WINFASHION

"Globally Providing Fashion ERP & Mobile App Solutions"

iTradeShow iPad Manual

WinFashion ERP
Mobile Application Modules

Introduction

Welcome to the manual for the iPad version of the **iTradeShow** Application. It is developed for the iPad and iPad Mini and is linked to our **WinFashion ERP** (Enterprise Resource Planning) system (www.winfashion.com).

iTradeShow is fully integrated with our system to automatically send orders from your iPad whether you're at the showroom or in your booth at a trade show. With one simple click of a button from our ERP software, you can add styles to the app at ease.

If you ever had problems like writing down the incorrect style number/color or making mistakes when manually entering in orders to the system, the app has you covered and eliminates those headache causing problems!

The **iTradeShow** system can be used online or offline, and you can sync styles and customers to the device. This allows you to take orders and send them later, in the event that internet connectivity is unavailable.

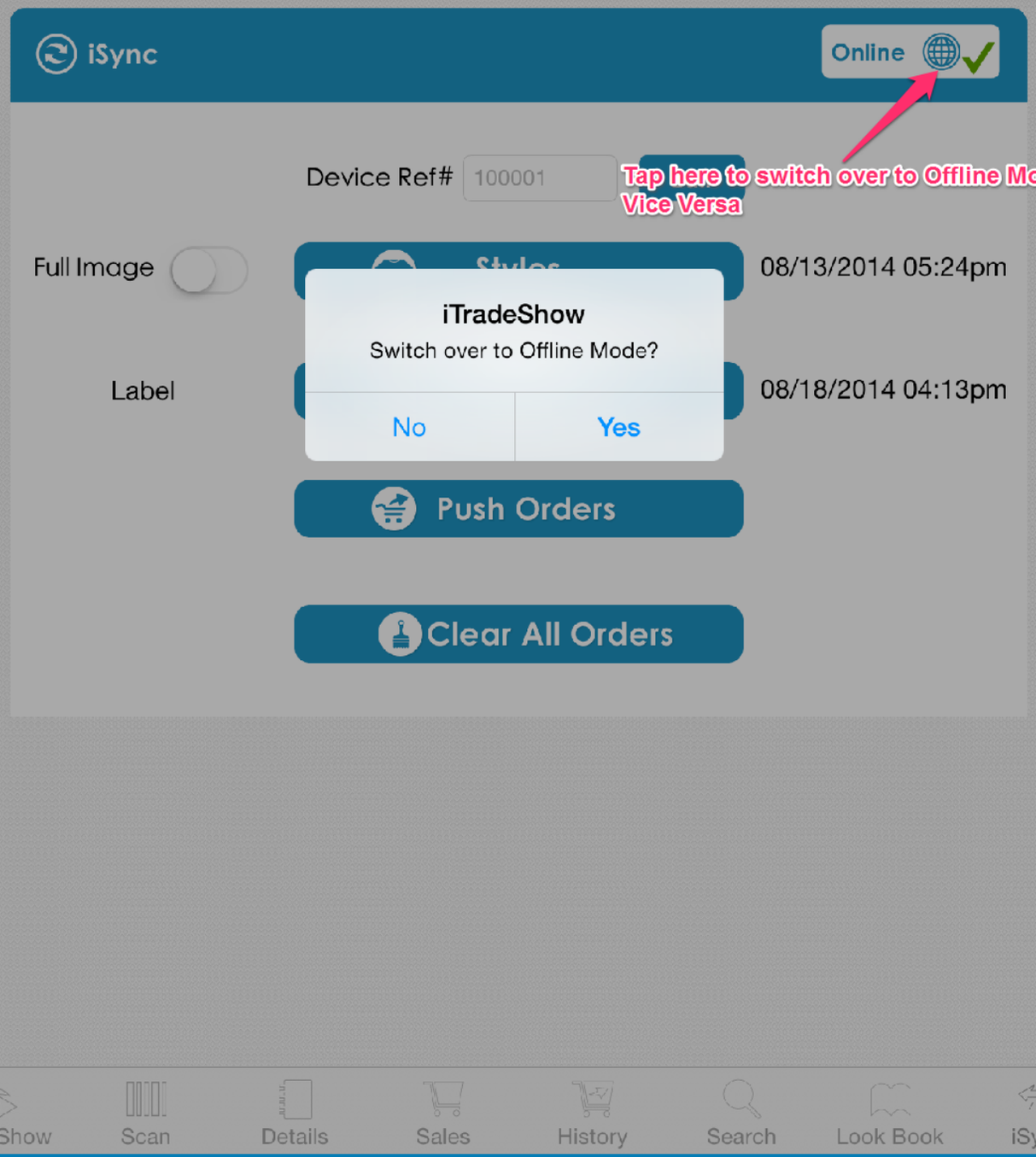
It also features barcode scanning for optimized order taking, a **Smart Search** to search for styles using key terms, sales order history in which they can view past orders and edit them, and a Look Book view in which your customers can go through styles you have set to present.

Now lets take a detailed look into our app!

WINFASHION

WinFashion

iTradeShow iPad Manual



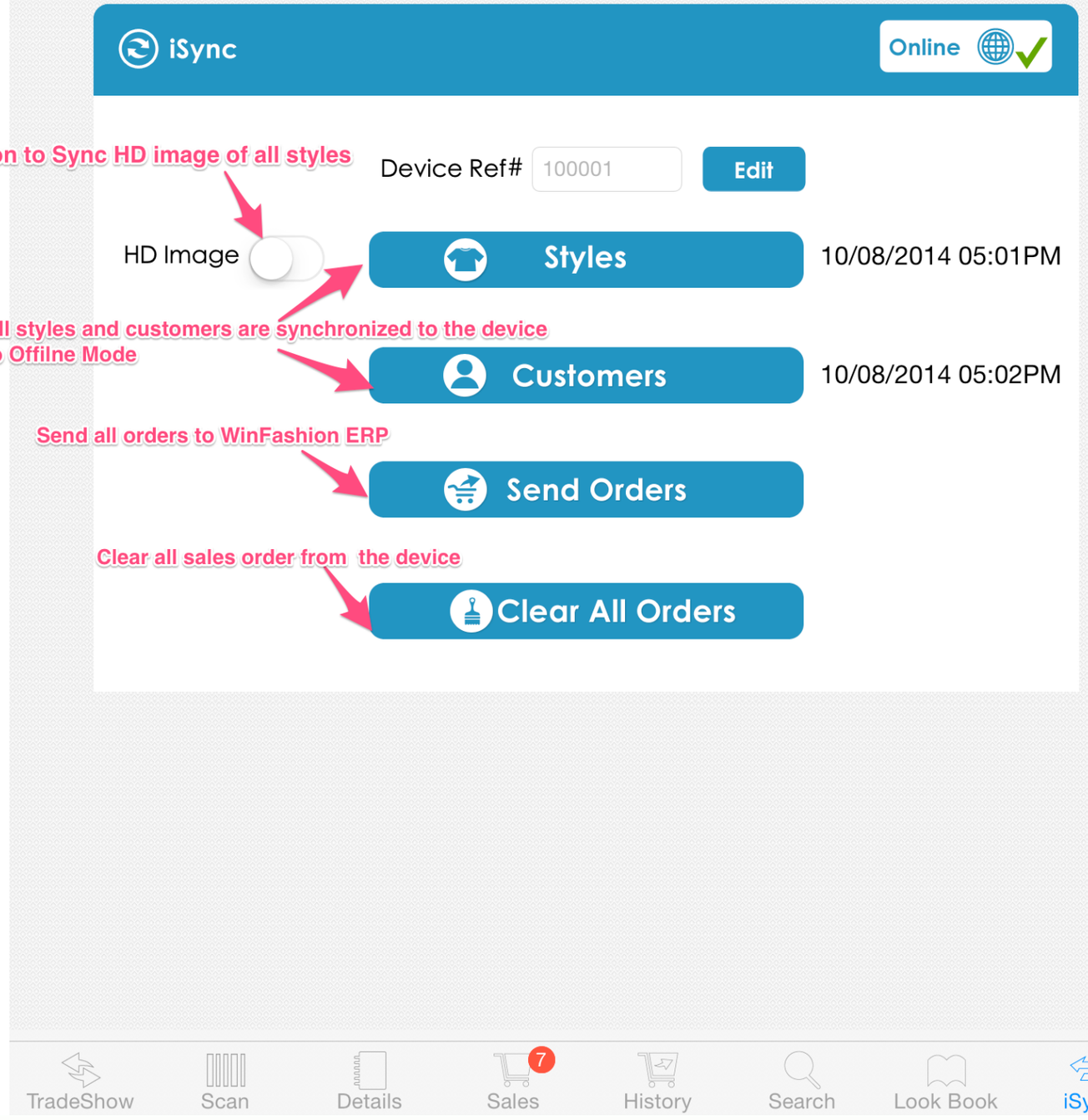
Online/Offline Modes

Before we go into the different tabs and features, there is an online/offline feature you should be aware of.

There are two modes to the **iTradeshow, 'Online'** and **'Offline'. Offline** mode is the preferred for the trade shows because internet connection can be slow and inconsistent. Another benefit of **offline** mode is that you can edit, delete, or copy before it is sent to the system (which will be shown later).

Although **offline** mode is preferred, if you have a stable internet connection you can use the app in it to send orders immediately to the system and to look up live inventory status.

(Warning: In online mode, the order is automatically sent to the **ERP** system, orders cannot be edited from the device after being sent to **WinFashion**)



iSync Tab

The first screen to go to is the **iSync** tab (located on the bottom righthand side of the app). Here you can sync **Styles** and **Customers**, set your **Device Reference #**, and send/clear orders from your iPad.

(Follow the steps below in 'Online' mode)

