



DANCIKINTERNATIONAL

Decor 24

November 2013

Limitation of Liability

While Dancik International has made reasonable efforts to ensure the accuracy of the information contained in this publication, Dancik International shall have no liability with respect to loss or damage caused or alleged to be caused by reliance on any information contained herein.

Dancik International may revise this publication from time to time without notice.

The following terms are registered trademarks of Dancik International:

- Dancik Distribution (formerly known as FLOOR VISION, TILE VISION, and MARBLE VISION)
- Dancik Retail (formerly known as FLOOR VISION, TILE VISION, MARBLE VISION, and VISION Distribution System)
- Dancik Warehouse—Integrated Warehouse Management Solution (IWMS)
- Dancik Installation Scheduler
- Dancik Sample Tracker
- Dancik Décor24 (formerly know as FLOOR 24, the TILE LINE)
- Dancik Actimage
- Image Builder
- Image Builder Design Center

Dancik International
2000 CentreGreen Way
Suite 250
Cary, North Carolina 27513
(919) 379-3800
www.dancik.com

Copyright (c) 2013 by Dancik International, Ltd.

Table of Contents

Chapter 1 - Overview	1-1
Decor 24 Menu on the iSeries	1-1
Browser Settings.....	1-2
Preparing for Decor 24	1-2
Reporting	1-2
Chapter 2 - Set-up Options	2-1
Global Settings (D24 1)	2-1
User Settings (D24 2).....	2-25
F10 Listing - User Settings Report	2-29
SuperUser Settings	2-30
Presentation Settings (D24 3).....	2-33
Version 2 Parameter Settings	2-53
Company/Branch Settings (D24 4)	2-59
Chapter 3 - Dynamic Content Options	3-1
Promotions (D24 10).....	3-1
Including or Omitting Promotions.....	3-3
Customizing Help (D24 11).....	3-4
Additional Main Options (D24 12).....	3-6
Additional Cart Options (D24 13).....	3-9
Third (D24 14), Fourth (D24 15) and Fifth Set (D24 16) Options	3-9
Including or Omitting Options	3-11
Interactions with Other Parts of the System	3-12
Chapter 4 - Additional Options	4-1
Account to Mfgr Association (I/O) (D24 20)	4-1
Warehouse Matrix (D24 21)	4-2
Order Status (D24 22)	4-3
End-User Category Matrix (D24 23)	4-4
Create Submit Request URLs (D24 24).....	4-5
Working with Images (D24 25)	4-9
Work with Web Application URLs (D24 26).....	4-15
Item Include/Omit (D24 27).....	4-16
I/O for End User Category (D24 28).....	4-16
Promo Include/Omit Entry (D24 29)	4-18
Include/Omit Manufacturers from Price List - D24 30.....	4-19
Chapter 5 - Report Options	5-1
Decor 24 User Activity Report	5-1

Chapter 6 - Upload Options	6-1
Upload Extended Price Class Descs - D24 100	6-1
Chapter 7 - Using Decor 24	7-1
Changing your Password	7-1
Order Entry	7-2
Ordering Rolled Items in Decor 24	7-11
Inventory Selection	7-14
Automatic or Manual	7-14
Decor 24 Dashboard	7-16
Set-up	7-16
The Decor 24 Dashboard	7-18
Link to Check Open Invoices	7-19
Set-up	7-19
Price Lists	7-21
Set-up	7-21
Requesting a Price List	7-22
Item Catalogs	7-25
Set-up	7-25
Requesting an Item Catalog	7-26

Decor 24 Menu on the iSeries on page 1-1

Browser Settings on page 1-2

Preparing for Decor 24 on page 1-2

Reporting on page 1-2

Decor 24 Menu on the iSeries

The iSeries Decor 24 menu is comprised of three areas that effect different portions of the web page and functionality of the program.

- Set-up Options - This area controls the global settings, user settings, presentation settings, and company and branch settings. Some of the things you can do in this area are:
 - Restrict user profiles from being able to order products. Essentially this sets Decor 24 up to be used to make inquiries only.
 - Enable manual inventory selection. Automatic Inventory selection, using Inventory Selection Optimizer (ISO) is the default.
 - Change the name and/or language of the default options
 - Grant or restrict full product search capabilities
- Dynamic Content Options
Some of the things you can do in this area are:
 - Set-up links to multiple websites
 - Establish promotions
 - Build a help and tips system
 - Make modifications to the appearance and functionality of the shopping cart feature
- Additional Options
Some of the things you can do in this area are:
 - Establish the manufacturers that an account has access to
 - Connect to parts of the Dancik Distribution system that impact on Decor 24
 - Create e-mail messages and request forms

Browser Settings

This application uses dynamic content to provide an interactive experience. To ensure the dynamic content operates as designed, follow these steps:

1. On the your browser's menu bar, click **Tools**.
2. Select **Internet Options**. On the window that appears, click the **General** tab.
3. In the **Browsing History** section, click **Settings**.
4. Select **Every time I visit the web page**.

Preparing for Decor 24

In order to maximize the potential use of Decor 24, and to make Decor 24 easy for your customers to use, ensure the product files on your core system are coded and described clearly. Decor 24 displays and accesses files from the following areas of your core system.

- Classification Codes File - FIL 19
- Product Line File
- Price File - FIL 9
- Item File
- Customer Preferences File
- Manufacturer File
- Order Files
- Global Settings (D24 1) on page 2-1
- User Settings (D24 2) on page 2-25
- Presentation Settings (D24 3) on page 2-33
- Company/Branch Settings (D24 4) on page 2-59

Reporting

There are two options to gather information.

- The link <http://yourdomain/netdata/D24STATS.mbr/D24ACCTSTATS.CSV> (insert your box name in place of yourdomain) enables you to pull information such as how many customers hit the site per day, week, month or year.

The following information is extracted.

- Key - Based on the submission, (Account#, Branch#, User, or Company#)
- Year
- Month

- Logins- number of login entries to D24.
 - Spcls Op - number of hits to specials option
 - Order Sts Opt - number of hits to Order Status option
 - Searches - number of Searches performed
 - Orders - ACTV- number of Orders that have been activated via “Complete Order”
 - Orders - 24hr - number of Orders that have been placed on 24 hours hold via “Complete Order”
 - Orders ACTV via OrdSts - number of Orders that have been activated via “Order Status” option
- Also, you can use Dancik core reports to gather information. All Decor 24/Online orders are submitted using the Operator initials of !!. You can run an X by Y report **RPT 388 - “X By Y” Order Analysis Reports**. In there, you will find the **Operator Initials** option. Selecting **Operators Initials** gives you the ability to filter only those orders with !!.

1

Overview

“Global Settings (D24 1)” on page 2-1

“User Settings (D24 2)” on page 2-25

“Presentation Settings (D24 3)” on page 2-33

“Company/Branch Settings (D24 4)” on page 2-59

Global Settings (D24 1)

These settings affect DECOR 24 across all of the systems in your organization. It should be noted that users settings take precedence over global settings.

“Screen 1” on page 2-2

“Screen 2” on page 2-4

“Screen 3” on page 2-6

“Screen 4” on page 2-9

“Screen 5” on page 2-16

“Screen 6” on page 2-19

“Screen 7” on page 2-21

“Screen 8” on page 2-22

Screen 1

```

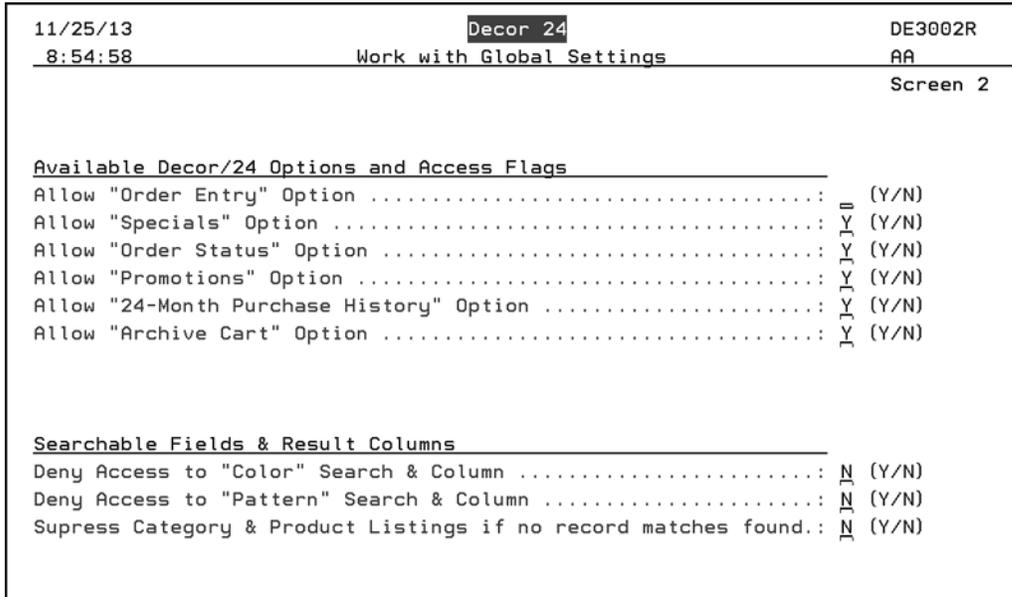
11/25/13          Decor 24          DE3002R
8:54:58          Work with Global Settings  AA
Screen 1
Presentation Code .....: 04 (?) Blank indicates to use Dancik Dfts.
Default Rolled Goods U/M .....:
Expiration Interval to Disable Session-Id (in minutes) .....: 120
Handling Charge or Discount applied to ALL orders .....: 5.00- %
Ignore Rolled Goods Inventory for Specials
  when Available Inventory is less than .....: 0 UOM
Allow Order Entry Access .....: Y (Y/N)
Allow Multiple Sessions per User .....: Y (Y/N)
Orders to Omit from Order Status/Inquiry
Omit Orders with Ship Via Code ...: (?)
Omit Orders with Order Type Code : (?)
  
```

Note: Within Global Settings, press **F11** to move from screen to screen.

Field	Description
Presentation Code	<p>This code controls the appearance and functionality of the web pages. These codes can be used to make and save changes to text, headings, links, logos, etc. Each of your customers can be assigned a presentation code to save a DECOR 24 web page design specially for them.</p> <p>You can search through and select a listing of established presentation codes by entering a “?” in the field and pressing Enter.</p> <p><i>Presentation Codes are among the most important concepts for effectively deploying Decor 24. Setting up and adding presentation codes is covered in detail in Presentation Settings (D24 3).</i></p>
Default Rolled Goods U/M	<p>Enter a default unit of measure for rolled goods. This UM will be the first one displayed in the Order Entry drill down menu. The available options are SY, SF, and LF.</p>
Expiration Interval to Disable Session-Id (in minutes)	<p>Enter, in minutes, the time DECOR 24 will stay active when not being used. After the set time has elapsed, the DECOR 24 session will end and the user will have to log back in.</p> <p>If this setting is left blank, the Decor 24 session has to ended manually.</p>

Field	Description
Handling Charge or Discount applied to ALL orders	<p>Use this field to add or subtract a percentage from all orders placed on Decor24.</p> <p>To apply a discount, the percentage value MUST be a negative value (1.50-). So, when keying in value, use the Field-Minus key.</p>
Ignore Rolled Goods Inventory for Specials when Available Inventory is less than	<p>Lets you set a minimum amount of inventory to be considered when performing a search. For example, enter 36 IN to set the minimum at 36 inches.</p>
Allow Order Entry Access	<p>Enter a Y in this field if you want system users to be able to place orders. An N in this field disables Order Entry, but the user can still perform inquiries and other functions.</p>
Allow Multiple Sessions per User	<p>When a user logs into and starts using Decor 24, the user name and a “session number” are validated by Decor 24. This combination of the validated user name and session number are required to use the Decor 24 web services.</p> <p>This setting allows users to be active in more than one Decor 24 session.</p> <p>If the setting is activated:</p> <ul style="list-style-type: none"> • User will be able to sign into multiple sessions using the same login. • The shopping cart is user specific and is shared by all active sessions. • The session that checks out will include all the items in the shopping cart when they check-out their order. • After check-out the shopping cart is empty in all other sessions. • If one session changes the default Account#, then all other open sessions will adhere to that change. The other sessions might need to refresh their views to see the change. • If the setting is not activated: • Decor 24 will restrict users from signing in multiple sessions using the same User ID. • Users of Decor 24 webservices are blocked from accessing the services if there is an active Decor 24 session for that User ID.
Orders to Omit from Order Status/Inquiry Ship Via Code Order Type Code	<p>Enter the Ship Via or order type codes that you do not want to display when performing inquiries.</p>

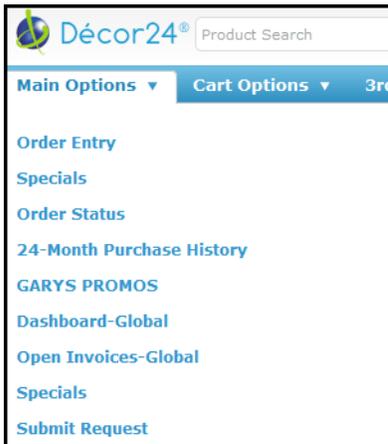
Screen 2



Note: The default is for all the settings to be activated.

1. The settings on this screen allow you to further customize DECOR 24.

The settings under at the top of the screen under the heading **Decor 24 Options and Access Flags** control access to the links and functions under the default heading “Main Topics” on the Decor 24 web application.



Note: The title “Main Options” can be changed via v2 Screen 1 of the Presentation Settings.

2. The **Specials** feature provides a way for an operator to search inventory that has been coded as DI (discontinued) or SP (special) in your core system. The specials list can also include serial numbers that have been marked with special status codes.

In order for an item to appear as a “special” item the following must be present:

- The item has to have a policy code of **DI** or **SP**.

- The item must have inventory on hand.
 - It must have a roll or serial number; and the serial number cannot be at a status of:
 - L - Lost
 - # - In suspense
 - I - Being inspected
3. Decor 24 gives your customers a very powerful and advanced search feature. However, if your database of items is not consistently coded with color and pattern information the scope of inquiries can be limited. There are two search limitations you can employ. You can deny searches by color and pattern by entering a **Y** in the respective fields. The search feature is accessed via the **Advanced Search** link near the top of the window. If the settings, **Deny Access to “Color” Search & Column** and **Deny Access to “Pattern” Search & Column** are activated those search parameters will not display.

The screenshot shows the 'Advanced Item Search' window. At the top, there are navigation tabs: 'Main Options', 'Cart Options', '3rd Set Options', and '4th Set Options'. The main area contains the following fields and controls:

- Manufacturer:** A text input field with a dropdown arrow.
- Item Name:** A text input field followed by a 'Contains' dropdown menu.
- Item#:** A text input field followed by a 'Contains' dropdown menu.
- Color:** A text input field followed by a 'Contains' dropdown menu.
- Pattern:** A text input field followed by a 'Contains' dropdown menu.

At the bottom center of the form is a 'Search' button with a magnifying glass icon.

There are five item search/validation checks that the system performs to make an item accessible via a search.

- Validate that the item exists, is not flagged as deleted, and meets the search criteria entered by the user.
 - Validate that the Item falls within the Account -> Manufacturer Include/Omit selection. See menu D24 option 20. Account to Manufacturer Association (Includes/Omits)
 - If the Item has a Discontinue Date greater than 0, and that Disc Date is less than the Current date, and the available inventory for the Item is less than or equal to 0, then this Item is considered discontinued and is not valid to use, and will not be viewed by the user.
 - If the item's pricing comes up with errors, or indicates that the product is not available for purchase by specific users then it will not be displayed to those users.
 - Validate the Item's End-User Category falls within the E.U.C. Include/Omit Matrix (See menu D24 option 23. End-User Category Matrix).
4. When a search is performed in Decor 24, three areas are searched for matches: Category listing, Product Name, and Item. If the setting **Suppress Category & Product Listings if no record matches found** is set to “**Y**”, the Category and/or the Product listings will not appear on the search screen if there are no matches found. This can help eliminate on-screen clutter and confusion if you do not use the Category and Product Name features.

Screen 3

10/17/13	Decor 24	DE3002R
11:11:10	Work with Global Settings	AA
		Screen 3
<u>Other Flags</u>		
Allow Display of Prices and Invoices.....	Y	(Y/N)
Allow Display of Available Inventory/Serial# for Rolled Goods ..	Y	(Y/N)
Allow Display of Available Inventory/Serial# for NonRolled	Y	(Y/N)
Allow Display of Product Images	Y	(Y/N)
Allow Image Builder Item URL Access	Y	(Y/N)
Show Shopping Cart Error/Notification Messages	Y	(Y/N)
Allow Manual Override of Request Date During Checkout	Y	(Y/N)
If Manual Override, Restrict to Available Ship Dates.....		(Y/N/S)
Allow Selection/Submit of Unprocessed Orders	Y	(Y/N)
Show BackOrder Date (Y=Always, N=Never, S=Only If Not 2/22/22) :	Y	(Y/N/S)
Show 3 decimals in unit prices	N	(Y/N)
Allow Quantity Available to Appear in Search Results	N	(Y/N)
Allow "Load to Order Entry" opts in Product/Adv Search results :	Y	(Y/N)
Allow "Load to Order Entry" options in Specials Search results :	Y	(Y/N)
Initial Number of #Return Records value (A=25,B=50,C=75,D=100) :	A	(A/B/C/D)
Add "Order Placed Online By XXXXXXXX" message line to order	Y	(Y/N)

This screen gives you the following customization flags.

Flag	Description
Allow Display of Prices	Item prices display in a variety of places within Decor/24. Use this flag to allow/disallow the viewing of prices anywhere on Decor/24.
Allow Display of Available Inventory/Serial# for Rolled Goods	Entering an N in this field disables the use of manual inventory selection for rolled goods. When performing order entry, the Automatic Inventory Selection feature will engage. This feature uses ISO technology to match requirements with available inventory.
Allow Display of Available Inventory/Serial# for NonRolled	Entering an N in this field disables the use of manual inventory selection for nonrolled goods. When performing order entry, the Automatic Inventory Selection feature will engage. This feature uses ISO technology to match requirements with available inventory.

Flag	Description
<p>Allow Display of Product Images</p>	<p>Use this flag to display an image of the product on the Item Information screen. If the item is not setup with an image record, then the default image is No Image Available. Customers who have purchased both Decor 24 and Image Builder Design Center will also receive the ability to (a) display product images within Decor 24, and (b) convert Image Builder Design Center selections into Decor 24 orders. Customers who purchase Decor 24, but not Image Builder Design Center can display product images in Decor 24 if they (a) build their own product image database according to Dancik-provided specifications, or (b) contract with Dancik to build this database.</p> <p>The figure below displays part of an Item Information screen with an image shown.</p> <div data-bbox="641 730 1299 972" style="border: 1px solid black; padding: 5px;"> <p>Item Details</p> <hr/> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  <p style="font-size: small; color: blue;">Click To Zoom View In A Room</p> </div> <div style="flex: 2; padding-left: 10px;"> <p>Item#: SAI10900</p> <p>Your Item#: SAI-10900H HARBOR TASTIERA TILE</p> <hr style="border-top: 1px dashed black;"/> <p>Price: \$4.29 SF NO BROKEN - CT</p> </div> </div> </div>
<p>Show Shopping Cart Error/Notification Messages</p>	<p>Dancik’s Inventory Selection Optimizer (ISO) automatically compares the item quantity requested with the quantity on hand and if there is a problem a message is displayed. If you flag this setting with a Y, the following message is a sample of what might appear.</p> <p><i>* NOTE * - Qty requested exceeds qty available in any one roll or shade. Please click [REPLACE] to review inventory details or leave selection unchanged and goods may be backordered at checkout.</i></p>
<p>Allow Manual Override of Request Date During Checkout</p>	<p>Setting this option to N, removes the area from Step 2 of the checkout process where an operator could override the request/ship date. This forces the system to use the system generated request date that is based on established truck route information.</p>
<p>Allow Selection/Submit of Unprocessed Orders</p>	<p>Use this flag to allow/disallow users from activating unprocessed orders or orders that are in the checkout process. Flagging this field with a Y enables the Activate button during step 3 - Final Confirmation of the order process. This flag can be useful for a store owner who wants to check the accuracy of orders his sales people enter.</p>
<p>Show BackOrder Date</p>	<p>You can choose to always view back order dates, to never view back order dates, or to only view the dates if they are not 2/22/22. The 2/22/22 date represents that a firm back order date has yet to be determined.</p>

Flag	Description																					
<p>Allow Quantity Available to Appear in Search Results</p>	<p>If set to N, removes the Qty Available column from search results. If you do not want users to see your inventory quantities while searching, enter N.</p> <div data-bbox="574 365 1351 533" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Order</th> <th>Item#</th> <th>Description</th> <th>Color</th> <th>Pattern</th> <th>Price</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>SAI10900</td> <td>TASTIERA ALMOND 6X8 NATURAL STONE PALLETTS ON PO TO BRAZILI</td> <td>ALMOND</td> <td>6X8</td> <td>\$4.29 SF</td> <td>166 SF</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SAI10900Z</td> <td>TASTIERA BLACK 6X8</td> <td>BLACK</td> <td></td> <td>\$6.49 SF</td> <td>566 SF</td> </tr> </tbody> </table> </div>	Order	Item#	Description	Color	Pattern	Price	Quantity	<input type="checkbox"/>	SAI10900	TASTIERA ALMOND 6X8 NATURAL STONE PALLETTS ON PO TO BRAZILI	ALMOND	6X8	\$4.29 SF	166 SF	<input type="checkbox"/>	SAI10900Z	TASTIERA BLACK 6X8	BLACK		\$6.49 SF	566 SF
Order	Item#	Description	Color	Pattern	Price	Quantity																
<input type="checkbox"/>	SAI10900	TASTIERA ALMOND 6X8 NATURAL STONE PALLETTS ON PO TO BRAZILI	ALMOND	6X8	\$4.29 SF	166 SF																
<input type="checkbox"/>	SAI10900Z	TASTIERA BLACK 6X8	BLACK		\$6.49 SF	566 SF																
<p>Allow “Load to Order Entry” opts in Product/Adv Search results</p>	<p>DECOR 24’s advanced search feature gives your customers the ability to search by several parameters including item name, color, and pattern. Once the search has been performed, the results appear on the screen. The user can add items to their shopping cart by simply selecting the item and clicking Load to Order Entry. If you want to disable this option and remove the Load to Order Entry button, set this flag to N.</p> <div data-bbox="574 865 1351 1037" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Order</th> <th>Item#</th> <th>Description</th> <th>Color</th> <th>Pattern</th> <th>Price</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>SAI10900</td> <td>TASTIERA ALMOND 6X8 NATURAL STONE PALLETTS ON PO TO BRAZILI</td> <td>ALMOND</td> <td>6X8</td> <td>\$4.29 SF</td> <td>100,066 SF</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 5px;"> <input type="button" value="Load to order entry"/> </p> </div>	Order	Item#	Description	Color	Pattern	Price	Quantity	<input type="checkbox"/>	SAI10900	TASTIERA ALMOND 6X8 NATURAL STONE PALLETTS ON PO TO BRAZILI	ALMOND	6X8	\$4.29 SF	100,066 SF							
Order	Item#	Description	Color	Pattern	Price	Quantity																
<input type="checkbox"/>	SAI10900	TASTIERA ALMOND 6X8 NATURAL STONE PALLETTS ON PO TO BRAZILI	ALMOND	6X8	\$4.29 SF	100,066 SF																
<p>Allow “Load to Order Entry” options in Specials Search results</p>	<p>DECOR 24 can search for items that have special pricing. Special prices are set in the Item and Promo Files and are updated while running night jobs. The user can add items to their shopping cart by simply selecting the item and clicking Load to Order Entry. If you want to disable this option set this flag to N.</p>																					
<p>Initial Number of #Return Records value</p>	<p>Controls the number of items that are displayed after a search. Searches may take longer if they are requested to include more records.</p>																					
<p>Add “Order Placed Online By XXXXXXXX” message line to order</p>	<p>If activated, adds the ordering person’s name to the order. The name is limited to nine characters. The name will not appear within Decor 24, but instead it appears within the core system as an F6 comment line.</p>																					

