



*G*iving Life to Taste™

USER MANUAL – CUSTOMIZED ORDERS

**Business to Business (B2B) System for
Prima Deli, Prima Singapore**



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Grid Control

Grid displays a list of data items in a tabular format and provides the following features;

1. Grouping
2. Filtering
3. Searching

Grouping

Note: Data in the grid for Daily Orders sort by the Form ID and the Delivery Date. For the Customized Orders the sequence of sorting is Order Number, Delivery Date and the Customer Order Number.

Drag a column header here to group by that column

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
⊕ BUNS - BAKED	10-Feb-2015	1951D000762	sgh	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>
⊕ BUNS - BAKED	12-Feb-2015	1951D000763	sgh	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>
⊕ BUNS - BAKED	13-Feb-2015	1951D000764	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>
⊕ BUNS - BAKED	16-Feb-2015	1951D000768	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>
⊕ BUNS - BAKED	17-Feb-2015	1951D000771	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>
⊕ BUNS - BAKED	20-Feb-2015	1951D000773	sgh	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
⊕ CAKE - 300GM	30-Jan-2015	1951D000774	sgh	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
⊕ CAKE - REGULAR	09-Jan-2015	1951D000760	sgh	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>
⊕ CAKE - REGULAR	15-Feb-2015	1951D000769	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>
⊕ PASTRY - FROZEN	24-Jan-2015	1951D000767	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>

Data in the grid can be grouped by any data field; for example Orders could be grouped by Form by dragging the Form column into the top area of the grid as shown in the figure 2.

Drag a column header here to group by that column								
Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush	
⊕ BUNS - BAKED	10-Feb-2015	1951D000762	sgH	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	12-Feb-2015	1951D000763	sgH	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	13-Feb-2015	1951D000764	sgH	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	16-Feb-2015	1951D000768	sgH	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	17-Feb-2015	1951D000771	sgH	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	20-Feb-2015	1951D000773	sgH	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - 300GM	30-Jan-2015	1951D000774	sgH	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - REGULAR	09-Jan-2015	1951D000760	sgH	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - REGULAR	15-Feb-2015	1951D000769	sgH	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ PASTRY - FROZEN	24-Jan-2015	1951D000767	sgH	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
⊕ Form: BUNS - BAKED							
⊕ Form: CAKE - 300GM							
⊕ Form: CAKE - REGULAR							
⊕ Form: PASTRY - FROZEN							

Filtering

Data could be filtered by the by selecting the down arrow at the right hand side of the data column. Filters are enabled only for the selected columns.

Drag a column header here to group by that column

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
			(All)				
			(Blanks)				
			(Non blanks)				
BUNS - BAKED	10-Feb-2015	1951D000762	1951D000760	DAILY	Normal	21-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	12-Feb-2015	1951D000763	1951D000762	DAILY	Normal	21-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	13-Feb-2015	1951D000764	1951D000763	DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	16-Feb-2015	1951D000768	1951D000764	DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	17-Feb-2015	1951D000771	1951D000768	DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	20-Feb-2015	1951D000773	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - 300GM	30-Jan-2015	1951D000774	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	09-Jan-2015	1951D000760	sgb	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	15-Feb-2015	1951D000769	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>
PASTRY - FROZEN	24-Jan-2015	1951D000767	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>

Searching

Data could be searched by the by entering a text. Search facility is enabled for the selected columns only. For example form can be searched using the name of the form name by entering its name.

Drag a column header here to group by that column

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
CAKE							
BUNS - BAKED	10-Feb-2015	1951D000762	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	12-Feb-2015	1951D000763	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	13-Feb-2015	1951D000764	sgb	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	16-Feb-2015	1951D000768	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	17-Feb-2015	1951D000771	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	20-Feb-2015	1951D000773	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - 300GM	30-Jan-2015	1951D000774	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	09-Jan-2015	1951D000760	sgb	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	15-Feb-2015	1951D000769	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>

