

OrderBook Administration Onboarding document v1 25.02.2021

Let's Begin:

Administration- We Categorise Administration in 3 levels

- Primary Client Administrator (PCA1) this person is the admin who sets the trial or plan up, makes the fiscal decisions and establishes initial account settings (Settings Page)
- Client Administrator – Level 2 (CA2) a person who performs account administration under PCA1
- Client Administrator – Level 3 (CA3) again a level down but likely a person who performs account or project administration under PCA1 (you can set more than 1 person to have this role)

To Access a FREE TRIAL or Choose A Plan:

1. Visit our website www.orderbook.co.nz
2. Under the PRICING tab, or the tab top right select either:
 - a. 'Start Free Trial', or...
 - b. Choose a subscription PLAN that is most suited to your business.
 - c. If you are unsure of which plan, you can select "What plan would be right for you?" for an explanation.
3. If you know the plan you want click on 'Choose this plan'.
4. You will be asked to Register with OrderBook. This is just so we can verify your email address

The Next Steps:

For the Free Trial, you will be asked for some simple details about your company. At this point no credit card is required. You will however, be provided with our Service Level Agreement and Privacy Policies to view or download.

Please note: To download our Free Trial you must read and agree to our Service Level Agreement and Privacy Policy.

If you want to subscribe to a paid plan, credit card details are required. You will have been provided with our Service Level Agreement and Privacy Policies to read view.

Please note: To subscribe to a paid Plan you must read and agree to our Service Level Agreement and Privacy Policy.

(Note: you can change these details later on if you wish to.)

- An email will automatically be sent to you welcoming you to OrderBook.
- From that email, you then click on the OrderBook Back Office Dashboard icon. You will then automatically be directed to the OrderBook Back Office Dashboard.
- You've arrived! Now, login here using your **signup email address** as your **username**
- Then choose a secure **password**. **We suggest at least a 10 letter and number combination.**
- Brilliant! You will now have the OrderBook Back Office Dashboard on your computer screen.

Now, let's get familiar...

Navigating the OrderBook Backoffice Dashboard as an Administrator

Along the top Navigation are 4 categories:

1) Projects, 2) Suppliers, 3) Users, and 4) Reporting

1) Projects:

Let's define the general term 'Projects'.

- This might be an actual construction project name, or if you are not in the construction industry you can designate 'Departments' with examples; such as Office Expenses, Grounds Maintenance or Cleaning Expenses. Or how about Motor Vehicle Expenses? (you could use the vehicle registration plate number here as the reference), or a you can use any name (and perhaps that of a particular salesperson as the reference).

- The options are flexible which allows tailored categories to help the person purchasing to easily locate and allocate the cost centre when using their smart phone.
- Select the Projects tab, then select 'New Project' on the right.
- Here, you need to enter the details of each of your projects, as complete as you want and need. You can always return later to complete the remaining information.
- The minimum information required is the Project Name and the Project Order Number Prefix
- The Project Order Number Prefix should be 2-4 ALPHA characters that best reflects the project in some way, so your staff can recognise each project easily.
- (Note: Once entered, Project Order Number Prefix settings cannot be changed.)
- Before exiting *New Project*, select Save.

2) Suppliers: There are 2 methods to enter supplier details

a. Manually

- Under the Suppliers tab, select 'New Supplier' on the right.
- Use the 'Add New Supplier' button to add all the suppliers you need, including as much detail as possible. (minimum Name and suburb are required to start with)

- b. **To bulk import** your supplier list. We HIGHLY recommend you cleanse your database first. Output the list, save to another Version, cleanse of all those suppliers you no longer or do not currently use.
- in the OrderBook Resource Centre there is a Supplier Upload Template offering you a .csv file format (excel) to input your supplier information. First you need to save the Cleansed Supplier list into the correct format as per the template. Once your data is in the correct format (per the template), you then supply this file to us and we will input this for you. We will not cleanse your files nor input files in the incorrect format. If this doesn't work for you, input the top 10 manually and only complete the mandatory fields required (Name & Suburb)
 - Should you wish to discuss this further, please phone or complete the contact form below, send and we will get back to you promptly.
 - Before exiting *New Supplier*, select Save.

