Using Web Center

Once users have been created, the users will be able to enter quotes, upload quotes to the manufacturer, track the status of open orders, and view their own order and purchase history. This section will explain the steps to complete these functions.

Starting

1. Enter the Web Center URL into the address toolbar of a browser window. A login screen, similar to the one below, will be displayed.

2. Enter the assigned user name and password.

3. <mark>Click the "Sign In" button.</mark>

Dashboard

The dashboard screen is the landing page for FeneVision® Web Center. This page provides a quick snapshot to open orders uploaded to the manufacturer, and non-expired quotes that have not been uploaded.

The top and side portions of the Dashboard contain navigation menus & sign in:

In the upper right corner, the login name appears. When the downward arrow is selected more options appear. These include "Sign out" and "Setting", by clicking the "Settings" link, the user can change their password, etc.

The navigation menu includes the following items:

Dashboard – Landing page for Web Center.
Search – Displays the Search Screen.
Quotes – Directs the user to a menu of links: Quote Entry and Quote Maintenance.
Orders – Directs the user to a menu of links: Order History and Purchase History.
Documents – Display a menu containing a link to Files. *(Set-up required)*
Setup – Directs the user to a menu of links to setup the application.

The Open Orders section of the Dashboard shows *all orders* pending at the manufacturer:

Order	Date	PO Number	Customer Ref.	Total	My Site	Received	In Process	Shipped
109759	8/27/08	2345		$1,006.53	123 Doors & Windows	✓		
109758	8/26/08	abc	123	$0.00	123 Doors & Windows	✓		
109757	8/14/08	DSF	JOB	$713.83	123 Doors & Windows	✓		
109756	8/1/08	4567	895	$240.50	123 Doors & Windows	✓		
109755	8/1/08	456892364		$169.64	123 Doors & Windows	✓		
109754	8/1/08	45	789	$169.64	123 Doors & Windows	✓		
109753	7/15/08	35600	88	$270.96	123 Doors & Windows	✓		
109752	7/14/08	45698	87	$110.45	123 Doors & Windows	✓		
109751	7/11/08	456789	QA1	$123.94	123 Doors & Windows	✓		
109750	7/9/08	303		$0.00	123 Doors & Windows	✓		
109749	7/8/08	308		$165.51	123 Doors & Windows	✓		
109748	6/20/08			$168.75	123 Doors & Windows	✓		
109747	6/18/08	1	123 Windows and Doors	$0.00	123 Doors & Windows	✓		
109746	6/7/08	299		$188.39	123 Doors & Windows	✓		
109745	6/5/08			$173.40	123 Doors & Windows	✓		
109744	6/4/08	294	123 Doors & Windows	$419.88	123 Doors & Windows	✓		
109740	2/15/08			$173.40	123 Doors & Windows	✓		

The Open Orders section displays open orders in FeneVision® CORE. The orders displayed have been uploaded from Web Center, or originated in FeneVision® CORE.

- **Order** – Order number assigned in FeneVision® CORE. Clicking on the order number (blue) link will display the Order Status page for the order.

- **Date** – Date the order was received by the manufacturer.

- **PO Number** – Purchase Order number for the order.

- **Customer Ref.** – Customer Reference for the order.

- **Total** – Total currency amount for the order.

- **My Site** – Web Center's customer's site. The manufacturer can create customer-level logins for Web Center. These logins may have more than one site. When a quote is created, the site must be selected if more than one exists (consider a login for a company that has branches in many cities – they might have three sites – Syracuse, Rochester and Albany).

- **Received** – A checkmark in this column indicates the order was received by the manufacturer.

- **In Process** – A checkmark in this column indicates the order was acknowledged by the manufacturer.

- **Shipped** - A green checkmark in this column indicates the order was fully shipped. A red checkmark in this column indicates the order was partially shipped.

All columns except "Received" can be sorted by clicking on the column header.

The Quotes section lists all non-expired quotes currently pending in FeneVision® Web Center. These quotes have not been uploaded to the manufacturer.

Quotes

Company Quotes

Quote	Date	Customer	PO Number	Customer Ref	Total	My Site	Expires
102333	5/9/2016	Shiny Glass Works	smith unit	smith unit	$173.56	WEB CENTER DEMO ACCOUNT	7/8/2016
102331	5/9/2016	bubbas glass	sample	obscure box	$0.00	WEB CENTER DEMO ACCOUNT	7/8/2016
102330	5/9/2016	Shiny Glass Works	split mir	split mir	$379.63	WEB CENTER DEMO ACCOUNT	7/8/2016
102329	5/9/2016	Shiny Glass Works	24	24	$116.00	WEB CENTER DEMO ACCOUNT	7/8/2016

The Quotes List displays the following information for a pending Quote:

- **Quote** – Quote number. Clicking on the quote number (blue) link will display the Quote Entry page for the quote.

- **Date** - Date the quote was entered.

- **Customer** - End customer for the quote.

- **PO Number** – Purchase Order number for the quote.

- **Customer Ref** – Customer Reference for the quote.

- **My Site** – Web Center's customer's site.

- **Total** - Total currency amount for the quote.

- **Expires** – Date the quote must turn into an order to preserve the pricing given at the time the quote was entered. The manufacturer controls the number of days quotes can exist before they expire through a setting in the Web Center Administration site.

All columns can be sorted by clicking on the column header.