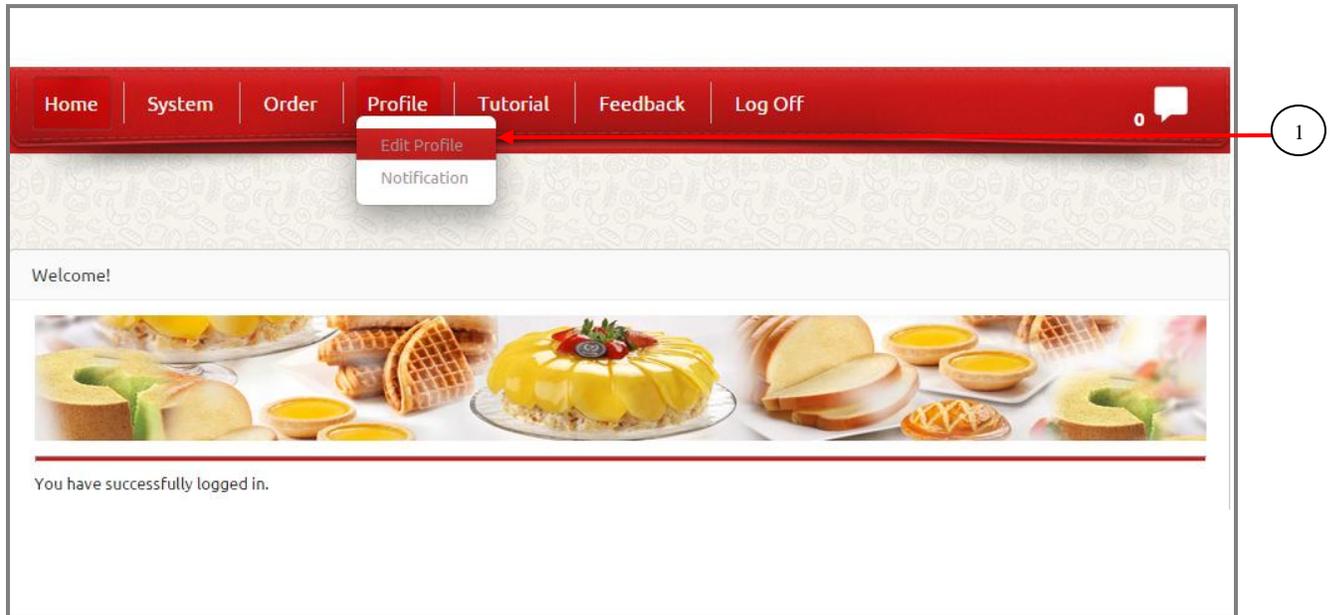
Profile

Edit Profile

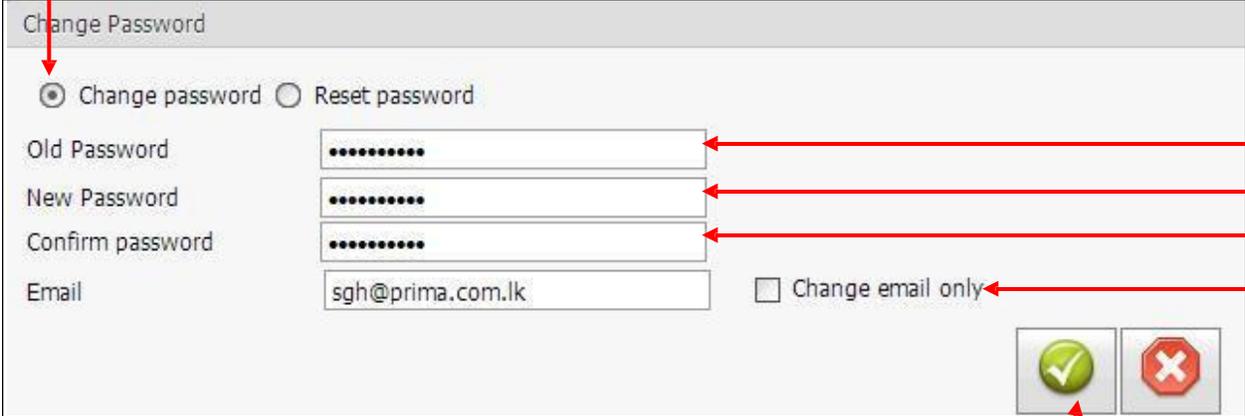
Edit Login Password

To edit logon password:

1. On the Profile menu, click Edit Profile.



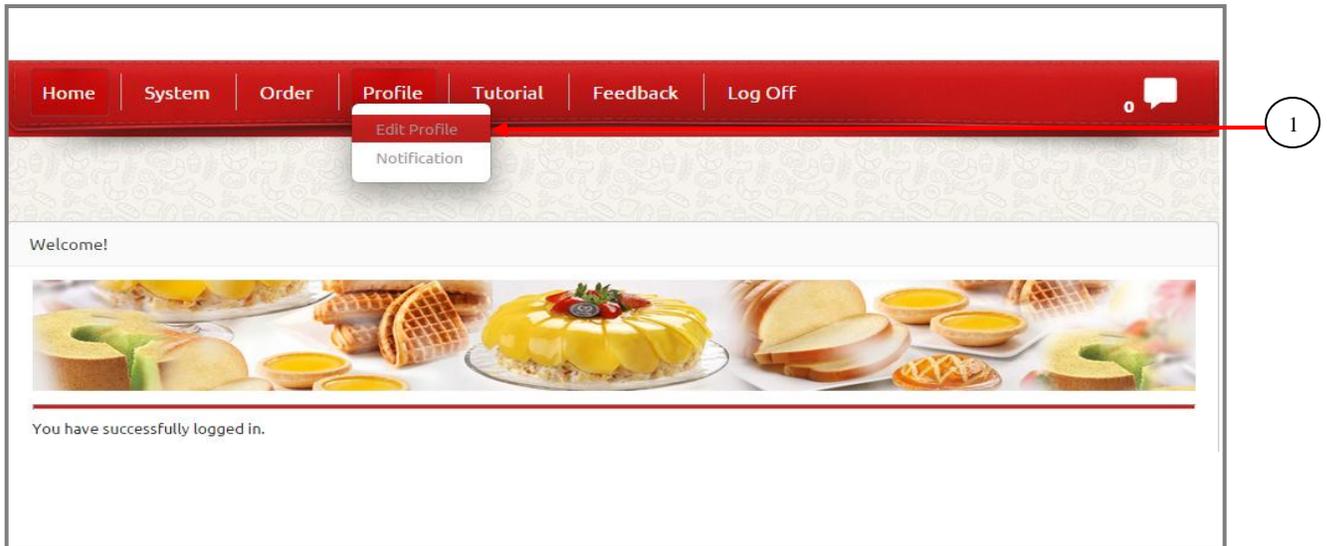
2. Select Change Password option.
3. Enter the Old Password.
4. Enter the New Password.
5. Enter the new password again to confirm the new password.
6. If you want to change only the email, check 'Change email only' option.
7. After clicking the Save button, email notification will send automatically.



