

# B2B TOOL ELASTIC

## Contents

1.	Access to ELASTIC.....	1
1.1.	Browser and OS Requirements .....	1
1.2.	Login.....	2
1.3.	Registration.....	3
1.4.	Forgot username or password?.....	5
2.	Dashboard.....	8
2.1.	Dashboard contents.....	9
2.1.1.	Dashboard Search (currently not enabled).....	9
2.1.2.	Orders Widget.....	10
2.1.2.1.	Create new order .....	10
2.1.2.2.	View all (orders).....	10
2.1.2.2.1.	My Orders .....	10
2.1.2.2.2.	Processed Orders.....	17
2.1.2.2.3.	Invoices (under revision).....	18
2.1.2.2.4.	Tracking Numbers.....	18
2.1.2.2.5.	Open From Desktop.....	19
2.1.3.	Order History.....	20
2.1.4.	Dashboard Links.....	26
3.	Menu.....	27
3.1.	Dashboard Menu .....	27
3.1.1.	I want to... .....	27
3.1.1.1.	View a Catalog (currently not enabled) .....	27
3.1.1.1.1.	Filter Panel .....	29
3.1.1.1.2.	View Page Types .....	32
3.1.1.2.	Make a Custom Catalog (currently not enabled).....	36
3.1.1.2.1.	To Print your Custom Catalog:.....	40
3.1.1.2.2.	Share a custom catalog.....	43
3.1.1.3.	Create a Whiteboard.....	46
3.1.1.3.1.	Keyboard Shortcuts Within Whiteboard .....	48
3.1.1.3.2.	Whiteboard Pages.....	48
3.1.1.3.3.	Whiteboard Layout Guides .....	49
3.1.1.3.4.	Zoom Feature.....	53

3.1.1.3.5.	Exporting your Whiteboard to a PDF.....	54
3.1.1.4.	Import a File .....	54
3.1.1.4.1.	Import from a file.....	56
3.1.1.4.2.	Import data by copy and paste.....	60
3.1.2.	Show me my.....	64
3.1.2.1.	Custom Catalogs (currently not enabled) .....	64
3.1.2.2.	Print Jobs.....	65
3.1.3.	Settings.....	66
3.1.3.1.	Account Settings .....	66
3.1.3.2.	Preferences .....	67
3.1.3.2.1.	About .....	68
3.1.3.2.2.	Price Type.....	68
3.1.3.2.3.	View .....	69
3.1.3.2.4.	Preferences .....	70
3.1.3.3.	Log Out.....	71
3.1.4.	Links .....	71
4.	Create New Order .....	71
4.1.	Build a Standard Order.....	74
4.1.1.	Build Order Screen .....	74
4.1.2.	Enter Quantities Screen .....	77
4.1.3.	View Catalog Screen.....	80
4.2.	Build a Quick Order .....	86
4.3.	Availability.....	91
4.4.	Multiple Shipments.....	94
4.5.	Revise order not placed yet .....	96
4.6.	Placing an Order on iPad.....	100
4.7.	Enhanced Customer Search .....	101
5.	Order functions.....	102
5.1.	Filters.....	102
5.2.	Order Menu.....	106
5.2.1.	Share with Dealer (only for Sales Reps) .....	107
5.2.2.	Print an order .....	109
5.2.3.	Download order to desktop.....	116

5.2.4.	Export XLSX .....	118
5.2.4.1.	Export an Order.....	118
5.2.4.2.	Export an entire Catalog .....	120
5.2.5.	Drag & Drop Products/Quantities.....	121
5.2.5.1.	Standard-Build Order .....	121
5.2.5.2.	Checkout - Overview Page .....	121
6.	Cart.....	123
6.1.	Cart-Overview .....	124
6.2.	Shipments .....	126
6.3.	Cart-Summary .....	127
6.4.	Checkout Screen .....	128
6.4.1.	Sold to Address .....	128
6.4.2.	Shipping Information .....	129
6.5.	Order Submission.....	130
6.5.1.	Terms and conditions.....	130
6.5.2.	Submitting.....	131
6.5.3.	Submission .....	131
6.5.4.	Order Confirmation.....	131
7.	Additional Information.....	132
7.1.	Elastic Knowledge base .....	132
7.2.	Elastic Video Library .....	132

## 1. Access to ELASTIC

To place an order with Elastic you have to log in in Elastic. Therefore you have to go on following website:

<https://sales.odlo.com/>

### 1.1. Browser and OS Requirements

#### **Browsers:**

Elastic is supported by the latest versions of Chrome, Firefox, and Safari.

Check your browser version and download the latest browser version if necessary:

#### **Operating Systems**

Mac: OS 10.12 (Sierra) or later

Recommended: OS 10.13 (High Sierra)

Windows: Windows 8 or later

Recommended: Windows 10

#### **Screen Resolution**

Minimum screen resolution of 1024x768 and above recommended.

#### **Mobile**

iPad 2 or newer with iOS 10 or later / native Safari browser for iOS.

Currently, Elastic support for mobile is **limited to iPad only** (not Pro, Mini, or iPhone.)

## 1.2. Login



To log in you need personal log-in data consisting of USERNAME and a PASSWORD. If you have already personal log-in data you can log in immediately.

### Login

Username Required

Password Required

Remember Me

[Login](#)

[Forgot username or password?](#)

Have an account number and access key? [Register](#)

Need help? [Support](#)

Otherwise you have to register as a user at first to generate new personal log-in data. To register as a user you need your ODLO CUSTOMER NUMBER and an ACCOUNT KEY. If you've been given an access key from Odlo, follow the steps below to set up your own username and password

From the login page, underneath the login window select the Register link next to “Have an account number and access key?” (red highlighted). This will open a register window where you can enter your account number and access key.

### 1.3. Registration

**Register**

Account Number Required

Access Key Required

I consent to the privacy policy found here.

**Consent**

Already have an account? [Sign In](#)

Need help? [Support](#)

For registration you need your **Odlo customer number** and an **ACCESS KEY** (will be communicated to you by Odlo).

A registration form will appear that will allow you to create your own username and password.

## Register

Account Number Required

Access Key Required

First Name Required

Last Name Required

Username Required

E-mail Required

Password Required

Confirm Password Required

[I consent to the privacy policy found here.](#)

Register

**Please note:**

- **If you do not see the registration form, that means Elastic does not recognize the Account Number or Access Key you've entered.**
- **Passwords are case sensitive and must be at least eight characters in length.**
- **The email you enter will be where any password reset requests are sent.**

When the form is complete, **read and check the privacy policy** and then to finish click “Register”.

After registration you will get a confirmation mail and you will be logged in to Elastic automatically.

For the next login you can use your self-created login-data.

#### 1.4. [Forgot username or password?](#)

If you're unsure about your username and/or password and are unable to login, you can use the [“Forgot username or password?”](#) feature to create a new password. From the login page, click the 'Forgot username or password?' link at the bottom.

**Login**

Username Required

Password Required

Remember Me

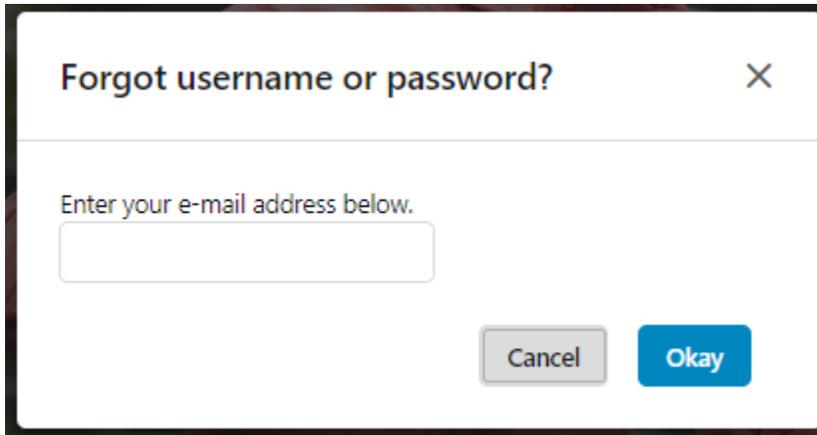
**Login**

[Forgot username or password?](#)

Have an account number and access key? [Register](#)

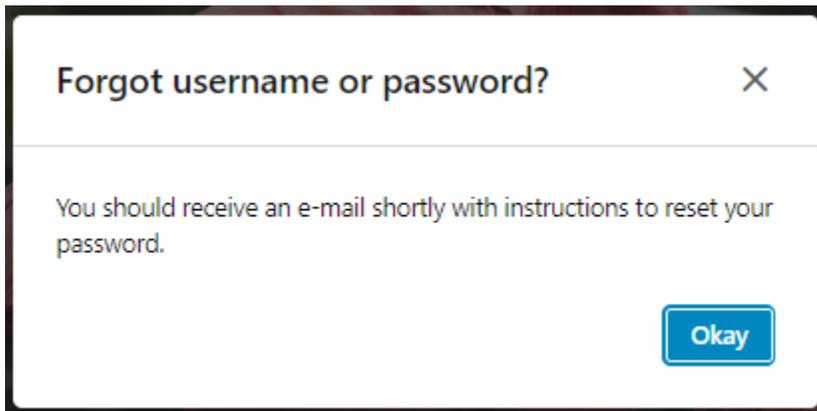
Need help? [Support](#)

The following pop-up window will open.

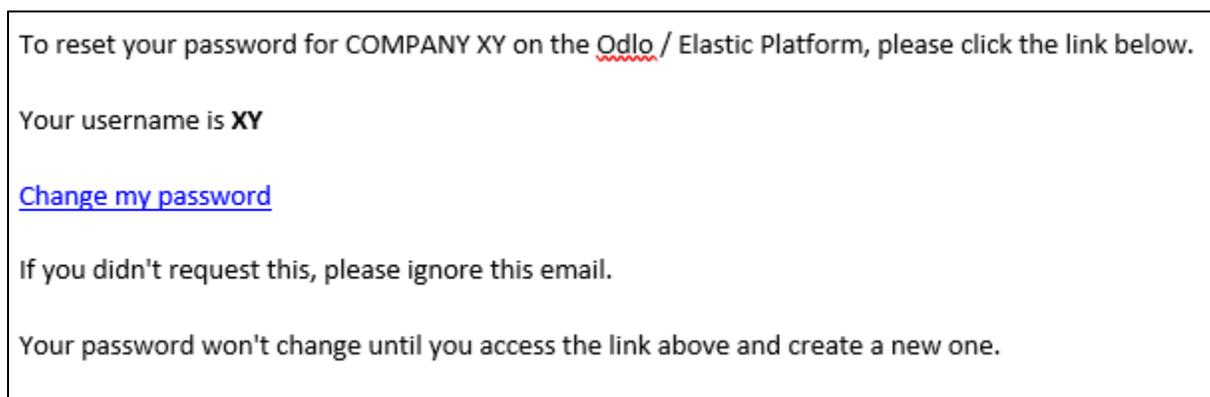


You will be prompted to enter the email associated with your elastic account. You will receive an email from 'Password' helper that will contain your current username and a link to reset your password.

If you enter the correct e-mail address the following pop-up window will open.



Then you will receive an e-mail with following content:



Be sure to check your spam folder if you do not see the password reset email come through within a few minutes.

You will be prompted with the error "A user was not found for this e-mail address." if the e-mail entered cannot be found for a user.

## Forgot username or password?



Enter your e-mail address below.

A user was not found for this e-mail address.

Cancel

Okay

Once you're logged in, you can change your password by clicking on your name in the top right corner and opening Account Settings.



### Password Tips:

- Elastic Support does not know your password and will not ask for your password.
- Passwords are case sensitive.
- Passwords must be at least eight characters long.

### Help! I don't remember my email:

If you cannot remember the email address you used to register for Elastic, please contact your Sales Rep or the Odlo customer service.

## 2. Dashboard

After log-in you will get to the “Dashboard” of Elastic.

Get Started > Search Products Hans Müller

INFO: ALL PRICES ARE SHOWN AS GROSS

### CELEBRATE YOUR SWEAT

DualDry

odlo ENGINEERS OF ACTIVE LAYERS SINCE 1946

#### Orders

Name	Customer	Qty	Total
<a href="#">Elastic-Auftrag</a>	Fux Dream AG	19	CHF1,004.95
<a href="#">Assortment</a>	Fux Dream AG	7	CHF480.90
<a href="#">Standard 01.04.2020</a>	Fux Dream AG	5	CHF277.50
<a href="#">SS20 Quick 01.04.2020</a>	Fux Dream AG	32	CHF892.80
<a href="#">SS20 31.03.2020</a>	Fux Dream AG	0	CHF0.00
<a href="#">Elastic Order</a>	Fux Dream AG	3	CHF211.50

View All

#### Order History

Order#	Opened	Status
Nothing to show here yet		

View All

#### Links

- [Odlo eComm](#)
- [Size Chart Men](#)
- [Size Chart Woman](#)

View All

OWN IT

DualDry

ZeroScent

I-THERMIC

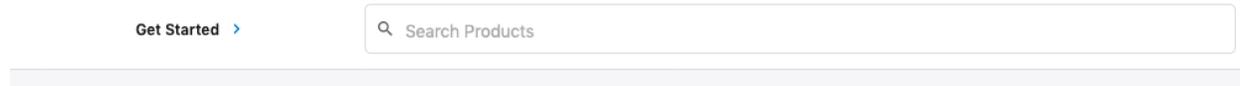
The Dashboard is the first page you will come to after logging in to Elastic. It is the central hub you will come back to, to access the different features on the site. To begin you can select the 'Get Started' drop down for a full list of available actions, search for products using the dashboard search, or as you scroll down you can use the many "widgets" that are integrated into the dashboard. Currently there are 3 widgets: Orders, Order History and Links. These "widgets" allow at a quick glance the most recent information from the brand, activity on your user account, and shortcuts back into several functions.

You can always return to the dashboard by clicking the Odlo logo top left (if you click the “view all” button of a “widget” (Orders/Order History/Links) there will be the special button “back to Dashboard”.

## 2.1. Dashboard contents

### 2.1.1. Dashboard Search (currently not enabled)

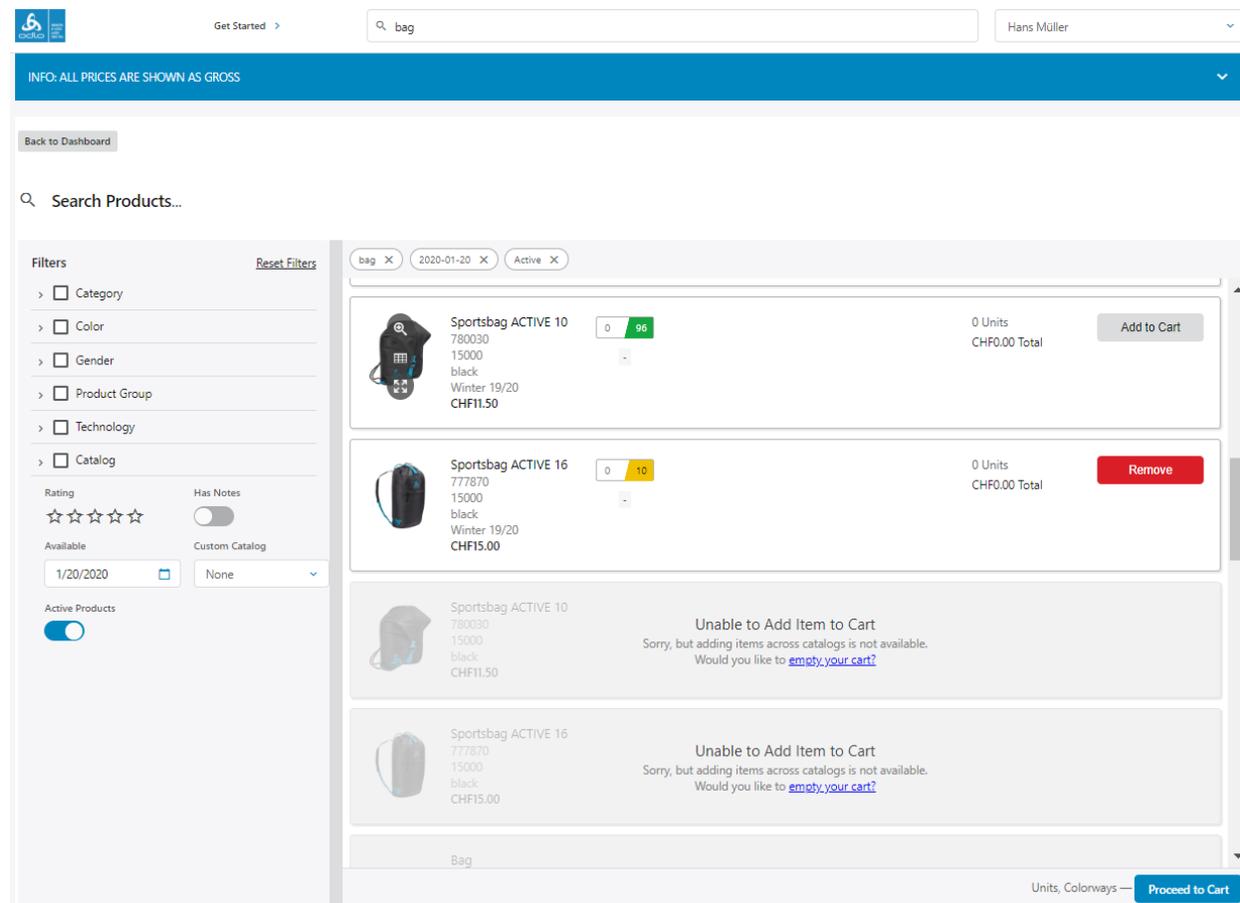
The “Dashboard Search” in the top right of the dashboard is a powerful feature that allows you to quickly search through all available catalogs for items. This is a great way to find what catalog an item is in, check features, styles, and availability of an item.



Simply search for a name:



And every product that contains your searched name will come up in your results. There is also additional filters you can sort your products by on the left. You can start an order by adding products to your cart. **You can only create orders from one catalog at a time.** You can then proceed to your cart in the bottom right when done adding products.



### 2.1.2. Orders Widget

All of your saved and submitted Orders can be viewed and opened within the Orders Widget. From the Dashboard, your last orders display within the widget and can be opened in one click.

Orders <span>New</span>			
Name	Customer	Qty	Total
<a href="#">Elastic-Auftrag</a>	Fux Dream AG	1	CHF58.80
<a href="#">Elastic Order</a>	Fux Dream AG	1	CHF19.60
<a href="#">SS 20</a>	Fux Dream AG	1	CHF24.50
<a href="#">Reorder</a>	Fux Dream AG	9	CHF289.10
<a href="#">Reorder1</a>	Fux Dream AG	9	CHF269.50
<a href="#">Reorder1</a>	Fux Dream AG	2	CHF90.65
<a href="#">View All</a>			

#### 2.1.2.1. Create new order

If you click on “New” you can create a new order. (For the description of a complete order process see chapter 4).

#### 2.1.2.2. View all (orders)

Click “View All” to be taken to the Orders page. You'll see which catalog was used to place the order, the total amount of the order, and that state (status) of the order: Draft or Final Submission. You can create a new order as well.

##### 2.1.2.2.1. My Orders

In the overview you can see the state of your orders. When your order hasn't been placed yet the order's state is “Draft”. When order has been placed the order's state changes from “Draft” to “Final Submission”.

Order #	Name	Catalog	PO Number	State	Total	Qty.	Last Saved
96	<a href="#">Elastic Order</a>	Winter 19/20		Draft	€0.00	0	12/30/19
109	<a href="#">no quick Order</a>	Winter 19/20	1	Final Submission	€75.00	1	12/30/19
95	<a href="#">Preorder FW20/21 #2</a>	Winter 20/21	1 / 2	Draft	€190.00	6	12/27/19
93	<a href="#">Preorder FW20/21</a>	Winter 20/21	1	Final Submission	€317.20	11	12/27/19

In this screen, you can also Quick Dealer Share, View, Share, and/or Delete your order:



Share with Dealer (only available for reps)



Duplicate and Share (only available for reps)



Download Media



Delete (only draft orders can be deleted)

Order sharing is a great way to collaborate with Reps. It is also a great way for Reps to share suggested buys with their accounts, and for buyers to adjust orders immediately to fit their specific needs for a given buying season. There are a couple ways to share orders within Elastic: you can share orders with individual users, or with all of your dealers at once.

#### 2.1.2.2.1.1. [Share with Dealer](#)

With this feature, reps can share with all dealers with one mouse click.



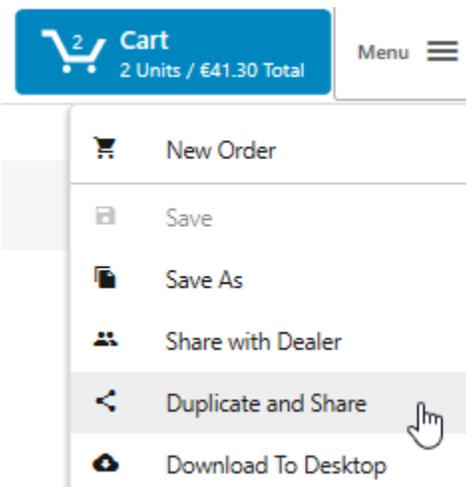
After clicking this button, the order will be shared with all dealer users registered to the dealer's account number. Once the order is shared, you will see the order move to the top of the orders list with the linklogo next to it. The person (and if more than one registered against that account number) you shared the order with will receive an email confirmation.

#### 2.1.2.2.1.2. Individual Share

Sales Reps can access the Share Icon from the Order Widget. The icon will appear to the right of all orders that are eligible for sharing.



Sales Reps can also access sharing from within an order by clicking on the Menu button and selecting "Share".



**Note: Once an order has entered final submission, you will not be able to share it.**

Select who you want to share with.

A modal of which users you want to share with will appear. You can select the Elastic user (or users) you'd like to share with by selecting the checkbox next to their name. Sharing with multiple users is a great way to share a suggested buy with all of your accounts, or share an order with your store's team.

Back Duplicate and Share Order

Keyword Search

Total: 368 **Accounts** Users

- >  dealer
- >  rep
- >  internal

<input type="checkbox"/> Name -	Account Number	Region
<input checked="" type="checkbox"/> AF Sport GmbH		de
<input type="checkbox"/> ALBER SPORT GMBH		de
<input type="checkbox"/> Aktiv Sport Lutz		de
<input type="checkbox"/> Albert Deuring		de
<input type="checkbox"/> Alois Wild GmbH		de
<input type="checkbox"/> Alpensport HandelsgesmbH		de
<input type="checkbox"/> Amon Sport-Mode-Schuhe e.U.		de
<input type="checkbox"/> Anmarsports GmbH		de
<input checked="" type="checkbox"/> Anton Kittel KG		de
<input type="checkbox"/> Bacher Sport Center GmbH		de
<input type="checkbox"/> Berchtold Sport + Fashion GmbH &...		de
<input type="checkbox"/> Bergflex		de
<input type="checkbox"/> Bergfuchs GesmbH		de
<input type="checkbox"/> Bergspezi		de
<input checked="" type="checkbox"/> Bergsport Scout		de
<input type="checkbox"/> Bergsport Zentrum		de

Selected: 3 **Continue**

Back Duplicate and Share Order

Keyword Search

Total: 84 **Accounts** **Users**

- >  dealer
- >  rep
- >  internal

<input type="checkbox"/> Name -	E-mail	Account Number	Account Name
<input checked="" type="checkbox"/> Alex Höring	vraptor@centerstonetech.com		Venter Kaufhaus
<input type="checkbox"/> Alexandra Bertel	vraptor@centerstonetech.com		Bertel Sport GmbH
<input type="checkbox"/> Alpensport Handels GmbH Alpeng...	vraptor@centerstonetech.com		Alpensport HandelsgesmbH
<input type="checkbox"/> Andreas Rest	vraptor@centerstonetech.com		Sport Rest GmbH
<input type="checkbox"/> Andreas User	vraptor@centerstonetech.com		Intersport Kienpointner
<input type="checkbox"/> Beate Brugger	vraptor@centerstonetech.com		ODLO Store Dornbirn
<input type="checkbox"/> Beate Schöfflinger	vraptor@centerstonetech.com		ODLO Store Dornbirn
<input checked="" type="checkbox"/> Bernhard Stolz	vraptor@centerstonetech.com		Sport 2000 Stolz KG
<input type="checkbox"/> Brigitte Höfel	vraptor@centerstonetech.com		ODLO Store Dornbirn
<input type="checkbox"/> Bruno Raggl	vraptor@centerstonetech.com		Sport Pangratz & Ess GmbH
<input type="checkbox"/> Christian User	vraptor@centerstonetech.com		GETWET Outdoor Adventures
<input type="checkbox"/> Christine Innerbichler	vraptor@centerstonetech.com		Sport Bergmann
<input checked="" type="checkbox"/> Daniel Steger	vraptor@centerstonetech.com		Steger GmbH
<input type="checkbox"/> Default User	vraptor@centerstonetech.com		Egons Bergwöld
<input type="checkbox"/> Default User	vraptor@centerstonetech.com		Sport Öhner KG
<input type="checkbox"/> Default User	vraptor@centerstonetech.com		Sport Schober GmbH

Selected: 3 **Continue**

Once the order has been shared, the **dealer share** function can not be used for this order anymore (symbol will turn into light grey).

Last Saved



After you have selected the dealers/users you want to share the order with, click "Continue".

A notification will appear in the top right letting you know the order has been shared. Orders that are in a shared state will appear with a "Link" Icon in front of them in your orders list.

Orders		New	
Name	Customer	Qty	Total
<u>Preorder FW20</u>	Willi's Sportshop	0	€0.00
 <u>Preorder FW20</u>	Conceptstore Wulschnig	0	€0.00

Customers to whom the order was shared to will receive an e-mail:

Hans Dörsch has shared a document, Elastic Order, with you. This order will be visible when viewing orders from the dashboard with a link icon identifying it as a shared document. You can log into <https://odlo.elasticsuite.com> and edit the document. A summary of the order is below.

Order Number: 336

Order Name: Elastic Order

Account Number:           

Account Name:                           

Catalog Name: Summer 2020

Shipment 1

Requested Ship Date: 2/20/2020

Cancel Date:

Product	Color Description	Colorway	Size	Quantity	Price	Total
BL TOP V-neck Singlet ACTIVE F-DRY LIGHT (141041) 7613361632846	beetroot purple	31600	XS	1	€15.00	€15.00
BL TOP V-neck Singlet ACTIVE F-DRY LIGHT (141041) 7613361632860	beetroot purple	31600	S	2	€15.00	€30.00
BL TOP V-neck Singlet ACTIVE F-DRY LIGHT (141041) 7613361632884	beetroot purple	31600	M	2	€15.00	€30.00
BL TOP V-neck Singlet ACTIVE F-DRY LIGHT (141041) 7613361632907	beetroot purple	31600	L	2	€15.00	€30.00
BL TOP V-neck Singlet ACTIVE F-DRY LIGHT (141041) 7613361632921	beetroot purple	31600	XL	1	€15.00	€15.00
BL TOP V-neck Singlet ACTIVE F-DRY LIGHT (141041) 7613361632945	beetroot purple	31600	XXL	1	€15.00	€15.00
<b>Shipment 1 Total:</b>						<b>€135.00</b>

To place the order for another customer, the rep can open the order in name of another customer and complete it.

Click on the following symbol:

Back to Dashboard Create New Order

**Orders**

My Orders | Pending Orders | Dealer Orders | Processed Orders | Invoices | Tracking Numbers | Open From Desktop

Keyword  State

Order #	Name	Customer	Catalog	PO Number	State	Total	Qty.	Last Saved
341	<a href="#">Preorder FW20</a>	Willi's Sportshop	Winter 20/21		Draft	€0.00	0	2/21/20
<a href="#">342</a>	<a href="#">Preorder FW20</a>	Conceptstore Wulsch...	Winter 20/21		Draft	€0.00	0	2/21/20 <b>Open with...</b>

**Last Saved**

2/21/20

2/21/20 **Open with...**

This will open a window for selecting the customer to place the order for. Select customer and click “Open”.

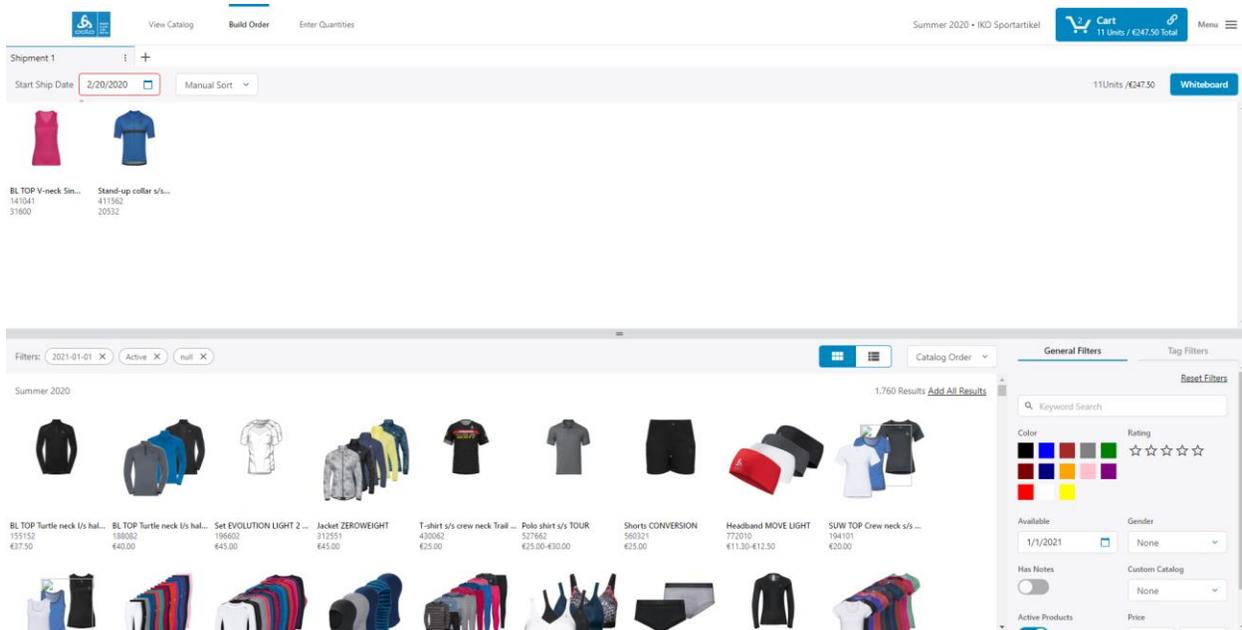
**Open With...** ✕

---

Please select a new customer from the list below.

▼

You will get to the “Build Order” screen (Standard Order Screen).



You can add or delete styles (maybe sharing the order again) and complete the order.

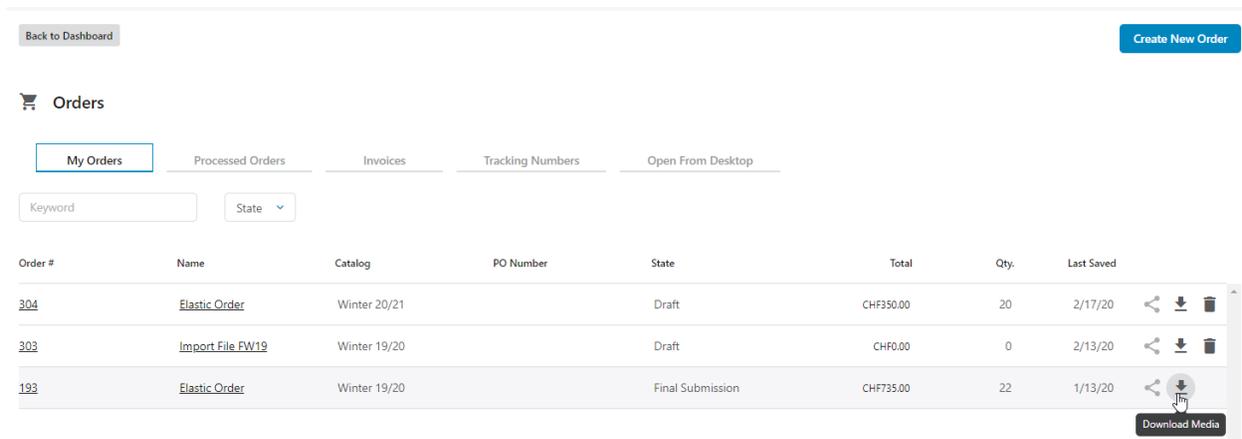
### 2.1.2.2.1.3. Download Media Assets from order (currently not enabled)

It allows the user to find all relevant asset data from a given order and package them into a zip file, which will then be download to the user's computer. This relevant data includes: all product images, catalog assets, relevant category assets, product videos, and technology assets.

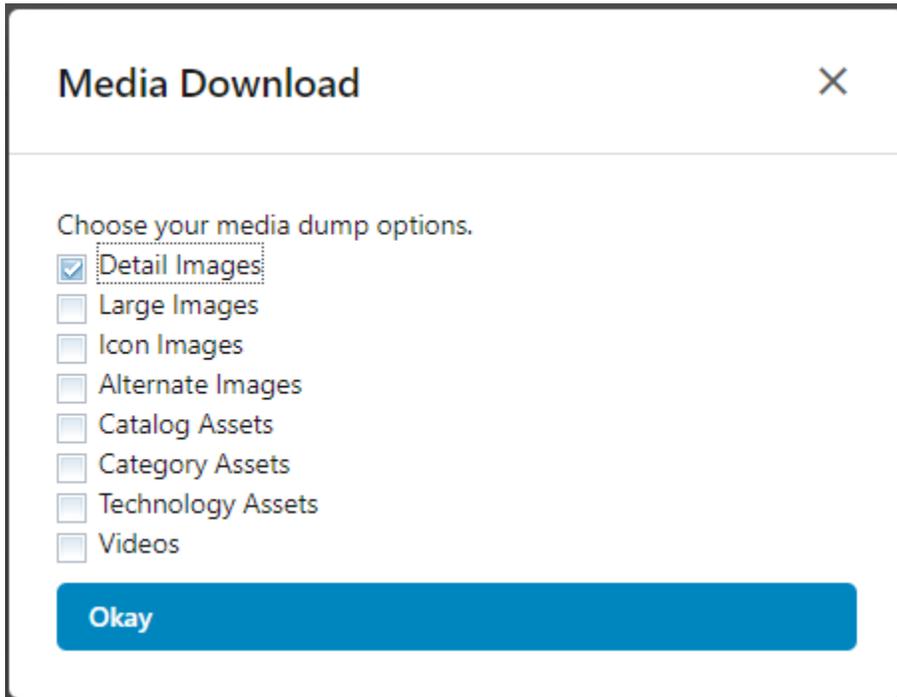
#### To Create a Media Pack:

Click "View All" in the Order Widget

Select order you want to extract all media assets included in the order for and click the "Media Pack" icon on the order info bar (  ):



A box will appear and you can select the different media types you want to download. Not every media type is available for each item. Once selected click the 'Okay' button.



This will start the media download look for a save dialogue box or download progress on your browser. It will be in a .zip format.

**\*\*NOTE\*\*** Only styles included in your order will be included in the media pack. If you want the entire catalog you will need to add all items to your order.

#### 2.1.2.2.1.4. [Delete an Order](#)

To delete an order, click the "View All" button in the orders widget. This will open up a detailed list of all of the orders you've submitted.

To delete an order from the list, just click on the "Trash" button on the far right. You'll be asked for confirmation before your order is deleted.

Submitted orders cannot be deleted on the B2B site any more. To cancel an order after it has been submitted on the B2B site, contact your Rep or the Odlo customer service.

#### 2.1.2.2.2. [Processed Orders](#)

In the Processed Orders tab of the orders widget, you can search for the Odlo ERP order number.

The user is not only able to check orders created in the Elastic platform, he can also see additional information about the order status for orders placed outside Elastic.

Back to Dashboard Create New Order

**Orders**

My Orders Processed Orders Invoices Tracking Numbers Open From Desktop

ERP Order #

Order #	PO #	Date Created	Requested Ship Date	Order Status	Qty	Amount	Customer #	Customer Name
7738065	AO03700	6/3/20	6/1/20	Shipped	20	€282.15		High Demand Brands
7737675	AO03666	6/3/20	6/1/20	Shipped	12	€176.44		High Demand Brands
7732350	AO03695	5/28/20	5/25/20	Shipped	15	€170.94		High Demand Brands
7731754	AO03692	5/27/20	5/25/20	Shipped	15	€346.94		High Demand Brands
7729694	AO03687	5/25/20		Shipped / Cancelled	39	€719.29		High Demand Brands

### 2.1.2.2.3. Invoices (under revision)

In the Invoices tab of the orders widget, you will see the ability to search by Invoice number.

Back to Dashboard Create New Order

**Orders**

My Orders Processed Orders Invoices Tracking Numbers Open From Desktop

Invoice #

Invoice #	Order #	PO #	Invoice Date	Qty	Customer #	Customer Name
9581294	7407719	110008164	FHVO Run/Fit FS/20 2/28/20	467		bittl Schuhe + Sport GmbH
9579558	7407746	110008171	FHVO Wäsche FS/20 1/31/20	775		bittl Schuhe + Sport GmbH

### 2.1.2.2.4. Tracking Numbers

In the Tracking Numbers tab of the orders widget, you can find the Tracking Numbers of your orders.

Back to Dashboard Create New Order

**Orders**

My Orders Processed Orders Invoices Tracking Numbers Open From Desktop

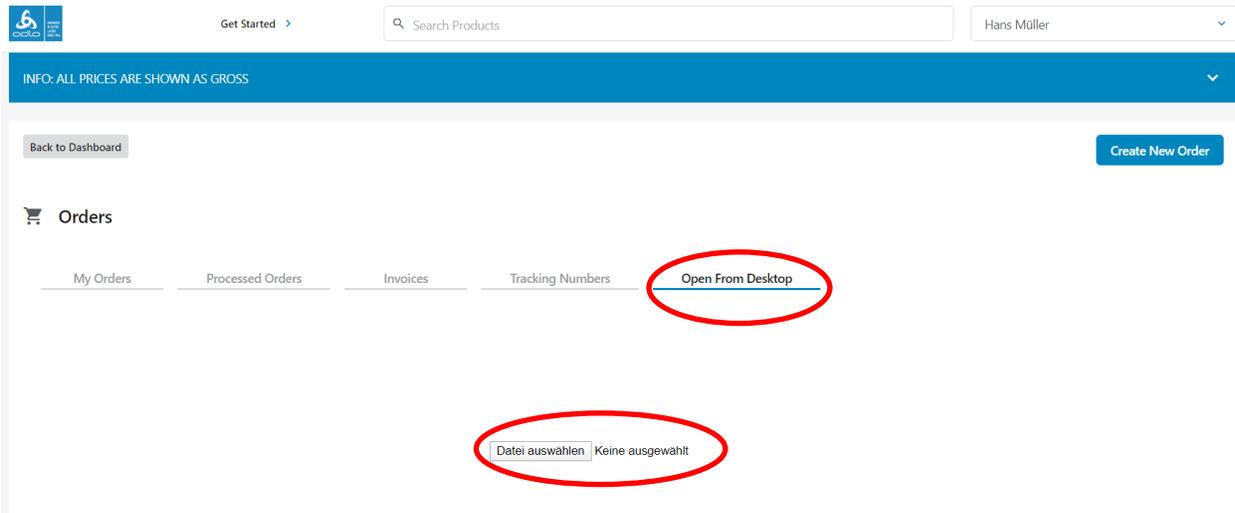
Tracking #	Invoice #	PO #	Invoice Date	Qty	Amount	Customer #	Customer Name
01475039651932	9581294	110008164	FHVO Run/Fit ... 2/28/20	467	€8,814.00		bittl Schuhe + Sport GmbH
01475039645532	9579558	110008171	FHVO Wäsche ... 1/31/20	775	€11,820.90		bittl Schuhe + Sport GmbH

### 2.1.2.2.5. Open From Desktop

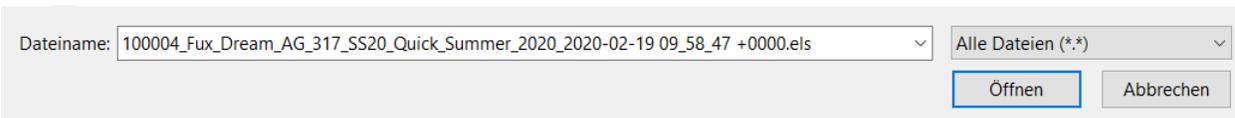
#### Opening .ELS File

From the Dashboard select “View All” from the “Orders Widget”.

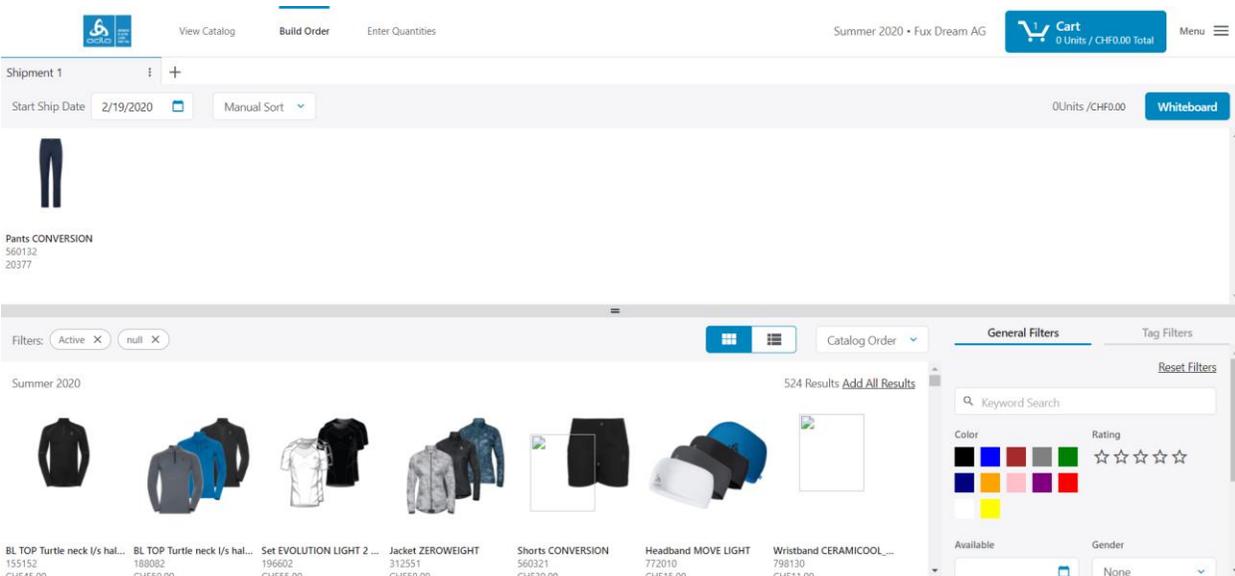
Select the “Open From Desktop” tab.