Searching

To search for orders or quotes, complete the following:

1. Click the Search menu item.

The default search screen is to search for a quote; however the user may search for an order as well. The quote search fields include the following:

- ○ **Quote Number** – Quote number assigned to the quote.

- ○ **PO Number** – Purchase order number on the quote.

- ○ **Customer Ref** – Customer reference information on the quote.

- ○ **Address** – Any portion of the street of the quote's shipping address.

- ○ **Phone Number** - Any portion of the phone number from the quote's shipping address.

2. The user may enter information into multiple search fields; however only click one search field to perform the search.

3. ==Click the "Search" button when ready to find a quote in the system==. The following is an example of user looking for a customer name containing "pal".

Search

Quotes	Orders

Quote Number ○	
PO Number ○	
Customer Ref ○	
Address ○	
Phone Number ○	
Customer ●	pal

☑ Automatically open Quote Entry if match is found

[Search]

21 quotes found

Quote	Date	Customer	PO Number	Customer Ref
102246	4/6/2016	Pal-Mac Glass		
100683	3/14/2016	Pal-Mac Glass	18343	PMG
98940	2/15/2016	Pal-Mac Glass		RIT
98818	2/11/2016	Pal-Mac Glass		
96506	1/5/2016	Pal-Mac Glass	18051	namrta chahal
96359	1/4/2016	Pal-Mac Glass		
92985	11/9/2015	Pal-Mac Glass	17789	PMG
91102	10/15/2015	Pal-Mac Glass		
90962	10/13/2015	Pal-Mac Glass	17634	PMG
90416	10/7/2015	Pal-Mac Glass	17581	PMG
89979	10/2/2015	Pal-Mac Glass		
88137	9/14/2015	Pal-Mac Glass		

4. All columns can be sorted by the column header.

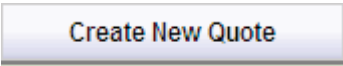   Choose between the following search options:

    - If a quote link is selected, the quote entry page for the quote will be displayed.

    - If the "Automatically open Quote Entry if match is found" checkbox is selected, instead of displaying search results, the quote entry screen will appear when only one match is found.

    - Searching for an order is very similar to searching for a quote. The only exception is that the user can search on an order number instead of quote number, and it will display the order status page instead of the quote entry page.

Quotes

The customer can generate quotes through FeneVision® Web Center and upload them to the manufacturer as orders.
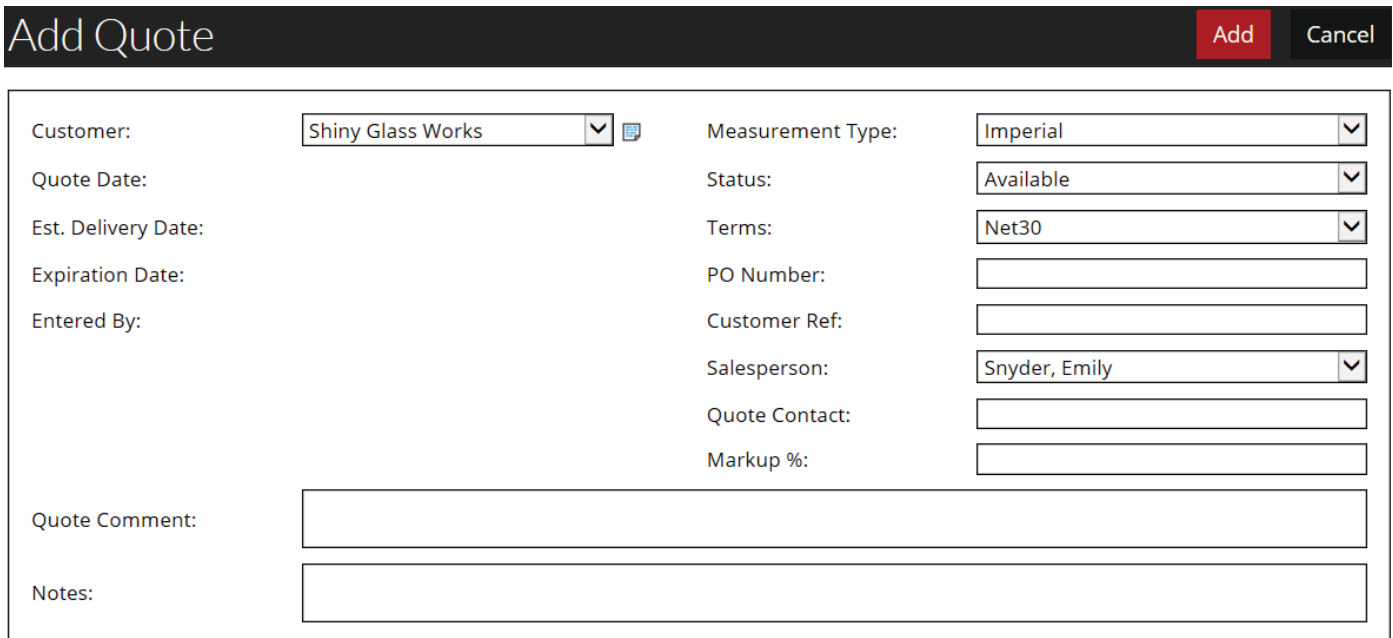
Quote Entry

There are two ways that a user can get to the quoting screen:

- Click the [**Create New Quote**] button on the Dashboard, or

- Click Quotes → Quote Entry.

