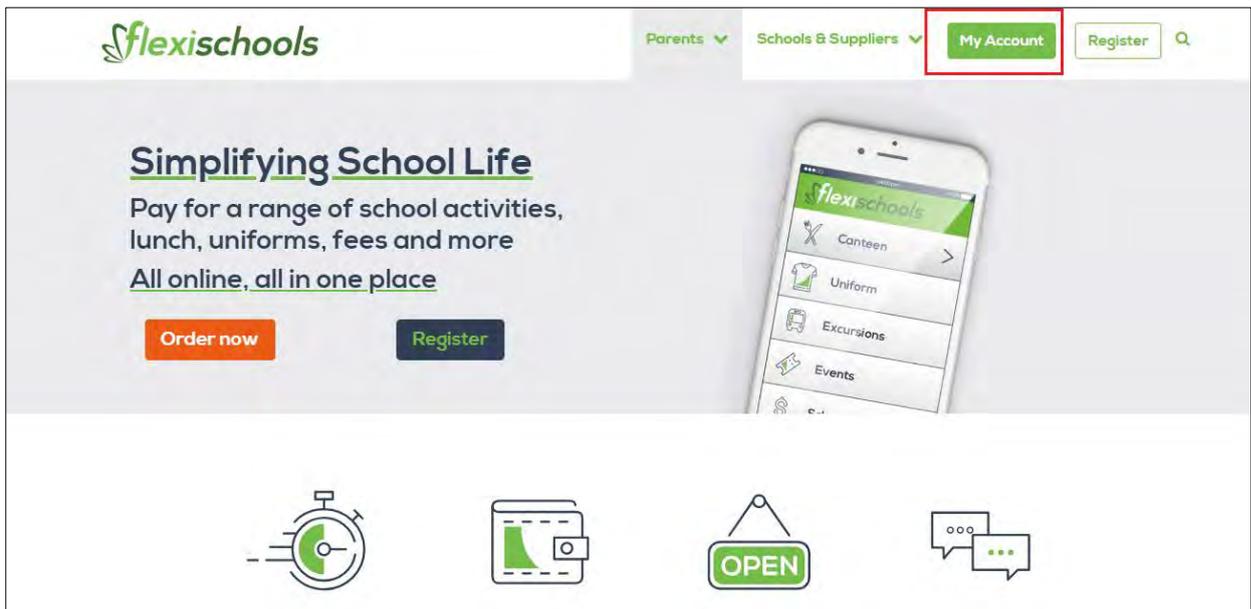




## EDITING YOUR UNIFORM SHOP CATALOGUE

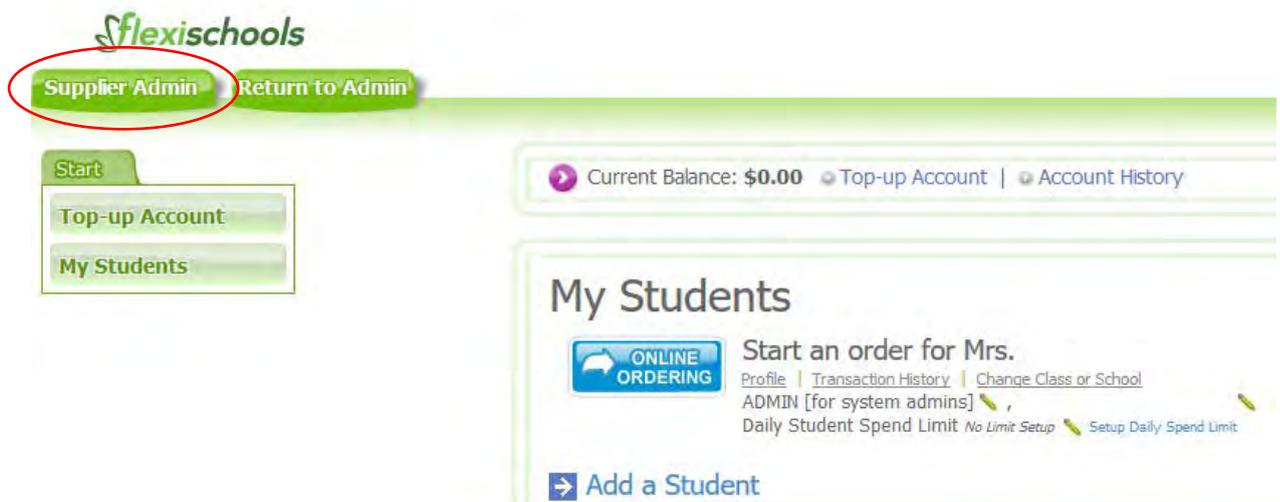
### Login to Flexischools website

Go to [www.flexischools.com.au](http://www.flexischools.com.au) click on my account at the top of the page with the username and password you set up in the registration