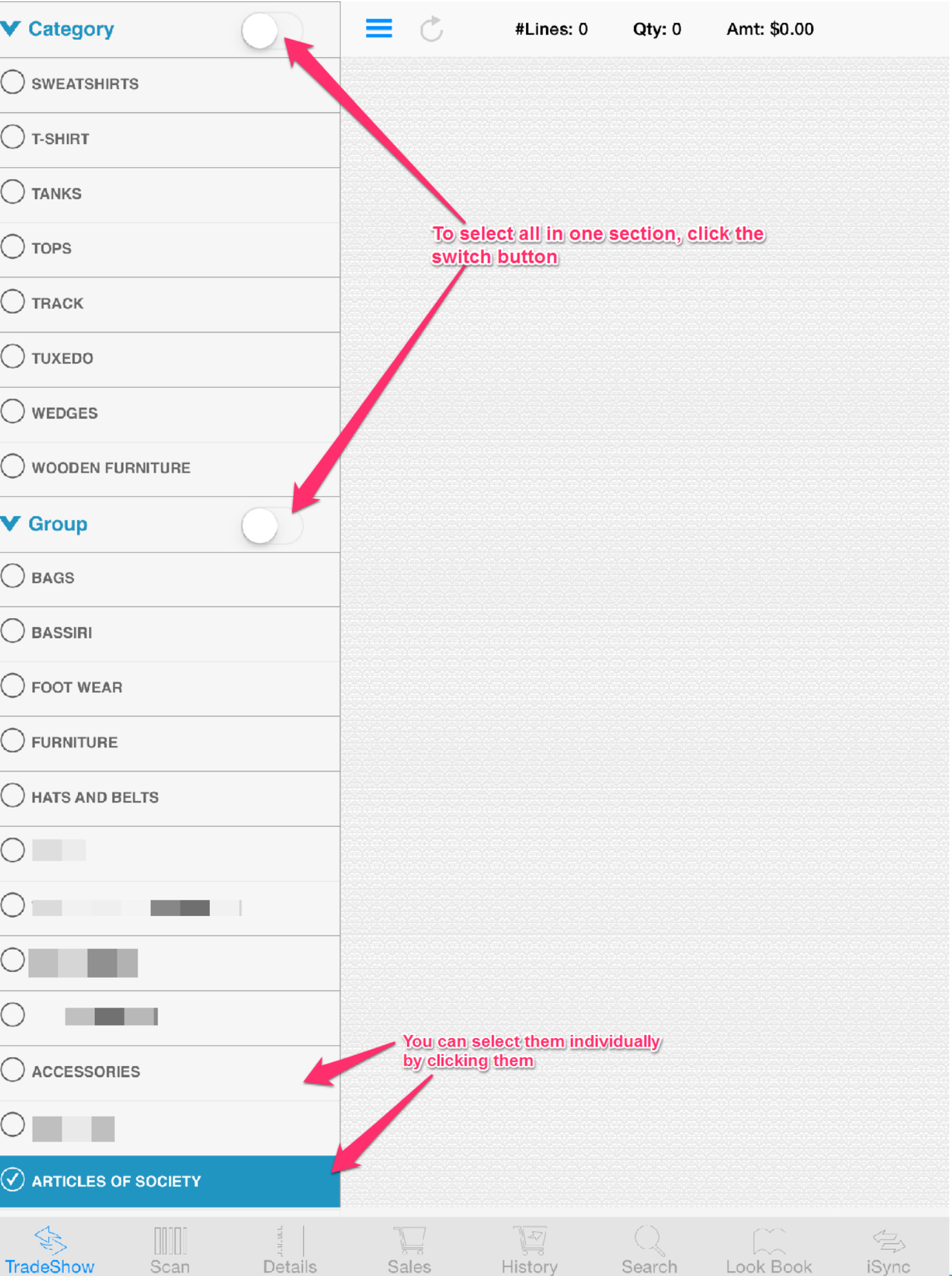
- Click the '**Styles**' and '**Customers**' buttons to save them locally to your iPad for offline usage.

- The **Device Reference #** should be different for all devices, so it can track which device took the order. To change the number press the '**Edit**' key and then type in the number. (Numbers should be in the 100,000s, next device should start at 200,001)

- To sync **Full HD** images, press the '**Full Image**' switch to green.

- To send orders to **WinFashion**, click the '**Send Orders**' button and to clear all orders, press the '**Clear All Orders**' button.

(Warning: '**Clear All Orders**' should be the last step done, as it will clear all orders and data from the device. After clearing, all orders will be **ERASED!**)



Sliding Menu

In the **TradeShow** tab, tap on the ☰ icon on the top left corner to open the sliding menu. You will see the following sections:

- **Category**
- **Group**
- **Season**
- **Division**
- **Flag (Custom Category)**

You can press the switch button to select everything within the section or you can select them individually by pressing them. After you are finished selecting press the ☰ button again to load those styles on to the **TradeShow** tab.

(For **Custom Category** please contact **WinFashion Support** for training)

TradeShow Tab

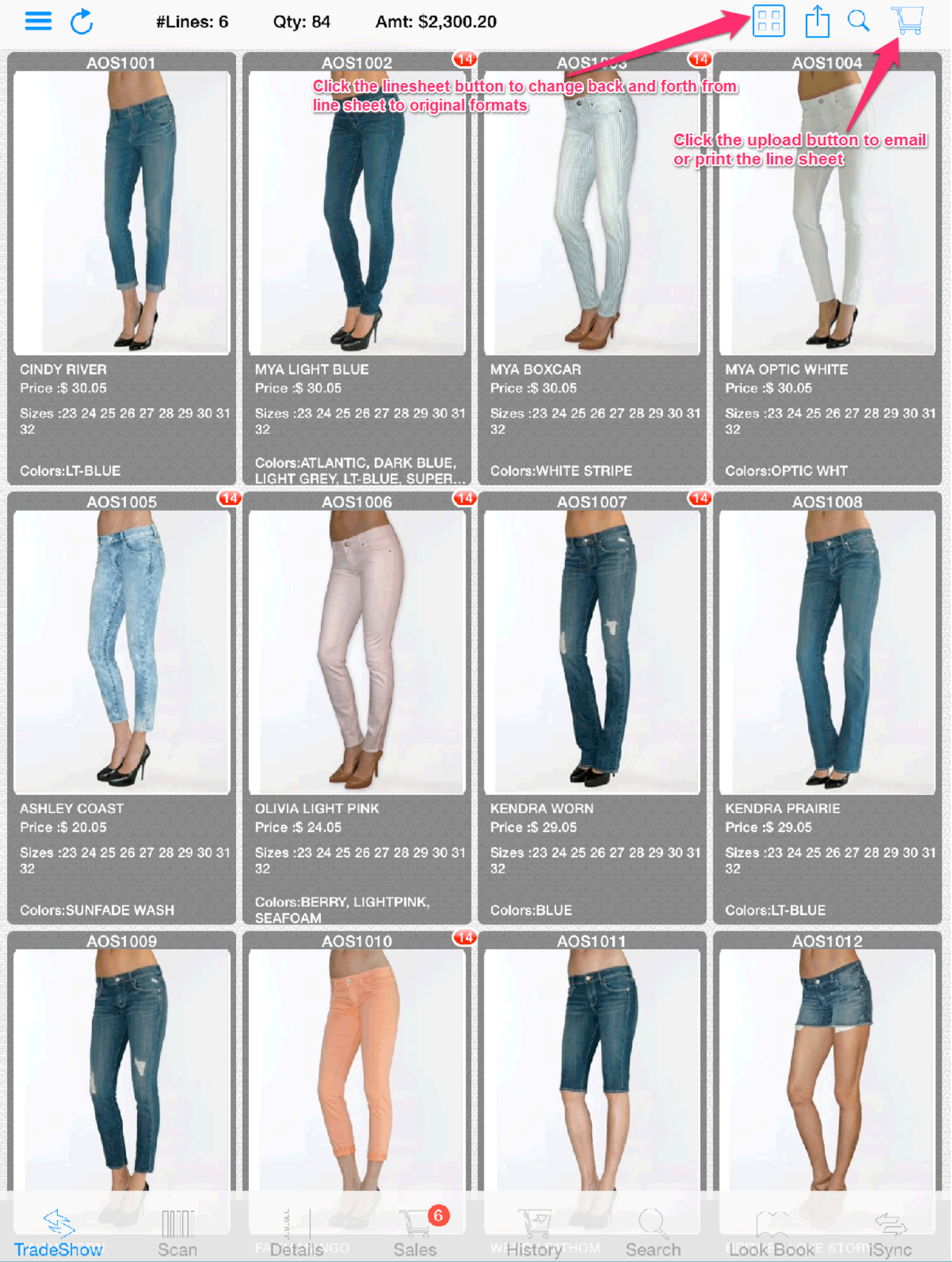
Here you can view your styles in a grid format and take orders by clicking the image of the style. Below is a list of details and features of this tab. (If you have **Price Levels** depending on **Customer**, skip to page 13)

Features :

- Click on the style's image to bring up the **Add To Cart** pop-up view.
- **Linesheet** button that shows selected styles in a line sheet format
- A local **Search** that only searches for styles that have been loaded to the **TradeShow** tab.
- A **Shopping Cart** button for a quick reference of what items you have added and the total amount ordered for each style

Details :

- **Red Badges** in the **TradeShow** tab shows the total quantity ordered of that particular style
- The top bar shows the total **quantity**, **amount,** and **lines** of the order (Number of lines are also shown as a badge on the **Sales** tab icon)



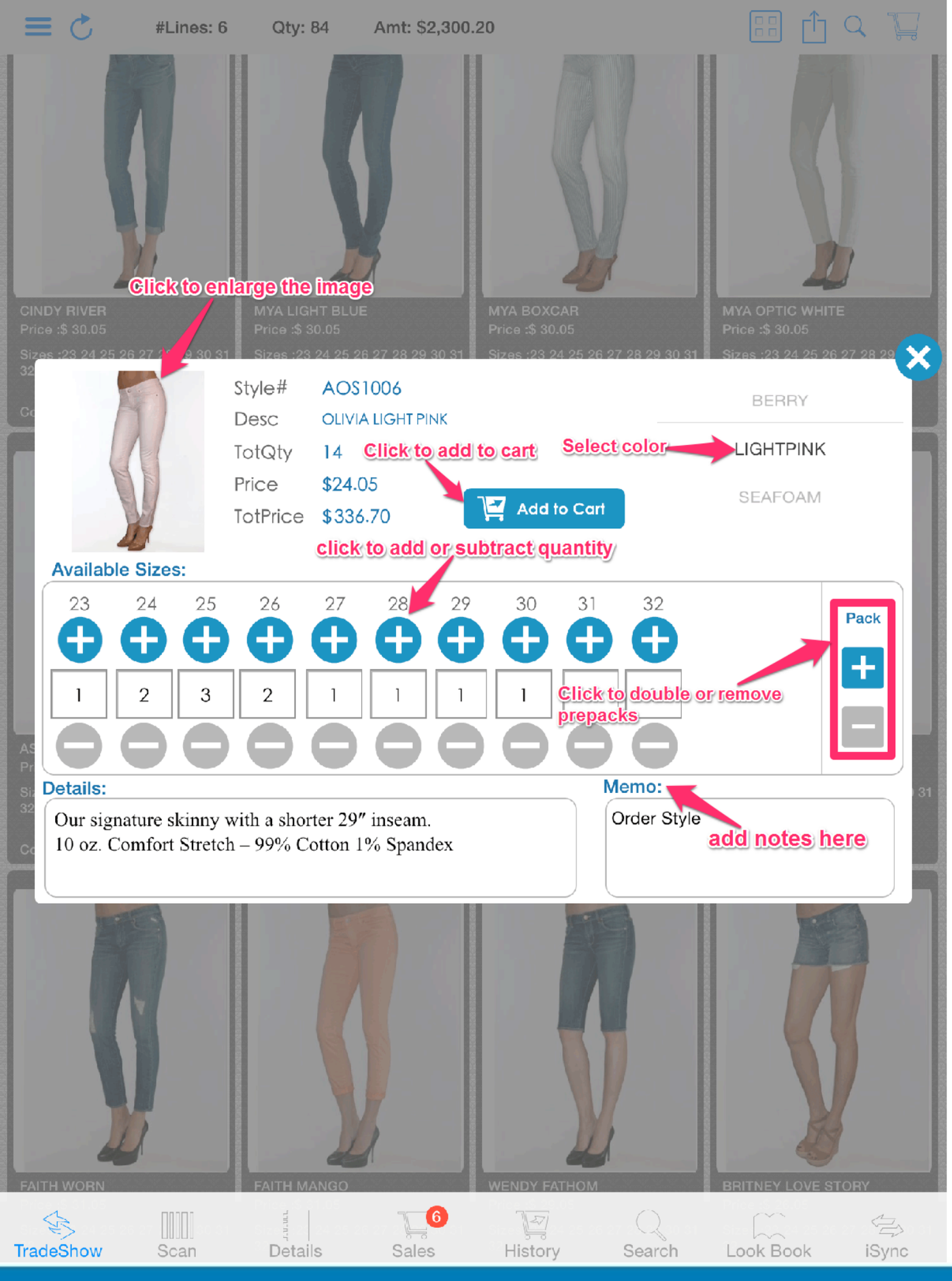
Linesheet View

When clicking the button in the **TradeShow** Tab, it will show all loaded styles in a **Linesheet** format. If set up correctly in **WinFashion**, you can also view each color for a given style.