3) Users (your staff):

- Under the Users tab, enter the details of Staff members you wish to use OrderBook. There are two levels of user – Admin & User. Admin will have access to the Back-Office Dashboard - User will not. As you add new users, they will receive an invitation in the form of an email sent to

their smart phones that redirects them to download the OrderBook App from the App Store or Google Play. (Tip: Choose which download is right for you, either iOS [Apple] or Android mobile platforms.)

- At this point you will need to refresh your screen so that you can view the users you have invited in the list of Users.
- Note: It is important that the Users (your staff) invitation is sent to the user via email as their email address is considered their username. From this link, the user then downloads Tracman from the App store or Google Play, creates their own password and can then commence purchasing.
- NOTE:1. Invitations can be resent through the BackOffice dashboard – under the Users menu.
- NOTE: 2. If a staff member (or other person) went autonomously to the APP store and downloaded Tracman, they could. However for security reasons this will not interface with your purchasing backend. Their link to the APP can ONLY be established by your invitation.

4) Reporting:

- Access reports from the Reporting menu. All report information can be either viewed on screen or downloaded to .csv file.
- Reports can be selected by Orders (Hire or Purchase – or both). These can be further filtered by date.

Keep going, you're becoming a part of the team...

Down the left margin is another Menu with 5 main categories:

- 1) **Dashboard, 2) Purchased, 3) Hired, 4) Returns and 5)RfPO (request for Purchase Order)**

NB: The dashboard will be empty until you enter your first purchase or hire order.

- 1) **Dashboard**: This is the general overview of all the BUY, HIRE, RETURNED transactions happening in your company.

- The Home Dashboard has the following information:
 - **Order Number** – This is the system generated order number with prefix as set up in the Project. These are unique numbers
 - **Purchasing User** – Staff member who has entered the order
 - **Order Date** – Most recent to Oldest (*or vice versa*).

- **Project** – Which project the purchase order was made for.
- **Supplier** – Which supplier the purchase order was made with.
- **Invoice /Packslip/Hire Contract Number** – Coming from the supplier, recorded by the staff member (user) at the time of purchase
- **Order Total** – A dollar value including GST
- **Next Return Date** – If it's a hired item, this will show when the next item is due to be returned. *(Any greyed-out lines are equipment that is already returned).*
- **Edit** - You can click on Edit to see all the information about this order (most information will be locked from editing to protect the purchase order process)
- **View Receipt** – View digital copy of the invoice or receipt
- **Upload Receipt** – Upload a new receipt (or replace current upload)

To view further information, click on the item line, this will expand to show

- Status
- Approval Status
- **Items** – All items entered by the user under this order.

2) **Purchased**: A summary of all purchased orders.

3) **Hired**: A summary of items hired.

4) **Returns**: A summary of current and previously hired items returned or due to be returned.

(Greyed-out items have been returned. Ideally there should be NO items overdue. Staff should either return items on time or should negotiate a new return date).

5) RfPO: A summary of any pending purchase orders awaiting approval

So, you want to make purchases and track them? Here's how.

Purchasing

There are a few ways purchasing can be done.

1. **On Smart Phone or Mobile Device:** Standard purchasing done on smart mobile phone by staff (User).
 - a. On your Smartphone or Mobile device click on the OrderBook App (login if necessary)

- b. Click on “Buy It”
- c. Select a (pre-entered) Project (projects can only be entered in the BackOffice Dashboard)
- d. Select a Supplier from the list (or enter a new supplier – be sure you are not duplicating)
- e. Date is entered automatically. You can enter a past date (enter a purchase you made on a previous day)
- f. Enter an Invoice Total (total cost)
- g. Enter Invoice or receipt number
- h. Enter Items (either each individual item or a general description)
- i. Add photo – this will take you through to your camera so you can include a copy of your invoice or receipt (never lose a receipt again!)
- j. Add comments – any information that will be relevant to this purchase
- k. Hit Submit – images may take a little while to upload
- l. Once you have submitted, all information is synchronised with the BackOffice Dashboard. From this point very little information from this order is editable so that the security & integrity of the system can be maintained. If information is incorrect, you could enter all the information again or just enter a new comment

2. In Office – Administrator Purchasing

- a. Login to the BackOffice Dashboard (www.tracksoul.com), select the ‘Purchased’ button in the left-hand menu
- b. Then on the right of the title bar, select ‘New Buy Order’.
- c. Complete the purchase as you would on the phone.
- d. You can also upload a scan or photo of the invoice or receipt

Hire something and never forget to return it.