Select the “Browse” button that appears and select an .ELS file from where it is stored.



The Elastic software will process the file and then open in a new order.



### Additional Notes

If order is shared with another user they must have the product and catalog permissions to open the order the order was created in.

Retains style, quantities, and whiteboard from order saved.

If selected quantities are no longer valid, following window will be displayed.

### Availability Changed

One or more of the products in this order have selected quantities which are no longer valid. This is because the available inventory has decreased since the order was created. If you continue the quantities for these items will be adjusted to the maximum available inventory so that the order is valid. The proposed changes are listed below.

Style	Name	Farbe	Size	UPC	Original Qty	New Qty
	522891 Blouse s/s stretch UPWIND	70155	L	7613273583632	1	0
	490182 Tights short suspenders SCOTT SRAM RACIN	SCH17	XS	7611366233235	1	0
	422292 Tights short suspenders ZEROWEIGHT DUAL	15000	L	7613361646300	1	0
	411131 Jacket MISTRAL logic Jacket	30351	L	7613361049613	1	0
	411131 Jacket MISTRAL logic Jacket	20353	M	7613361049583	1	0
	411641 Midlayer full zip ZEROWEIGHT CERAMIWARM	70726	M	7613361521782	1	0

Abbrechen **Das ist okay**

### 2.1.3. Order History

Order History offers many different functionalities which allow you to see all order activity. In this screen, you can view ALL activity pertaining to a particular order (whether it be active or within the past 6 months for example): from ship-to locations, PO numbers, amounts, or units on a specific order.

From the Order History Widget on the Dashboard, select "View All" or from the "Get Started" dropdown select "Order History".

[↻](#) **Order History**

Order#	Customer	Status
<a href="#">2692323</a>	YOLO CLOTHING	Open
<a href="#">2692322</a>	YOLO CLOTHING	Open
<a href="#">2734503</a>	YOLO CLOTHING	Open
<a href="#">2734504</a>	YOLO CLOTHING	Open
<a href="#">2600186</a>	YOLO CLOTHING	Open
<a href="#">2518837</a>	YOLO CLOTHING	Cancelled

[View All](#)

This will bring you into the Order History page. From here, click into an order using the “Orders” button on the far right of the row:

[Back To Dashboard](#)

[↻](#) **Order History**

Select By: [Active](#) | [6 Months](#) | [Date Range](#) | Custom Filter: [Order #](#) |  | [Add Filter](#) | [Orders](#) | [Accounts](#) | [More](#) [Up](#)

Current View: [Group by: Cus...](#) [Group By](#) | [Edit Columns](#)

<input type="checkbox"/>	Customer Name	Amount	
<input type="checkbox"/>	<div style="background-color: blue; width: 100px; height: 15px;"></div>	€4,567.20	<a href="#">Orders</a>
<input type="checkbox"/>	<div style="background-color: blue; width: 100px; height: 15px;"></div>	€45.00	<a href="#">Orders</a>

Update | Cancel | Create New Order | [Export CSV](#)

This will give you all order history.

Back To Dashboard

## Order History

Select By: Active | 6 Months | Date Range

Custom Filter: Order # [ ] Add Filter

Orders | Accounts | More

Current View: Group by: Ord... X | Customer # 54... X

Update | Cancel | Create New Order | Export CSV

Group By | Edit Columns

<input type="checkbox"/>	Order #	PO #	Date Created	Requested Ship Date	Qty	Amount	
<input type="checkbox"/>	7450306		9/13/19		78	€1,675.50	<a href="#">Details</a>
<input type="checkbox"/>	7725050	tel sl	5/20/20	5/18/20	4	€84.40	<a href="#">Details</a>

If you click “Details”, you will see all products on that order:

Back To Dashboard

## Order History

Select By: Active | 6 Months | Date Range

Custom Filter: Order # [ ] Add Filter

Orders | Product | Orders by Status

Current View: Order # 76984... X

Update | Cancel | Create New Order | Export CSV

Group By | Edit Columns

<input type="checkbox"/>	Order #	Line #	Product #	Product Name	Color Name	Size	Customer #	Location #	Qty	Amount	Line Status	Invoice #	Tracking #
<input type="checkbox"/>	7698412	1	159102	BL TOP Crew neck I/s ACTIVE WARM ECO	black	L	100004	100004	1	CHF29.10	Open		
<input type="checkbox"/>	7698412	10	159239	Set ACTIVE WARM ECO KIDS	black - grey melange - stripes FW19	116	100004	100004	1	CHF29.10	Open		
<input type="checkbox"/>	7698412	10	159239	Set ACTIVE WARM ECO KIDS	black - grey melange - stripes FW19	128	100004	100004	1	CHF29.10	Open		

### Export CSV

You have the option to export a CSV file from any detail page. (\*Note: the CSV will only contain the information on that given page).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Order Number	Line #	Product Number	Product Name	Color	Size	Customer Number	Location Number	Units	Amount	Status	Invoice	Tracking
2	2500716593	000010-0001	7037	Turbo Kidney Belt	Black/Grey	OS	10172933	10003491	162	\$2,025.00	Open		
3	2500716593	000020-0001	7038	Turbo XL Kidney Belt	Black/Grey	XL	10172933	10003491	36	\$486.00	Open		
4	2500716593	000030-0001	7039	Youth Turbo Kidney Belt	Black	OS	10172933	10003491	54	\$567.00	Open		
5	2500716593	000040-0001	13577	PROFRAME LC	YLW/GRY	L/XL	10172933	10003491	36	\$1,368.00	Open		
6	2500716593	000040-0002	13577	PROFRAME LC	YLW/GRY	S/M	10172933	10003491	78	\$2,964.00	Open		
7	2500716593	000050-0001	13577	PROFRAME LC	BLU/RD	L/XL	10172933	10003491	30	\$1,140.00	Open		
8	2500716593	000050-0002	13577	PROFRAME LC	BLU/RD	S/M	10172933	10003491	72	\$2,736.00	Open		
9	2500716593	000060-0001	16448	COMP 5 BOOT	WHT	10	10172933	10003491	24	\$2,160.00	Open		
10	2500716593	000060-0002	16448	COMP 5 BOOT	WHT	11	10172933	10003491	24	\$2,160.00	Open		
11	2500716593	000060-0003	16448	COMP 5 BOOT	WHT	12	10172933	10003491	24	\$2,160.00	Open		
12	2500716593	000060-0004	16448	COMP 5 BOOT	WHT	13	10172933	10003491	6	\$540.00	Open		
13	2500716593	000060-0005	16448	COMP 5 BOOT	WHT	9	10172933	10003491	6	\$540.00	Open		
14	2500716593	000070-0001	16448	COMP 5 BOOT	ORG	10	10172933	10003491	36	\$3,240.00	Open		
15	2500716593	000070-0002	16448	COMP 5 BOOT	ORG	11	10172933	10003491	36	\$3,240.00	Open		
16	2500716593	000070-0003	16448	COMP 5 BOOT	ORG	12	10172933	10003491	30	\$2,700.00	Open		
17	2500716593	000070-0004	16448	COMP 5 BOOT	ORG	13	10172933	10003491	6	\$540.00	Open		
18	2500716593	000070-0005	16448	COMP 5 BOOT	ORG	9	10172933	10003491	12	\$1,080.00	Open		
19	2500716593	000080-0001	16448	COMP 5 BOOT	YLW/GRY	10	10172933	10003491	72	\$6,480.00	Open		
20	2500716593	000080-0002	16448	COMP 5 BOOT	YLW/GRY	11	10172933	10003491	72	\$6,480.00	Open		
21	2500716593	000080-0003	16448	COMP 5 BOOT	YLW/GRY	12	10172933	10003491	54	\$4,860.00	Open		
22	2500716593	000080-0004	16448	COMP 5 BOOT	YLW/GRY	13	10172933	10003491	6	\$540.00	Open		
23	2500716593	000080-0005	16448	COMP 5 BOOT	YLW/GRY	8	10172933	10003491	6	\$540.00	Open		
24	2500716593	000080-0006	16448	COMP 5 BOOT	YLW/GRY	9	10172933	10003491	30	\$2,700.00	Open		
25	2500716593	000090-0001	17780	COMP 5 OFFROAD BOOT	BLK/GRY	10	10172933	10003491	12	\$1,140.00	Open		
26	2500716593	000090-0002	17780	COMP 5 OFFROAD BOOT	BLK/GRY	11	10172933	10003491	18	\$1,710.00	Open		
27	2500716593	000090-0003	17780	COMP 5 OFFROAD BOOT	BLK/GRY	12	10172933	10003491	18	\$1,710.00	Open		
28	2500716593	000090-0004	17780	COMP 5 OFFROAD BOOT	BLK/GRY	13	10172933	10003491	6	\$570.00	Open		
29	2500716593	000090-0005	17780	COMP 5 OFFROAD BOOT	BLK/GRY	9	10172933	10003491	6	\$570.00	Open		
30													
31													

### Custom Filters

Use your custom filters to find the orders you're looking for: set desired start ship date parameters, search by product name, or a specific PO number.

Custom Filter

Order #  Add Filter

- Order #
- Customer #
- Location #
- Customer Name
- Product #
- Product Name
- Date Created
- Invoice Date
- Requested Ship Date
- PO #

Order #	Request Date
2260282	
2260299	
2287673	

## Views

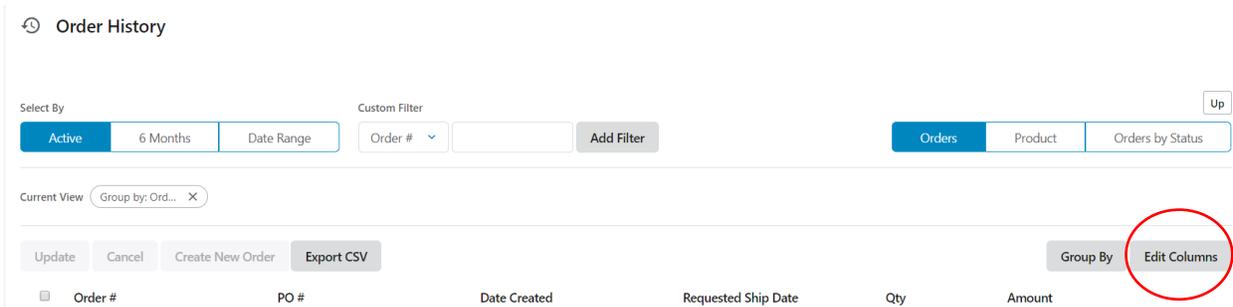
By default, the order history for your customer number is displayed. To get to the product details of an order, you have to select the "Details" button of the desired order.

For Sales Reps the default page view will be "Accounts" (button in top right.) Select the "Orders" button to view the queried list by order numbers.

Select the "Up" button at any time to revert back to the step you were previously:



Select "Edit Columns" to add more column data you'd like to see in your list:



This will open "Edit Columns" menu.

## Edit Columns ✕

The columns on the left will appear in the Order History table. In order to choose columns select a name on the right and move it to the left using the arrow buttons. You can also reorder the columns using up and down.

**Current**

- Customer Name
- Amount

↑

←

→

↓

**Available**

- Order #
- Line #
- Customer #
- Location #
- Location Name
- Product #
- Product Name
- Color Code
- Color Name
- Line Status
- Order Status
- Tracking #
- Date Created
- Cancel By Date
- Invoice Date
- Year

**Okay**

**Tip** - Select the lines/rows and then “Create a New Order” using those product numbers selected:

Order #	Line #	Product #	Product Name	Color Name	Size	Customer #	Location #	Qty	Amount	Line Status	Invoice #	Tracking #
<input checked="" type="checkbox"/>	7698412	1	159102	8L TOP Crew neck 1/2 ACTIVE WARM ECO	black	L	100004	100004	1	CHF29.10	Open	
<input type="checkbox"/>	7698412	10	159239	Set ACTIVE WARM ECO KIDS	black - grey melange - stripes FW19	116	100004	100004	1	CHF29.10	Open	
<input checked="" type="checkbox"/>	7698412	10	159239	Set ACTIVE WARM ECO KIDS	black - grey melange - stripes FW19	128	100004	100004	1	CHF29.10	Open	

## 2.1.4. Dashboard Links

Get Started > Search Products Hans Müller

INFO: ALL PRICES ARE SHOWN AS GROSS

### CELEBRATE YOUR SWEAT

DualDry

odlo ENGINEERS OF ACTIVE LAYERS SINCE 1946

#### Orders

Name	Customer	Qty	Total
<a href="#">Elastic Auftrag</a>	Fux Dream AG	19	CHF1,004.95
<a href="#">Assortment</a>	Fux Dream AG	7	CHF480.90
<a href="#">Standard 01.04.2020</a>	Fux Dream AG	5	CHF277.50
<a href="#">SS20 Quick 01.04.2020</a>	Fux Dream AG	32	CHF892.80
<a href="#">SS20 31.03.2020</a>	Fux Dream AG	0	CHF0.00
<a href="#">Elastic Order</a>	Fux Dream AG	3	CHF211.50

View All

#### Order History

Order#	Opened	Status
Nothing to show here yet		

View All

#### Links

- [Odlo e-Comm](#)
- [Size Chart Men](#)
- [Size Chart Woman](#)

View All

#### OWN IT

DualDry

#### ZeroScent

#### I-THERMIC

The dashboard can be designed with Odlo specific images, which can be linked to certain web contents according to the motif. The images on the dashboard may change from time to time, as may the linking of the images. As a rule, this is intended to draw attention to new products and their technologies or, if applicable, to sales promotions.

In addition to the linked images, the dashboard also contains the Links widget, which may contain further links to web content. Currently you can find links to the size tables for men and women.

## 3. Menu

### 3.1. Dashboard Menu

The screenshot shows the dashboard interface. At the top, there is a navigation bar with the Odlo logo, a 'Get started' button, a search bar for products, and a user profile dropdown for 'Mike Mougin'. Below the navigation bar is a menu grid with four columns: 'I want to...', 'Show me my...', 'Settings', and 'Links'. The 'I want to...' column includes 'Make a Custom Catalog', 'Create a Whiteboard', and 'Import a File'. The 'Show me my...' column includes 'Custom Catalogs', 'Print Jobs', and 'Asset Manager'. The 'Settings' column includes 'Account Settings', 'Preferences', and 'Log Out'. The 'Links' column includes 'Odlo eComm'. Below the menu is a large banner image with the text 'VERLÄNGERE DEINE RADSaison' and 'Unabhängig von Temperatur und Intensität – unsere neue Radsport-Kollektion lässt – auch ohne kräftiges Treten in die Pedale – deinen Puls höher schlagen.' To the right of the banner, the text 'FLOWS FROM INSIDE' is visible. Below the banner are three main content panels: 'Orders' (with a 'New' button and a table of orders), 'Order History' (with a table showing 'Nothing to show here yet'), and 'View a Catalog' (with a table of catalogs). Each panel has a 'View All' button at the bottom.

Name	Customer	Qty	Total
<a href="#">Elastic Order</a>	Elastic	0	€0.00
<a href="#">no pickup Order</a>	Elastic	1	€75.00
<a href="#">Preorder FW20/21 #2</a>	Elastic	6	€190.00
<a href="#">Preorder FW20/21</a>	Elastic	11	€317.20

Order#	Opened	Status
Nothing to show here yet		

Catalog	Updated
<a href="#">Winter 19/20</a>	<a href="#">🔗</a> <a href="#">👁</a> <a href="#">⏪</a>
<a href="#">RETAIL CATALOG</a>	<a href="#">🔗</a> <a href="#">👁</a> <a href="#">⏪</a>
<a href="#">Winter 20/21</a>	<a href="#">🔗</a> <a href="#">👁</a> <a href="#">⏪</a>
<a href="#">Summer 2019</a>	<a href="#">🔗</a> <a href="#">👁</a> <a href="#">⏪</a>
<a href="#">Summer 2019-LIQ</a>	<a href="#">🔗</a> <a href="#">👁</a> <a href="#">⏪</a>
<a href="#">Winter 19/20-LIQ</a>	<a href="#">🔗</a> <a href="#">👁</a> <a href="#">⏪</a>

#### 3.1.1. I want to...

##### 3.1.1.1. View a Catalog (currently not enabled)

The “View a Catalog Screen” can be accessed can be accessed by clicking on “View a Catalog” in the dashboard menu.

oculus | Get Started > | Search Products | Mike Mougin

**INFO ABOUT PRICES**

Back to Dashboard

**View a Catalog**

Active | Archived

Catalogs	Updated
<a href="#">Winter 19/20</a>	<a href="#">↗</a>
<a href="#">ACCESSORIES</a>	<a href="#">↗</a>
<a href="#">ACTIVEWEAR</a>	<a href="#">↗</a>
<a href="#">CYCLING</a>	<a href="#">↗</a>
<a href="#">NORDIC DISCIPLINES</a>	<a href="#">↗</a>
<a href="#">OUTDOOR</a>	<a href="#">↗</a>
<a href="#">OUTDOOR PERFORMANCE</a>	<a href="#">↗</a>
<a href="#">RUNNING</a>	<a href="#">↗</a>
<a href="#">SPORTS INSPIRED</a>	<a href="#">↗</a>
<a href="#">SPORTS UNDERWEAR / BASELAYER</a>	<a href="#">↗</a>
<a href="#">TEC-SHIRTS</a>	<a href="#">↗</a>
<a href="#">RETAIL CATALOG</a>	<a href="#">↗</a>
<a href="#">RETAIL MATERIAL</a>	<a href="#">↗</a>

From the dashboard you can also select a specific catalog from the “View a Catalog” widget (if available).

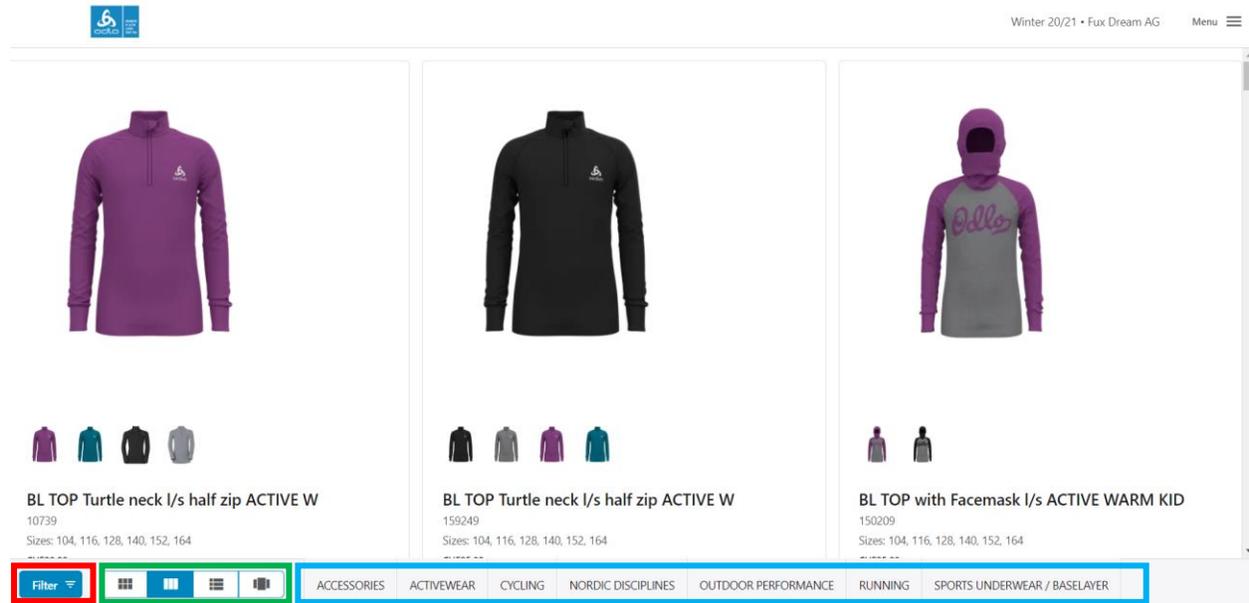
**View a Catalog**

Catalog	Updated
<a href="#">Winter 19/20</a>	<a href="#">↗</a> <a href="#">🔒</a> <a href="#">↶</a>
<a href="#">RETAIL CATALOG</a>	<a href="#">↗</a> <a href="#">🔒</a> <a href="#">↶</a>
<a href="#">Winter 20/21</a>	<a href="#">↗</a> <a href="#">🔒</a> <a href="#">↶</a>
<a href="#">Summer 2019</a>	<a href="#">↗</a> <a href="#">🔒</a> <a href="#">↶</a>
<a href="#">Summer 2019-LIQ</a>	<a href="#">↗</a> <a href="#">🔒</a> <a href="#">↶</a>
<a href="#">Winter 19/20-LIQ</a>	<a href="#">↗</a> <a href="#">🔒</a> <a href="#">↶</a>

[View All](#)

Two of the main uses of the function “View a Catalog” are to quickly look up items information and to check stock availability without having to create an order. **Please note:** when browsing through a catalog **you cannot add any styles to cart.**

When you first enter the screen you will be in a 3-up view this can be changed using the different view buttons in the bottom left, highlighted in green.



There are a couple of different ways you can filter your results on this page. The first is using the categories, highlighted in blue, these categories can be used to get to a certain category in a quick way. The second way to filter your results is to select the filter button in the bottom left (highlighted in red), this will bring up a comprehensive filter panel.

### 3.1.1.1.1. Filter Panel

After selecting the filter button you will see the filter panel, this panel allows you to filter your catalog so that you can easily find what you are looking for. The panel includes a search which can be used to search any information of a product this includes UPC, name, color, etc. Below you will see several different category features,. These can also have drop down with sub categories and check boxes so you can filter by several different tags at once.

Keyword Search

**Filters** [Reset Filters](#)

- >  Category 544
- >  Color 1346
- >  Gender 545
- >  Product Group 552
- >  Technology 433

Rating: ☆☆☆☆☆  Has Notes

Available:  Custom Catalog: None

Active Products:

Filter    

The rating filter allows for items you have rated to show, ratings are set in an items 1-up overview and are user specific.

Ratings are used for highlighting products that you like and want to earmark for future reference, usually for ordering purposes. Ratings have been built into the Filters function, so you can easily find your favorite products.

Keyword Search

**Filters** [Reset Filters](#)

- >  Category 1
- >  Color 1
- >  Gender 1
- >  Product Group 1
- >  Technology 0

Rating: ☆☆☆☆☆  Has Notes

Available:  Custom Catalog: None

Active Products:

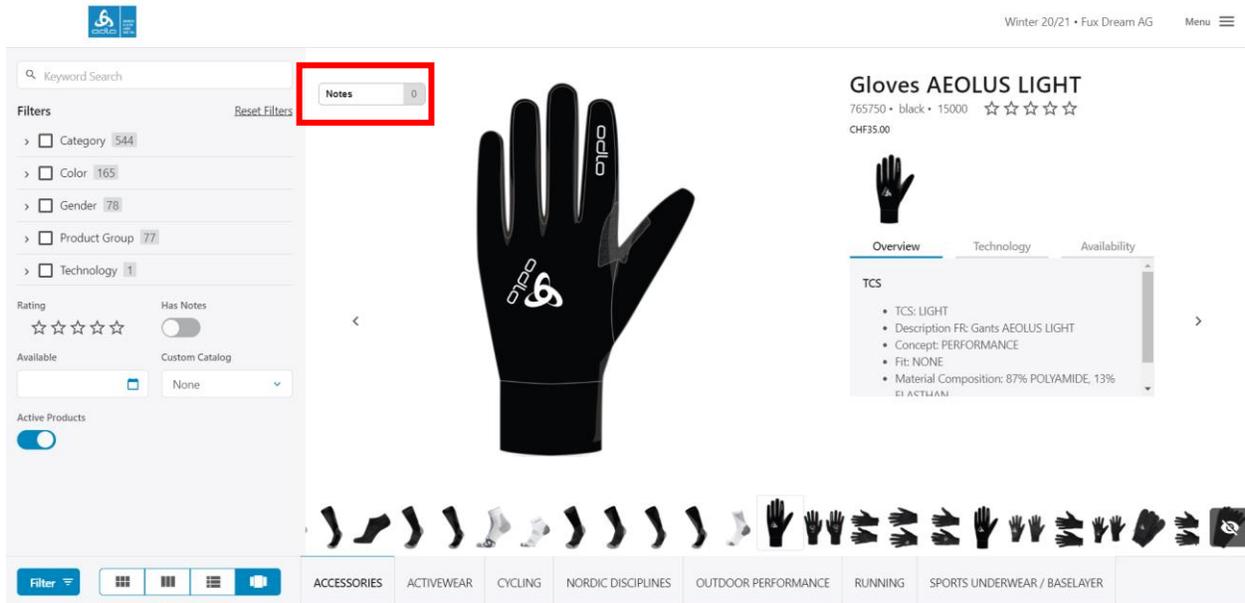


Gloves AEOLUS LIGHT  
765750  
CHF35.00

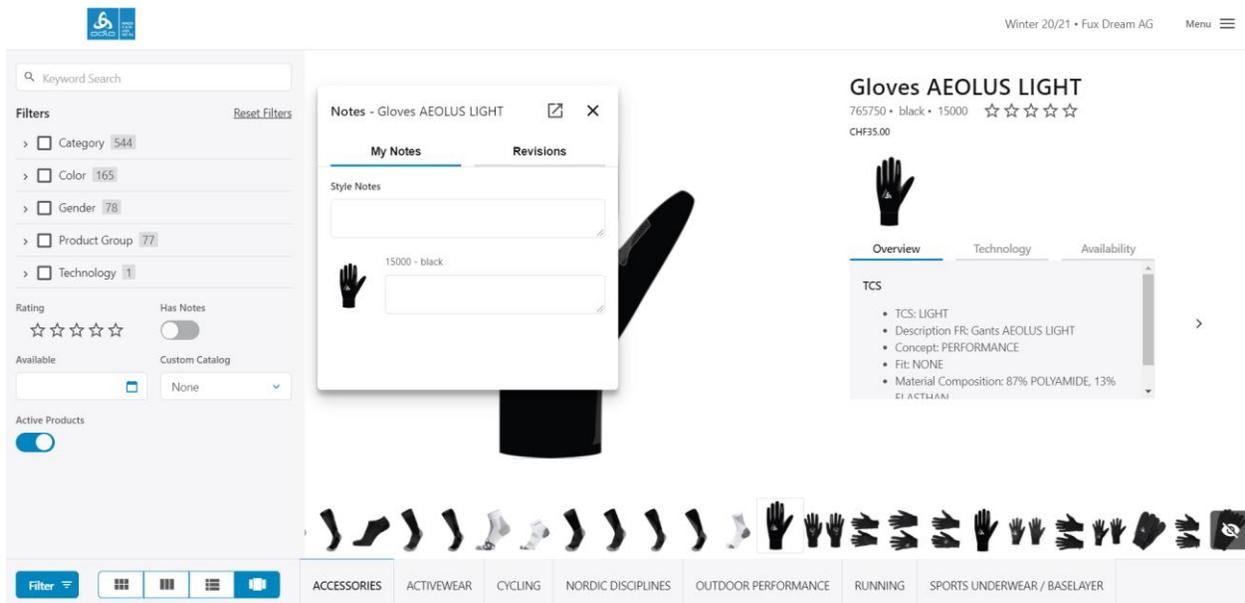
Filter    

ACCESSORIES ACTIVEWEAR CYCLING NORDIC DISCIPLINES OUTDOOR PERFORMANCE RUNNING SPORTS UNDERWEAR / BASELAYER

The “Has Notes” checkbox will filter your results to show items that you have made notes on in the items 1-up overview and are user specific.



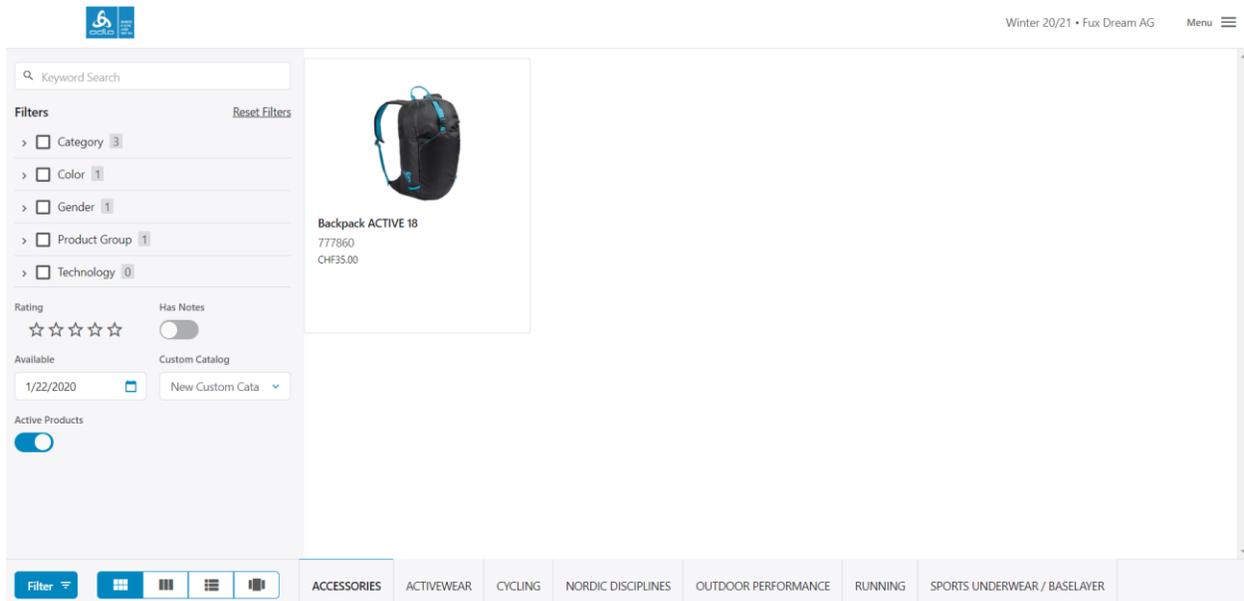
Here is where you'll see any dealer or rep notes that have been made to a product (e.g. "great for running").



This also houses any catalog revisions that have been made to the catalog post-printing, as to give the users the most up-to-date product information possible.

The “Available” calendar selection box allows you to filter your results to only show items that will be available on a specific date.

The “Custom Catalog” filter allows you to filter your results by any custom catalog you have created (currently not enabled).

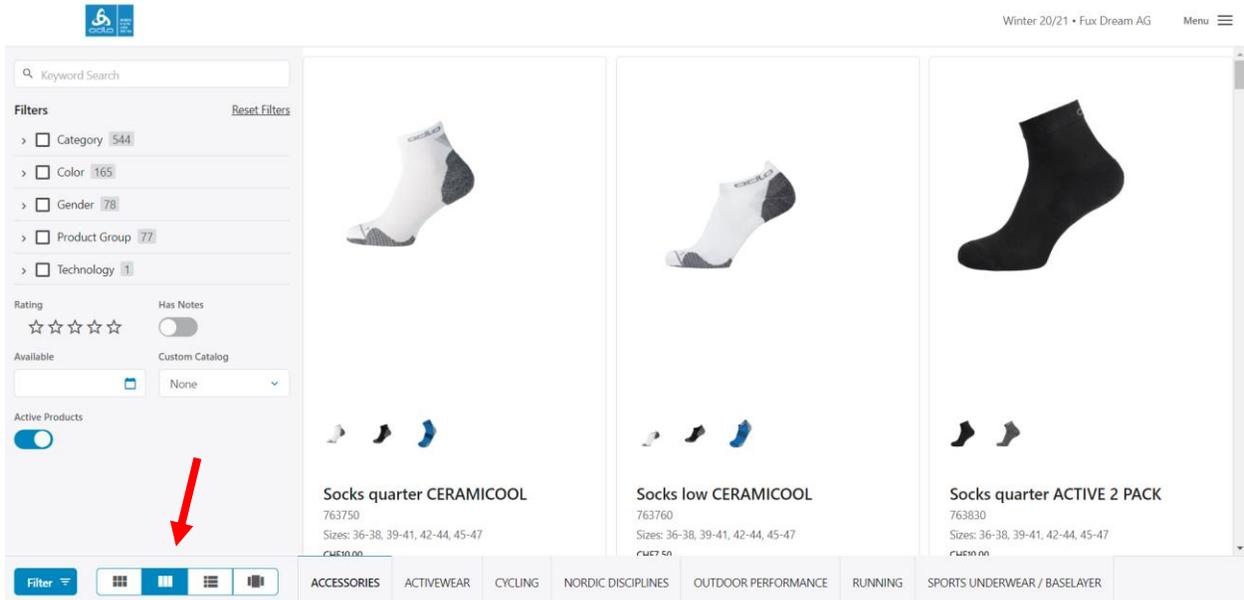


### 3.1.1.1.2. View Page Types

In the bottom left corner of the View catalog screen, you'll notice a group of four buttons that give you options to display the catalog in different ways.

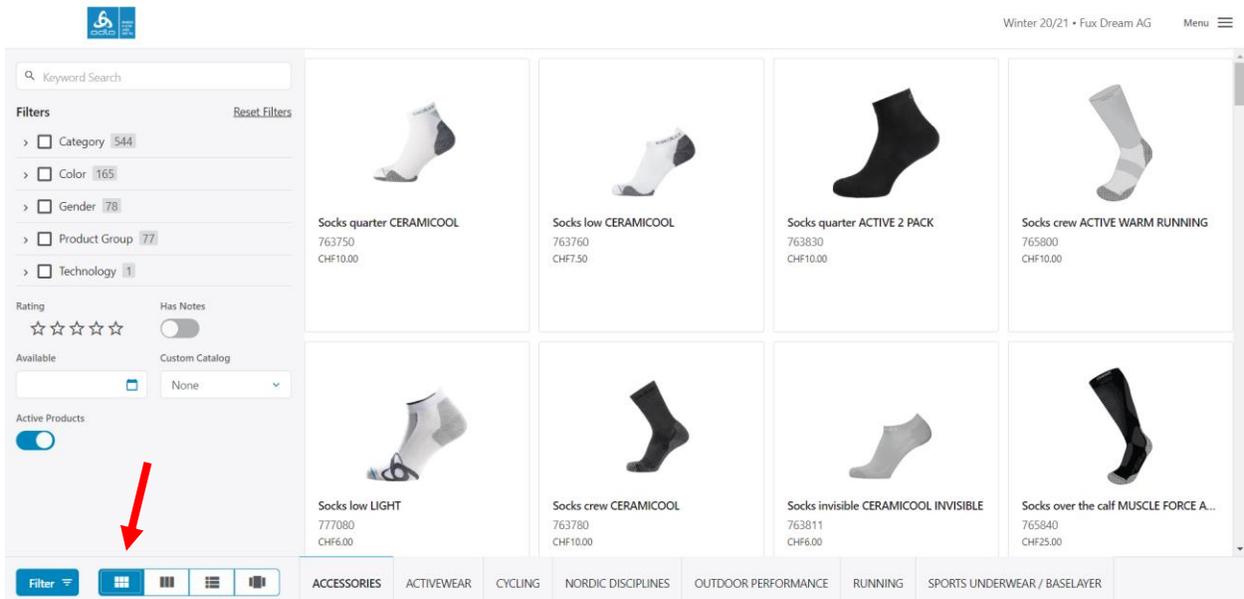
#### 3.1.1.1.2.1. 3up

The “3up” view is the default option. This view balances having larger images and having more styles on a page.



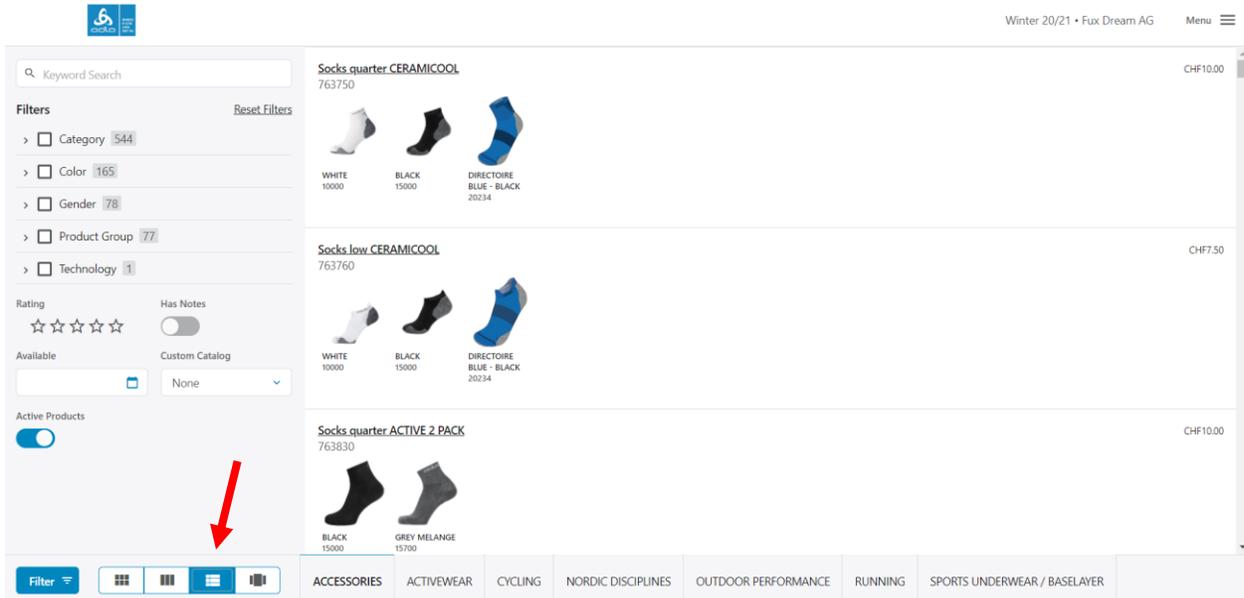
### 3.1.1.1.2.2. 8up

The “8up” option is great for seeing a number of styles at the same time to compare or to skim the catalog quickly.



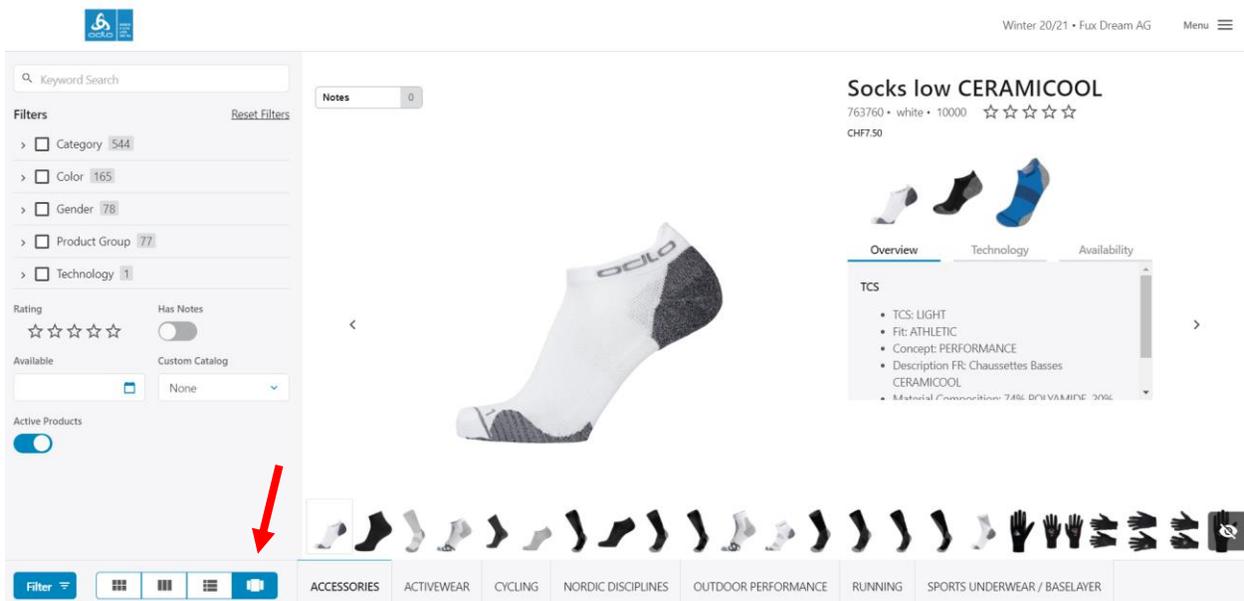
### 3.1.1.1.2.3. Rows

The “Rows” view allows you to see more product details and individual colors for each style. Notice the color names and codes appear underneath each product, which allows for easy image selection in this view.



### 3.1.1.1.2.4. 1Up

The “1Up” view gives you the most information about a given item. To get to the 1Up view, you can use the bottom navigation button or click on any style name in any other view.



# Socks low CERAMICOOOL

763760 • white • 10000 ☆☆☆☆☆

CHF7.50



**Overview** Technology Availability

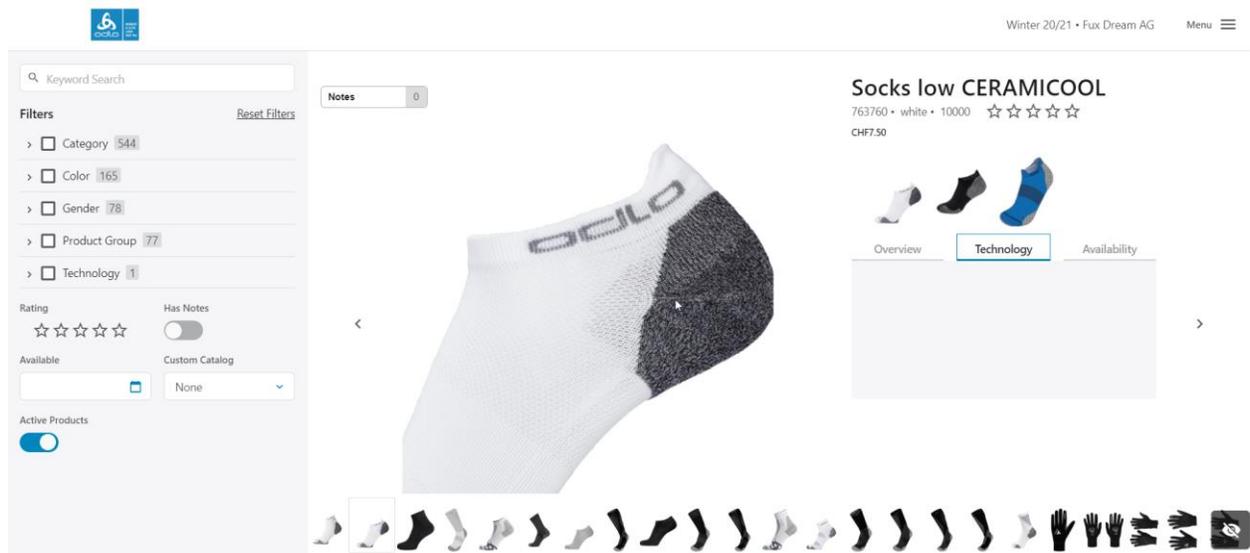
- TCS: LIGHT
- Fit: ATHLETIC
- Concept: PERFORMANCE
- Description FR: Chaussettes Basses CERAMICOOOL
- Material Composition: 74% POLYAMIDE, 20% POLYPROPYLENE, 6 % ELASTANE

In the tab “Overview” you'll see a detailed overview of all the product features.