To print or email or the **Linesheet** press the button, which will show your options in a drop down menu.

You can also view items that have been added to your cart in **Linesheet** mode as well, this will be explained later on in the **Sales Order** portion of the manual.

If you want to change back to the original format, simply press the **Linesheet** button again.



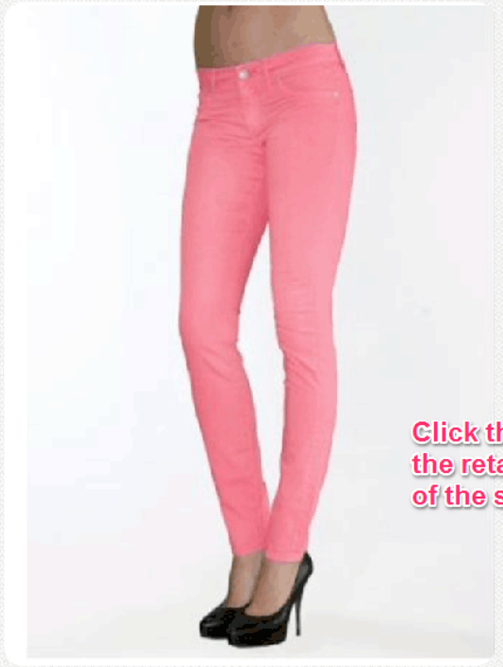
Pop-Up Order View

The **Pop-Up Order View** is where you enter orders when clicking on a style in the **TradeShow** Tab and the **Look Book** Tab.

Pop-Up View:

- **Colors** can be selected by scrolling in the picker view, and the image will change according to the color.
- **Sizes** can be added and subtracted by the '**+**' and '**-**' buttons. Pre-Pack orders can be doubled or subtracted by pressing the '**+**' and '**-**' buttons on the left hand side.
- Other information thats displayed is **Style #**, **Description**, **Details**, **Price**, and **Total Price** (of quantity selected).
- **Memos** can also be entered in for special instructions. Memos also appear in sales order.

Click on the image to get a full sized view of the selected style. This can be done in screen that has an image.



Click the website button to go to the retail or wholesale page of the selected style

Website

Price $24.05

Details:

AOS1006

OLIVIA BERRY

Our signature skinny with a shorter 29″ inseam.
10 oz. Comfort Stretch – 99% Cotton 1% Spandex

Upload the style to your company's Facebook or twitter

Sizes	23	24	25	26	27	28	29	30	31	32		
OH												
WIP	1											
Sold	7	11	17	14	11	7	8	8	5	5		
ATS	-6	-11	-17	-14	-11	-7	-8	-8	-5	-5		

Style Reports:

History

Summary

Connect to:

Click to view sales history and summary totals

TradeShow Scan Details Sales 6 History Search Look Book iSync

Details Tab

The **Details** Tab shows information from the last selected style from the **TradeShow**, **Search** and **Look Book** Tabs. In this tab it includes the following information and features:

- Basic information: **Style #**, **Description**, **Price**, and **Inventory**.
- **Detailed** information which can include anything a user would want like weight, inseam, materials and anything else you want! (This is entered through **WinFashion**)
- **Style History** and **Summary**. (Which will be explained in the following pages)
- The ability to upload the selected style to your company's **Facebook** or **Twitter**.
- A **Website** button that sends you to your **Style's wholesale** or **retail** website.

TYPE	CUSTOMER	COLOR	QTY	PRICE	DATE
ORD	WINFASHION	BERRY	2	$24.00	08/09/2013
ORD	WINFASHION	BERRY	4	$24.00	08/21/2013
ORD	WINFASHION	BERRY	7	$24.00	07/27/2013
ORD	WINFASHION	BERRY	12	$24.00	07/27/2013
ORD	WINFASHION	BERRY	12	$24.00	08/09/2013
ORD	ARUN TEST	BERRY	14	$24.00	02/08/2014
ORD	DZ GROUP 上海	BERRY	14	$24.00	02/08/2014
ORD	WINFASHION	LIGHTPINK	4	$24.00	07/27/2013
ORD	WINFASHION	LIGHTPINK	6	$24.00	07/27/2013
ORD	WINFASHION	SEAFOAM	4	$24.00	07/27/2013
WIP		BERRY	1	$0.00	04/10/2014
WIP		LIGHTPINK	1	$0.00	04/10/2014
WIP		SEAFOAM	10	$0.00	04/10/2014

Details:

AOS1006

OLIVIA LIGHT PIN

Our signature skinny w
10 oz. Comfort Stretch

Sizes	23	24	25	26	27	28	29	30	31	32		
OH												
WIP	1											
Sold	1	3	1	1	2		1	1				
ATS		-3	-1	-1	-2		-1	-1				

History

Summary

TradeShow | Scan | Details | Sales 7 | History | Search | Look Book | iSync

Style History

The Style History is a brief report that shows the following information about a style:

- **Transaction Type:** Whether it has been **Ordered** or **Invoiced**.
- **Customer**
- **Color**
- **Quantity**
- **Price:** Unit Price of **Style** and **Color**.
- **Date**

TRANS.TYPE	COLOR	TOT.QTY	EXT.PRICE	AVG.PRICE
ORD	BERRY	65	$1560.00	$24.00
WIP	BERRY	1	$0.00	$0.00
ORD	LIGHTPINK	10	$240.00	$24.00
WIP	LIGHTPINK	1	$0.00	$0.00
ORD	SEAFOAM	4	$96.00	$24.00
WIP	SEAFOAM	10	$0.00	$0.00

Details:

AOS1006

OLIVIA LIGHT PIN

Our signature skinny w
10 oz. Comfort Stretch

Sizes	23	24	25	26	27							
OH												
WIP	1											
Sold	1	3	1	1	2		1	1				
ATS		-3	-1	-1	-2		-1	-1				

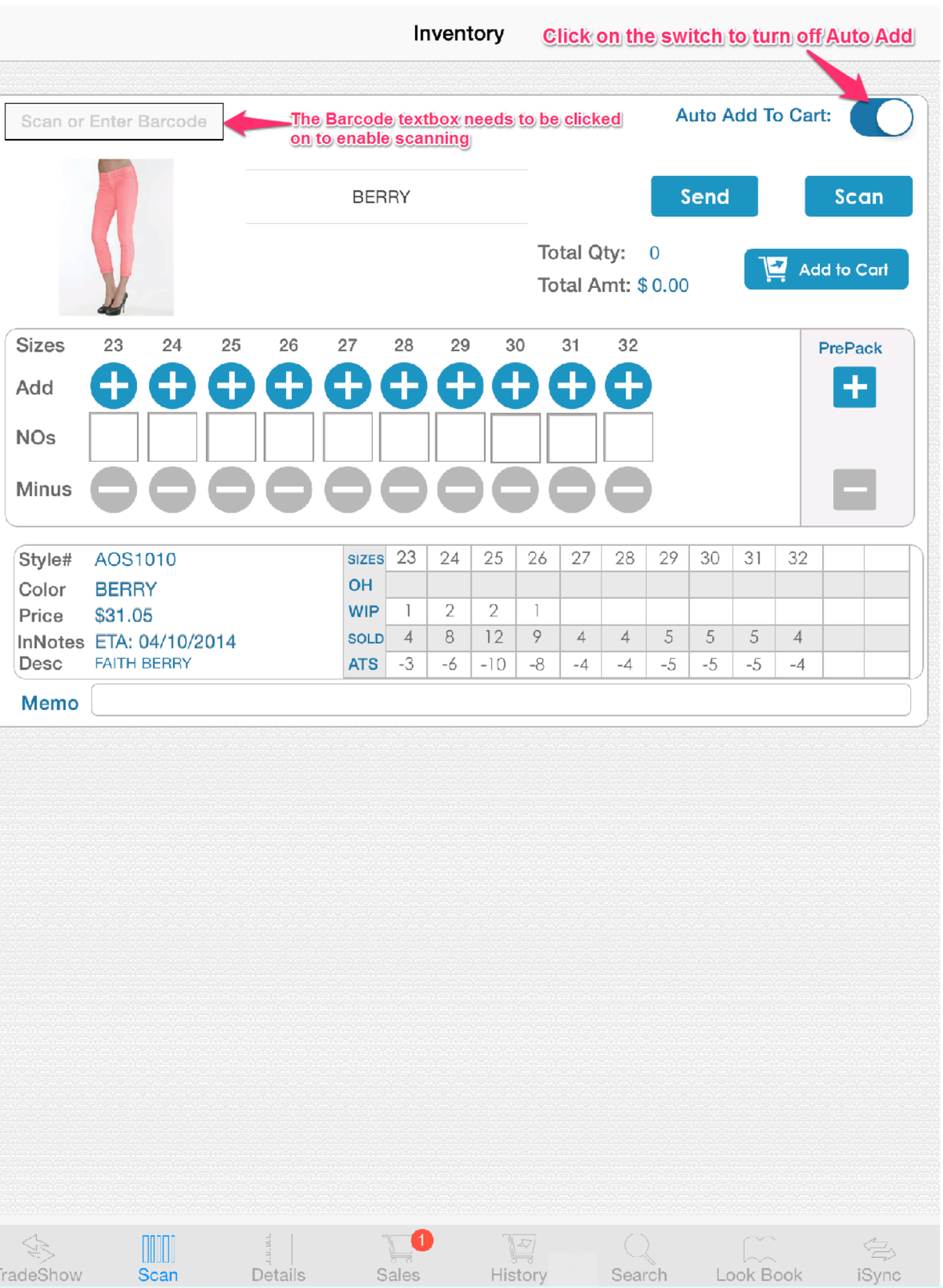
Summary

TradeShow | Scan | Details | Sales 7 | History | Search | Look Book | iSync

Style Summary

The Summary report shows total **Invoiced**, **Order**, and **Work In Progress** (**WIP**) for each **Color** of that selected **Style**. Information includes:

- **Type: Invoice**, **Order**, **WIP**
- **Color**
- **Total Quantity**
- **Extended Price**
- **Average Price:** Average unit price



Scan Tab

The **Scan** tab is where you would use a **Bluetooth** barcode scanner to quickly take orders at a trade show or showroom. We have a **Camera Scanner** feature, but using a bluetooth scanner is recommended. To use the **Camera Scanner**, click on the '**Scan**' button.

