
Customer Pickup

This feature gives the ability to have a client sign an electronic document and save that signature in Order Entry.

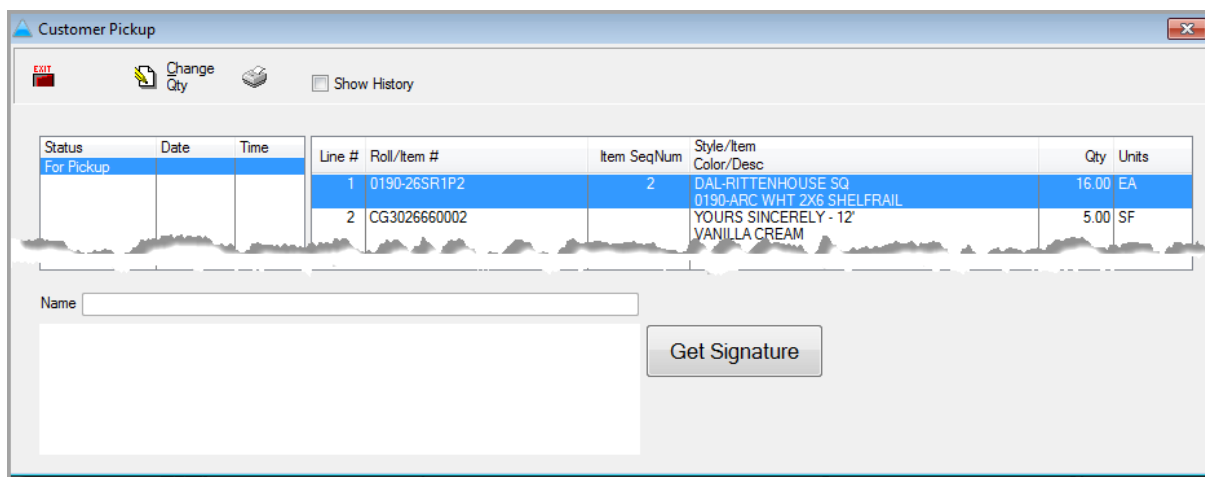
This feature must be enabled with the system option *X>Utilities>System Options>Order Entry>Inventory>Use Customer Pickup*

First print a picking ticket, only lines in a cut status will be sent to a pick up record. These lines will be delivered as normal.



Click the Customer Pickup button to view the pickup records. The Customer Pickup Screen will appear.

By default the records for pick up will be show.

A screenshot of the 'Customer Pickup' software window. The window has a title bar 'Customer Pickup' and a menu bar with 'EXIT', 'Change Qty', and 'Show History'. Below the menu bar is a table with columns: Status, Date, Time, Line #, Roll/Item #, Item SeqNum, Style/Item Color/Desc, Qty, and Units. The table contains two rows of data. Below the table is a 'Name' input field and a 'Get Signature' button.

Status	Date	Time	Line #	Roll/Item #	Item SeqNum	Style/Item Color/Desc	Qty	Units
For Pickup			1	0190-26SR1P2	2	DAL-RITTENHOUSE SQ	16.00	EA
			2	CG3026660002		0190-ARC WHT 2X6 SHELFRAIL YOURS SINCERELY - 12' VANILLA CREAM	5.00	SF

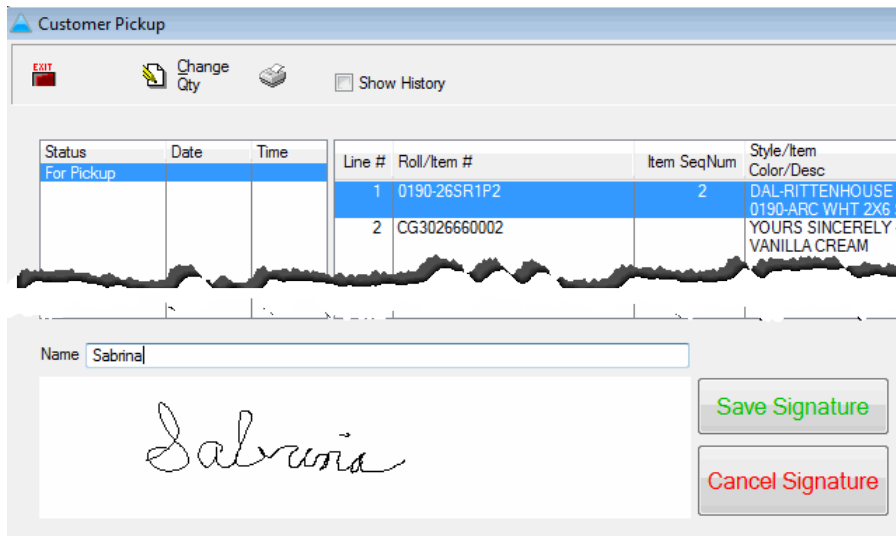
Figure Customer Pickup Screen



The Change Qty and Get Signature button are now password protected.

