

Preface

If you would like to use this program, Register It! the registered copy has more features for daily and ***weekly sales figures.**

Send \$20.00 (U.S. funds) to:

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I'll send the professional version upon receipt.

Neworder.exe is a ordering database manager program that I wrote for and use in a national mail order company. It is designed to be easy to use for telephone operators and order entry clerks. It is written in Qbasic 4.5 and uses random and sequential files to simulate database programming. Please evaluate this for me and let me know if you find any bugs,problems,or confusing parts. Any feedback is appreciated.

The Unregistered version features:

- *Unlimited # of customers (my mail order co has over 150,000 customers!).
- *Customizable invoice heading.
- *Supports any # of products.
- **Easy to change customer information (changes are automatically saved).
- *Customer info is always on screen.
- *Quick customer search feature.
- *Running sales total on screen.
- *Holds 10 invoice #'s for each customer
- *Resets daily total automatically the next day.
- *Automatically generates invoice #'s and customer #'s.

How To Use Neworder

1. Getting started.

Make a directory called "order" in your root directory on your C drive.
Copy the Mailord.exe to the directory and type "Mailord" to install.

2. Running Neworder

Change to the "order" directory and type Neworder. *Note* turn on CAPS LOCK to run this!!

This will start the program with no customers or products on file. Actually, I put 1 sample customer and one sample product in so that you can try an order to see how it works.

Customer #,s start at 100 so choose "2" from the main menu and enter "100" to pull up the sample customer. To place an order, type "Y". Otherwise type "N" to abort the order. If you want to place the order, start by entering the quantity first, then the item #. The sample item included is "100".

When you have entered the order, type "999" in the quantity field. This will take you to the shipping and handling field. When shipping is entered, the tender screen is activated in the top right corner. Choose the payment type, which will show on invoice, and enter the payment criteria.

Note entering a "5" as the choice at the Payment Type screen will abort the order, so be careful.

When the payment criteria is entered, you will be asked if the address on file is the address to be shipped to. Enter a "Y" or "N". "Y" will print the invoice with the address on file as the shipping address, and "N" will prompt you for a address to ship to. *Note* Entering a different address will not affect the customers address on file.

3. Adding New Customers

Choose 1 from the main menu and start adding customer info **enter a "Q" in the first or last name fields to abort new customer.

4. Existing Customers

Choose 2 from the main screen

3. Searching For Customers In The Database

Choose 3 from the main menu to start the customer lookup.

Enter the first 2 letters of the customer's last name. Enter the 2 letter state code, and then enter the

5 digit zipcode. Press "S" to start the search or "Q" to quit. All customers who fit the criteria will be displayed in order with the customer # first. The speed of the search depends on the speed of the computer used, but should be very quick. I tested this with

200,000 names and it took approx 10 seconds. The unregistered version needs an exact

match, so make sure the customer info is entered correctly. The registered version has an

expanded search engine which can look for "like matches" as well, but is slower. The search used

here is very usefull for large quantities of customers when speed is a factor.

4. Adding Your Inventory

Choose 4 from the main screen. This will start the inventory screen.

Enter 1 to change stock of an existing item.

Enter the Item # of the Item to change and the program will ask for the new stock.

Enter 2 to change the description, price, or code for a current product.

Enter 3 to add new products.

Enter an Item # that is not already used (3 digit #'s are recommended). The number you

choose here will be the number to enter in the order entry screen. Enter the product code next.

The product code will only show on the invoice and is for the customer only. (This should correspond to catalogue #'s, for example) The product code can numbers or letters, or both. (The Item # must be #'s only!)

Enter 4 to return to the order screen.

****Note**** you will notice that every time a product is ordered, the inventory will change accordingly.