process. If you don't have a username yet, or we have not given you Supplier Admin access on your account, please email [support@flexischools.com.au](mailto:support@flexischools.com.au).



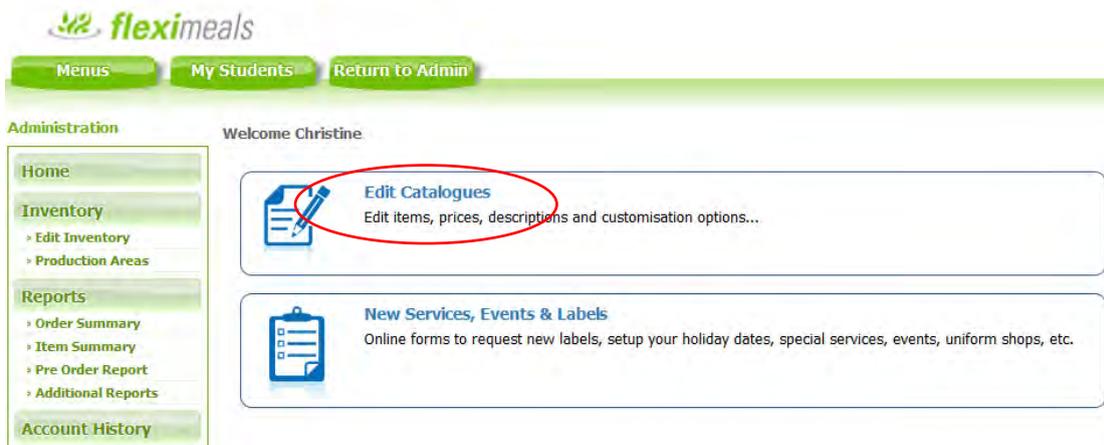
### Access Supplier Admin

Click on the 'Supplier Admin' button to switch from parent view to admin view.