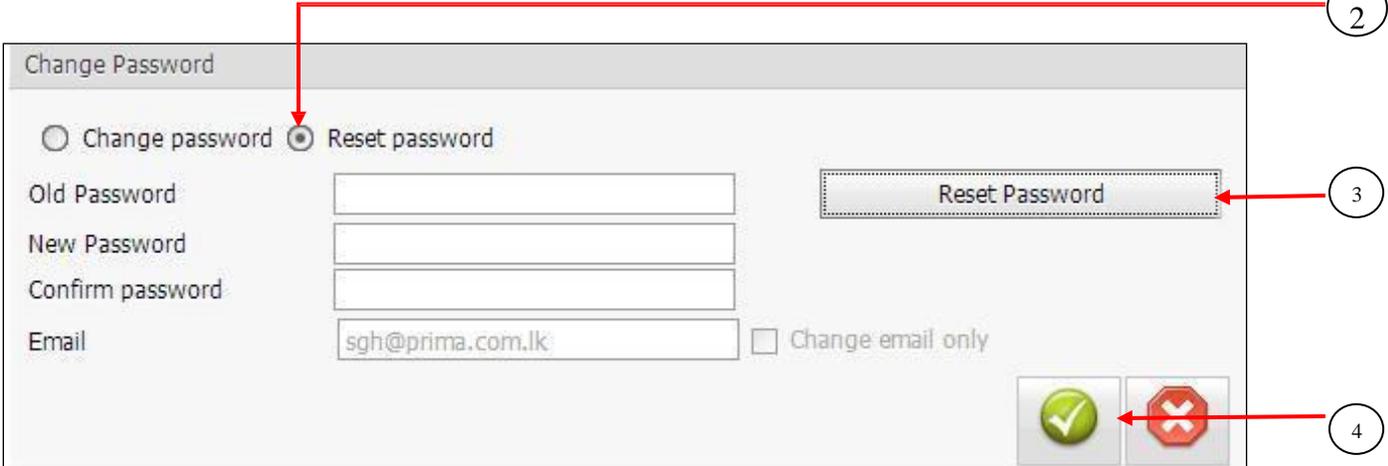
A screenshot of a 'Change Password' form. The form has a title 'Change Password' and two radio buttons: 'Change password' (selected) and 'Reset password'. Below these are four input fields: 'Old Password', 'New Password', 'Confirm password', and 'Email'. The 'Email' field contains the text 'sgh@prima.com.lk'. To the right of the 'Email' field is a checkbox labeled 'Change email only'. At the bottom right of the form are two buttons: a green checkmark button and a red 'X' button. Red arrows point from circled numbers 2 through 7 to the corresponding elements: 2 points to the 'Change password' radio button, 3 points to the 'Old Password' field, 4 points to the 'New Password' field, 5 points to the 'Confirm password' field, 6 points to the 'Change email only' checkbox, and 7 points to the green checkmark button.

Reset Password

1. On the Profile menu, click Edit Profile.



2. Select Reset Password option.



A screenshot of a 'Change Password' form. At the top, there are two radio buttons: 'Change password' (unselected) and 'Reset password' (selected). Below these are four input fields: 'Old Password', 'New Password', 'Confirm password', and 'Email' (containing 'sgh@prima.com.lk'). A 'Reset Password' button is located to the right of the input fields. A checkbox labeled 'Change email only' is at the bottom right. At the bottom right corner, there are two buttons: a green checkmark and a red 'X' mark. Red arrows point from circled numbers 2, 3, and 4 to the 'Reset password' radio button, the 'Reset Password' button, and the green checkmark button, respectively.