The Technology tab (may read ‘Details’ for some brands,) contains product attributes, which will often have technology information.

In the availability tab you will find current and future availability for the item on-screen.

Hold cursor over product image to get an even more detailed view of the selected style. This is an especially beneficial feature.



The screenshot shows a product page with a left sidebar containing filters for Category (544), Color (165), Gender (78), Product Group (77), and Technology (1). It also includes a Rating section (☆☆☆☆☆), a 'Has Notes' toggle, and an 'Active Products' toggle. The main content area features a large image of a white sock with a dark heel patch, a 'Notes' counter at 0, and a product card for 'Socks low CERAMICOOOL' with the same details as the top image. Below the main image is a horizontal gallery of various sock and glove options.

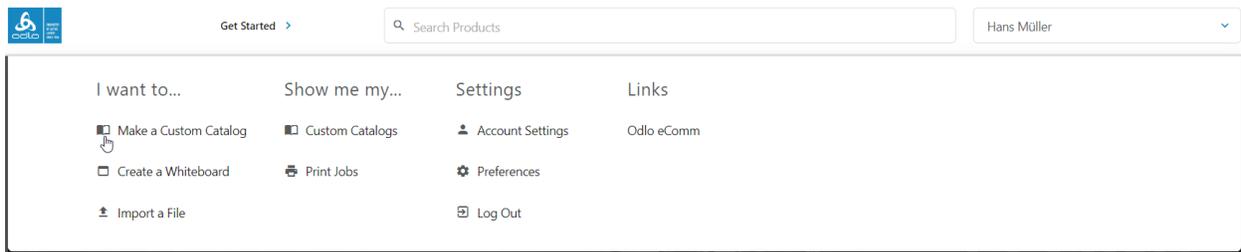
The “Catalog Product Slider” feature moves the thumbnails of products to the left and right. When you hover over the thumbnails of the images, the images will scroll left, right, or stop, depending on where you are on the page. Selecting a thumbnail will display the product in the large view within View; the color shown as the large image will be determined by the color-way sort. You can also click the ‘hide product slider’ icon to remove the slider from view.



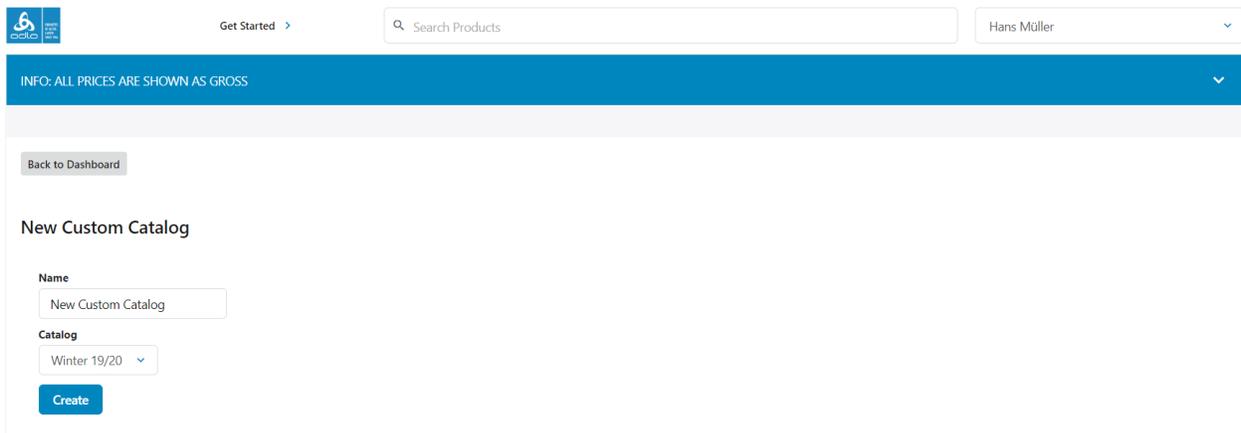
### 3.1.1.2. [Make a Custom Catalog \(currently not enabled\)](#)

A Custom Catalog is a user-created workbook that can be exported to a PDF and shared with anyone. This is a great way to create a collection of 'must haves' specific to a certain season, region, or a key account. Many reps use a custom catalog as a foundation to create orders for all of their accounts. Think of it as your own personal, carefully curated, workbook that is relevant to you and your buyers.

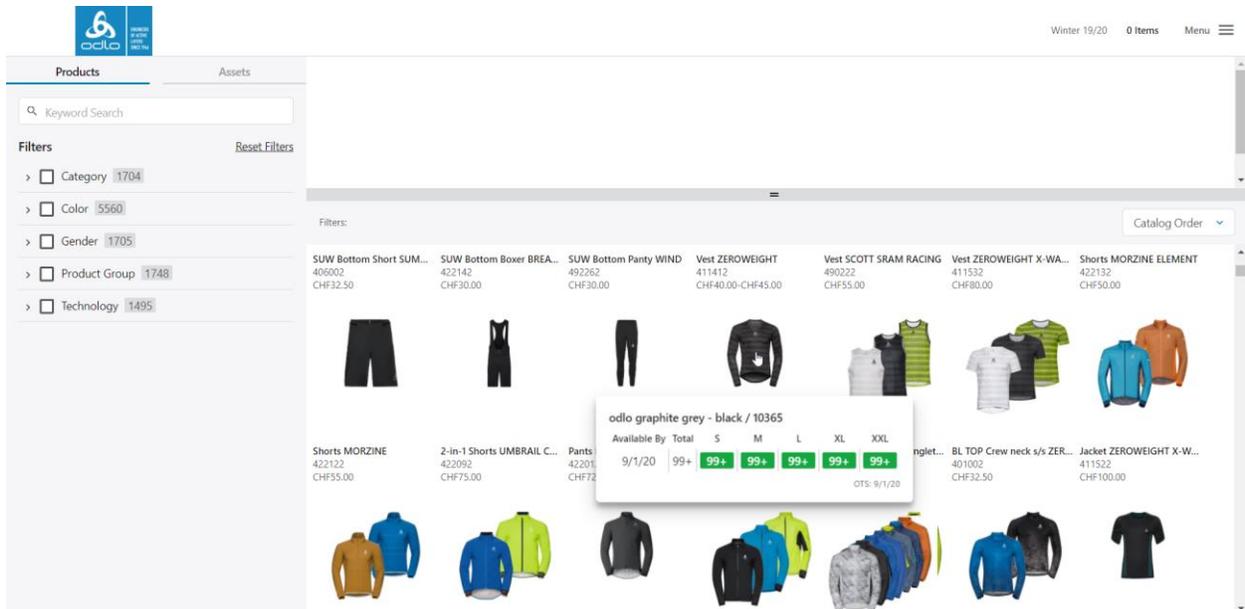
To create a Custom Catalog, go to “Make a Custom Catalog” in the Dashboard.



This brings you to a page where you can create a new custom catalog:



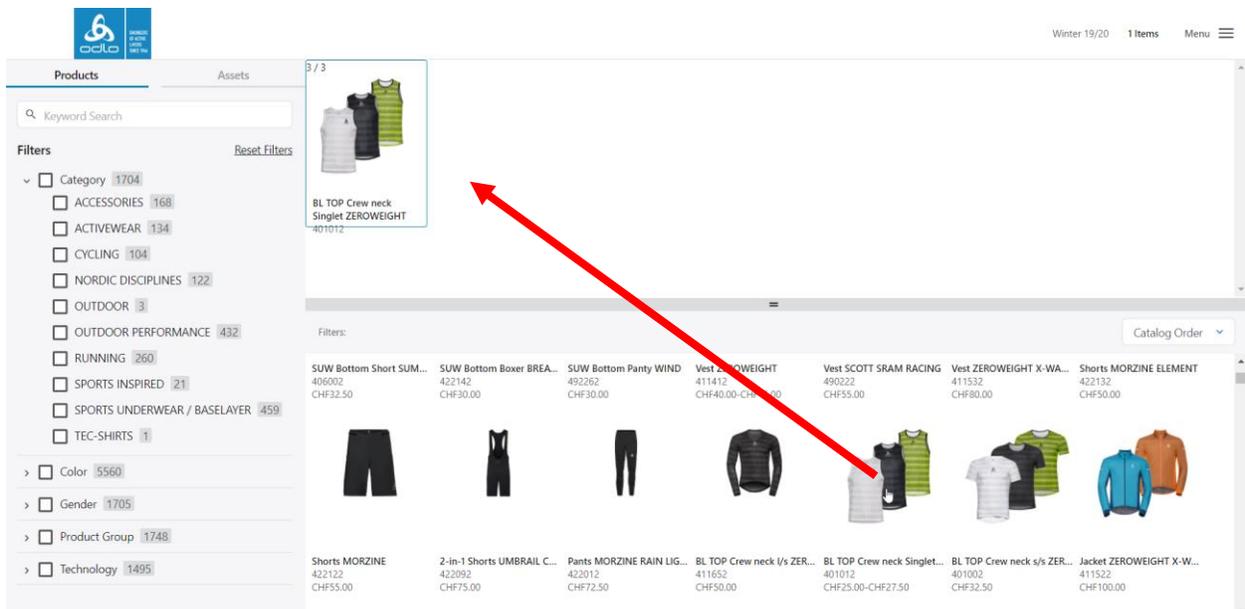
You can give your custom catalog a name (this will make it easier to find later). A custom catalog is your own workbook of selected styles and colors from a base catalog. Select the base catalog you would like to work in and click 'Create'. This will open up the Custom Catalog Builder and you can start building your assortment.



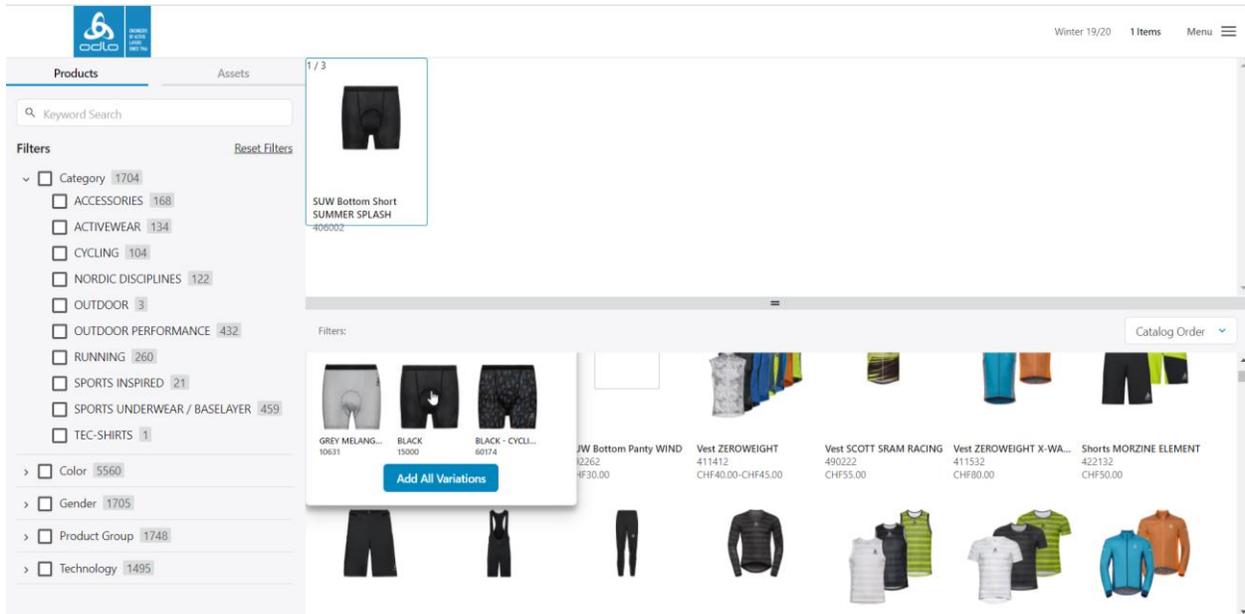
Holding the cursor above the style image **in the catalog window** will show you current availability of the style.

### Adding Styles

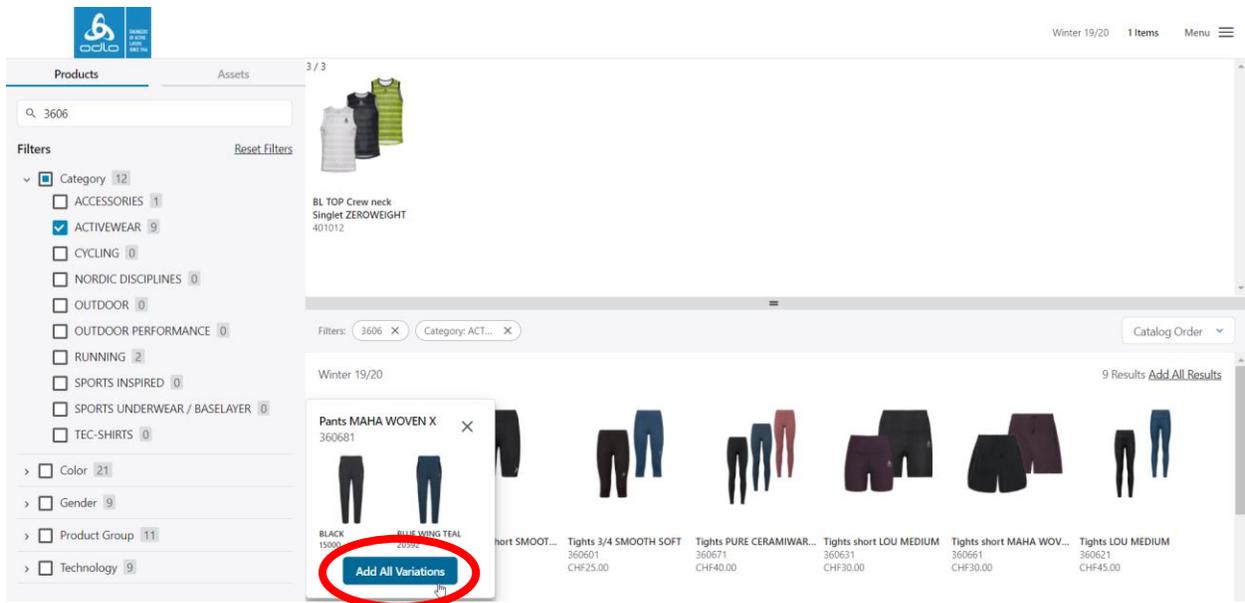
To add individual **styles**: Click on a style, or drag and drop it into the Assortment area in the top part of the page.



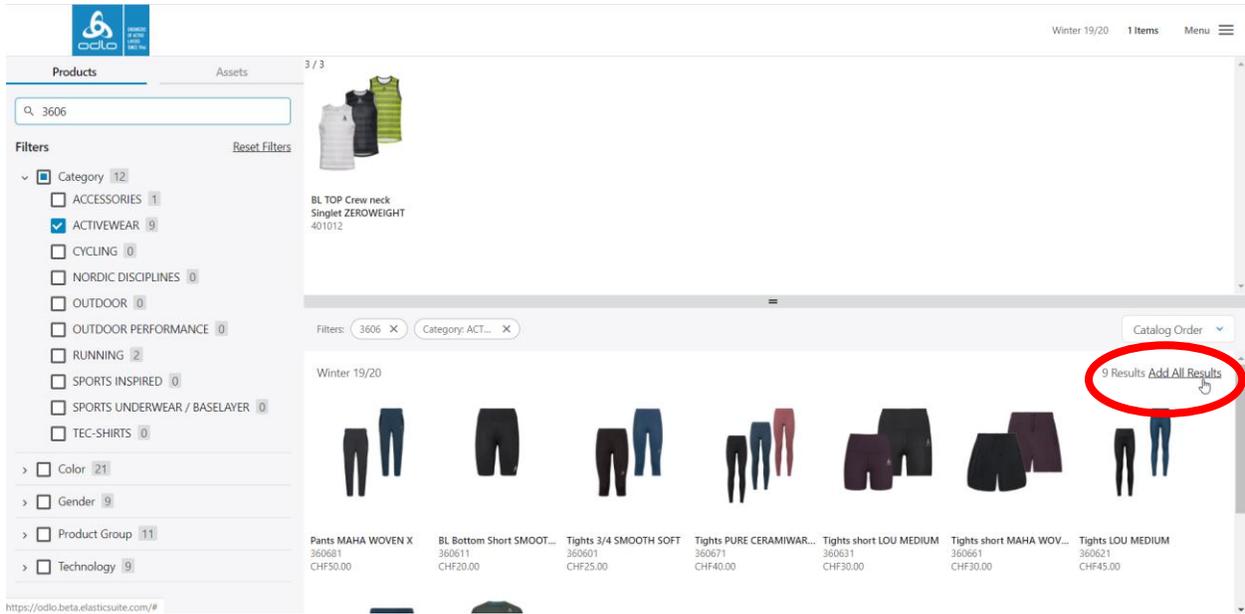
To add individual **colors**: Click on the style name to view the colors individually. Click on the colors you want to add to your custom catalog.



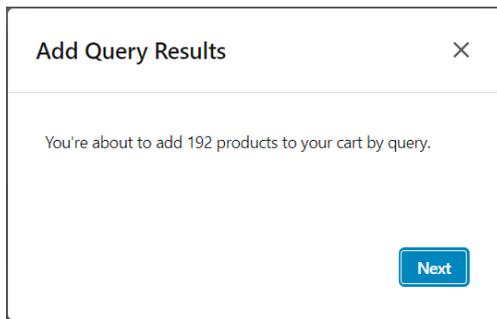
To add **all colors**: Click on the style name to view the colors individually. Click on the "Add All".



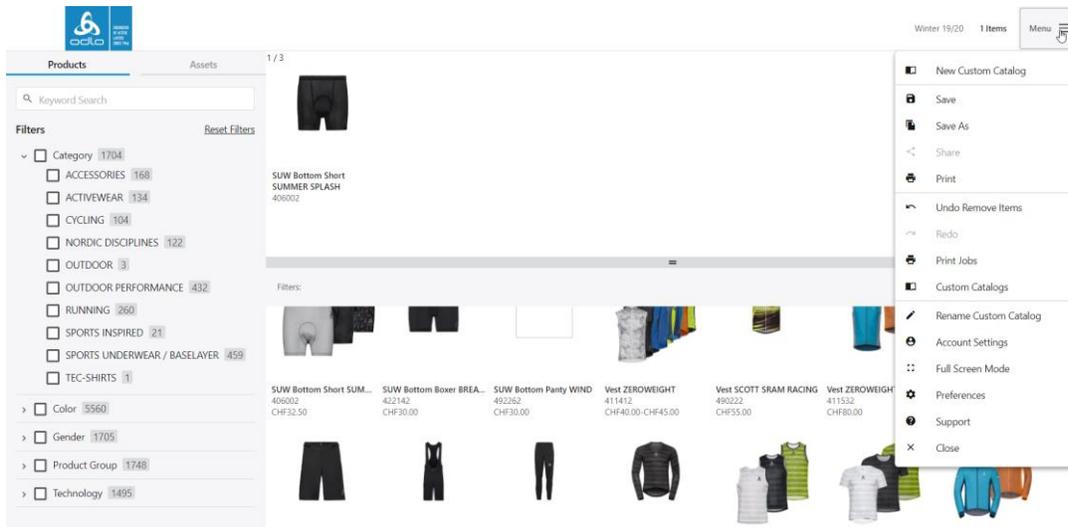
To add **all styles (results of your search)**: Click on the "Add Results To Custom Catalog" button in the top right corner of the catalog window.



A window will then appear asking you to confirm:



You can save your Custom Catalog, create a new Custom Catalog, and print your Custom Catalog, (and much more) from the menu in the top-right corner of the Custom Catalog Builder:

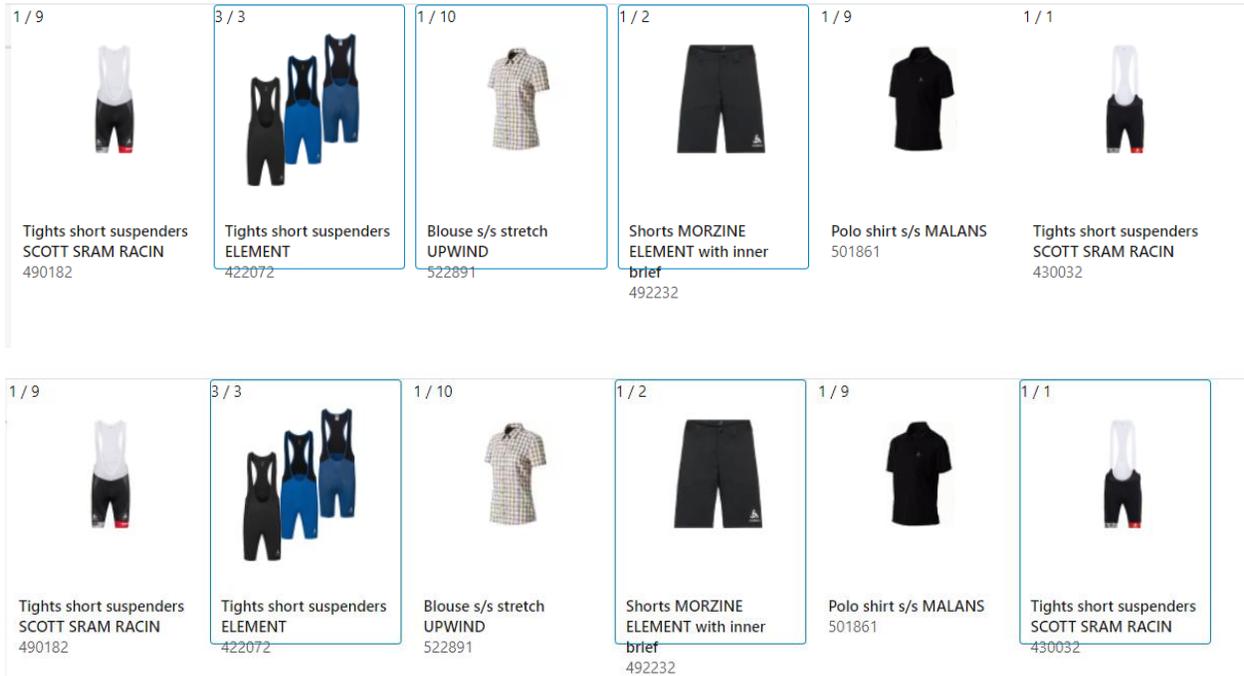


## Arranging Styles

The Custom Catalog will print in the order that you arrange it.

To move a style or an asset: Click, drag, and drop it to the desired location.

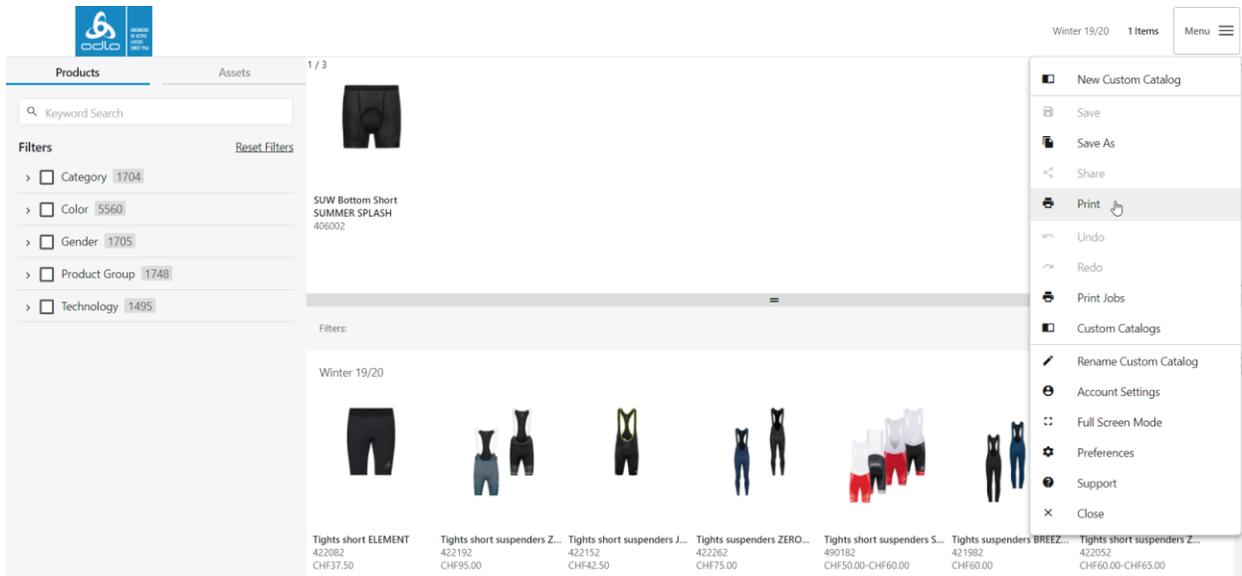
To move a group of styles or assets: Hold the SHIFT/CTRL key while clicking to select multiple items. Click, drag, and drop them to the desired location.



### 3.1.1.2.1. To Print your Custom Catalog:

When your Custom Catalog is ready, it can be printed to PDF format. You can always go back into the Custom Catalog Builder to edit your custom catalog even after you've printed it to PDF format. All PDFs generated in Elastic can be downloaded and shared via the "Print Jobs" widget.

Click on the menu in the top-right corner of the custom catalog builder, and select "Print".



Reps can select a certain customer (this will determine the currency code/ pricing of the printed PDF.) he wants to print the custom catalog for.

Select prices you want to display (Wholesale/ Retail/ Both/ None) and other settings (see illustration below).

**Print: New Custom Catalog** ✕

Base Catalog: Winter 20/21

Customer

Fux Dream AG - 100004 ▼

Categories

ATS Date

Include Wholesale Prices

Include Retail Prices

Double Sided

E-mail me when complete

Paper Size

A4 ▼

Starting Page Number

High DPI

Cancel Print

Click "Print" when ready.

A confirmation will appear that says your "Print Job is in the queue:

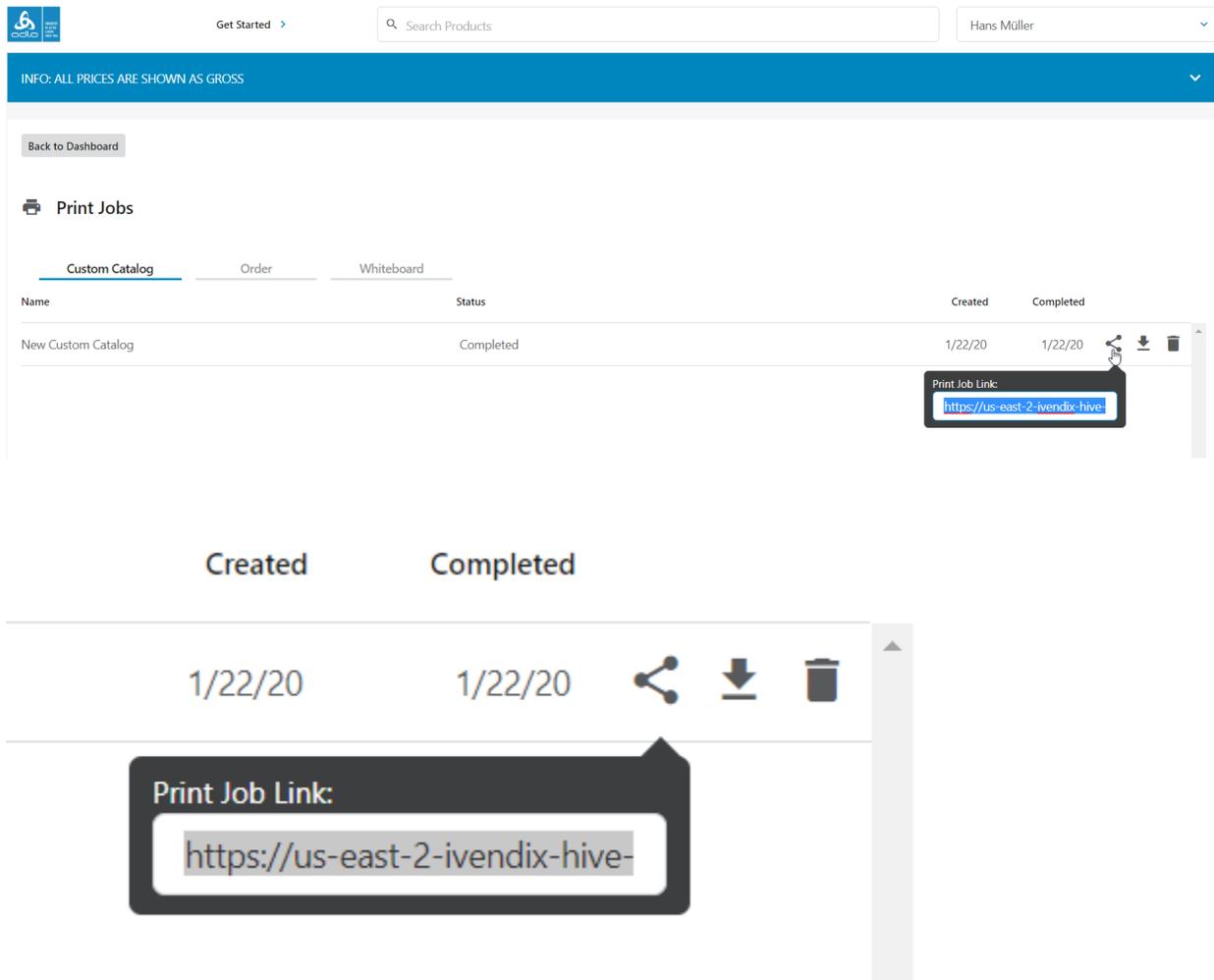
**Print Job Created** ✕

Your print job has been added to the queue. Check in your Print Jobs queue on the dashboard.

Okay



You can share your PDF without downloading or attaching it. To do this, go to the print jobs view and select the link button next to the completed catalog PDF you would like to share. This instantly creates a shareable download link that you can copy.

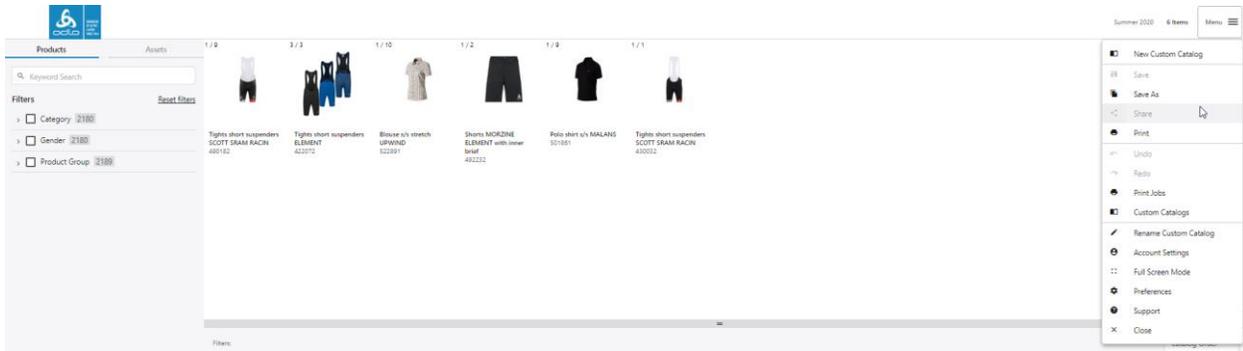


Copy the link (ctrl+c or cmd+c) and paste (ctrl+v or cmd+v) into an email, text message, or chat client. The recipient can just click the link and download your custom catalog PDF.

Click the garbage can symbol to delete a completed PDF print job. The PDF will not be recoverable, so please proceed with caution! However, you can always export another PDF if you can access your saved document.

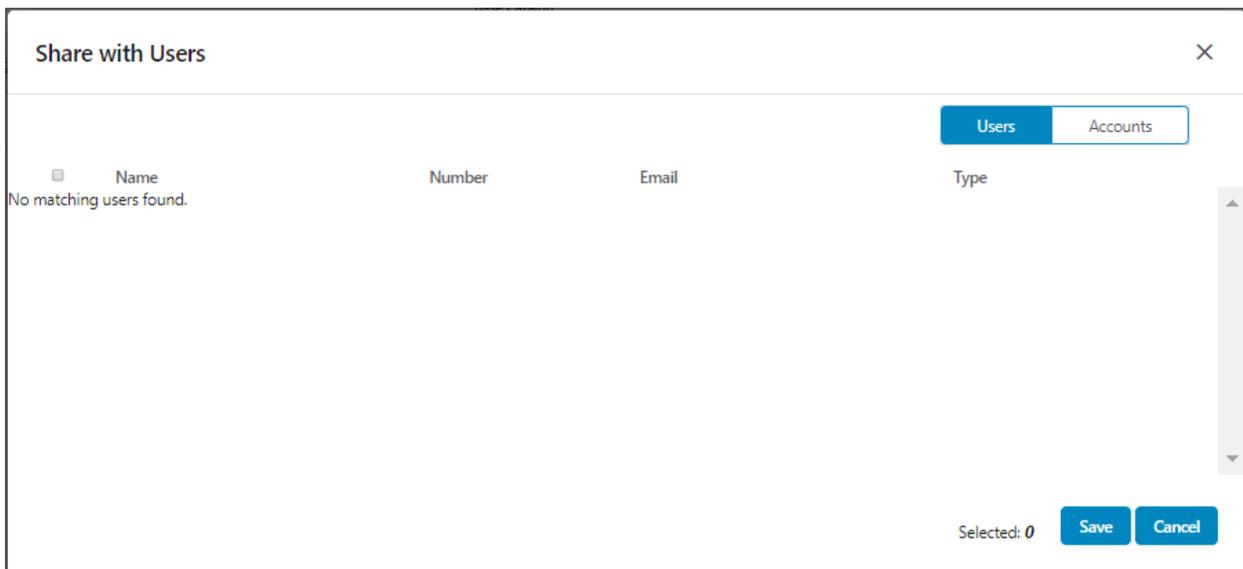
### Share a Custom Catalog as a Rep

To Share a Custom Catalog with your Dealers, open the custom catalog you'd like to share. Click the Menu drop-down in the top right corner of the screen:



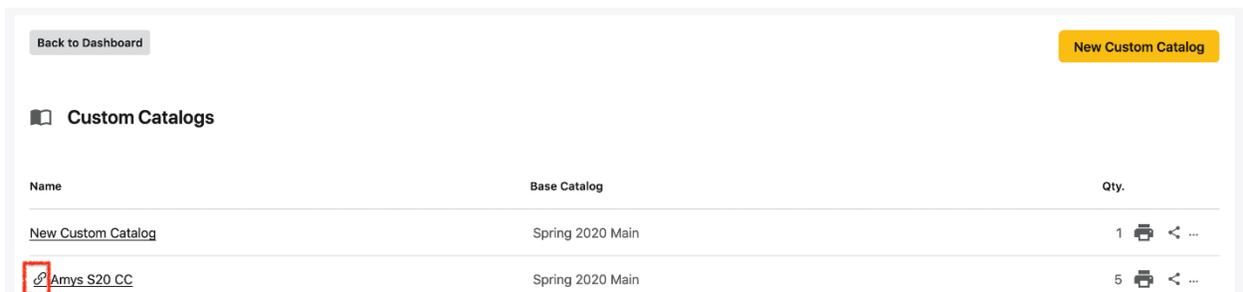
Or you can directly go to your custom catalogs from the dashboard menu by clicking “show me my custom catalogs” and then clicking on the share icon after customer catalog view has opened.

The “Share with Users” box will open, with a list of all users assigned to your username. Select who you'd like the share the catalog with and click “Save”:



You will receive a confirmation that your catalog has been shared.

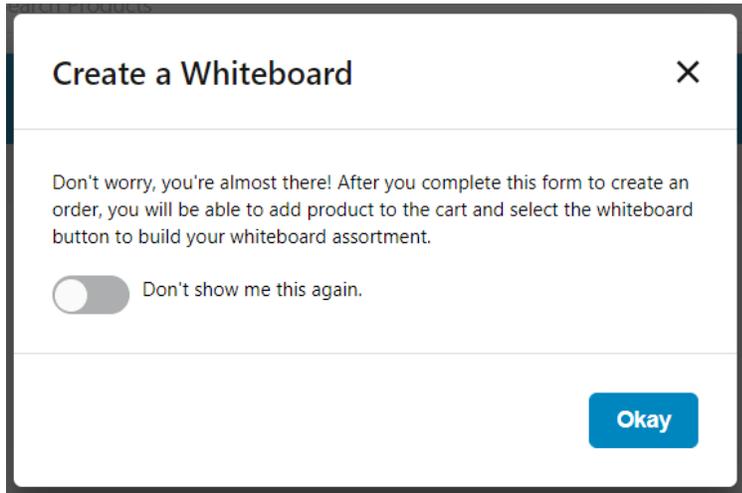
And the link-logo  will appear next to the catalog in the “Custom Catalog” view:



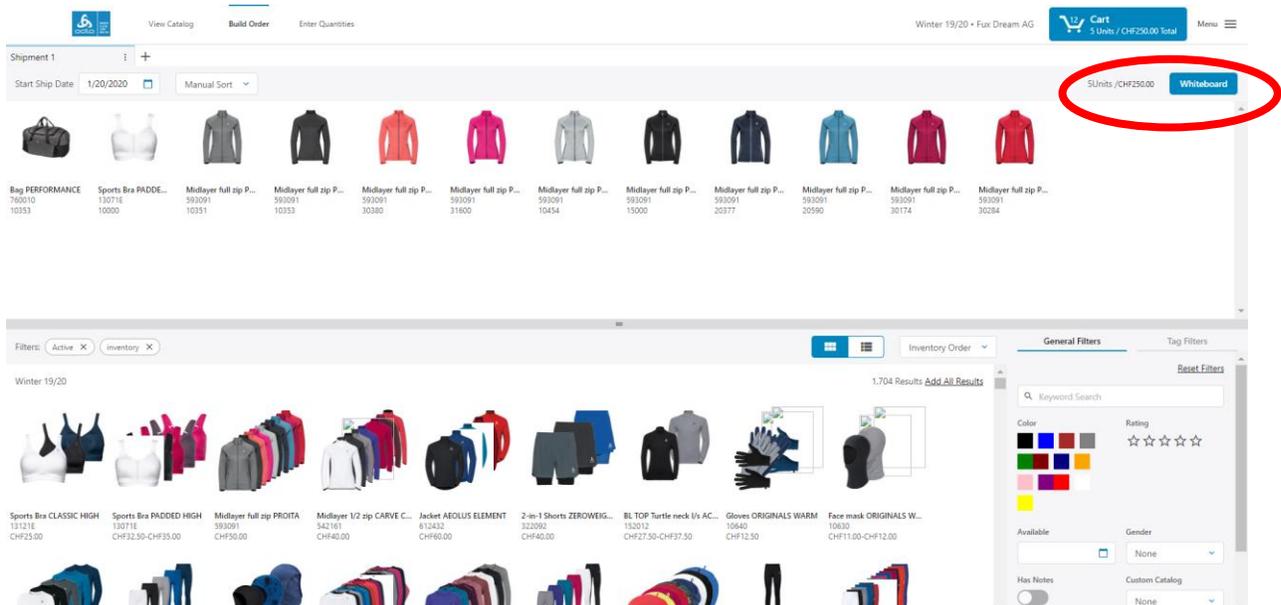
### 3.1.1.3. Create a Whiteboard

A Whiteboard is a visual representation of a product assortment. The whiteboard tool is used for visual merchandising, simple store layout planning, and presentation purposes. This is an optional feature within an order that will allow you to take an assortment from your cart and lay it out as desired.

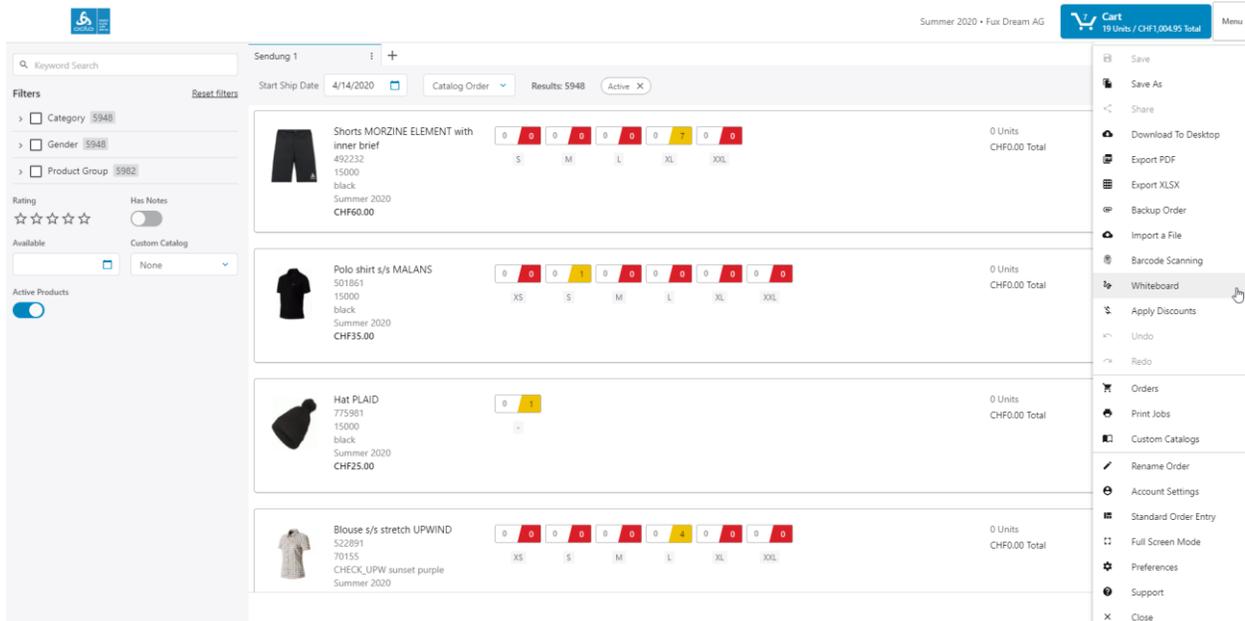
If you start from dashboard to create a Whiteboard the following window will pop up:



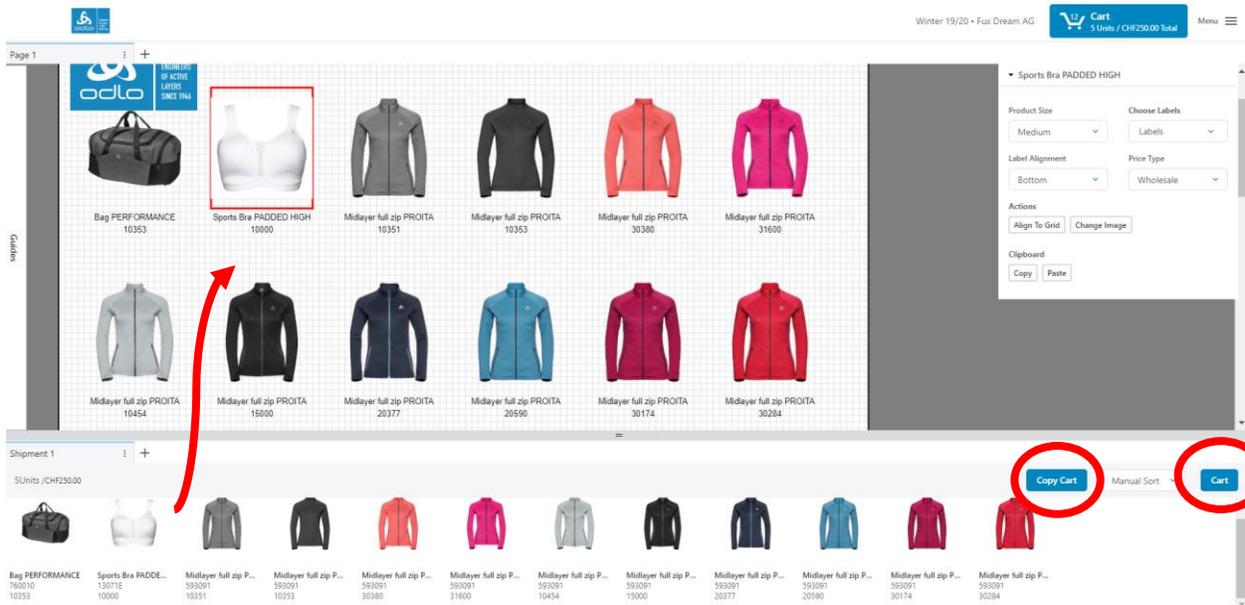
To start creating a Whiteboard, you must first create an order, add styles / colors to that order, and then open the Whiteboard feature by clicking on the Whiteboard button in the order builder (**Standard Order**).