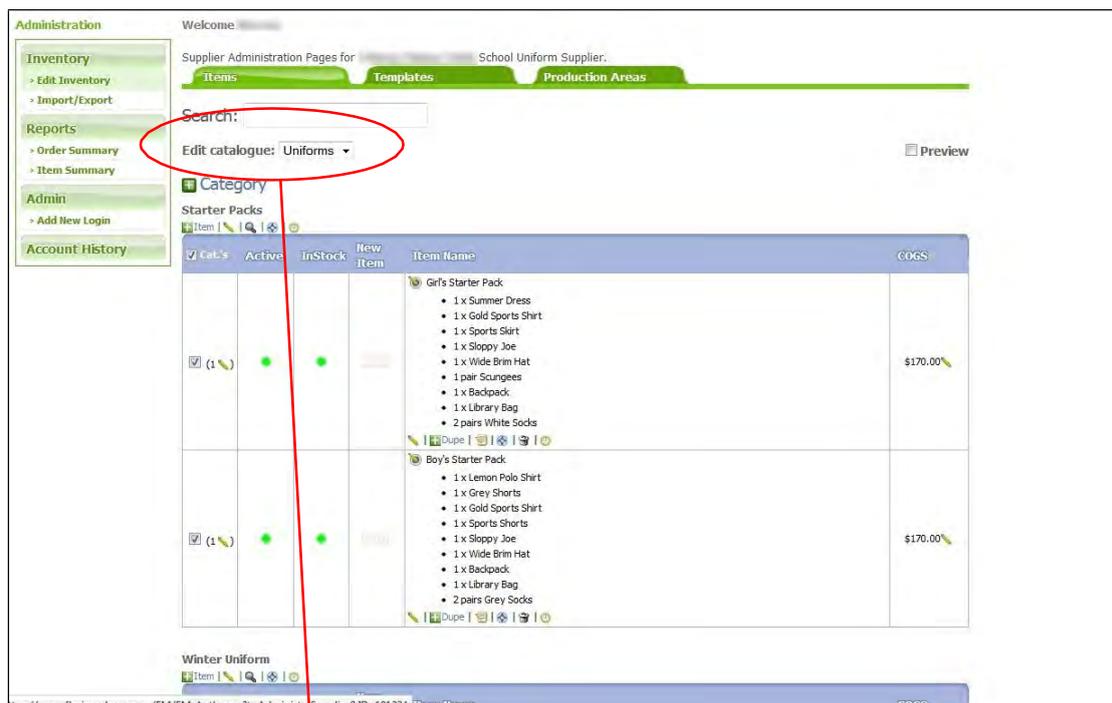
## Viewing your catalogues

Click on 'Edit Catalogue'



On the Flexischools website you have a single list of items, and one or more 'catalogues' Flexischools will have set up the catalogues you require.

When you first log in you will see a screen similar to this:



You can select the catalogue you wish to view by choosing from the drop-down list at the top, circled above.

## Making items out-of-stock

There are two green dots next to each item. One is to indicate that the item is 'Active' and the other indicates the item is 'In Stock'.

'Active' indicates whether the item is displayed on (or removed from) all catalogues. If you click the Active button to make it red, the item will not appear on any menus for the customers. *This is how you turn off an item that you no longer want to sell.*

'In Stock' indicates whether the item is available for ordering (or out-of-stock). If you click the In Stock button to make it red, the customers will still see the item, but it will have an 'out of stock' message and they will not be able to order it.

Girls Summer Uniform



<input checked="" type="checkbox"/> Cat's	Active	InStock	New Item	Item Name	COGS
<input checked="" type="checkbox"/> (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Dress	\$42.00

*Above example: Item is in-stock*

Girls Summer Uniform



<input checked="" type="checkbox"/> Cat's	Active	InStock	New Item	Item Name	COGS
<input checked="" type="checkbox"/> (1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Dress	\$42.00