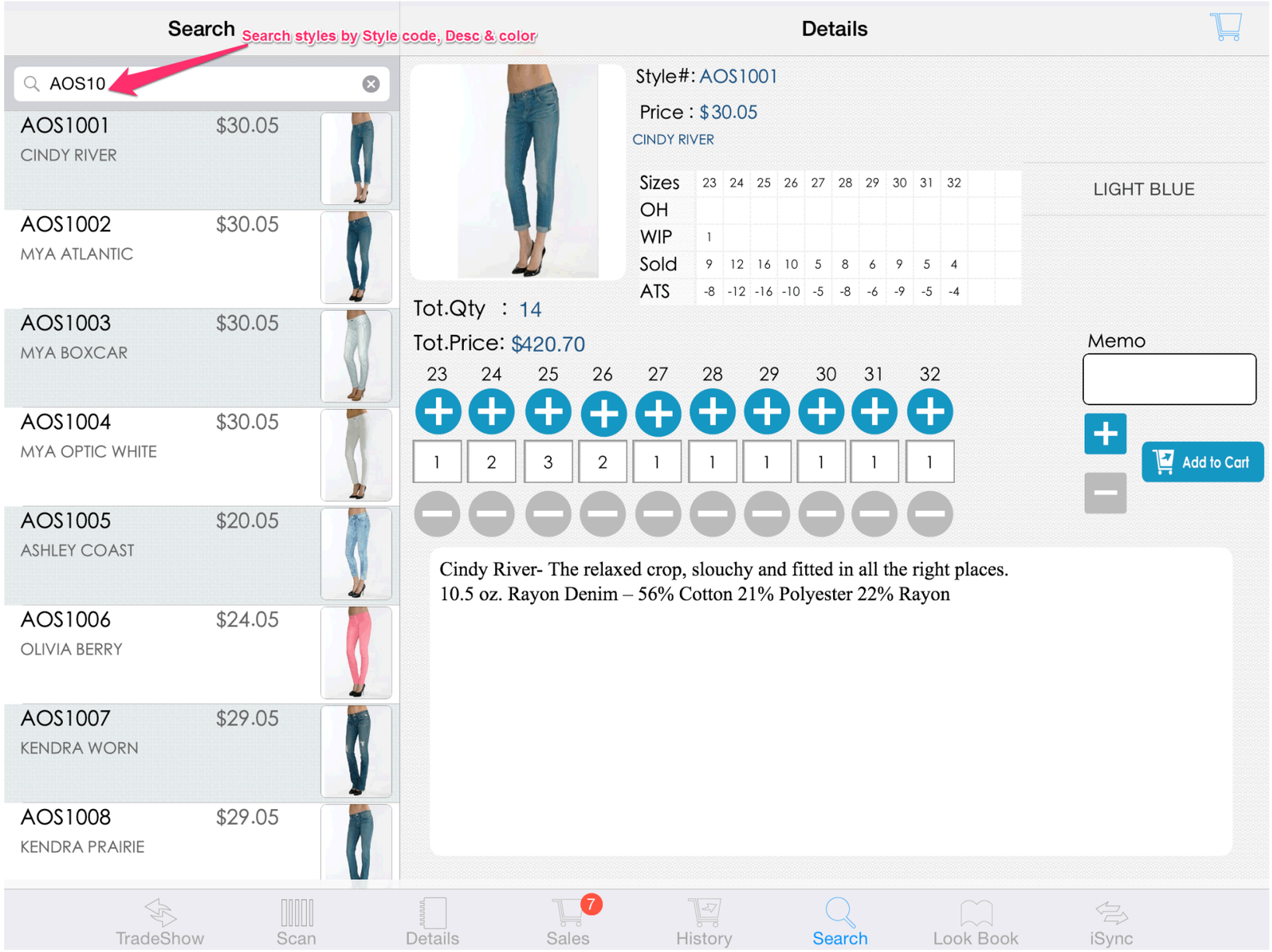
(As of now, the '**Barcode Textfield**' needs to be clicked on to scan. Every time you enter the **Scan** tab, **Barcode Textfield** will automatically clicked on)

Auto Add To Cart is automatically enabled for **Pre-Pack** orders, if you do not use **Pre-Packs**, please press the switch to turn it off.

Inventory numbers shown are not live, they represent the inventory as of the date and time it was last **Synced**. To see **Live Inventory**, you will need to be in **Online** mode.

- **OH** - Products which are **On Hand**
- **WIP** - Number of units that are being made, '**Work In Process**'
- **Sold** - Number of units **Sold**.
- **ATS** - Number of units that are **Available To Sell** (On Hand - On Order).

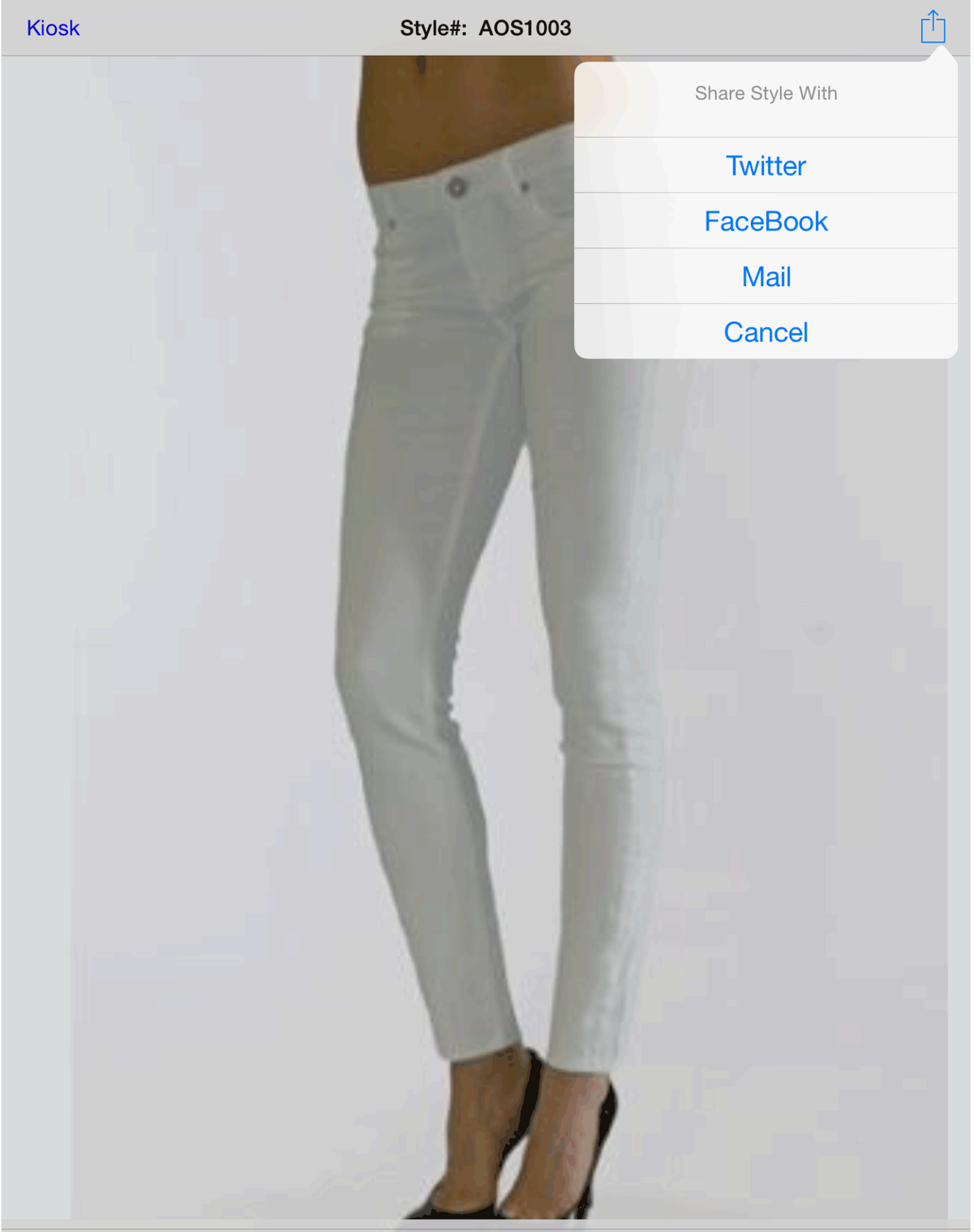
Search Tab



In the **Search** tab, you can search for any style that is active for the trade show.

You can search by **Style #**, **Description**, and **Color**. You do not have to complete keywords to search. (i.e. “**AOS**”, “**12**”, “**Skirt**”)

(Warning: Like the **Scan** tab, Inventory will **ONLY** be **Live** if in **Online** mode.)

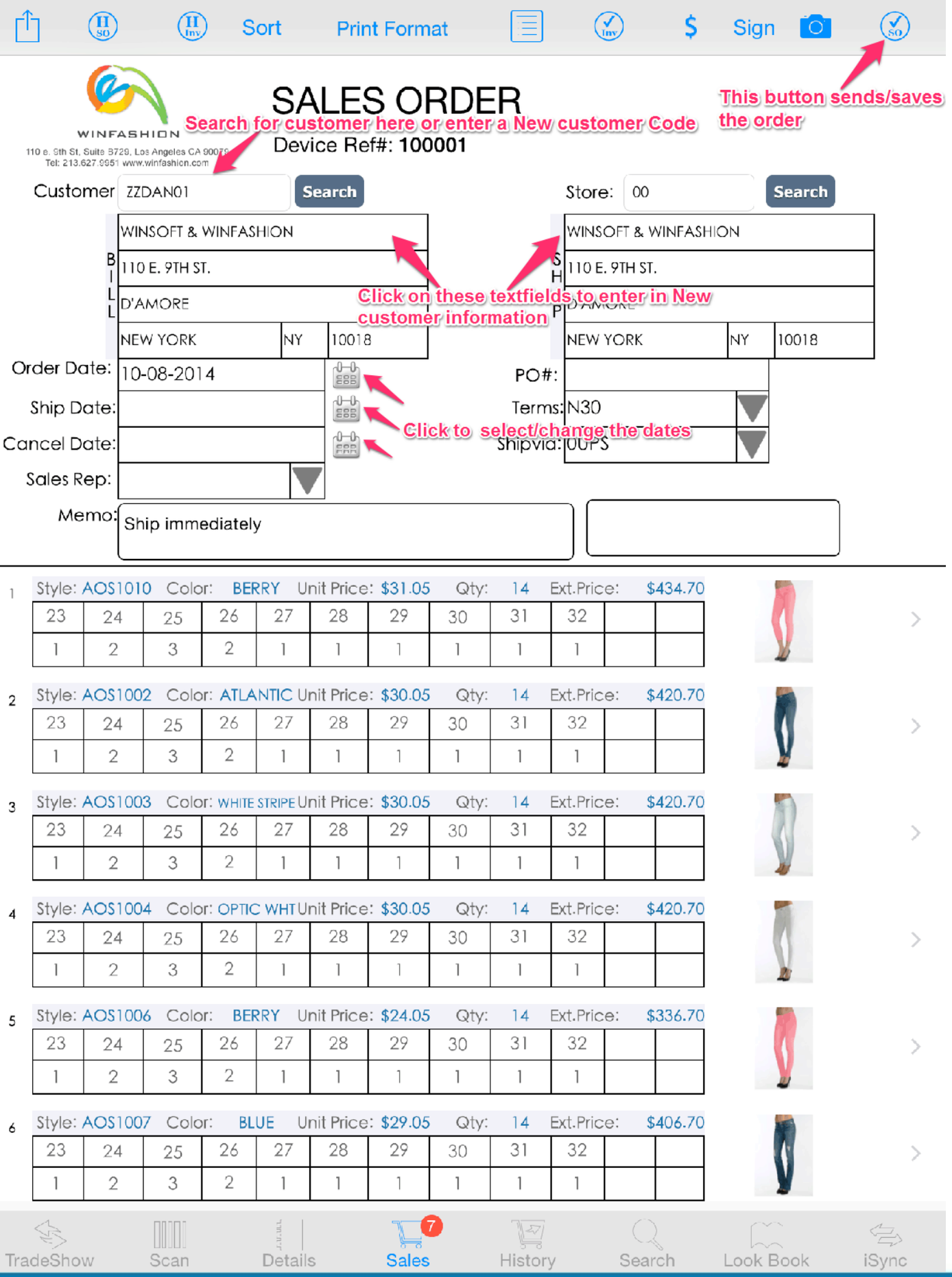


Look Book Tab

This tab features styles that have been loaded in the **TradeShow** tab into a **Look Book** format. If you only want certain styles in the **Look Book**, you can make a **Custom Group** in **WinFashion**.