When you are creating a **Quick Order** you have to go in the Menu to open the Whiteboard feature.



Click on a style to add, drag and drop it to the Whiteboard or click the “Copy Cart” button to add styles in your cart to your Whiteboard.



You can click on the “Cart” toggle button to go back to the cart and add more styles / colors.

### 3.1.1.3.1. Keyboard Shortcuts Within Whiteboard

#### Copy & Paste

With one or more whiteboard items selected, you can easily copy and paste them to a new whiteboard page or elsewhere on the page. COMMAND ⌘ + C (CTRL+C in Windows) will copy your whiteboard items. COMMAND ⌘ + V (CTRL+V) will paste them near to the area where they were copied.



#### Delete

With one or more whiteboard items selected, hitting the DELETE key on your keyboard will remove the selected items from the whiteboard.

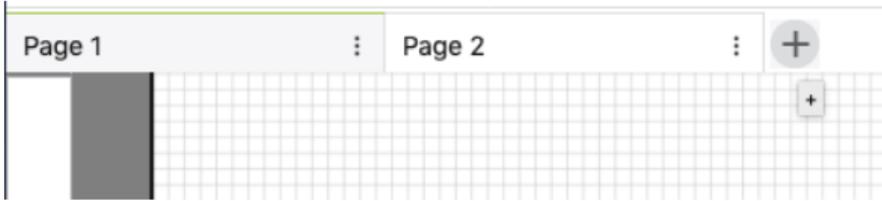
#### Shift Select

You can select groups of items in your whiteboard by clicking on the items you want to select while holding the SHIFT or CTRL button.

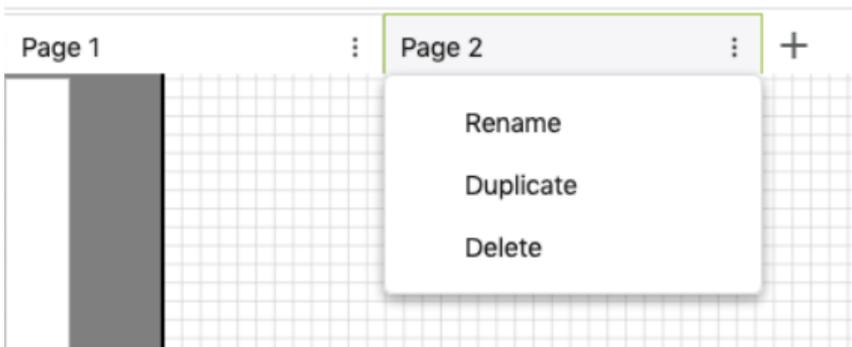
### 3.1.1.3.2. Whiteboard Pages

Depending on the number of styles in your merchandising arrangement, your whiteboard may need to be broken out into multiple pages. To do this, follow the steps below:

1. Click on the **+** button in the top left corner of the screen to add a new whiteboard page.
2. You will see the new page appear as a tab next to 'Page 1'. Click on the tab to view your new blank whiteboard page.



Clicking on a selected page again will allow you to Duplicate, Rename, or Delete that page:

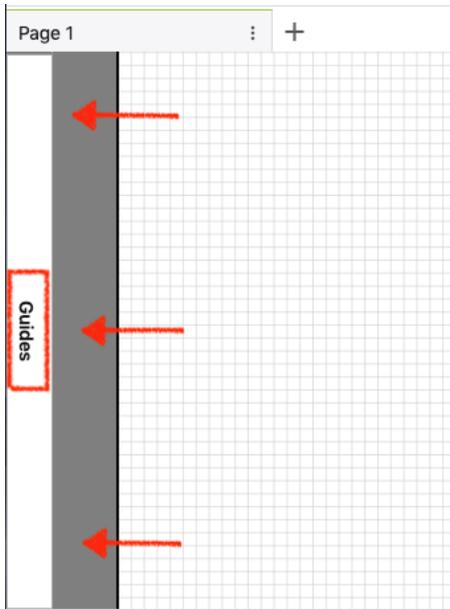


Duplicating a page will copy everything on that page.  
Deleting a page will completely remove that page from your whiteboard.

### 3.1.1.3.3. [Whiteboard Layout Guides](#)

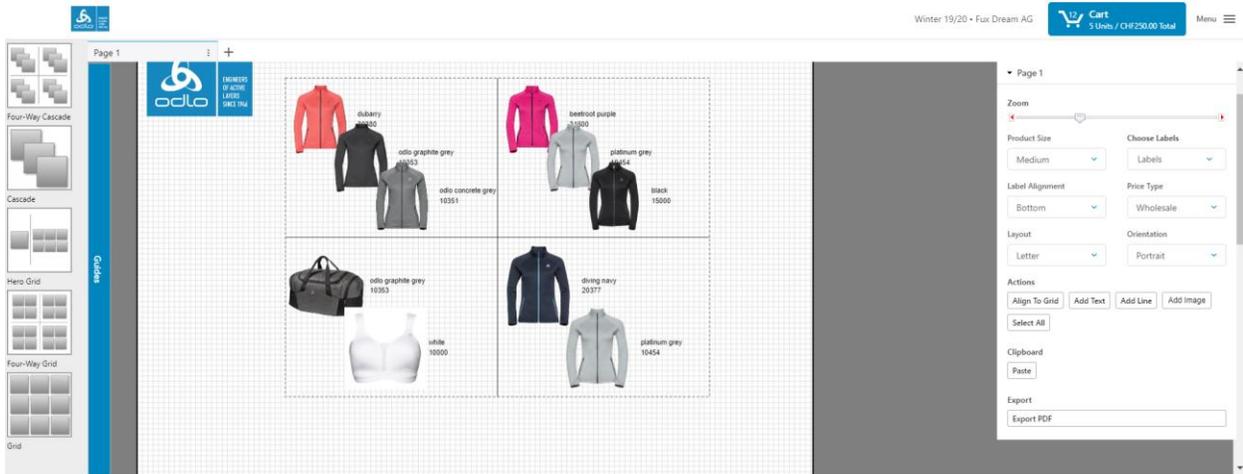
Whiteboard Guides are mini-templates within the whiteboard builder that you can add products to. These can be helpful especially when presenting Whiteboards to clients, as they ensure your whiteboard will look it's best!

Guides are available by selecting the gray vertical bar on the left side of the page:

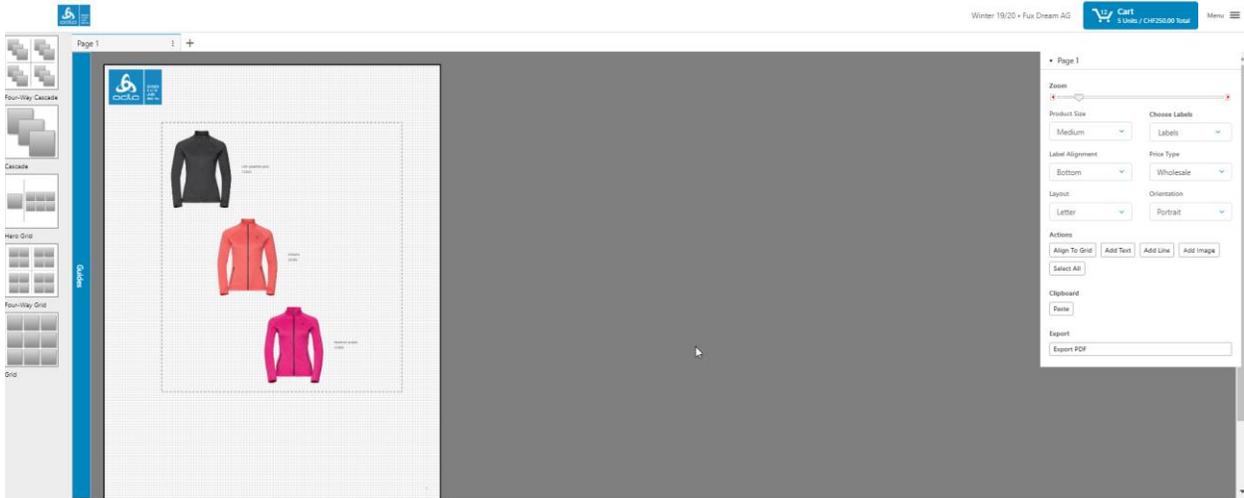


There are FIVE types of Guides: Four-Way Cascade, Cascade, Hero Grid, Four-Way Grid, and Grid.

### Four-Way Cascade



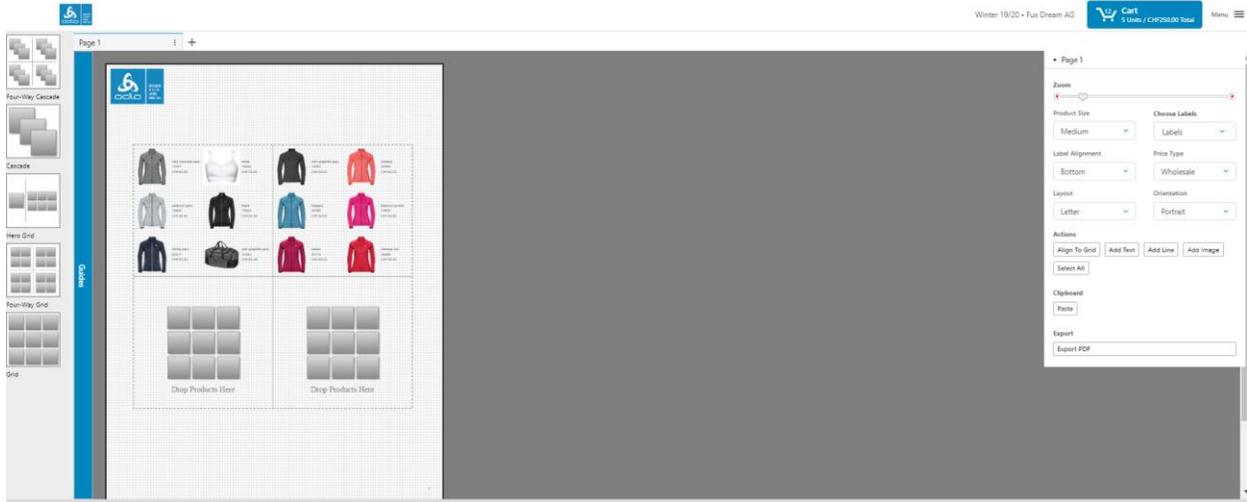
## Cascade



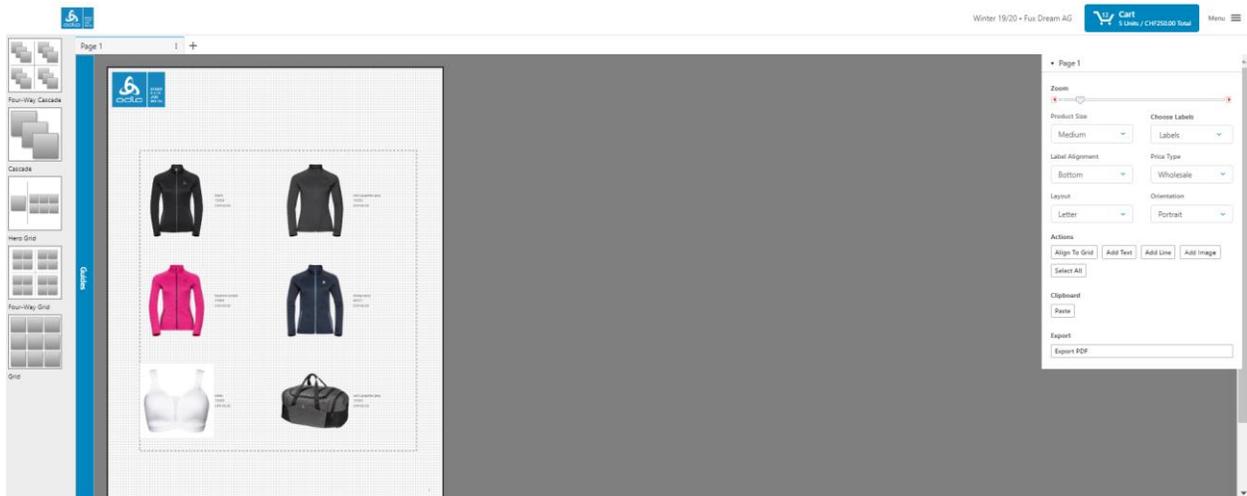
## Hero Grid



# Four-Way Grid



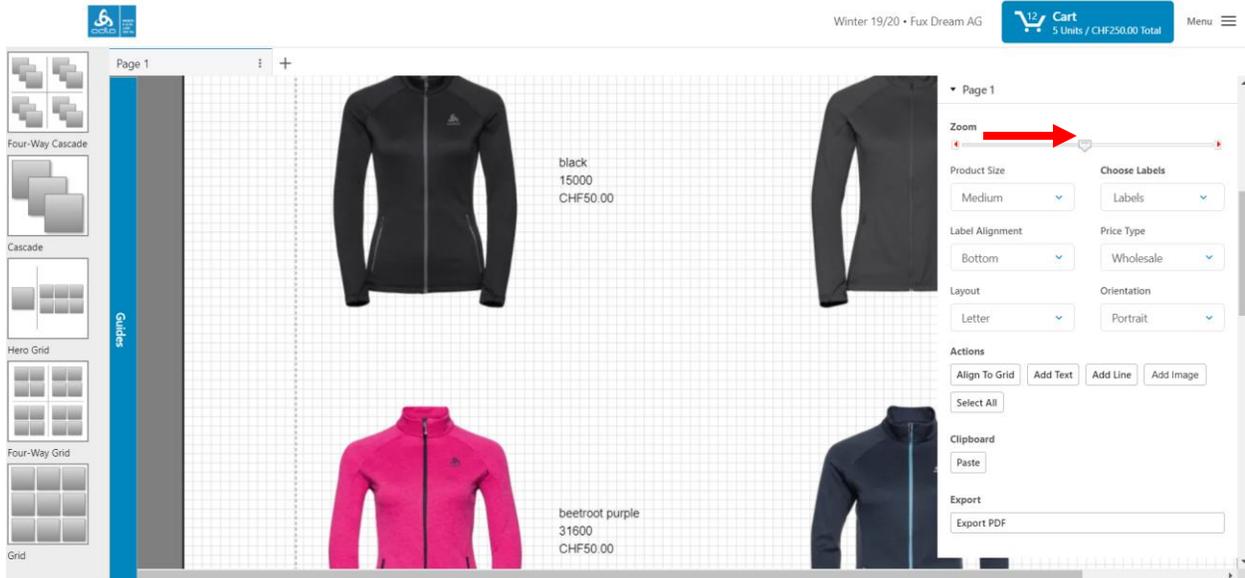
# Grid



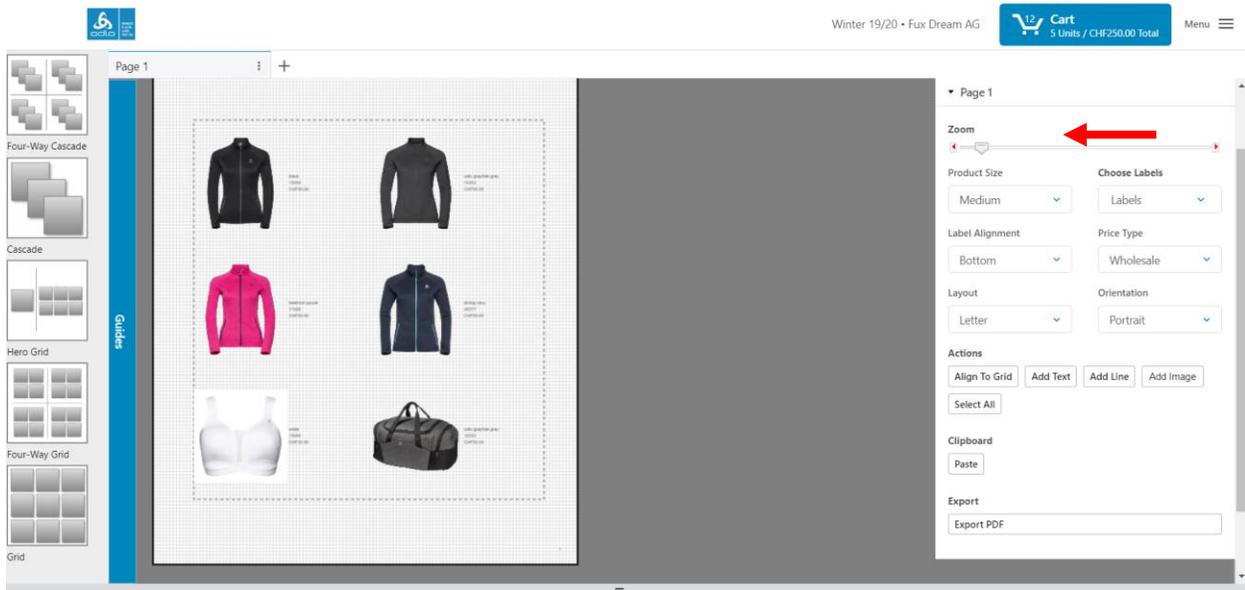
### 3.1.1.3.4. Zoom Feature

Sometimes you may want to look at your entire whiteboard to view everything at once or to work with a large group of product images. At the very bottom of the whiteboard inspector, there is a slider that will allow you to zoom the whiteboard in or out while keeping your interface the same size.

Zoom In – Focus on a specific area of the whiteboard page by moving the zoom slider to the right:

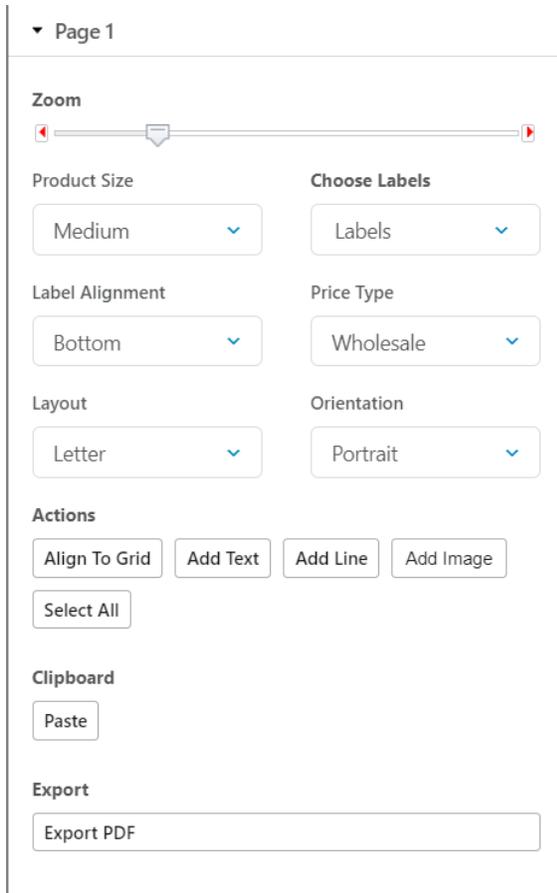


Zoom Out – See a larger area of the Whiteboard page by moving the zoom slider to the left:



### 3.1.1.3.5. Exporting your Whiteboard to a PDF

When your whiteboard is complete, you can export your whiteboard to a PDF by selecting the “Export PDF” button near the bottom of the inspector:



Please keep in mind that your whiteboard pages will print to PDF from left to right. The leftmost page will print first, and the rightmost page will print last. You can change the order the pages will print in by clicking on a page tab and dragging and dropping it to the desired position. In this example, the page called "First Page" will now print before "Page 2":



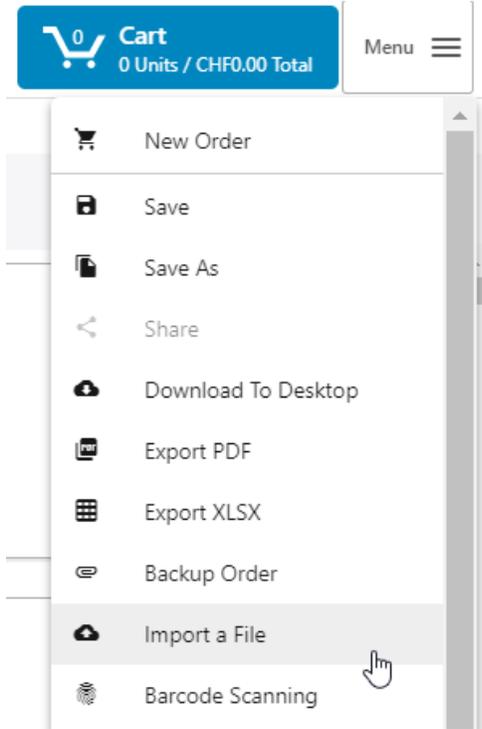
After you have generated a PDF, you will receive a prompt that your "Print Job has been added to the queue."

### 3.1.1.4. Import a File

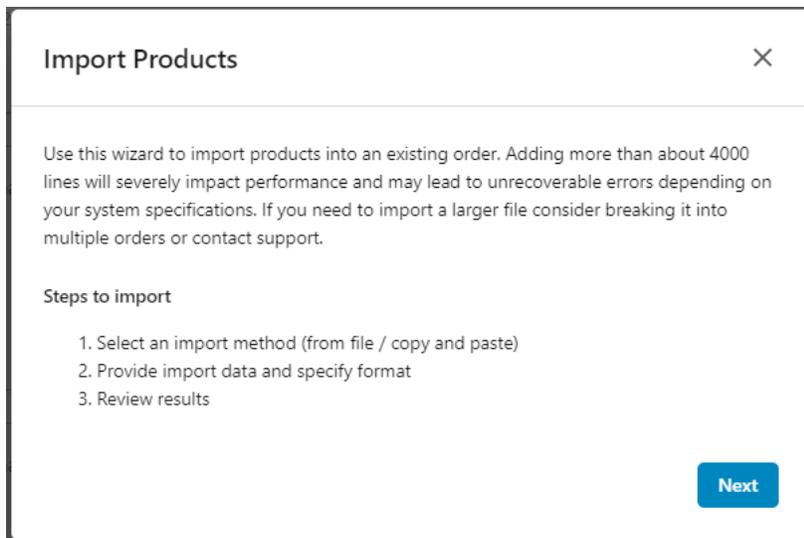
Elastic makes it possible to import an order that has been entered via electronic order form or spreadsheet.

To import the file, you must first “Create a new order”. Select the Catalog that is related to your order form or spreadsheet. For instance, if your spreadsheet contains FW20 data you should select the FW20 Catalog when creating your order.

Click the Menu button in the top-right corner and choose “Import a File”.



Following window will open. Read the instructions in the Wizard and click “Next”.



Note: there are two ways to import a file: "From File" and "Copy/Paste".

### 3.1.1.4.1. Import from a file

- 1) Select the import method "From file".
- 2) Select the order tab you want to add the products to.
- 3) Review and update the request date. This may impact the quantity available of the products being imported or currently on the page.
- 4) Click "Next".

**Import Products** [Close]

**Import Method**  
Select the import method that you would like to use.

Copy Paste  From File **1.**

---

**Order Tab**  
Select the order tab you want to add the products to.

Shipment 1 [v] **2.**

---

**Request Date**  
Review and update the request date. This may impact the quantity available of the products being imported or currently on the page.

6/1/2020 [Calendar] **3.**

**4.**

Previous Next

On the next screen, you'll be presented with a number of options for importing your file. Depending on how your file is formatted, you may select different options to match it, you may also need to scroll down to see the file sele:

## Import Products ✕

---

### Column Separator

If importing a csv file, select the column separator character or specify a custom one. If importing an xlsx file, leave this set to 'Comma'.

Comma  Tab  Custom **1.**

---

### Columns

You may specify which columns the following data are in.

UPC/SKU	Quantity
<input type="text" value="1"/>	<input type="text" value="2"/>

**2.**

---

### Headers

If the first row of the data contains column headers then select "Yes" below and the first row will be ignored.

**3.**

---

### File

Select the file to upload.

Select CSV or XLSX File  **4.**

---

- 1) **Column Separator** - If you are using the "From File" method, you'll want to select COMMA.
- 2) **Columns** - Take careful note of where your UPC/EAN/SKU and Quantity columns are in your file. These are the only columns that will be read by when your file is imported!
- 3) **Headers** - Setting this to NO will cause Elastic to import all the lines in your file. If your file has headers, as it does in the example, set this to YES so Elastic ignores the first line.
- 4) **File** - Select the file from your computer. Click in the grey field and your browser will open. Select your file for import and click "Next".

How your file should be formatted:

	A	B
1	UPC	Quantity
2	7613361394980	5
3	7613361332487	5
4	7613273620771	5
5	7613361395901	5
6	7613361435720	5
7		

	A	B
1	SKU	Quantity
2	18816115000M	5
3	14102210000L	5
4	18811215000M	5
5	7637501500042-44	5

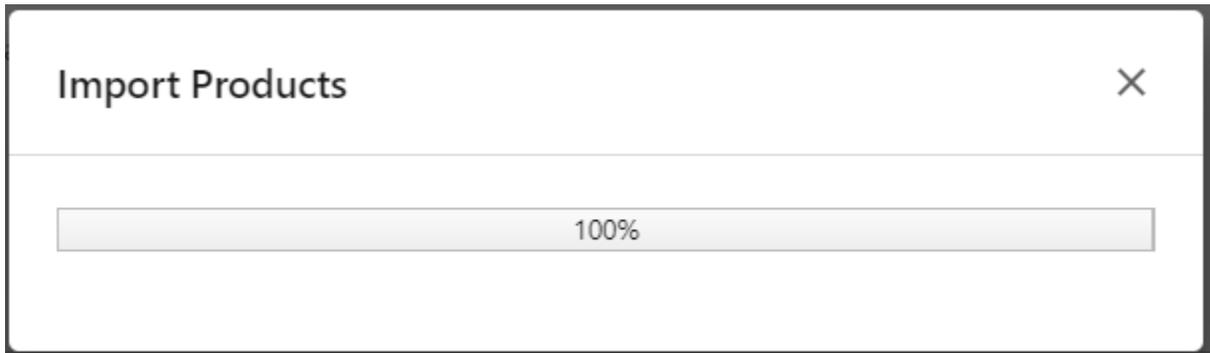
File

Select the file to upload.

Select CSV or XLSX File

Click "Next".

File will be imported:



After import you will see the results of your import:

## Import Products ✕

Copy for E-mail

**Summary**

	Requested	Adjusted for Drops	Adjusted for Availability	Not In Catalog	Added/Updated
Style Count	4	0	0	N/A	4/0
Color Count	4	0	0	N/A	4/0
UPC Count	4	0	0	0	4/0
Total Quantities	20	0	0	0	20
Total Amount	CHF350.00	CHF0.00	CHF0.00	N/A	CHF350.00

Done

In cart you can doublecheck your import.

Sort

Catalog Order ▼

Shipment 1

6/1/2020 ✎

Unit Totals

<p>BL TOP Crew neck Singlet PERFORMANCE LIG  188161 15000 black</p>	<p>5 Units CHF100.00</p>	✎	<p>5 Units CHF100.00</p>
<p>BL TOP Crew neck s/s ACTIVE F-DRY LIGHT  141022 10000 white</p>	<p>5 Units CHF125.00</p>	✎	<p>5 Units CHF125.00</p>
<p>SUW Bottom Brief PERFORMANCE LIGHT  188112 15000 black</p>	<p>5 Units CHF75.00</p>	✎	<p>5 Units CHF75.00</p>
<p>Socks quarter CERAMICOOL  763750 15000 black</p>	<p>5 Units CHF50.00</p>	✎	<p>5 Units CHF50.00</p>
<p>Order Totals</p>	<p>20 Units CHF350.00</p>		<p>20 Units CHF350.00</p>

### 3.1.1.4.2. Import data by copy and paste

This method works well if you have an offline order form with multiple ship dates/locations (with Copy/Paste method you don't have to upload a separate import file for each shipment).

\*Note: Remember that you'll need to create as many shipment tabs in your order as there are on your offline order form.

- 1) Select the import method "Copy/Paste".
- 2) Select the order tab you want to add the products to.
- 3) Review and update the request date. This may impact the quantity available of the products being imported or currently on the page.
- 4) Click "Next".

**Import Products** [X]

**Import Method**  
Select the import method that you would like to use.

Copy Paste    From File   **1.**

---

**Order Tab**  
Select the order tab you want to add the products to.

Shipment 1 [v]   **2.**

---

**Request Date**  
Review and update the request date. This may impact the quantity available of the products being imported or currently on the page.

6/1/2020 [calendar icon]   **3.**

**4.**

Previous   **Next**

On the next screen, you'll be presented with a number of options for importing your file.

Keep in mind that you will Copy & Paste your file manually in the FILE section instead of upload a file and that you need to select a specific Shipment/Order tab if copying into a specific shipment.

- 1) **Column Separator** - This will usually be TAB. If your file has a different separator, select it here.
- 2) **Columns** – If you are using the “Copy/Paste” method there is no need for specifying.
- 3) **Headers** - Setting this to NO will cause Elastic to import all the lines of your data input. If your data input has headers, as it does in the example, set this to YES so Elastic ignores the first line.
- 4) **File** – Paste your data copied from your offline order form. Click “Next”.

## Import Products



### Column Separator

If importing a csv file, select the column separator character or specify a custom one. If importing an xlsx file, leave this set to 'Comma'.

Comma  Tab  Custom

1.

### Columns

You may specify which columns the following data are in.

UPC/SKU

Quantity

1

2

2.

### Headers

If the first row of the data contains column headers then select "Yes" below and the first row will be ignored.



3.

### Data

Paste your data into the box below. The data must be in the format specified above.

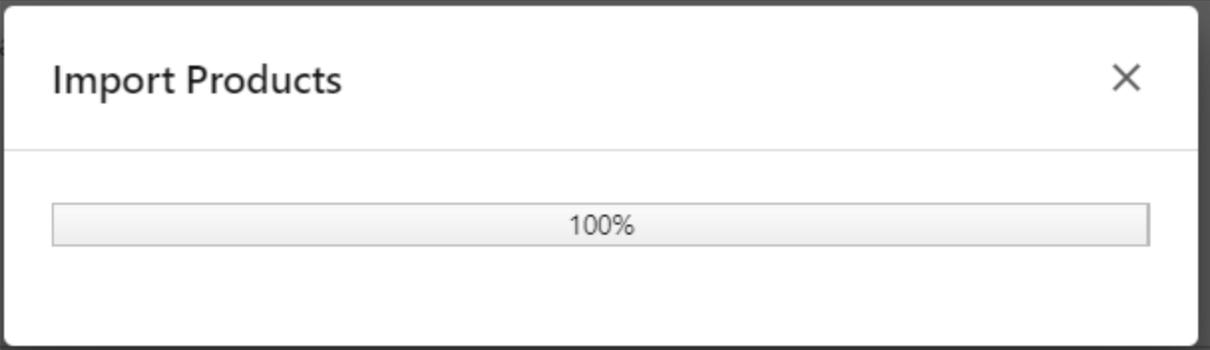
<u>SKU</u>	<u>Quantity</u>
<u>18816115000M</u>	5
<u>14102210000L</u>	5
<u>18811215000M</u>	5
7637501500042-44	5

Add items to cart even if their selected quantities are zero (0).

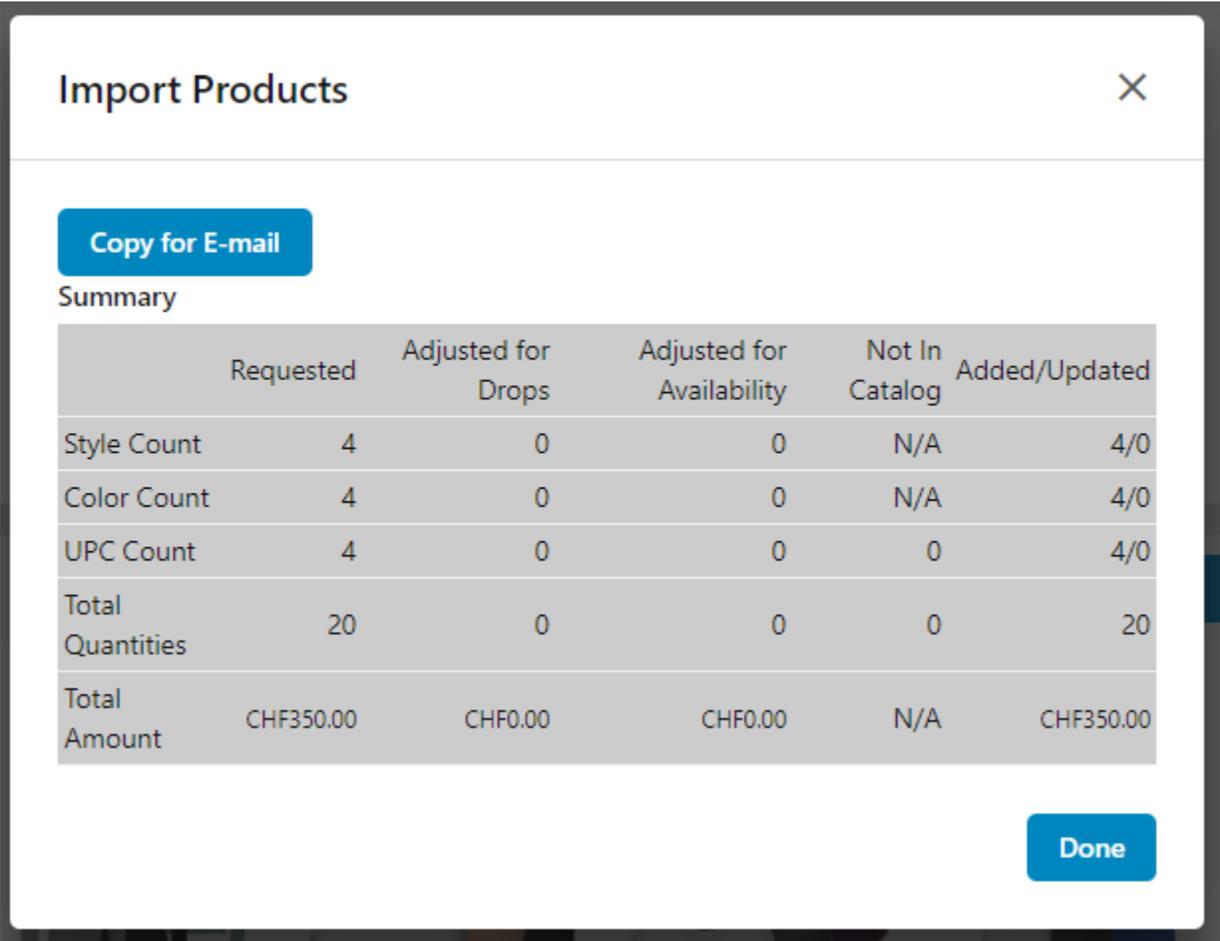
Previous

Next

Click "Next", and your file will begin uploading.



After import you will see the results of your import:



In cart you can doublecheck your import.

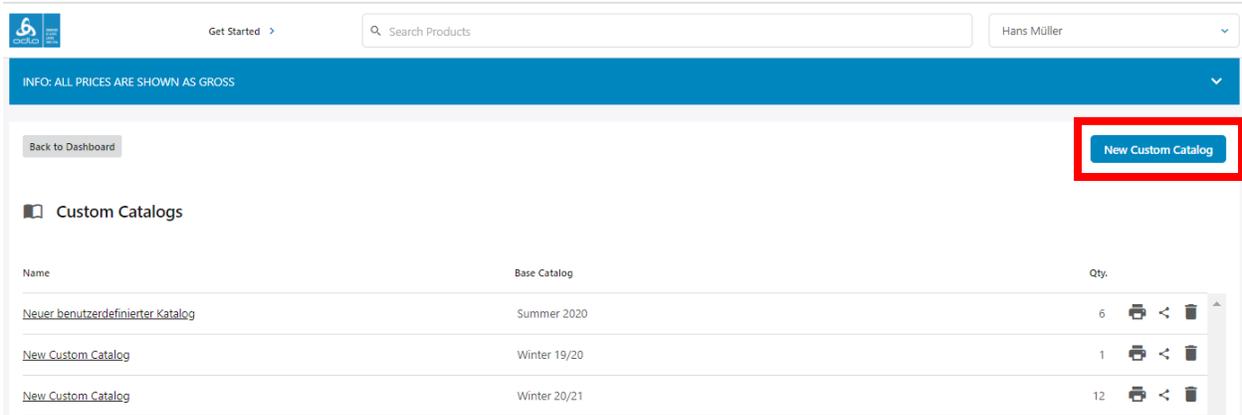
Sort		Shipment 1	Unit Totals
Catalog Order ▾		6/1/2020	
BL TOP Crew neck Singlet PERFORMANCE LIG  188161 15000 black	5 Units CHF100.00		5 Units CHF100.00
BL TOP Crew neck s/s ACTIVE F-DRY LIGHT  141022 10000 white	5 Units CHF125.00		5 Units CHF125.00
SUW Bottom Brief PERFORMANCE LIGHT  188112 15000 black	5 Units CHF75.00		5 Units CHF75.00
Socks quarter CERAMICOOL  763750 15000 black	5 Units CHF50.00		5 Units CHF50.00
<b>Order Totals</b>	20 Units CHF350.00		20 Units CHF350.00

### 3.1.2. Show me my...

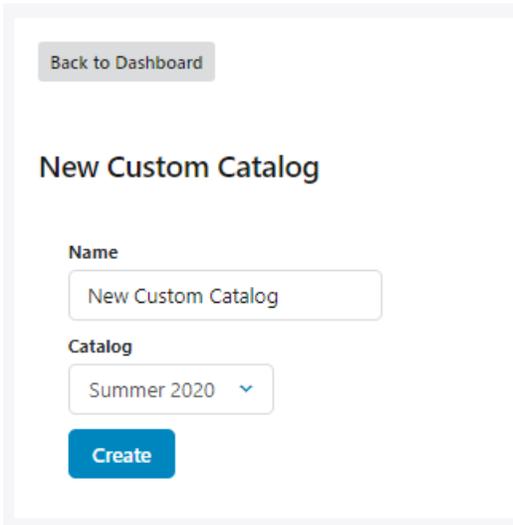
#### 3.1.2.1. Custom Catalogs (currently not enabled)

Here you have access to your self-created catalogs.

Here You can also create a new custom catalog (click on “New Custom Catalog”).



Then you can name your catalog individually and select a catalog which is the database for your personal style selection.



### 3.1.2.2. Print Jobs

When you create a PDF output for a Custom Catalog, Order, or Whiteboard, a print job is initiated on the server and runs in the background.

Hello Hans Müller,

Your requested print job for the Document Elastic-Auftrag has completed. Your Document is now available for download by clicking the following link.

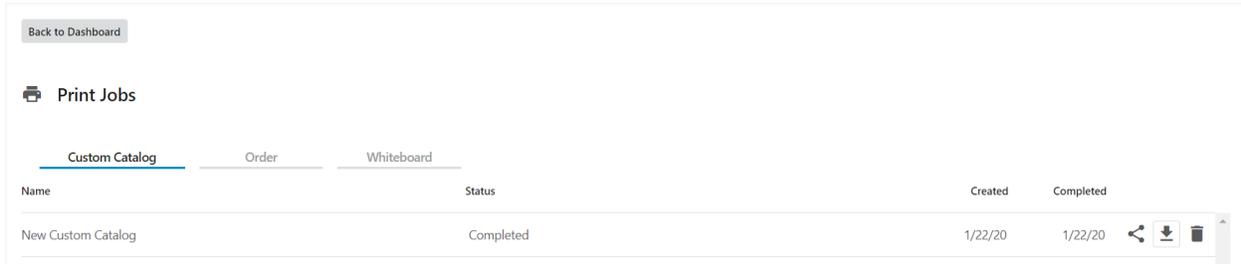
[Download your print job](#)

Alternatively, you can download this print job in Elastic. Once you have logged into Elastic, click on the Print Jobs button, go to the Documents tab, and click the Download button for the relevant print job.

Thank you!

You can access print jobs by going to the “Get Started” menu in the dashboard and by selecting “Print Jobs” under “Show Me My...” and you can access print jobs by going to the menu and select “Print Jobs” from the dropdown as well.

Your PDF print jobs are divided into three categories: “Custom Catalog”, “Document”, and “Whiteboard”. To view a particular PDF category, simply click on the tab you want to view.