Add Quote

Upon entering the quoting screen, the Add Quote screen will appear as shown below.

This screen allows the user to specify information for the quote. The two sections of the Add Quote screen are Quote Number and Address Information. The Quote Number section provides information about the quote. The Address Information screen includes the Billing Address and Shipping Address information.

The Quote Number Section fields include:

- **My Site** – Identifies the customer site. This dropdown list is only displayed if the user is logged in using a customer-level login that has multiple sites. *(Required when available)*

- **End Customer** – Identifies end customer. When a customer is selected in the list, all the other fields on the screen populate with the default information for the customer. *(Required)*

- **Quote Date** – Date the quote is created. *(Locked from user)*

- **Estimated Ship Date** – Estimated date the order will ship after it has been uploaded. *(Locked from user)*

- **Expiration Date** – Date the quote will expire. *(Locked from user)*

- **Measurement Type** – Measurement for the quote and will impact the line item dimensions. The two choices are imperial and metric.

- **Status –** Status of the quote. The two status values to choose from are Available and On Hold. *Note: On Hold quotes cannot be uploaded to the manufacturer.*

- **Terms** – Payment terms.

- **PO Number** – Purchase order number for the quote from the end customer. Must be unique.

- **Customer Reference** – Text that uniquely identifies the particular quote.

- **Salesperson -** Salesperson name. This would be the salesperson assigned to the quote.

- **Quote Contact** – Contact name for the Quote.*(Required)*

- **Margin, Discount, or Markup** - Discount, markup or margin for the quote. If specified, it overrides any values specified for the customer in the Customer Setup webpage.

- **Quote Comment** - General comments about the quote Comments will remain on the quote when it is uploaded to the manufacturer, and also print on reports. *(Optional)*

- **Quote Notes** - Notes regarding the quote. Notes do not remain on the quote when it is uploaded to the manufacturer. They are for internal use only and do not print on reports. *(Optional)*

The Address Information section fields include:

- **Billing Address** - Automatically filled in when the customer is selected and is configured in the Customer Setup screen. *(Read-Only)*

- **Shipping Address** - Automatically filled in when the customer is selected, with the address configured in the Customer Setup screen. Clicking on a field and typing the desired information will override the default address.

- **Ship Via** - Ship Via method for the quote.

- **Shipping Comment** - Shipping comments for the quote which will remain on the quote when it is uploaded to the manufacturer.

When all information is entered, click the "Add" button to save or the "cancel" button to cancel changes.

Quote Entry

After selecting the "Add" button, the Quote Entry screen (shown below) will be displayed.

The Quote Entry screen has two sections: Header Information and Line Item Information. Header Information shows the information entered in the Add Quote screen. Line Item Information is the section where the user will select items to quote.

The Header Information contains the following:

Edit - Edit the header information. It will display the Edit Quote Header page, similar to the Add Quote Page. When all information is entered, click the "Update" button to save the information and return to the Quote Entry screen. Note that the customer can be changed on the quote header only if the quote contains no line items.

Finish - Closes the quote and display the dashboard. Clicking this button will not prevent the quote from being modified in the future. The user can come back and edit the quote at any time, until it expires or has been uploaded to the manufacturer.

 - Display Global Options Changes screen. This allows the user to globally modify (add, edit or remove) options for all line items on the quote.

 - Print the quote report in Adobe Acrobat format (PDF).

To enter line item information, complete the following:

1. Select a category from the left dropdown list. This will filter the part list to only the parts that exist in the selected category.

2. Select a part from the right dropdown list.

Category	Part		Add
Tempered Insulating	TI18 - TEMPERED INSULATING 1/8"		

Item	Qty	Part	Size	Price	SqFt Price	Total
					Surcharge:	$0.00
					Subtotal:	$0.00
					Tax:	$0.00
					Total:	$0.00

3. Click the [Add] button to view the Add Quote Item page. This screen allows the user to configure the line item quantity, sizing, options, and comments. The following is an example

4. Enter the required information in the following fields:

- **Quantity** - Line item quantity

- **Width** – Width of the ordered part. Decimal or fraction values may be entered. *Disabled when a call size is selected.*

- **Height** – Height of the ordered part. Decimal or fraction values may be entered. *Disabled when a call size is selected.*

- **Thickness** – Thickness of the ordered part. Decimal or fraction values may be entered.

5. Configure Options. If an option is required, the user will not be able to make further selections until the required choice is made. In the example below, the screen is a required choice. Once an option is selected, the user may proceed with further option selections or add the quote item.

NOTE: Shape and Muntin managers are available through the Web Center options wizard. When configured, an extra button will display in the Input column which will take the user to either the Shape Manager or Muntin Manager web page. **See example of Shape #2 Gable below**

This column shows details for certain options (ie: Low-e, grids etc.)

This field allows you to specify the orientation of a pattern or coating by choosing a surface # 1-4.

Example: This input field displays the shorter leg dimension for this shape.

6. Line item comments, which are any notes needed to be made regarding the part being entered, can be typed in the Line Item Comment field. *(Optional)*

Line Item Comment:	
	Update Cancel

7. The part being entered includes a link to a larger view. Click the "View Summary" link to see the larger image and a summary of the options selected.