Swipe left or right to change styles and click on the image to bring up the **Pop-Up View** to order it.

You can also share the style by **email**, **Twitter**, and **Facebook**.



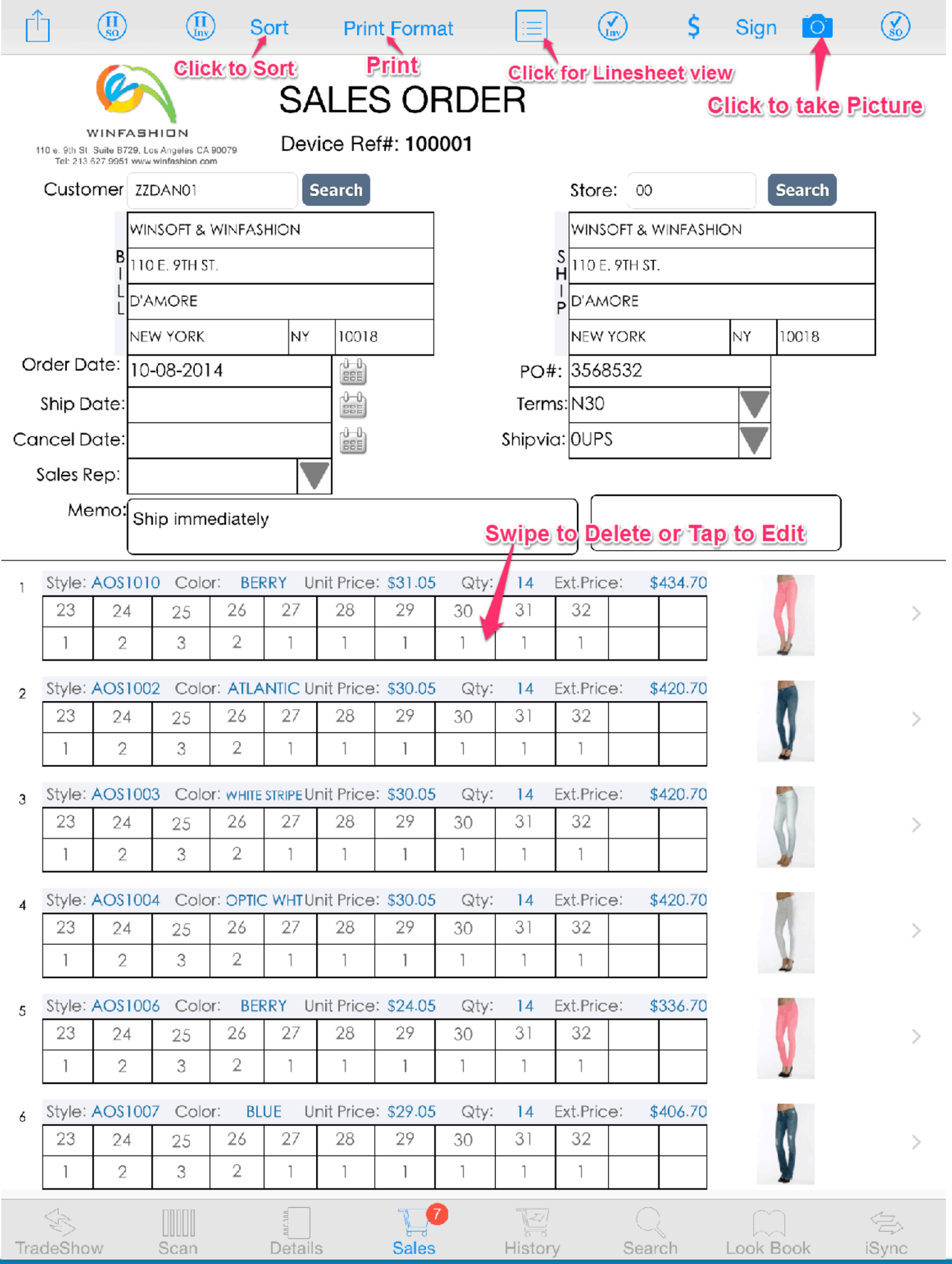
Sales Tab (Customer)

(If you use **Price Levels** depending on **Customer**; select the **Customer** first. This will update all Prices according to **Customer**)

After adding styles to your cart, search for your **Customer** and enter in all the needed information. You can search by Customer **Code**, **Name**, **State**, **Zip Code**, **Phone Number** and **Email**. If your **Customer** has multiple **Stores**, click search (while the field displays '00') to list all **Stores**. After entering in the needed information click the button to save/send the order.

To enter in a **New Customer** simply type in the blank **Textfields**. A **New Customer** code should be entered in the **Search Field** and all address fields should be entered in. (Make sure Customers are not already in the **System** by using our **Customer Search,** search by code)

- **Cancel & Ship** Date: Click on the **Calendar** button to choose a **Date**.
- **Sales Rep**: Drop down menu for **Sales Reps**.
- **PO#**: A **PO #** for a reference for you and your **Customer**.
- **Terms**: Drop down menu for **Terms**.
- **ShipVia**: Drop down menu for **Shipping** options.
- **Memo**: A **Memo** for the **Sales Order**.



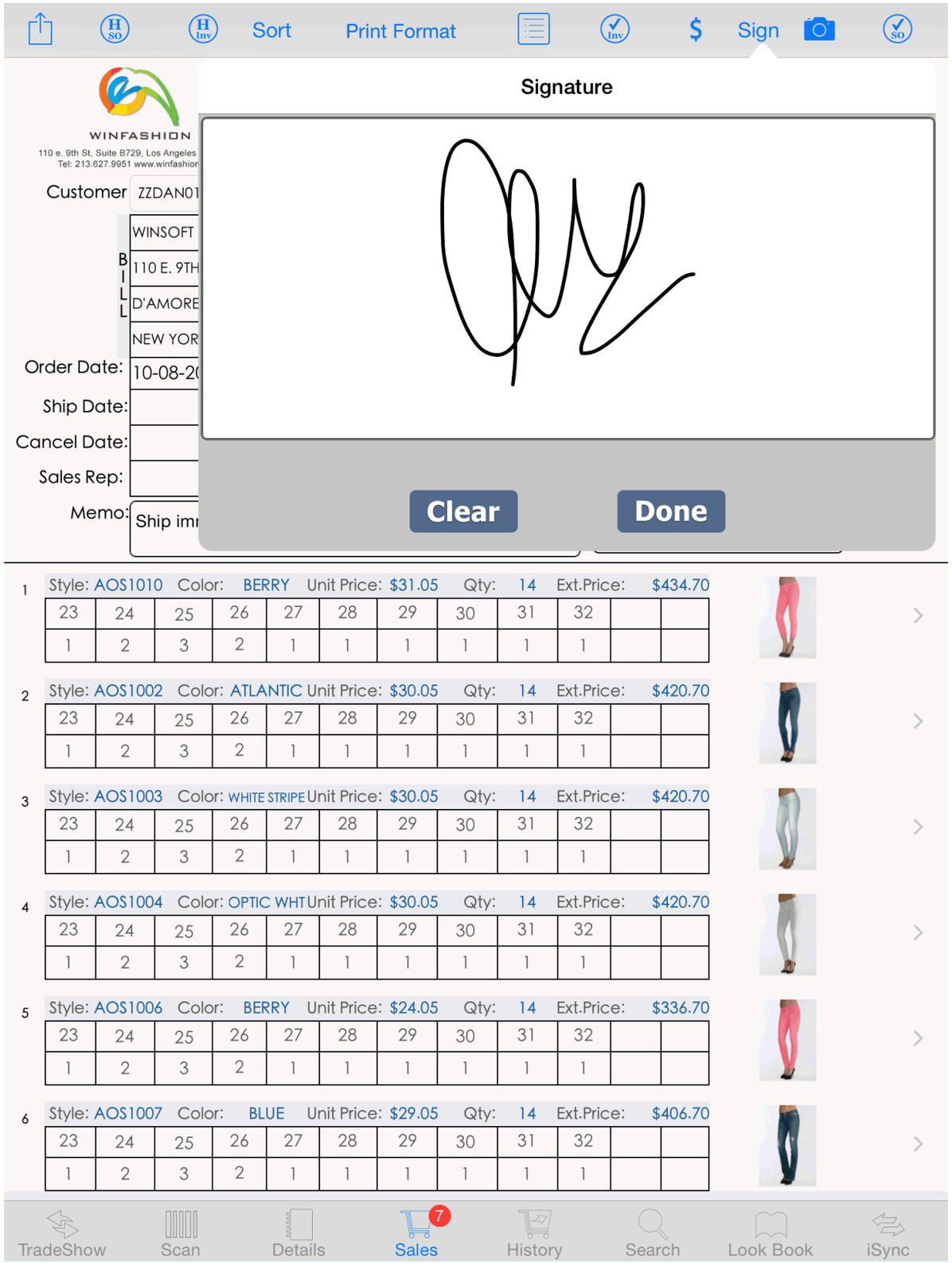
Sales Tab (Features)

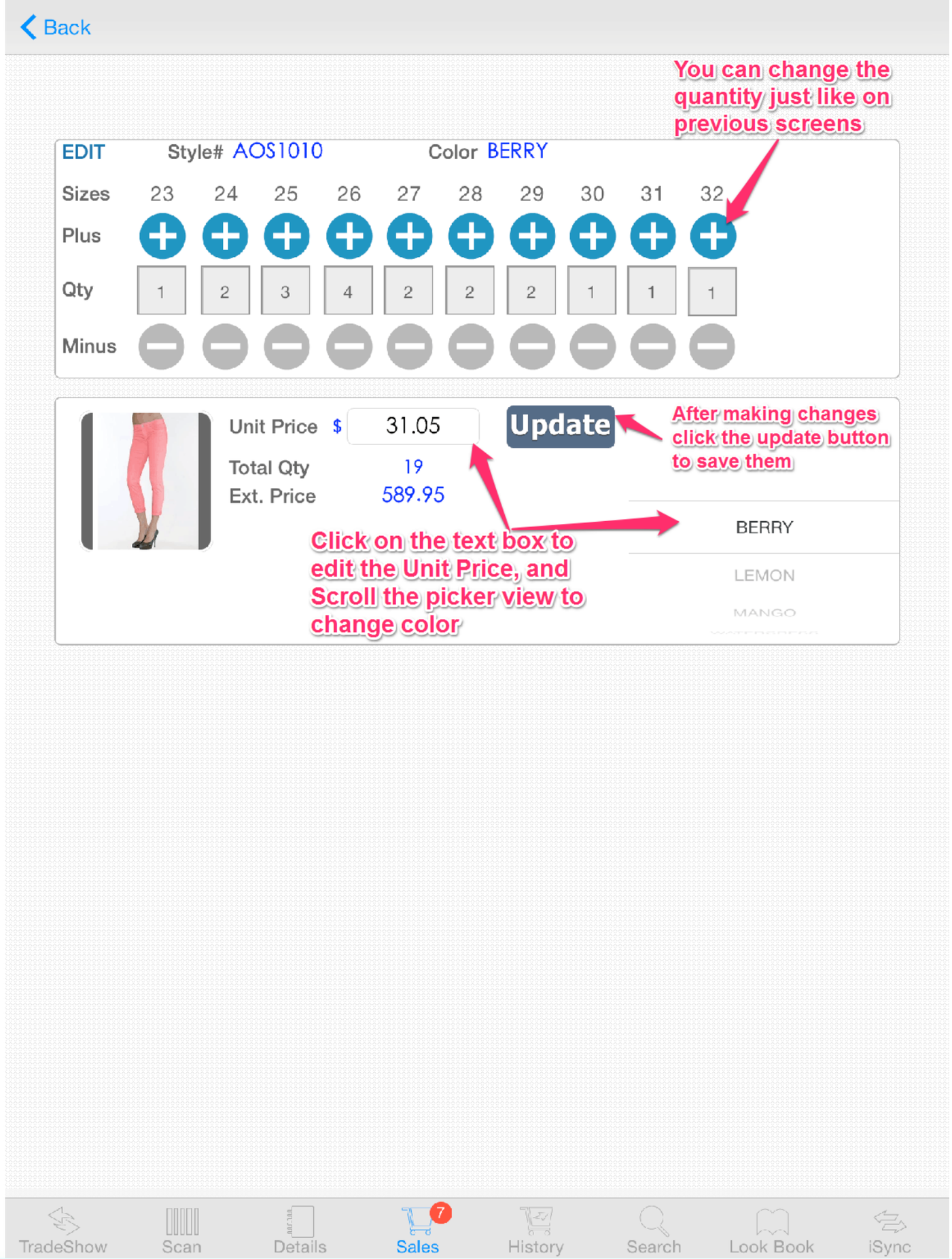
On our Sales tab includes multiple features, those features include:

