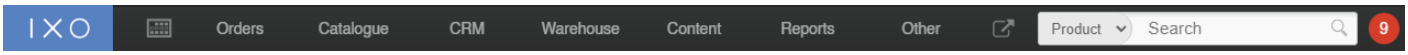
CMS

- Alerts
- Bookmarks
- Show/Hide Disabled
- Label Printing

Alerts

The Alerts are a list of actions that you need to take today. These will slide out automatically on login, or can be accessed via the red roundel in the top right hand corner of the screen.



They display like this, and will often have links to encourage action:

Alerts

Company message

Amend me in the site settings under the messages!

30th September 2024

Awaiting Action

You have orders awaiting action... VIEW

30th September 2024

Return Requests

You have return requests awaiting approval... VIEW

30th September 2024

Orders

You have outstanding pending payments... VIEW

30th September 2024

Overdue Orders

You have overdue purchase orders... VIEW

30th September 2024

Follow Up

You have outstanding tasks to follow up... VIEW

30th September 2024

Open Purchase Order

An open purchase order needs submitting... VIEW

30th September 2024

Reviews

You have customer reviews awaiting action... VIEW

30th September 2024

News

You haven't posted a news article for a while.... VIEW

24th September 2024

Bookmarks

The Bookmarks are a series of shortcuts that appear in the CMS to aid frequent navigation. These are unique to each user.

Use the shortcut to add a Bookmark.

Right mouse click to remove a Bookmark.

Some standard Bookmarks are controlled via Site Settings.

It is also possible to reorder your Bookmarks via drag and drop.

How it Displays



Show/Hide Disabled

On various screens in the CMS, it is possible to choose to show/hide Disabled items.

> By default, disabled items will be hidden



For these purposes, disabled items include those which are actively disabled or archived. These include, but are not limited to:

- Disabled Products
- Archived Products
- Disabled Categories
- Empty Dynamic Categories
- Disabled Collections
- Disabled Brands
- Disabled Suppliers

> Disabled items will still display in all reports and filters

Label Printing

This logic is used when printing labels.

Warehouse Labels (reserved stock)

This grabs all Sales Order Lines that follow these rules:

- Sales order status:
  - Contains the word ‘despatch’
  - Contains the word ‘packing’
  - Contains the word ‘pending’
  - Contains the term ‘awaiting action’
  - Is ‘on order’
  - Is ‘on transfer’
  - Is ‘unallocated’
- Line is not acknowledged
- Line is not despatched
- Line is not cancelled

Warehouse Labels (free stock)

This function will first grab all stock records that exist on the system and will order by oldest first. It will then retrieve all reserved labels using the above section.

Whilst looping through the reserved labels and stock records, if the reserved label shares a PO with the stock record, we will subtract any stock that is reserved to sales orders so that the free stock labels don’t print POs that are used for these sales orders.

Here are some examples:

- SKU XYZ has 3 stock linked to PO123. Order Z123 has 1 qty linked to the PO. 1 is subtracted
  from the stock record resulting in 2 free stock labels that are linked to PO123
- SKU XYZ has 1 stock linked to PO123. Order Z123 has 3 qty linked to the PO. This will result in
  0 free stock labels being linked to PO123

Once the calculations are complete, the system will print free stock labels using the remaining stock records.

If more labels have been requested to be printed than there is stock, then the excess labels will be printed with no PO number on them.

Retrieving labels via a PO

This function grabs all lines on a PO and loops through them. For each line, we will try to find sales orders linked to it by checking:

- Order line is linked to this PO
- Order line is the same SKU and USR (if set)
- Order line is not cancelled
- Order status is not ‘draft'

If any sales orders are found, we will mark these lines as reserved labels. The rest of the quantity against the PO will be marked as free stock.