TI18

12 W X 12 H X 1 T
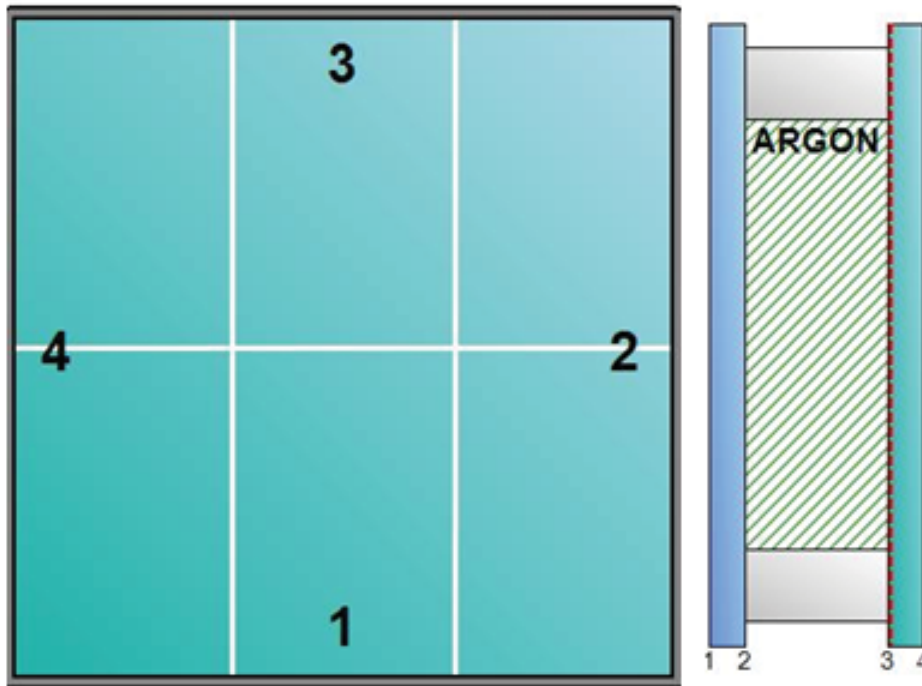
View Outside

Question	Option	Description	Input
OUTBOARD GLASS	CL	CLEAR	
INBOARD GLASS	EN	PILKINGTON LOW E	3
HEAT STRENGTHENED	TMP	TEMPERED	
LOGO	LOGO	LOGO	
SPACER	SPCL	CLEAR SPACER	
GRIDS	GRFLTW	WHITE FLAT GRIDS	2-1
OPTIONS	ARGON	ARGON GAS	

8. When all fields are completed and required options have been configured, the "Add" button will appear. Click the "Add" button for the line item to be added to the quote.

9. To edit a line item, select the link in the part column, to display the edit quote item screen.

10. To change the quantity of an item, enter the new amount in the provided field and click the button.

11. The button will copy the current line item and paste it at the end of the quote.

12. The button will delete the line item from the quote.

13. The up and down arrow buttons allow line items to be moved.

Price Breakdown - #102329-1

| | | | Save | Cancel |

Quantity:	Item:	Size:
1	1: TI18 - TEMPERED INSULATING 1/8"	12 W X 12 H X 1 T
		Part Price:
		$79.80

Option Prices:

Question	Code	Description	Value	Price	
OUTBOARD GLASS	CL	CLEAR		$0.00	✎
INBOARD GLASS	EN	PILKINGTON LOW E	3	$7.16	✎
HEAT STRENGTHENED	TMP	TEMPERED		$0.00	✎
LOGO	LOGO	LOGO		$0.00	✎
SPACER	SPCL	CLEAR SPACER		$0.00	✎
GRIDS	GRFLTW	WHITE FLAT GRIDS	2-1	$10.00	✎
OPTIONS	ARGON	ARGON GAS		$2.40	✎

Item Weight:	Item Cost:	Item Sq. Ft. Price:	Item Price:
	$99.36	$24.84	$99.36
Overall Weight:	Overall Cost:	Overall Sq. Ft. Price:	Overall Price:
	$99.36	$24.84	$99.36

To view a line item price breakdown, click the link in the price column. The user can to edit the price of the part and options.

The Order Item Price Breakdown screen provides the following information

- **Part Price** – Price of the part.

- **Item Price** – Sum of the part and option prices for the item. Will be the same as overall price when the ordered part does not have sub line items. However, when the ordered item has sub line items (that are priced), the overall price will obviously exceed the item price.

- **Item Cost** – Cost for the item. Will be the same as overall cost when the ordered part does not have sub line items. However, when the ordered item has sub line items (that have a cost), the overall cost will obviously exceed the item cost.

- **Overall Price** – Sum of all part and option prices on the ordered item and all sub line items.

- **Overall Cost** – Sum of all item costs on the ordered item and all sub line items.

Quote Maintenance

The Quote Maintenance screen provides a centralized location in which quotes can be uploaded, edited, and/or deleted.

To access the quote maintenance screen, click Quotes → Maintenance.