Screen 4

11/25/13	Decor 24	DE3002R
8:54:58	Work with Global Settings	AA
		Screen 4
<u>Other Flags (cont)</u>		
Show Item Comments field in Product Knowledge section	Y	(Y/N)
Show Item Packaging info in Product Knowledge section	Y	(Y/N)
Show Item Comments field on search results, when "*" precedes ..	Y	(Y/N)
Show Stock Status on Checkout screen.....	Y	(Y/N)
Show Backorder Expected Date on Checkout screen.....	Y	(Y/N)
Enable warning message for discontinued items.....	Y	(Y/N)
Offer "Must Ship Complete" Option on Order Header	Y	(Y/N)
Enable insufficient inventory message.....	N	(Y/N)
Value to compare insufficient inventory.....	_____	
Always show Order Contact field on Order Header.....	N	(Y/N)
Only show Order Contact on Order Header if "C" records exist...	N	(Y/N)
Limit user to selecting an existing Order Contact only.....	N	(Y/N)
Product search sort order: (1) Main Search (2) Keyword Search...	2	(1,2)
Show State(1), Province(2) or Both(3) on dropdown list.....	3	(1,2,3)
Allow Job Name / Customer PO# Promo re-pricing.....	Y	(Y/N)
Show No Image Available message if no image is found?.....	Y	(Y/N)
Show Roll Status on Inventory Selection Screen?.....	N	(Y/N)
F6=Return F7=Exit F11=Screen 5		

Flag	Description												
<p>Show Item Comments field in Product Knowledge section</p> <p>Show Item Packaging info in Product Knowledge section</p>	<p>If activated, these settings direct Decor 24 to show item comments and packaging as part of the Product Knowledge section of the Item Details page (accessed when you perform a search).</p> <div data-bbox="581 443 1300 976" style="border: 1px solid black; padding: 5px;"> <p>Item Details</p>  <p>Item#: SAI10900 Your Item#: 654321</p> <p>Price: \$4.29 SF NO BROKEN - CT</p> <p>Click To Zoom View In A Room</p> <p>Automatic Inventory Selection Manual Inventory Selection Product Knowledge</p> <p>Item: SAI10900 PALL: S ON PO TO BRAZIL!</p> <p>There are 30 SF per CT There are 90 PC per CT There are 40 CT per PA There are 10.76 SF per M2 There are 2 LB per SF There are 80 CB per PA</p> <p>Product Line: TASTIERA SERIES</p> <p>Manufacturer: SAICIS S.P.A., CERAMICHE</p> </div> <p>These settings pull product knowledge information from the following files:</p> <ul style="list-style-type: none"> • Billto File (FIL 1) • Manufacturer File (FIL 4) • Product Line File (FIL 12) <p>If there isn't any information in any of the three files listed above, nothing will show in these options; even if they are activated.</p>												
<p>Show Item Comments field on search results, when "*" precedes</p>	<p>If an item has comments that begin with an "*" activating this flag ensures that those comments are displayed during a product search.</p> <p><i>Note: Item comments are entered via the Item File (FIL 1). If an asterisk (*) is entered in front of the first character in the comment, the comment flashes on the Order Entry, Inventory Inquiry, and Quick Quoter screens.</i></p> <div data-bbox="574 1587 1416 1892" style="border: 1px solid black; padding: 5px;">  <p>Decor24® sai1090 Advanced Search</p> <p>Main Options ▾ Cart Options ▾ 3rd Set Options ▾ 4th Set Options ▾ 5th Set Options ▾</p> <p>Item Search Results</p> <p>Item Listing Customer Item Listing Category Listing Product Name Listing</p> <table border="1"> <thead> <tr> <th>Order</th> <th>Item#</th> <th>Description</th> <th>Color</th> <th>Pattern</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>SAI10900</td> <td>TASTIERA ALMOND 6X8 NATURAL STONE PALLETS ON PO TO BRAZIL!</td> <td>ALMOND</td> <td>6X8</td> <td>\$4.29 SF</td> </tr> </tbody> </table> </div>	Order	Item#	Description	Color	Pattern	Price	<input type="checkbox"/>	SAI10900	TASTIERA ALMOND 6X8 NATURAL STONE PALLETS ON PO TO BRAZIL!	ALMOND	6X8	\$4.29 SF
Order	Item#	Description	Color	Pattern	Price								
<input type="checkbox"/>	SAI10900	TASTIERA ALMOND 6X8 NATURAL STONE PALLETS ON PO TO BRAZIL!	ALMOND	6X8	\$4.29 SF								

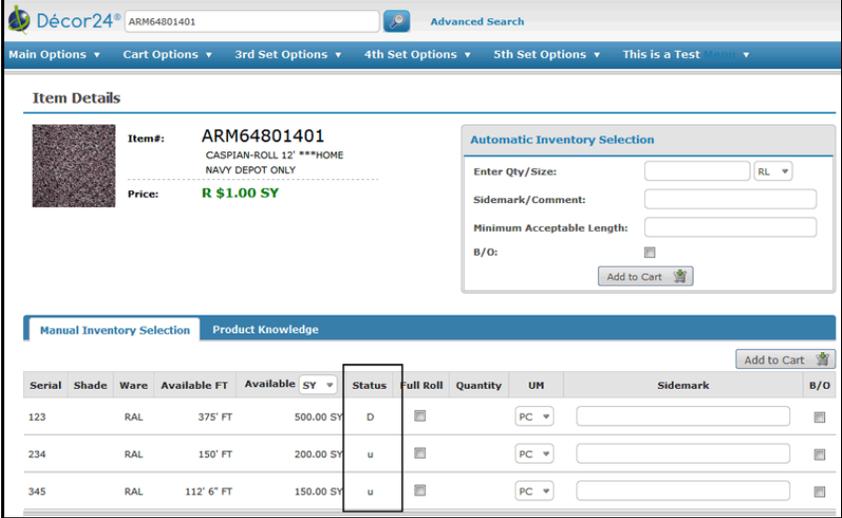
Flag	Description
<p>Show Stock Status on Checkout screen</p> <p>Show Backorder Expected Date on Checkout screen</p>	<p>These settings allow you to decide whether or not you want the stock status or back order date shown on the checkout screen.</p>
<p>Enable warning message for discontinued items</p>	<p>This setting allows you to display a message alerting your dealers that an item is discontinued and cannot be reordered.</p> <p>This allows discontinued items that have remaining stock to be included on an order while including a message informing the users of its discontinued status.</p> <p>The discontinued message displays on Product Search and Item Information windows.</p> <p><i>Note: The Related Items button helps you find inventory similar to the discontinued item.</i></p> <p>The Item Discontinued, No Backorders are Allowed message can be changed via Presentation screen 19.</p>
<p>Offer “Must Ship Complete” Option on Order Header</p>	<p>Activating this field directs Decor 24 to install a check box field on the second checkout screen.</p> <p>Checking the Must Ship Complete box assigns the order an Order Handling code of 5 which means that all lines on the order must ship together.</p>

Flag	Description														
<p>Enable insufficient inventory message</p> <p>Value to compare insufficient inventory</p>	<p>This message informs your dealers to call your Customer Service Representative to help locate additional stock instead of contacting a competitor.</p> <p>The system checks the inventory value for inventory that the user can see (based on warehouse matrix, serial status etc.). If the value of the inventory is equal to or less than the value entered here, a warning message is displayed, but the order can be still be placed. As opposed to placing back order.</p> <p>Enable insufficient inventory message</p> <p>Activating this setting causes a message to appear in the Product Search Results and Item Information screens when current inventory available is below a predefined threshold value.</p> <div data-bbox="573 760 1411 1079" style="border: 1px solid black; padding: 5px;"> <p>Advanced Item Search</p> <p>Manufacturer: SAICIS S.P.A., CERAMICHE</p> <p>Item Name: <input type="text"/> Contains</p> <p>Item#: <input type="text"/> Contains</p> <p>Color: <input type="text"/> Contains</p> <p>Pattern: <input type="text"/> Contains</p> <p style="text-align: center;"><input type="button" value="Search"/></p> <hr/> <p>Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order</th> <th>Item#</th> <th>Description</th> <th>Color</th> <th>Pattern</th> <th>Price</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>SAIBIAN68</td> <td>BELLA BIANCASTRA 6X8</td> <td>BEIGE</td> <td>6X8</td> <td>\$6,49 SF</td> <td>0 SF</td> </tr> </tbody> </table> <p style="font-size: small; border: 1px solid black; padding: 2px;">Insufficient inventory currently available, please contact a customer service representative to assist in locating stock for your needs.</p> </div> <p>The default message issued is “Insufficient Inventory currently available, please contact Customer Service Representative to assist in locating stock for your needs.” It can be changed on Screen 19 of the Presentation Settings.</p> <p><i>Note: The inventory dollar value (or threshold value) is entered in the “Value to compare insufficient inventory” field.</i></p> <p>The message alerts dealers to call into your customer service department where you can locate additional stock by several methods such as: borrowing from other dealers, moving stock from another warehouse, finding out when they really need the stock, look at arriving PO's, etc.</p> <p>Value to compare insufficient inventory</p> <p>The system checks the inventory value against the value of the item being searched for. If the value of the inventory is equal to or less than the value entered here, a warning message is displayed.</p> <p>Inventory value is calculated as (base cost x available quantity).</p>	Order	Item#	Description	Color	Pattern	Price	Quantity	<input type="checkbox"/>	SAIBIAN68	BELLA BIANCASTRA 6X8	BEIGE	6X8	\$6,49 SF	0 SF
Order	Item#	Description	Color	Pattern	Price	Quantity									
<input type="checkbox"/>	SAIBIAN68	BELLA BIANCASTRA 6X8	BEIGE	6X8	\$6,49 SF	0 SF									

Flag	Description
<p>Always show Order Contact field on Order Header</p> <p>Only show Order Contact on Order Header if “C” records exist</p> <p>Limit user to selecting an existing Order Contact only</p>	<p>These settings allow you to control/assign the customer contact information on orders.</p> <p>Activate them as needed to:</p> <ul style="list-style-type: none"> • always show Order Contact information • only show the order contacts if they exist • Limit the user to only selecting an order contact from the drop down menu as opposed to manually entering one. <p>Order Contacts are displayed on the Order Status screen.</p> <div data-bbox="803 672 1282 1123" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Order Status</p> <hr/> <p>← Unprocessed Orders > Reference# 1006470</p> <hr/> <p>PO#: MITH1901</p> <hr/> <p>Order Date: 04/29/02</p> <hr/> <p>Status:</p> <hr/> <p>Job Name:</p> <hr/> <p>Tag:</p> <hr/> <p>Special Instructions:</p> <hr/> <p>Order Contact Name: GARY BRANNEN</p> </div> <p><i>Note: Order Contacts must be activated using the System Wide Setting “Option for Order Contacts”. Customer Contacts are created via the Type field of the Phone Number File. The Phone Number File is accessed via F10 on the Billto File (FIL 1).</i></p>

Flag	Description
<p>Product search sort order: (1) Main Search (2) Keyword Search</p>	<p>D24 gives you two search options.</p> <p><i>Main Search</i> - This is a “position to” search which starts searching from the specified item number or description and reads in alphanumeric order from that point forward.</p> <p><i>Key Word</i> - This search looks for a “string” anywhere in the item number, item description (both lines), color name and pattern name fields of a product. The Keyword search allows you to scan for character strings.</p> <ul style="list-style-type: none"> • 1 (or if left blank) - Regular “position to” search happens first; followed by the Keyword search. This option, which is the default, looks for exactly what is keyed, anywhere in the product files. • 2 - Keyword search is first; followed by regular search. This option searches on multiple words/phrases that begin the product description. This search is generally more powerful, as multiple words (or parts of words) can be keyed in any sequence. This search is only run when the primary search returns no results. <p><i>Note: Search options can also be set at the user level via page 4 of the User Settings (D24).</i></p>
<p>Show State(1), Province(2) or Both(3) on dropdown list</p>	<p>This option allows you to customize the entries contained in the State/Province drop down list on the Order Status Details screen.</p>

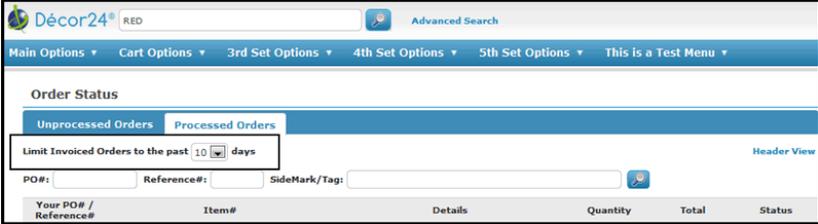
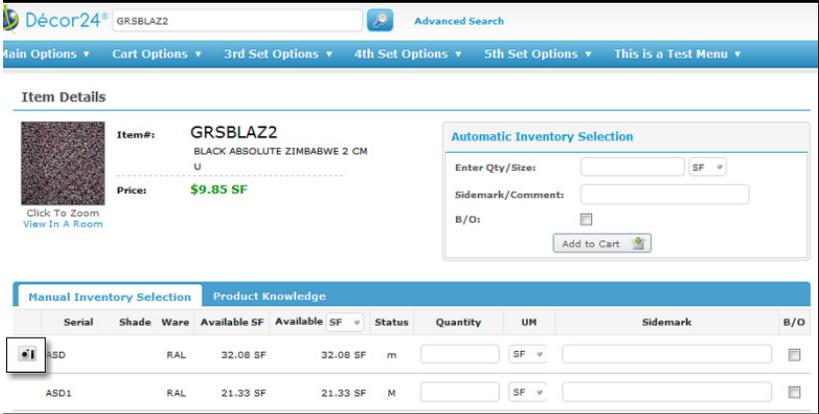
Flag	Description																								
<p>Allow Job Name / Customer PO# Promo re-pricing</p>	<p>This setting directs Decor 24 to check the Promotional Pricing File to see if a promotion has been created for either the Job Name or the PO#. If an entry does exist in the Promotion File for either the Job Name or the PO#, the pricing on the order may be changed to reflect the promotion. Also, the message “Promotional prices may have been found that affected unit price on your order lines.” is displayed during Step 3 of the check out process.</p> <div data-bbox="625 514 1461 1024" style="border: 1px solid black; padding: 5px;"> <p>Checkout: Step 3 - Order Confirmation</p> <p>Reference# 1046045 (Not yet activated!) Activate 24-Hour Hold Cancel Order</p> <p>P.O.#: PO# N/A Ship To: HARBOR FLOOR CENTER (RALEIGH)</p> <p>Request Date: 10/18/11 2001 ATLANTIC AVE</p> <p>Tag/Comment: PO BOX 715</p> <p>Special Instructions: RALEIGH</p> <p>NC 27515-1434</p> <p>Order Contact Name: GARY BRANNEN Ship Via:</p> <p>Shipping Instructions:</p> <p style="color: red; text-align: center;">Promotional Prices may have been found that effected the unit price on your order lines.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item#</th> <th>Details</th> <th>Quantity</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>SAI-10900H</td> <td>Warehouse: RAL Price: \$4.29</td> <td>100.00 SF</td> <td>\$429.00</td> </tr> <tr> <td>HARBOR TASTIERA TILE</td> <td>Serial#: 55787 Amount: 1.00 CT</td> <td></td> <td></td> </tr> <tr> <td>NATURAL STONE</td> <td>Shade: Weight: 200 lbs</td> <td></td> <td></td> </tr> <tr> <td></td> <td>BO Date/Transfer: Sidemark/Tag:</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Weight:</td> <td>200 lbs</td> <td>Subtotal: \$429.00</td> </tr> </tbody> </table> <p>Return To Step 2 Activate 24-Hour Hold Cancel Order</p> </div> <p><i>Note: The default message can be changed on screen 22 of the Presentation Settings.</i></p>	Item#	Details	Quantity	Total	SAI-10900H	Warehouse: RAL Price: \$4.29	100.00 SF	\$429.00	HARBOR TASTIERA TILE	Serial#: 55787 Amount: 1.00 CT			NATURAL STONE	Shade: Weight: 200 lbs				BO Date/Transfer: Sidemark/Tag:			Total Weight:		200 lbs	Subtotal: \$429.00
Item#	Details	Quantity	Total																						
SAI-10900H	Warehouse: RAL Price: \$4.29	100.00 SF	\$429.00																						
HARBOR TASTIERA TILE	Serial#: 55787 Amount: 1.00 CT																								
NATURAL STONE	Shade: Weight: 200 lbs																								
	BO Date/Transfer: Sidemark/Tag:																								
Total Weight:		200 lbs	Subtotal: \$429.00																						
<p>Show No Image Available message if no image is found?</p>	<p>Directs the system to show the picture frame and the text “No Image Available” if an image has not been uploaded for an item.</p> <p>Images are uploaded in D24 via menu option Working with Images (D24 25)</p>																								

Flag	Description
<p>Show Roll Status on Inventory Selection Screen</p>	<p>Activate this option to show serial status codes for rolled goods. If no serial status code available, keep current display of little “u” and little “o”.</p> <p>Serial number status codes are displayed when an item’s details are shown; like when showing search results.</p>  <p>If no serial status code is available, status code “u” (unopened roll) or “o” (opened roll) is displayed. If a serial status code has been assigned, such as “D” in the example shown above, that serial status codes displays.</p>

Screen 5

<p>11/25/13 8:54:58</p>	<p style="text-align: center;">Decor 24</p> <p style="text-align: center;">Work with Global Settings</p>	<p>DE3002R AA</p>
<p style="text-align: right;">Screen 5</p>		
<p><u>Other Flags (cont)</u></p> <p>Set the display order of the search results tabs (use 1-4).....:</p> <p style="padding-left: 40px;">Category: <u>1</u> Product Line: <u>2</u> Customer Preference: <u>4</u> Item: <u>3</u></p> <p>Retain "Limit Invoiced Orders to the past ___ days" setting.....: <u>Y</u> (Y/N)</p> <p>Display link/icon if a slab or block has an image.....: <u>Y</u> (Y/N)</p>		

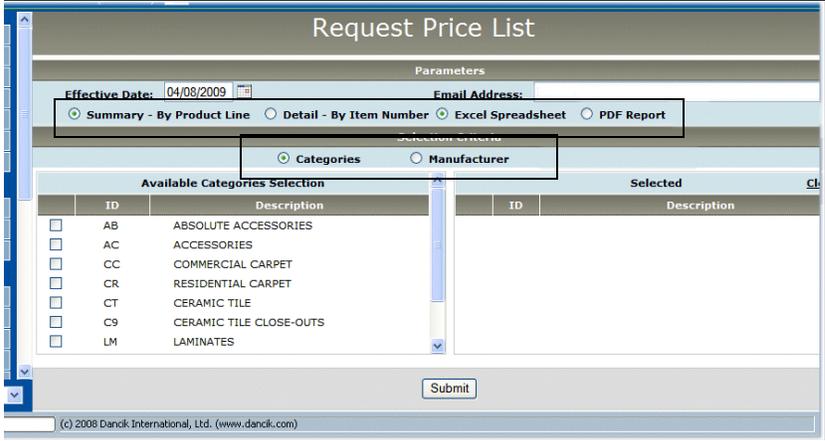
Flag	Description
<p>Set the display order of the search results tabs (use 1-4)</p>	<p>This setting allows you to resequence the order of the tabs on the item search results window. Enter a “1” in the tab you want to be the primary focus. Enter a “2” for the next tab and so forth.</p> <p><i>Note: If the tab names on your Decor 24 are different, they were changed on screen 7 of the Presentation Settings (D24 3).</i></p> <p>The default order of the tabs is: Category, Product Line, Customer Preference, Item. By changing the display order of numbers....</p> <div data-bbox="621 625 1459 884" style="border: 1px solid black; padding: 5px;"> <p>5/03/13 Decor 24 DE3002R 9:49:42 Work with Global Settings AA Screen 5</p> <p>Other Flags (cont)</p> <p>Set the display order of the search results tabs (use 1-4).....: Category: <u>4</u> Product Line: <u>2</u> Customer Preference: <u>3</u> Item: <u>1</u></p> <p>Retain "Limit Invoiced Orders to the past ___ days" setting.....: <u>Y</u> (Y/N) Display link/icon if a slab or block has an image.....: <u>Y</u> (Y/N)</p> </div> <p>...the tab sequence can be rearranged.</p> <div data-bbox="630 987 1451 1255" style="border: 1px solid black; padding: 5px;"> </div> <p><i>Note: If the Category and Product Line tabs are not displayed, the global setting “Suppress Category & Product Listings if no record matches found” is activated.</i></p>

Flag	Description
<p>Retain “Limit Invoiced Orders to the past ___ days” setting</p>	<p>This setting retains the last entry made into the Limit Invoiced Orders to the past ___ days setting on the Order Status Window for processed orders.</p>  <p><i>Note: The default number of days is entered via the “Display Order Days” setting on the Company/Branch Settings (menu option D24 4).</i></p>
<p>Display link/icon if a slab or block has an image</p>	<p>Decor 24 can display serial number images next to slab and bundle items. This can provide the added benefit of actually seeing the item along side the item’s description.</p>  <p>Associated Files</p> <p><i>Global Settings</i></p> <p>The following settings on screen 3 of the Global settings have to be activated:</p> <ul style="list-style-type: none"> • Allow Display of Available Inventory/Serial# for NonRolled • Allow Display of Product Images <p><i>Work with Images (Item Xref File) (D24 25)</i></p> <p>This file enables you to set up a cross reference of images to item and serial numbers. These images can then be used in any products that display images.</p>

Screen 6

This screen presents several options pertaining to generating price lists and the data that is displayed.