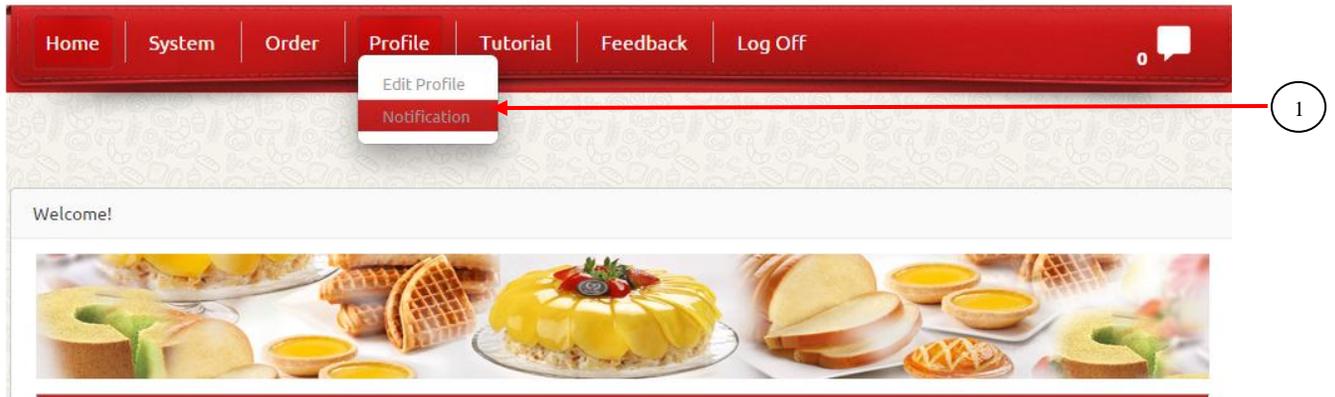
3. Click on Reset Password.

4. Confirm the password to reset.

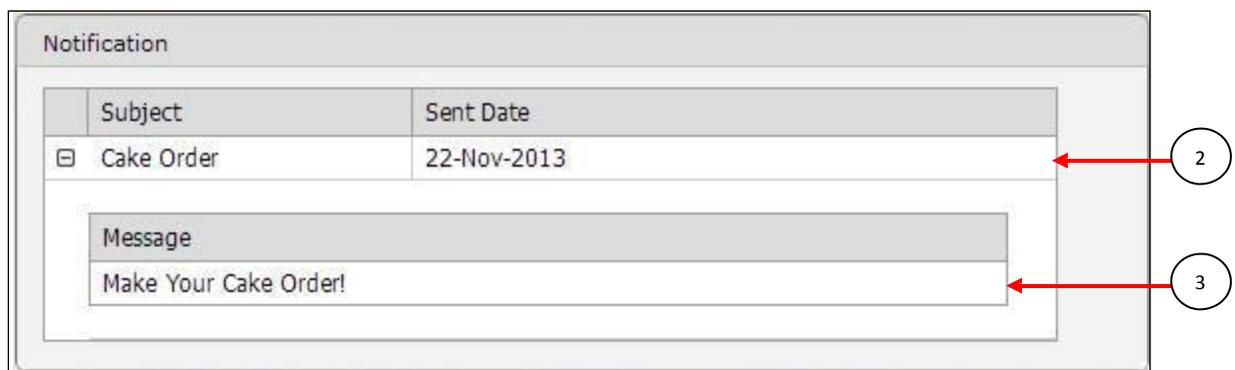
Notifications

To view notifications:

1. On the Profile menu, click Notifications.



2. This displays the list of notifications.
3. Click on the Detail button to view the corresponding notification.



Order Management

You need to logon to the system as Operation User or Franchisee User.

Customize Orders

Place Customize Orders

To place a Customize order:

1. On the Order menu, click Customize Order.



2. Select the Order Form and the Option Code

The screenshot shows the 'Place Customize Orders' form. The 'Order No' is 1951C000058. The 'Form' dropdown is set to 'DTE04' and the 'Option Code' dropdown is set to 'Normal'. Below these are fields for Franchisee (EDAN BAKERIES (SGH)), Available Date [From] (01-Oct-2013), Available Date [To] (28-Feb-2014), Min Days (2), and Max Days (6). Red arrows point from a circled '2' to the 'Form' and 'Option Code' dropdowns.

3. Fill Customer Information such as Customer Order No, Customer Name, Contact No and Collection Date, Time.

Note: Consider the * Mandatory fields

The screenshot shows the 'Customer Information' form. Fields include: Customer Order No (with 'SGH' prefix and a text box), Customer Name (text box), Contact No (with '(8 Digits)' note and a text box), Home (text box), Mobile (text box), Office (text box), Collection Date (dropdown), and Collection Time (dropdown with 'Select One' option). Red arrows point from a circled '3' to the Customer Order No, Customer Name, and Office fields.

4. Fill order information such as Delivery date, Trip, Design code and Quantity. Relevant line item price will calculate against the quantity according to the unit price shown below.

Order Information

Delivery Date : 22-Mar-2015 Sun Trip : TRIP1

PM1; D24 DURIAN DIVINE - 4KG

Product Code : F02CFC020-040 Item Name : D24 DURIAN DIVINE - 4KG
 Size : 4KG Retail Selling Price : RSP 179.20 /PCE
 Maximum Qty : 2 Standard Shape : Round

5. Change/ Add attributes like Change Cream Base Fresh Cream to Butter, Fillings, shape...etc by selecting. Additional charges for changing attributes will apply as shown next to the drop down list.

6. To add a 'Message on Cake', choose the corresponding Category, Language and Wording. If the Language is non-English, the English meaning of the wording will display in the English Wording text box.