- **Linesheet**: Click the button to view added styles in a Linesheet view. You can email or print the **Linesheet** as shown previously.
- **Editing**: Swipe a **Style/Line** to **Delete**, and **Tap** on a **Style/Line** to **Edit**. (**Editing** explained on page 17)
- **Camera**: Take a picture of you Customer's **Business Card** for reference. You can also use this for **New Customers**, when you're too busy or limited on time to enter in their information.
- **Signature**: A signing feature to capture your Customer's **Signature**.
- **Sort**: When pressing **Sort**, this will sort the sales order by alpha-numeric order. Press it again to change it back to
- **Print Format**: Pressing this button will take put the sales order in a more Print friendly format (When saving the **Sales Order**, the App will automatically ask you if you want to **Print**)

Signature View

A Preview of our **Signature** feature



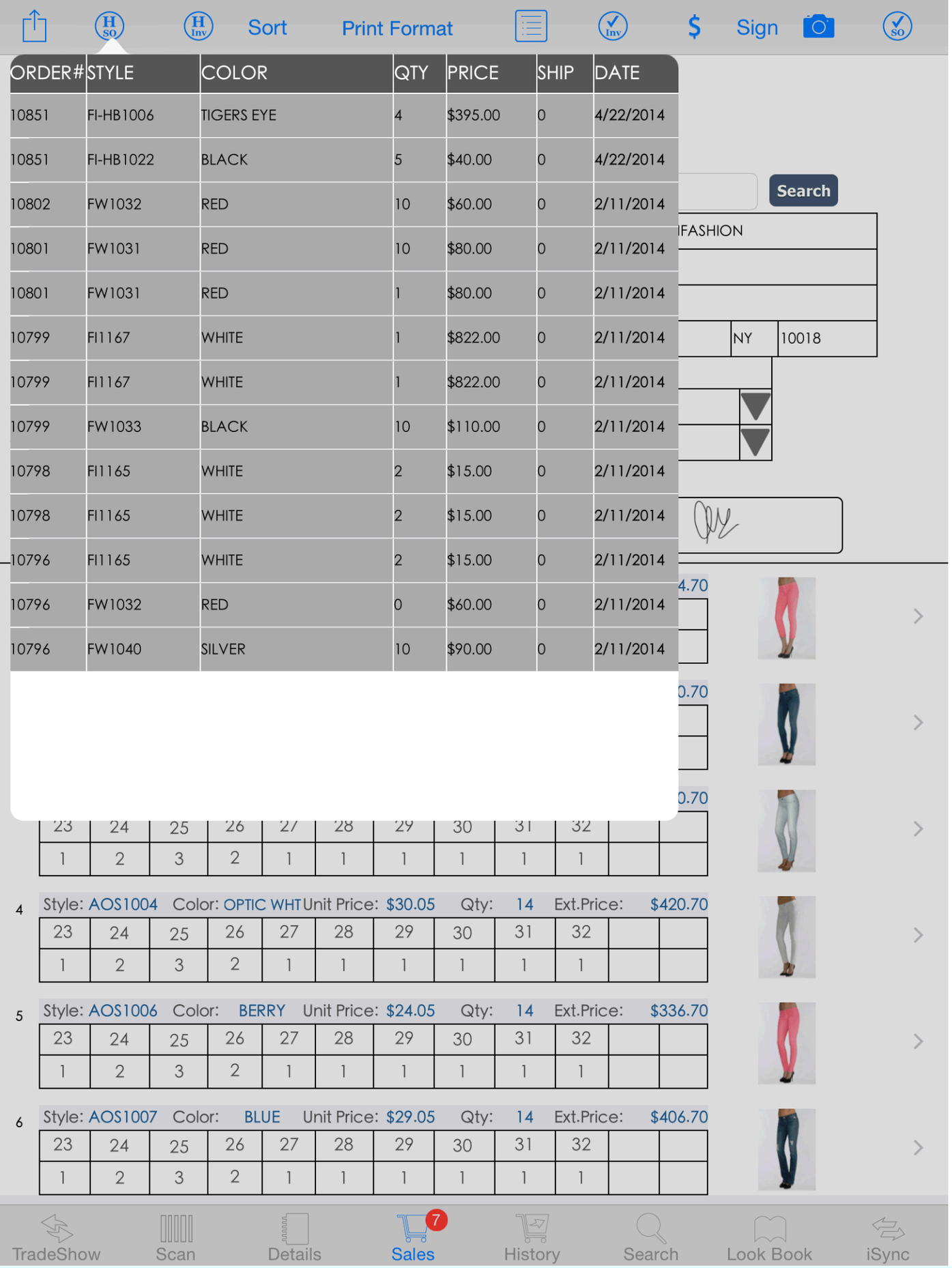


Edit View

When pressing on a Line in the **Sales Order** tab, it will guide you to the **Edit View**.

In this view you can update the **Quantity**, **Color**, and the **Unit Price** of a style. You can change the **Unit Price** to fix a pricing error or to give your customer a special discount.

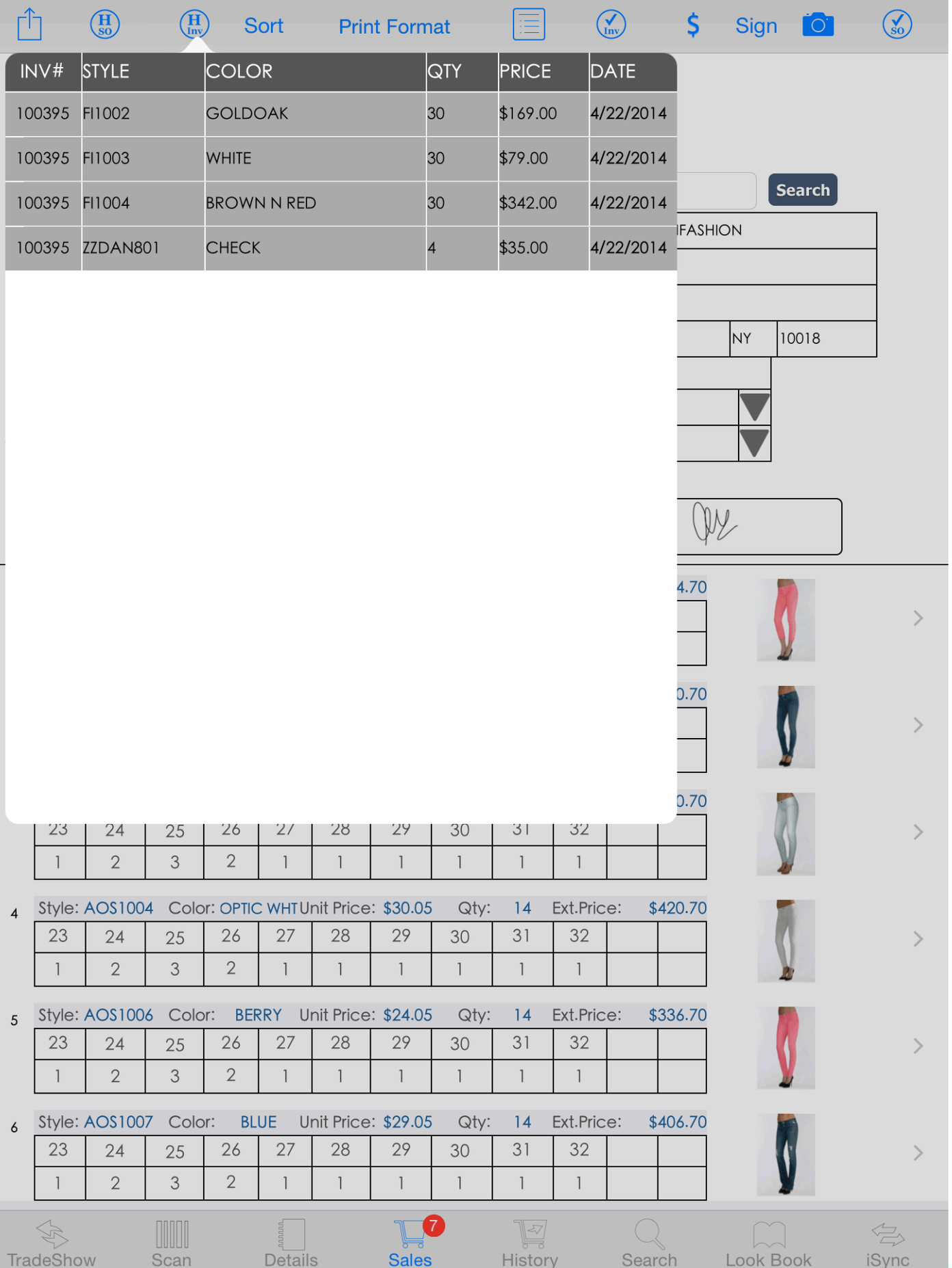
After your are done with your changes, click the **Update** button to save them to your **Sales Order**.