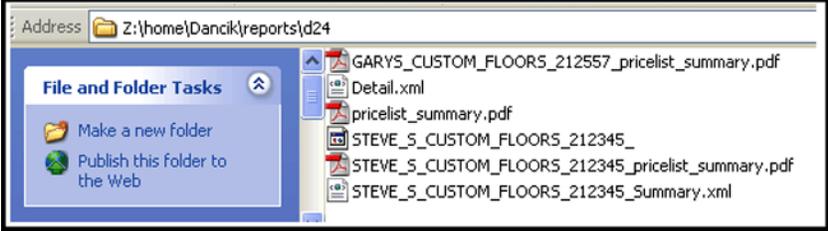
11/25/13 8:54:58	Decor 24 Work with Global Settings	DE3002R AA Screen 6
Price List Options		
Allow User to Request a Price List.....	<input checked="" type="checkbox"/>	(Y/N)
Show End User Category.....	<input checked="" type="checkbox"/>	(Y/N)
Show Manufacturer.....	<input checked="" type="checkbox"/>	(Y/N)
Show Product Line.....	<input checked="" type="checkbox"/>	(Y/N)
Allow Output type of Excel (XLS)..... (1):	<input checked="" type="checkbox"/>	(Y/N)
Allow Output type of Portable Document Format (PDF)..... (2):	<input checked="" type="checkbox"/>	(Y/N)
Allow Output type of Comma-Separated Values (CSV)..... (3):	<input checked="" type="checkbox"/>	(Y/N)
Allow Output type of Extensible Markup Language (XML)..... (4):	<input type="checkbox"/>	(Y/N)
Allow Output type of Open in Web..... (5):	<input checked="" type="checkbox"/>	(Y/N)
Show Effective Date for Current Price.....	<input checked="" type="checkbox"/>	(Y/N)
Show Next Effective Date and Next Price.....	<input checked="" type="checkbox"/>	(Y/N)
Add Customer Name and Account Number to output titles.....	<input checked="" type="checkbox"/>	(Y/N)
Run Price List as a Hybrid.....	<input checked="" type="checkbox"/>	(Y/N)
Price List Output dropdown list Sequence.....	<input checked="" type="checkbox"/> (dft) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Flag	Description
Allow User to Request a Price List	If activated, the Price List link appears on the left-hand side of Decor 24. This link allows your customers to request pricing information by Category, Manufacturer, or Price Class in a variety of formats.
Show End User Category Show Manufacturer Show Product Line Allow Output type of Excel (XLS) Allow Output type of Portable Document Format (PDF) Allow Output type of Comma-Separated Values (CSV) Allow Output type of Extensible Markup Language (XML) Allow Output type of Open in Web	If a Price List Option is not activated, it will not appear on the Request Price List screen. 

Flag	Description
<p>Show Effective Date for Current Price</p> <p>Show Next Effective Date and Next Price</p>	<p>These settings, when activated, display multiple pricing. If these settings are not activated, prices on the price list are in effect for the entered effective date. Future prices that may not be affected by promotions or specials are not shown.</p> <p>A typical use of this feature could be to show current pricing based on promotions, specials, discounts, etc. and then show the expiry date and the price after the promotion ends.</p> <p>Show Effective Date for Current Price - Directs the system to include the Effective Date on the price list. The effective date is specified when the price list is requested.</p> <p>Show Next Effective Date and Next Price - Displays the price after the promotions, specials, and discounts, are over.</p> <p>An example spreadsheet with the Next Effective Date and Next Price information is shown below.</p>

End User Category	Item #	Item Description 1	Effective Date	Price 1	Next Effective Date	Next Price
AC	ARB21A	KENSINGTON 12X12 TILE	3/7/2011	47.33	3/15/2011	47.5
AC	ARB918	PEBBLEBRROK 2X2 PANLE	3/07/11	47.33	3/15/2011	47.5
AC	ARB918	PEBBLEBRROK 2X2 PANLE	3/07/11	33.58	3/17/2011	35
AC	ARB30	PEBBLEWOOD 12X12 TILE	3/07/11	33.58	3/10/2011	35
AC	ARB30A	PEBBLEWOOD 12X12 TILE	3/07/11	33.58	3/10/2011	35
CT	AOT99A107	AQUAMARINE FINGER COVE 1X6	3/07/11	1.5	3/10/2011	1.6
CT	AOT01AB107	BRT LEMON ICE COVE IN CNR 1X	3/07/11	1.5	3/14/2011	1.6
CT	AOT01AC107	BRT LEMON ICE COVE OUT CNR	3/07/11	1.5	3/14/2011	1.6
CT	AOT02AB107	BRT BANANA COVE IN CNR 1X1	3/07/11	1.5	3/14/2011	1.6

Note: A Next Price of 0.00 means that the Next Price is actually lower than the current price.

<p>Add Customer Name and Account Number to output titles</p>	<p>Including the account name as part of the price list file name helps you to organize multiple price list files. It also allows you to quickly identify and open the correct price list when there are several being generated.</p> <p>The following characters cause the link to the file not to work so they are stripped out of the name:</p> <p>blanks, ", ', >, /, \, , (,), <, #, !, \$, %, €, *, &</p> <p>For example, the name “Gary & Mike’s Floor Store (formerly Gary’s Floor Store)” would be rendered as “GaryMikesFloorStoreformerlyGarysFloorStore”.</p> <p>Regardless of the format you run the Price List in (spreadsheet, PDF file, HTML, or XML), if you activate this setting the customer account name and number appear in the file name.</p> 
---------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Flag	Description
Run Price List as a Hybrid	<p>A Hybrid price list shows essentially the same information as a summary price list (the lowest price for whatever criteria you are running the price list against (i.e. price class or manufacturer)), but it also includes item pricing that is different than the summary price.</p> <p>Screens 16 and 17 of the Presentation Settings contain options that effect Hybrid Price lists.</p>

	A	B	C	D	E	F
1	Price List - Hybrid Summary					
2						
3	Manufacturer	Price Class	Price Class Description	Item #	Item Description 1	Price 1
4	SAI	SAI017	SAICIS ROYAL 3X3 SBNOC BEAK			4
5	SAI	SAI010	SAICIS RUSTICS SERIES 25X25			3.39
6	SAI	SAI005	SAICIS STATE SERIES			3.3
7	SAI	SAI005	SAICIS STATE SERIES	SAI50200-0	COPY OF STATE WHITE 8X8	3.75
8	SAI	SAI013	SAICIS TAS. VTO SERIES DECO			6.89
9	SAI	SAI022	SAICIS THEME SBN			2.09
10	SAI	SAI002	SAICIS THEME SERIES			37
11	SAI	SAI002	SAICIS THEME SERIES	SAI10900-0	COPY OF TASTIERA ALMOND 6X8	37.85
12						
13						

Screen 7

These settings grant access to specific Dashboard Widgets.

11/25/13	Decor 24	DE3002R
10:01:59	Work with Global Settings	AA
		Screen 7
Dashboard Widget Controls		
Allow access to Processed Orders Widget		Y (Y/N)
Allow access to Unprocessed Orders Widget		Y (Y/N)
Allow access to Schedule Deliveries Widget		Y (Y/N)
Allow access to Recently Viewed Items Widget		Y (Y/N)
Allow access to Open Invoices Widget		Y (Y/N)

The dashboard widgets allow you to quickly check the following:

- **Processed Orders** - this includes both open and invoiced orders. A running list of the last 250 orders is displayed.
- **Unprocessed Orders** - these are reference numbers not yet processed into orders (e.g. quotes and unconfirmed orders). A running list of 250 orders is displayed.
- **Scheduled Deliveries** - these are orders that have ship vias codes other than will call “WC”. A running list of the last 250 orders is displayed.
- **Recently Viewed Items** - these are items where the item information window has been accessed. A rolling list of the last 50 items viewed is displayed.
- **Open Invoices** - these are open AR invoices where the balance is not equal to zero.

2

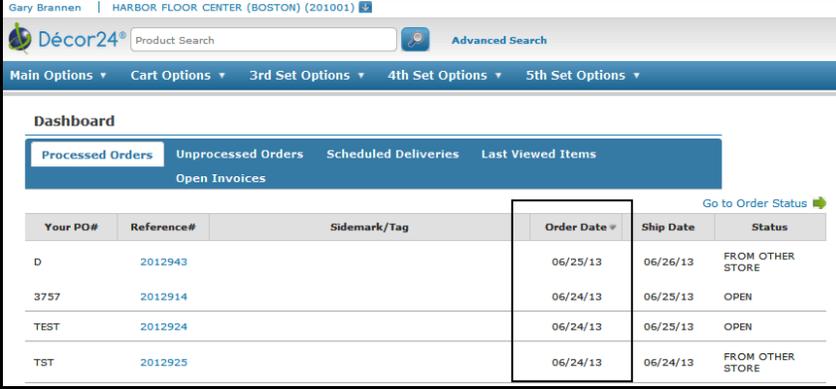
Set-up Options

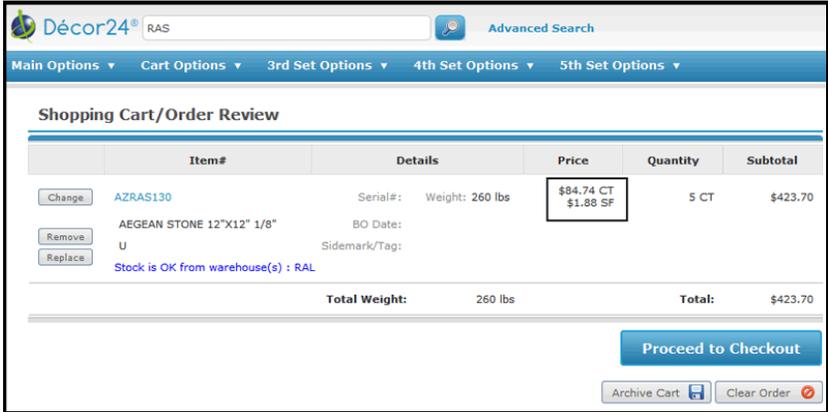
Dashboard					
Processed Orders		Unprocessed Orders	Scheduled Deliveries	Last Viewed Items	Open Invoices
Go to Processed Orders →					
Your PO#	Reference#	Sidemark/Tag	Order Date	Ship Date	Status
DSDAS	1045432	Broken Unit Charge:	09/16/11	09/20/11	SHIPPED
XXX	1045434	Delivery Charge \$ 15.00	09/16/11	09/20/11	SHIPPED
FDL	1045436	RELEASED PER MD	09/16/11	10/06/11	SHIPPED
FF	1045437	PACK SEPARATELY	09/16/11	09/20/11	SHIPPED
DASD	1045440	CALL ON ARRIVAL	09/16/11	09/20/11	SHIPPED

Screen 8

11/25/13	Decor 24	DE3002R
10:01:59	Work with Global Settings	AA
Screen 8		
<u>2.0 Features Only</u>		
Order Status Default Tab		<u>B</u> (A/B)
- A = Unprocessed Orders (dft)		- B = Processed Orders
Order Status Default Sort Column (Processed Only).....		<u>D</u> (A/B/C/D)
- A = Purchase Order#		- C = Order Date (dft)
- B = Reference#		- D = Ship Date
Default Sort Column Sequence in Descending Order.....		<u>Y</u> (Y/N)
Split Unprocessed into two tabs. (Held and Activated).....		<u>Y</u> (Y/N)
Leave search criteria in field, after search is submitted		<u>N</u> (Y/N)
Show U/M CT to SF Pricing.....		<u>3</u> (Y/N/3)
Hide the B/O option, during Inventory Selection		<u>N</u> (Y/N)
Use single line order entry on Manual Inventory Selection		<u>N</u> (Y/N)
Use Qty/UOM inputs for Minimum Acceptable Length		<u>Y</u> (Y/N)
F6=Return F7=Exit F11=Screen 1		

Flag	Description
Order Status Default Tab	Sets the default tab to view either processed or unprocessed orders.
Order Status Default Sort Column (Processed Only)	Use this setting to select how the order status search results are displayed.

Flag	Description																														
<p>Default Sort Column Sequence in Descending Order</p>	<p>Displays the results in Descending order based on the Sort Column selected above. In the example shown below, the sort column was set to Order Date and the Default Sort Column Sequence in Descending Order setting was activated. This allows for the newest orders to be displayed at the top.</p>  <table border="1" data-bbox="625 472 1461 861"> <thead> <tr> <th>Your PO#</th> <th>Reference#</th> <th>Sidemark/Tag</th> <th>Order Date</th> <th>Ship Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>D</td> <td>2012943</td> <td></td> <td>06/25/13</td> <td>06/26/13</td> <td>FROM OTHER STORE</td> </tr> <tr> <td>3757</td> <td>2012914</td> <td></td> <td>06/24/13</td> <td>06/25/13</td> <td>OPEN</td> </tr> <tr> <td>TEST</td> <td>2012924</td> <td></td> <td>06/24/13</td> <td>06/25/13</td> <td>OPEN</td> </tr> <tr> <td>TST</td> <td>2012925</td> <td></td> <td>06/24/13</td> <td>06/24/13</td> <td>FROM OTHER STORE</td> </tr> </tbody> </table>	Your PO#	Reference#	Sidemark/Tag	Order Date	Ship Date	Status	D	2012943		06/25/13	06/26/13	FROM OTHER STORE	3757	2012914		06/24/13	06/25/13	OPEN	TEST	2012924		06/24/13	06/25/13	OPEN	TST	2012925		06/24/13	06/24/13	FROM OTHER STORE
Your PO#	Reference#	Sidemark/Tag	Order Date	Ship Date	Status																										
D	2012943		06/25/13	06/26/13	FROM OTHER STORE																										
3757	2012914		06/24/13	06/25/13	OPEN																										
TEST	2012924		06/24/13	06/25/13	OPEN																										
TST	2012925		06/24/13	06/24/13	FROM OTHER STORE																										
<p>Leave search criteria in field, after search is submitted</p>	<p>Enter a “Y” to leave the search criteria in the search box after conducting a search.</p>																														

Flag	Description
<p>Show U/M CT to SF Pricing</p>	<p>This setting automatically converts carton (CT) pricing to SF pricing. The following options are available:</p> <ul style="list-style-type: none"> • N = do not show SF price • Y = show SF price • 3 = show new SF price with 3 decimal positions, but suppress 3rd decimal display if value = 0. <p>If activated, the conversion displays on the several Decor 24 screens.</p>  <p>Associated Files</p> <ul style="list-style-type: none"> • <i>Packaging File</i> - is where you enter every unit of measure that an item quantity can be represented in, including weight. Both CT and SF must be set-up in the Packaging File. • <i>Item File</i> - The “No Break (NB)” item policy code is adhered to.
<p>Hide the B/O option, during Inventory Selection</p>	<p>Activating this option removes the ability to Back Order items either through automatic or manual inventory selection.</p>
<p>Use single line order entry on Manual Inventory Selection</p>	<p>The default is add to multiple order lines to the shopping cart at the same time. Activate this setting to allow users to add lines individually to shopping cart.</p> <p>With the setting activated, the Add to Cart button displays underneath each line.</p>
<p>Use Qty/UOM inputs for Minimum Acceptable Length</p>	<p>This setting converts the unit of measure for the Minimum Acceptable Length entry for rolled goods, which is usually in SY, into more warehouse friendly feet and inches format.</p> <p>If this setting is activated, D24 automatically converts the Minimum Acceptable Length from SY to feet and inches.</p>

User Settings (D24 2)

These settings control the configuration and functionality of DECOR 24 on an individual user. User settings give you the flexibility to limit users to specific accounts and information. They have precedence over the global settings.

- “F10 Listing - User Settings Report” on page 2–29
 - “SuperUser Settings” on page 2–30
1. Access the User Profile Selection screen from the Decor/24 Setup Menu by entering a **2** in the **Enter Desired Menu / Option#** field and pressing **Enter**.

When you first access user settings, a screen appears that allows you to pick the user profile you want to work with. You can use **F1** to add Decor 24 users.

11/25/13		Decor 24		DE3000R								
14:45:53		User Settings File Maintenance				AA						
			Super-Acct			Last						
			User Flags			Act Accessed						
Opt	User	Password	Acct#	All	Sls	Mlt	Code	UM	Dscout	Sts	Date	Time
			0						.00			
	ANDY	ANDY	212345	No	No	No	01	FT	2.50-	Yes	07/27	15:21
	ANGUYEN	ABC123	201000	Yes	No	No			.00	Yes	03/12	09:43
	BRIAN	BRIAN	000886	Yes	No	No	67	FT	2.50-	Yes	04/29	14:22
	BRIANRINT	BRIANRINT	201000	Yes	No	No	98	FT	2.50-	Yes		
	DANCIK	ABC123	201000	Yes	No	No	01		.00	Yes	09/25	11:25
	DANDERSON	ANDERSON	277777	Yes	No	No	02		.00	Yes	03/26	12:04
	DCARTER	DCARTER	211111	Yes	No	No	01	FT	2.50-	Yes	11/07	10:47
	DCARTER1	DCARTER1	211111	Yes	No	No	01	FT	2.50-	Yes		
	DCARTER2	DCARTER2	211111	Yes	No	No	01	FT	2.50-	Yes		
	DEMOTDC400	DEMO	201000	No	No	No	66		.00	Yes	10/14	10:45
	DEREK	TEST	255212	No	No	No			.00	Yes	06/25	08:35
	DHOWE	DHOWE	200124	Yes	No	No	04	SY	.00	Yes	04/24	12:53
More...												
Options ==> C=Copy D=Delete I=Inquiry S=Send Msg U=Update												
X=SuperUser-Salesperson Y=SuperUser-Multiple Accounts												
F1=Add F7=Exit F10=Listing												

The following table provides descriptions of the options and functions available on the User Profile Selection screen.

Function	Description
C=Copy	Lets you copy a user’s settings and use them for another user.
D=Delete	Removes the selected user from the system.
I=Inquiry	Allows you to view, but not change a user’s settings.

Function	Description
S=Send Msg	<p>This option is set up to send a Welcome Message to new users or a Password Reminder message.</p> <p>Use this option, and screen 13 of the Presentation Settings, to customize messages to each user. To see the details behind a message, select it and press Enter.</p> <div data-bbox="651 478 1414 930" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Send Welcome Message to User</p> <hr/> <p>To: Gary Brannen E-mail: gary@dancik.com</p> <p>From: E-mail: support@dancik.com</p> <p>Subject: Welcome to Decor 24!</p> <p>Message: Here is your Decor 24 User ID and Password.</p> </div> <p><i>Note: Text defaults for both the Welcome and Reminder messages are set using screen 13 of the Presentation Settings (D24 3). For more information, refer to page 2-46.</i></p>
U=Update	<p>Lets you update a user's settings (i.e., password, presentation code, default account, order entry allowed).</p> <p>This access should be given out sparingly.</p>
X=SuperUser-Salesperson	<p>Enables you to specify multiple salesperson numbers for user access. A profile can only be set-up using either the SuperUser Salesperson or Multiple Accounts option not both. These settings are covered in detail under F13 Function Key - Submitting Price Catalogs.</p>
Y=Superuser-Multiple Accounts	<p>Enables you to specify multiple accounts for a user to have access to.</p>
F10=Listing	<p>Produces a spreadsheet, that gathers user information from the Decor 24 User Settings (menu option D24 2) and the Billto File (FIL 1).</p> <p>This function is covered in detail under Decor 24 User Settings Report.</p>

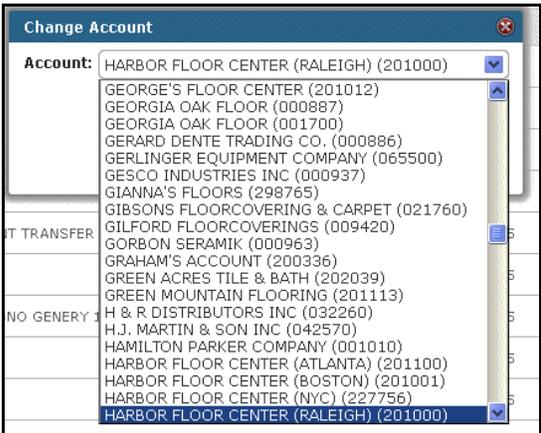
- The User Profile Selection screen shows you the user profiles that have been established and the settings for each one. To change or update a user profile, enter a **U** in the **Opt** field and press **Enter**. The first screen of user settings appears.

Note: As highlighted on the screen below, the global settings are displayed to the right of the fields. Global settings are used whenever no value is entered for the user settings.

3/01/11	Decor 24	DE3000MA
11:32:11	User Settings File Maintenance	XQ
User	GARY	Change
Active Status	Y (N=Not Active)	Screen 1
Password	GARY	
Email.....	gary@dancik.com	
Default Account#	200100 (?)	
Super-User Flag (*ALL) :	Y (Y/N)	
OR By Co#/Salesperson#:	N (Y/N)	
OR By Multiple Accts :	N (Y/N)	
Default Warehouse	(?)	
Presentation Code	92 (?)	Glb1 92
Default Rolled Goods U/M		FT
Handling Charge or Discount applied to ALL orders00 %	5.00- %
Allow Order Entry Access	Y (Y/N)	Y
F6=Return F7=Exit F11=Screen 2		

The fields in the upper portion of the screen are unique to the User Settings file and are described in the table below. The four fields (starting with **Presentation Code**) on the bottom portion of the screen are the same as what is on screen one of the global settings.