Quote Maintenance

Available ▾

	Quote	Date	Customer	Total	My Site	Mfg PO Number	Mfg Customer Ref	Expires	
☐	102333	5/9/2016	Shiny Glass Works	$173.56	WEB CENTER DEMO ACCOUNT	smith unit	smith unit	📝 7/8/2016	🖨📄✖
☐	102332	5/9/2016	house account	$113.42	WEB CENTER DEMO ACCOUNT	tempered	tempered	📝 7/8/2016	🖨📄✖
☐	102331	5/9/2016	bubbas glass	$0.00	WEB CENTER DEMO ACCOUNT	sample	obscure box	📝 7/8/2016	🖨📄✖
☐	102330	5/9/2016	Shiny Glass Works	$379.63	WEB CENTER DEMO ACCOUNT	split mir	split mir	📝 7/8/2016	🖨📄✖
☐	102329	5/9/2016	Shiny Glass Works	$116.00	WEB CENTER DEMO ACCOUNT	24	24	📝 7/8/2016	🖨📄✖
☐	102326	5/9/2016	Shiny Glass Works	$191.50	WEB CENTER DEMO ACCOUNT	Doe	Unit	📝 7/8/2016	🖨📄✖

Upload Selected Quotes To Manufacturer

Several dropdown options are provided to help manage the quotes. These options are as follows:

Available - All quotes except those with a status of 'On Hold' that have been entered.

On Hold - Quotes placed on hold.

Expired- Expired quotes.

Uploaded – Uploaded quotes.

The links and buttons in the Order Maintenance Screen allow the user to do following:

Quote Link – Quote entry page for the quote will be displayed.

Red Box on Quote Number – Quote has at least one line item with an exception.

Edit Link – Enter a PO Number and Customer Ref. These values will be uploaded to the manufacturer as the PO Number and Customer Ref on the order. The default radio button selections can be specified in the Company Information setup screen.

	Quote	Date	Customer	Total	My Site	Mfg PO Number	Mfg Customer Ref	Expires	
☐	102333	5/9/2016	Shiny Glass Works	$173.56	WEB CENTER DEMO ACCOUNT	○ Order ○ PO ◉ ▭	○ Customer ○ Order-Customer ○ Customer Ref ◉ ▭	💾 🚫 7/8/2016	🖨📄✖

🖨 - Print the quote/order to a PDF (Adobe Acrobat) file.

 – Copy the quote to a new quote and automatically open up Quote Entry for the new quote.

 – Delete the quote.

To upload selected quotes to a manufacturer, complete the following:

1. Click the checkbox to the left of each quote to be uploaded.

2. Click the **Upload Selected Quotes To Manufacturer** button located in the Available Tab of Quote Maintenance.

> **Message from webpage**
>
> Please ignore the Estimated Ship Date you see during order entry. The correct ESD will be provided on the order acknowledgement you receive by fax or email. You are about to upload the selected quotes as orders. You are responsible for the content of each order. Do you want to proceed?
>
> OK   Cancel
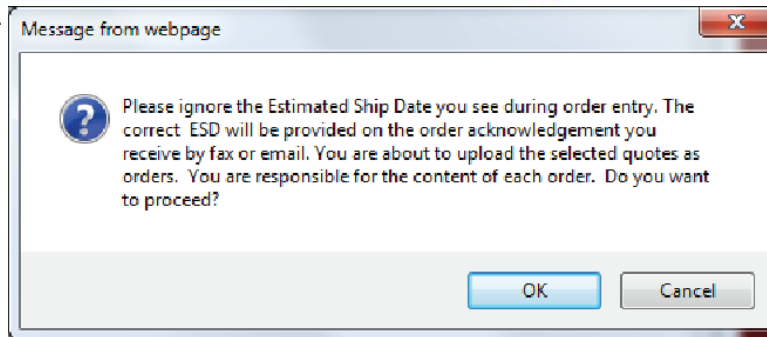
3. Click the "OK" button to upload the quote(s).

4. Once the upload is complete, a confirmation screen will appear that lists all quotes successfully uploaded, and those that failed to upload. The number on the left of the screen is the manufacturer's order number All successfully uploaded orders will now display in the 'Open Orders' section of the Dashboard.

Order Confirmation

The following orders were uploaded successfully:

Order	Quote	Message	
92526	755		🖨

Orders

Orders are either uploaded quotes by the Web Center user, or entered directly by the manufacturer. The customer will be able to view both types of orders as they are processed by the manufacturer. This section will explain the tools available to monitor orders.

Order History

The user can view order history, whether or not the order has been placed through Web Center. To do this, complete the following:

1. Click Orders → Order History.

2. Enter the desired date range, and click on the "Submit" button. This will display a list of all orders and quotes placed by the Web Center user's company.

3. Open and complete orders can be viewed, depending on the tab selected.

Order History

Starting Date: 2/1/2016

Ending Date: 5/9/2016

Submit

---

30 open orders found between 2/1/2016 and 5/9/2016.

Open Orders   Complete Orders

Order	Type	Date	My Site	PO Number	Customer Ref	Total
474534	Order	5/6/2016	Shiny Glass Works	1234567	smith	$38.36
474381	Order	2/9/2016	Shiny Glass Works	grey remake 16475	3/16 gry	$39.01
474321	Order	2/9/2016	Shiny Glass Works	18213	Schaber	$68.48
474252	Order	2/9/2016	Shiny Glass Works	18212	PMG	$13.85
474132	Order	2/8/2016	Shiny Glass Works	18209	Rick Mitchell	$65.71
473940	Order	2/8/2016	Shiny Glass Works	18208	A-6259	$61.29
473941	Order	2/8/2016	Shiny Glass Works	18207	GE Dinoto	$18.23
473942	Order	2/8/2016	Shiny Glass Works	18206	Creek House	$178.45
473943	Order	2/8/2016	Shiny Glass Works	18205	195 Mill Hollow	$97.24
474089	Order	2/8/2016	Shiny Glass Works	18199	TCG - AGI	$52.85
473852	Order	2/5/2016	Shiny Glass Works	18203	ANDY FEDDICK	$1,288.74
473828	Order	2/5/2016	Shiny Glass Works	18204	A-3930	$31.18
473801	Quote	2/5/2016	Shiny Glass Works	Quote	Eastview Mall	$1,990.00