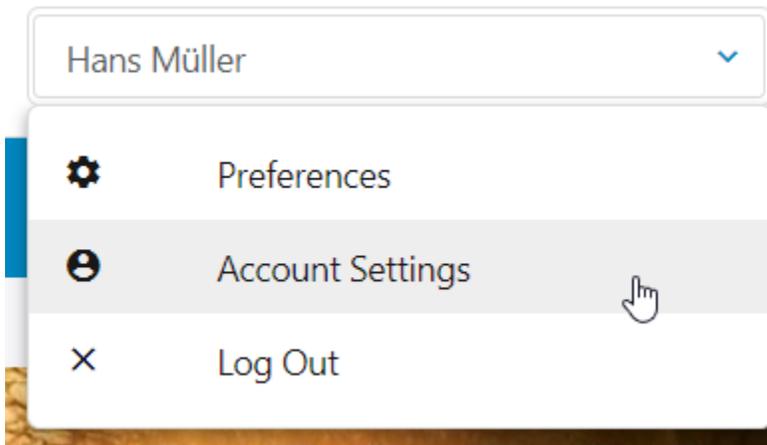
Click on the grey arrow button to the right and your PDF will begin downloading.

### 3.1.3. Settings

#### 3.1.3.1. Account Settings

Here you can revise your user data.

“Account Settings” can be found by either clicking your name from the dashboard or from the “Get Started” drop down. This menu allows you to change your “First Name”, “Last Name”, “Username”, “E-mail”, and “Password” for the logged in user account.



**Account Settings**

First Name

Last Name

Username

E-mail

Password

Confirm Password

[Save Changes](#)

After entering in the desired information select “Save Changes” for your changes to take effect, on successful entry you will receive a message that says “Successfully Updated!”. Below are some stipulations to changes to keep in mind:

- Username must be unique from other users
- Password must be at least 8 characters in length
- If unsuccessful you will see an error message, detailing what needs to be changed to submit the changes to your account.

**Account Settings**

There was an error updating the user. Please correct the errors below and try again.

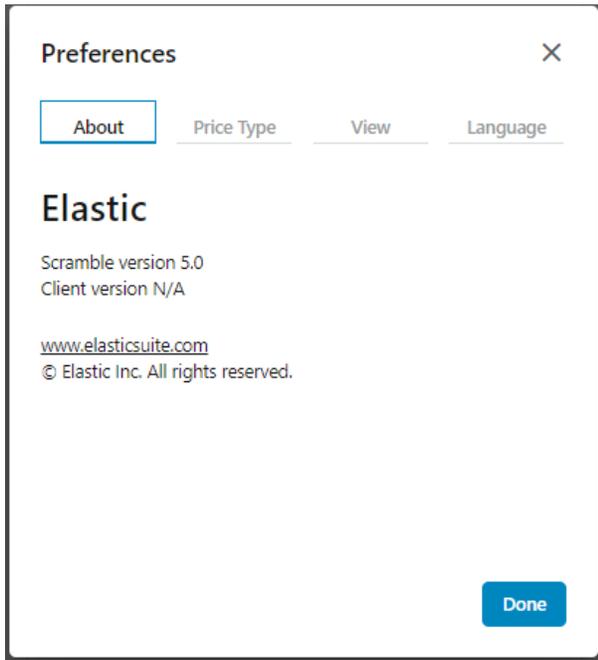
- password is too short (minimum is 8 characters)

### 3.1.3.2. Preferences

Preferences can be found by either clicking your name from the dashboard, from the “Get Started” drop down, and from the Menu while in an order. This menu allows you to find “About”, “Price Type”, “View”, and “Language” settings.

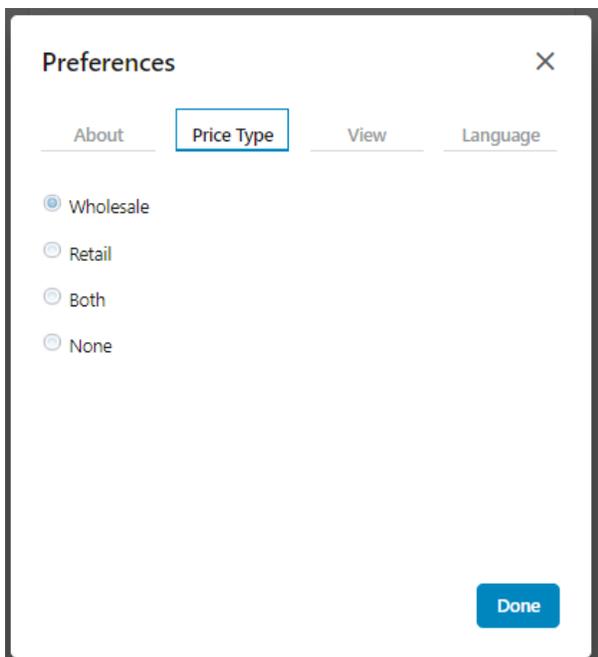
### 3.1.3.2.1. About

In the “About” tab you will find version numbers, link to [www.elasticsuite.com](http://www.elasticsuite.com), and copyright info.



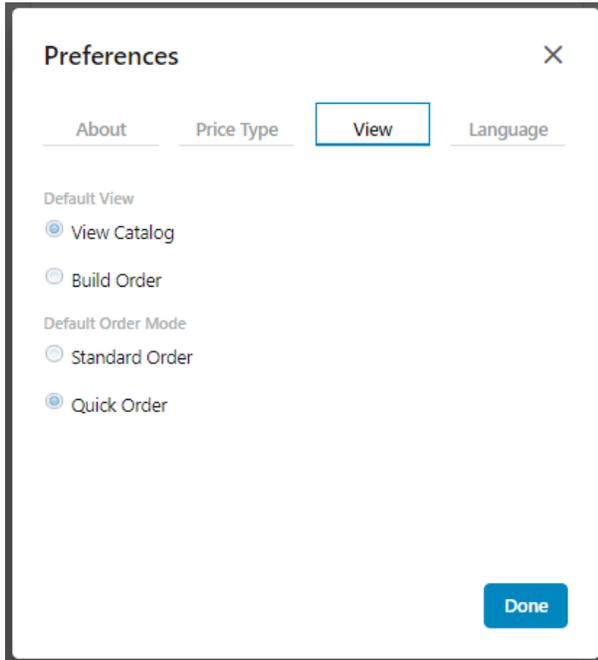
### 3.1.3.2.2. Price Type

In the “Price Type” tab you can select your preferred price type. “Wholesale” will show only wholesale pricing and “Retail” will show only recommended retail pricing on items in your catalogs, “Both” will show both wholesale and retail in your catalogs, and “None” will show no pricing in your catalogs.



### 3.1.3.2.3. View

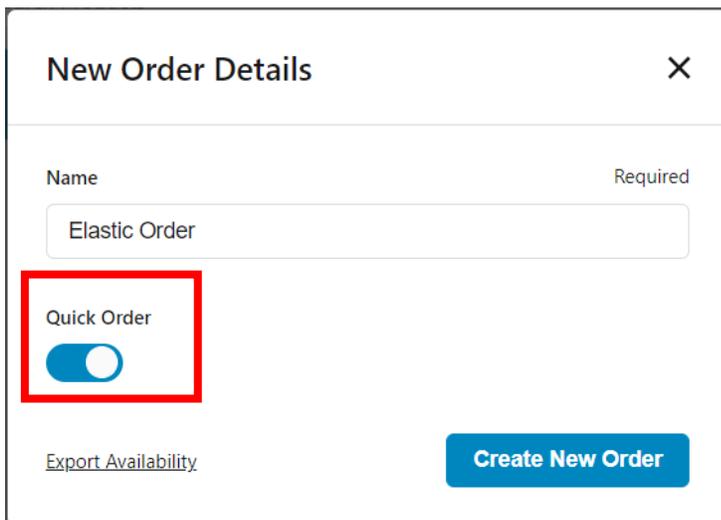
In the “View” tab you will find options for your “Default View” and “Default Order Mode”.



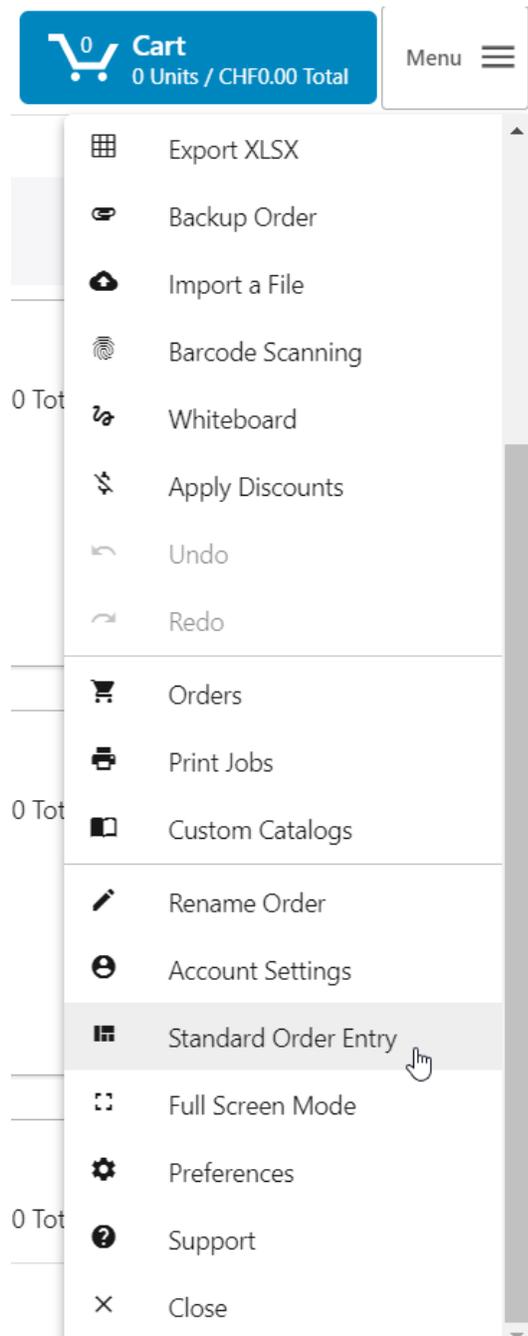
Selecting your “Default View” will default to your selection when starting a standard order with “View Catalog” defaulting to the view catalog screen and “Build Order” defaulting to the build order screen.



Selecting your “Default Order Mode” will default the order mode when creating an order to always have either a standard order or a quick order.

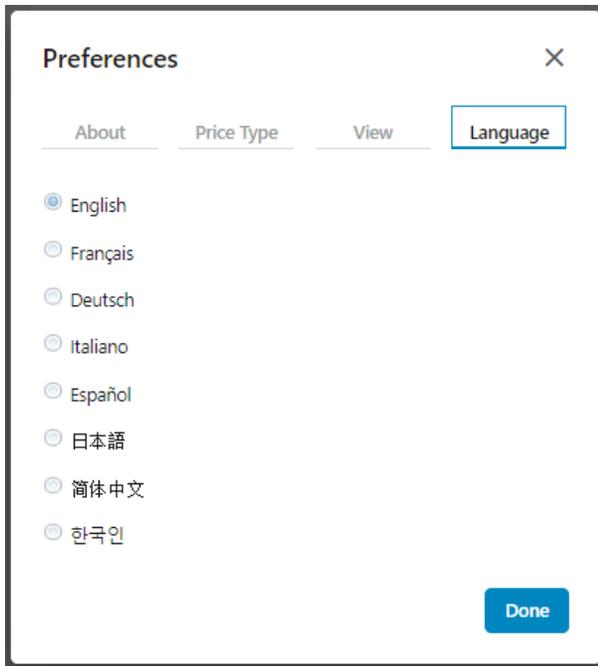


You will still have the option to switch on the create an order screen and in the order menu.



#### 3.1.3.2.4. Preferences

In the "Language" tab you will find all the different language types you can have the site translate to.



### 3.1.3.3. Log Out

Click here to log out from Elastic (one option).

### 3.1.4. Links

Here can be placed several links by the Elastic Admin.

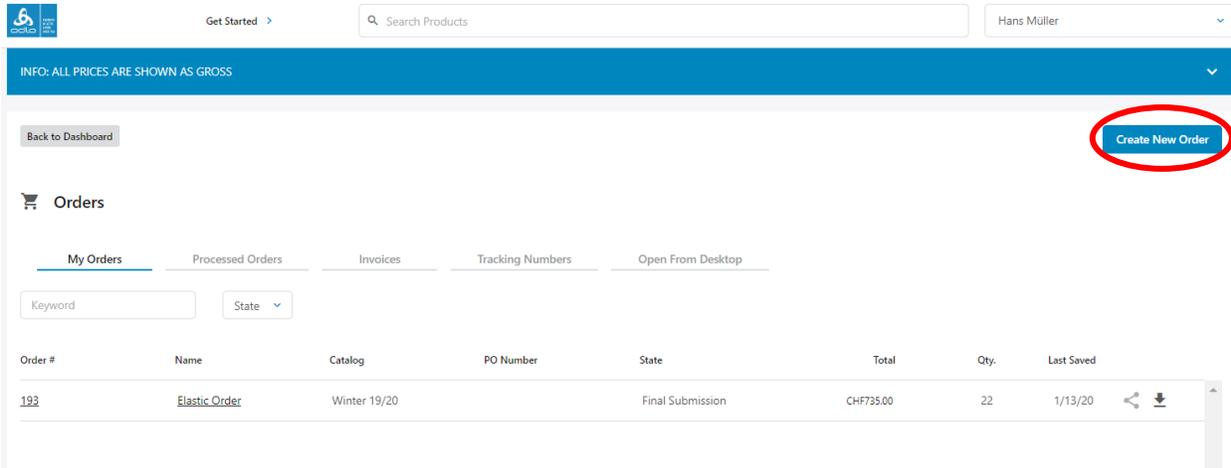
## 4. Create New Order

Select "New" from the Orders Widget on the dashboard to create a new job.

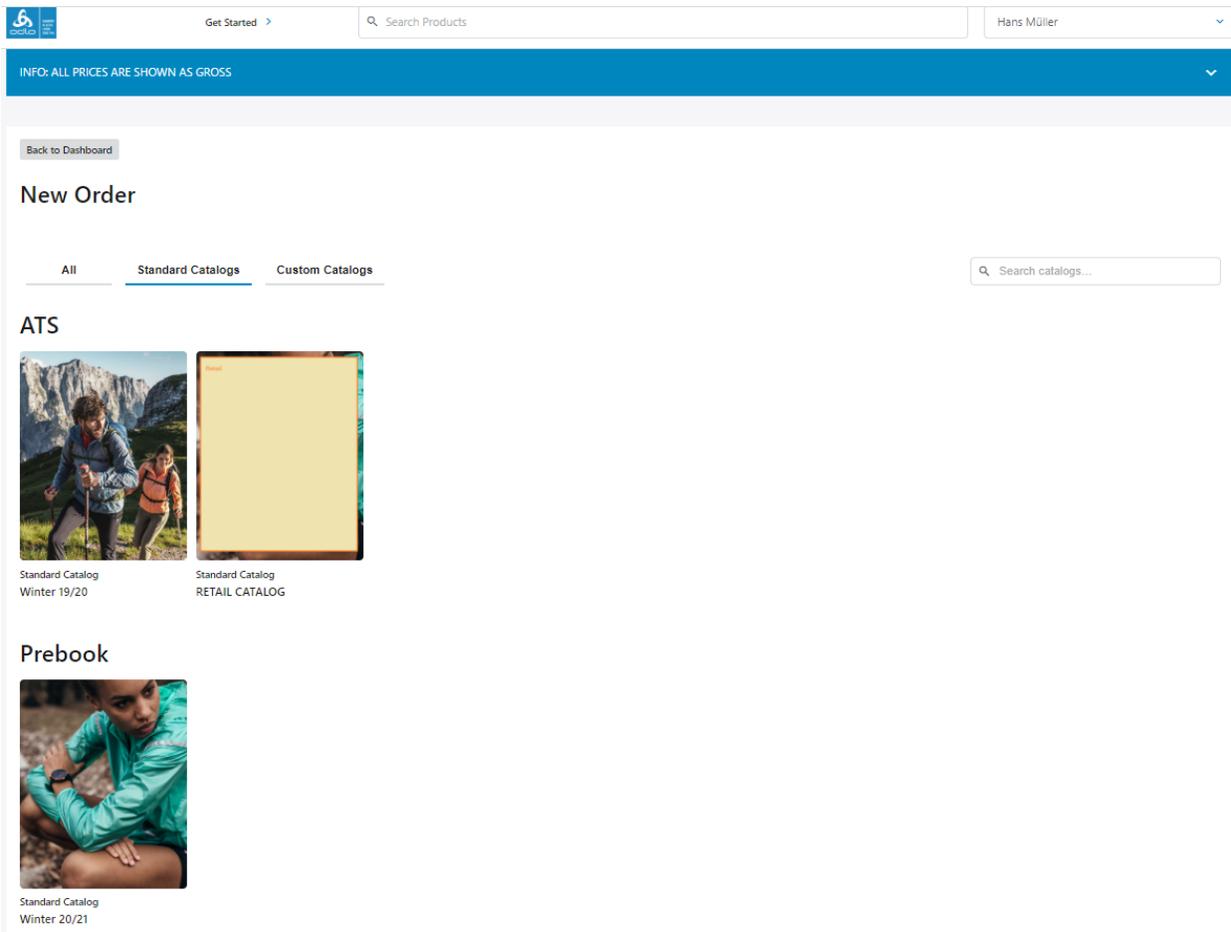
Orders <span style="float: right;">New</span>			
Name	Customer	Qty	Total
<a href="#">Elastic Order</a>	Fux Dream AG	5	CHF250.00
<a href="#">Elastic-Auftrag</a>	Fux Dream AG	30	CHF975.00
<a href="#">Commande Elastic</a>	Fux Dream AG	0	CHF0.00
<a href="#">Elastic Order</a>	Fux Dream AG	22	CHF735.00

[View All](#)

On the "Order page" (you will reach it by clicking "View All") you can start creating an order as well.



Select a Catalog from the "New Order" screen. On top you will see three tabs (All, Standard Catalogs and Custom Catalogs).



Once you select your catalog, it cannot be changed for your order. But you can always create a separate order with a different catalog.

You have two ordering options: Standard and Quick.

### Standard

In general, Standard is used for Pre-Season orders, and may also be used for the following:

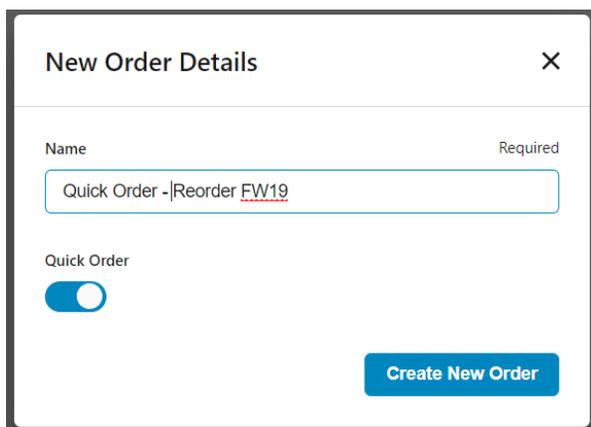
- View a catalog
- Build an Order
- Create multiple shipments
- Create whiteboards
- Enter quantities
- Review orders
- Submit orders

### Quick

Quick is basically used for Replenishment orders, and may also be used for the following:

- Search for product
- Enter quantities
- Create multiple shipments
- Reviews orders
- Submit orders

After selecting a catalog you want to place an order to, the “New Order Details” slider appears and allows you to select between the “Standard” order style or the “Quick” order style, simply **activate or deactivate the button for your preferred order style** (Quick or Standard). You can also set your default order style in preferences.



**Name** – Your order name can be anything, including the default “New Order”, but we recommend giving each order a unique name. Your order can be renamed at any time **before it is placed**.

**Customer (Reps Only)** – Select a Customer from the dropdown list. It is important to note your customer can not be changed once you create an order. To use a different customer, you'll have to create a new order.

When clicking on “Create New Order” the order process will start.

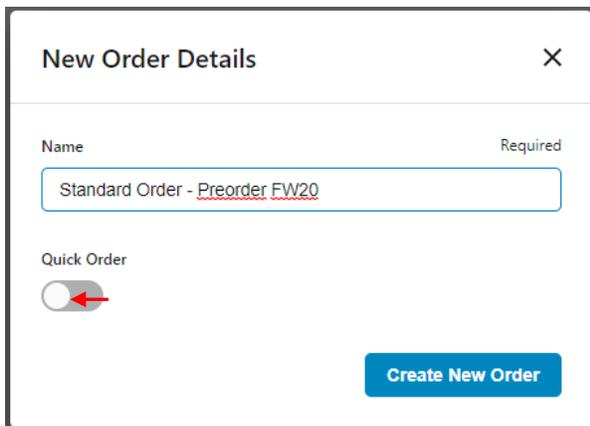
#### 4.1. Build a Standard Order

The recommended workflow for Standard Orders is to build your entire order at the **color level**, then to add individual quantities at the size level. To learn how to add styles and quantities at the same time, check out the “Build a Quick Order” solution.

To build a Standard Order go to the “Orders” widget on the dashboard and select “Create New Order”/“New”. Then select your catalog you would like to place an order to.

After selecting a catalog you want to place an order to the “New Order Details” slider appears and allows you to select between the “Standard” order style or the “Quick” order style, simply **deactivate the button for** a Standard Order. You can also set your default order style in preferences.

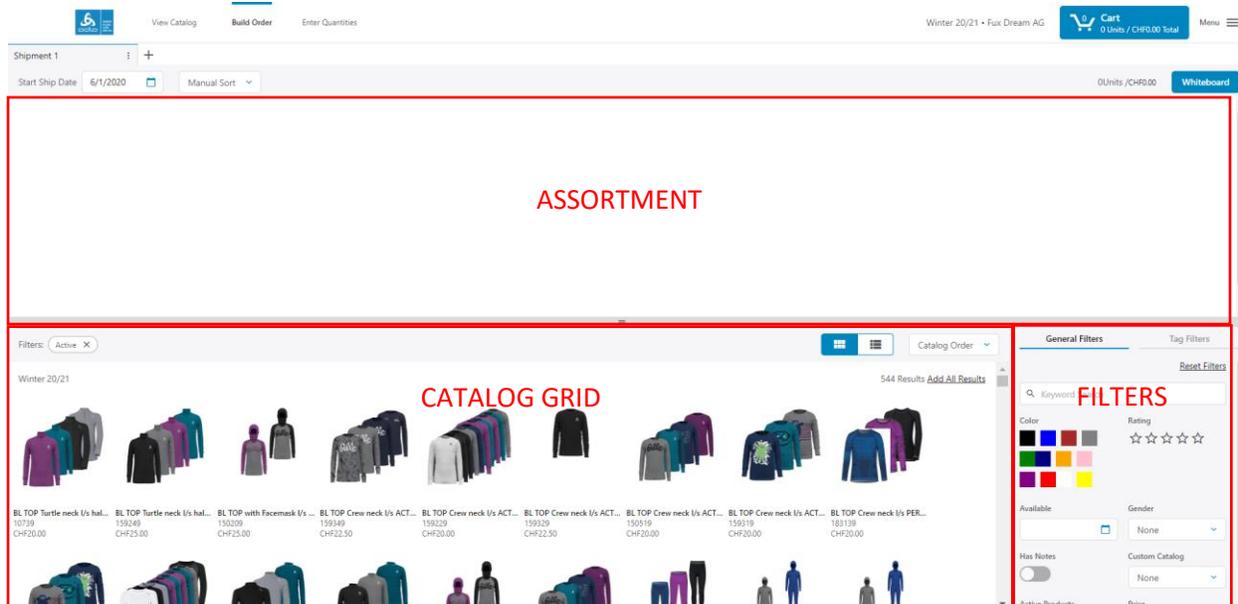
Name your order and click “Create New Order”:



Next, you will automatically come to the “Build Order screen”, where you will build your order.

##### 4.1.1. Build Order Screen

The Build Order screen is where you can select styles and colors for an assortment. An assortment can be used to start an Order, Order Proposal, or a Merchandising Arrangement. The build order page is divided into three sections: the **Catalog Grid** is where you'll be able to view / filter every style in the catalog. The **Filters** pane is where you will find your filter options. The **Assortment** section is where your selected styles and colors will appear.



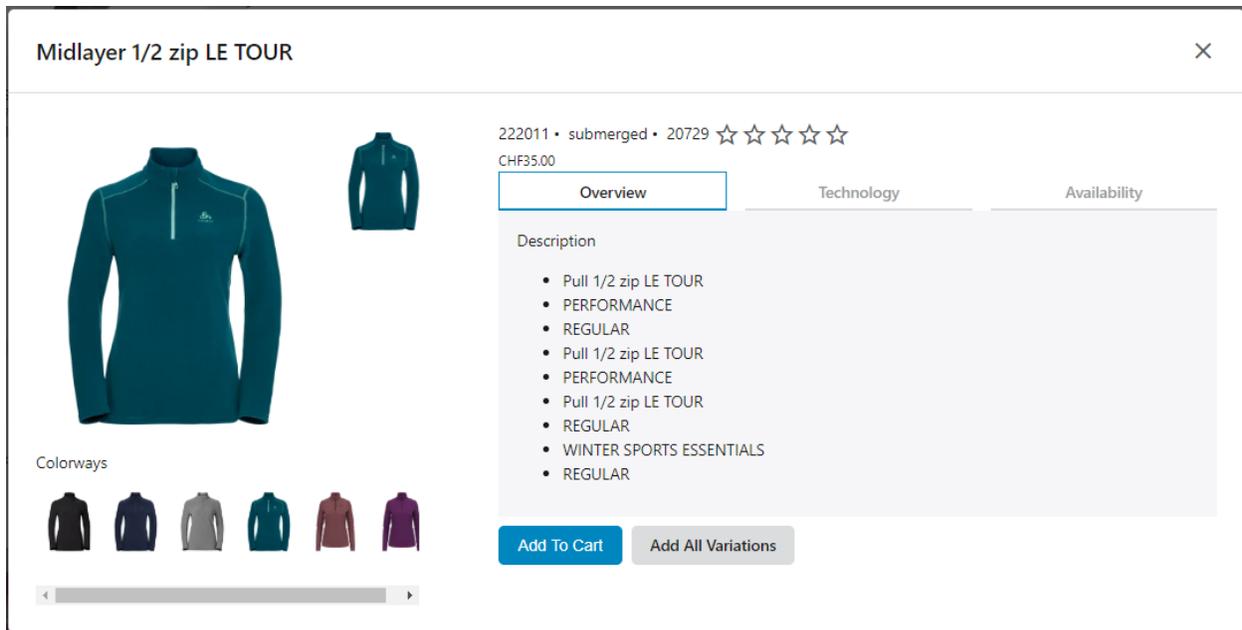
Build your order at the **color level**: select the styles and colors you wish to include by dragging them from the **Catalog Grid** and dropping them into the **Assortment**.

Utilize the Filters to refine the results in the catalog. The search at the top can be used to search by any attribute of the item including UPC, style name, and color. At the bottom there are several user specific filters that can be used, “Rating” and “Has Notes”.

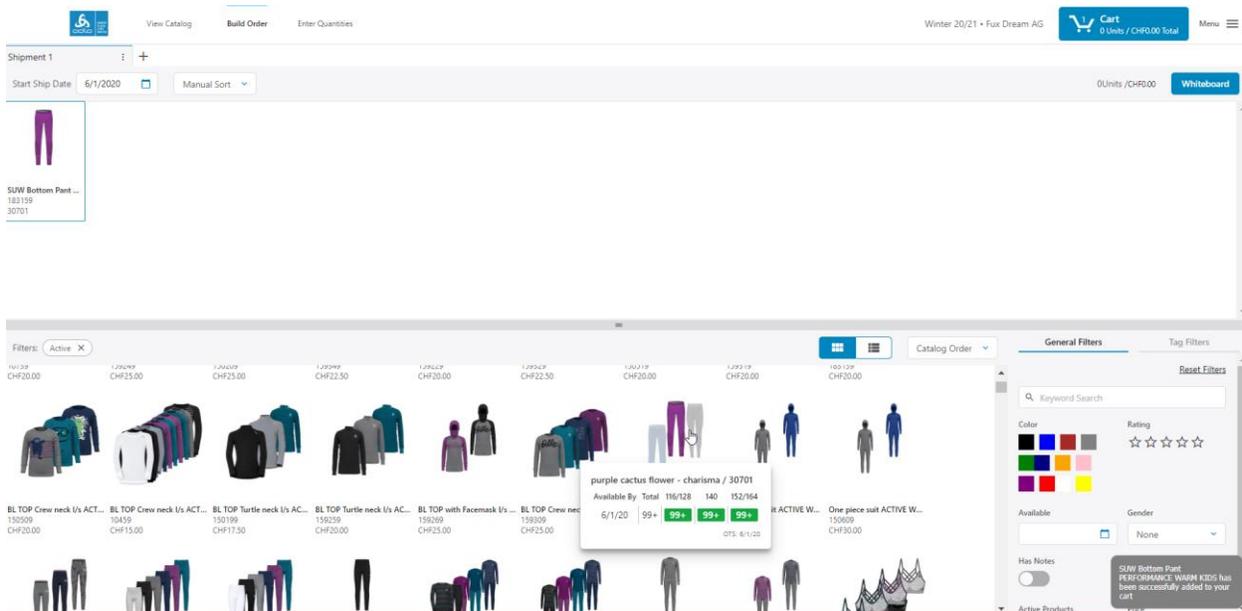
Near the top of the Assortment you can add shipments by selecting the plus next to your most recent shipment tab, clicking on a shipment tab name will open several options for that shipment, these include “Rename”, “Duplicate”, “Clear Quantities”, and “Delete”. Below your shipment tab you can change your “Start Ship Date” (in the cart it is still changeable) for each shipment and select how your results are filtered.

“Start ship date” depends on the availability of the products you're selecting, you may need to change this date before submitting your order or select certain items in a different shipment.

To see more information to a style **doubleclick** on the style image either in the catalog grid or in your assortment. It will open up a full summary page of the item with overview, technology, and availability of the item. And you will see the colorways of the style as well. In the advanced view of the style you can add a certain colorway (select color by clicking on the color image and then click the “Add to Cart” button) or all variations of the style to the cart (click on the “Add All Variations” button).

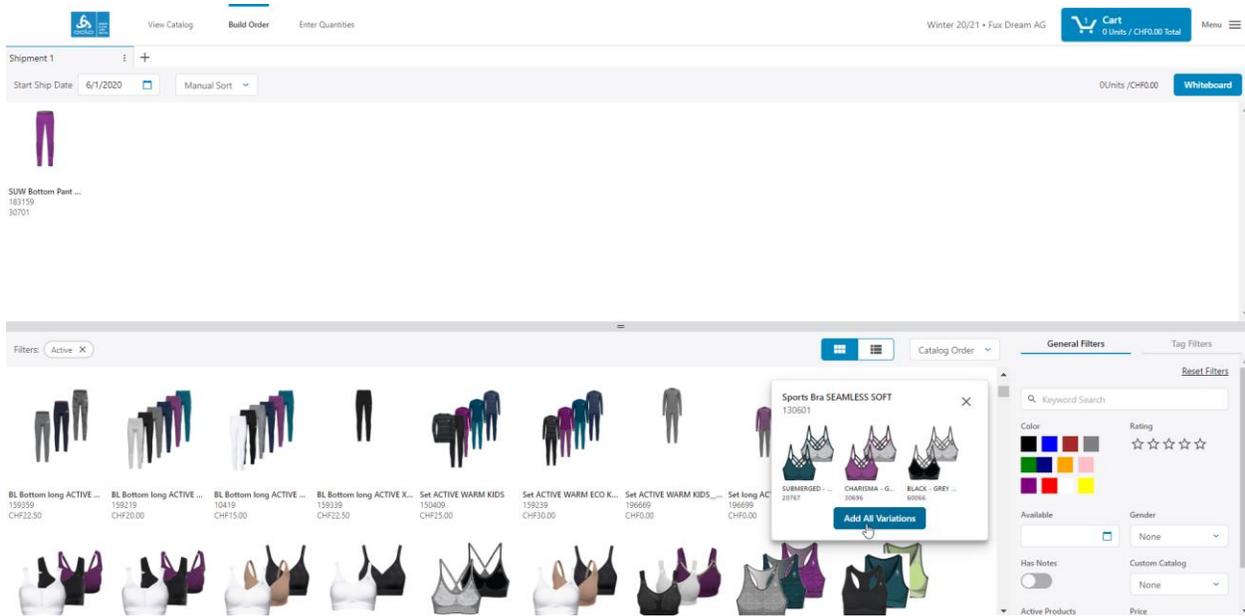


To add styles to Assortment you can also **drag and drop** from the Catalog Grid to the Assortment or simply **click on the product image** of your preferred color and it will be added.



Holding the cursor above the (single) style image will show you information about its availability.

You can also add specific colors easily by **clicking on the description** of the product to expose a horizontal list of all colors. From this list, you can click one by one to add a colorway, or you can choose the “add all” button to add all variations instantly.



To remove products:

- Click on the product in your assortment you want to remove to select it and hit “Delete” on your keyboard. It can always be added again from the Catalog Grid. You can select groups of items in your assortment by clicking on the items you want to select while holding the SHIFT or CTRL button.
- Drag and drop it out of the assortment "back into" the Catalog Grid.
- You can also remove items from the shopping cart later.

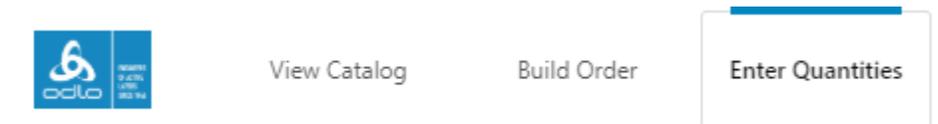
Once you have built your order at the **color level**, you're ready to add quantities and check out. There are two ways to select quantities:

1. click “Enter Quantities” along the top navigation
2. click on the cart button

#### 4.1.2. Enter Quantities Screen

Once you have built your order at the **color level**, you're ready to add quantities and check out. There are two ways to select quantities:

1. Clicking “Enter Quantities” along the top navigation:



This will take you to a vertical list of all of the colors in each of your shipments. Click on the different shipment tabs to toggle between each shipment.

Entering in an amount into a box will automatically total up on the right of the product. If you want to delete an item from your order select the remove button.

The screenshot shows the 'Enter Quantities' page for 'Fux Dream AG's Cart - Quantities'. It features a navigation bar with 'View Catalog', 'Build Order', and 'Enter Quantities'. The main content area displays two items:

- Item 1:** Tights short suspenders SCOTT SRAM RACIN. Size selection: XS (0), S (14), M (0), L (0), XL (0), XXL (0). Quantity input: 0. Total: 0 Units, CHF0.00.
- Item 2:** Shorts MORZINE ELEMENT with inner brief. Size selection: S (0), M (5), L (4), XL (26), XXL (1). Quantity input: 0. Total: 0 Units, CHF0.00.

Each item has a 'Remove' button and 'Copy', 'Paste', and 'Copy to All' buttons.

You can also easily copy a size run throughout your order by using “Copy” and “Paste”. Simply click on “Copy” to copy the quantities of a color, and then paste them for example to the color below. Or you can click on the “Copy to All” button to transfer the size run to all styles in your cart (this only works for items with the same size specifications; if an item does not have the selected sizes or if there is no availability for a size, no quantity is transferred for this item or size).

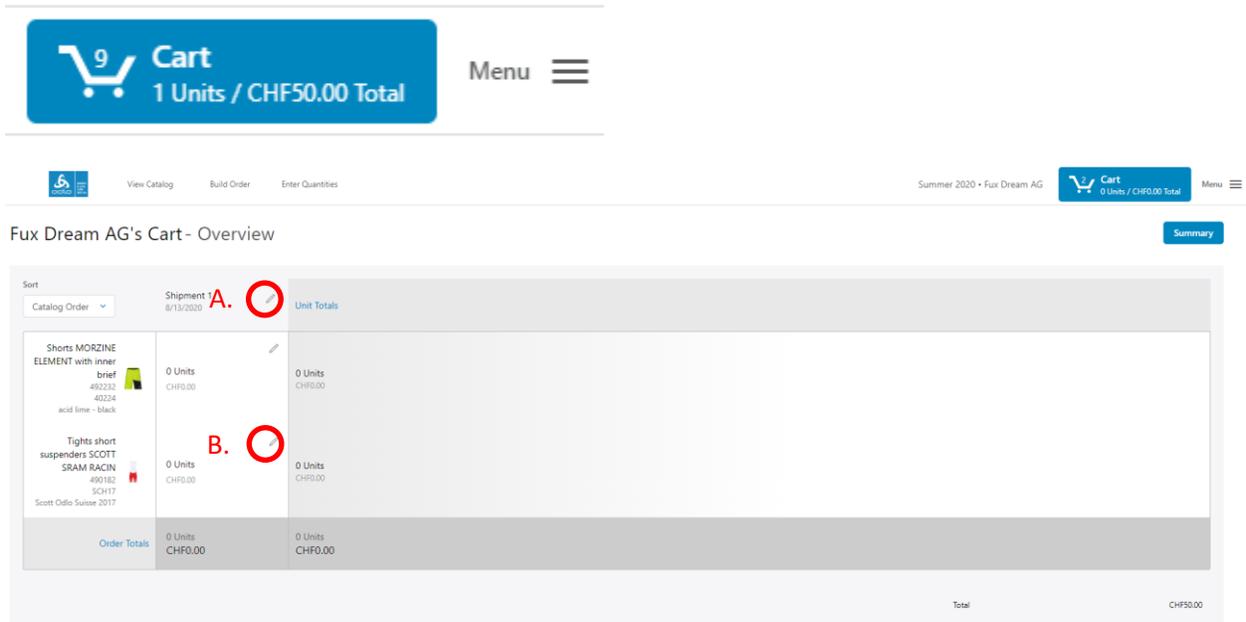
The screenshot shows the 'Enter Quantities' page for 'Fux Dream AG's Cart - Quantities'. It features a navigation bar with 'View Catalog', 'Build Order', and 'Enter Quantities'. The main content area displays three items:

- Item 1:** Sports Bra SEAMLESS SOFT. Size selection: XS (0), S (0), M (30), L (36), XL (16). Quantity input: 0. Total: 0 Units, CHF0.00.
- Item 2:** Set ACTIVE WARM ECO KIDS. Size selection: 80 (0), 92 (99+), 104 (1), 116 (99+), 128 (2), 140 (99+), 152 (4), 164 (99+). Quantity input: 0. Total: 10 Units, CHF300.00.
- Item 3:** Set ACTIVE WARM ECO KIDS. Size selection: 80 (0), 92 (99+), 104 (1), 116 (99+), 128 (2), 140 (99+), 152 (4), 164 (99+). Quantity input: 0. Total: 10 Units, CHF300.00.

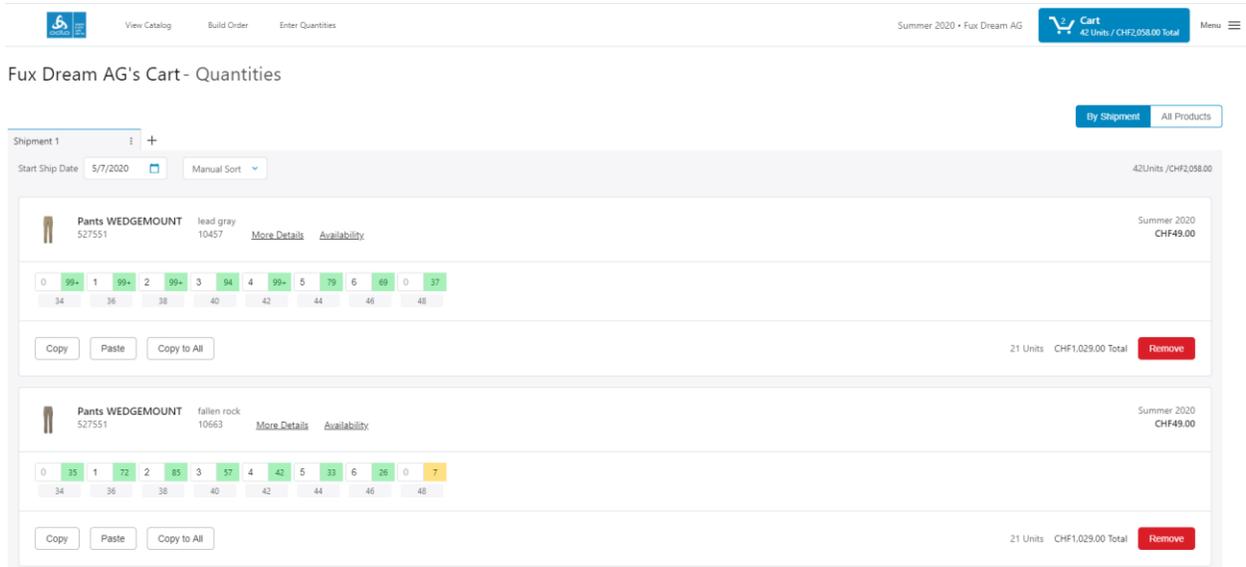
Red boxes highlight the 'Copy' button on the second item and the 'Paste' button on the third item.

After all quantities have been added in clicking the “Cart' button” in the top right will bring you to the “Overview/Summary screen” where you can double check your quantities and again adjust them if necessary.

- Or you can directly click on the “Cart” button in the top-right corner of the page to be brought to the “Cart Overview” screen where you can enter your size quantities.



- By clicking on the pencil of a shipment, you will see all the items in that shipment, so you can edit the quantities for all the items in that shipment.



- To edit quantities for a specific item in the "Shopping Cart Overview", click on the pencil next to the item.

### Edit Quantities ✕

**Pants WEDGEMOUNT** lead gray  
 527551 10457 [More Details](#) [Availability](#) Summer 2020  
CHF49.00

0	99+	1	99+	2	99+	3	94	4	99+	5	79	6	69	0	37
34	36	38	40	42	44	46	48								

Copy Paste 21 Units CHF1,029.00 Total Add to Cart

Cancel Remove From Cart Save

### 4.1.3. View Catalog Screen

This page works well as a presentation tool for showing the line to the buyer. In contrast to the "View a catalog" function, the "View catalog" screen allows you to add products to the cart at both the style and colorway level.

