

Entering a New Order:

Using the Stylus as a pointer, tap the HandApps icon to access the list of HandApps modules.

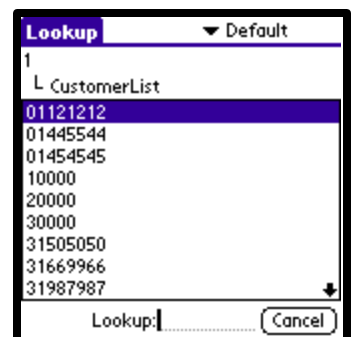
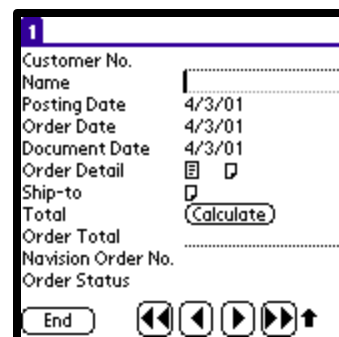


On this screen appears the list of HandApps modules. Currently on Sales Order is installed.

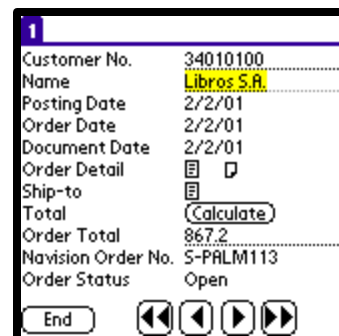


To create a new Sales Order tap the New button, or tap the Review button to work with an already created Sales Order.

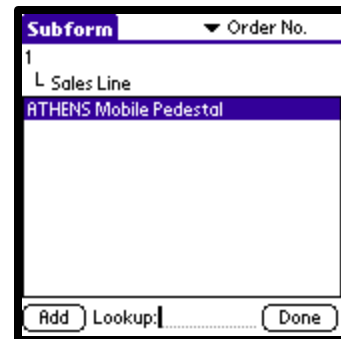
Next, tap on the Customer No. field, and this will display a listing of Customers downloaded from the Navision Database. Select the Sell-To Customer from the list by tapping on the Customer Number. Also, to change the layout of this screen, tap on “Default” pull down on the top Right which will display the columns with can be added to the left hand side of the list form.



After selecting the Sell-To Customer, you will return to the Sales Header form. Next, make any necessary changes to the Posting Date, Order Date, and Document Date by tapping on the date field to display a calendar.



You can now enter the Line items to sell by tapping the Order Detail Icon. You are now in the Sales Lines section of the system. To Enter the items to sell, tap on the ADD button and a Line item form will appear.



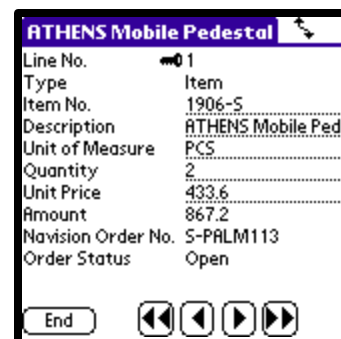
Subform ▼ Order No.

1
L Sales Line

ATHENS Mobile Pedestal

Add Lookup: Done

Tap on the Item No. field to view the Item List. Again, on the Top Left corner of the form you are able to change the column layout by selecting another display column. In addition to description, you can see the Unit of Measure and the Unit Price column. Tap on the Item to insert it into the sales line.

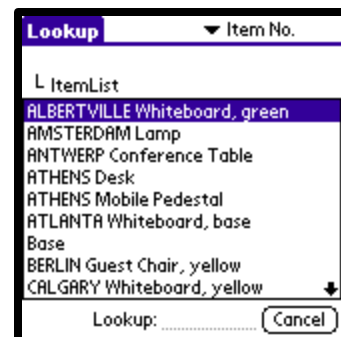


ATHENS Mobile Pedestal

Line No. 1
Type Item
Item No. 1906-S
Description ATHENS Mobile Ped
Unit of Measure PCS
Quantity 2
Unit Price 433.6
Amount 867.2
Navision Order No. S-PALM113
Order Status Open

End ◀ ◻ ▶ ▶▶

The Description and UOM will automatically default. In the Quantity field, enter the amount to sell on the order. Then by tapping on the Unit Price field, the total amount for this line is automatically calculated. Tap on the End button to return to the sales line form.



Lookup ▼ Item No.

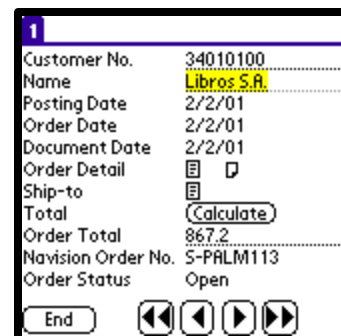
L ItemList

ALBERTVILLE Whiteboard, green
AMSTERDAM Lamp
ANTWERP Conference Table
ATHENS Desk
ATHENS Mobile Pedestal
ATLANTA Whiteboard, base
Base
BERLIN Guest Chair, yellow
CALGARY Whiteboard, yellow

Lookup: Cancel

Back in this form, tap the ADD button to enter additional sales lines or tap the DONE button to return to the Sales Header form.

Once you have entered all the items on the Sales Line and you are back on the Sales Order header form, Tap the "Calculate" field to get a grand total for the order. Tap the Shipment field to enter shipment address information, if different than the default information on the Customer Card.



1

Customer No. 34010100
Name Libros S.A.
Posting Date 2/2/01
Order Date 2/2/01
Document Date 2/2/01
Order Detail ◻ ◻
Ship-to ◻
Total Calculate
Order Total 867.2
Navision Order No. S-PALM113
Order Status Open

End ◀ ◻ ▶ ▶▶

Tap the END button at the bottom of the Order form, when you are finished with the order. You are now back in the form showing the list of installed modules. Exit HandApps by tapping the Palm's applications button.

At this point you would then proceed to the synchronization. However, since this demo is not actually connected to any server, the sync process will not work. Therefore, going into S-Link and tapping the Sync button will result in an error.

In a full installation (Client, Server, Sync Manger) using S-Link would transfer all the HandApps data to Navision and have Navision's customer and item lists update as needed.