Hiring

There are also a couple ways you can create a new Hire purchase order.

- 1. On Smart Mobile:** Standard hire order as previously described in purchasing, on smartphones or mobile device by staff at the hire centre. Remember you can ‘book’ a hire for a date in the future (i.e. next week) but the return date **MUST** be after that date.
- 2. In Office – Administrator Purchasing**

- a. Once logged in on the OrderBook BackOffice Dashboard, select the 'Hired' button in the left-hand menu
- b. Then, on the right of the title bar, select 'New Hire Order'.
- c. Complete the Hire as you would on the phone.
- d. It is important to include an identifier (invoice, quote number, contract number) in the invoice number field for your administration, however if you don't have this number use '00000'
- e. Many organisations have a 'close hire' contract number. This number goes into the 'Comments box', bottom of page.
- f. If 'Hired' kit is being delivered by the hire company, remind staff receiving to inspect the kit for any damage or condition, take photographs and submit to admin for attachment to the PO.
- g. **Returns: When an item is being returned, click on the 'returns' on the phone, and scroll to the specific item in the list and tick the return function. (If not done this will alert admin of an unreturned item)**

Be in Control at all times.

(Great Tip: You don't have to use these designations we've made for your own structure – you can create your own – Seriously Flexible!)

Free Trial finished? We've saved all your data for you!

Conclusion

At the conclusion of your 20 document Free Trial or plan, your data will be saved. If you wish to proceed and subscribe to a plan, your data will be automatically imported into whichever subscription level you choose.

We trust that you find the service so helpful and time saving that you wish to continue. We are keen to receive feedback on any bugs you find, processes you think we can make easier, or features you would like to see.

Glossary of Terminology:

Project: This is the universal term for the Job or Department (or Project) that purchases or hires can be allocated to.

Suppliers: This is any entity who supplies products or services to your company

Users (Your Staff): Any person on your staff, including contractors who are authorised to purchase or contract services on behalf of your company. OrderBook has no limit on the number of users per client and there is no extra charge per user. User can have either of three Roles: Admin (Full admin control and access to BackOffice dashboard, Employee or Contractor (Only able to access OrderBook via the Mobile or Smartphone App, can only enter Purchases or Hires and add suppliers)

Reporting: From here you can select parameters you define to display the purchase data how you wish for reporting. Set parameters for Project, supplier, user, time.

Dashboard: Call it the 'home', screen. Displays all your company's transactions, purchased, hired and returned

Order number: Auto generated by OrderBook for each purchase and hire

Order Date: the date the order is placed. Can be set as a date in the future, i.e. a date for hiring an item next week.

Purchasing user: staff member or contractor authorised to purchase or hire
RfPO: Request for purchase order. Each staff member (user) has a designated spend limit defined by you in the Admin Dashboard. This determines whether an RfPO is required or not. Example: A trusted site supervisor (Department Head) might be permitted to spend \$5000 per day without requesting authorisation. That persons Spend limit is thus set in their profile at \$5000. Should they request to purchase above that limit, OrderBook will automatically put the request as an RfPO (requiring approval from the designated person)

Order total: this is a \$\$ amount the buyer enters on the PO screen. Often if this was a packslip, the staff member may not be given the dollar amount (it goes on account), then staff member just enters a \$\$ value approximately. Admin will edit this when the invoice is received, and the exact value is known.

Invoice Number: Identifier number of what document is issued: invoice or receipt number, packslip number or Hire contract number

Next Return date: shows any Hired item closest to now which is to be returned.

Returns: A list of all hired items current and past. Greyed items have been returned.

Order Number Prefix: ____ This is the individual project's prefix (2-4 ALPHA characters) so that users can easily identify the project at a glance

.csv file: (comma separated values) should you wish to do more extensive analysis you can save your data from 'Reporting' (topline menu) as a .csv file (comma separated value) and open in excel (spreadsheet)

In Office: Staff as Admin, can purchase / order direct from the dashboard, using left menu items Purchased, hired