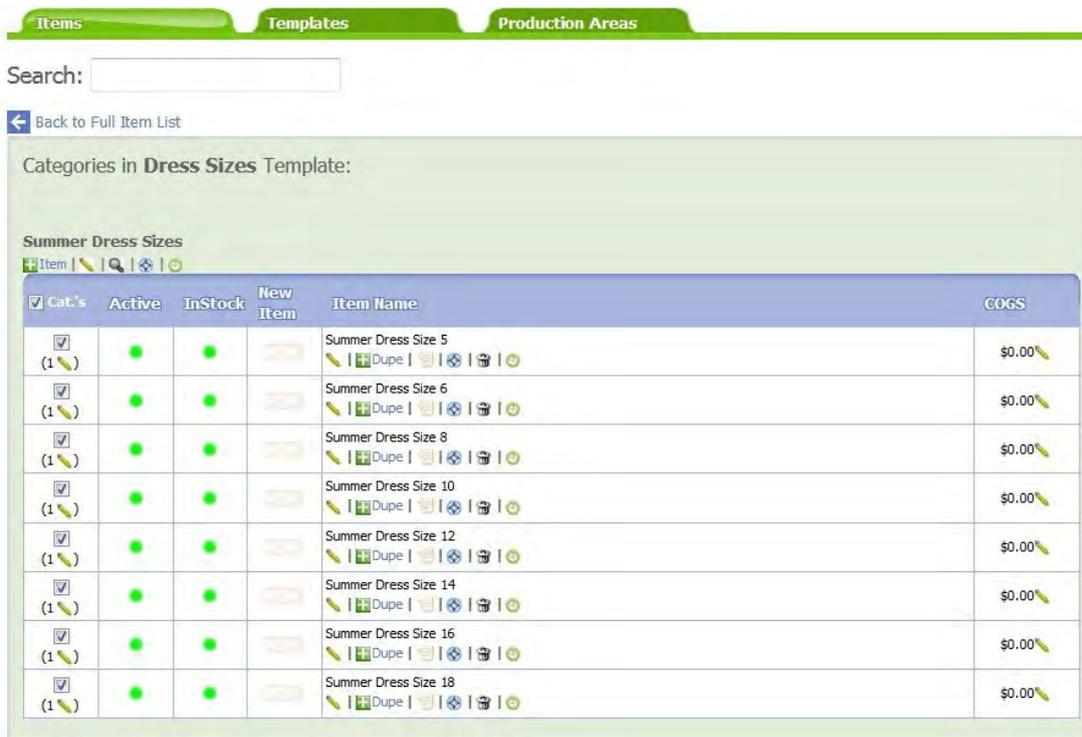
*Above example: Item is out-of-stock*

To put the item back in stock, simply click the red button to make it green again.

If an item has sizes or other options, you'll notice that they don't automatically appear on the list of items on the main page. If you want to make changes to item sizes, you will need to click the "edit options/flavours" button, shown below:



Click the edit options/flavours button for the item sizes and you will see the list of sizes appear below:



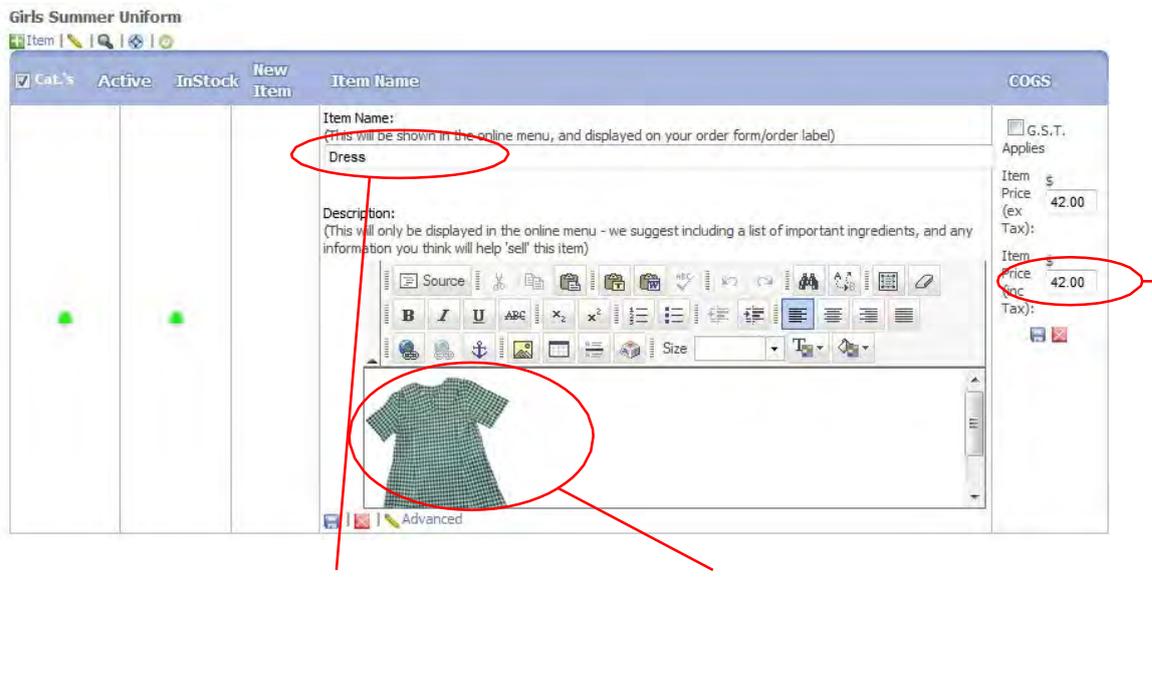
You can now make changes to the sizes in the same way as described for the items above, such as setting the out-of-stock, or inactive options. You can also change the descriptions and pricing of the options, or add new ones by clicking +Item.

## Changing the price and description

You can change the price or description for any item by clicking the Edit icon underneath the name of any item:



You will then see the item change to edit mode, where you can edit the details:



The item price can also be edited by changing either the ex-GST or inc-GST price.