Click Get Signature. Make sure the client's name is typed in the name box. Have the client sign the signature pad.

Click Save Signature. The signed Pickup Document will print.



Customer Pickup

EXIT Change Qty Show History

Status	Date	Time	Line #	Roll/Item #	Item SeqNum	Style/Item Color/Desc
For Pickup			1	0190-26SR1P2	2	DAL-RITTENHOUSE S
			2	CG3026660002		0190-ARC WHT 2X6 S YOURS SINCERELY - VANILLA CREAM

Name: Sabrina

Sabrina

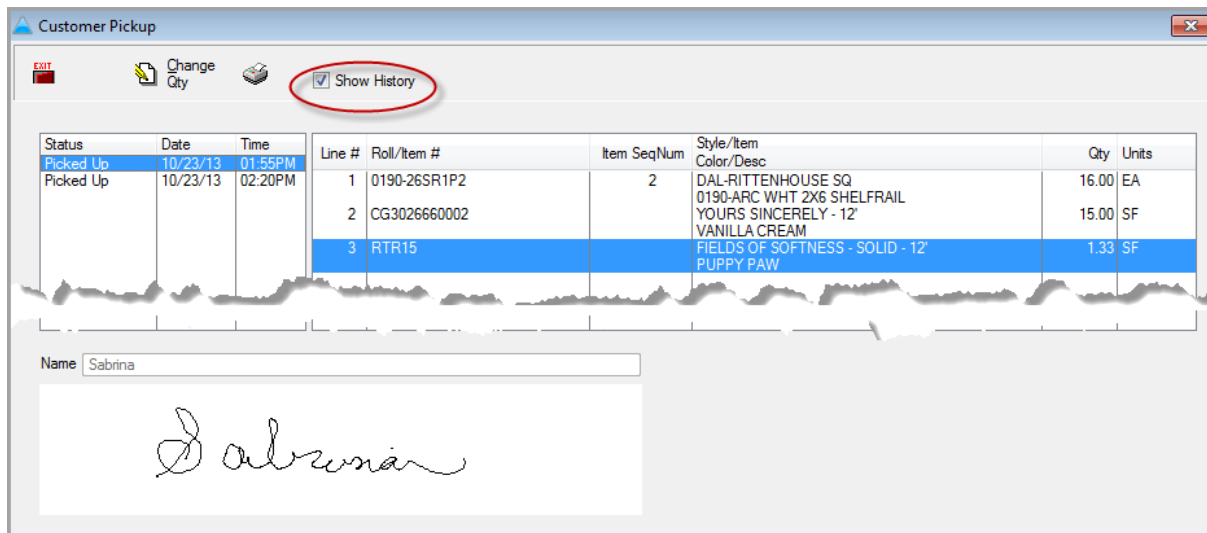
Save Signature

Cancel Signature

Figure Customer Pickup Signature Screen

If some or all of the material is not going to be picked up at the time, edit the quantity down to the amount actually being picked up and complete the get signature step. A pick up record will be created and the amount not picked up will move to a "for pickup" record

Check the Show History box to show all pickups. Highlight the pickup you would like to see and the box shows the materials and the signature for that pickup. Click the printer button to reprint the pickup document.



Customer Pickup

EXIT Change Qty Show History

Status	Date	Time	Line #	Roll/Item #	Item SeqNum	Style/Item Color/Desc	Qty	Units
Picked Up	10/23/13	01:55PM	1	0190-26SR1P2	2	DAL-RITTENHOUSE SQ	16.00	EA
Picked Up	10/23/13	02:20PM	2	CG3026660002		0190-ARC WHT 2X6 SHELFRAIL YOURS SINCERELY - 12' VANILLA CREAM	15.00	SF
			3	RTR15		FIELDS OF SOFTNESS - SOLID - 12' PUPPY PAW	1.33	SF

Name: Sabrina

Sabrina

Figure Customer Pickup Show History



Notes:

This feature is compatible with Topaz System signature pads available from many office supply vendors. Topaz file will need to be installed on each machine using the signature pad. Directions for installing these files will be included with the signature pad. Any user needing to see the signature will need to install the signature pad files to be able to view it.



Notes:

The Change Qty and Get Signature button are now password protected.