Field	Description
User	User IDs should be set up for each operator. <i>Important: These user IDs are used for Decor 24 only. They are not related to your IBM system user IDs. It is recommended that your Decor 24 user IDs and passwords never be the same as your IBM user IDs and passwords.</i>
Active Status	A Y entry enables the user to use DECOR 24. An N signifies that the user profile is no longer active. This can be useful when you don't want to delete a profile but want to disable it for a limited time.
Password	Each profile should have a unique password. Use any combination of characters as long as it doesn't exceed 10. <i>Important: These passwords should be unique and difficult to guess. You do not want your customers or salespeople guessing other users passwords.</i>
Email	This is the default email address for the user. It is used throughout the system in places like the Welcome and Reminder screens and in sending price lists.

Field	Description
<p>Default Account#</p>	<p>This field contains the default account number (from your core system's Billto File) for the user. If the user is setup as a Super-User, and has access to multiple accounts, this value will change to the account the user is currently working with. You can search all the current accounts by entering a "?" in the field and pressing Enter.</p>
<p>Super-User Flag (*ALL) By Co#/Salesperson#: By Multiple Accts</p>	<p>These three settings let you decide the level of account access this user will have. Only one of these settings can be flagged Y. If more than one is flagged Y an error message will display.</p> <p><i>Super-Users</i></p> <p>Super-users have access to all the accounts on your system. If this profile is set up to be a super-user, a drop down list with selection capability appears on DECOR 24 as shown below.</p>  <p><i>Co#/Salesperson#</i></p> <p>You can limit user access by company and salesperson number.</p> <p><i>Multiple Accounts</i></p> <p>Lets you choose which accounts to give a user access to.</p>
<p>Default Warehouse</p>	<p>Leave this warehouse field blank if you want Decor 24 to use the account's warehouse (from the Billto File) as the default warehouse.</p> <p>If this warehouse field is filled in, it is used as the default warehouse for this user throughout Decor 24, instead of the account's Billto File warehouse.</p>

- Press **F11** to proceed to screens 2, 3, and 4 of the user settings. These settings are the same as the ones that comprise the respective screens of the global settings.

F10 Listing - User Settings Report

This report, which produces a spreadsheet, gathers user information from the Decor 24 User Settings (menu option D24 2) and the Billto File (FIL 1).

The following information is included on the spreadsheet:

From the Decor 24 User Settings			
User Presentation Code	Password	D24 Default Whse	DFT UOM
Default Account #	D24 Email Address	Super-Acct User Flags (all 3)	Last Accessed Date
Last Accessed Time	Account Status	Handling Charge / Discount	
From the Billto File			
Full BILLTO address info	Allow OE	Billto Phone	Billto Salesperson
Billto Fax	Billto Customer type	Billto Price List	Billto Region Code
Billto ABC Code	Billto Branch		

This report is accessed via the **F10=Listing** function on the initial screen of the User Settings File (D24 2).

9/09/13		Decor 24		DE3000R							
9:20:45		User Settings File Maintenance		AA							
			Super-Acct			Last					
			User Flags			Act Accessed					
			Pres Dft			Sts					
<u>Opt</u>	<u>User</u>	<u>Password</u>	<u>Acct#</u>	<u>All</u>	<u>Sls</u>	<u>Mlt</u>	<u>Code</u>	<u>UM</u>	<u>Dscout</u>	<u>Date</u>	<u>Time</u>
	G		0						.00		
	GARY	GARY	260003	Yes	No	No	66		.00	Yes	09/05 09:40
	GMCCLELL	GMCCLELL	202004	Yes	No	No	04		.00	Yes	04/25 11:05
	JADAMS	JADAMS	201004	Yes	No	No	01	FT	2.50-	Yes	06/11 11:47
	JBONTKEI	JBONTKEI	003001	Yes	No	No	01	FT	2.50-	Yes	08/28 10:34
	JGULAS	ABC123	202557	No	No	No	01	FT	2.50-	Yes	07/02 13:46
	JGULAS12D	ABC123	202557	No	No	No	01	FT	2.50-	Yes	09/15 08:35
	JJOHNSON	JJOHNSON	201000	No	No	No	02	SY	.00	Yes	04/29 14:42
	JJOHNSON2	JJOHNSON2	233333	Yes	No	No	02		.00	Yes	11/08 10:02
	JLEGACYI	JLEGACYI	225019	Yes	No	No	71	FT	2.50-	Yes	07/01 17:16
	JLEGACY2	JLEGACY2	225019	No	Yes	No	71	FT	2.50-	Yes	04/06 10:17
	JRICHARD	JRICHARD	225300	No	No	No	JR	FT	2.50-	Yes	07/01 16:52
	JRICHARDI	JRICHARDI	200213	Yes	No	No	02	FT	2.50-	Yes	01/30 17:42
More...											
Options ==> C=Copy D=Delete I=Inquiry S=Send Msg U=Update											
X=SuperUser-Salesperson Y=SuperUser-Multiple Accounts											
F1=Add F7=Exit F10=Listing											

2

Set-up Options

The only screen in this process allows you to choose how to distribute the report.

Decor24 User Settings Report

File Name: Decor 24 User Settings Report

Destination Folder ...: (?) (optional)

To Address (email) ...: (optional)

- gbrannen@dancik.com

-

-

-

-

F6=Return F7=Exit F10=Submit

The **Destination Folder** is the IFS directory where you want the spreadsheet to be placed. Once the spreadsheet is generated and sent to this destination you can retrieve it via the Windows Explorer, if you are mapped to the folder.

Note: If you do not enter a destination folder, you must enter an email address. If no destination folder is entered, a temporary one is created that is automatically deleted when the email is sent.

Enter the **email addresses** of the person or people you want to receive the report. To access more lines, press the Page Down key.

A portion of the report is shown below.

	A	B	C	D	E	F
1	User	Default Account#	Address1	City	State	ZipCode
2	ANDY	212345	7250 AVIATION BLVD	ELK GROVE VILLAGE	IL	60007-1254
3	ANGUYEN	201000	2010 ATLANTIC AVE	RALEIGH	NC	27515
4	BRIAN	000886	30 CANFIELD RD.	CEDAR GROVE	NJ	07009
5	BRIANRINT	201000	2010 ATLANTIC AVE	RALEIGH	NC	27515

SuperUser Settings

Through the **X=SuperUser-Salesperson** and **Y=SuperUser-Multiple Accounts** settings you can grant or restrict users access to certain accounts or salesperson numbers. These settings are found on the User Profile Selection screen and work in conjunction with the **Super-User Flag (*ALL)**, **By Co#/Salesperson#** and **By Multiple Accts** settings on the first screen of the User Settings.

1. Access the User Profile Selection screen from the Decor/24 Setup Menu by entering a 2 in the **Enter Desired Menu / Option#** field and pressing **Enter**.

2

Set-up Options

- Press **F6** to return to the User Profile Selection Screen. Any user profile that has multiple account access is highlighted. In the figure below, the user profile **Oliver** has multiple accounts established.

12/03/02		Decor 24		DE3000R							
9:59:42		User Settings File Maintenance		X8							
		Super-Acct		Last							
		User Flags		Act Accessed							
Opt	User	Acct#	All	Sls	Mlt	Code	UM	Dscout	Sts	Date	Time
		0						.00			
-	FELIPE	ABC123	212345	No	No	No	01		.00	Yes	12/02 09:32
-	GARY	GARY	060888	Yes	No	No	99		.00	Yes	11/22 14:40
-	GIANNA	ABC123	212345	No	No	No	01		.00	Yes	09/13 17:03
-	MARK	SHNIER	212345	No	No	No	01		.00	Yes	09/04 10:32
-	MITCH	ABC123	201000	Yes	No	No	03	FT	.00	Yes	12/02 14:39
-	MITCH2	ABC123	201000	No	No	No	02		.00	Yes	
-	OLIVER	OLIVER	212345	No	No	Yes	03	FT	.00	Yes	10/07 09:33
-	THUY	ABC123	212345	No	No	No	01		.00	Yes	08/30 18:23
-	TONY	TONY	212345	Yes	No	No	03	FT	.00	Yes	09/13 14:54
-	TRACY	TRACY	222222	Yes	No	No	91		.00	Yes	11/19 15:29

Bottom

Options ==> C=Copy D=Delete I=Inquiry U=Update
 X=SuperUser-Salesperson Y=SuperUser-Multiple Accounts
F1=Add F7=Exit

You have reached the bottom of the list.

- The process of setting up users to access multiple accounts based upon salesperson number is essentially the same as that for setting up multiple accounts. Instead of entering a **Y** in the **Opt** column, enter an **X**. When a user is assigned multiple accounts based upon salesperson, that user can access any account that includes that salesperson's number in its Billto File record. Even though a user profile is configured to be a super user in both categories, there can only be one default setting.

The default settings are controlled on screen one of the user settings. The figure below displays the settings for the user profile Oliver.

12/03/02	Decor 24	DE3000MA
14:36:55	User Settings File Maintenance	X8
User	OLIVER	Change
Active Status	Y (N=Not Active)	Screen 1
Password	OLIVER	
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;"> Default Account#: 212345 (?) Super-User Flag (*ALL) : N (Y/N) OR By Co#/Salesperson#: N (Y/N) OR By Multiple Accts : Y (Y/N) </div>		
Presentation Code	03 (?)	Global Setting 02
Default Rolled Goods U/M	FT	SY
Handling Charge or Discount applied to ALL orders00 %	5.00- %
Allow Order Entry Access	Y (Y/N)	Y
F6=Return F7=Exit F11=Screen 2		

Presentation Settings (D24 3)

These settings control the appearance and functionality of the DECOR 24 web pages. Some of the things you can do with these settings are:

- Customize the logo that appears on the page
- Direct your users to the correct help and home links
- Change and customize the entries on the left side of the page
- Change the title of almost every link
- Change the titles on the search boxes
- Customize the error and warning messages that appear during Decor 24 operation.

Note: Version 2 of Decor 24 has some presentation settings that are specific to version 2. For more information refer to "Version 2 Parameter Settings" on page 2-53.

Each presentation screen addresses different areas of the Decor 24 web pages.

1. Access the presentation settings by entering an **03** in the **Enter Desired Menu / Option#** line on the Decor/24 Setup Menu.
2. The first screen to appear presents you with all the codes on your system.

Note: Press F1 to add a new presentation code.

2

Set-up Options

- When you first start using Decor 24, the default presentation code will be **01** so let's explore that presentation code. Enter a **U** in **Opt** column to the right of code **01** and press **Enter**. The first screen of the settings appear.

Screen 1

11/25/13	Decor 24	DE3012MA
15:02:28	Presentation Settings File Maintenance	AA
Presentation Code	01	Change
Description	<u>DEMO VERSION - DO NOT CHANGE</u>	Screen 1
Software Title	_____	
Main Logo URL	_____	
Initial URL after Login:	_____	
	<u>PrceList</u>	_____
"HOME" Link URL	_____	
	<u>Dashboard</u>	_____
"HELP" Link URL	_____	
Order Confirmation LOGO:	_____	
	<u>http://www.dancik.com/images/dLogo.jpg</u>	_____
F6=Return F7=Exit F10=v.2 Screen 5 F11=Screen 2		

Screen 2

As delivered, Decor 24 gives you five function buttons on the left-hand side of the web page. Screen 2 lets you change the titles of these buttons to fit your business model or internal language.

Note: You can remove many of these functions through the global or user settings.

```

11/25/13                               Decor 24                               DE3012MA
15:02:28                               Presentation Settings File Maintenance       AA
-----
Presentation Code .....: 01                               Change
                                                                Screen 2

Main Decor24 Options
-----
Dft : "Order Entry" .....: _____
Dft : "Specials" .....: _____
Dft : "Order Status" .....: _____
Dft : "24Month Purchase History" .: _____
Dft : "Promotions" .....: _____

Dft : "View Shopping Cart" .....: _____
Dft : "CheckOut" .....: _____
Dft : "View Cart Archive" .....: _____

Dft : "Request Price List" .....: _____
    
```

Screen 3

```

11/25/13                               Decor 24                               DE3012MA
15:02:28                               Presentation Settings File Maintenance       AA
-----
Presentation Code .....: 01                               Change
                                                                Screen 3

LOGO-FRAME BUTTONS, LINKS & OTHER TEXT
-----
Dft Link Title : "Info" .....: _____
Dft Link Title : "Help" .....: _____
Dft Link Title : "Home" .....: _____
Dft Link Title : "LogOff" .....: _____
Dft Link Title : "Show Cart Frame" .....: _____
Dft Link Title : "Hide Cart Frame" .....: _____
Dft Link Title : "Forgot User/Password?" .: _____
Dft Title      : "Product Search" .....: _____

Dft Button Text : "Search" (For P/Search) : _____
Dft Link Title : "Advanced Search" .....: _____

Dft Text : "To Continue Shopping, Enter Next Search Here : " :
Shop some more?
-----
Dft : "#Return Records" .....: _____

F6=Return   F7=Exit   F10=Screen 2   F11=Screen 4
    
```

The settings on this screen allow you to change the titles for different areas of Decor 24.

2

Set-up Options

A couple of the affected areas are shown below.



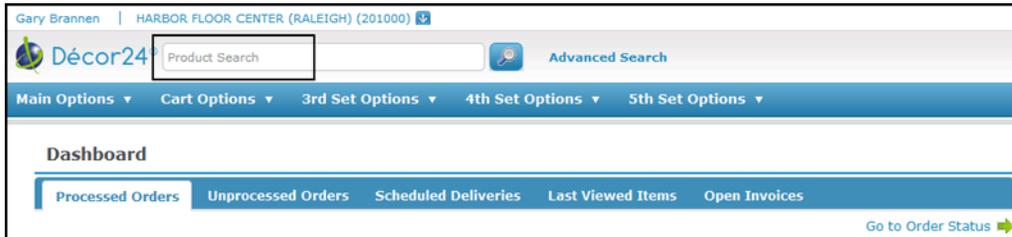
User Sign-in

User ID

Password

Remember me on this computer.

[\(Forgot User/Password?\)](#)



Gary Brannen | HARBOR FLOOR CENTER (RALEIGH) (201000)

Décor24 Product Search Advanced Search

Main Options ▾ Cart Options ▾ 3rd Set Options ▾ 4th Set Options ▾ 5th Set Options ▾

Dashboard

Processed Orders Unprocessed Orders Scheduled Deliveries Last Viewed Items Open Invoices

[Go to Order Status](#) ➔

Screen 4

11/25/13	Decor 24	DE3012MA
15:02:28	Presentation Settings File Maintenance	AA
Presentation Code: 01		Change
		Screen 4
<u>ADVANCED SEARCH - TEXT HEADINGS</u>		
Default Row 1 Text :	"Manufacturer"	_____
Default Row 2 Text :	"Item#"	_____
Default Row 3 Text :	"Item Name"	_____
Default Row 4 Text :	"Color"	_____
Default Row 5 Text :	"Pattern"	_____
<u>SPECIALS SEARCH - TEXT HEADINGS</u>		
Default Row 1 Text :	"Category"	_____
Default Row 2 Text :	"Manufacturer"	_____
Default Row 3 Text :	"Search Value(s)"	_____
Default Row 4 Text :	"Price Range"	_____
Default Row 5 Text :	"Quantity Range"	_____
<u>ORDER HISTORY TAB TITLES</u>		
Default Title :	"Unprocessed Orders"	_____
Default Title :	"Processed Orders"	_____
F6=Return F7=Exit F10=Screen 3 F11=Screen 5		

The top group of settings allow you to change the titles in the advanced search dialog box. With the middle group you can change the specials search box which is accessed by clicking **Specials** on the left hand side of the page. The last grouping lets you control the two headings that orders are grouped under to signify if they are complete or not. This information is displayed when Order Status is clicked. Unprocessed orders are orders that have not been processed into the open order file. Holds and quotes are examples of unprocessed orders.

Note: In order to more fully understand where all the variable text is used, have Decor 24 running while you make these changes. After a change, press the "Refresh" button for either the frame (by clicking in the frame) or the entire page (by clicking Refresh on the browser header).

Screen 5

These settings give you control over the order headings used on the final step (step 3) of order confirmation.

```

11/25/13                               Decor 24                               DE3012MA
15:02:28                               Presentation Settings File Maintenance        AA
Presentation Code .....: 01                               Change
                                                                Screen 5

ORDER CONFIRMATION FIELD HEADINGS
Dft : "Reference#" .....: _____
Dft : "P.O.#" .....: _____
Dft : "Job Name" .....: _____
Dft : "Tag/Comment".....: _____
Dft : "Special Instructions" .....: _____
Dft : "Ship To" .....: _____
    Dft : "Use Billing Address" .....: _____
    Dft : "New Shipping Address".....: _____
    Dft : "Shipping Addresses On File" .....: _____
Dft : "Request Date" .....: _____
Dft : "Shipping Instructions" .....: _____
Dft : "Ship Via" .....: _____
Dft : "Must Ship Complete?" .....: _____
Dft : "Order Contact Name".....: _____
Dft : "Override Order Contact".....: _____

F6=Return  F7=Exit  F10=Screen 4  F11=Screen 6
    
```

The fields on Screen 5 are described below.

Order Heading Field	Description
Reference #	This is the reference number assigned by your core system.
P.O #	The customer's purchase order number.
Job Name	The customer's job name. It appears in the Job Name field of the core system header.
Tag/Comment	Appears as line 1 of the core system. This setting functions as an overall sidemark for the order.
Special Instructions	Appears as miscellaneous lines in the core system order.

Order Heading Field	Description
<p>Shipto</p>	<p>There are three ShipTo options that display during step 2 of the check out process:</p> <ul style="list-style-type: none"> • Use Billing Address - Inserts address information from the Billto file. • New Shipping Address: When this option is selected the address has to be manually entered. • Shipping Addresses on File - These addresses are pulled from the Shipto File (FIL 15) for the account. If there are multiple shipping addresses, a selection box appears. <div data-bbox="695 667 1469 886" style="border: 1px solid black; padding: 5px;"> <p>Checkout: Step 2 - Order Information</p> <hr/> <p>Reference#: 1046057 (Not yet activated!)</p> <p>Ship To: <input type="radio"/> Use Billing Address <input type="radio"/> New Shipping Address <input checked="" type="radio"/> Shipping Addresses On File HARBOR CONSOLIDATORS</p> <p>ShipTo Name: HARBOR CONSOLIDATORS</p> <p>ShipTo Address 1: 15 WEST MILL ROAD</p> <p>ShipTo Address 2:</p> <p>ShipTo City/State/Zip: PORT WILMINGTON NC - NORTH CAROLINA 27665-0000</p> </div> <p><i>Note: You can change the titles of the shipto options to reflect your business terminology.</i></p> <p>Changing the shipto address can also change the Request Date. This is due to a variety of factors including the difference in location, different shipping routes and runs.</p>
<p>Ship Via</p>	<p>Determine the ship via code that is used.</p> <p>When Ship Vias are created via the Classification Codes File (FIL 19), the field Is This Ship Via a Valid Choice for Remote-Access Accounts? controls whether or not a ship via is displayed on applications such as Decor 24. If a Ship Via code has this field set to N, it will not be an option in the Ship Via drop down box. HOWEVER, the default Ship Via of the account you are working with in Decor 24 overrides the Is This Ship Via a Valid Choice for Remote-Access Accounts? setting. For example, if the Ship Via WC (usually will call), is set-up to not be used for remote access accounts (such as Decor 24), it will not display when you are searching for a Ship Via. UNLESS it is the default Ship Via assigned to the account you are placing an order for as assigned in the Billto File (FIL 1).</p>
<p>Request Date</p>	<p>Appears as Request Date on the core system.</p>
<p>Shipping Instructions</p>	<p>Appears as miscellaneous lines in the core system order.</p>
<p>Order Confirmation - Screen #3 Buttons</p>	

2

Order Heading Field	Description
Activate 24-Hour Hold Cancel Order Edit Shipping Information	<p>These settings allow you to change the Order Confirmation buttons at the top of the third page of the check out process.</p>  <p>The screenshot shows a checkout screen titled "Checkout: Step 3 - Order Confirmation". At the top, there is a reference number "Reference# 1046057 (Not yet activated!)" and three buttons: "Activate" (with a green refresh icon), "24-Hour Hold" (with a clock icon), and "Cancel Order" (with a red X icon). Below the buttons, there are fields for "P.O.#:", "PO# N/A", "Request Date: 10/18/11", and "Tag/Comment:". The shipping address is listed as "Ship To: HARBOR FLOOR CENTER (RALEIGH), 2001 ATLANTIC AVE, PO BOX 715".</p>

Screen 6

```

11/25/13                               Decor 24                               DE3012MA
15:02:28                               Presentation Settings File Maintenance        AA
Presentation Code .....: 01                               Change
ORDER CONFIRMATION FIELD HEADINGS continued              Screen 6
Dft : "ShipTo Name".....: _____
Dft : "ShipTo Address 1".....: _____
Dft : "ShipTo Address 2".....: _____
Dft : "ShipTo City/State/Zip".....: _____
Dft : "Y="Transfer From XXX".....: _____
Dft : "N="OnBackOrder".....: _____

ORDER COMPLETION BUTTON HEADINGS
Dft : "PRINTER FRIENDLY".....: _____
Dft : "PRINTER FRIENDLY-NO PRICES".....: _____

ITEM INFORMATION SCREEN HEADINGS
Dft : "Related Items" Button text.....: _____
Dft : "Related Kit Items" Button text.....: _____
Dft : "Add to Cart" Button text.....: _____
Dft : "Additional Cuts".....: _____

F6=Return   F7=Exit   F10=Screen 5   F11=Screen 7
    
```

Setting	Description
<i>Order Confirmation Field Headings</i>	
ShipTo Name ShipTo Address 1 ShipTo Address 2 ShipTo City/State/Zip Y= Transfer From XXX N = OnBackOrder	<p>Use these fields to retile the fields on the Order Status - Details screen which is accessed by clicking on an order listed on the Order Status screen.</p>
<i>Order Completion Button Headings</i>	

Setting	Description												
<p>Printer Friendly Printer Friendly-no Prices</p>	<p>These two buttons produce an easy to read, easy to print version of the Order Summary.</p> <div data-bbox="695 380 1469 772" style="border: 1px solid black; padding: 5px;"> <p>Order Completion</p> <hr/> <p>Reference# 1046322 has been Activated.</p> <p> <input type="button" value="PRINTER FRIENDLY"/> <input type="button" value="PRINTER FRIENDLY-NO PRICES"/> </p> <hr/> <table border="0" style="width: 100%;"> <tr> <td>PO#:</td> <td>PO# N/A</td> <td>Ship Date:</td> </tr> <tr> <td>Order Date:</td> <td>10/20/11</td> <td>ShipTo Name:</td> </tr> <tr> <td>Status:</td> <td></td> <td>Address 1:</td> </tr> <tr> <td>Job Name:</td> <td></td> <td>Address 2:</td> </tr> </table> </div>	PO#:	PO# N/A	Ship Date:	Order Date:	10/20/11	ShipTo Name:	Status:		Address 1:	Job Name:		Address 2:
PO#:	PO# N/A	Ship Date:											
Order Date:	10/20/11	ShipTo Name:											
Status:		Address 1:											
Job Name:		Address 2:											
<p><i>Item Information Screen Headings</i></p>													
<p>Related Items Button text Related Kit Items Button text Add to Cart Button text Additional Cuts</p>	<p>These buttons are on the Item Information screen.</p> <div data-bbox="704 936 1409 1360" style="border: 1px solid black; padding: 5px;"> <p>Item Details</p> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"></td> <td> <p>Item#: SAI10900</p> <p>Your Item#: SAI-10900H HARBOR TASTIERA TILE</p> <hr/> <p>Price: \$4.29 SF NO BROKEN - CT</p> </td> </tr> </table> <p>Click To Zoom View In A Room</p> <hr/> <p> <input type="button" value="Automatic Inventory Selection"/> <input type="button" value="Manual Inventory Selection"/> <input type="button" value="Product Knowledge"/> </p> <p>Enter Qty/Size: <input type="text"/> SF <input type="button" value="v"/></p> <p>Sidemark/Comment: <input type="text"/></p> <p>B/O: <input type="checkbox"/></p> <p> <input type="button" value="Related Items"/> <input type="button" value="Add to Cart"/> </p> </div>		<p>Item#: SAI10900</p> <p>Your Item#: SAI-10900H HARBOR TASTIERA TILE</p> <hr/> <p>Price: \$4.29 SF NO BROKEN - CT</p>										
	<p>Item#: SAI10900</p> <p>Your Item#: SAI-10900H HARBOR TASTIERA TILE</p> <hr/> <p>Price: \$4.29 SF NO BROKEN - CT</p>												

Screen 7

These settings allow you to change the components associated with search results. You can change the headings and/or the Load to Order Entry button at the top of the results. The default settings are shown below.