4. Click on the order number on the left to view the order status page, shown below. *(Read-only)*

Order - #474321

	Order	Shipping	Invoicing	General			Quote: 98638	Order	

Order Number:	474321	Order Date:	2/9/2016	PO Number:	18213	
Order Type:	Order	Ack. Date:	2/9/2016	Customer Ref:	Schaber	
My Site:	Shiny Glass Works	Est. Delivery Date:	2/16/2016	Salesperson:	Kelley, Tim	
		Ship Date:				
		Invoice Date:				
Comment:						

Item	Qty	Part	Size	Price	SqFt Price	Total
1	1	AI18 - ANNEALED INSULATING 1/8"	36 1/4 W X 29 1/2 H X 13/16 T	$53.52	$6.76	$53.52
		OUTBOARD GLASS{CL}, INBOARD GLASS{CL}, SPACER{SPCL}, GRIDS{GRFLTW=[2-1]}				
		Schaber				
2	1	T14 - TEMPERED GLASS 1/4"	25 3/8 W X 24 3/4 H	$11.78	$2.51	$11.78
		GLASS{CL}, HEAT STRENGTHENED{TMP}, LOGO{LOGO}				
		Schaber				
				Surcharge:		$3.18
				Subtotal:		$68.48
				Tax:		$0.00
				Non-Taxable Misc:		$0.00
				Total:		$68.48

5. Click on the link next to the ship date to view shipping information for the order.

Order - #472817

	Order	Shipping	Invoicing	General			Quote: 98161	Order	

Order Number:	472817	Order Date:	2/1/2016	PO Number:	18174	
Order Type:	Order	Ack. Date:	2/1/2016	Customer Ref:	A-6238	
My Site:	Shiny Glass Works	Est. Delivery Date:	2/9/2016	Salesperson:	Kelley, Tim	
		Ship Date:	2/9/2016			
		Invoice Date:	2/8/2016			
Comment:	please see revised ship date above (TJ 2/5)					

Production Status

Item	Qty	Part	Size	Price	SqFt Price	Total
1	4	AI332 - ANNEALED INSULATING 3/32"	13 3/4 W X 17 1/8 H X 1/2 T	$16.68	$4.17	$66.72
		OUTBOARD GLASS{CL}, INBOARD GLASS{CL}, SPACER{SPCL}				
		A-6238				
				Surcharge:		$4.68
				Subtotal:		$71.40
				Tax:		$0.00
				Non-Taxable Misc:		$0.00
				Total:		$71.40

Below is a sample of shipping information:

Production Status

The manufacturer may elect to allow the Web Center users to see Production Status for orders. If this is the case, a link to Production Status will be displayed between the order header and the line items on the order.

When the Production Status link is selected, the following screen (Order Production Status) appears.

Order Production Status

Order	Shipping	Invoicing	General		Order ▾ 🖨

Order Number:	473209	Order Date:	2/3/2016	PO Number:	18190
Order Type:	Order	Ack. Date:	2/3/2016	Customer Ref:	CHIPOTLE
My Site:	Shiny Glass Works	Est. Delivery Date:	2/10/2016	Salesperson:	Kelley, Tim
		Ship Date:	2/9/2016		
		Invoice Date:			
Comment:	changed to jobsite delivery 2/9 rf				

Schedule	Batch	Unit	Bin	Item/Order	Part	Station	Date/Time	Status	Container
4784	1	268	268	2/2	AI18 - ANNEALED INSULATING 1/8"	IG	4/19/2011 1:48:30 PM	Complete	
4784	1	269	269	1/1	AI18 - ANNEALED INSULATING 1/8"	IG	4/19/2011 1:49:03 PM	Complete	

Purchase History

Clicking the Purchase History menu brings up a screen for the total invoiced sales for a specified time period, total overall sales, item quantity, and percentage of item sales.

The user can display information by Orders, Parts, or Options for designated starting and ending dates.

1. Clicking the [Customers] button will summarize customer information for all orders during the designated time frame.

a. Clicking the "P" from the customer column will display ordered part sales screen detailing the part sales for the selected customer.

Purchase History

Starting Date: 3/14/2011

Ending Date: 4/14/2011

[Customers] [Orders] [Parts] [Options]

47 parts found between 3/14/2011 and 4/14/2011 for customer {Orders Entered by Manufacturer}.

