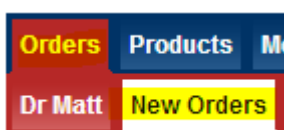


Etail Systems Tip Sheet

Objective: To be able to print out an Order Print List, Invoice Print List, Pick List (aka Butchery List) & how to Bulk Despatch orders.

The following tells you how to achieve this;-

You can complete all these tasks from the 'New Orders' screen in Orders > New Orders.



You'll then see this screen:

Order No... From Date... Surname... Email Address...
Postcode... To Date... Client Ref / Sku... Marketplace Order No... Search

☐ Delivery Date ☐ Priority shipping ☐ Show failed marketplace imports ☐ Show ONLY abandoned orders during checkout
☐ Show Website Orders ☐ Show eBay Orders ☐ Show Amazon Orders

No of results: 6 Results per page: 20 Max Results Page: 1

	Status	Order No.	Order date	Value	Site	Source	Name	Ship to	Deadline	Actions
1		10082	04/01/13 09:36	£30.00	Etail Demo	Website	Miss Kim Ross Etail Systems	LA14 2PN		
2		10081	14/12/12 10:56	£20.24	Etail Demo	Website	Mr David Wright	LA14 2PN		
3		10080	12/12/12 14:48	£26.19	Etail Demo	COMS: DJH	Mr Matt Morrison	LA129BVN		
4		10072	03/09/12 12:43	£26.46	Etail Demo	COMS: MDM	Mr Matt Morrison	LA139DF		
5		10022	08/06/11 14:01	£24.35	Etail Demo	Website	Mr Matt Morrison	LA129BN		
6		10021	08/06/11 08:39	£24.35	Etail Demo	Website	Mr Matt Morrison	LA129BN		

[Bulk Despatch List](#) [Order Print List](#) [Invoice Print List](#) [Butchery List](#)

You'll have 3 (4 if you have Bulk Despatch List turned on – if you don't currently have this & would like it, please let us know) buttons.

The method of printing the Order, Invoice & Pick lists is the same:

	Status	Order No.	Order date
1	<input type="checkbox"/>	10082	04/01/13 09:36
2	<input checked="" type="checkbox"/>	10081	14/12/12 10:56
3	<input checked="" type="checkbox"/>	10080	12/12/12 14:48
4	<input type="checkbox"/>	10072	03/09/12 12:43
5	<input type="checkbox"/>	10022	08/06/11 14:01
6	<input type="checkbox"/>	10021	08/06/11 08:39

[Bulk Despatch List](#) [Order Print List](#) [Invoice Print List](#)

Click the desired button, then select which order you want to print. To select all of them, tick the box in the red bar, or to select specific ones, tick the boxes.

Bulk options for orders

	Status	Order No.	Order date	Value	Site	Source	Name	Ship to	Deadline	Actions
1		10082	04/01/13 09:36	£30.00	Etail Demo	Website	Miss Kim Ross Etail Systems	LA14 2PN		
2		10081	14/12/12 10:56	£20.24	Etail Demo	Website	Mr David Wright	LA14 2PN		
3		10080	12/12/12 14:48	£26.19	Etail Demo	COMS: DJH	Mr Matt Morrison	LA129BN		
4		10072	03/09/12 12:43	£26.46	Etail Demo	COMS: MDM	Mr Matt Morrison	LA139DF		
5		10022	08/06/11 14:01	£24.35	Etail Demo	Website	Mr Matt Morrison	LA129BN		
6		10021	08/06/11 08:39	£24.35	Etail Demo	Website	Mr Matt Morrison	LA129BN		
<div>Bulk Despatch ListOrder Print ListInvoice Print ListButchery ListPrint Orders List</div>										

You'll then see a button has appeared in the bottom right corner – click this & it will show you a preview of what you're going to print. Continue as per your browser's instructions.

What each list looks like

Order Print List – this will print all of the orders out for you, & looks like this:

Order Details		Delivery Instructions	
Order No: 10082		Email: kim.ross@etail.com	
Delivery Address Miss Kim Ross Etail Systems Suite 4 Trinity Enterprise Centre BARROW-IN-FURNESS Cumbria LA14 2PN		Invoice Address Miss Kim Ross Etail Systems Suite 4 Trinity Enterprise Centre BARROW-IN-FURNESS Cumbria LA14 2PN	
Order Contents			
Our Reference	Description	Quantity	
FS70621Q	21st Birthday Gift Photo Album - Personalised State engraving for please 'Tina' Colour: Red, Size: 10 (engraving text: Times New Roman (00 60))	1	
Promotions			
Shipping Details			
Shipping Method: 4-5 Days			
Special Instructions			
Order Details		Delivery Instructions	

Invoice Print List – this will print out all the invoices you've selected.

ETAILED DEMO

ETAILED DEMO



Invoice

Delivery Address

Mr David Wright
 Trinity Ent Centre
 Ironworks Road
 BARROW-IN-FURNESS
 LA14 2PN
 If undelivered please return to:
 Etail Demo, Washington Logistics, Washington Business Park,
 ANOTHER TOWN, XZ1 2YW, United Kingdom
 Order No: 10081
 Order Date: Fri, 14 December 2012

Invoice Address

Mr David Wright
 Trinity Ent Centre
 Ironworks Road
 BARROW-IN-FURNESS
 LA14 2PN

Our Ref.	Description	Quantity	Net Price	VAT	Total
abc	Astoria Cricket Trousers	1	£9.99	£2.00	£11.99
	Shipping		£8.25	£0.00	£8.25
Total			£18.24	£2.00	£20.24

Pick List – this groups the same SKUs together for ease.