2

Set-up Options

11/25/13	Decor 24	DE3012MA
15:49:16	Presentation Settings File Maintenance	AA
Presentation Code: 01		Change Screen 7
<u>ORDER CONFIRMATION - SCREEN #3 BUTTONS</u>		
Default Text : "Activate"	_____	
Default Text : "24-Hour Hold"	_____	
Default Text : "Cancel Order"	_____	
Default Text : "Edit Shipping Information" ...	_____	
<u>SEARCH RESULT HEADINGS</u>		
Header : "Category Listing"	_____	
Header : "Product Name Listing"	_____	
Header : "Customer Item Listing"	_____	
Header : "Item Listing"	_____	
F6=Return F7=Exit F10=Screen 6 F11=Screen 8		

Screen 8

11/25/13	Decor 24	DE3012MA
15:49:16	Presentation Settings File Maintenance	AA
Presentation Code: 01		Change Screen 8
<u>INVENTORY SELECTION HEADINGS</u>		
Header : "Automatic Inventory Selection"	_____	
Header : "Manual Inventory Selection"	_____	
<u>FROM "AUTOMATIC INVENTORY SELECTION"</u>		
Default Text : "Enter Qty/Size"	_____	
Default Text : "Sidemark/Comment"	_____	
Default Text : "B/O"	_____	
Default Text : "Minimum Acceptable Length" ...	_____	
<u>FROM "MANUAL INVENTORY SELECTION"</u>		
Default Text : "Please enter your minimum acceptable length for this roll" ...	_____	
F6=Return F7=Exit F10=Screen 7 F11=Screen 9		

The automatic and manual inventory selection titles are displayed on the Item Detail Screen as shown below.

Item Details



Click To Zoom
View In A Room

Item#: SAI10900

Your Item#: SAI-10900H
HARBOR TASTIERA TILE

Price: \$4.29 SF **NO BROKEN - CT**

Automatic Inventory Selection
Manual Inventory Selection
Product Knowledge

Enter Qty/Size: SF ▾

Sidemark/Comment:

B/O:

You can let the system automatically select inventory via ISO, or you can make manual selections.

Note: If the Manual Inventory Selection box does not appear, ensure the fields **Allow Display of Available Inventory/Serial# for Rolled Goods** and **Allow Display of Available Inventory/Serial# for NonRolled** on screen 3 of the user settings have been activated.

Screen 9

```

11/26/13                               Decor 24                               DE3012MA
11:13:19                               Presentation Settings File Maintenance AA
Presentation Code .....: 01                               Change
                                                                    Screen 9

Out Of Stock Message (for Manual Inventory Selection screen)
Default Text : "We are currently out of stock for this item.  However, you may
                place a back order by entering the required quantity above."

-----
-----
-----

Email Rule(s)
Default Text : "(separate addresses with commas)"

-----
-----
PLEASE BE PATIENT SCREEN
Default Text : "Please Be Patient, While We Search For Your Request" .....:
THIS IS JUST A TEST

-----
-----
-----

F6=Return  F7=Exit  F10=Screen 8  F11=Screen 10
    
```

2

Set-up Options

This screen lets you change some of the messages that are associated with order entry. The first message appears when there is not enough inventory to cover an order. This message should only appear on the Item Information screen if:

- the setting to show the manual inventory selection area is on, and
- there are no manual inventory selections to show, and
- the user is allowed Order Entry access.

Item Details



Item#: SAI12134
SAICIS THEME SAND DECO

Price: \$0.99 PC

Insufficient inventory currently available, please contact a customer service representative to assist in locating stock for your needs.

Automatic Inventory Selection | **Manual Inventory Selection** | Product Knowledge

Serial	Shade	Ware	Available	Available	Status	Quantity	UM	Sidemark	BO
 We are currently out of stock for this item. However, you may place a back order by entering the required quantity above.									

[Add to Cart](#) 

The next three screens pertain to notes and error messages that appear via the shopping cart. Error messages appear in red and notes are blue.

Screen 10

```
11/26/13                               Decor 24                               DE3012MA
11:13:19                               Presentation Settings File Maintenance       AA
Presentation Code .....: 01                Change
SHOPPING CART ERROR & NOTIFICATION MSG 1-3  Screen 10

Possible Back-Order Notification Message
Dft : * NOTE * - Qty requested exceeds qty available in any one roll or shade.
      Please click [REPLACE] to review inventory details or leave selection
      unchanged and goods may be backordered at checkout.

Serial# Unavailable Error Message
Dft : ERROR : The selected inventory (Serial# : *SERIAL# ) is no longer
      available. Please click [REPLACE] to reselect inventory.

F6=Return  F7=Exit  F10=Screen 9  F11=Screen 11
```

This screen contains a notification and an error message that pertain to order entry. To change these messages, simply enter in the new one underneath the default text and press **Enter**.

Note: Words shown prefixed with an () such as *SERIAL# are variables that you can insert anywhere in your message. The variable is replaced dynamically with the current value.*

Screen 11

```

11/26/13                               Decor 24                               DE3012MA
11:13:19                               Presentation Settings File Maintenance        AA
Presentation Code .....: 01                               Change
SHOPPING CART ERROR & NOTIFICATION MSG 2-3           Screen 11

BESTBUY Qty Change Notification Message
Dft : * NOTE * - The quantity you requested was changed from *FROMQTY *FROMUOM
        to *TOQTY *TOUOM because the total price of the roll, at roll price,
        was less than the total price of the cut, at cut price.

-----
-----
-----

Stock is OK for Warehouse Message
Dft : Stock is OK for Warehouse(s) : *WARE

-----
-----
-----

```

The first message alerts your users that there is a better, less expensive way to order a rolled good item than how it was entered. The functionality behind this message uses ISO and its “Best Buy” philosophy. If there is a best buy for the quantity selected, a single line for the best buy roll is displayed showing the roll and cut price.

The second message lets the operator know that the displayed warehouse has enough inventory to satisfy the order.

2

Screen 12

11/26/13	Decor 24	DE3012MA
11:30:31	Presentation Settings File Maintenance	AA
Presentation Code	01	Change
<u>SHOPPING CART ERROR & NOTIFICATION MSG 3-3</u>		Screen 12
<u>No-Break Quantity Changed Notification Msg</u>		
Dft : * NOTE * - The quantity you requested was changed from *FROMQTY to *TOQTY *UOM , because this product is only sold in full *IUMSAL .		
=====		
<u>Special No-Break Message, if you sometimes allow broken cartons.</u>		
<u>(Based upon System Settings for Policy NB)</u>		
Dft : * NOTE * - Please note that in special circumstances we will open cartons on requests. If you feel that ordering in full cartons is a problem for you on this order, please contact our Customer service staff to adjust your order.		
=====		
=====		

Both of these messages pertain to an item’s No Break policy. This control is established in the Item File (Option 2 on the File Maintenance menu) under the **Policies** field. If **NB** is entered into this field, then the item has a no break policy.

Screen 13

11/26/13	Decor 24	DE3012MA
11:30:31	Presentation Settings File Maintenance	AA
Presentation Code	01	Change
<u>From E-mail Address</u>		Screen 13
Default Address: "support@dancik.com".....: _____		
<u>Welcome Message Subject Line:</u>		
Default Subject: "Welcome to Decor 24!".....: _____		
<u>Welcome Message</u>		
Default Text : "Here is your Decor 24 User ID and Password:"		
=====		
<u>Reminder Message Subject Line:</u>		
Default Subject: "Decor 24 Signon Reminder".....: _____		
<u>Forgot your User ID or Password Email Message:</u>		
Default Text : "Here is your requested Decor 24 User ID and Password:"		
=====		
=====		

These settings control the message sent via the “S” = Send Msg Option at the bottom of the User Settings File Maintenance screen and the Password Reminder.

Screen 14

11/26/13	Decor 24	DE3012MA
11:30:31	Presentation Settings File Maintenance	AA
Presentation Code	01	Change
		Screen 14

PRICE LIST OPTIONS

Default : "Detail (by Item #)".....: _____

Default : "Summary (by Product Line)".....: _____

Default : "End User Category".....: _____

Default : "Manufacturer".....: _____

Default : "Product Line".....: _____

Default : "XLS".....: _____

Default : "PDF".....: _____

Default : "CSV".....: _____

Default : "XML".....: _____

Default : "Post to Web".....: _____

Default : "More" button for additional emails.: _____

Default : "Close" button for additional emails: _____

Default : "Your job has been submitted".....: _____

F6=Return F7=Exit F10=Screen 13 F11=Screen 15

Some of the titles that this screen affects are shown below.

Request Price List

Effective Date:

Report Type: Summary (by Product Line) Detail (by Item #)

Document Type:

Email To: gary@dancik.com
 BGATES@HARBORFLOORING.COM
 DJACKSON@HARBORFLOORING.COM

Additional Emails:

(separate addresses with commas)

Select By:

Selected: No requests selected.

Screen 15

11/26/13	Decor 24	DE3012MA
11:30:31	Presentation Settings File Maintenance	AA
Presentation Code: 01		Change Screen 15
<u>PRICE LIST OPTIONS continued</u>		
<u>EMAILING OPTIONS</u>		
Default Subject Text : "Requested Price List":: _____		

Default Body Text : (*NONE).....: _____		

Anytime a Price List is requested, regardless of the format (e.g., spreadsheet, posted to web, PDF), an email is generated and sent to the requestor.

The options on this screen allow you to change the subject text of the email and add body text (the default is no body text).

Screen 16

These settings allow you to customize the format of the Price List PDF. Unless another IFS path is entered into these fields the Dancik default format is used.

11/26/13	Decor 24	DE3012MA
11:30:31	Presentation Settings File Maintenance	AA
Presentation Code: 01		Change Screen 16
<u>PRICE LIST OPTIONS continued</u>		
<u>ADVANCED USER PDF OPTIONS</u>		
IFS Path for Detail XSLT for PDF.....: _____		

IFS Path for Summary XSLT for PDF.....: _____		

IFS Path for Hybrid XSLT for PDF.....: _____		

IFS Path for Logo (PDF Only).....: _____		

Note: The PDF default is installed into your IFS when Décor 24 is updated. If this file becomes damaged or corrupted, this functionality will not work properly.

These settings are for ADVANCED USERS who have knowledge of the following:

- **FOP** - Apache FOP (Formatting Objects Processor) is a print formatter driven by XSL formatting objects (XSL-FO) and an output independent formatter. It is a Java application that reads a formatting object (FO) tree and renders the resulting pages to PDF output.

- **XML** - Extensible Markup Language is a general-purpose specification for creating custom markup languages. It is essentially a data dump until formatted into a readable document by XSLT.
- **XSLT** - Extensible Stylesheet Language is used as a “stylesheet” to format the XML. If you are going to run the Hybrid Price List as a .PDF file or if you are going to post it to the web, you need to use the Dancik created default .XSLT file. This file takes what is essentially a data dump and formats it (i.e. adding headings). If you are running the price list as a .CSV or .XML file, a XSLT file is not required.

Note: Dancik can develop a custom .XSLT file for a fee.

- **IFS** - The IFS (integrated file system) is a part of OS/400 that supports stream input/output and storage management, similar to personal computer and UNIX operating systems, while providing an integrating structure over all information stored in your IBM server. It is very much like a directory on a PC.

Note: If you do not receive data after working with the advanced settings, check to ensure that the entry `os400.awt.native=true` is set-up in your System Properties Defaults.

If you are not familiar/comfortable with *all* of the above applications, it is recommended that you do not try to change the PDF format.

Note: To customize your PDF price list, contact Dancik's Professional Services (profserv@dancik.com).

The setting, **IFS Path for Logo (PDF Only)**, defines where your logo is stored. You need to know how to navigate the IFS. Enter the directory path to the logo in this field. If no path is entered, no logo is displayed.

Screens 17 and 18

These screens contain options that deal with the “Post to Web” option when requesting a price catalog. Unless another IFS path is entered into these fields the Dancik default format is used.

Note: The Post to Web default is installed into your IFS when Décor 24 is updated. If this file becomes damaged or corrupted, this functionality will not work properly.

```

11/26/13                               Décor 24                               DE3012MA
11:30:31           Presentation Settings File Maintenance           AA
Presentation Code .....: 01                                       Change
                                                                    Screen 17

PRICE LIST OPTIONS continued
-----
ADVANCED USER "POST TO WEB" OPTIONS
IFS Path for Detail XSLT for "Post to Web".....: _____
_____
IFS Path for Summary XSLT for "Post to Web"....: _____
_____
IFS Path for Hybrid XSLT for "Post to Web".....: _____
_____
IFS Path for "Post to Web" XML file (Default is: /home/www/d24/pricelist/).....:
_____
_____

```

All four of these settings are for ADVANCED USERS who have knowledge of the following:

- **XML** - Extensible Markup Language is a general-purpose specification for creating custom markup languages. It is essentially a data dump until formatted into a readable document by XSLT.
- **XSLT** - Extensible Stylesheet Language is used as a “stylesheet” to format the XML.
- **IFS** - The IFS (integrated file system) is a part of OS/400 that supports stream input/output and storage management, similar to personal computer and UNIX operating systems, while providing an integrating structure over all information stored in your IBM server. It is very much like a directory on a PC.
- **HTML** - Hyper Text Mark-up Language - the underlying code behind most webpages.

If you are not familiar/comfortable with all of the above applications, it is recommended that you do not try to change the Post to Web Format format.

Note: To customize your “Post to Web” price list, contact Dancik.

The last two option directs the system where to place the unformatted XML files. The setting: **IFS Path for “Post to Web” XML file (Default is: /home/www/d24/pricelist/)** is for internal use.

The setting **URL Prefix for Post to Web XML Link**. Default value will be a combination of **“Your Systems URL”** from **WEB menu option 100** appended with **“/d24/pricelist/”** on screen 18 is the URL link that is emailed to your customers containing the Price List.

```

11/26/13                               Decor 24                               DE3012MA
11:30:31      Presentation Settings File Maintenance          AA
Presentation Code .....: 01                               Change
                                                         Screen 18

PRICE LIST OPTIONS continued
-----

ADVANCED USER "POST TO WEB" OPTIONS continued
-----

URL Prefix for Post to Web XML Link. Default value will be a combination of
"Your Systems URL" from WEB menu option 100 appended with "/d24/pricelist/"....:

```

These directories act as a holding place for the XML data. Whenever a user clicks on an XML file, it automatically gets formatted to a readable document via the XSLT stylesheet.

Note: You can also use a third party application to convert the XML data.

Screen 19

This screen contains settings pertaining to Item Inventory.

```

9/22/11                               Decor 24                               DE3012MA
14:26:47      Presentation Settings File Maintenance          DD
Presentation Code .....: 92                               Change
                                                         Screen 19

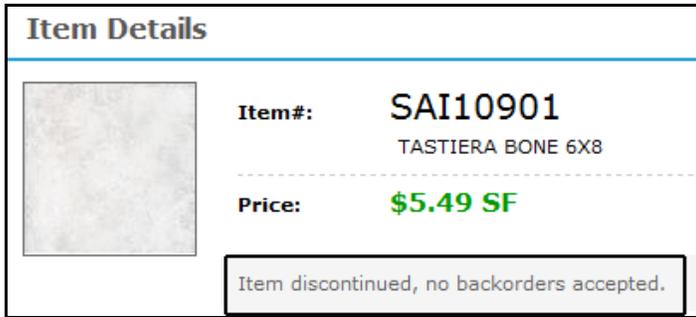
FROM ITEM SEARCH RESULTS
-----
Button Default: "Load to order entry"
Load to order entry
-----

Item discontinued message default:
"Item discontinued, no backorders accepted"
Item discontinued, no backorders accepted
-----

Insufficient inventory message default:
"Insufficient inventory currently available, please contact a service
representative to assist in locating stock for your needs"
Insufficient inventory currently available, please contact a service represen
tative to assist in locating stock for your needs
-----

```

The **Item discontinued message** appears on the Product Search and Item Information windows. The Item Discontinued functionality has to be activated by the Global or User setting **Enable warning message for discontinued items** on screen 4 of the settings.

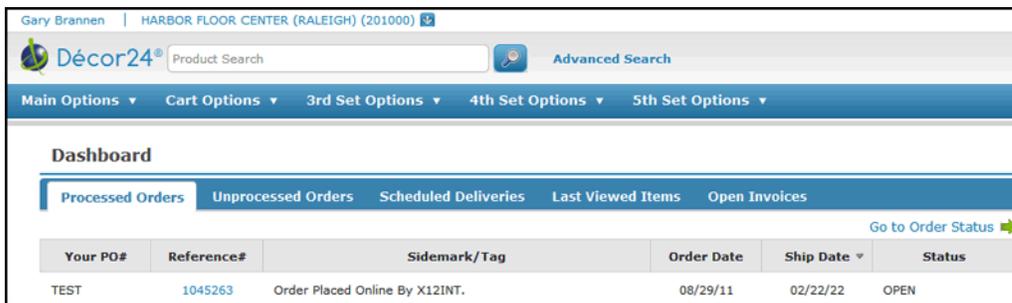
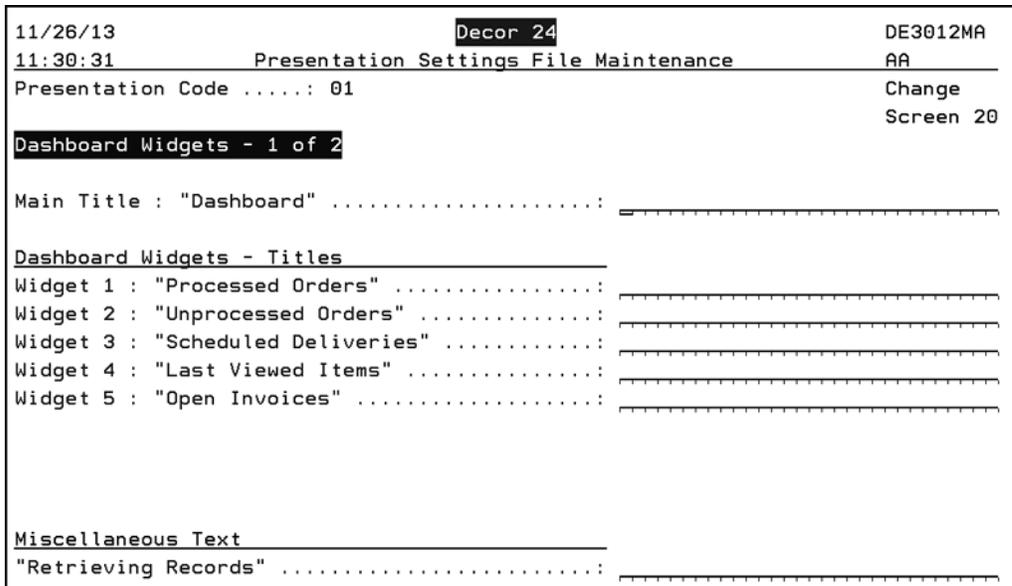


The **Insufficient Inventory message** also appears on the Item Information window.

Note: The *Insufficient Inventory functionality* has to be activated via the *Global or User setting* **Enable insufficient inventory message** on screen 4 of the settings.

Screens 20 and 21

These screens contains options that allow you to change text on the Decor 24 dashboard.



Screen 22

This screen contains settings that relate to the message displayed if Promotional Pricing is used to reprice an order.

```

11/26/13                               Decor 24                               DE3012MA
11:30:31                               Presentation Settings File Maintenance       AA
Presentation Code .....: 01                               Change
                                                    Screen 22

FINAL CONFIRMATION SCREEN
Promotional Prices may have been found default:
Promotional Prices may have been found that effected the unit price on
your order lines

```

If activated by the Global/User setting Allow Job Name/Customer PO# Promo re-pricing, Decor 24 checks the Promotional Pricing File to see if a promotion has been created for either the Job Name or the PO#. If an entry does exist in the Promotion File for either the Job Name or the PO#, the pricing on the order may be changed to reflect the promotion.

Note: If the Promotional Pricing feature is activated via the Global or User setting, the promotional pricing message will always appear when using Decor 24. If you want to activate this feature but do not want the message to appear, enter as a custom Promotional Pricing message. This overrides the default message with a blank message.