View Catalog
Build Order
Enter Quantities

Summer 2020 • Fox Dream AG
 

Cart  
 0 Units / CHF0.00 Total

Menu

**Shorts MORZINE ELEMENT with inner brief**  
492232  
Sizes: S, M, L, XL, XXL  
CHF60.00  
[Quantity Entry](#)  
[Add to Cart](#)

**Polo shirt s/s MALANS**  
501861  
Sizes: XS, S, M, L, XL, XXL  
CHF35.00-CHF45.00  
[Quantity Entry](#)  
[Add to Cart](#)

**Hat PLAID**  
775981  
Sizes: -  
CHF25.00  
[Quantity Entry](#)  
[Add to Cart](#)

Filter

ACCESSORIES
ACTIVEWEAR
CYCLING
NORDIC DISCIPLINES
OUTDOOR
OUTDOOR PERFORMANCE
RUNNING
SPORTS INSPIRED
SPORTS UNDERWEAR / BASELAYER
TEC-SHIRTS

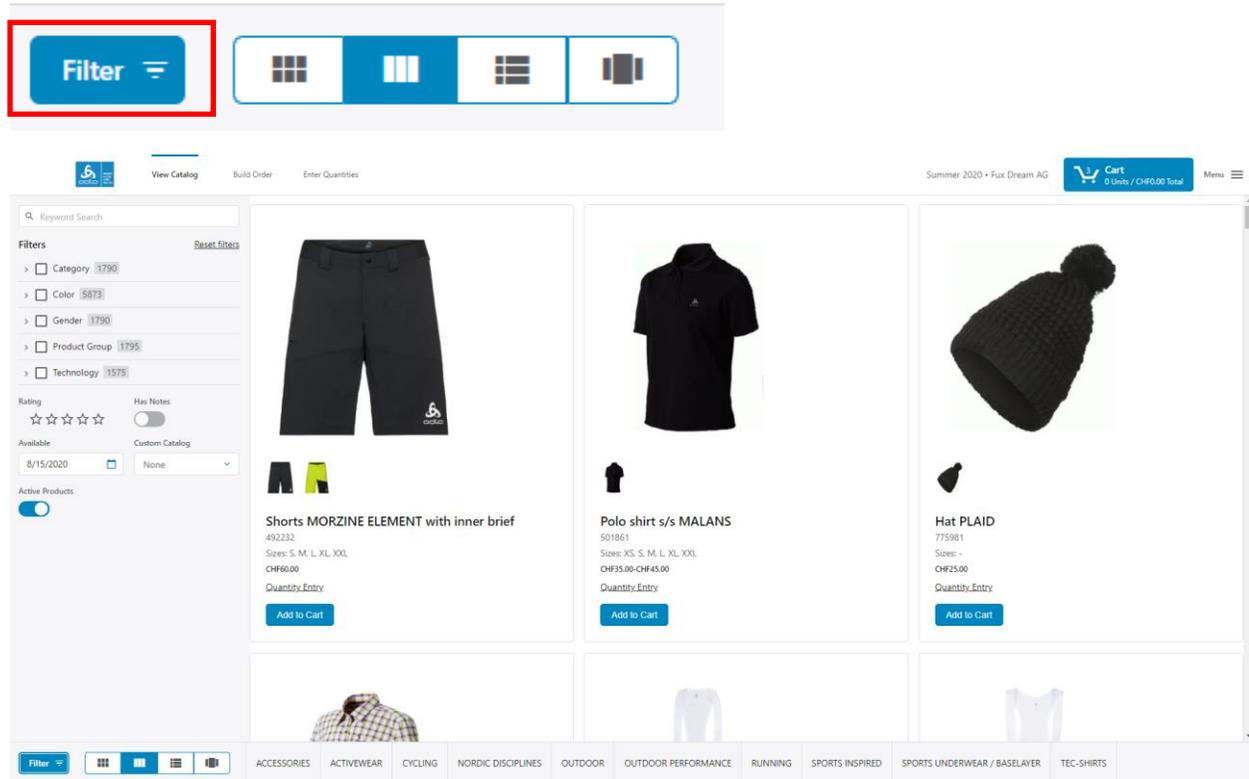
View Catalog

Build Order

Enter Quantities

To enable the filter panel, select the Filter icon in the bottom left corner of the page, and a set of filters will appear on the left side of the screen. Use the filter menu to view products by Gender, Rating, or

Availability. The Keyword Search box can be used to find a specific item by entering the product name, product number or UPC.



You can filter for products in several different ways, using the "Search Products" field (product name, style number, SKU, color code, etc.) or the given filter options:

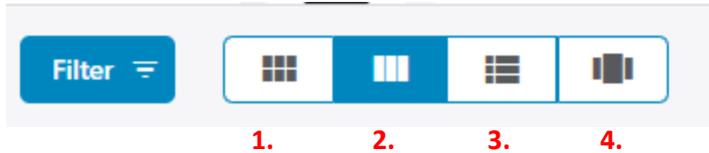
- Category
- Product Group
- Color
- Gender
- Rating
- Has Notes
- Date Available
- Active or Dropped

### Category filters

Across the bottom of the page, you'll notice a row of filters that are broken down by product category. Each tab acts as a filter: select one to display only items from that particular section. De-select all of these to display the entire catalog.

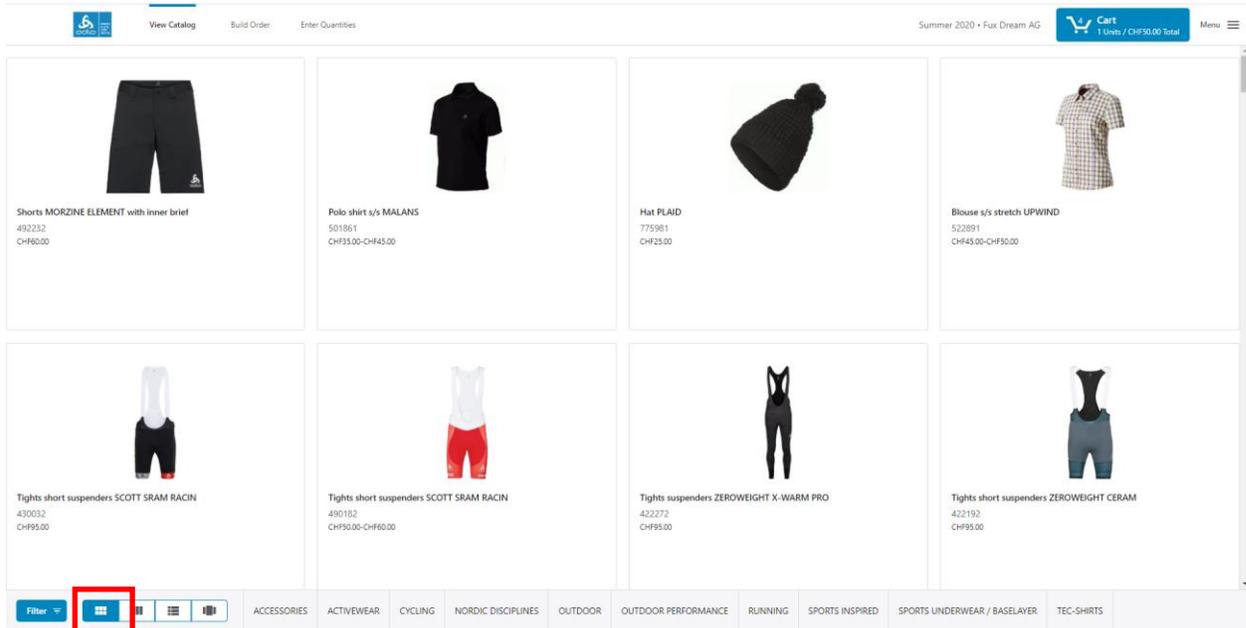


In the bottom left corner of the page, you'll notice a group of four buttons that give you options to display the catalog in different ways:



## 1. 8up

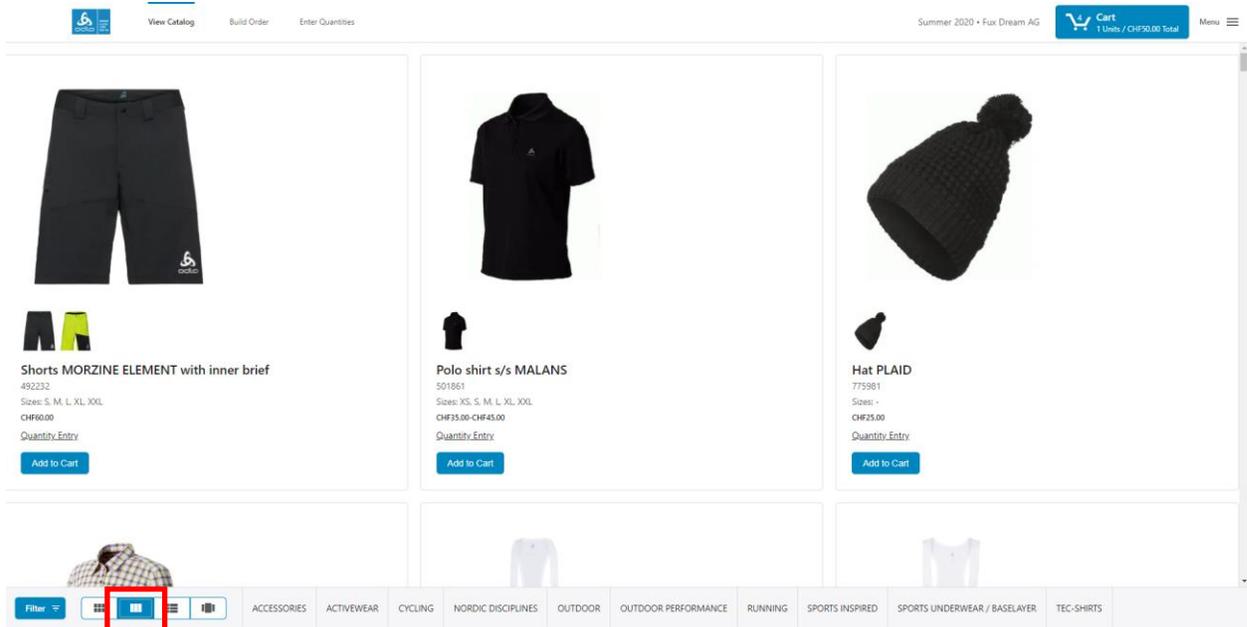
This option is great for seeing a number of styles at the same time to compare or to skim the catalog quickly. Each style is displayed only once. To see if the style is also available in other colors, click on the style image or its description.



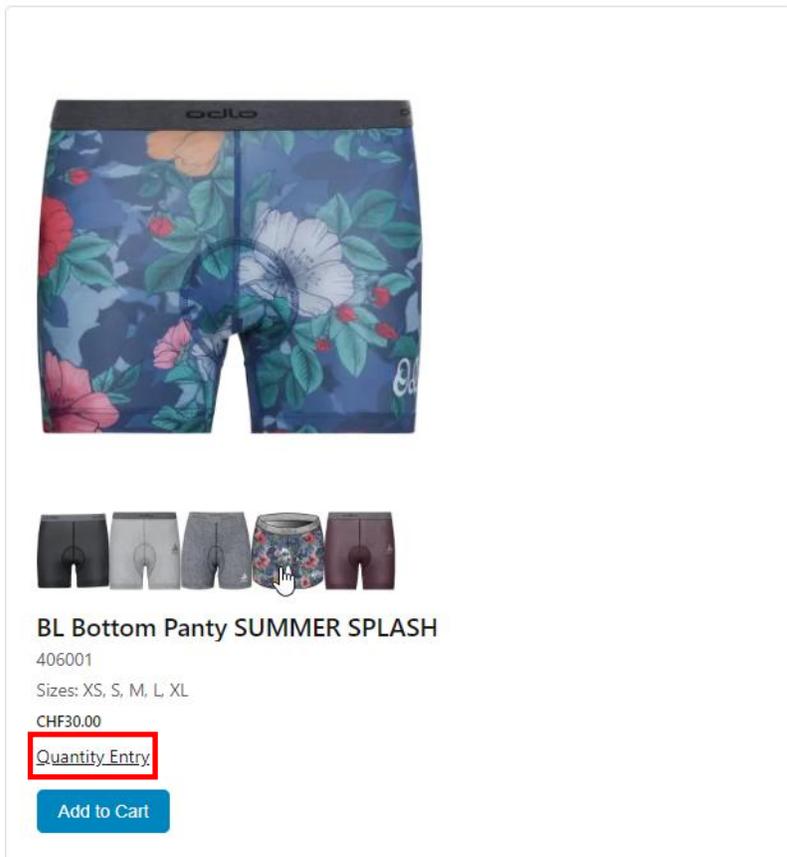
To add a style, click on the style image or its description. 1up view will open.

## 2. 3up

This view is the default option. This view is having larger images and more styles on a page. Here you can see if the style is also available in other colors.



To add a single style, click on the image of the style in the color you want to add and then on the “Add to Cart button”.



If you click on “Quantity Entry” you can also add single styles to cart by entering size quantities.

**BL Bottom Panty SUMMER SPLASH**  
406001 CHF30.00

SHIPMENT	AVAILABLE BY	XS	S	M	L	XL	UNITS	WHOLESALE
	Today	3	16	14	8	8		
Shipment 1	8/13/2020	0	0	3	0	0	3	CHF90.00
TOTAL		0	0	3	0	0	3	CHF90.00

SHIPMENT	AVAILABLE BY	XS	S	M	L	XL	UNITS	WHOLESALE
	Today	21	62	73	43	26		
Shipment 1	8/13/2020	0	0	0	0	0	0	CHF0.00
TOTAL		0	0	0	0	0	0	CHF0.00

Cancel Save

### 3. Rows

This view allows you to see more product details and individual colors for each style. Notice the color names and codes appear underneath each product, which allows for easy image selection in this view.

The screenshot shows a product catalog interface with the following items:

- Shorts MORZINE ELEMENT with inner brief** (492232): CHF60.00. Includes color swatches for BLACK (9500) and ACID LIME - BLACK (4024).
- Polo shirt s/A MALANS** (501861): CHF35.00-CHF45.00.
- Hat PLAID** (775981): CHF25.00.
- Blouse s/s stretch UPWIND** (522891): CHF25.00.

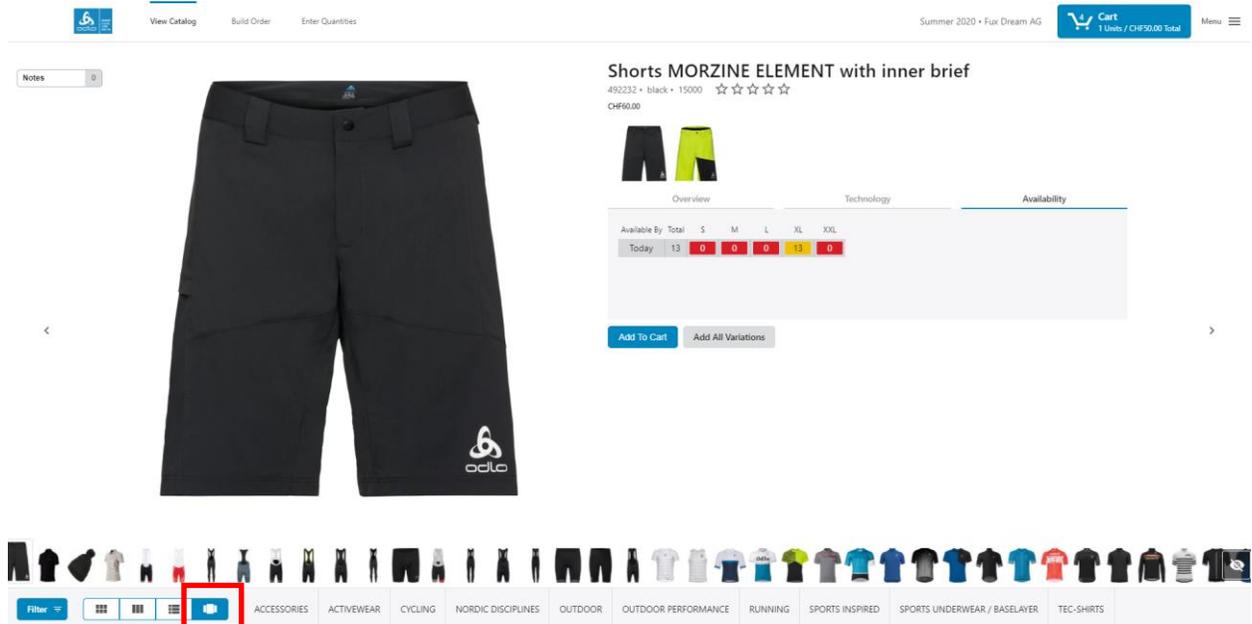
At the bottom, there is a navigation bar with a 'Filter' button and a grid view icon highlighted with a red box. The 'Add All Variations' button for the Blouse s/s stretch UPWIND is also highlighted with a red box.

To add a single style, click on its style image. If you want to add all variations of the style click on the button "Add all Variations". If you click on the style description 1up view will open.

### 4. 1up

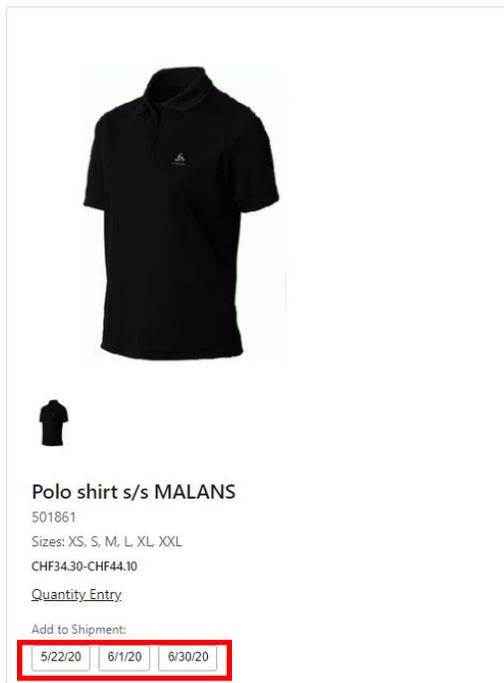
This view gives you the most information about a given item. To get to the 1Up view, you can use the

bottom navigation button or click on any style name in any other view (in the Cart Overview you will automatically get to the 1up view as well if you want to edit size quantities).



To add a single style, click on its (small) style image to select it. Then click on the “Add to Cart” button. If you want to add all variations of the style click on the button “Add all Variations”.

When building a standard order you will now see “add to shipment buttons” in the **3up- and 1up-view** on the view catalog tab.





### Shorts MORZINE ELEMENT with inner brief

492232 • black • 15000 ☆☆☆☆☆  
CHF58.80



Overview Technology Availability

Fit

- REGULAR

Material Composition

- 95% POLYAMIDE, 5% ELASTHAN

Details

Add to Shipment:

5/22/20 6/1/20 6/30/20

These buttons will appear for each shipment tab created in the build order screen. They will display the shipment date of the tab hovering over the button will give the name of the tab.

By clicking on this button, you add the article to the corresponding shipment.



If an article is already in the shopping cart of a shipment, the buttons will be highlighted in colour (currently black). By clicking on the buttons with the black background, you can remove the item from the shopping cart of the shipment.



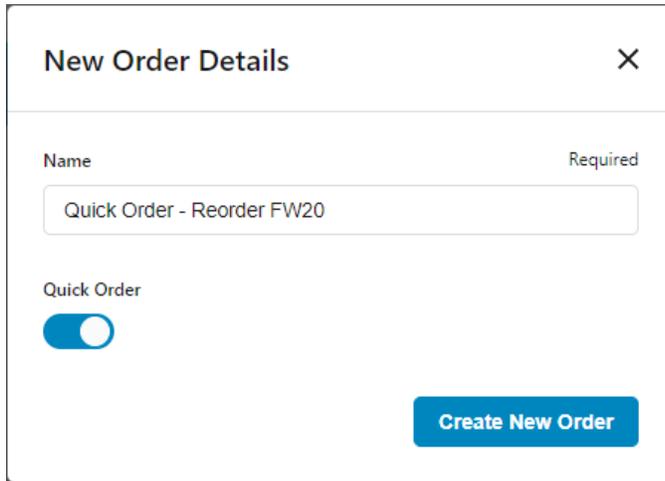
Depending on availability the buttons will show which shipments the item is able to be placed in. If there is a small warning triangle in the buttons, the selected item is not available due to the delivery date selected for the shipment (item is only available after the desired delivery date of the shipment).



## 4.2. Build a Quick Order

To build a Quick Order go to the “Orders” widget on the dashboard and select “Create New Order”/”New”. Select your catalog you would like to place an order to.

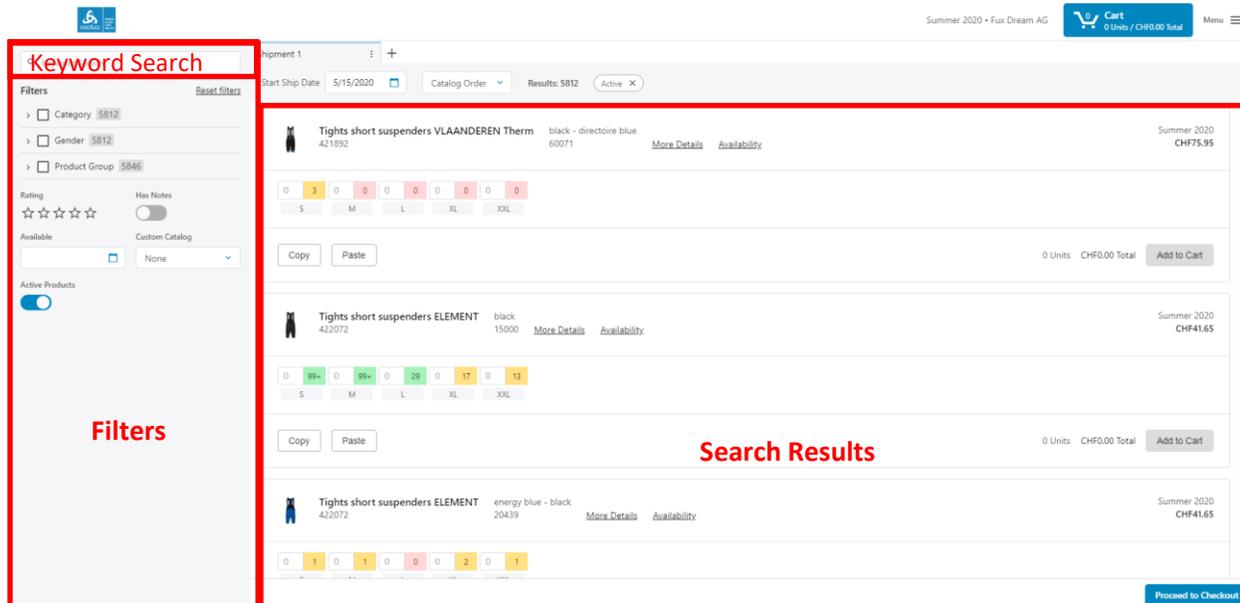
After selecting a catalog you want to place an order to the “New Order Details” slider appears and allows you to select between the “Standard” order style or the “Quick” order style, simply **activate the button for** a Quick Order. You can also set your default order style in preferences.



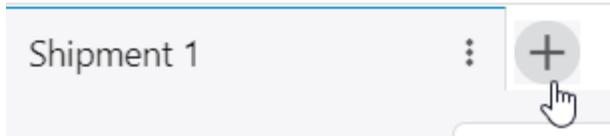
Name your order and click “Create New Order”:

Once in the Quick Order path, you will be brought to a single-step Order Builder page. Here, you will not see a top navigation like you would in the Standard Order path. Simply add your quantities to the cart and click “Proceed to Checkout”.

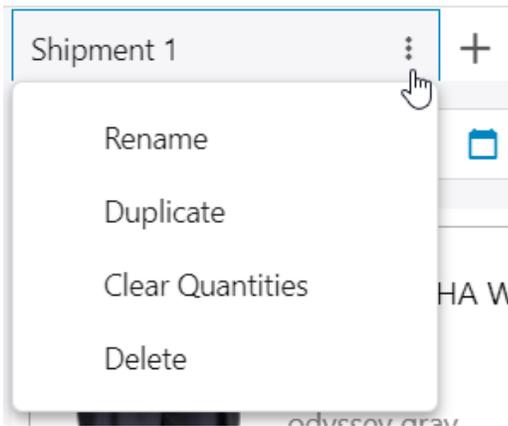
On the left of the screen you will find the various filters that can be used to refine the results in the catalog. The search at the top can be used to search by any attribute of the item including UPC, style name, and color. At the bottom there are several user specific filters that can be used, “Rating” and “Has Notes”.



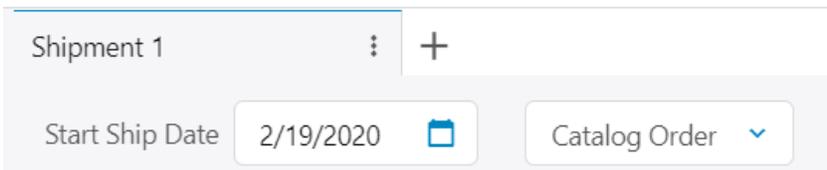
Near the top you can add shipments by selecting the plus next to your most recent shipment tab.



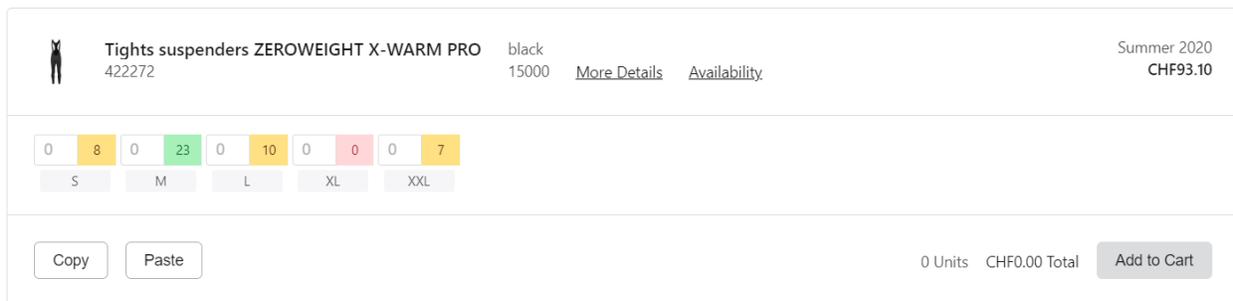
Clicking on the 3 dots on a shipment tab will open several options for that shipment, these include “Rename”, “Duplicate”, “Clear Quantities”, and “Delete”.



Below your shipment tab you can change your “Start Ship Date” (in the cart it is still changeable) for each shipment and select how your results are filtered.



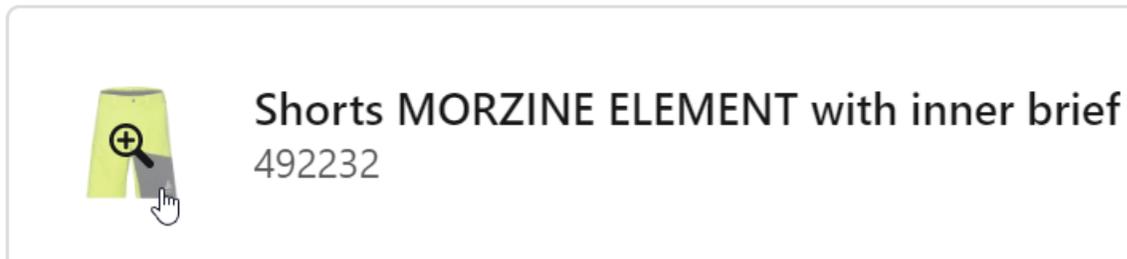
Below your shipment tabs you have your results from the filters you had selected on the left. This is where quantities can be added by entering your amounts into the boxes. The boxes will display the inventory levels of each product/style, green indicating a large amount of stock, yellow indicating low levels of stock, and red indicating no stock.



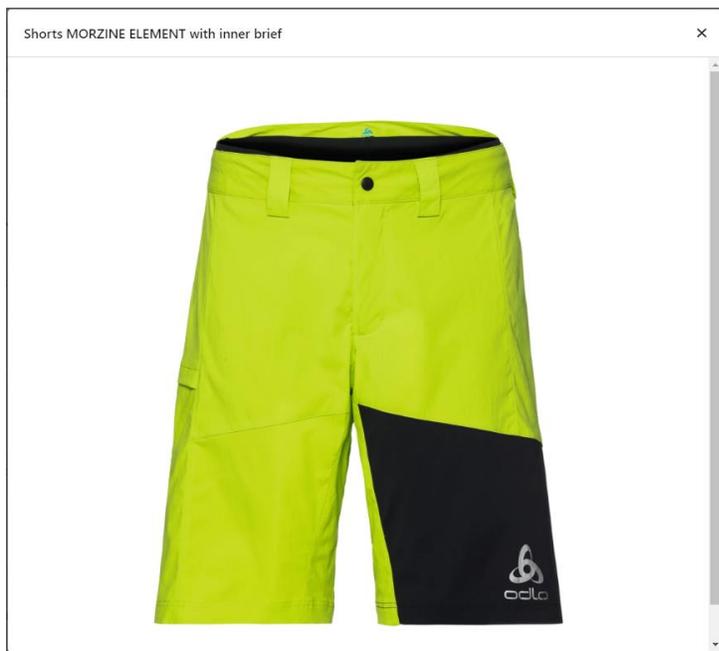
For adding a style to cart you have two options.

1. You can click the “Add to Cart” button without entering any sizes.
2. Or style will be automatically added to cart by entering size quantities.

Hovering over an items picture will display magnifying glass.



The magnifying glass will give you an enlarged look at the picture of the item.



If you click on “More Details” a full summary page (1up view) of the item will open up that includes 3 tabs (overview, technology, and availability) that give you more information to the item. And you will see the colorways of the style as well. In the advanced view of the style you can add a certain colorway (select color by clicking on the color image and then click the “Add to Cart” button) or all variations of the style to the cart (click on the “Add All Variations” button).


**Shorts MORZINE ELEMENT with inner brief** acid lime - black  
 492232 40224 [More Details](#) [Availability](#)

---

0 0 0 0 0 1 0 0 0 0  
 S M L XL XXL

---

Shorts MORZINE ELEMENT with inner brief ×



Colorways



492232 • acid lime - black • 40224 ☆☆☆☆☆

CHF58.80

Overview Technology Availability

Fit

- REGULAR

Material Composition

- 95% POLYAMIDE, 5% ELASTHAN

Pillar

- TRAIL & TOUR

TCS

The availability button will give you a table with additional information on future availability for the product (only in the preorder catalog).


**BL TOP Crew neck l/s ACTIVE WARM KIDS** black - grey melange - stripes  
 10459 10600 [More Details](#) [Not available until 9/1/20](#)  Winter 20/21  
 CHF19.60

---

0 0 0 0 0 0 0 0 0 0 0 0  
 80 92 104 116 128 140 152 164

---

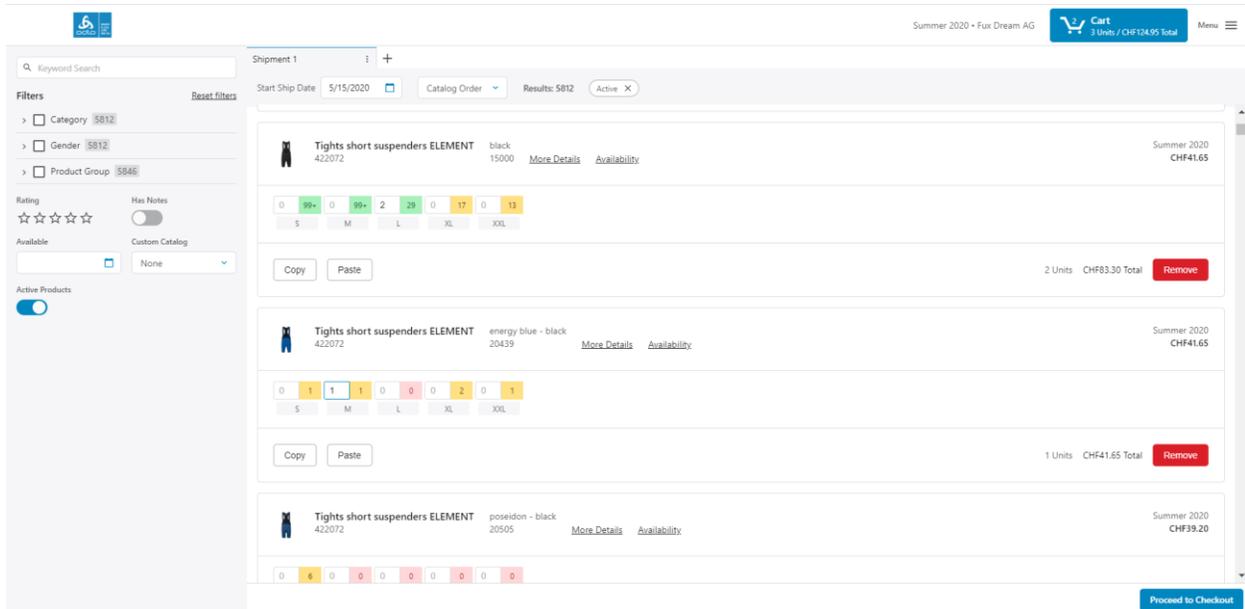
⚠ This product will be available on 9/1/2020.

black - grey melange - stripes / 10600		OTS	Available By	Total	80	92	104	116	128	140	152	164
9/1/20	9/1/20	99+	51	99+	99+	99+	99+	99+	99+	74	19	

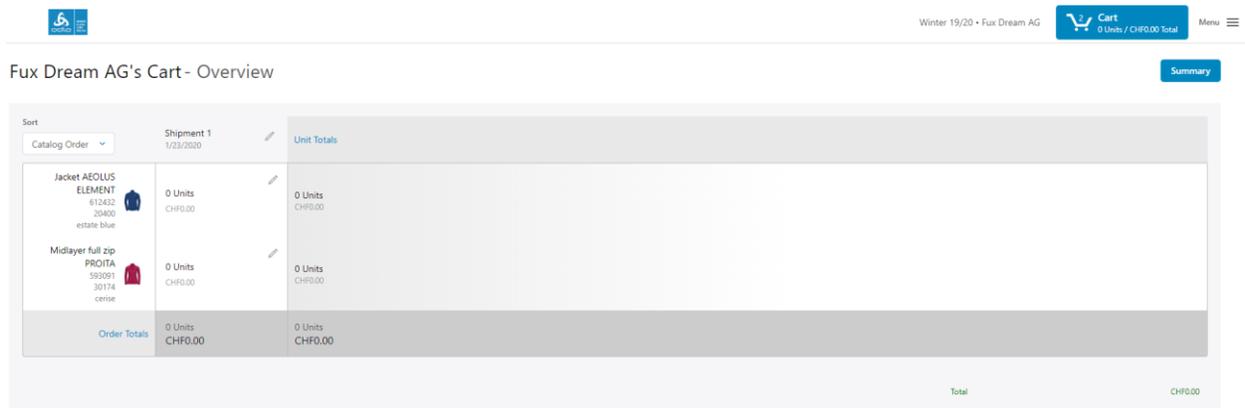
OTS: 9/1/20

0 Units CHF0.00 Total

The “Add to cart” button will turn into “Remove” button if you add the style to the cart. Clicking on the “Remove” button will remove the style from cart(in the cart you can remove styles as well).



Once all your quantities have been entered selecting the “Cart” button in the top right or the “Proceed to Checkout” button downright. It will bring you to the Cart Overview screen where your quantities can be double checked and changed.



### 4.3. Availability

You cannot order more units than are available on a given delivery date (in the preorder catalogue you can access future availability by adjusting the delivery date of your order to the corresponding availability date of the item). Each size has a colored field that shows the current availability. 99+ means that there are currently 99 or more units available. The stock is updated soon when the order is placed.



**Red** – There are no units available on your current request date

**Yellow** – There are between twenty and one units available on your current request date.

**Green** – There are more than 20 units available on your current request date.

If you use the Quick Order Entry, the easiest way to check the future availability of an item (in the Preorder Catalog) is to click on the "Not available until XXX" button.

BL TOP Turtle neck l/s half zip ACTIVE W grey melange 10739 15700 [More Details](#) [Not available until 7/1/20](#)

**⚠ This product will be available on 7/1/2020.**

grey melange / 15700		OTS	Available By	Total	80	92	104	116	128	140	152	164
7/1/20	7/1/20	392		17	36	92	61	97	65	24	0	

OTS: 7/1/20

Copy Paste

BL TOP Turtle neck l/s half zip ACTIVE W

10739 • grey melange • 15700 ☆☆☆☆☆ CHF19.60

Overview Technology Availability

OTS	Available By	Total	80	92	104	116	128	140	152	164
7/1/20	7/1/20	392	17	36	92	61	97	65	24	0

OTS: 7/1/20

Add to Shipment: **6/1/20** **10/1/20**

If you use **Standard Order Entry**, hover the cursor over the corresponding article image (either in the assortment or catalog grid).



**⚠ This product will be available on 7/1/20.**

grey melange / 15700

OTS	Available By	Total	80	92	104	116	128	140	152	164
7/1/20	7/1/20	392	17	36	92	61	97	65	24	0

OTS: 7/1/20

**Reorder catalog:** Here the current free available stock quantity is displayed.

**Preorder Catalog:** Here the free available quantity for the desired delivery date is displayed. Only if you adjust your desired delivery date to the future availability date of the corresponding article, you can access the future availability of the article.

Tip: If you want to order items with an earlier availability date and want them to be delivered correspondingly earlier, it is best to create several shipments with different delivery dates in order to enter all the items in one order. You can of course also create a separate order.

Example:

Shipment 1    Shipment 2    +

Start Ship Date: 6/1/2020  Manual Sort v

---

 **BL TOP Turtle neck l/s half zip ACTIVE W**    grey melange  
 10739    15700    [More Details](#)    [Not available until 7/1/20](#) 

---

0	0	0	0	0	0	0	0	0	0	0
80	92	104	116	128	140	152	164			

Shipment 1    Shipment 2    +

Start Ship Date: 10/1/2020    Manual Sort

**BL TOP Turtle neck l/s half zip ACTIVE W**    grey melange  
10739    15700    [More Details](#)    [Availability](#)

0	17	0	36	0	92	0	61	0	97	0	65	0	24	0	0
80		92		104		116		128		140		152		164	

Copy    Paste    Copy to All

In the example above, you will notice that for article 10739 in color 15700, there is no availability for the desired delivery date (6/1/20). However, if you take a look at the future availability, you will see that the item will be available on the 7/1/20. So you can order this article by adjusting the desired "delivery date" to the availability date of the article (here the 01.07.20 or later). After this has been done, you can enter your desired order quantities for this article.

#### 4.4. Multiple Shipments

Near the top of the Assortment you can add shipments by selecting the plus next to your most recent shipment tab, clicking on a shipment tab name will open several options for that shipment, these include "Rename", "Duplicate", "Clear Quantities", and "Delete". Below your shipment tab you can change your "Start Ship Date" (in the cart it is still changeable) for each shipment and select how your results are filtered.

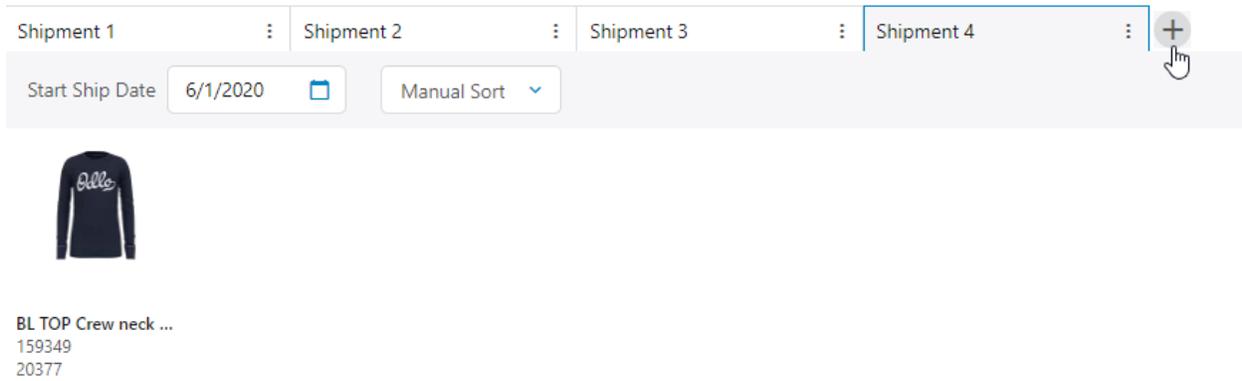
Shipment 1    Shipment 2    Shipment 3    Shipment 4    +

Start Ship Date: 6/1/2020    Manual Sort

BL TOP Crew neck ...  
159349  
20377

- Rename
- Duplicate
- Clear Quantities
- Delete

You can add another shipment to your order easily by clicking on the "+" button in the Build Order or Enter Quantities pages.



Multiple shipments allow you to place a single order with different ship dates or to different store locations. You can also duplicate Shipments and drag and drop items across different shipments.

You can copy your order for multiple locations, or for multiple shipment dates, in just a few clicks using Elastic. You'll start by creating an assortment on the Build Order view and then copy that assortment for any number of locations or ship dates you need.

1. In the Build Order view, create an assortment by adding the styles and colors you would like to have broken into multiple shipments.
2. Click the “Shipment 1” tab menu button.
3. A menu will appear that has 'Rename / Duplicate / Clear Quantities / Delete' as options.
4. Select “Duplicate”.
5. This will create an exact copy of your order in a new tab. You can modify the copy however you'd like by adding/subtracting additional colors and quantities or you can choose to leave the copy as is.
6. Click on the tabs again to rename each tab (“Shipment 1”, “Shipment 2”, “October Buy, or “November”, etc.)
7. Select a date from the “Start Ship Date” calendar for each shipment of your order.
8. To add quantities to each Shipment, click on the “Enter Quantities” button in the top navigation, or the “Cart” button.
9. Select the shipment that you want to add quantities to by clicking on the tab at the top of the page.
10. To copy a size run to another shipment, click the copy button of the style. Then click on the shipment you'd like to copy that size run to, and click the paste button of the style you want to transfer the size run.

The Overview page can be used to view the styles, colors, and quantities you're ordering across each shipment. You can make edits to your order by clicking on the pencil icon either next to a particular item.

View Catalog Build Order Enter Quantities Winter 20/21 • Fux Dream AG Cart 27 Units / CHF810.00 Total Menu

### Fux Dream AG's Cart - Overview Summary

Sort	Shipment 1 7/8/2020	Shipment 2 10/11/2020	Shipment 3 6/4/2020	Shipment 4 7/2/2020	Unit Totals
SUW Bottom Pant PERFORMANCE WARM KIDS 183159 30701 purple cactus flower - charisma	0 Units CHF0.00	—	—	—	0 Units CHF0.00
Set ACTIVE WARM ECO KIDS 159239 60211 black - grey melange - stripes FW19	10 Units CHF300.00	1 Unit CHF30.00	2 Units CHF60.00	1 Unit CHF30.00	14 Units CHF420.00
Set ACTIVE WARM ECO KIDS 159239 70615 hyacinth violet - charisma - stripes	10 Units CHF300.00	—	—	3 Units CHF90.00	13 Units CHF390.00
<b>Order Totals</b>	<b>20 Units CHF600.00</b>	<b>1 Unit CHF30.00</b>	<b>2 Units CHF60.00</b>	<b>4 Units CHF120.00</b>	<b>27 Units CHF810.00</b>

Total CHF800.00

[Back](#) [Proceed to Checkout](#)

#### 4.5. Revise order not placed yet

Select your prepared order from “Orders” widget on the dashboard.