Customer Order History

This brief report shows your customer's Past Orders. Information includes:

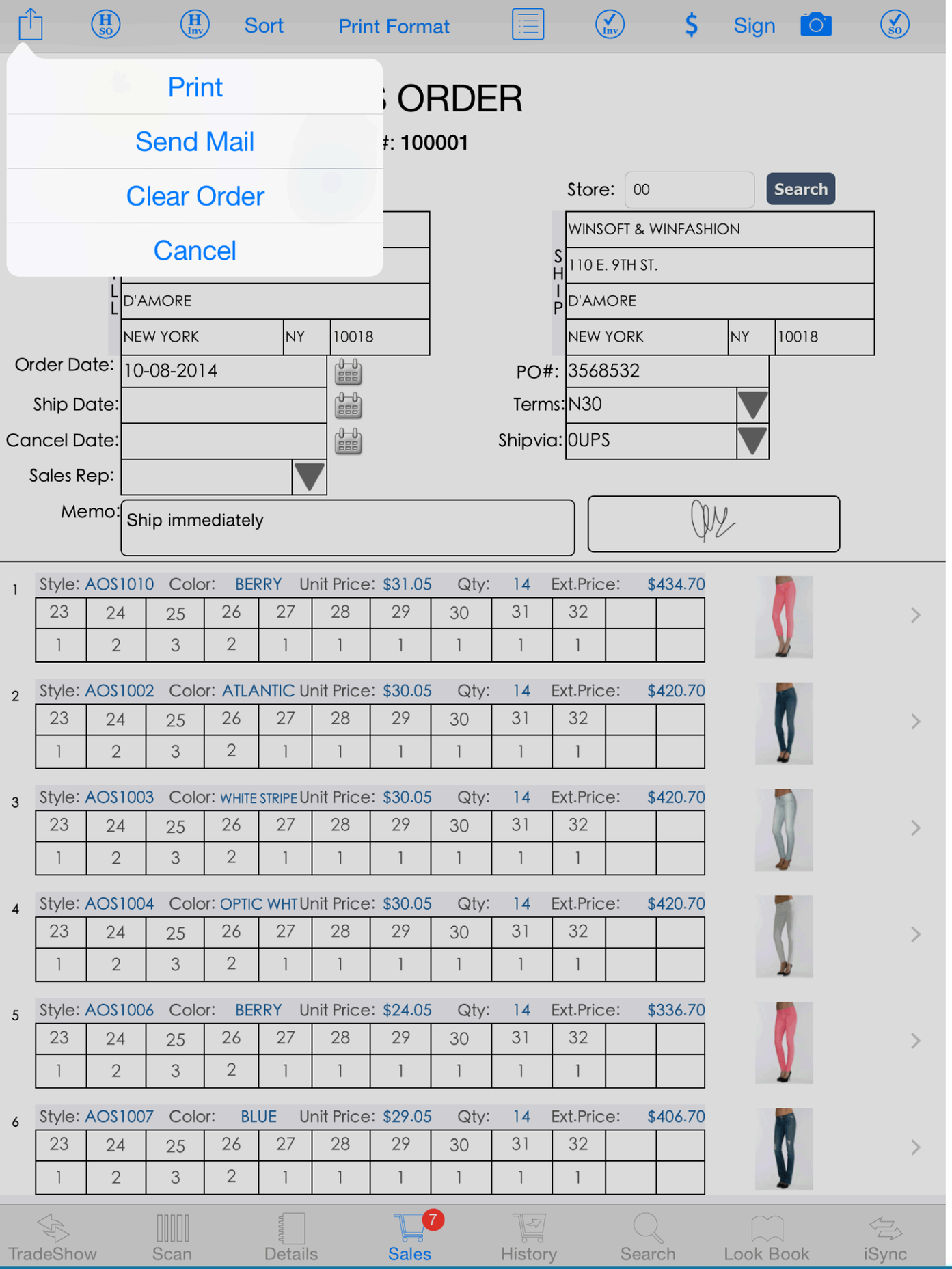
- **Order#**
- **Style #**
- **Color**
- **QTY: Total Quantity** of that **Style** for that **Order**.
- **Price: Unit Price** of the **Style** for that **Order**.
- **Ship: Shipped** quantity of that **Order**.
- **Date**



Customer Invoice History

Customer Invoice History, is similar to the previous report, but this shows **Invoice History** instead.

- **Invoice #**
- **Style**
- **Color**
- **Qty: Quantity** of that **Style** for that **Invoice**.
- **Price: Unit Price** of that **Style** for that **Invoice**.
- **Date**

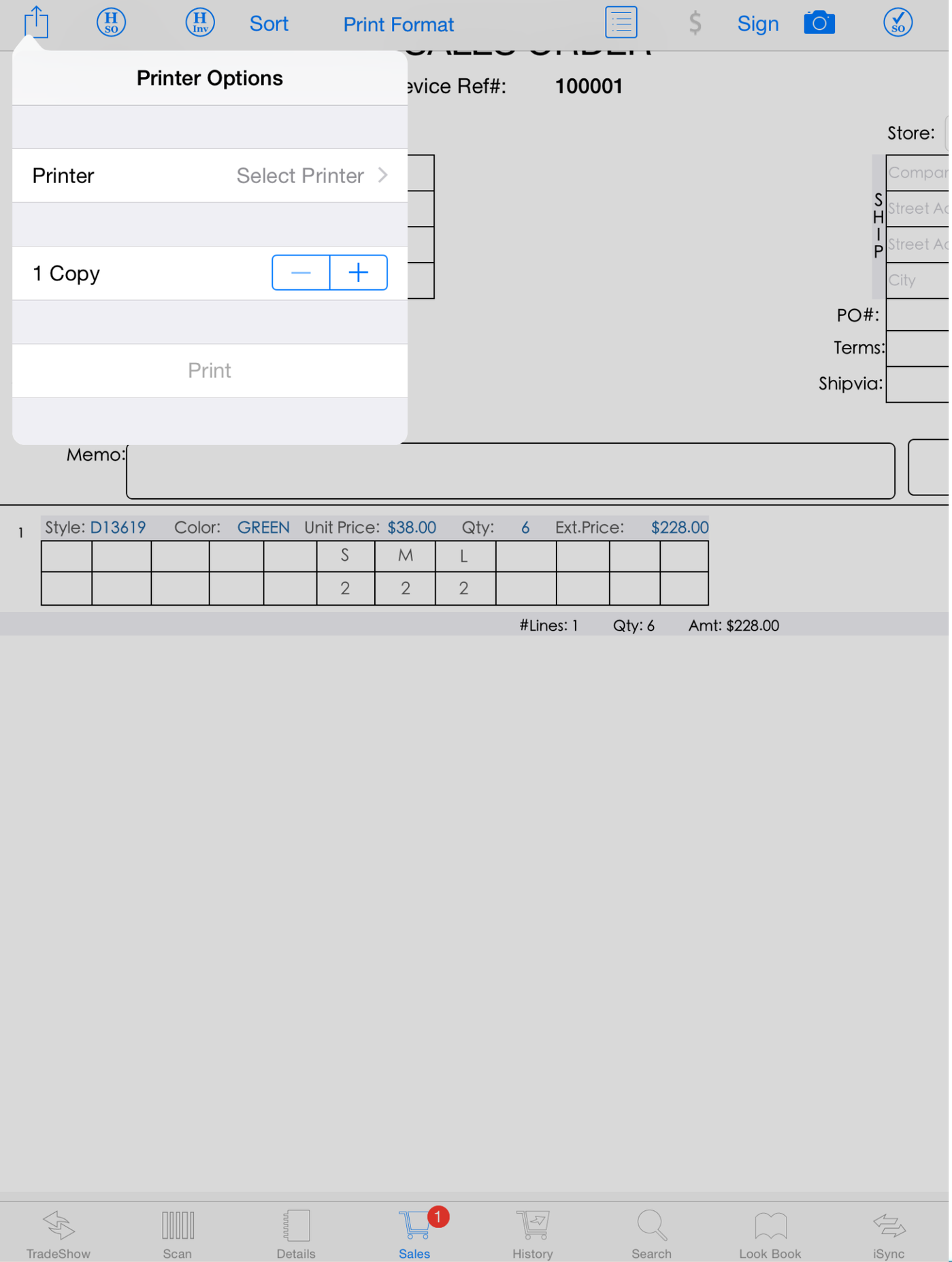


Sales Tab (Options)

If you press the button it will give you the following options:

- **Print**: This will bring a printing menu to print the **Sales Order** by using an **Air Printer**.
- **Send Mail**: Send the **Sales Order** by **Email** to your **Customers**.
- **Clear Order**: Clears the sales order of all **Styles**.

(Warning: Use with **Caution**, there is no way to get back the order after clearing.)



Sales Tab (Print Menu)

The Print Menu gives you the following options:

- **Print**: This will bring a printing menu to print the **Sales Order** by using an **Air Printer**.

- The Printing Menu gives you the 3 following options:

- **Select Printer**: **Select** your **Air Printer**

(Your **Air Printer** and your iPad must be connected to a **Local Wi-Fi Router**. You do not need internet access for this feature)

- **Copy**: Allows you to make multiple copies of an order.

- **Print**: Print your order.

Print Format

A preview of our **Print Format**.

Print Cancel

WINFASHION
110 e. 9th St, Suite B729, Los Angeles CA 90079
Tel: 213.627.9951 www.winfashion.com