The message “**Promotional prices may have been found that affected unit price on your order lines.**” is displayed during Step 3 of the check out process.

Version 2 Parameter Settings

These settings only apply to Version 2.0 of Decor 24.

Note: Note: Version 2 includes the use of web services and a new easy to use interface.

2

Set-up Options

To access these presentation settings, press F10 on the first screen of Presentation Settings.

11/26/13	Decor 24	DE3012MA
14:17:33	Presentation Settings File Maintenance	AA
Presentation Code	01	Change
Description	<u>DEMO VERSION - DO NOT CHANGE</u>	Screen 1
Software Title	_____	
Main Logo URL	_____	
Initial URL after Login:		
<u>PriceList</u>	_____	
"HOME" Link URL		
<u>Dashboard</u>	_____	
"HELP" Link URL	_____	
Order Confirmation LOGO:		
<u>http://www.dancik.com/images/dLogo.jpg</u>	_____	
F6=Return	F7=Exit	F10=v.2 Screen 5 F11=Screen 2

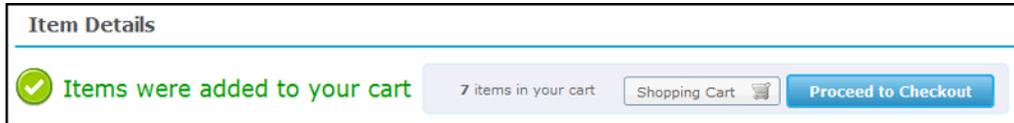
Version 2 Screen1

11/26/13	Decor 24	DE3012MA
14:17:33	Presentation Settings File Maintenance	AA
Presentation Code	01	Change
		v2 Screen 1
<u>Option Group Headings</u>		
Default : "Main Options"	_____	
Default : "2nd Set Options"	_____	
Default : "3rd Set Options"	_____	
Default : "4th Set Options"	_____	
Default : "5th Set Options"	_____	
<u>Manual Inventory Selection - Single Order Mode</u>		
Default : "999 items in your cart"	_____	
Default : "Items were added to your cart"	_____	
<u>Default Text for Buttons</u>		
Default : "Shopping Cart"	_____	
Default : "Proceed to Checkout"	_____	
F6=Return	F7=Exit	F10=Screen 22 F11=v.2 Screen 2

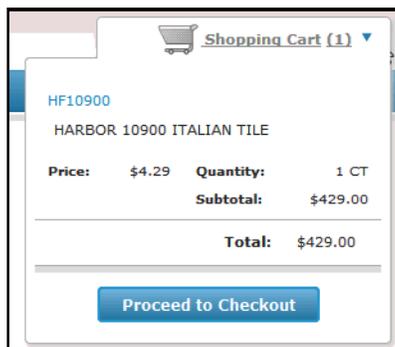
The first set of options allow you to change the top level options in Decor 24.



The second set of settings relate to ordering inventory in single order mode. These titles are displayed on the Item Detail screen.



The last options allow you to change the text on the buttons associated with the shopping cart and check out.



2

Version 2 Screen 2

These settings allow you to change the headings and titles on the top portion of an the invoice details.

```
11/26/13                               Decor 24                               DE3012MA
14:17:33                               Presentation Settings File Maintenance       AA
Presentation Code .....: 01                               Change
                                                    v2 Screen 2

VIEW INVOICE : Header Section Column Headings
Default : "Invoice Date" .....: _____
Default : "Ship Date" .....: _____
Default : "Ship Via" .....: _____
Default : "FOB" .....: _____
Default : "Acct#" .....: _____
Default : "Terms" .....: _____
Default : "Order#" .....: _____
- The following defaults are re-used from Screen 21, Dashboard Widget Titles
  Dft : "Your PO#" .....: _____
  Dft : "Reference" .....: _____

VIEW INVOICE : Address Column Headings
Default : "BILL TO" .....: _____
Default : "SHIP TO" .....: _____

F6=Return  F7=Exit  F10=v.2 Screen 1  F11=v.2 Screen 3
```

The invoice details are displayed when an invoice link is clicked.

Invoice								
← Invoice# 408934								
Invoice Date	Ship Date	Ship Via Via	FOB	Acct#	Your PO#	Terms	Reference#	Order#
03/16/10	03/16/10	OUR TRUCK	WAREHOUSE	227756	TEST	2% 10TH PROX NT30	1036833	403269
SCAC 1525		M102 (BOSTON / LOCAL ROUTE 1)				LP / RAL / HSE MK		
BILL TO				SHIP TO				
HARBOR FLOOR CENTER (NYC) 808 BROADWAY NEW YORK CITY, NY 11252				HARBOR FLOOR CENTER (NYC) 808 BROADWAY NEW YORK CITY, NY 11252				

Version 2 Screen 3

These settings allow you to change the titles/headings on the detail section (middle part) of an invoice.

```

11/26/13                               Decor 24                               DE3012MA
14:17:33                               Presentation Settings File Maintenance       AA
Presentation Code .....: 01                               Change
                                                                v2 Screen 3

VIEW INVOICE : Detail Section Column Headings
Default : "Line#" .....: _____
Default : "Item" .....: _____
Default : "Lot Serial#" .....: _____
Default : "Description" .....: _____
Default : "Quantity Ordered" .....: _____
Default : "Quantity Shipped" .....: _____
Default : "Quantity B/O" .....: _____
Default : "Price" .....: _____
Default : "Amount" .....: _____
    
```

Line#	Item	Lot Serial#	Description	Quantity Ordered	Quantity Shipped	Quantity B/O	Price	Amount
0010	SAI10900	DF44	HARBOR 10900 ITALIAN TILE	10.00 SF	10.00		4.290	42.90
your HF10900								
9966		SD						
adding record while also in web interface								

Version 2 Screen 4

```

11/26/13                               Decor 24                               DE3012MA
14:17:33                               Presentation Settings File Maintenance       AA
Presentation Code .....: 01                               Change
                                                                v2 Screen 4

VIEW INVOICE : Footer Section Headers
Default : "ACCT#" .....: _____
Default : "INVOICE#" .....: _____
Default : "DATE" .....: _____

VIEW INVOICE : Footer Section Remit Messages
Default : "REMIT TO" .....: _____
Default : "Please return this portion with your remittance" .....:
_____
_____

VIEW INVOICE : Button Text
Default : Email Invoice .....: _____

ORDER STATUS : Link Overrides
Default : "Header View" .....: _____
Default : "Detail View" .....: _____

F6=Return  F7=Exit  F10=v.2 Screen 3  F11=v.2 Screen 5
    
```

2

Set-up Options

The top settings allow you to change the text on the heading and messages at the bottom of the invoice.

Please return this portion with your remittance.			ACCT#	INVOICE#	DATE
			227756	408934	03/16/10
REMIT TO	HARBOR FLOOR CENTER (NYC)				
DANCIK INTERNATIONAL, LTD.		TOTAL PRICE \$ 42.90			
2000 CENTRE GREEN WAY	RAL				
SUITE 250 - COMPANY FILE		TOTAL AMOUNT DUE \$ 42.90			
CARY, NC 27513					
REMIT \$42.04 IF PAID BY 04/10/10, NET IS DUE BY 04/30/10					

The last two settings allow you to change the link descriptions when looking at order statuses. Click the link to toggle between the Detail and Header view.

Order Status

Unprocessed Orders | **Processed Orders**

Limit Invoiced Orders to the past days Detail View

PO#: Reference#: SideMark/Tag:

Your PO#	Reference#	Sidemark/Tag	Order Date	Ship Date	Status
CW78232	1003004	BERKSHIRE	11/28/01	07/16/07	SEE DETAILS
MITCH	1028832		02/08/06	02/26/06	SEE DETAILS
TEST	1036808		03/15/10	03/15/10	OPEN

Version 2 Screen 5

```

11/26/13          Decor 24          DE3012MA
14:17:33          Presentation Settings File Maintenance  AA
Presentation Code .....: 01          Change
                                          v2 Screen 5

ORDER STATUS : Search Options and Labels
Default : "Item Keyword".....: _____

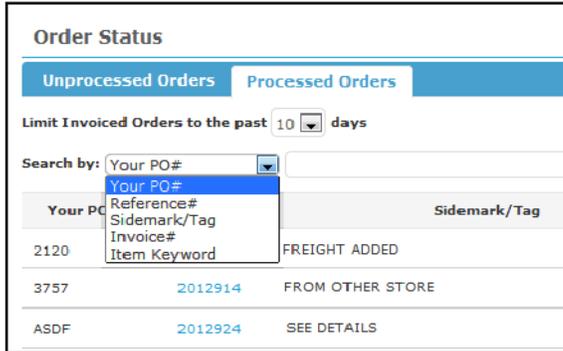
Dft : "Your PO#" .....: _____
Dft : "Reference#" .....: _____
Dft : "Sidemark/Tag" .....: _____
Dft : "Invoice#" .....: _____

ORDER HISTORY TAB TITLES
Default : "Processed Orders" .....: _____
Default : "Unprocessed Orders" .....: _____
- If using Split Tabs, for Unprocessed Orders...
Default : "Held Orders" .....: _____
Default : "Activated Orders" .....: _____

ORDER STATUS : Status change messages
Default : "* RECENTLY ACTIVATED *" .....: _____

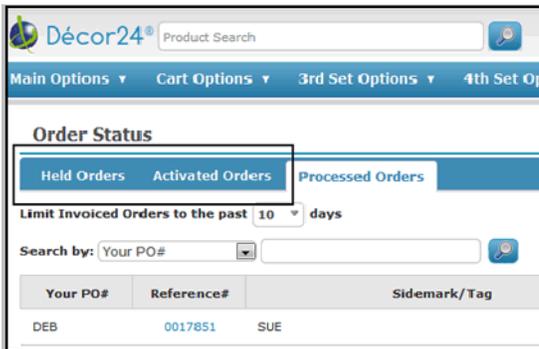
F6=Return  F7=Exit  F10=v.2 Screen 4  F11=Screen 1
  
```

Order Status Search Options and Labels - These options allow you to change the names that appear when the drop down arrow is clicked on the Search By box.



Order History Tab Titles - With the activation of a global or user setting the Unprocessed Tab on the Order Status window can be split into two new tabs: Held Orders and Activated Orders.

The defaults for the two new tabs are: Held Orders and Activated Orders.



Company/Branch Settings (D24 4)

These settings allow you to configure options for a specific branch within a company. With these settings, you can control the printing format of an order and where it gets printed. You can establish special inventory and product knowledge codes. The amount of time an order is displayed can also be controlled.

1. On the main Decor 24 Setup menu, enter option **4** and press **Enter**. The next screen to appear lets you pick the company and branch that you are going to make the settings for.

- Enter a company and branch and press **Enter**. The current settings for the company and branch display. It is recommended that you complete this screen for every branch that has Decor 24 users.

Decor24 Co/Branch Settings

Co/Branch: 2 RRL

1. Document to Print & Printer: H (1=Pick List, H=Hold) P9 (Printer ID)

2. Inv. Status Specials Codes.: + W @ _____ (Use symbols not in use)

3. Product Knowledge Codes.....: I D M S P I _____

4. Display Order Days.....: 30 (Order status for this # of days)

5. Item Policy Codes.....: SP DI _____

6. Incl. Discontinued Items?...: Y

7. Related Warehouse.....: _____

- In the **Document to Print & Printer** field, choose to print a picklist or to hold off printing. If **H** is selected, you need to process the order via option **15 - Manage Unconfirmed Dial-In Orders** on the Customer Service menu. This is a way to let the customer/dealer think they have the ability to process the order but in reality you are the gatekeeper.
- The **Inv. Status Specials Codes** field displays serial number codes that are used for special list pricing. These codes are useful for identifying items that you want to sell. A special is coded in your core system as an item that contains policy codes of **DI** (discontinued) or **SP** (special) or a serial number that contains one of the inventory status specials codes.

Note: Do not use the symbol “+”. This symbol is hard-coded into the program and any items at an “+” status automatically appear on the special pricing list. If the “+” symbol is being used for anything other than specials, that process should be reviewed or changed prior to using the Specials button on D24. If you not currently using Serial Status in the core system, you will need to go to SET 7 to set up serial status “+” for specials.
- In the **Product Knowledge Codes** field, enter the codes you want the Decor 24 users to have access to. Product Knowledge codes are assigned in the F12 (Special Instructions) screen of the Manufacturer, Product Line, and Item files. Decor 24 only displays product knowledge information prefixed with these codes.
- The field **Display Order Days** controls how long Decor 24 displays an order.
- In the **Item Policy Codes** field, enter the codes you want the Decor 24 Specials option to access.
- Decide if you want to **Include Discontinued Items**. Items are considered discontinued when:
 - the actual date goes past the date entered in the **Date Discontinued** field on the Item Profile screen, or
 - the item has a policy code of **DI** on the Item Profile screen
 - it has to have an onhand quantity of zero

9. The **Related Warehouse** field allows you to include the selection criteria for including items on a specials list from another warehouse. This can be useful when one warehouse services multiple branches. For example, if the RAL, CRY, and CHA branches are serviced by warehouse RL1, the selection criteria for creating a special lists for warehouse RL1 is also used if it is entered into this field.
10. The function keys can be used to connect to different parts of the system, and display different functions.
 - **F15 = Warehouse Matrix** - Connects to the Warehouse Matrix File Entry screen. The Warehouse Matrix File is used to establish the sequence that warehouses are displayed on the Serial Number and Roll Search Screens. An optional entry is made for each warehouse, notating which other warehouses should be displayed and in what sequence.

Note: This warehouse matrix is separate from your core system's warehouse matrix file. Therefore, you may have a different matrix for Decor 24 users than your internal operations.

- **F16=Order Status** - Connects to the Order & Serial# Status File Maintenance file. This file enables you to enter the wording displayed on Decor 24 for each order status code. For example: O = open, B = back order, X = picked, S = shipped, etc. Decor 24 displays an overall status for every order (if all lines on an order are at the same status), and a status for each line item.
- **F24=EUC Matrix** - Connects to the Decor 24 End User Category File. This file enables you to exclude end user category codes. End user categories are groups of products similar to cost centers. These categories and their codes also reside on the server to be displayed to the user as the category list. End user category codes are entered on the list price record of the Price File. The user is unable to access any stock he is not authorized to see or sell. For example, Customer Price Lists can use the end user category as a parameter. You can request price lists for specified end user categories. They can also be sorted by the end user category. By omitting a price class record from all end user categories, you can block customers from seeing that record on price lists and Decor 24 screens. This process can be useful for samples, off goods, and other records you want omitted from your customer price lists and screens. Enter only the end user category in price records that you want to include on price lists or customer Decor 24 screens. End user categories need only to be entered on the LP records of the Price File.

Note: Within Decor, you cannot display a listing of items that do not have a EUC Matrix established. Furthermore, you cannot display items that do not use price classes. You must the core system to perform these functions.

2

Set-up Options

These options allow you to add and customize features on the left -hand side of the main Decor 24 web page. With these options you can control the promotions your customers see and the help topics that are available. You can also add an unlimited number of web links and/or text based options.

For ease of use, all the options use the same implementation process. This chapter introduces each Dynamic Option then describes the process of adding new elements and updating existing ones. Also addressed is how to include or omit specific customers from viewing options within Decor 24.

Dynamic content options can be enabled or disabled based upon brands, marketing programs, displays, and presentation codes.

*Note: If you are having problems accessing a information (i.e. website or promotions) from any of the Dynamic Content Options, set the **Omit D24 form Parameters** field (accessed via the Maintenance or Addition screens of each option) to **Y**. This stops D24 from appending parameters/characters to the address making it invalid.*

“Promotions (D24 10)” on page 3–1

“Customizing Help (D24 11)” on page 3–4

“Additional Main Options (D24 12)” on page 3–6

“Additional Cart Options (D24 13)” on page 3–9

“Third (D24 14), Fourth (D24 15) and Fifth Set (D24 16) Options” on page 3–9

Promotions (D24 10)

This area is used to display promotions sponsored by your company and directed toward your customers. Promotions consist of descriptions (internal and web), an active status flag, beginning and ending dates, and display details. All promotions contain inclusion and omission capabilities to maintain viewing control.

1. From the main Decor 24 menu select option 10 and press **Enter**. The Promotions Screen appears.
2. The promotions that are established on your system are displayed and described. All the information on this screen is user defined and is created using the **F1** function key and kept current via the update (**U**) option. To add a new promotion press **F1**. The Promotion Creation screen appears.

```

11/19/08                               Decor 24                               DE3015MA
9:13:33                               Dynamic Content File Maintenance       YI
-----
Category.....: Promotions                               Create

Key#.....: _____
Active Status.....: _ (Y/N)
Internal Description.....: _____
                        This description will only be used internally

Description for Web.....: Press F9 to access more lines for Description.
-----

How Will Content Load...: _ "T" = Promo will display by provided Text/HTML
                        "U" = Promo will display by provided URL

Open in New Window.....: _ (Y/N)
Omit D24 form Parameters: _ (Y/N)

Date Range to Display...: 0/00/00 to 0/00/00
                        If Date Range is used, this tells Decor/24 when to display or not to
                        display Promo. If not used, then this will always be displayed.
-----
F6=Return  F7=Exit  F9=Web Description  F10=URL/Text

```

3. Assign the new promotion a key number via the **Key#** field. This required number is used to track and reference the new promotion. The Key# is also used to sequence your promotion on the Promotions Screen which is where all your promotions are displayed.
4. Indicate whether the promotion is active or not in the **Active Status** field. This field can be useful to discontinue a promotion for a limited time and then reactivate it for later use. If the status is set to **N**, the promotion will not show in Decor 24.

Note: Make sure the Active Status and the date range coincide. For example, in most cases there shouldn't be a promotion with an active status that has an expired date range.

The **Active Status** field and the **Y=I/O** option on the initial promotions screen control whether the promotion link appears in the left-hand frame of the online D24. If a promotion is flagged as inactive and does not have any "Includes" (other parts of the system such as branches, marketing programs, tied to it), the promotion will not display when the Promotion link is clicked. If all your promotions fall in this category the Promotion link does not display.

Note: To check to see if a promotion has "Includes" assigned to it, use the Y=I/O option on the initial Promotion listing. For more information, refer to "Including or Omitting Promotions" on page 3-3.

5. There are two descriptions that can be assigned to the new promotion.
 - **Internal Description** - This is the one that displays on the Promotions Screen of this program.
 - **Description for Web** - This is the description displayed on Decor 24. You can press **F9** to access more entry lines.

- If you are having problems accessing a information (i.e. website or promotions) from the Additional options portion of D24, set the **Omit D24 form Parameters** field to **Y**. This stops D24 from adding additional information to the web address and allows access to the information.
- The actual text or link is added by pressing **F10=URL/TEXT**. The figure below displays a sample of HTML manually entered via the **T** option. This option can be used if a link doesn't already exist. In order to use this option, you must know how to write HTML.

```

12/10/02          Decor 24          DE3016M
 9:08:31          Work with Dynamic Content Details      X2
Category .....: Promotions          Change
Key#.....: 1          Hawaiian Trip

Full Dynamic Text
<table cellpadding=0 cellspacing=0 border=0>
<tr><td colspan=2 class=rowDtl><li><font size=+0>
Dancik (Demo) International, Inc is proud to present a Hawaiian Vacation
Give-a-way. The winner will receive 6 Nights and 7 Days in Maui at
the Kahana Beach Resort including airfare from a major city for two!!
</font>
</td></tr>
<tr><td colspan=2 bgcolor=black width=1></td>
</tr>
<tr>
<td align=center bgcolor=lightblue></td>
<td align=center bgcolor=lightblue></td>
</tr>
</table>
More...

F6=Return  F7=Exit
    
```

What actually appears on Decor 24

- To display the promotional information within the Decor 24 web page, enter an **N** in the **Open in New Window** field. Entering a **Y** directs the information to a separate pop-up window.
- Set the **Date Range to Display**. The promotion will not display unless it falls within the beginning and ending dates.
- Press **Enter**. The new promotion will be added to the Promotions Screen.

Including or Omitting Promotions

In many cases, you may want to include or omit promotional information from appearing on Decor 24 based on who the user is. This function is accomplished via the **Y=I/O** function on the Promotions Screen. This option also works in conjunction with the Active Status flag to control whether or not the Promotion link appears.

Note: The Y=I/O functionality is common throughout the dynamic content settings.

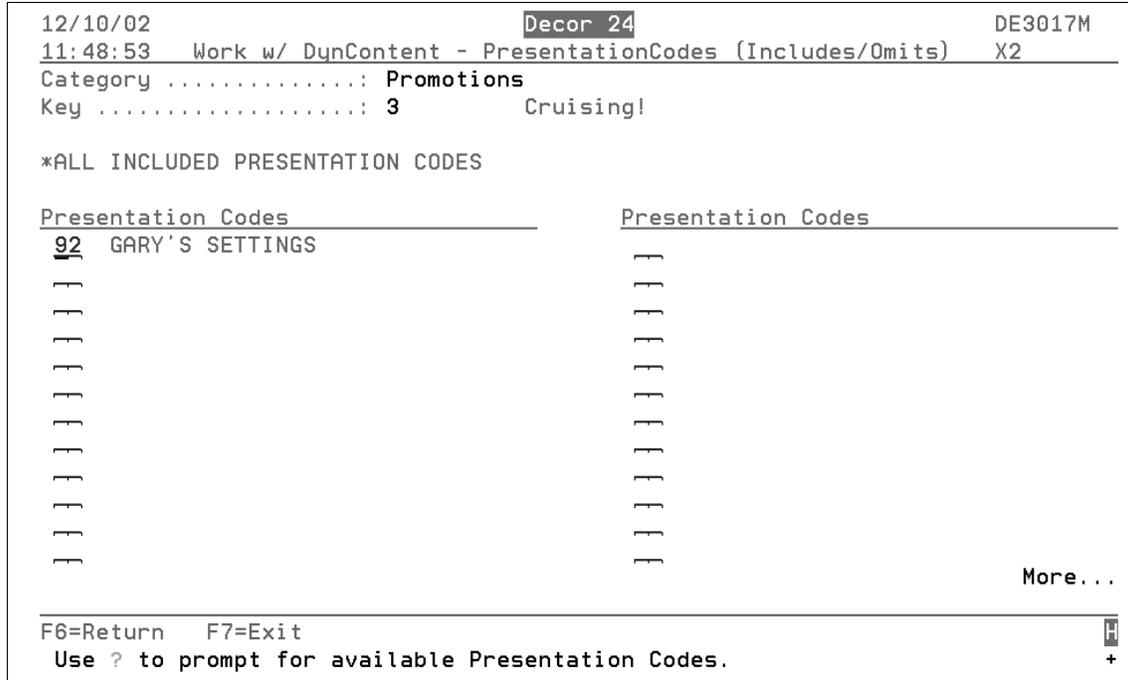
- On the Promotion Screen, enter a **Y** in the **Opt** column next to the promotion you want to update. Press **Enter**. The Include/Omit box appears.