Orders <span style="float: right;">New</span>			
Name	Customer	Qty	Total
<a href="#">SS20 Quick</a>	Fux Dream AG	0	CHF0.00
<a href="#">Elastic-Auftrag</a>	Fux Dream AG	0	CHF0.00
<a href="#">Elastic Order</a>	Fux Dream AG	20	CHF350.00
<a href="#">Import File FW19</a>	Fux Dream AG	0	CHF0.00
<a href="#">Elastic Order</a>	Fux Dream AG	22	CHF735.00

[View All](#)

Or you can select your prepared order on the “Order page” (you will reach it by clicking “View All” on the “Orders”-widget).

Back to Dashboard Create New Order

**Orders**

My Orders | Processed Orders | Invoices | Tracking Numbers | Open From Desktop

Keyword  State

Order #	Name	Catalog	PO Number	State	Total	Qty.	Last Saved	
322	<u>SS20 Quick</u>	Summer 2020		Draft	CHF0.00	0	2/26/20	< ↓ 🗑
333	<u>Elastic-Auftrag</u>	Winter 20/21		Draft	CHF0.00	0	2/20/20	< ↓ 🗑
304	<u>Elastic Order</u>	Winter 20/21		Draft	CHF350.00	20	2/17/20	< ↓ 🗑
303	<u>Import File_EV19</u>	Winter 19/20		Draft	CHF0.00	0	2/13/20	< ↓ 🗑
193	<u>Elastic Order</u>	Winter 19/20		Final Submission	CHF735.00	22	1/13/20	< ↓ 🗑

To revise an order hasn't been placed already (state = "Draft") click on the name of it. You will get to the cart automatically.

If availability of a style in your order has changed since you created it you will see following notice:

### Availability Changed

One or more of the products in this order have selected quantities which are no longer valid. This is because the available inventory has decreased since the order was created. If you continue the quantities for these items will be adjusted to the maximum available inventory so that the order is valid. The proposed changes are listed below.

	Style	Name	Color	Size	UPC	Original Qty	New Qty
	421832	Tights short suspenders FLASH X	15012	L	7613273741490	1	0

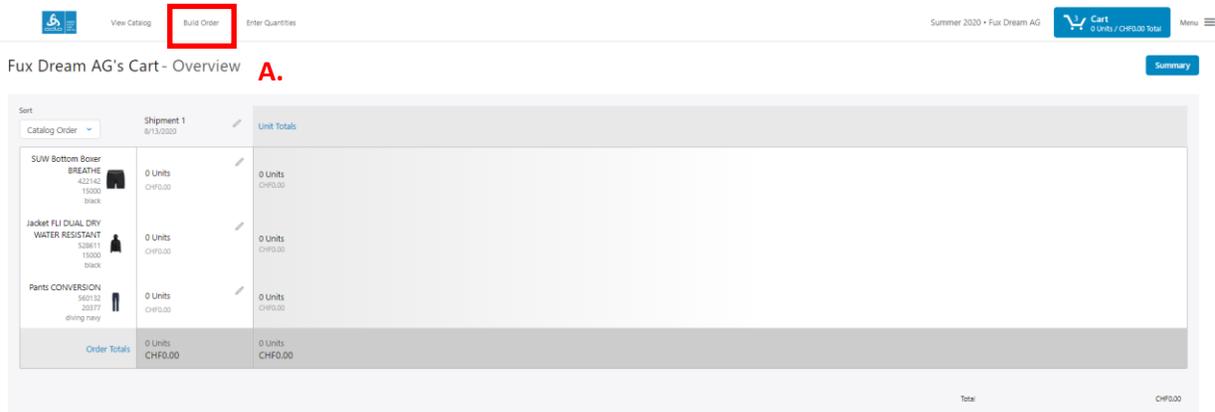
Cancel
That's Fine

In the cart you can change size quantities or delete single styles.

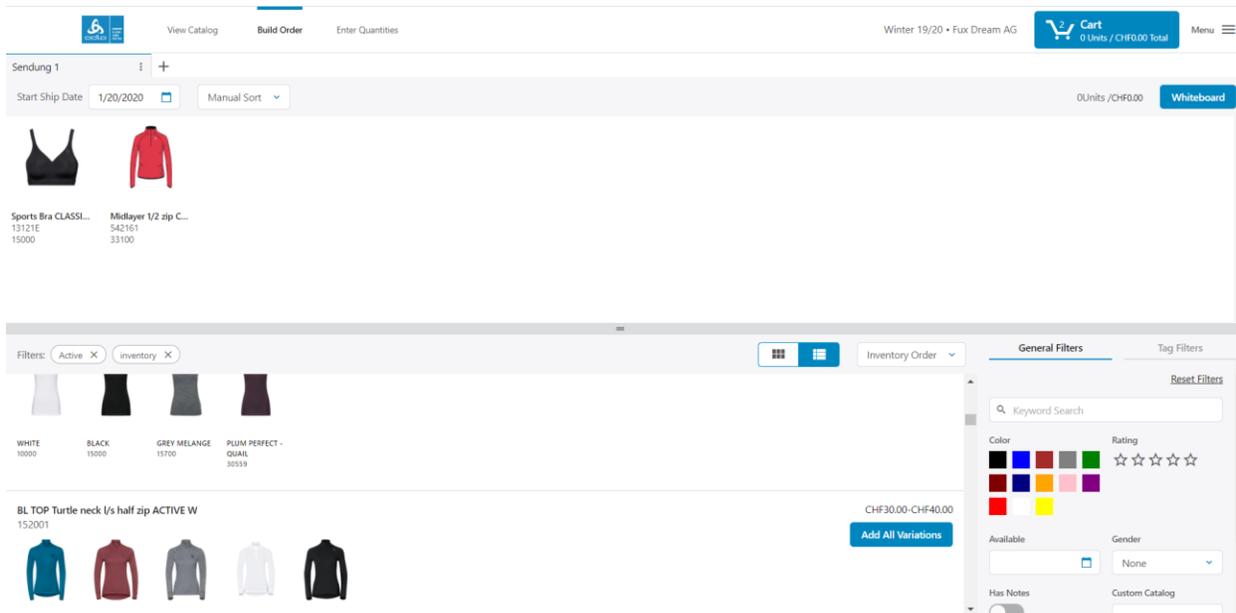
For adding new styles you have 2 options:

1. Adding styles by standard order entry
2. Adding styles by quick order entry

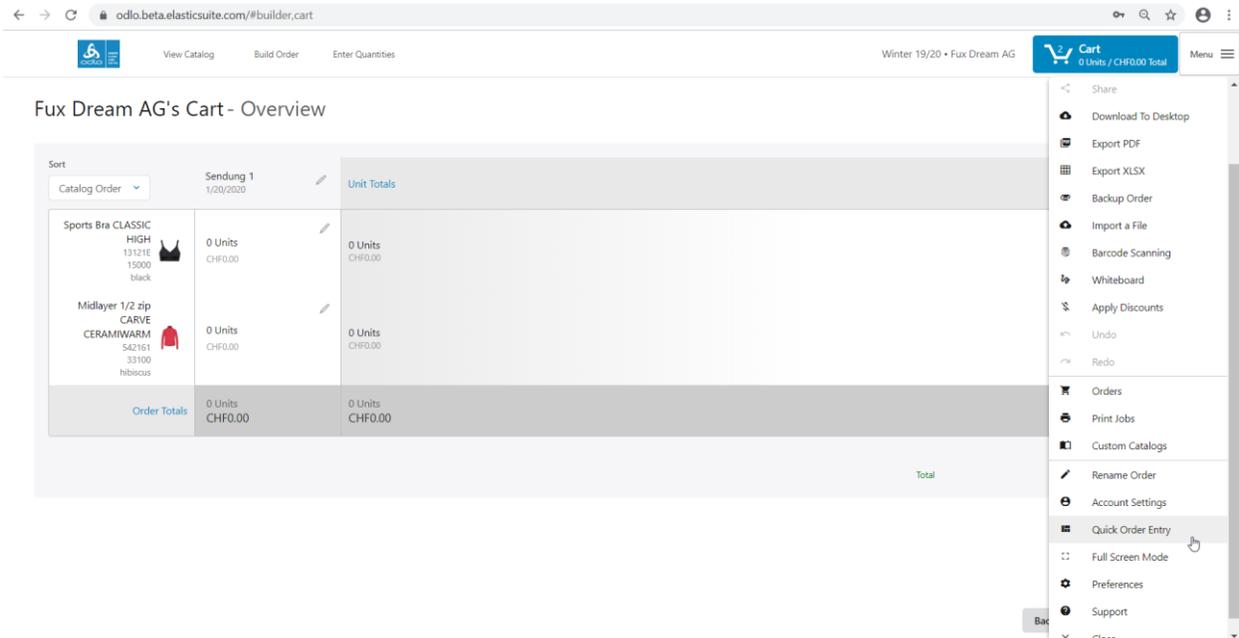
To add styles by standard order entry click on the "Build Order" button (A.) top left or on the "Back" button (A.) down right.



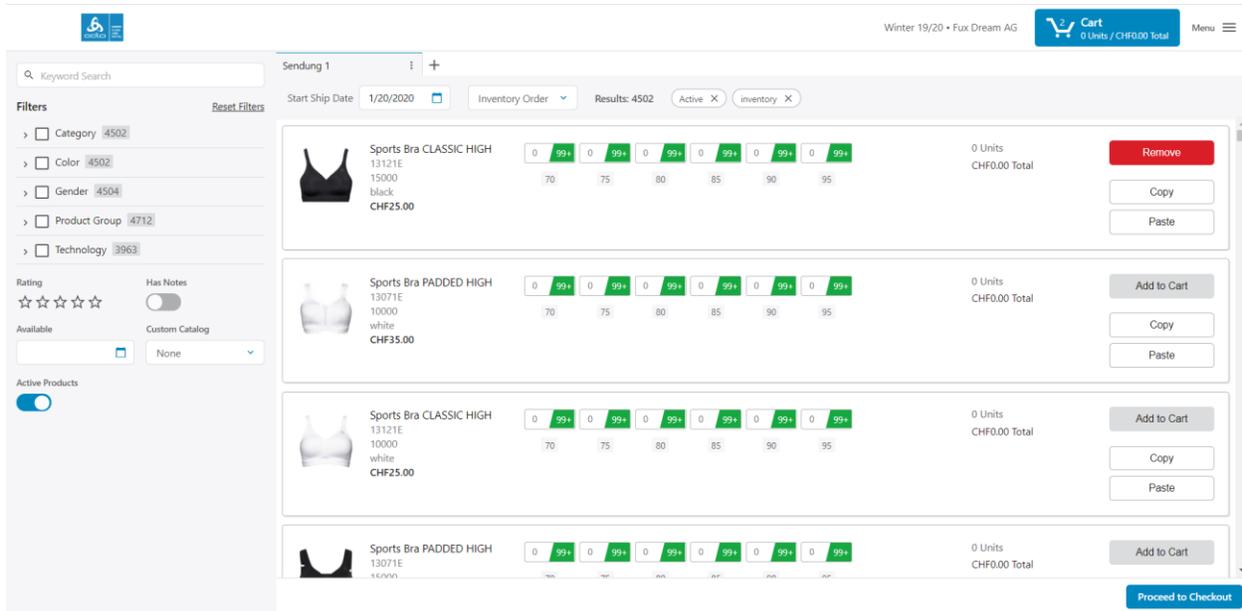
If you click “Back” you will automatically get to the “Build Order Screen” of the Standard Order:



To add styles by quick order entry click on “Menu” top right and select “Quick Order Entry”.



Quick order view will open:



**Please note:**

You can always switch between standard and quick order entry while processing an order. For switching from “Standard Order entry” to “Quick Order entry” and vice versa click on “Menu” and select your preferred order entry method.

## 4.6. Placing an Order on iPad

Elastic on iPad works in best in the native version of Safari or Google Chrome and is optimized for digital catalog viewing and order placement. The “View Catalog” and “Enter Quantities” pages in a standard order flow work best on iPad.

We do not recommend using the assortment building or merchandizing (Whiteboard) tools on iPad at this time.

### **A. In the dashboard, on the Orders widget, click ‘Create New Order’**

1. Enter an order name in the ‘Name’ field
2. If you’re a rep, you can select a customer from the ‘Customer’ drop-down
3. Select a catalog from the ‘Catalog’ drop-down
4. Click ‘Create’

### **B. In the View Catalog page, select the styles and colors you want to Order**

1. Tap on the items you want to order in 'Catalog View' to add them to any of your shipments.
2. Use the filter button in the bottom right to search for specific products.
3. You can create second and third shipments in your order by clicking on the + button in the 'Enter Quantities' page.

### **C. Add Sizes and Quantities**

1. Tap on the entry field of the size you want to order
2. When the keyboard displays (if not using a peripheral keyboard) type in the quantity you want to order for that size.
3. To enter consecutive quantities, click the keyboard's down arrow in the upper-right corner to tab to the next quantity (if using a peripheral keyboard use the tab key).

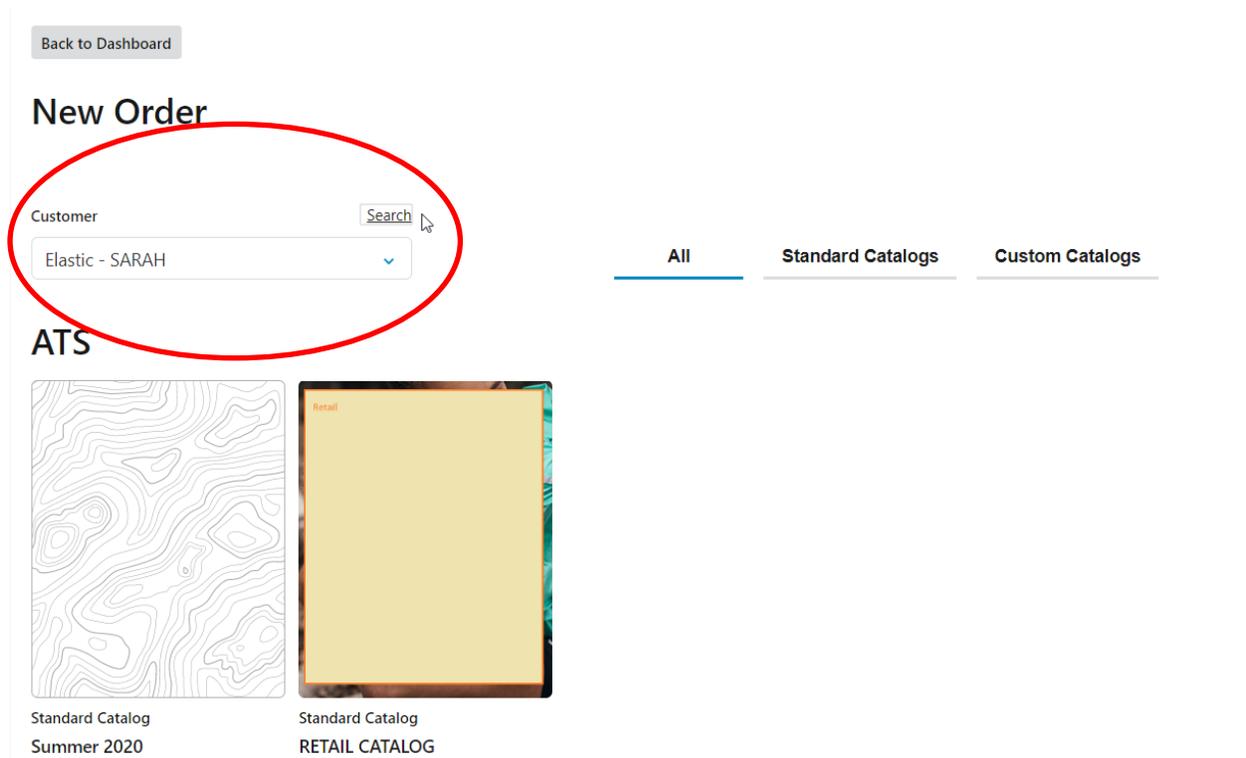
### **D. 4. Click 'Cart' and Submit**

1. Review your order in the summary page
2. Click 'Proceed to Checkout' at the bottom of the page.
3. Select a shipping address from the drop-down and enter a PO# for each shipment
4. Click 'Place your order' at the bottom of the page.
5. Accept Terms & Conditions.
6. Click Submit on the confirmation order and click 'Okay' on the Order Submission modal there - you'll be returned to the dashboard.

#### 4.7. Enhanced Customer Search

The enhanced customer search is a feature that adds an enhanced customer search function to the “Create New Order Screen”. **This function will only appear for "Reps" that have an option to select different customers.**

To begin after entering the “Create New Order Screen” select “Search” next to Customer. This will open the new enhanced customer search function.



In the enhanced customer search you will be presented with options to search by customer name, customer location, and the full list of customers beneath. Entering in identifiers in either and selecting the “Search for Customers” button will refine your results in the bottom with any customers that identify with your entry.

## Search ✕

Customer Name

Customer Location  
*(Tip: You can search by address, zip code, street, store #, etc.)*

Reset Search for Customers

1 Result Found

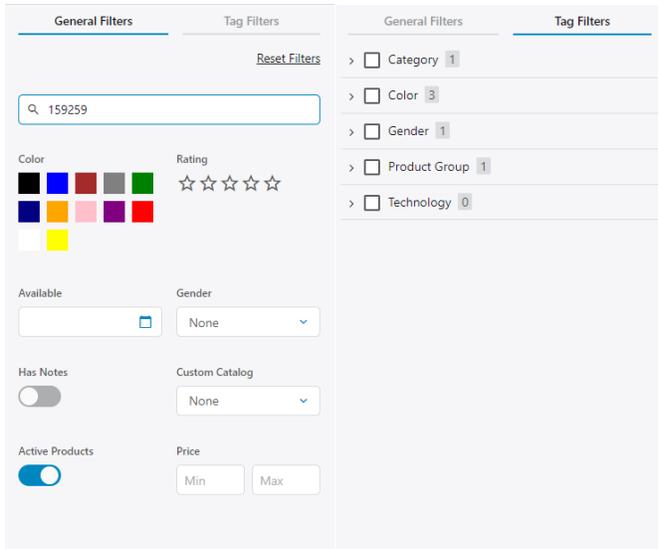
**Elastic**  
Elastic, 1932 1st Avenue, Suite 803, Seattle WA 98101

In the example above, we searched by “Seattle”. This removed the entry that does not have “Seattle” in the location and left the entry that does. To select an entry simply click on the customer you want in the results.

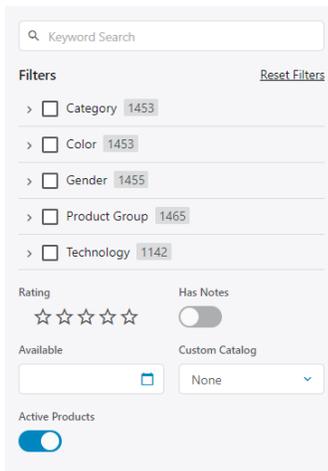
## 5. Order functions

### 5.1. Filters

There are a number of ways a user can filter products. For Standard Orders Filters are categorized by General Filters and by Tag Filters.



For Quick Orders there is no differentiation between “General” and “Tag” Filters. All filters are available by exception of price filter.



## General Filters

The Keyword Search allows users to type in a product name, part number, or item type (e.g., gloves). You can also filter by color, gender, rating, availability, custom catalog, or notes you’ve made. At any time, you can reset the general filters by selecting the 'Reset' button in the top right corner of the filter pane.

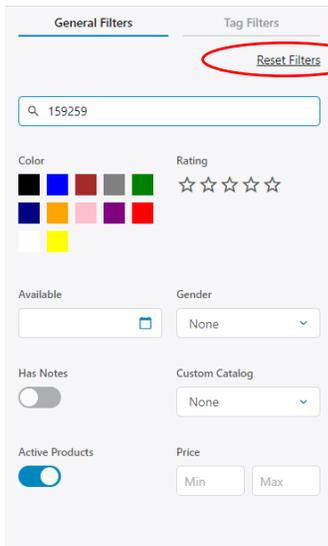
## Tag Filters

These are expandable lists of product tags that will update with the amount based on the results returned. They can be used in conjunction with General Filters to narrow down to specific types of products. You can filter by category, color, gender, and product group.

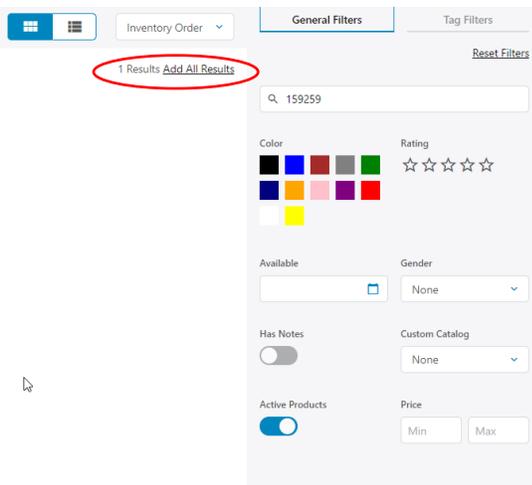
All set filters appear at the top of the catalog grid.



You can reset both General and Tag Filters, by selecting the “Reset Filters” link in General Filters.



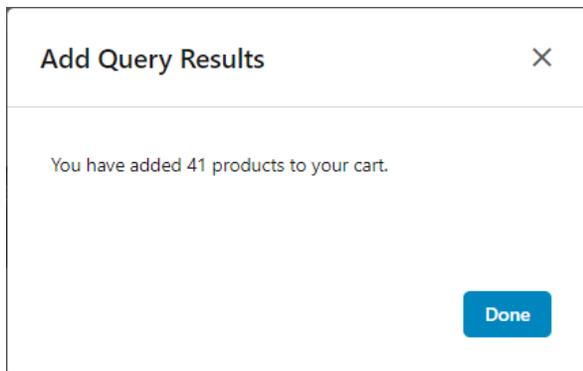
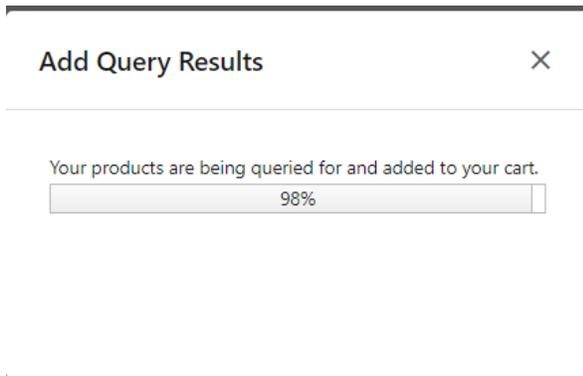
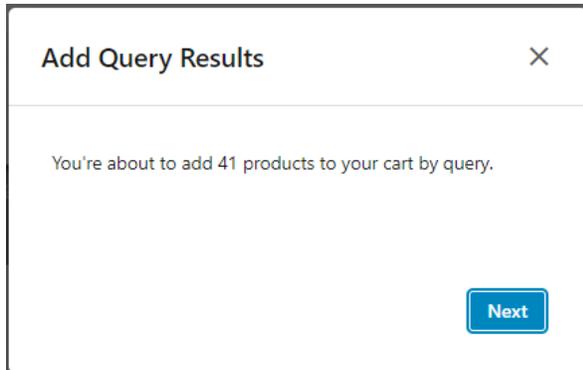
For Standard Order Entries there is also a feature at the top of the filters pane that will allow you to add all of your filtered results to your order instantly.



## Add Filtered Results

Clicking on the “Add All Results” link in the catalog grid will open the “Add Query Results” feature. This allows you to add everything you’re currently filtering for in one click. You can add an entire collection or all of your best sellers in a matter of seconds.

1. Filter for your styles
2. Select the “Add All Results” link
3. The “Add Query Results” pane will open, letting you know how many items you’ll be added to the cart
4. Click Next to automatically add everything to your cart



## 5.2. Order Menu

The screenshot shows the Elastic order builder interface. At the top, there are navigation links: 'View Catalog', 'Build Order', and 'Enter Quantities'. The current status is 'Winter 19/20 • Elastic' and the cart contains '1 Units / €75.00 Total'. The main area is titled 'Elastic's Cart - Overview' and displays a table with columns for 'Sort', 'Shipment 1', and 'Unit Totals'. The table lists items like 'Stand-up collar s/s full zip VLAANDEREN', 'Midlayer full zip PRCITA', and 'Socks crew CERAMICCOOL'. A 'MENU' dropdown is open in the top right corner, listing various actions such as 'New Order', 'Save', 'Export PDF', 'Backup Order', and 'Apply Discounts'. At the bottom of the interface, there are buttons for 'Back' and 'Proceed to Checkout'.

You can save your order, create a new order, export your order PDFs, (and much more,) from the MENU in the top-right corner of the order builder:

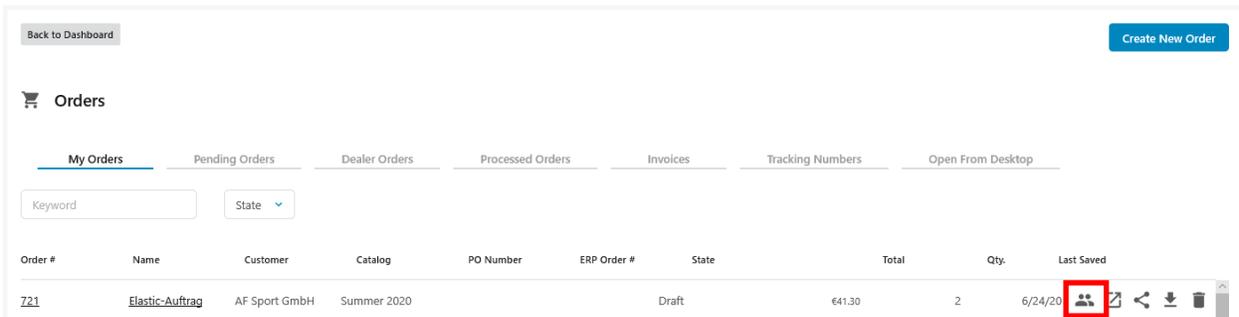
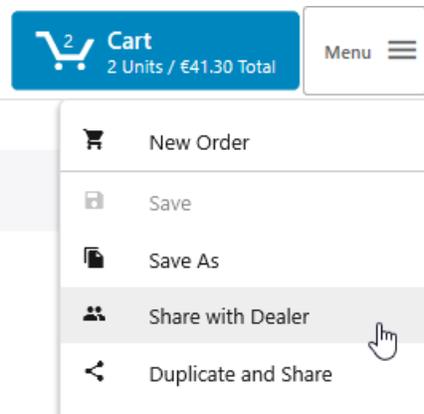
	New Order	Exit the current order and Create a New Order. You will be given the option to save the current order if you have any unsaved changes
	Save	Saves your order to the cloud
	Save As	Saves a new copy of your order
	Duplicate and Share (Only for Sales Reps)	Share your order with selected customers/users (Only for Sales Reps)
	Share with Dealer (Only for Sales Reps)	Share your order with all your assigned customers simultaneously
	Download To Desktop	Downloads a .els file that can be re-uploaded into Elastic
	Export PDF	Generate a PDF of your order that can be downloaded in 'Print Jobs'
	Export XLSX	Export your order as an Excel Sheet
	Backup Order	Creates a local backup of your order that you can send to Elastic Support for recovery. Recommended if you lose connection to the internet and are unable to save

	Import a File	Import an EOF or CSV file into Elastic
	Barcode Scanning	Not enabled
	Whiteboard	Create a new Whiteboard with your current order
	Apply Discounts	Not enabled
	Undo	Undo Previous Action
	Redo	Redo Previous Action
	Orders	Exit the order and open a list of your saved Draft and Submitted orders.
	Print Jobs	Exit the order and open the Print Jobs view. This is where all of the PDFs you generate in Elastic will be available to download
	Custom Catalogs	Exit the order and open a list of your Custom Catalogs
	Rename Order	Change the name of your order
	Account Settings	Change your username, Password, or email here
	Quick Order Entry	Change from Standard Order to Quick Order (view)
	Full-Screen Mode	The Elastic tool will fill your entire screen. Recommended when creating preseason orders and Whiteboards
	Preferences	Change price displays and Language
	Support	Links to the Elastic Support Homepage
	Close	Exit the Order and go back to the Dashboard. You will be given the option to save the current order if you have any unsaved changes

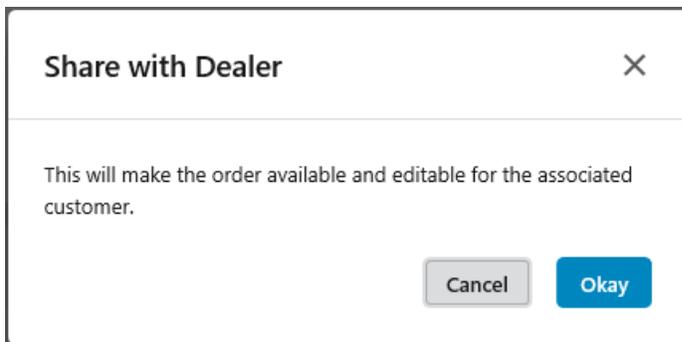
### 5.2.1. [Share with Dealer \(only for Sales Reps\)](#)

The "Share with Dealer" feature is a great way to work collaboratively with all your assigned customers on Elastic. Sharing with a dealer allows that Dealers to login, see the order that you've shared with them, make edits to the order, and even submit the order. Dealers will receive an email confirmation when an order is shared with them.

"Share with Dealer" can be accessed while in an order from the menu or you can open the "Orders Widget" and select the Dealer Sharing icon that will appear to the right of your orders.



You will be asked for confirmation before sharing.



Note that sharing is only available on orders in “draft” state. Once an order is submitted, it can't be shared (although it is possible to create PDF and XLSX reports of the submitted order).

Once shared reloading the dashboard (or Orders page) will show this order has been shared with a link share symbol.

Orders		New	
Name	Customer	Qty	Total
 <a href="#">Elastic-Auftrag</a>	Fux Dream AG	0	CHF0.00
<a href="#">Assortment</a>	Fux Dream AG	7	CHF472.85

Get Started > Hans Müller

INFO: all prices are shown as NET PRICE

Back to Dashboard Create New Order

Orders

My Orders | Processed Orders | Invoices | Tracking Numbers | Open From Desktop

Keyword  State

Order #	Name	Catalog	PO Number	State	Total	Qty.	Last Saved	
 414	<a href="#">Elastic-Auftrag</a>	Summer 2020		Draft	CHF0.00	0	5/20/20	  
451	<a href="#">Assortment</a>	Summer 2020		Draft	CHF472.85	7	5/20/20	  
610	<a href="#">Elastic-Auftrag</a>	Summer 2020		Draft	CHF149.45	3	5/19/20	  

### Notes:

- Notifications will only go to dealers with registered users.
- Only draft orders can be shared.
- PDF and XLSX reports of submitted orders can be created and sent to dealers / reps.

### 5.2.2. Print an order

To print an order, open the order you want to print by clicking on it in the “Orders” widget.

 <b>Orders</b> <span style="float: right; background-color: #0070C0; color: white; padding: 5px 10px; border-radius: 3px;">New</span>			
Name	Customer	Qty	Total
<a href="#">Elastic Order</a>	Fux Dream AG	20	CHF350.00
<a href="#">Import File FW19</a>	Fux Dream AG	0	CHF0.00
<a href="#">Elastic Order</a>	Fux Dream AG	22	CHF735.00
<span style="border: 1px solid #ccc; padding: 5px 15px;">View All</span>			

Click on the Menu drop-down button in the top-right corner and select “Export PDF”.


View Catalog   Build Order   Enter Quantities

Winter 19/20 • Fux Dream AG

 What You Ordered  
 22 Units / CHF735.00 Total
 
Menu 

### Fux Dream AG's Cart - Overview

Sort	Shipment 1	Unit Totals
Catalog Order <span style="float: right;">▾</span>	1/13/2020	
<div style="font-size: 0.8em;">               Sports Bra                BLACKCOMB                SEAMLESS MEDIUM                130491                30522                chrysanthemum             </div>	9 Units CHF180.00	9 Units CHF180.00
<div style="font-size: 0.8em;">               Jacket hardshell                FREMONT                527862                20461                blue coral             </div>	3 Units CHF330.00	3 Units CHF330.00
<div style="font-size: 0.8em;">               BL TOP Crew neck                s/s AION                350062                40119                acid lime melange -                placed print S518             </div>	10 Units CHF225.00	10 Units CHF225.00
Order Totals	22 Units CHF735.00	22 Units CHF735.00

Total

-  New Order
-  Save
-  Save As
-  Share
-  Download To Desktop
-  Export PDF
-  Export XLSX
-  Backup Order
-  Import a File
-  Barcode Scanning
-  Whiteboard
-  Apply Discounts
-  Undo
-  Redo
-  Orders
-  Print Jobs
-  Custom Catalogs
-  Rename Order
-  Account Settings
-  Quick Order Entry
-  Full Screen Mode
-  Preferences
-  Support

This will open the “Export Options” window.

**Export PDF** [Close]

**Covers**

Front

Back

---

**Catalog Layout**

Catalog Layout

All Catalog Colorways (default Cart)

Cart Sort (default Catalog)

---

**Grid Layout**

Grid Layout

Table Layout

Hide Images

Availability

Summary

---

**Notes Section**

Notes Section

Order Notes Only

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**Print Options**

Signature Page

Price

Wholesale  Retail  Both  None

Double Sided

E-mail me when complete

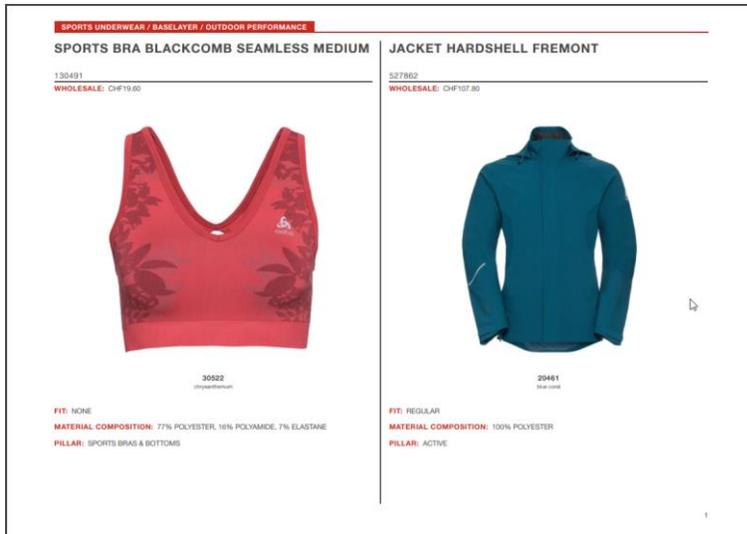
A4 Paper Size (default Letter)

[Cancel] [Export PDF]

This will present a screen that allows you to select what layouts should be included in your order PDF. You can choose as many or as few of the below options as you'd like. The PDF that you generate this way can be downloaded from the Print Jobs page.

**Covers (currently not enabled)** –A branded front and back cover will be included in the PDF when selected. You can Export any order that you have created or placed using Elastic as a PDF.

**Catalog Layout** – These options are for including a layout like the printed workbook or custom catalog. By selecting 'Include' you are requesting this layout. You can also choose the sequence for which these items layout ("Sort" in catalog order, or in the order of your cart.) You can also choose to have all of the colorways displayed for the styles in your order, or only the ones in your cart.



**Grid Layout** – Selecting this option will include a grid layout of the styles in your order.



**Table Layout** – Displays a spreadsheet style layout with rows for every colorway and columns that include units, sizes, and prices for each color in your order.

Thumbnail	Style Info	Price	Size Run	Quantity	Total										
	Jacket hardshell FREMONT 527862 20461 blue coral	CHF110.00 / CHF220.00	<table border="1"> <tr> <td><b>S</b></td> <td><b>M</b></td> <td><b>L</b></td> <td><b>XL</b></td> <td><b>XXL</b></td> </tr> <tr> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td>0</td> </tr> </table>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>XXL</b>	0	1	1	1	0	3	CHF330.00 / CHF660.00
<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>XXL</b>											
0	1	1	1	0											
	BL TOP Crew neck s/s AION 350062 40119 acid lime melange - placed print SS18	CHF22.50 / CHF45.00	<table border="1"> <tr> <td><b>S</b></td> <td><b>M</b></td> <td><b>L</b></td> <td><b>XL</b></td> <td><b>XXL</b></td> </tr> <tr> <td>2</td> <td>3</td> <td>3</td> <td>2</td> <td>0</td> </tr> </table>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>XXL</b>	2	3	3	2	0	10	CHF225.00 / CHF450.00
<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>XXL</b>											
2	3	3	2	0											
	Sports Bra BLACKCOMB SEAMLESS MEDIUM 130491 30522 chrysanthemum	CHF20.00 / CHF40.00	<table border="1"> <tr> <td><b>XS</b></td> <td><b>S</b></td> <td><b>M</b></td> <td><b>L</b></td> </tr> <tr> <td>3</td> <td>3</td> <td>1</td> <td>2</td> </tr> </table>	<b>XS</b>	<b>S</b>	<b>M</b>	<b>L</b>	3	3	1	2	9	CHF180.00 / CHF360.00		
<b>XS</b>	<b>S</b>	<b>M</b>	<b>L</b>												
3	3	1	2												

**Summary** – Includes a summary section at the end of the output, broken down by gender and category, showing total units, %, and price of the order.

Summary				Elastic Order	
Gender	Collection	Units	%	Price	%
MEN	None	13	100.0%	CHF555.00 / CHF1,110.00	100.0%
	Total	13	59.1%	CHF555.00 / CHF1,110.00	75.5%
LADIES	None	9	100.0%	CHF180.00 / CHF360.00	100.0%
	Total	9	40.9%	CHF180.00 / CHF360.00	24.5%
Grand Total		22	100%	CHF735.00 / CHF1,470.00	100%

**Availability** – Gives you an overview on current availability of the style in your printed order.

Fux Dream AG



Elastic Order



**Datee**

AtOnce	36	83	93	73	36
--------	----	----	----	----	----

Jacket hardshell FREMONT  
527882-20461  
blue coral

WHOLESALE: CHF110.00  
RETAIL: CHF220.00



**Datee**

AtOnce	99+	99+	82	24	0
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BL TOP Crew neck s/s AION  
350082-40119  
acid lime melange - placed print SS18

WHOLESALE: CHF22.50 - CHF30.00  
RETAIL: CHF45.00 - CHF60.00



**Datee**

AtOnce	8	27	0	0
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Sports Bra BLACKCOMB SEAMLESS MEDIUM  
130491-30522  
chrysanthemum

WHOLESALE: CHF20.00  
RETAIL: CHF40.00

**Print Options**

**Signature Page** – Selecting this allows you to add a signature page to the output.

Payment terms and conditions

By signing this Order Proposal you are accepting the Standard Terms & Policies of Odlo.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

On Behalf Of: \_\_\_\_\_

Date: \_\_\_\_\_

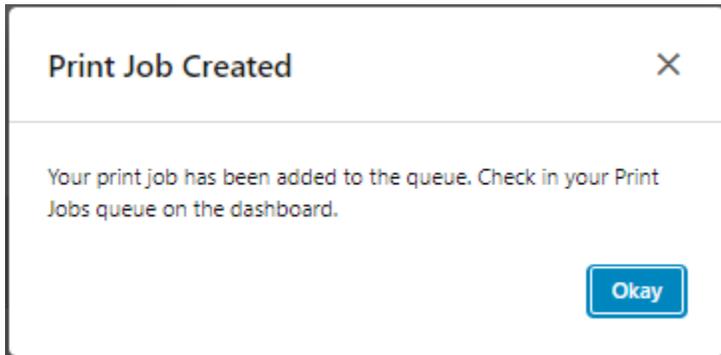
**Price** – Choose between showing Retail / Wholesale / Both / or New prices throughout.

**Double Sided** – This allows for the support of printing of a sheet of paper on both sides.

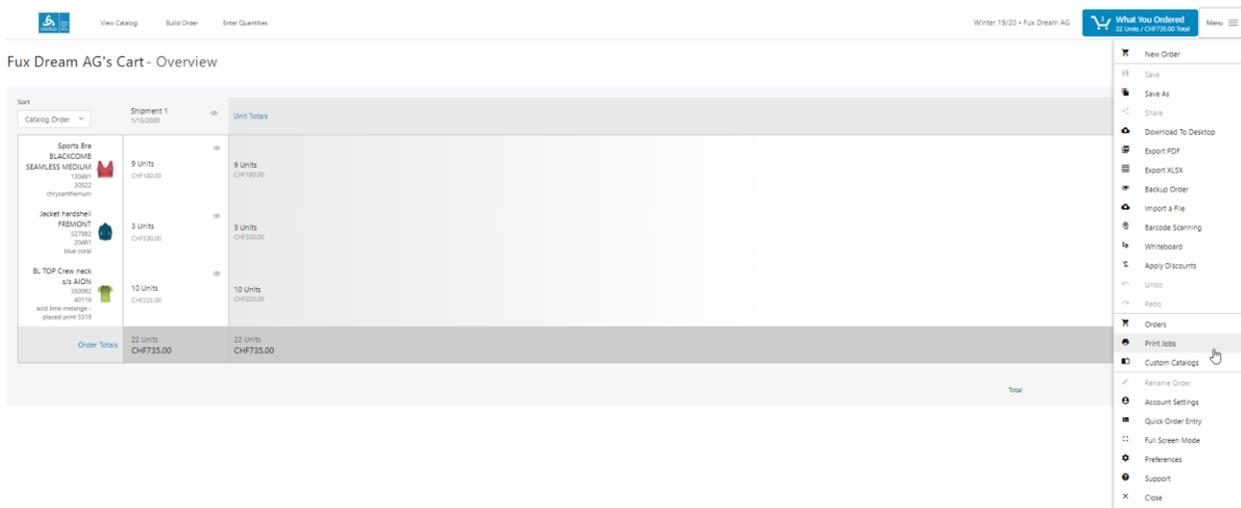
**E-mail me when complete** – You will receive an email notification when the PDF has been generated (this usually takes a few minutes, but can take longer depending on the amount of traffic and the size of your order.)