Note: Can edit the 'Message on Cake' without exceeding the maximum number of characters. (Maximum number of characters is shown next to the wording text box)

Qty : 1

Total Franchisee Price : **RSP 179.20**

Change Cake Base to : NIL

Fresh cream change to butter cream : NIL

Change Shape to : CHANGE SHAPE Change To : Rectangle

Add Filling Charge : NIL

Category : None Language:

Standard Wording :

Figure : NIL

Remark : NIL

Total Item Price : **RSP 179.20**

Maximum 2 Items can be added per one order form

- Click Add button to add the item to the grid (Maximum 2 items can be added per one order form)
- Can edit the Order details by clicking the Edit button and, remove unwanted items by clicking Delete button

Option	Design Code	Product Code	Item Name	Qty	Size	UOM	Actual Qty	Change Shape to	Cake Base
 	PF1	F02CFC001-030	MANGO DELIGHT - 3KG	2	3KG	KG	2	Rectangle	

- To view the item price break down, click the button under the Price Breakdown column.

Filling	Wording	Add On Chocolate	Remark	Figure	Total Price	Price UOM	Price Breakdown
	HAPPY BIRTHDAY TO YOU!	<input type="checkbox"/>			179.20	RSP	
					179.20		

- To enable IOCC option, tick the IOCC check box and select Collection Location and Address.

IOCC :

Collection Location : JP

Address : PrimaDeli Jurong Point 1 Jurong West Cen

Total Order Price : RSP91.60 

Note: IOCC applicable only for the products in 1 – 3 kg range.

- To see the total price break down of the order, click the ' Breakdown' button.

Price Breakdown				
Total Order Price 358				
	Product Code	Item Name	Qty	Price
	F02CFC904-050	DTE04 FLOWER POWER - 5KG	2	205
	F02CFC904-030	DTE04 FLOWER POWER - 3KG	2	123
	F02ADDD-008	IOCC CHARGE - 1KG	2	0

12. Fill Surcharge, Discount, Total, Total, Balance values and Order Taken By field with relevant information. These field are enable after add one or two item to grid. Order Taken By is mandatory field and others are optional manual data enter fields. Order date is auto filled field and user cannot change it.

Surcharge	:	\$ 5	←	12
Discount	:	-\$ 10.25	←	
Total	:	\$ 125.50	←	
Deposit	:	\$ 25	←	
Balance	:	\$ 100.50	←	
Order Taken By	:	sg	←	
Order Date	:	16-Mar-2015 Mon	←	

13. Order details can view by using "Preview All" & "Preview Customer"

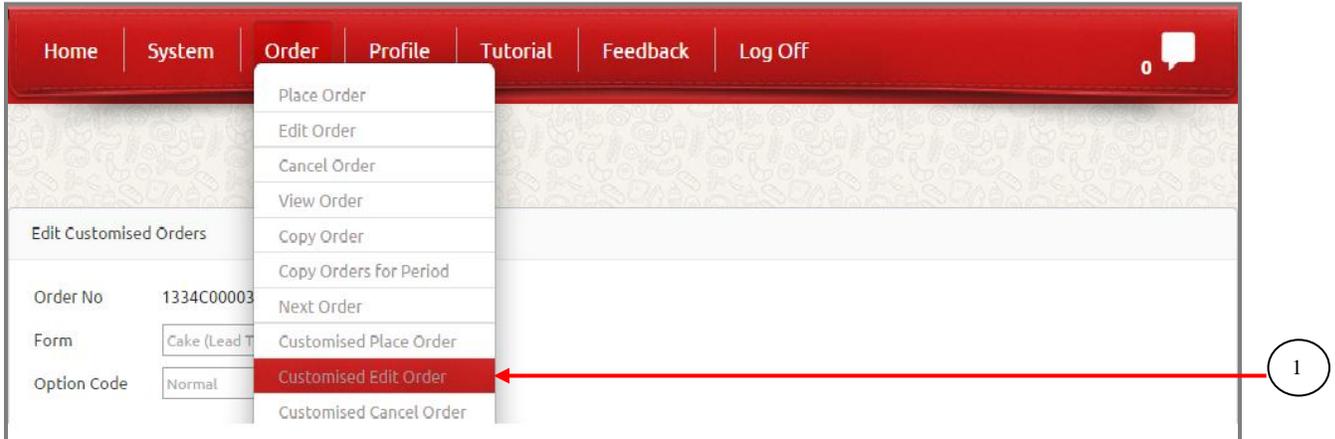
Order Taken By	:	ddd		13	
Order Date	:	02-Apr-2015 Thu			
			Preview All	Preview Customer	
			✓	✗	14