Part	Quantity	Square Feet	Total Sales	Percentage
FR-516 - FIRE RATED GLASS 5/16"	3	26.30	$3,240.00	17.49 %
AI18 - ANNEALED INSULATING 1/8"	130	823.11	$2,697.43	14.56 %
T14 - TEMPERED GLASS 1/4"	110	517.41	$2,315.38	12.50 %
MFFAB METAL - FABRICATED METAL	2	0.00	$1,452.36	7.84 %
T38 - TEMPERED GLASS 3/8"	27	122.99	$1,211.42	6.54 %
AI14 - ANNEALED INSULATING 1/4"	18	150.65	$756.55	4.08 %
AI316 - ANNEALED INSULATING 3/16"	13	146.40	$641.11	3.46 %
E14141DB - E 14141 DB HEAD,JAMB,VERT.	5	0.00	$480.00	2.59 %
D36ALC2 - D36 A L C2 (NS 36" LH STD HARDWARE) CLEAR	2	0.00	$448.96	2.42 %
TI18 - TEMPERED INSULATING 1/8"	12	83.45	$422.40	2.28 %
SURCHARGE - Surcharge	0	0.00	$388.57	2.10 %
SD38 - SHOWER DOOR 3/8" GLASS	2	28.51	$381.99	2.06 %
Overall Totals	**449**	**2,178.21**	**$18,528.96**	**100.00 %**

b. Clicking the "O" from the customer column will display ordered option sales screen detailing the option sales for the selected customer.

Purchase History

Starting Date: 3/14/2011

Ending Date: 4/14/2011

[Customers] [Orders] [Parts] [Options]

46 options found between 3/14/2011 and 4/14/2011.

Options	Quantity	Total Sales	Percentage
P PLL-PYRAN PLATINUM L	3	$3,240.00	51.02 %
P EALL-EDGEWORK ALL	84	$1,059.30	16.68 %
P DXF-DXF FILE	44	$555.00	8.74 %
P EN-PILKINGTON LOW E	52	$425.06	6.69 %
P EMAN-MANUALLY ENTERED EDGEWORK	41	$318.52	5.02 %
P ESEL-EDGEWORK SELECT	17	$168.10	2.65 %
P SH-SHOWER GUARD	8	$163.25	2.57 %
P GRFLTW-WHITE FLAT GRIDS	8	$81.90	1.29 %
P ENOTCH-EDGE NOTCH	1	$60.00	0.94 %
P BR-BRONZE	2	$45.90	0.72 %
P GRCTW-WHITE CONTOURED GRIDS	2	$42.22	0.66 %
P SN68A-SN-68 ANNEALED	17	$39.69	0.63 %
Overall Totals	**1,596**	**$6,350.20**	**100.00 %**

   c.   Clicking the "OR" from the customer column will display the orders for the selected customer.

Purchase History

Starting Date: 3/14/2011

Ending Date: 4/14/2011

[Customers] [Orders] [Parts] [Options]

129 orders found between 3/14/2011 and 4/14/2011 for customer {Orders Entered by Manufacturer}.

Order	PO Number	Quantity	Square Feet	Total Sales	Percentage
88993	9850	3	26.30	$3,240.00	17.49 %
80459	9798	3	0.00	$1,454.85	7.85 %
86108	9783	17	81.97	$795.79	4.29 %
88479	9842	10	0.00	$748.28	4.04 %
84260	9758	8	0.00	$647.50	3.49 %
81087	9702	16	119.15	$613.04	3.31 %
84704	9766	23	143.13	$603.29	3.26 %
86132	9783	19	41.81	$572.75	3.09 %
87816	9831	2	0.00	$448.96	2.42 %
86086	9791	12	83.45	$444.60	2.40 %
83504	9736	3	28.51	$420.31	2.27 %
87813	9830	2	0.00	$384.48	2.08 %
Overall Totals		**449**	**2,178.21**	**$18,528.96**	**100.00 %**

2.   Clicking the [Orders] button will show sales information for all orders during the designated time frame.

Purchase History

Starting Date: 3/14/2011

Ending Date: 4/14/2011

[Customers] [Orders] [Parts] [Options]

129 orders found between 3/14/2011 and 4/14/2011.

Order	PO Number	Quantity	Square Feet	Total Sales	Percentage
88993	9850	3	26.30	$3,240.00	17.49 %
80459	9798	3	0.00	$1,454.85	7.85 %
86108	9783	17	81.97	$795.79	4.29 %
88479	9842	10	0.00	$748.28	4.04 %
84260	9758	8	0.00	$647.50	3.49 %
81087	9702	16	119.15	$613.04	3.31 %
84704	9766	23	143.13	$603.29	3.26 %
86132	9783	19	41.81	$572.75	3.09 %
87816	9831	2	0.00	$448.96	2.42 %
86086	9791	12	83.45	$444.60	2.40 %
83504	9736	3	28.51	$420.31	2.27 %
87813	9830	2	0.00	$384.48	2.08 %
Overall Totals		**449**	**2,178.21**	**$18,528.96**	**100.00 %**

Note: The total sales dollar values do not include sales tax, or non-taxable miscellaneous charges from Order Status.

3. Clicking the [Parts] button will display all parts purchased for the chosen dates. This screen displays the total sales for the given time period and also the percentage of total sales for each part.

☐ **Purchase History**

Starting Date: 6/9/2005

Ending Date: 7/9/2008

[Customers] [Orders] [**Parts**] [Options]

72 parts found between 6/9/2005 and 7/9/2008.