When you are happy with the changes, click one of the save icons  the changes, click the cancel icon  if you want to discard.

## Adding new items

Note: This procedure is only for new items.

At the top of the category listing, press the plus button to add an item to the category



Enter in the item name and click 'add new item' to proceed

Include an item description, if required and click 'Next'

Enter the price and press 'Next'

**Add New Item**

**Prices**  
All prices defined here should be the amount you want to receive for providing this item.

G.S.T. Applies

Item Price (ex Tax): \$ 0.00

Item Price (inc Tax): \$ 0.00

In stock  
 Active

Default Item: No

Units: \$0.00

Default Servings pp:

Min Qty per Order:

SKU:

Quantity Sell Limit:

Limit per Time

Scheduled Availability: Not Defined

Available: Always Always to Always Always

UnAvailable: Never Never to Never Never

Leave the catalogue selection to the default settings (current catalogue), press 'Next'

**Add New Item**

Catalogues: (?)  All

Uniforms

Sites: (?)

Site	Active	Instock	Price	Quantity Sell Limit	Limit per Time
<a href="#">Add New Site-Override</a>					



If this is a simple item that doesn't have options (like sizes), click Next, otherwise see the section below on how to include sizes for your item.

Add New Item  
Configuration Template: (?)  
Select the Configuration Template...  
Cancel Previous **Next** Save and Close

g) Your item is setup is complete. Click 'Save New Item'

Add New Item  
Girls Summer Uniform

Active	InStock	New Item	Item Name	COGS
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Girls Summer Blouse	\$0.00

Cancel Previous **Save New Item**

### Including sizes on your items

If your item has sizes, you can add these by creating an 'Item Template' .

Item Templates contain the rules used to ensure customers specify a selection of sizes, or pay extra for certain sizes. Straightforward rules, like simple sizes, can be done quickly and easily as shown below. For more complicated rules, where different sizes have different prices, please contact [support@flexischools.com.au](mailto:support@flexischools.com.au)

To add some sizes to an item, follow the procedure below:

Click the Item Template button for the item concerned:

Girls Summer Uniform

✓ Cat.'s	Active	InStock	New Item	Item Name	COGS
✓ (1)	●	●		Dress 	\$42.00
✓ (1)	●	●		Girls Summer Blouse 	\$0.00

Click 'Select the Configuration Template...' to reveal the current templates

Girls Summer Blouse - Advanced Item Edit

Configuration Template: (?)

Select the Configuration Template...

**No Customisation Options**  
Click here to remove all customisation options.

**Create a new customisation template.**  
Click here to create a new template using the quick template entry method.

**Boys Long Sleeve Lemon Shirt**

Category	Max. Unit COGS	Maximum Total COGS	Minimum Total Qty	Maximum Total Qty	Max. Unit Qty
Boys Long Sleeve Lemon Shirt Sizes			1	1	1

**Green Sloppy Joe Sizes**

Category	Max. Unit	Maximum Total	Minimum Total	Maximum Total	Max. Unit



Select 'Create a new customisation template' and in the text box enter the following on the first line, put the 'heading' you would like to display to the customer on the following lines, put in the sizes for the item, see example below:

**Girls Summer Blouse - Advanced Item Edit**  
Configuration Template: (2)  
Select the Configuration Template...

**New Template Quick Entry**  
Instructions

```
Girls Summer Blouse Sizes  
Size 8  
Size 10  
Size 12  
Size 14
```

In this example, the customer will see the heading 'Girls Summer Blouse Sizes' and will be asked to select between the sizes listed.

Press 'Create New Template' once you have entered the information into the text box, as above.

Click 'Save and Close' to save the changes to this item



## Viewing your open orders

You can go to the Order Summary section to see the transactions that occurred on particular days in the range set at the top.