Note: If there are any current Includes or Omits for the highlighted category, they will display on the bottom portion of the screen.

3

Dynamic Content Options

2. Select the category you want to work with by clicking it. The system will ask you if you want to work with includes or omits.
3. Click **Includes** to grant access to a promotion or **Omits** to deny access. The following figure displays the Inclusion screen.



4. Enter the presentation code numbers where you want the promotion to display. To obtain a complete listing of all available presentation codes, enter a ? and press **Enter**.

Note: If no presentation codes are shown, all the presentation codes have access to the promotion. An Include Screen is interpreted as "only those entries" can access the promotion. An Omit screen is interpreted as "all entries except these" can access the promotions.

Customizing Help (D24 11)

You can tailor the Decor 24 help system to your specific application and customers questions. You can also use the help system to set-up tips and advice. The content of a help record consist of a key, a header and the detail lines. Based on your directions, Decor 24 automatically loads help records into a point and click view.

3

Dynamic Content Options

7. If you are having problems accessing a information (i.e. website or promotions) from the Additional options portion of D24, set the **Omit D24 form Parameters** field to **Y**. This stops D24 from adding additional information to the web address and allows access to the information.
8. To add text to the help title you just created, press **F10**. The Help Detail screen appears. Add help text as needed. The text that is added here is what an operator will see when they click on the new help topic.
9. Press **F6** to return to the Help Creation screen. Then press **Enter** to add the new help title to Decor 24.

*Note: After the help detail lines have been created, they can be accessed and updated by entering a **Z** in the appropriate **Opt** column of the Help Maintenance screen.*

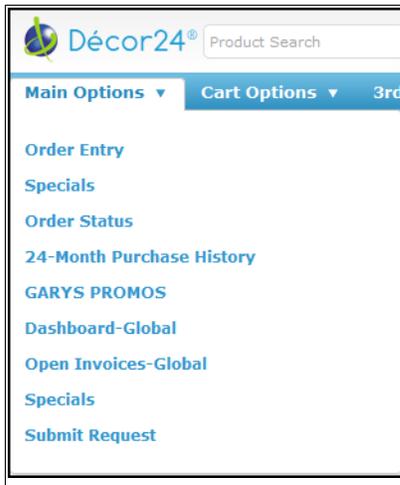
Including or Omitting Help Topics

You can choose the help topics viewed by different customers. This can come in handy if one of your customers uses a different language, or one of your customers deals in a only one kind of material, or for marketing programs.

The functionality of including and/or omitting help topics is the same as for promotions. Refer to “Including or Omitting Promotions” on page 3–3 for information on this feature.

Additional Main Options (D24 12)

This program gives you the ability to add links and information under the Main Options heading.



- From the Decor 24 set-up menu, select option 12 -Additional Main Options. A screen appears that lists all the previously established options.

```

12/10/02          Decor 24          DE3015R
15:15:02          Dynamic Content File Maintenance      X2
Category .....: Other Main Options

  Opt Key  Brief Description(Internal Use Only)  How  Dsp?  BegDate  EndDate  Actv
  -----  -----  -----  -----  -----  -----  ---
  3        IB Manufacturer Links          URL   0/00/00  0/00/00  Yes
  4        Image Builder Design Center    URL   0/00/00  0/00/00  Yes
  5        User Usage Statistics          URL   0/00/00  0/00/00  Yes

                                           Bottom

Options ==> D=Del  I=Inq  U=Upd  X=Web Description  Y=I/O  Z=URL/Text
F1=Add  F7=Exit
    
```

Note: The **BegDate** and **EndDate** fields are not used in this program and will always display **0/00/00**.

- Press **F1** to add a new option. The New Main Option screen appears.

```

11/19/08          Decor 24          DE3015MA
11:08:13          Dynamic Content File Maintenance      YI
Category.....: Other Main Options          Create

Key#.....:
Active Status.....: (Y/N)
Internal Description.....:
                        This description will only be used internally

Description for Web.....: Press F9 to access more lines for Description.

-----

How Will Content Load...: "T" = Promo will display by provided Text/HTML
                        "U" = Promo will display by provided URL

Open in New Window.....: (Y/N)
Omit D24 form Parameters: (Y/N)

-----

F6=Return  F7=Exit  F9=Web Description  F10=URL/Text
    
```

- Assign the new option a key number via the **Key#** field. This required reference number is used to track the option. The list of additional options is sequenced by the key#.
- Indicate whether the option is active or not in the **Active Status** field. This field can be useful to discontinue an option for a limited time and then reactivate it for later use. If the status is set to **N**, the promotion will not show in Decor 24.
- There are two descriptions that can be assigned to the new option.

Additional Cart Options (D24 13)

This feature enables you to add options to the second grouping of Decor 24 options. These options appear in the left frame of Decor 24, just under the main options. As a default, the existing options, **View Shopping Cart**, **Checkout**, **View Cart Archive**, are related to the shopping cart. You can add more links associated with the shopping cart, or you can add links that connect to other facets of your business.

The functionality of adding and/or updating an additional cart option is the same as for adding a new promotion. Refer to Promotions (D24 10) for instructions on this process. Furthermore, the process for including or omitting a cart option is the same as for promotions. Refer to Including or Omitting Promotions for information on this feature.

Third (D24 14), Fourth (D24 15) and Fifth Set (D24 16) Options

There are three more groupings of options, third set, fourth set, and fifth set. These options group appear in the left frame of Decor 24 under the cart options. You can use these additional options to group like items. For example, you can use the third set to list manufacturer's links, the fourth set can be used to load price lists, and the fifth set can be used for miscellaneous web links.

Note: You can add as many links as you want in any of the option groupings. The operators can use the scroll bar to access all of them.

The following figure shows the three sets of additional options.



The functionality of adding and/or updating additional options is the same all three of these options. The fourth set of options (D24 15) deals with price list options, but the functionality for adding or removing the options from the web app are the same as D24 14 and 16.

Note: By effectively deploying dynamic content options, you can display only the options that relate to each specific customer while maintaining a single website that serves them all.

3

Dynamic Content Options

1. Access a set of options. In this example, we are working with the third set options (DSU 14). All the information on this screen is user defined and is created using the **F1** function key and kept current via the update (**U**) option.

```
5/11/09          Decor 24          DE3015R
15:27:30        Dynamic Content File Maintenance    XW
Category .....: Third-Set Options

Opt Key  Brief Description (Internal Use Only)  How  Dsp?  BegDate  EndDate  Actv  Sts
-----
  1      Dancik HomePage                        URL  0/00/00  0/00/00  Yes
 2002    Price List                               URL  0/00/00  0/00/00  Yes
  3      Movies.com                               URL  0/00/00  0/00/00  Yes
  5      Request for POD                          URL  0/00/00  0/00/00  Yes
  5.1    Request Samples                            URL  0/00/00  0/00/00  Yes
  6      Link to WFCR.org                           URL  0/00/00  0/00/00  Yes
  6.1    Link to CTDAHOME.org                       URL  0/00/00  0/00/00  No
  7      Flooring Industry B2B Web Site            URL  0/00/00  0/00/00  Yes

Bottom

Options ==> D=Del  I=Inq  U=Upd  X=Web Description  Y=I/O  Z=URL/Text
F1=Add  F7=Exit
```

2. To add a new option press **F1**. The Dynamic Content File Maintenance screen appears.

```
5/11/09          Decor 24          DE3015MA
15:48:05        Dynamic Content File Maintenance    XW
Category.....: Third-Set Options          Create

Key#.....:
Active Status.....: (Y/N)
Internal Description....:
This description will only be used internally

Description for Web.....: Press F9 to access more lines for Description.

How Will Content Load...: "T" = Promo will display by provided Text/HTML
                        "U" = Promo will display by provided URL

Open in New Window.....: (Y/N)
Omit D24 form Parameters: (Y/N)

F6=Return  F7=Exit  F9=Web Description  F10=URL/Text
```

3. Assign the new option a key number via the **Key#** field. This required number is used to track and reference the new option. The key number is also used to sequence the option on the D24 web application. The lower the key number the higher it appears in the web window.

4. Indicate whether the option is active or not in the **Active Status** field. This field can be useful to discontinue an option for a limited time and then reactivate it for later use. If the status is set to **N**, the option will not show in Decor 24.

Note: Make sure the Active Status and the date range coincide. For example, in most cases there should not be an option with an active status that has an expired date range.

The **Active Status** field and the **Y=I/O** option on the initial option screen control whether the option link appears in the left-hand frame of the online D24. If an option is flagged as inactive and does not have any “Includes” (other parts of the system such as branches, marketing programs, tied to it), the option will not display.

Note: To check to see if a option has “Includes” assigned to it, use the Y=I/O option on the initial option listing. For more information, refer to Including or Omitting Options.

5. There are two descriptions that can be assigned to the new option.
 - **Internal Description** - This is the one that displays on the initial options screen.
 - **Description for Web** - This is the description displayed on Decor 24. You can press **F9** to access more entry lines.
6. Decide how you want the option to display by using the **How Will Content Load** setting. If you want the option to present a message to your customer (like a price or item update), use the “**T**” option. Use the “**U**” option to access another website.

The actual text or link is added by pressing **F10=URL/TEXT**. This option can be used if a link doesn’t already exist. In order to use this option, you must know how to write HTML.

7. The **Open in New Window** setting lets you display the option’s information (whether it be text or another website) within the Decor 24 web page or in a separate pop-up window.
8. If you are having problems accessing information (i.e. website or promotions) from the Additional options portion of D24, set the **Omit D24 form Parameters** field to **Y**. This stops D24 from adding additional information to the web address and allows access to the information.

Including or Omitting Options

In many cases, you may want to include or omit options from appearing on Decor 24 based on who the user is. This function is accomplished via the **Y=I/O** function on the Initial Options screen. This option also works in conjunction with the Active Status flag to control whether or not the option link appears.

1. On the Initial Options screen (Dynamic Content File Maintenance), enter a **Y** in the **Opt** column next to the option you want to update. Press **Enter**. The Include/Omit box appears.

Note: If there are any current Includes or Omits for the highlighted category, they are display on the bottom portion of the screen.

2. Select the category you want to work with by clicking it. The system then asks you if you want to work with includes or omits.

3

3. Click **Includes** to grant access to a promotion or **Omits** to deny access. The following figure displays the Inclusion screen.

5/12/09	Decor 24	DE3017M
8:36:14	Work w/ DynContent - PresentationCodes (Includes/Omits)	X8
Category: Third-Set Options		
Key: 2002 Price List		
*ALL INCLUDED PRESENTATION CODES		
<u>Presentation Codes</u>		<u>Presentation Codes</u>
<u>03</u> MITCH'S SETTINGS		⌋
<u>92</u> GARY'S SETTINGS		⌋
⌋		⌋

4. Enter the presentation code numbers where you want the option to display. To obtain a complete listing of all available presentation codes, enter a “?” and press **Enter**.

Note: If no presentation codes are shown, all the presentation codes have access to the option. An Include Screen is interpreted as “only those entries” can access the promotion. An Omit screen is interpreted as “all entries except these” can access the promotions.

Interactions with Other Parts of the System

D24 14 Third Set Options - Interacts with Create “Submit Request” URLs (D24 24) to allow you to generate e-mail messages and requests for information. For example, you can establish e-mails to perform normal business interactions such as a request for proof of delivery or a delivery confirmation.

Note: For more information, refer to Create Submit Request URLs (D24 24).

This set of options provide functions that are not visible to a Decor 24 operator, but can have a big impact.

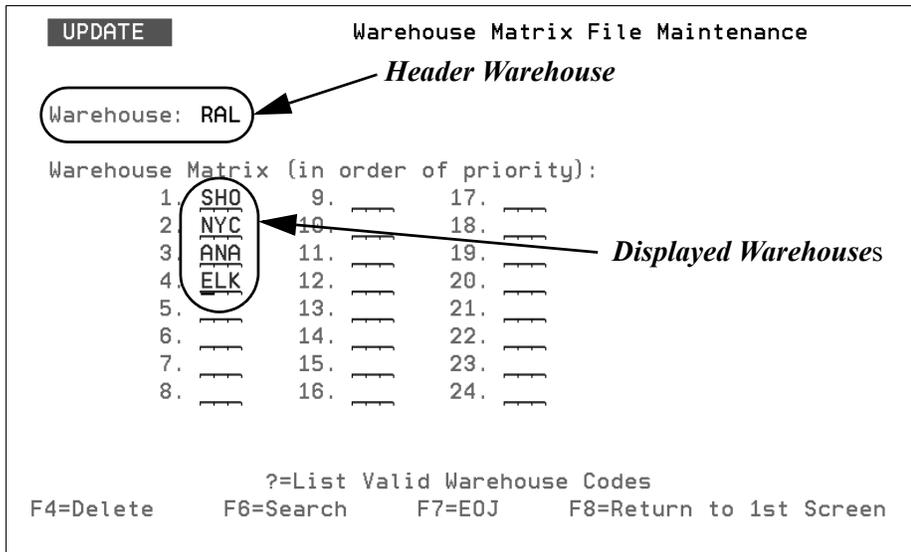
- The first option **Account to Mfgr Association (I/O) (D24 20)** lets you make associations between accounts and manufacturers.
- The next three **Warehouse Matrix (D24 21)**, **Order Status (D24 22)**, and **End-User Category Matrix (D24 23)** connect to programs in Dancik Distribution that can impact Decor 24.
- The option **Create Submit Request URLs (D24 24)** enables you to establish e-mail capabilities that Decor 24 users can use to request information, place orders, or make inquiries.
- Option **25 - Working with Images (D24 25)** allows you to maintain existing images and add new news into Decor 24. These are the images that appear when you click View Product Image within the application.
- Option **26 - Work with Web Application URLs (D24 26)** - This option contains the URLs that, when selected, automatically open your browser and take the user directly to the correct website. For Dancik's web based applications (i.e., Decor 24, Sample Tracker), you can access and modify the initial URL.
- Option **27 - Item Include/Omit (D24 27)** provides the ability to customize search results.
- Use option **28 - I/O for End User Category (D24 28)** to control the information included or omitted in the price list for each account.
- Option **29 - Promo Include/Omit Entry (D24 29)** allows you to control the promotion information.
- Option **30 - Include/Omit Manufacturers from Price List - D24 30** allows you to include or omit manufacturers from a price list.

Account to Mfgr Association (I/O) (D24 20)

With this option you can choose to either include or omit manufacturers within an account.

1. From the main Decor 24 set-up menu, select option **20 - Account to Mfgr Association (I/O)** and press **Enter**. The next screen that appears lists all the accounts established on your system.
2. Select an account by putting an **X** in the appropriate **Opt** column. There are two possible screens that can display.

For example, the following screen should be interpreted as follows: Whenever the header warehouse of an order is RAL, display item numbers for RAL followed in sequence by numbers for SHO, NYC, ANA, and ELK.



Note: Header warehouses are set in the Billto File or on the Control Panel. The settings you make here will only affect Decor 24. The system creates a separate Warehouse Matrix for Decor 24. This way the Warehouse Matrix file for the core system is not affected by any inputs done here.

Order Status (D24 22)

Connects to the Order & Serial# Status File Maintenance file. This file enables the viewing and maintenance of both system-defined and user-defined status codes. These codes provide accurate information on the status of open orders and serial numbered items. Colors can also be used for serial number identification purposes.

Note: For more information on the Order & Serial# Status File Maintenance file, refer to the System Settings chapter of the System Administration Manual.

The following figure is an example of the status codes that can be used for open orders.

```

- INQUIRE
      Order & Serial# Status File Maintenance
      Status Type:  ORDER STATUS

Sts Description
A  STAGED
B  BACK ORDERED
D  DELAYED
K  BACK ORDERED
L  BEING PICKED
R  OPEN
S  SHIPPED
T  BEING TRANSFERED
X  PICKED

Bottom

F6=Search  F7=E0J  F8=1st Screen

```

End-User Category Matrix (D24 23)

Connects to the End User Category File. This file enables you to exclude end user category codes. End user categories are groups of products similar to cost centers. End user category codes are entered on the list price record of the Price List File. The user is unable to access any stock he is not authorized to see or sell. For example, Customer Price Lists can use the end user category as a parameter. You can request price lists for specified end user categories. They can also be sorted by the end user category. By omitting a price class record from all end user categories, you can block customers from seeing that record on price lists and dial-in screens. This process can be useful for samples, off goods, and other records you want omitted from your customer price lists and screens. Enter only the end user category in price records that you want to include on price lists or customer dial-in screens. End user categories need only to be entered on the LP records of the Price File.

By scaling down the number of products a customer has access to, searches and response times will be faster.

When this option is accessed, and you select an account to work with, you are presented with the option of including or omitting EUCs.

You can only Include or Omit EUCs. Click either **Includes** or **Omits**.

To exclude a Decor 24 operator from viewing specific EUCs, enter their codes in the fields.

Note: Press **F10** to change over to the Include Screen.

A complete list of EUC codes can also be obtained through the EU Category on option **19 - Classification Codes File** on the File Maintenance menu.

4

Additional Options

1. On the main menu, enter option 24 - **Create Submit Request URLs** and press **Enter**. The next screen to appear list any messages already established.

12/12/02	Decor 24	DE3015R1	
15:57:02	Work with Submit Requests	X9	
<u>Opt</u>	<u>Key</u>	<u>Brief Description(Internal Use Only)</u>	<u>Active Status</u>
-	1	Request for Proof of Delivery	Yes
-	2	Purchase order confirmation	No
			Bottom
Options ==> D=Delete I=Inquiry U=Update A=Above Text B=Bottom Text			
V=View URL X=Request Subject Y=Rcvr Emails Z=Message Dft			
F1=Add F7=Exit			

2. The process of updating or adding a new request is similar. Press **F1** to add a new request. The Work with Submit Requests Creation screen appears.
3. Assign the new request a key number via the **Key#** field. This required number is used to track and reference the request.
4. Indicate whether the request is active or not in the **Active Status** field. This field can be useful to discontinue a request for a limited time and then reactivate it for later use. If the status is set to **N**, the request will not show in Decor 24.
5. There are two descriptions that can be assigned to the new promotion.
 - **Internal Description** - This is the one that displays on the Work with Submit Requests Screen.
 - **Subject of Request** - This is the option displayed on Decor 24.
6. In the **Receiver E-mail Addr** field, enter the E-mail address of the people that will be receiving the message. You can enter as many as needed, but you can only enter one address per line.

Note: Press **F10** to access more address lines.

- Press **Enter** to allow the system to accept this new request and then **F6** to return to the Work with Submit Requests Screen. The figure below shows the updated Work with Submit Requests Screen.

12/12/02	Decor 24	DE3015R1
16:04:03	Work with Submit Requests	X9
<u>Opt</u> <u>Key</u>	<u>Brief Description(Internal Use Only)</u>	<u>Active Status</u>
1	Request for Proof of Delivery	Yes
2	Purchase order confirmation	No
2002	New Items	Yes
<i>New Request</i>		
Bottom		
Options ==> D=Delete I=Inquiry U=Update A=Above Text B=Bottom Text		
V=View URL X=Request Subject Y=Rcvr Emails Z=Message Dft		
F1=Add F7=Exit		
Record(s) have been modified successfully...		

- To add text to your request, place a **Z** in the **Opt** column and press **Enter**. A message entry screen appears. Enter the text of your message.
- Press **Enter** then **F6** to return to the Work with Submit Requests Screen.

*Note: You can make text appear above or below the message box by inserting an **A** for above text or a **B** for below text. These features can be used to add urgency or notes to your request.*
- The next step is to get your new request to display on Decor 24. This is done through option **14 - Third Set Options**. First you need to copy the system generated URL for your message. Do this via the Work with Submit Requests Screen by entering a **V** in the **Opt** column next to the new message and pressing **Enter**. A box appears displaying the URL.

```

12/13/02          Decor 24          DE3015R1
9:28:24          Work with Submit Requests      X9
-----
Active
Submit Request URL
Key .....: 2002      New Items
URL .....: ../de6005h.mbr/sbmRequest?inkey=2002
-----
F6=Return
-----
Bottom
Options ==> D=Delete      I=Inquiry      U=Update      A=Above Text      B=Bottom Text
              V=View URL      X=Request Subject      Y=Rcvr Emails      Z=Message Dft
F1=Add      F7=Exit
You have reached the bottom of the list.