Part	Quantity	Total Sales	Percentage
DH-700 - 700 Series Double Hung Window	478	$76,008.39	41.43 %
2LS-700 - 700 Series 2 Lite Slider	175	$22,683.60	12.37 %
OPENING - OPENING	16	$12,447.76	6.79 %
PD-700 - 700 Series PD Patio Door	20	$7,988.64	4.35 %
STEELDOOR - Steel Entry Door Series	8	$6,616.40	3.61 %
PW-700 - 700 Series Picture Window	29	$5,716.45	3.12 %
VistaView - Vista View Opening	3	$4,015.65	2.19 %
RSH - Radius Top Single Hung	3	$2,921.25	1.59 %
CIR - Circle	6	$2,565.00	1.40 %
CS-700 - 700 Series Casement	13	$2,403.73	1.31 %
3100-DH - Double Hung	14	$2,322.66	1.27 %
QRSH - QUARTER ROUND W/ SINGLE HUNG SASH	3	$2,240.10	1.22 %
Overall Totals	**1,391**	**$183,442.98**	**100.00 %**

a. Clicking a part from the Part column will display ordered option sales screen detailing the options sales for the selected part.

☐ **Purchase History**

Starting Date: 6/9/2005

Ending Date: 7/9/2008

[Customers] [Orders] [Parts] [Options]

53 options found between 6/9/2005 and 7/9/2008.

Options	Quantity	Total Sales	Percentage
P CCOLW-CONTOUR COLONIAL GRIDS	6	$267.92	8.56 %
P VDIAS-V-GROOVE DIAMOND GRIDS - SASH	8	$266.24	8.51 %
P FULL-FULL SCREEN	67	$214.23	6.85 %
P CMR-CENTER MEETING RAIL	14	$207.84	6.64 %
P D5C6W-R-10 SB60/CLEAR/SB60	12	$206.24	6.59 %
P VSPW-V-GROOVE SINGLE PRAIRIE GRIDS	4	$203.08	6.49 %
P BG-BEIGE	53	$181.34	5.80 %
P WHT/BR-WHITE / BROWN	3	$172.62	5.52 %
P BCOLW-BRASS PENCIL COLONIAL GRIDS	2	$160.32	5.12 %
P C2COLW-CONTOUR TUTONE COLONIAL GRIDS	3	$155.77	4.98 %
P IG-STD-IG STANDARD GLASS	469	$150.37	4.81 %
P KRY-KRYPTON	149	$139.96	4.47 %
Overall Totals	**6,354**	**$3,128.84**	**100.00 %**

b.   Clicking the <mark>P</mark> will display a screen detailing part sales for the chosen dates for the selected option.

Purchase History			
Starting Date: 6/9/2005			
Ending Date: 7/9/2008			
Customers	Orders	Parts	Options

9 parts found between 6/9/2005 and 7/9/2008 with option code CCOLW.

Part	Quantity	Total Sales	Percentage
2LS-700 - 700 Series 2 Lite Slider	3	$97.98	11.67 %
3100-DH - Double Hung	4	$46.24	5.51 %
3100-PW - Picture Window	4	$114.69	13.66 %
3700-2LS - 2 Lite Slider	1	$30.39	3.62 %
AW-700 - 700 Series Awning	2	$37.40	4.45 %
CS-700 - 700 Series Casement	2	$48.03	5.72 %
DH-700 - 700 Series Double Hung Window	6	$267.92	31.90 %
OCT - Octagon	1	$26.06	3.10 %
PD-700 - 700 Series PD Patio Door	1	$171.16	20.38 %
Overall Totals	**24**	**$839.87**	**100.00 %**

4.   Clicking the [Options] button will display a screen detailing option sales for the chosen dates.   The screen displays the total option sales for the given time period and percentage of total sales for each option.

Purchase History			
Starting Date: 3/14/2011			
Ending Date: 4/14/2011			
Customers	Orders	Parts	Options

46 options found between 3/14/2011 and 4/14/2011.

Options	Quantity	Total Sales	Percentage
P PL-PYRAN PLATINUM L	3	$3,240.00	51.02 %
P EALL-EDGEWORK ALL	84	$1,059.30	16.68 %
P DXF-DXF FILE	44	$555.00	8.74 %
P EN-PILKINGTON LOW E	52	$425.06	6.69 %
P EMAN-MANUALLY ENTERED EDGEWORK	41	$318.52	5.02 %
P ESEL-EDGEWORK SELECT	17	$168.10	2.65 %
P SH-SHOWER GUARD	8	$163.25	2.57 %
P GRFLTW-WHITE FLAT GRIDS	8	$81.90	1.29 %
P ENOTCH-EDGE NOTCH	1	$60.00	0.94 %
P BR-BRONZE	2	$45.90	0.72 %
P GRCTW-WHITE CONTOURED GRIDS	2	$42.22	0.66 %
P SN68A-SN-68 ANNEALED	17	$39.69	0.63 %
Overall Totals	**1,596**	**$6,350.20**	**100.00 %**

a. Clicking the P will display a screen detailing part sales for the chosen dates for the selected option.

▣ Purchase History

Starting Date:	3/14/2011
Ending Date:	4/14/2011

[Customers] [Orders] [Parts] [Options]

1 part found between 3/14/2011 and 4/14/2011 with option code PLL.

Part	Quantity	Total Sales	Percentage
FR-516 – FIRE RATED GLASS 5/16"	3	$3,240.00	100.00 %

Overall Totals	3	**$3,240.00**	100.00 %

Documents

The Documents page allows the Web Center user to download documents and files from the manufacturer, such as current price schedules or warranties.These files may be downloadable by all Web Center users on the acct.

Exiting

Click the dropdown arrow in the upper right hand corner of the screen next to the "Sign in as" field and select the "Sign Out" option.