**Paper Size** – Offers options for A4 (for Europe) and Letter print sizes.

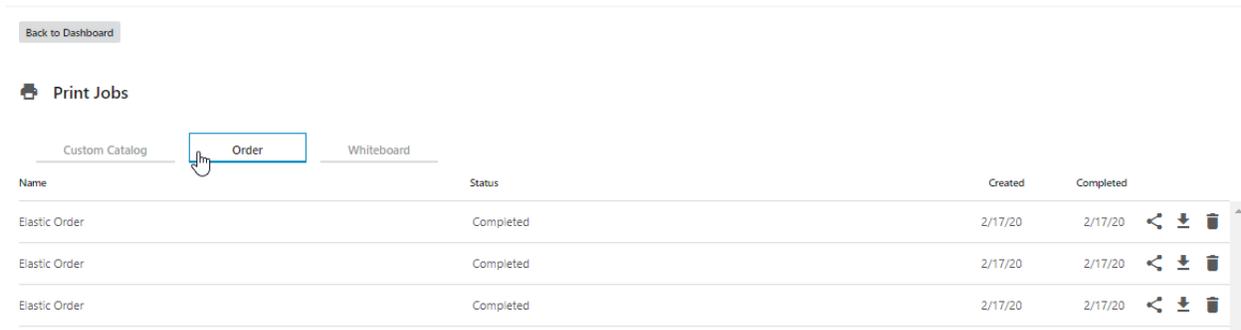
Click “Export PDF” - a message will appear confirming the creation of your print job.



Go back to the menu and click “Print Jobs”.



Print Jobs Page will open.



Your print jobs view will open - select the “Order” tab to view all of your generated order PDFs.

Click on the download arrow button to the right to download the PDF to your desktop.

elastic Get Started > Hans Müller

INFO: all prices are shown as NET PRICE

Back to Dashboard

Print Jobs

Custom Catalog Order Whiteboard

Name	Status	Customer	Created	Completed	
Elastic-Auftrag	Completed	Fux Dream AG	5/19/20	5/19/20	🔗 ⬇️ 🗑️
Elastic-Auftrag	Completed	Fux Dream AG	5/19/20	5/19/20	🔗 ⬇️ 🗑️
Elastic-Auftrag	Completed	Fux Dream AG	5/19/20	5/19/20	🔗 ⬇️ 🗑️
Elastic-Auftrag	Completed	Fux Dream AG	5/19/20	5/19/20	🔗 ⬇️ 🗑️
Elastic-Auftrag	Completed	Fux Dream AG	5/19/20	5/19/20	🔗 ⬇️ 🗑️
Elastic-Auftrag	Completed	Fux Dream AG	5/19/20	5/19/20	🔗 ⬇️ 🗑️
Elastic-Auftrag	Completed	Fux Dream AG	5/19/20	5/19/20	🔗 ⬇️ 🗑️

### 5.2.3. Download order to desktop

A great way to save, backup or share an order with Elastic is the “Download To Desktop” feature that is provided through the “Order Menu”. This will create a **.ELS file** that can only be opened in the Elastic software. Not only does this create a backup of your order but will also include any whiteboards created. Below are the steps to create this file and how to upload it back into the software.

#### Creating .ELS File

Create or open an order which can include quantities and whiteboards.

Select Menu in the top right and select the “Download to Desktop” option.

1 Cart 0 Units / CHF0.00 Total Menu ☰

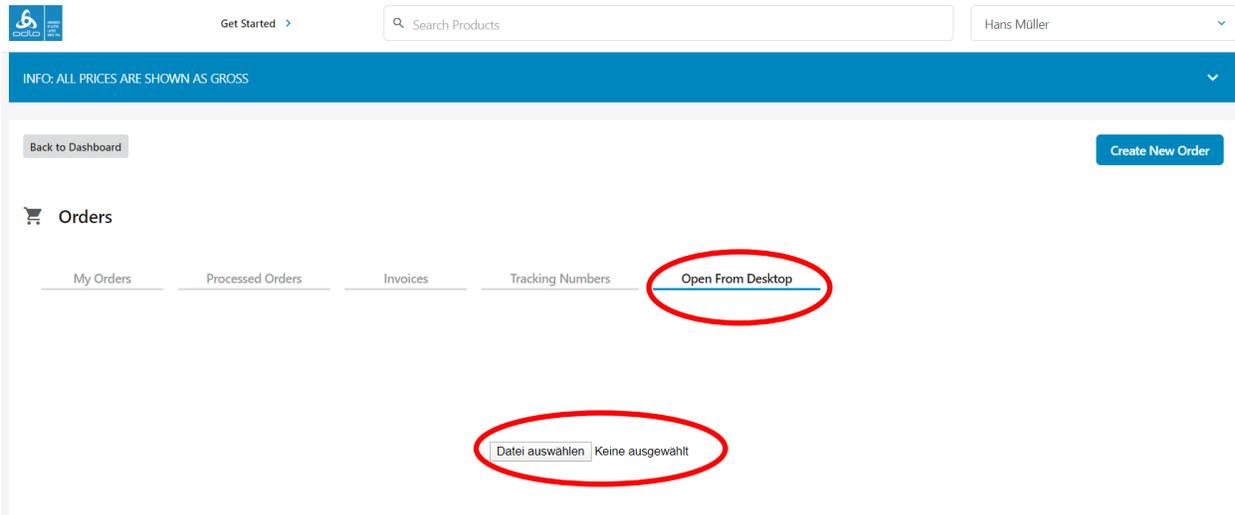
- 🛒 New Order
- 📄 Save
- 📄 Save As
- 🔗 Share
- 📄 Download To Desktop
- 📄 Export PDF
- 📄 Export XLSX
- 📄 Backup Order
- 📄 Import a File
- 📄 Barcode Scanning
- 📄 Whiteboard

This will open a Save to dialog box where you can select where to save the file.

## Opening .ELS File

From the Dashboard select “View All” from the “Orders Widget”.

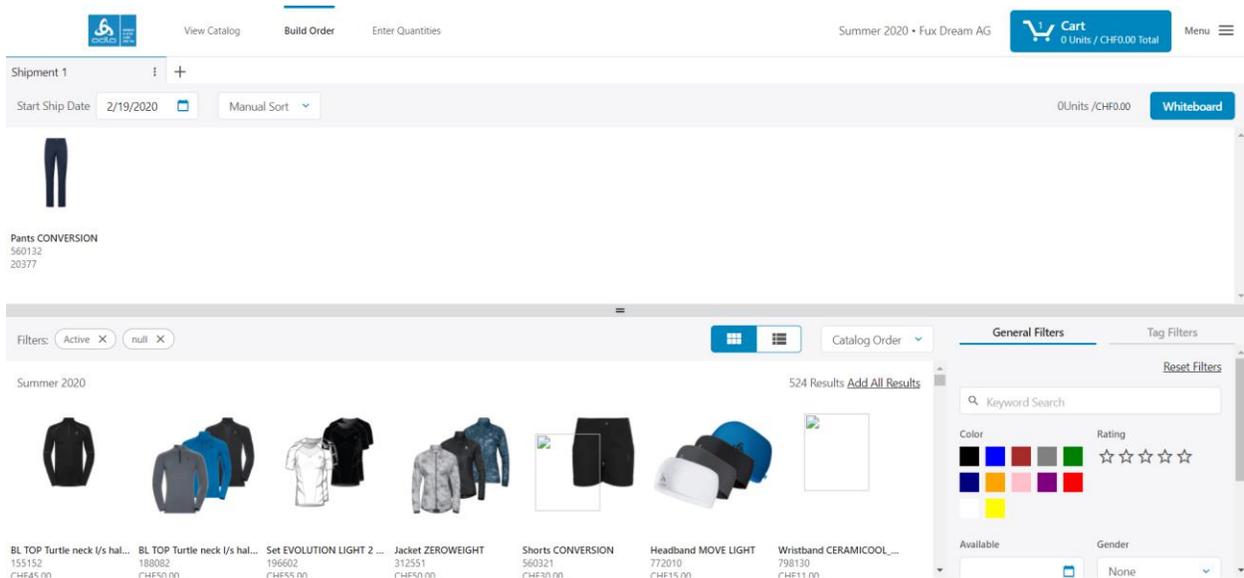
Select the “Open From Desktop” tab.



Select the “Browse” button that appears and select an .ELS file from where it is stored.



The Elastic software will process the file and then open in a new order.



If the availability of an item in your order has changed (reduced) since its creation, you will receive the following message:

### Availability Changed

One or more of the products in this order have selected quantities which are no longer valid. This is because the available inventory has decreased since the order was created. If you continue the quantities for these items will be adjusted to the maximum available inventory so that the order is valid. The proposed changes are listed below.

Style	Name	Color	Size	UPC	Original Qty	New Qty
 421832	Tights short suspenders FLASH X	15012	L	7613273741490	1	0

**Additional Notes:**

- If order is shared with another user they must have the product and catalog permissions to open the order the order was created in.
- Retains style, quantities, and whiteboard from order saved.
- Will save the order before downloading.

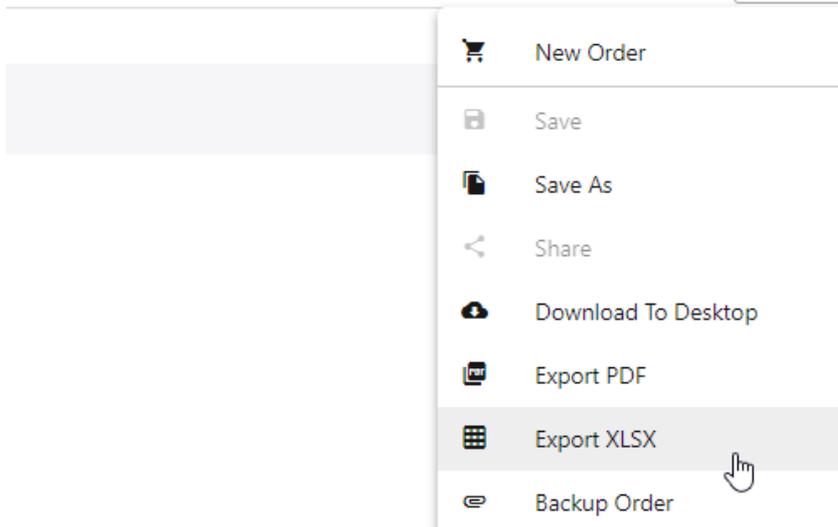
### 5.2.4. Export XLSX

XLSX files, Electronic order forms, and Excel spreadsheets can be seamlessly integrated with Elastic. There are several reasons why you might want to use the Export XLSX feature:

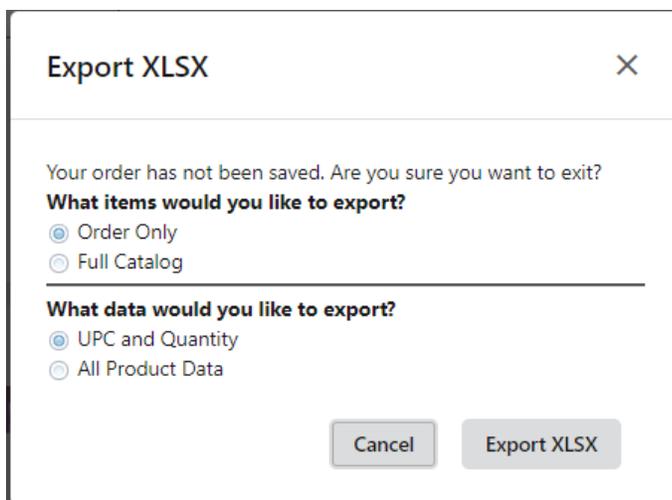
- I need a list of the UPCs / Quantities in my order to enter into my store POS system.
- I want to send my buyer or Rep a copy of an order that can be viewed in Excel.
- I want to use a spreadsheet as an order form that can be uploaded back into Elastic.
- I want a full offline list of an entire catalog.

#### 5.2.4.1. Export an Order

To Export an order as an XLSX file, open the order you want to export and select the menu drop-down in the top-right corner. You will see the option to “Export XLSX”:



Make sure “Order Only” is selected. The “UPC & Quantity” option will generate a file with only two columns - the UPCs in your order, and the number of quantities selected for each of those UPCs. “All Product Data” will include style numbers, SKUs, prices, and color names - all of the relevant product data for the products in your order.



An only UPC & Quantity XLSX will look something like this when viewed in Excel, (these can also be viewed in a regular text editor).

	A	B
1	UPC	Quantity
2	7613361395826	0
3	7613361395864	0
4	7613361395901	5
5	7613361395949	0
6	7613361395987	0
7	7613361396021	0
8	7613361332425	0
9	7613361332456	0
10	7613361332487	5
11	7613361332517	0
12	7613361332548	0
13	7613361602306	0
14	7613361394966	0
15	7613361394980	5
16	7613361395000	0
17	7613361395024	0
18	7613361395048	0
19	7613361435645	0
20	7613361435683	0
21	7613361435720	5
22	7613361435768	0
23	7613361435782	0
24	7613361435829	0
25	7613361435867	0
26	7613361435904	0

#### 5.2.4.2. Export an entire Catalog

You can export an entire catalog XLSX to use as a reference or order form by either creating a new order or opening an existing order. Again, open the export feature by going to menu --> Export XLSX. This time, make sure “Entire Catalog” and “All Product Data” are selected.

**Export XLSX** ✕

---

Your order has not been saved. Are you sure you want to exit?

**What items would you like to export?**

Order Only

Full Catalog

---

**What data would you like to export?**

UPC and Quantity

All Product Data

Cancel
Export XLSX

The generated file will look something like this when opened in a spreadsheet application:

	A	B	C	D	E	F	G	H	I	
1	Style Name	Style Number	Color Name	Color Code	Dropped from Catalog	Size	Alt Size	UPC	SKU	Whole
2168	BL TOP Turtle neck l/s half zip ACTIVE W	159082	white	10000	No	S		7613361774416	15908210000S	
2169	BL TOP Turtle neck l/s half zip ACTIVE W	159082	white	10000	No	M		7613361774454	15908210000M	
2170	BL TOP Turtle neck l/s half zip ACTIVE W	159082	white	10000	No	L		7613361774492	15908210000L	
2171	BL TOP Turtle neck l/s half zip ACTIVE W	159082	white	10000	No	XL		7613361774539	15908210000XL	
2172	BL TOP Turtle neck l/s half zip ACTIVE W	159082	white	10000	No	XXL		7613361774577	15908210000XXL	
2173	BL TOP Turtle neck l/s half zip ACTIVE W	159082	white	10000	No	3XL		7613361774614	159082100003XL	
2174	BL TOP Turtle neck l/s half zip ACTIVE W	159082	black	15000	No	S		7613361774423	15908215000S	
2175	BL TOP Turtle neck l/s half zip ACTIVE W	159082	black	15000	No	M		7613361774461	15908215000M	
2176	BL TOP Turtle neck l/s half zip ACTIVE W	159082	black	15000	No	L		7613361774508	15908215000L	
2177	BL TOP Turtle neck l/s half zip ACTIVE W	159082	black	15000	No	XL		7613361774546	15908215000XL	
2178	BL TOP Turtle neck l/s half zip ACTIVE W	159082	black	15000	No	XXL		7613361774584	15908215000XXL	
2179	BL TOP Turtle neck l/s half zip ACTIVE W	159082	black	15000	No	3XL		7613361774621	159082150003XL	
2180	BL TOP Turtle neck l/s half zip ACTIVE W	159082	grey melange	15700	No	S		7613361774430	15908215700S	
2181	BL TOP Turtle neck l/s half zip ACTIVE W	159082	grey melange	15700	No	M		7613361774478	15908215700M	
2182	BL TOP Turtle neck l/s half zip ACTIVE W	159082	grey melange	15700	No	L		7613361774515	15908215700L	
2183	BL TOP Turtle neck l/s half zip ACTIVE W	159082	grey melange	15700	No	XL		7613361774553	15908215700XL	
2184	BL TOP Turtle neck l/s half zip ACTIVE W	159082	grey melange	15700	No	XXL		7613361774591	15908215700XXL	
2185	BL TOP Turtle neck l/s half zip ACTIVE W	159082	grey melange	15700	No	3XL		7613361774638	159082157003XL	

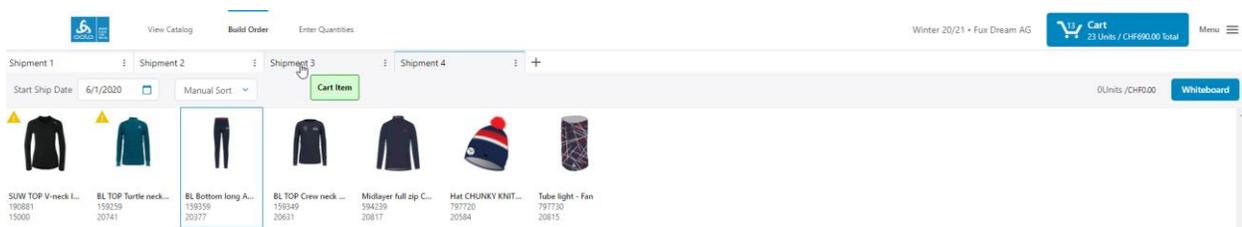
If you plan on importing your file back into Elastic, take special care to note which columns the UPCs and quantities are in. In the above example, UPC data is in column 7, quantities are in column 11.

### 5.2.5. Drag & Drop Products/Quantities

On the Standard-Build Order screen and the Checkout Overview screen you can easily drag and drop items between shipments, to quickly move or separate your orders. Shipments can also be duplicated to several new shipment tabs.

#### 5.2.5.1. Standard-Build Order

Products can be dragged and dropped between shipments on the build order screen. If you have an item in “Shipment 1” and want to move it to “Shipment 2” instead of removing the item and adding it back on the correct shipment, dragging the product to the “Shipment 2” tab will remove it from “Shipment 1” and you will see it now in “Shipment 2”. You will see a Green text box with “Cart Item” for acceptable places to drop.



#### 5.2.5.2. Checkout - Overview Page

Quantities can be dragged and dropped between shipments in the Overview screen during the checkout process.

In this example you will see that this order was built with all the quantities showing in shipment 1. Maybe you need all these items but do not need them shipped until a later date. Instead of updating the amount in each shipment you can drag your amounts into any of the other columns to move them to a new shipment. Your shipment totals will update with your changes.

Sort	Shipment 1 7/8/2020	Shipment 2 7/8/2020	Shipment 3 7/8/2020	Shipment 4 7/8/2020	Unit Totals
BL TOP Crew neck 1/2 ACTIVE WARM ORIGINA 159349 20377 diving navy	10 Units CHF225.00	10 Units CHF225.00	0 Units CHF0.00	0 Units CHF0.00	10 Units CHF225.00
BL TOP Crew neck 1/2 ACTIVE WARM ORIGINA 159349 20631 diving navy - placed print FW19	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00
BL TOP Turtle neck 1/2 ACTIVE WARM ECO K 159259 20741 tumultuous sea - submerged	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00
SUW Bottom Pant PERFORMANCE WARM KIDS 183159 30701 purple cactus flower - charisma	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00
<b>Order Totals</b>	10 Units CHF225.00	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00	10 Units CHF225.00

You can see below by dragging and dropping we were able to move the units to new shipments. While dragging you will notice green highlights delegating an accepted space to drop the units.

Sort	Shipment 1 7/8/2020	Shipment 2 7/8/2020	Shipment 3 7/8/2020	Shipment 4 6/1/2020	Unit Totals
BL TOP Crew neck 1/2 ACTIVE WARM ORIGINA 159349 20631 diving navy - placed print FW19	0 Units CHF0.00	1 Unit CHF22.50	0 Units CHF0.00	0 Units CHF0.00	1 Unit CHF22.50
BL TOP Crew neck 1/2 ACTIVE WARM ORIGINA 159349 20377 diving navy	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00	10 Units CHF225.00	10 Units CHF225.00
BL TOP Turtle neck 1/2 ACTIVE WARM ECO K 159259 20741 tumultuous sea - submerged	0 Units CHF0.00	1 Unit CHF20.00	0 Units CHF0.00	0 Units CHF0.00	1 Unit CHF20.00
SUW Bottom Pant PERFORMANCE WARM KIDS 183159 30701 purple cactus flower - charisma	0 Units CHF0.00	0 Units CHF0.00	1 Unit CHF20.00	0 Units CHF0.00	1 Unit CHF20.00
<b>Order Totals</b>	0 Units CHF0.00	2 Units CHF42.50	1 Unit CHF20.00	10 Units CHF225.00	13 Units CHF287.50

If you put a style to a shipment with another "Start Ship date" (previous date) maybe there is no availability of that style. The following pop-up will appear:

## Availability Changed

One or more of the products in this order have selected quantities which are no longer valid. This is because the available inventory has decreased since the order was created. If you continue the quantities for these items will be adjusted to the maximum available inventory so that the order is valid. The proposed changes are listed below.

Style	Name	Color	Size	UPC	Original Qty	New Qty
	159259 BL TOP Turtle neck I/s ACTIVE WARM ECO K	20741	128	7613361778841	1	0

Cancel

That's Fine

In this example Style 159259 was dragged and dropped from Shipment 1 (7/8/2020) to Shipment 4 (6/1/2020) and there is no availability for that style at this date. The order quantity was reduced from 1 to 0 automatically.

Sort	Shipment 1 7/8/2020	Shipment 2 7/8/2020	Shipment 3 7/8/2020	Shipment 4 6/1/2020	Unit Totals
BL TOP Crew neck I/s ACTIVE WARM ORIGINAL 159348 20631 diving navy - placed post FW19	1 Unit CHF22.50	—	—	—	1 Unit CHF22.50
BL TOP Crew neck I/s ACTIVE WARM ORIGINAL 159348 20377 diving navy	10 Units CHF225.00	—	—	—	10 Units CHF225.00
BL TOP Turtle neck I/s ACTIVE WARM ECO K 159259 20741 tumultuous sea - submerged	—	—	—	0 Units CHF0.00 	0 Units CHF0.00
SUW Bottom Pant PERFORMANCE WARM KIDS 183159 30701 purple cactus flower - charisma	1 Unit CHF20.00	—	—	—	1 Unit CHF20.00
Order Totals	12 Units CHF267.50	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00	12 Units CHF267.50

## 6. Cart

After all quantities have been added in selecting the 'Cart' button in the top right:



will bring you to the Overview/Summary screen where you can double check your quantities and again adjust them if necessary.



## Fux Dream AG's Cart - Overview

Summary

Sort	Shipment 1 8/13/2020	Shipment 2 2/27/2020	Unit Totals
Shorts MORZINE ELEMENT with inner brief 492232 40224 acid lime - black	0 Units CHF0.00	—	0 Units CHF0.00
Tights short suspenders SCOTT SRAM RACIN 499182 SCH17 Scott Odio Suisse 2017	0 Units CHF0.00	—	0 Units CHF0.00
T-shirt 1/2 crew neck F-DRY 594872 10000 white	—	0 Units CHF0.00	0 Units CHF0.00
Polo shirt s/s NIKKO LIGHT 550232 60041 black - odio steel grey	0 Units CHF0.00	—	0 Units CHF0.00
<b>Order Totals</b>	0 Units CHF0.00	0 Units CHF0.00	0 Units CHF0.00
Total			CHF0.00

Back

Proceed to Checkout

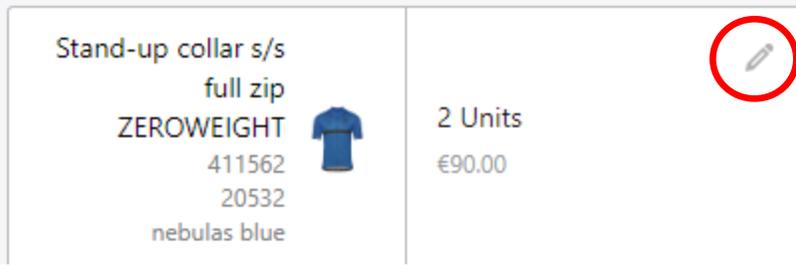
## 6.1. Cart-Overview

The Overview/Summary screen is the first page you will be brought to after selecting to go to your cart. This screen can be used to get a full look at your order, make changes to quantities, and get detailed information about your order. By default you will start at the Overview screen, to switch to the summary screen select the 'Summary' button in the top right.

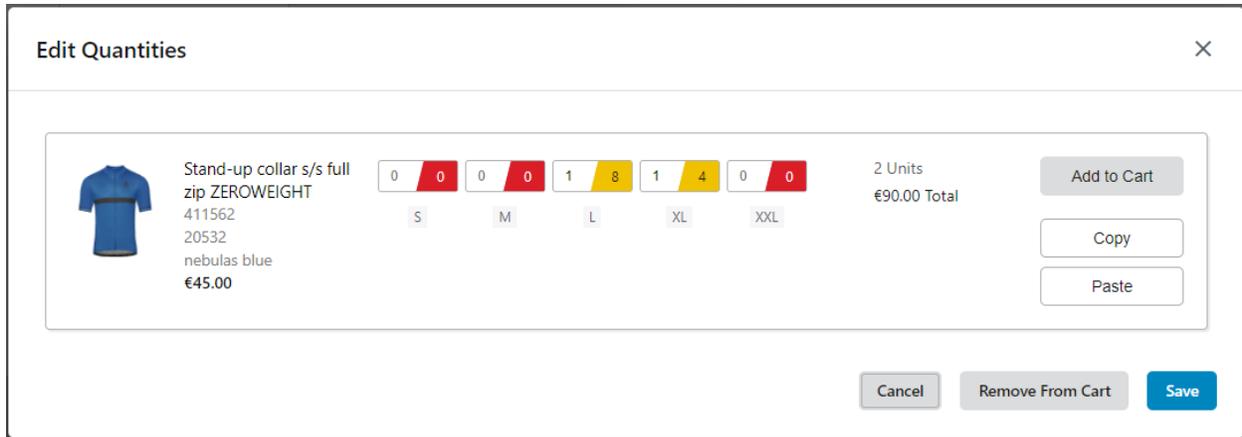
The “Overview” screen is a detailed look at each of your shipments which are organized by column and style in your order displaying in rows. At the end of your shipments there is a total that shows the total amount of each item combined from your shipments. The very last row will display the overall total of each delivery and order total. At the very bottom of the page you will see the order total. **This is the last screen to double check your orders items and quantities before being submitted.**

Sort	Shipment 1 2/21/2020	Shipment 2 2/21/2020	Unit Totals
Stand-up collar s/s full zip ZEROWEIGHT 411562 20532 nebulae blue	2 Units €90.00	—	2 Units €90.00
T-shirt s/s crew neck Trail - SCOTT SRAM 400092 SC020 SCOTT SRAM 2020	—	1 Unit €25.00	1 Unit €25.00
BL TOP V-neck Singlet ACTIVE F- DRY LIGHT 141041 31600 beetroot purple	9 Units €135.00	—	9 Units €135.00
<b>Order Totals</b>	11 Units €225.00	1 Unit €25.00	12 Units €250.00
Total			€250.00

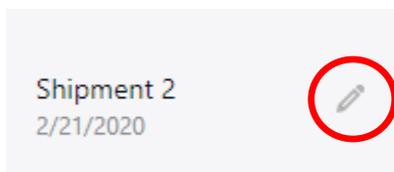
The Overview page can be used to view the styles, colors, and quantities you're ordering across each shipment. You can make edits to your order by clicking on the pencil icon either next to a particular item, or next to a shipment tab at the top of the page.



Clicking on the pencil icon next to a particular item will open “Edit Quantities” window:



Clicking the pencil icon next to a shipment tab will bring you back to the “Enter Quantity” screen to make changes to your shipment.



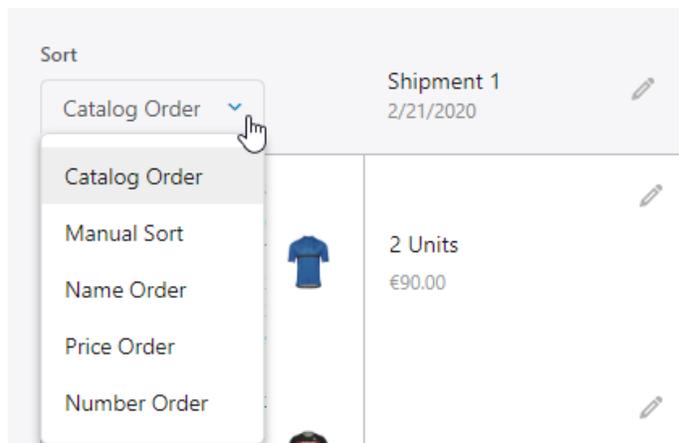
In the cart overview quantities can also be dragged and dropped between shipments if you want to move items from one delivery to another (it might have impact on availability if you choose different start ship dates for your shipments - there will be an error message as soon as there are changes regarding the availability).

### Availability Changed

One or more of the products in this order have selected quantities which are no longer valid. This is because the available inventory has decreased since the order was created. If you continue the quantities for these items will be adjusted to the maximum available inventory so that the order is valid. The proposed changes are listed below.

Style	Name	Color	Size	UPC	Original Qty	New Qty
 541962	Midlayer full zip BLAZE CERAMIWARM PRO	15700	L	7613361533341	5	0

In the top left you can change the order that your shipments display.



**Catalog Order** – Sorts the products by the order they are shown in the catalog

**Manual Sort** – Sorts the products by how they are ordered in your “Build Order” screen

**Name Order** – Sorts the products alphabetically by name

**Price Order** – Sorts the products by price low to high

**Number Order** – Sorts the products by style number low to high

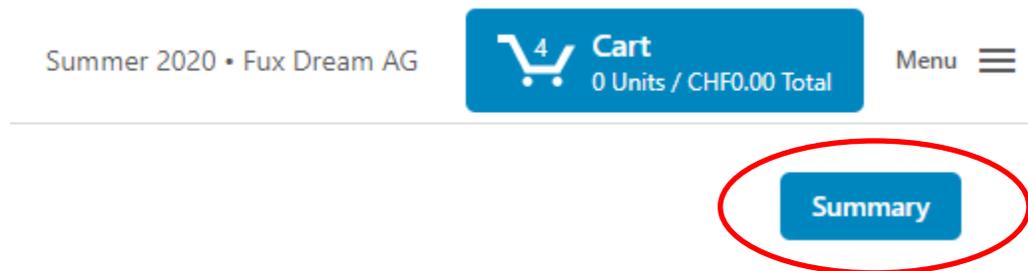
## 6.2. Shipments

You can add shipments by selecting the plus next to your most recent shipment tab, clicking on the 3 dots on a shipment tab will open several options for that shipment, these include “Rename”, “Duplicate”, “Clear Quantities”, and “Delete”. Below your shipment tab you can change your “Start Ship Date” for each shipment and select how your results are filtered.

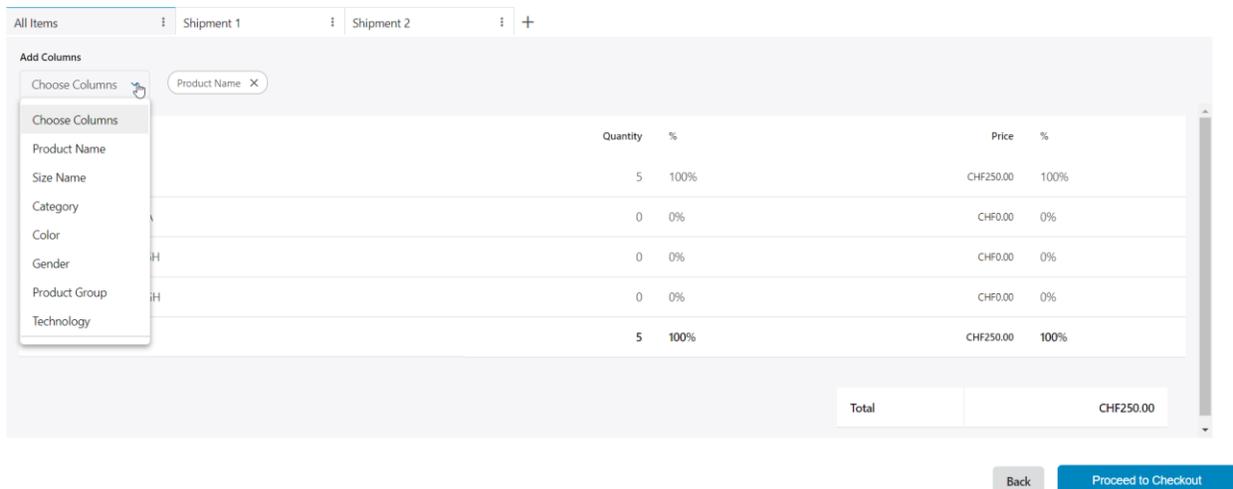
1. In Cart Overview you can see what you're ordering for each of your shipments.
2. When you're ready to place your order, go to the "Proceed to Checkout" page and do the following:
  - i. Add the shipping addresses to each shipment - these can be different if you're shipping to multiple locations.
  - ii. Double check the request dates for each shipment.
  - iii. Enter a PO# for each shipment (not mandatory).
3. You can use the "Copy Next" or "Copy All" buttons to copy the shipping address and request date into to the next shipment (this does not copy the contents of the shipment - just the shipping info).
4. Click "Place Order" when all of the required fields are filled. A confirmation window will appear before your order is actually placed.

### 6.3. Cart-Summary

While in your Cart, you'll see the "Summary" button in the top right corner of the page:



The Summary page can be used to gather data and statistics for the items on each order. You can rearrange the summary column tags to change the way your review table displays. For example, if you want to break your order down by gender, you can select gender from the summary column drop-down and drag the tag to the far left.



Using the top tabs the shipments can be analyzed as a whole or separately.

## 6.4. Checkout Screen

The final screen you will be brought to when creating an order before submitting is the “Checkout” screen. On this screen you will be able to check for each shipment, billing address, shipping address, ship date, and PO #.

**Keep in mind that once your order is placed, it will become “locked” and no longer editable. Please contact your Odlo Sales Rep or the Odlo customer service for any changes that need to be made.**

The screenshot shows the 'Elastic's Cart - Checkout' page. At the top, there is a navigation bar with 'View Catalog', 'Build Order', and 'Enter Quantities'. On the right, it says 'Summer 2020 - Elastic' and 'Cart 9 Units / \$245.00 Total'. The main content area is titled 'Elastic's Cart - Checkout' and contains a 'Sold To Address' section with the following details: Elastic, SARAH, Elastic, 1932 1st Avenue, Suite 803, Seattle WA 98101. Below this is the 'Shipping Information' section, which is divided into two columns for 'Shipment 1' and 'Shipment 2'. Shipment 1 has 5 units for a total of \$130.00, with a shipping address of 'sarahElastic Seattle SARAH1 1932 1st ...' and a start ship date of 2/27/2020. Shipment 2 has 4 units for a total of \$115.00, with a shipping address of 'sarahElastic Sacramento SARAH2 808 ...' and a start ship date of 3/16/2020. Both shipments have PO# fields (1 and 2 respectively) and buttons for 'Delete Shipment', 'Copy Next', and 'Copy to All'. At the bottom right, there are 'Back' and 'Place Order' buttons.

### 6.4.1. Sold to Address

At the top of the page you will see your invoice address This address is linked to your customer master data. If it is incorrect, please contact us to get it updated.

This is a close-up of the 'Sold To Address' section from the checkout screen. It displays the following text: Elastic, SARAH, Elastic, 1932 1st Avenue, Suite 803, Seattle WA 98101.

## 6.4.2. Shipping Information

### Shipping Information

#### Shipment 1

Units: 5  
Total: €130.00

Shipping Address **3.**

▼

1932 1st Ave  
Suite 803  
Seattle WA 98101

Start Ship Date

**4.** 📅

PO#

**5.**

**1.**

**2.**

### 1. Delete Shipment

This button will delete the selected shipment from the order.

### 2. Copy Next/Copy to All

Utilize these features to duplicate the shipping address, request dates, and PO# to the next or all shipments in this order. You do not need these buttons for orders with one single shipment. Using this feature will not copy products or units from one shipment to another.

### 3. Shipping Address

Using this drop-down you can select any shipping address's that are linked to your account for each shipment. The dispatch of goods takes place to the selected "Shipping Address". Elastic accesses to the customer master data in our ERP system. So you can only choose between the addresses deposited in our ERP system. If an address needs to be added or updated, please contact us.

### 4. Start Ship Date

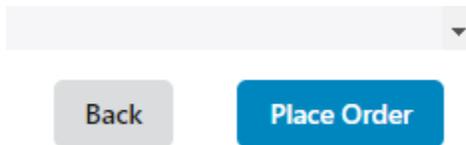
You can view and edit your requested delivery date for each shipment in your order here. Keep in mind that changing this date may change the products / units you order (Preorder catalog)! You can always view current / future availability by hovering over a product image (Standard order entry). The “Start Ship Date” is your requested delivery date. With a “Start Ship Date” in the future you can determine that the delivery does not start promptly but later.

**5. PO #**

A text field where the user can specify a unique purchase order number. It can contain letters and numbers. The purchase number is optional. It will be transferred to Odlo’s ERP system but it will not influence delivery note or invoice number of Odlo.

**Submit Your Order**

Clicking the “Place Order” button on the bottom right corner of the page will send the order file directly to our ERP system.



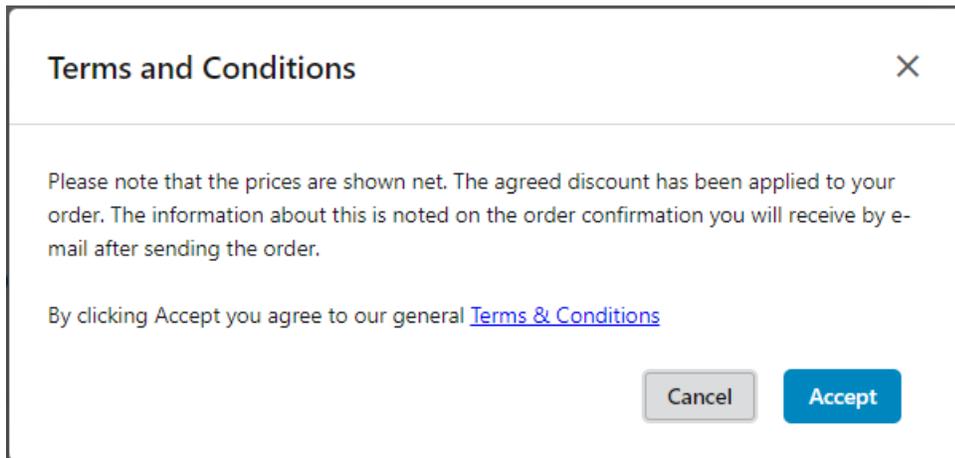
To be eligible for submission, an order must have the following:

1. A valid billing and shipping address
2. A valid Request / Start Ship date
3. At least one unit.

**6.5. Order Submission**

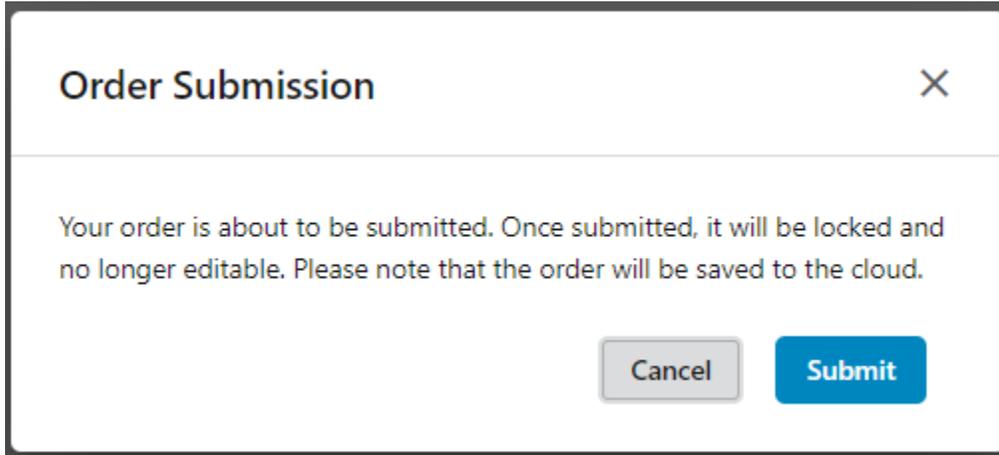
**6.5.1. Terms and conditions**

Clicking on the “Place Order” button will open the following pop-up window:

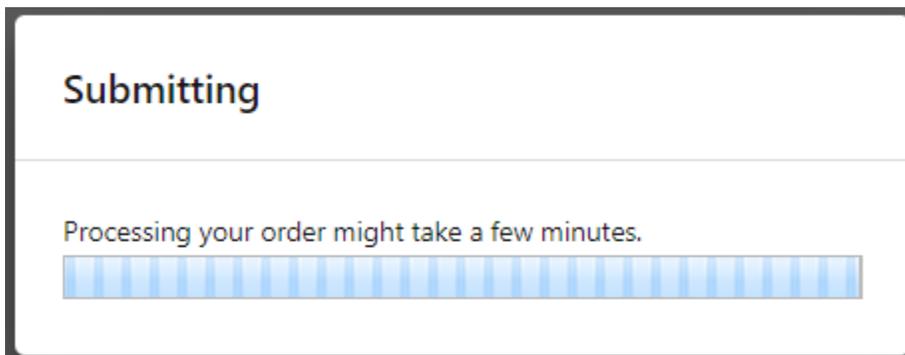


### 6.5.2. Submitting

Accepting Terms and Conditions will open next pop-up window:

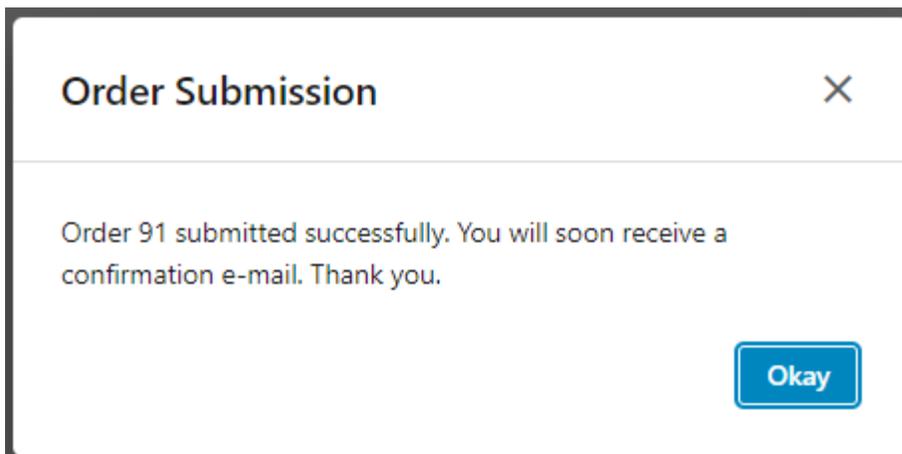


Clicking "Submit" button will start submitting process.



### 6.5.3. Submission

A new window will pop up when submission is complete:



### 6.5.4. Order Confirmation

An automatically generated order confirmation is sent to the e-mail in the customer master data.

Keep in mind that once your order is placed, it will become 'locked' and is no longer editable. Please contact your Odlo Sales Rep or the Odlo customer service for any changes that need to be made.

## 7. Additional Information

You can also find further information on the homepage of Elastic:

### 7.1. Elastic Knowledge base

<http://en.support.elasticsuite.com/support/home>

### 7.2. Elastic Video Library

<http://en.support.elasticsuite.com/support/solutions/articles/5000857173-video-library>