Qty	SKU	Unit	Description	Reference
1			21st Birthday Gift Photo Album - Personalised	*FS70621Q*
2			eBay Test Product	*THERM0001*
1	abc		Astoria Cricket Trousers	*abc*

Printed on 07/January/2013 17:03

Bulk Despatching

While it may not be classed as 'bulk', you can easily despatch things but clicking the delivery truck icon with an arrow on it in 'New Orders', which will take you straight to that item's despatch screen. This is handy when you want to despatch single items without going in to the main order screen.

	Status	Order No.	Order date	Value	Site	Source	Name	Ship to	Deadline	Actions
1		10082	04/01/13 09:36	£30.00	Etail Demo	Website	Miss Kim Ross Etail Systems	LA14 2PN		
2		10081	14/12/12 10:56	£20.24	Etail Demo	Website	Mr David Wright	LA14 2PN		
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6		10021	08/06/11 08:39	£24.35	Etail Demo	Website	Mr Matt Morrison	LA129BN		
Bulk Despatch List Order Print List Invoice Print List Butchery List										

To bulk despatch orders, whether they're being sent by standard mail or courier, click 'Bulk Despatch List'.

The screen will then change to look like this (below).

To despatch via courier:

	Courier	Tracking No.
1	<input checked="" type="checkbox"/> City Link	123456789
2	<input type="checkbox"/> Couriers...	
3	<input type="checkbox"/> Couriers...	
4	<input type="checkbox"/> Couriers...	

Tick the box(es) of the items you want to despatch, select the courier from the dropdown, & enter your tracking number. Do this for all your items.

To despatch them, click 'Process Bulk Despatch' in the bottom right. A little green tick will appear where the tick box if it's been successfully despatched.

	Courier	Tracking No.	Status	Order No.	Order date	Value	Name	Ship to	Deadline	Actions
1	<input checked="" type="checkbox"/> City Link	123456789		10082	04/01/13 09:36	£30.00	Miss Kim Ross Etail Systems	LA14 2PN		
2	<input type="checkbox"/> Couriers...			10081	14/12/12 10:56	£20.24	Mr David Wright	LA14 2PN		
3	<input type="checkbox"/> Couriers...			10080	12/12/12 14:48	£26.19	Mr Matt Morrison	LA129BVN		
4	<input type="checkbox"/> Couriers...			10072	03/09/12 12:43	£26.46	Mr Matt Morrison	LA139DF		
5	<input type="checkbox"/> Couriers...			10022	08/06/11 14:01	£24.35	Mr Matt Morrison	LA129BN		
6	<input type="checkbox"/> Couriers...			10021	08/06/11 08:39	£24.35	Mr Matt Morrison	LA129BN		
Bulk Despatch List Order Print List Invoice Print List Butchery List										
[BETA] Bulk Despatch Tool										
Select a courier				Tracking No.						
<input type="text" value="City Link"/>				<input type="text" value="123456789"/>				This will be applied to all selected Orders.		
								Process Bulk Despatch		

You also have another bulk despatch option at the bottom of the screen. Select the order you want to despatch, select your courier, & enter the tracking number. If you do this, this will make **ALL** the orders you've ticked come under **ONE** tracking number.

To despatch by standard mail:

	Courier	Tracking No.	Status	Order No.	Order date	Value	Name	Ship to	Deadline	Actions
1	<input type="text" value="Couriers..."/>	<input type="text"/>		10081	14/12/12 10:56	£20.24	Mr David Wright	LA14 2PN		
2	<input type="text" value="Couriers..."/>	<input type="text"/>		10080	12/12/12 14:48	£26.19	Mr Matt Morrison	LA129BVN		
3	<input type="text" value="Couriers..."/>	<input type="text"/>		10072	03/09/12 12:43	£26.46	Mr Matt Morrison	LA139DF		
4	<input type="text" value="Couriers..."/>	<input type="text"/>		10022	08/06/11 14:01	£24.35	Mr Matt Morrison	LA129BN		
5	<input type="text" value="Couriers..."/>	<input type="text"/>		10021	08/06/11 08:39	£24.35	Mr Matt Morrison	LA129BN		

[BETA] Bulk Despatch Tool

Select a courier	Tracking No.	
<input type="text" value="Couriers..."/> This will be applied to all selected Orders.	<input type="text"/> This will be applied to all selected Orders.	<input type="button" value="Process Bulk Despatch"/>

Click 'Bulk Despatch List', select the items you want to despatch, & without entering any other information, click 'Process Bulk Despatch', as above.

[BETA] Bulk Despatch Tool

Select a courier	Tracking No.	
<input type="text" value="Couriers..."/> This will be applied to all selected Orders.	<input type="text"/> This will be applied to all selected Orders.	<input type="button" value="Process Bulk Despatch"/>
Order: 10083 Despatched On: 07/01/2013 17:17 by kim		
Processing Complete.		

In both cases, you'll get a message at the bottom giving you the order information.

If you need help with these bulk features, please call 0844 482 0908 or email support@etailsystems.com.