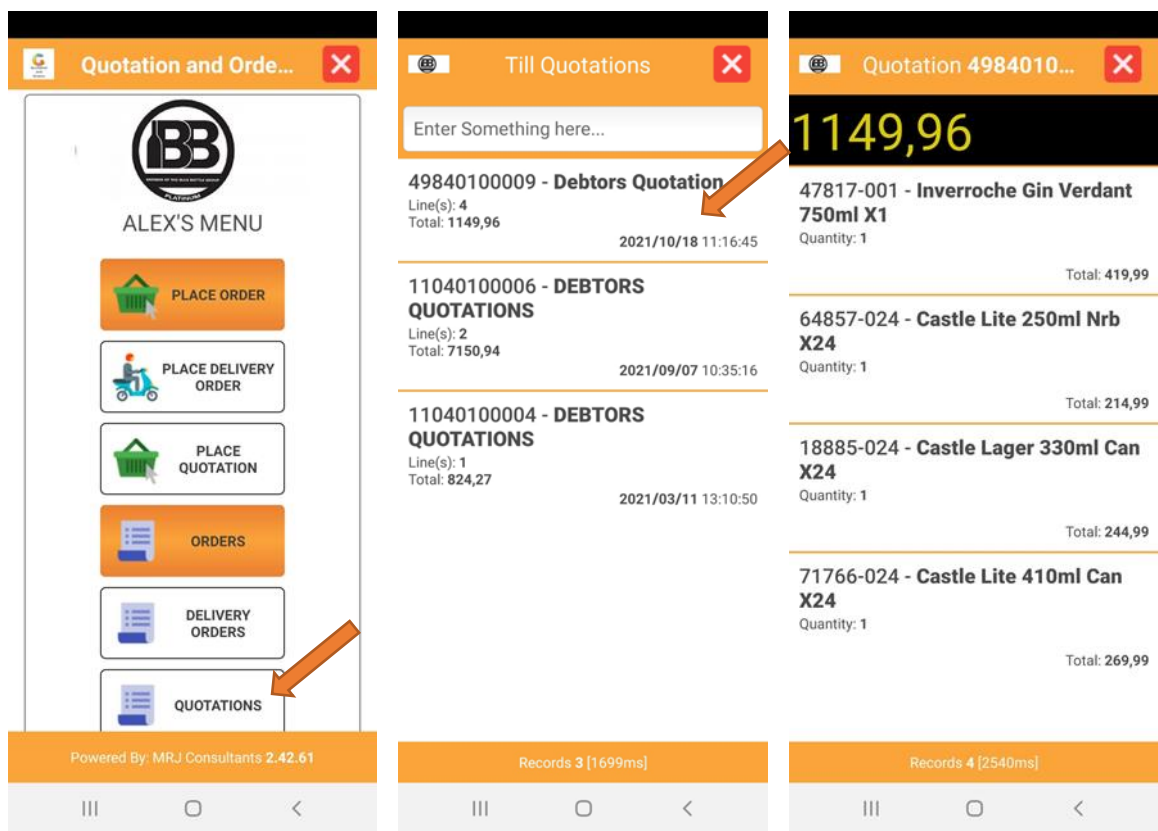
9. To view all order, select the orders option in the main menu. Once selected you will be prompted to the following screen where you can view all Orders. You can select an order to open and see what is in the order.



10. To view Delivery orders, select the delivery order option on the main menu. Once opened you will be prompted to the next screen where you can select the order to see what is in the order.



11. To view Quotations, select the quotations option on the main menu. Once opened you will be prompted to the next screen where you can select the quotation to see what is in the specified quotation.



12. To view all items. Select the view items option on the main menu. You will then be prompted to the next screen where all items will appear. Here you can see the items Description, size, price and quantity on hand. Select the view option to see more information on the specific item selected