SALES ORDER

Device Ref#: **100001**

Order Date: 10-08-2014
Ship Date: 10-08-2014
Cancel Date: 10-08-2014

Customer: ZZDAN01

BILL
WINSOFT & WINFASHION
110 E. 9TH ST.
D'AMORE
NEW YORK NY 10018

SHIP
WINSOFT & WINFASHION
110 E. 9TH ST.
D'AMORE
NEW YORK NY 10018

Store: 00

PO#:	Terms:	Shipvia:	Rep:	Notes:
3568532	N30	0UPS		Ship immediately

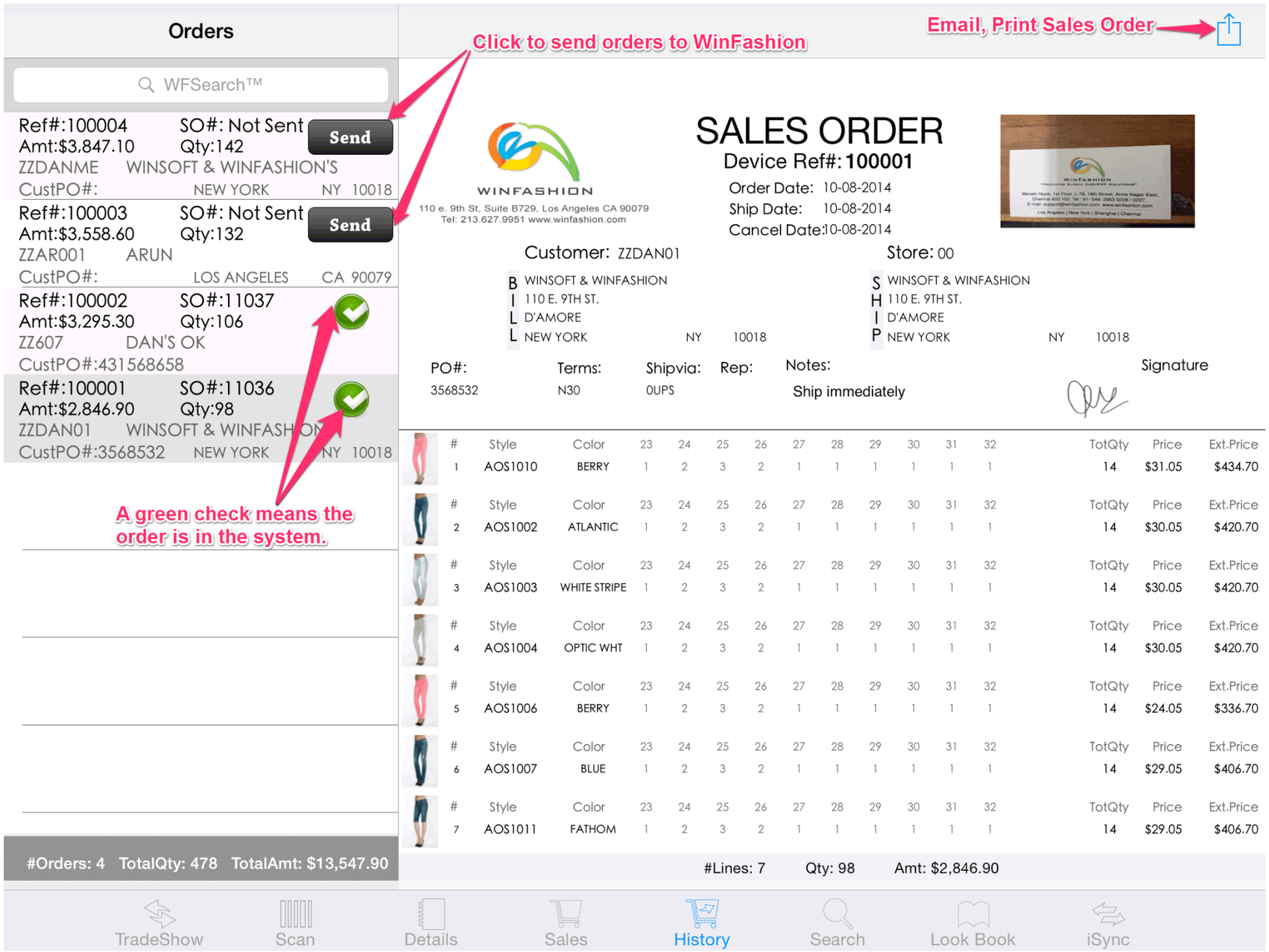
Signature

	#	Style	Color	23	24	25	26	27	28	29	30	31	32	TotQty	Price	Ext.Price
	1	AOS1010	BERRY	1	2	3	2	1	1	1	1	1	1	14	$31.05	$434.70
	2	AOS1002	ATLANTIC	1	2	3	2	1	1	1	1	1	1	14	$30.05	$420.70
	3	AOS1003	WHITE STRIPE	1	2	3	2	1	1	1	1	1	1	14	$30.05	$420.70
	4	AOS1004	OPTIC WHT	1	2	3	2	1	1	1	1	1	1	14	$30.05	$420.70
	5	AOS1006	BERRY	1	2	3	2	1	1	1	1	1	1	14	$24.05	$336.70
	6	AOS1007	BLUE	1	2	3	2	1	1	1	1	1	1	14	$29.05	$406.70
	7	AOS1011	FATHOM	1	2	3	2	1	1	1	1	1	1	14	$29.05	$406.70

#Lines: 7 Qty: 98 Amt: $2,846.90

ITrade Show Manual Guide

History Tab



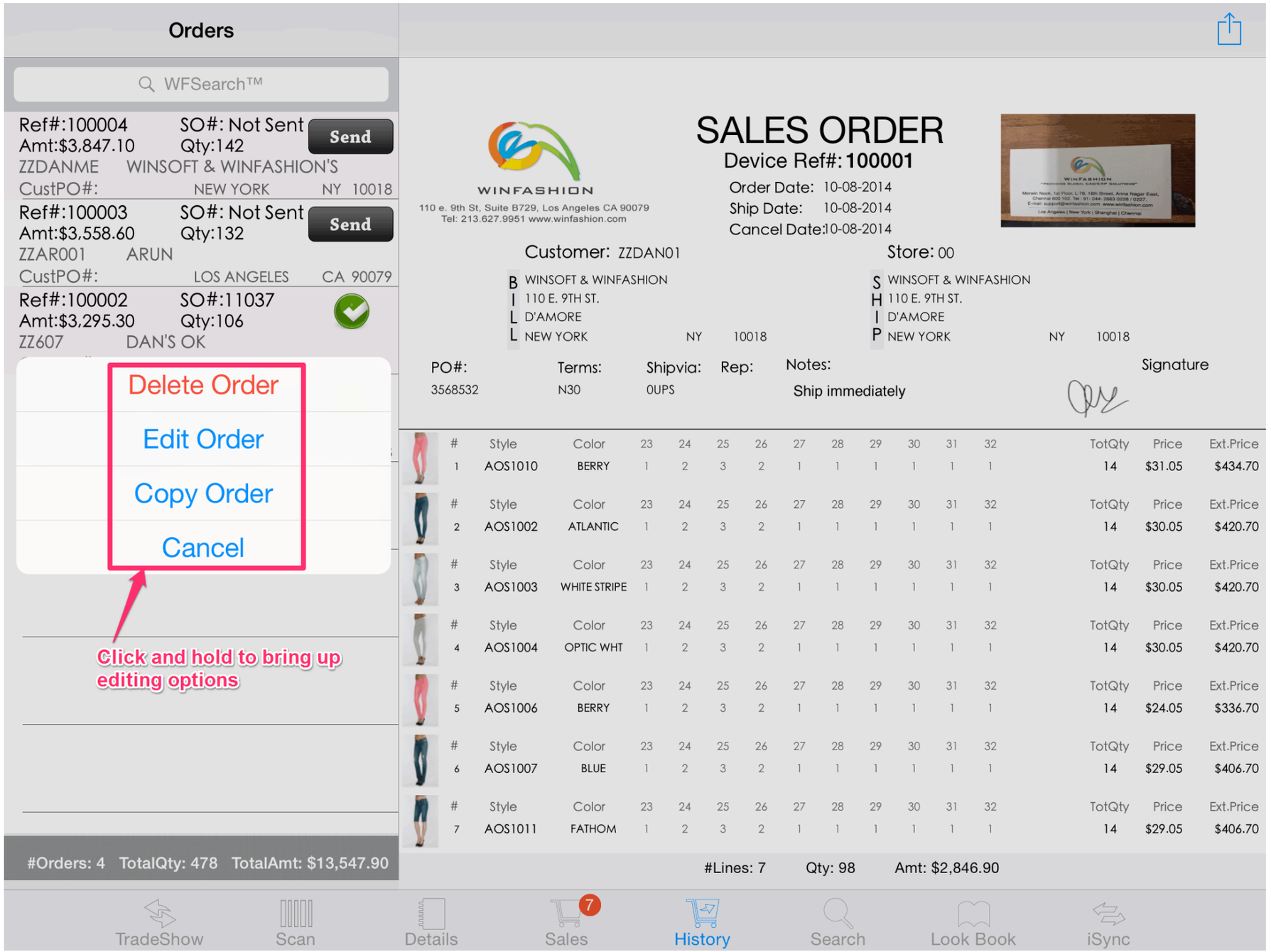
In the History tab you can view orders that were entered in to your device. You can search for orders by **Reference #**, **Sales Order #**, **Customer Code** & **Name**, **City**, **State**, and **Zip Code**.

On the left you will see a list of orders that will either have a **Green Check** image or a Send button. To send an order individually to **WinFashion**, click the send button. Otherwise you can send the Orders in bulk in the **iSync** tab as shown before.

If the order has a green check button it means that order has already been sent to the system and will display a **Sales Order #**.

You can also **Print**, **Mail**, or **Save** the order into your **Photo Album**.

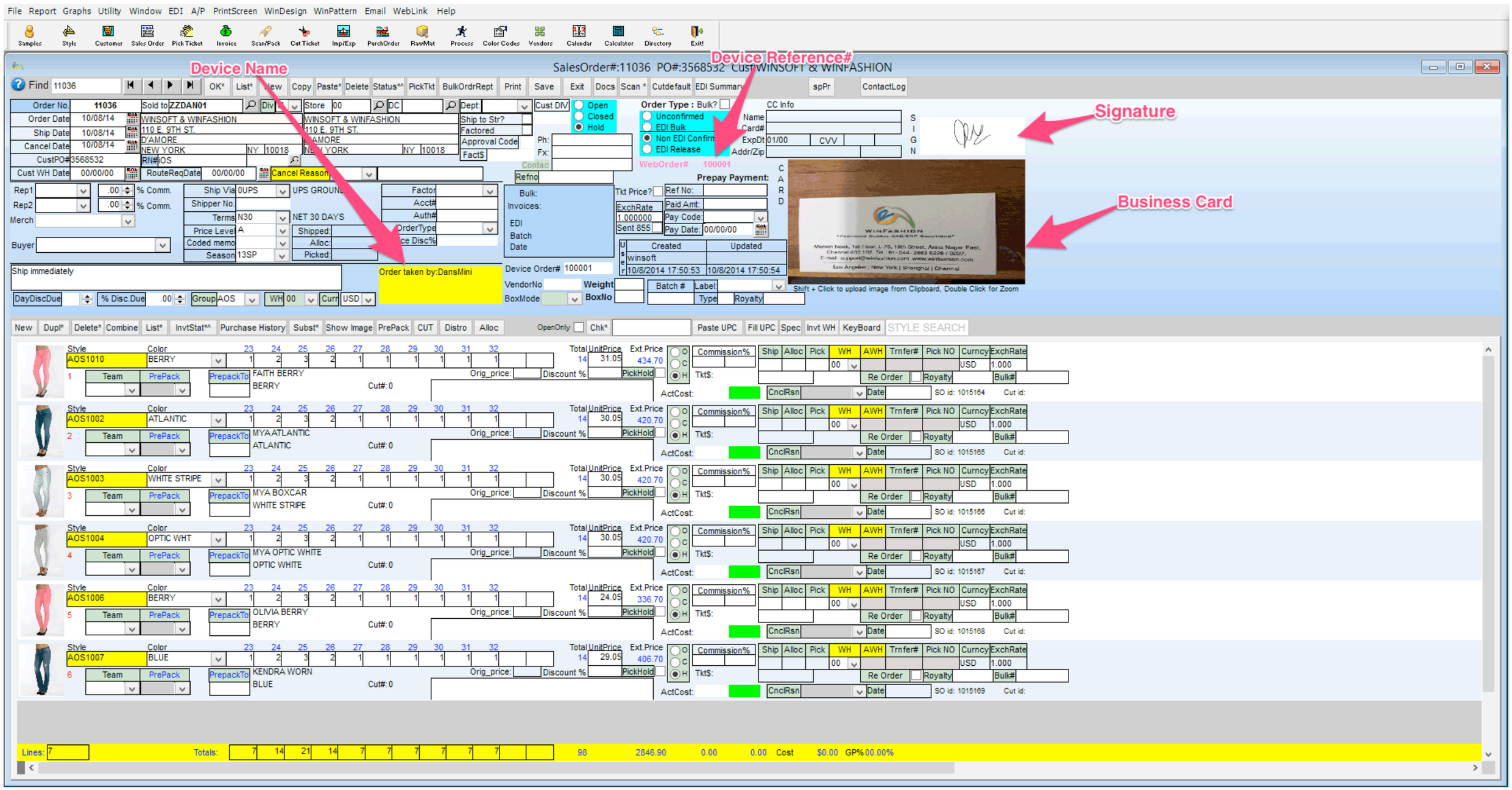
Editing A Sales Order



To edit a **Sales Order**, press and hold on one order to bring up the editing menu.

You can either delete, edit, or copy an order. If the order has been sent (Green Check) you cannot edit the order as it has already been sent to the system.

WinFashion Sales Order



To view the order from **WinFashion**, go to the latest **Sales Order** by click to button or type in the **Sales Order #** that was given to you on your device after you have sent the orders. On the sales order you can view the **Reference #**, **Business Card**, **Signature**, and the device name.

Thank You

WinFashion ERP / iTradeShow / iConsumer / Android Apps

For more information, visit our website: www.winfashion.com

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