14. Click Save button to save the customize order.

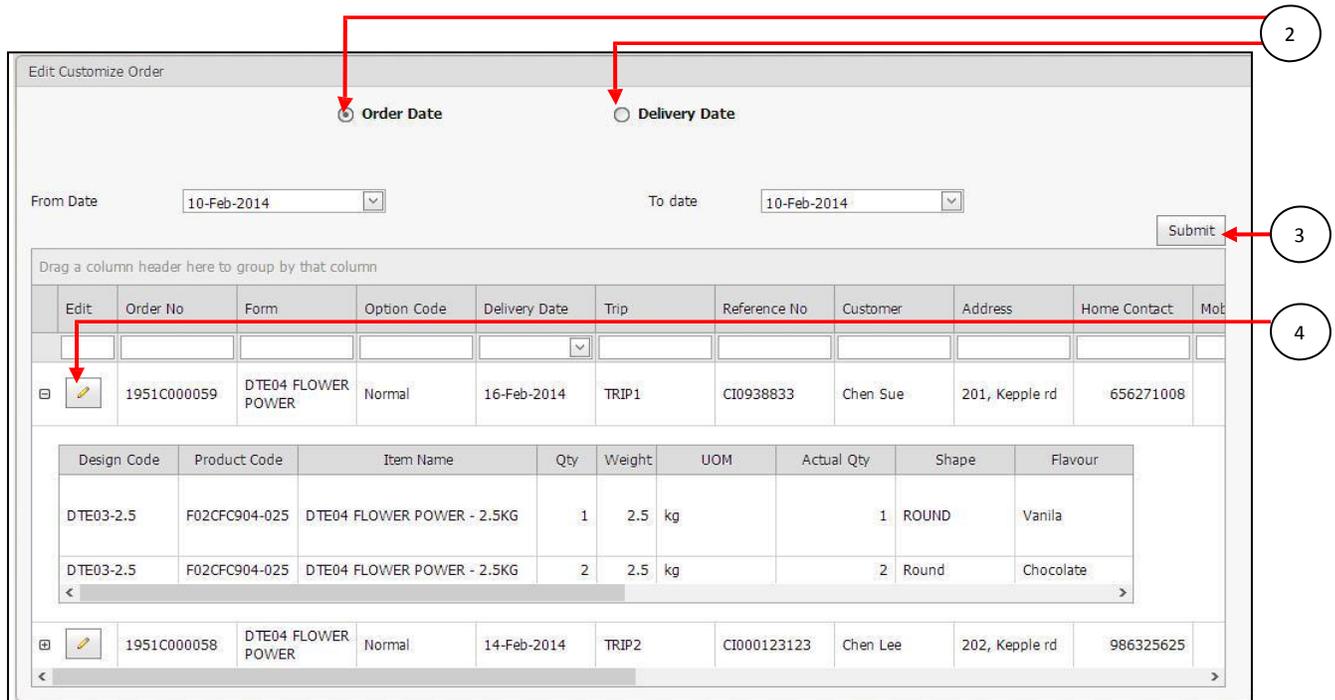
Edit Customize Order

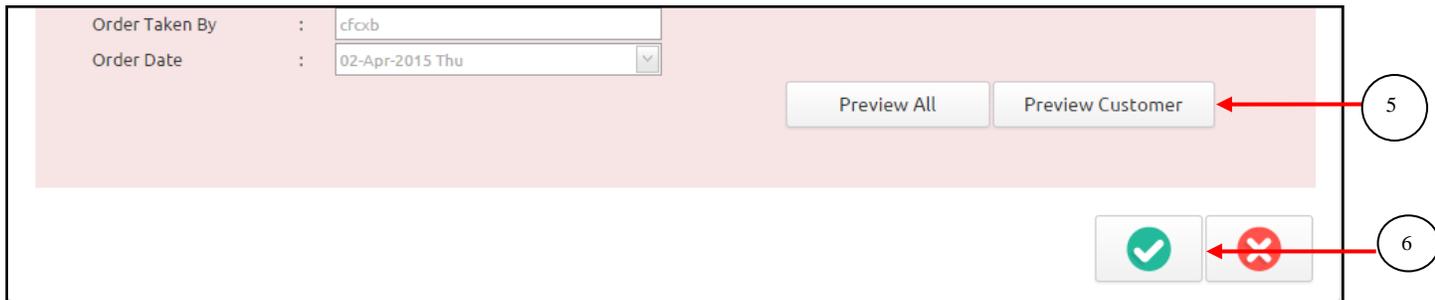
This page allows you to edit Customize orders, which have not been processed yet. To edit a Customize order:

1. On the Order menu, click Edit Customize Order.



2. Search the order by providing either Order date or Delivery date.
3. Click the Submit button.
4. Click the Edit button. (By clicking each Detail button of the relevant order, can view the order information before edit the order.)
5. Order details can view by using "Preview All" & "Preview Customer"
6. Edit the order details and click the Save button.