Administration

From: **25/3/2012** To: **5/6/2012** Get Order Summary | Item Summary

**Order Summary**

Date	Site	Placed	Downloaded	Printed	Total: 7
17-05-2012 (Item Summary)	Uniform Shop Daily Bulk Email (Item Summary)	-	-	-	2
22-05-2012 (Item Summary)	Uniform Shop Daily Bulk Email (Item Summary)	-	-	-	2
29-05-2012 (Item Summary)	Uniform Shop Daily Bulk Email (Item Summary)	-	3	-	3
<b>Total</b>					<b>7</b>

These orders can be for previous days, or current open orders for today.



## Viewing your account history

You can go to the Account History section to see the transactions that occurred on previous days.

Administration

Welcome: [User Name]

Supplier Administration Pages for [User Name] School Uniform Supplier.

Items Templates Production Areas

Search: [Search Box]

Edit catalogue: Uniforms [Dropdown] [Preview]

Category

Starter Packs

Cat's	Active	InStock	New Item	Item Name	COGS
<input checked="" type="checkbox"/> (1 %)	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<b>Girl's Starter Pack</b> <ul style="list-style-type: none"><li>1 x Summer Dress</li><li>1 x Gold Sports Shirt</li><li>1 x Sports Skirt</li><li>1 x Sloppy Joe</li><li>1 x Wide Brim Hat</li><li>1 par Scungees</li><li>1 x Backpack</li><li>1 x Library Bag</li><li>2 pairs White Socks</li></ul>	\$170.00
<input checked="" type="checkbox"/> (1 %)	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<b>Boy's Starter Pack</b> <ul style="list-style-type: none"><li>1 x Lemon Polo Shirt</li><li>1 x Grey Shorts</li><li>1 x Gold Sports Shirt</li><li>1 x Sports Shorts</li><li>1 x Sloppy Joe</li><li>1 x Wide Brim Hat</li><li>1 x Backpack</li><li>1 x Library Bag</li><li>2 pairs Grey Socks</li></ul>	\$170.00

This will bring up the following page:

Administration

Account History

This page shows a record of all transactions on **Online Uniform Shop's** account between the following dates:

From: 29 / Apr / 2012 To: 29 / May / 2012 [Get Transactions]

Date	Description	Debit	Credit	Balance
16/05/2012	Debit for 1 new [Redacted] - Uniforms' Refund. Details	\$90.00		-\$90.00
17/05/2012	Credit for 2 new [Redacted] - Uniforms' Sales - 2 online orders: from 3810051 to 3824456 inclusive. Details		\$150.00	\$60.00
22/05/2012	Credit for 2 new [Redacted] - Uniforms' Sales - 2 online orders: from 3827642 to 3833162 inclusive. Details		\$105.00	\$165.00
24/05/2012	Service Fee Deducted for Statement #199188 Details	\$4.95		\$160.05
25/05/2012	Paid by FlexiSchools (FlexiSchools Statement #199188) - PAYMENT 35853 Details	\$160.05		\$0.00

Export Excel 2007 (xlsx) File | Export CSV File

To look at the individuals that have ordered each day, select the [Details](#). You can then see the details of who ordered what on that day:

Administration

- Inventory**
- > Edit Inventory
- > Import/Export
- Reports**
- > Order Summary
- > Item Summary
- Admin**
- > Add New Login
- Account History**

Transaction Detail

This page shows a detailed listing of all orders included in this account transaction.

Transaction:			
Date/Time	Description	Debit	Credit
22/05/2012 5:22:34 PM	Credit for 2 new [redacted] - Uniforms' Sales - 2 online orders: from 3827642 to 3833162 inclusive.		\$105.00

Orders included in transaction:					
Action	Order #	Customer	Description	COGS	G.S.T.
Refund Purchase	3827642	[redacted]	Delivery \$0.00, Winter Skirt (Size 10) \$50.00, White Junior Blouse (Size 12) \$25.00	\$75.00	\$6.82
Refund Purchase	3833162	[redacted]	Delivery \$0.00, Sloppy Joe - Crew Neck (Size Medium) \$30.00	\$30.00	\$2.73

1 [Back to Account History](#) [Export Excel 2007 \(xlsx\) File](#) | [Export CSV File](#)

**Advance options**

If you have any questions, or wish to add more complex items when editing the catalogue (for example to allow the use of customisation) please contact Flexischools at [support@flexischools.com.au](mailto:support@flexischools.com.au)