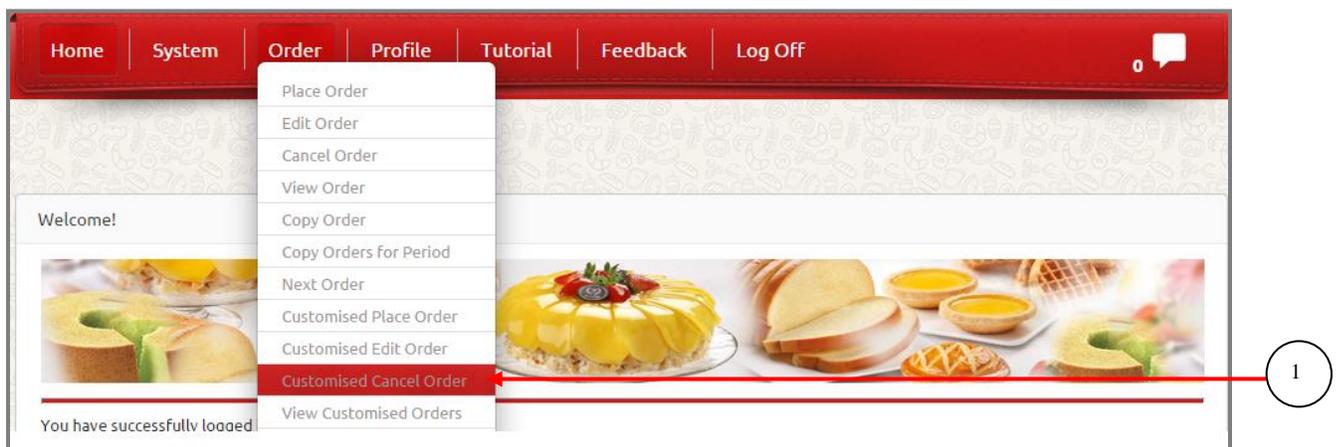


Note: - A user can view the order details by click on the (+) mark.

Cancel Customize Order

To cancel a customize order:

1. On the Order menu, click Cancel Customize Order.



2. Search for the order by providing either Order date or Delivery date.
3. Click the Submit button.
4. Click the Delete button for the order to be cancelled and confirm the delete message.

The screenshot shows a web application window titled "Queue_managemen...". A modal dialog box is open in the center, titled "The page at bravo3:8055 says:" and "Confirm Delete?". The dialog has two buttons: "OK" and "Cancel".

Below the dialog, the main interface is titled "Cancel Customised Order". It features two radio buttons: "Order Date" (selected) and "Delivery Date". Below these are two date pickers: "From Date" (01-Apr-2015) and "To date" (07-Apr-2015). A "Submit" button is located to the right of the date pickers.

At the bottom, there is a table with the following columns: Edit, Order No, Delivery Date, Customer order No, Form, Option Code, Trip, Customer, Home Contact, and Mobile. The table contains four rows of data. The first row is highlighted with a red dashed box, and a red arrow points from circle 4 to the (+) icon in the "Edit" column of this row.

Red arrows and numbered circles highlight the following elements:

- Circle 2: Points to the "Order Date" radio button.
- Circle 3: Points to the "Submit" button.
- Circle 4: Points to the (+) icon in the "Edit" column of the first row in the table.

	Edit	Order No	Delivery Date	Customer order No	Form	Option Code	Trip	Customer	Home Contact	Mobile
	(+)	1334C000035	05-Apr-2015	BBE et	Cake (Lead Time - 3days)	Normal	TRIP1	fgfdg	12345678	
	(+)	1334C000036	05-Apr-2015	BBE 46	Cake (Lead Time - 3days)	Normal	TRIP1	dgdfg	12345678	
	(+)	1334C000038	09-Apr-2015	BBE rey	Cake (Lead Time - 3days)	Normal	TRIP1	fgfdg	12345678	
	(+)	1334C000037	08-Apr-2015	BBE 436	Cake (Lead Time - 4days)	Normal	TRIP2	etwew	12345678	

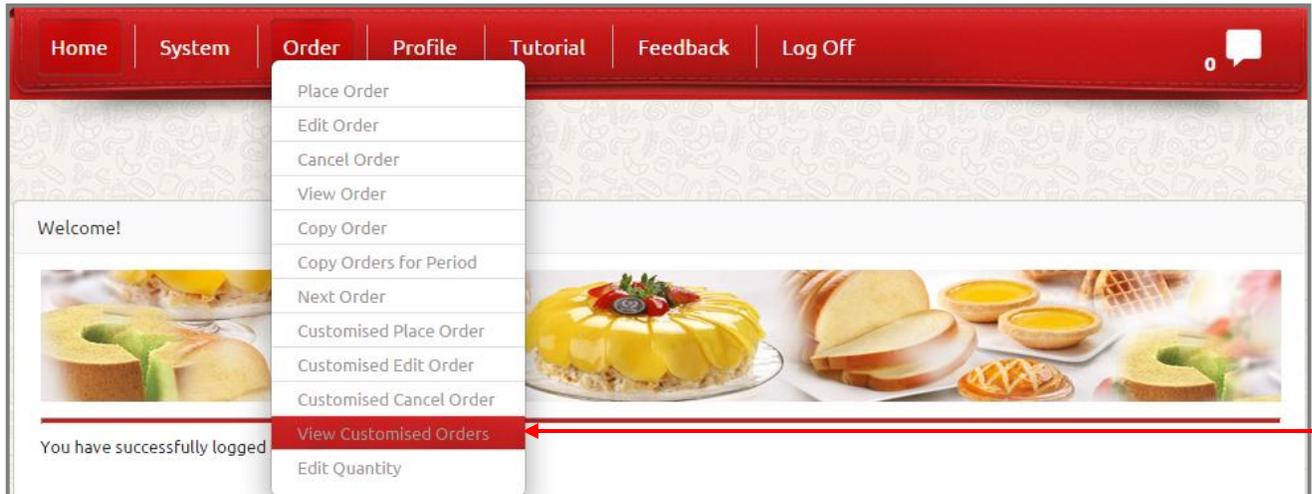
Note: - A user can view the order details by click on the (+) mark.

View Customize Orders

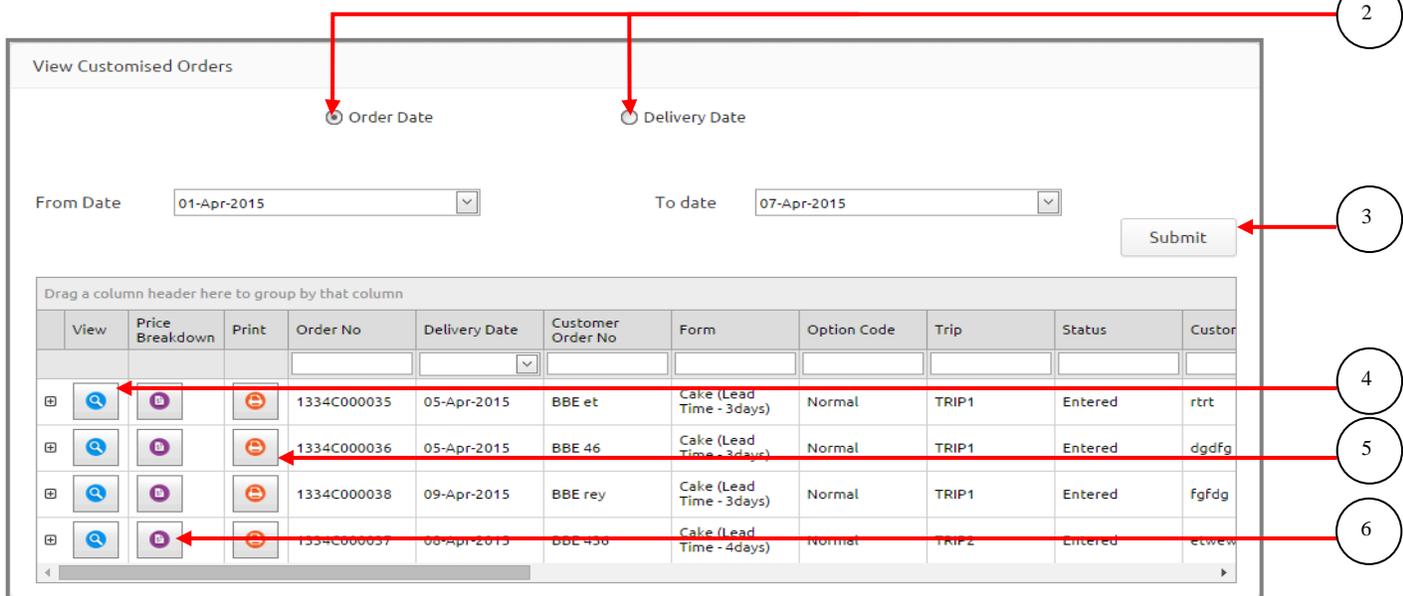
This feature allows you to search through the order history.

To view customize orders:

1. On the Order menu, click View Customize Order.



2. Search for the order by providing either Order date or Delivery date.
3. Click the Submit button
4. By clicking Preview Button, can preview an order
5. By clicking the Print Button, can print the order placed by the customer.



6. Price Breakdown button in the grid shows the total price breakdown.

Price Breakdown				
Total Order Price 30				
Product Code	Item Name	Qty	Price	
F02CFC904-025	DTE04 FLOWER POWER - 2.5KG	2	10	
Product Code	Item Name	Qty	Price	UOM
F02ADDF-037	ADD FILLING - OREO - KG	5	5	KG
F02ADDS-002	ROUND	5	5	
F02CFC901-003C	DTE01 - HOLA HOLA - 300G CHOCOLATE	5	0	
F02CFC904-020	DTE04 FLOWER POWER - 2KG	2	10	

7. Line Price Breakdown button shows the line item price breakdown (Click on the + icon to go to the line items)

			1334C000038	09-Apr-2015	BBE rey	Cake (Lead Time - 3days)	Normal	TRIP1	Entered	fgfdg
			1334C000037	08-Apr-2015	BBE 436	Cake (Lead Time - 4days)	Normal	TRIP2	Entered	etbew

Price Breakdown	Design Code	Product Code	Item Name	Qty	Size	UOM	Actual Qty	Change Shape To
	PC12	F02CMS018-030	CHOCOLATE MARQUISE - 3KG	1	3KG	KG	1	

7

Price Breakdown				
Product Code	Item Name	Qty	Price	UOM
F02ADDF-037	ADD FILLING - OREO - KG	5	5	KG
F02CFC904-025	DTE04 FLOWER POWER - 2.5KG	2	10	
F02ADDS-002	ROUND	5	5	
F02CFC901-003C	DTE01 - HOLA HOLA - 300G CHOCOLATE	5	0	
			20.00	