```

11. Copy the URL and press **F6** to return to the Work with Submit Requests screen.
12. Press **F6** again to return to the Decor/24 Setup Menu and select option **14 - Third-Set Options**.
13. Press **F1** to add your request. Enter the new request's information in the fields as shown in the figure below.

```

12/13/02          Decor 24          DE3015MA
9:56:59          Dynamic Content File Maintenance      X9
-----
Category .....: Third-Set Options          Change
Key# .....: 2002
Active Status .....:  (Y/N)
Internal Description ...: Price List
                          This description will only be used internally
Description for Web ...: Press F9 to access more lines for Description.
Request For New Price List
-----
How Will Content Load ..: U  "T" = Promo will display by provided Text/HTML
                          "U" = Promo will display by provided URL
Open in New Window ....: N (Y/N)
-----
F6=Return  F7=Exit  F9=Web Description  F10=URL/Text

```

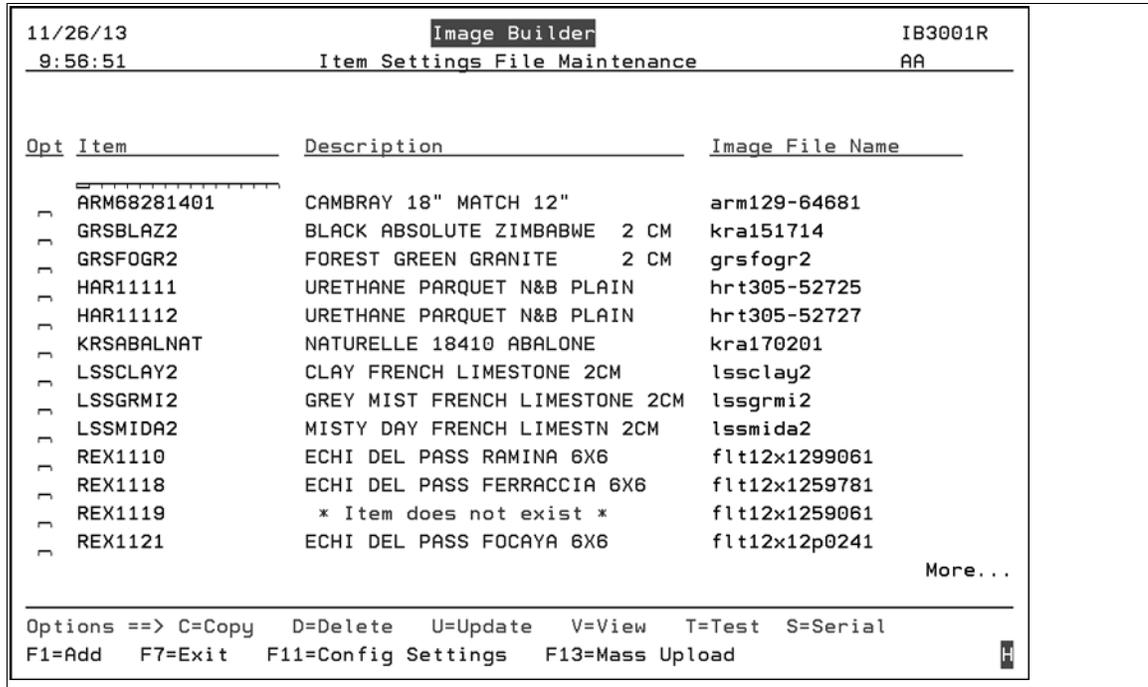
14. Press **Enter** then **F6**. The new request will display on the next screen that lists all the available options.

- To add the URL that you copied in step 13, enter a **Z** next to the new message and press **Enter**. Paste the URL into the screen that appears.

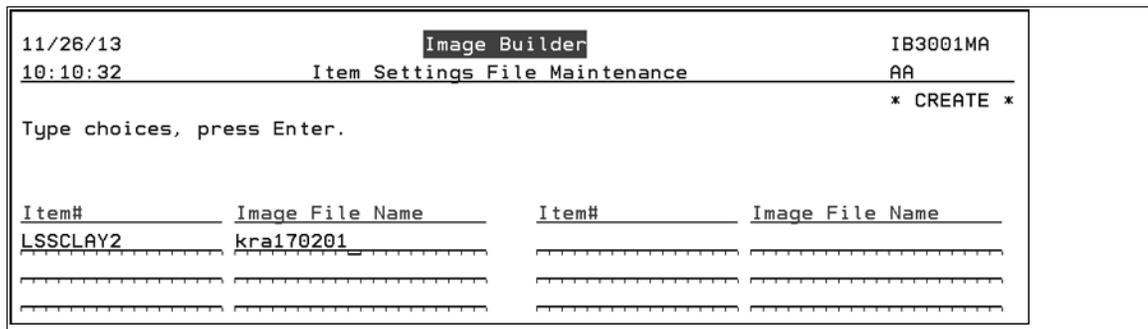
Working with Images (D24 25)

Images are used throughout Decor 24 and this is where you add and/or maintain them.

- When option **25 - Work with Images** is selected a screen similar to the one shown below appears.



- To add new images, press **F1**. On the screen that appears, enter the item and image file name number.



- Press **Enter** and then **F6** to return to the Item Settings File Maintenance screen where the new item and its image is displayed.

4

Options

Option	Description
C=Copy	Allows you to quickly and easily copy an image record.
D=Delete	Deletes the image record.
U=Update	Allows you to update the Image File name associated with the item.
V=View	<p>Lets you view the links to the image.</p> <div data-bbox="678 636 1362 890" data-label="Code-Block"><pre>View Full URLs ----- Normal URL http://sal.dancik.com/images/full/arm129-64681.jpg Thumbnail URL http://sal.dancik.com/images/thumbnails/arm129-64681.jpg ----- F6=Return F7=Exit F10=Test</pre></div> <p>The Normal URL contains the full sized image. The Thumbnail URL shrinks the image down.</p> <p>To ensure both links are accurate, press F10. Both images (normal size and thumbnail size) appear. This gives you a chance to check the image for accuracy and also to see if the link is correct.</p>
T=Test	Allows you to view the images associated with the item.
S=Serial	This option allows you to assign images at the serial number level. The default is for images to be assigned at the item level.

F11 - Configure Settings

To change the image locations or configure new ones, press **F11**.

```

11/26/13                               Image Builder                               IB3000M
 8:37:19                               Work with Configuration Settings         AA
-----
ex) http://your.domain.com/images/
Default URL for normal size images.....:
      http://sal.dancik.com/images/full/
Extension .....: jpg ex. (gif, jpg, bmp)

Default URL for thumbnail size images.....:
      http://sal.dancik.com/images/thumbnails/
Extension .....: jpg ex. (gif, jpg, bmp)

Internal IP Address.....: 10.1.2.1
Use this field if your default URLs, above, are your iSeries external
IP Addresses and you want use the Internal IP Address to ping images.

Utilize partial wildcard search on item#.....: Y (Y/N)
Utilize full wildcard search on entire item#.....: Y (Y/N)

Display image with names/serial numbers that match on position: 0 to 0

Remove blanks from the item number before checking URL.....: Y (Y/N)
    
```

These are the URLs to the computers where you store your product images. It is critical that these links and the image names be entered exactly as they are saved or accessed. If not the image will not appear.

The settings **Utilize partial wildcard search on item#** and **Utilize full wildcard search on entire item#** involve wildcard search features that can help streamline the image file setup.

Here is the search hierarchy that Decor 24 uses during an item search to associate an image with an item:

- First it searches for a one to one relationship between an item and an image.

```

7/31/13                               Image Builder                               IB3001R
16:43:29                               Item Settings File Maintenance         AA
-----
Opt Item      Description      Image File Name
-----
  GR SBLAZ2   BLACK ABSOLUTE ZIMBABWE  2 CM   kra151714
  GR SFOGR2   FOREST GREEN GRANITE    2 CM   grsfogr2
    
```

4

Additional Options

- Next, if the partial search setting is activated, Decor 24 looks for partial wild cards. For example, if you have the following Wildcard Record in your image file..

7/31/13	Image Builder	IB3001R	
16:43:29	Item Settings File Maintenance	AA	
<u>Opt</u>	<u>Item</u>	<u>Description</u>	<u>Image File Name</u>
	ARM*	* Wildcard Record *	REX*
	GRSBLAZ2	BLACK ABSOLUTE ZIMBABWE 2 CM	kra151714
	GRSFQGR2	FOREST GREEN GRANITE 2 CM	grsfogr2

...and you do not have an image file set-up for item ARM68281401, but you do have an image file called REX68281401 that image will appear.

The wildcard "*" can be placed anywhere in the item or image file name. In the example above, the wildcard is placed after the manufacturer. It can also be used to broaden the focus of the search, A* => R*, or narrow it, ARM6828* => REX6828*.

- The next step is the full wildcard search. The full wildcard search allows you to use the same name for the item and the image which can help to streamline the image file setup.

7/31/13	Image Builder	IB3001R	
16:43:29	Item Settings File Maintenance	AA	
<u>Opt</u>	<u>Item</u>	<u>Description</u>	<u>Image File Name</u>
	ARM*	* Wildcard Record *	REX*
	GRSBLAZ2	BLACK ABSOLUTE ZIMBABWE 2 CM	kra151714
	GRSFQGR2	FOREST GREEN GRANITE 2 CM	grsfogr2
	HAR11111	URETHANE PARQUET N&B PLAIN	hrt305-52725
	HAR11112	URETHANE PARQUET N&B PLAIN	hrt305-52727
	KRSABALNAT	NATURELLE 18410 ABALONE	kra170201
	LSSCLAY2	CLAY FRENCH LIMESTONE 2CM	lssclay2
	LSSGRMI2	GREY MIST FRENCH LIMESTONE 2CM	lssgrmi2
	LSSMIDA2	MISTY DAY FRENCH LIMESTN 2CM	lssmida2
Options ==> C=Copy D=Delete U=Update V=View T=Test S=Serial F1=Add F7=Exit F11=Config Settings F13=Mass Upload			

In the example shown above, there are three entries in the table that use the same name for the item and the image. The full wildcard search would display these images if the items were displayed in Decor 24.

The setting **Display image with names/serial numbers that match on position** was originally developed for slabs but it can be used for all images. It can be used to display one image for several slabs or other items. Enter the positions of the name or serial number image you want the system to consider using. For example, if serial number positions 1 to 8 are entered the system will use characters 1 through 8 of the image serial number for display purposes. This is especially useful when

working with slabs when several slabs can be cut from the same block and assigned the same serial number.

GREEN HAWAII 1 1/4" SLAB											
						SEARCH	BY SERIAL#				
L#	SERIAL#	SHADE	WARE	RCVD	LTH	WTH	PCS ONH	PCS AVL	SF ONHAND	SF AVAIL	LOC
1	DANCIK		CRY	AU0608	140	70	5	5	340.30	340.30	uQWR
2	MERGRM12C		CRY	NV0602	120	80	1	1	66.67	66.67	#A100
3	MERGRM12		RAL	NV0602	120	80	8	8	533.36	533.36	M
4	MERGRM12A		RAL	NV0602	120	40	10	10	333.30	333.30	M
5	MERGRM122		RAL	NV0602	60	80	1	1	33.33	33.33	m
6	MN110602		RAL	NV0602	10	10	40	40	27.60	27.60	M
7	MN110602 A		RAL	NV0602	100	72	4	4	200.00	200.00	M
8	MN110602 B		RAL	NV0602	54	54	2	2	40.50	40.50	MG52
9	MN110602*9	A254	RAL	NV0602	78	68	2	2	73.66	73.66	M
10	MN110602A		RAL	NV0602	110	60	10	9	458.30	412.47	M
11	MN110602AB		RAL	NV0602	110	50	6	6	229.14	229.14	M
12	MN11060201		RAL	NV0602	50	72	4	3	100.00	75.00	M
13	MN11060202		RAL	NV0602	100	70	2	1	97.22	48.61	M
14	MN11060203		RAL	NV0602	24	24	5	4	19.12	15.12	M
15	MN11060204		RAL	NV0602	100	68	8	8	377.76	377.76	M

PRESS F3 FOR MORE...

MFGR	COLOR	PATTERN	LOT#	WARE	SERIAL#	LOC	Date/MMDDYY	UM	TP	Line#
GRA	GRHA	3CM					32513			

F1=Other Ware. F2=Search. F3=S/N. F5=Notes. F9=Schd. F10=SKU. F11=Back. F12=P/K.

Notice there are several slab serial numbers that begin with MN110602. These slabs are probably from the same block so if we use the inputs of 1 to 8 in the setting **Display image with names/serial numbers that match on postion__To__** one image can be used for all these slabs.

Mass Upload

If you already have a database of images built and you want to import those images press **F13**.

```

10/26/06                               Image Builder                               IB3001R
16:55:01                               Item Settings File Maintenance           XT
-----
                                     Mass Update of Item Image Settings
-----
File Location .....: /home/csvfiles/upload.csv
-----
-----
String delimiter .....: " - Blank indicates *NONE
Field delimiter .....: , - Blank indicates *NONE
-----
F4=Prompt  F6=Return  F7=Exit
-----
Options ==> C=Copy  D=Delete  U=Update  V=View  T=Test
F1=Add  F7=Exit  F11=Config Settings  F13=Mass Upload

```

The path shown is where the CSV file that contains the image cross reference information is located.

The **String delimiter** and the **Field delimiter** tell the system where to insert breaks in the information being uploaded. In this example the string delimiter is " and the field delimiter is a comma ,.

On the PC, you can use the iSERIES Navigator to quickly and easily place the CSV file into the correct folder.

Note: The iSERIES Navigator is a PC based application that allows your PC to exchange files with the IBM iSERIES. The iSERIES Navigator is installed when IBM's iSERIES Client Access application is installed on your PC. You need to have the "full" version of the iSERIES Navigator installed to exchange files with the iSERIES.

Open the iSERIES Navigator and expand the directory on the left-hand side, by clicking the appropriate + signs, as follows:

- system name
- **File Systems**
- **Integrated File System**
- **Root**
- **home**
- open the folder **csvfiles** and insert the CSV file.

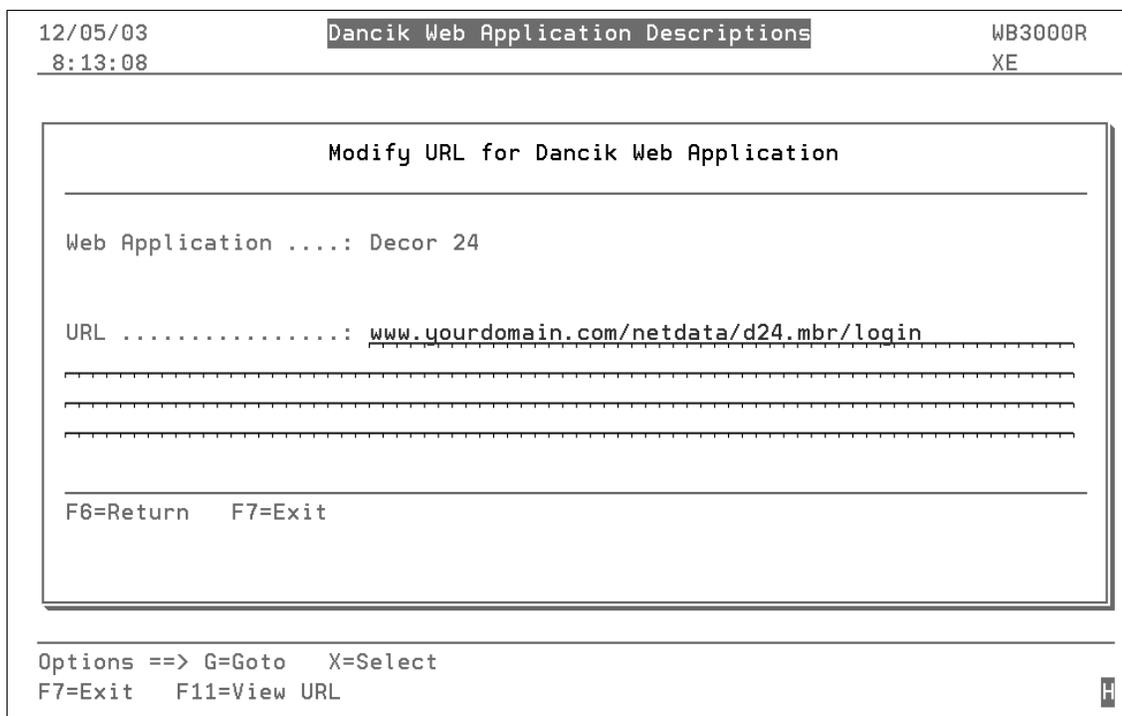
Work with Web Application URLs (D24 26)

This option contains commands that when selected will automatically open your browser and take the user directly to the correct website. For Dancik’s web based applications (i.e., Decor 24, Sample Tracker), you can access and modify the initial URL.

1. Enter option **26- Work with Web Applications URLs** and press **Enter**. All the available web applications appear.

Note: Although all related Dancik web applications are listed on this menu, you will only be able to access the applications your company has licensed from Dancik. The applications displayed on your system depend on which ones you are licensed for.

2. Select one of the applications by entering an **X** in the appropriate **Opt** column.
3. Press **Enter**. The next screen to appear allows you to enter your company’s web site in the URL.



4. Replace the **yourdomain.com** part of the URL with your companies domain. For example, if this application were being set up for Dancik it would be dancik.com.
5. To view the URL enter for the Dancik Web Application, press **F11**. The URL appears.
6. Press **F11** again to hide the URL and return to the listing of all the Dancik Web Applications. If you want to go to the application enter a **G** in the appropriate **Opt** field and press **Enter**.
7. For most Dancik Web Applications, a user Login Sign-in dialog box appears.
8. Enter your User name and password to access the application.

1. The first screen in this process lists all the End User Categories.

```

3/02/09          Decor 24          DE3022R
17:16:11        End-User Catagory Dynamic Content      YY
-----

Opt Key      Description
-----
  AC      ACCESSORIES
  CC      COMMERCIAL CARPET
  CR      RESIDENTIAL CARPET
  CT      CERAMIC TILE
  C9      CERAMIC TILE CLOSE-OUTS
  LM      LAMINATES
  MA      MARBLE
  MW      MANNINGTON WOOD
  PP      PARQUAY & PLANK
  VS      VINYL SHEET GOODS
  VT      VINYL TILE

Bottom

Options ==> Y=I/O
F7=Exit
    
```

2. Enter a “Y” to access the following screen.

```

3/02/09          Decor 24          DE3022R
17:16:11        End-User Catagory Dynamic Content      YY
-----

Opt Key      Description
-----
  AB
  AC
  CC
  CR
  CT
  C9
  LM
  MA
  MW
  PP
  VS
  VT

      Select End User Category
      Include/Omit
      Key . . . . : CT      CERAMIC TILE

      Presentation Codes
      Branch#s
      Marketing Programs
      Display Types

      Currently, the following Includes/Omits are used.

      F6=Return

Bottom

Options ==> Y=I/O
F7=Exit
    
```

The options shown above give you the ability to include or omit information on the price list by:

- **Presentation Codes** - Users Presentation Codes (from D24 2) or the default (from D24 1).
- **Branch#s** - Select the branches to include or omit.
- **Marketing Programs** - Select from all the marketing programs for the active account.

4

Additional Options

- **Display Types** - Select from all the display types for the active account.
3. In the example shown below, when a price list is requested, customers in any of these three marketing programs will have the ceramic category *omitted*.

```
3/03/09          Decor 24          DE3029M
8:04:13          Work with DynContent -> MktPgm (Includes/Omits)  XS
Category .....: CERAMIC TILE
Key .....:
*ALL OMITTED MARKETING PROGRAMS
Marketing Program          Marketing Program
AUS AUSTRALIA TRIP 2003
BER BERMUDA TRIP Y2K
COL COLORADO RAFTING TRIP
```

Promo Include/Omit Entry (D24 29)

```
3/03/09          DECOR 24          DE3023R
8:31:19          Work with Promo Program I/Os          XS

Include/Omit I (I/O)  Promo Type.....: _ _ _ _ _ _ _ _ _ ?
Include/Omit I (I/O)  Promo Sub-Type.: _ _ _ _ _ _ _ _ _
Include/Omit _ (I/O)  Promo Class....: _ _ _ _ _ _ _ _ _
```

Promo Type - There are three Dancik supplied type codes:

- **M** - The promotional price is sponsored by the manufacturer or supplier.
- **H** - The promotion is in-house and sponsored by your company.
- **F** - Is not actually a promotion, but a fixed price. This code is applicable to employee pricing, national accounts programs and other Cost Plus pricing. A promotion with an F supersedes all other promotions, and is always used for the transactions or customers assigned to it. If you want a customer or group of customers to always get a certain price regardless of other promotions that could effect them, use type code F to lock in these prices.

Promo Sub-Type - This user-defined, one-character code is used to further categorize promotions such as rebates from manufacturers or suppliers. For example, if a manufacturer has different rebate programs, such as competitive pricing or special temporary pricing (STP), enter C or S to identify them.

Promo Class - This user defined code allows you to include or omit promotions in the same class.

Include/Omit Manufacturers from Price List - D24 30

This functionality allows you to include or omit manufacturers from a price list.

Set-up

1. Use menu option D24 30 - I/O for Mfgr - Price Lists to control the manufacturer included or omitted in the price list for each account.

```

11/20/12          DANCIK INTERNATIONAL,LTD.          GBRANNEN
09:34:28          Decor 24 Setup Menu                SAL
                                                    R2011

  Opt Description          Opt Description
  Set-Up Options          Other Options
  1 Global Settings       20 Account to Mfgr Association (I/O)
  2 User Settings         21 Warehouse Matrix
  3 Presentation Settings 22 Order Status
  4 Company/Branch Settings 23 End-User Category Matrix
                               24 Create "Submit Request" URLs
                               25 Work with Images (Item Xref File)
                               26 Work with Web Application URLs
                               27 Item Include/Omit Entry
                               28 I/O for End User Category
                               29 Promo Include/Omit Entry
                               30 I/O for Mfgr - Price Lists
  Dynamic Content Options
  10 Promotions
  11 Help
  12 Additional Main Options
  13 Additional Cart Options
  14 Third-Set Options
  15 Fourth-Set Options
  16 Fifth-Set Options

                               ** UNIVERSAL OPTIONS **
                                                    More...

Enter Desired Menu / Option# ==>> D24 30

F1=Add  F2=Select  F5=Personal  F9=Additional  F10=Scan  F11=Alt View
    
```

2. The first screen in this process lists all the manufacturers.

```

11/20/12          Decor 24          DE3032R
 9:39:47          Manufacturer Include/Omits  DD

  Opt Mfgr Description          Opt Mfgr Description
  .. AAA ABC MANUFACTURING      .. ARW W W HENRY SUPPLIES
  .. ABC ABC MANUFACTURING      .. ASC ADD SPACER COMPANY
  .. ABR ABRAHAM LINC           .. ATL ATLANTIS MANUFACTURING
  .. ACC ACCUSCAN              .. AVA AVALON FLOORING
  .. ACF ACIF                  .. AZR AZROCK INDUSTRIES
  .. AMB AMBASSADOR SPA, CERAMICHE
  .. AMT AMERICAN MARAZZI TILE  .. AZU LOGAN & CHRISTIAN MOSLEY
  .. AND ANDERSON HARDWOOD      .. A50 ANDERSON
  .. AOT AMERICAN OLEAN TILE    .. BAL BALNUL, S. A.
  .. APO APOLLO DISTRIBUTING COMPANY
  .. ARB ARMSTRONG BUILDING PRODUCTS
  .. ARC ARMSTRONG CERAMIC PRODUCTS
  .. ARI ARMSTRONG INSULATION PRODUCT
  .. ARM ARMSTRONG WORLD INDUSTRIES
  .. BZR BZR INDUSTRIES

                                                    More...

Options ==> Y=I/O
F7=Exit
    
```

4

Additional Options

3. Enter a “Y” to access the following screen.

```
11/20/12          Decor 24          DE3032R
9:39:47          DD
-----
Opt Mfgr D
) REX R
) RIC R
) ROB R
) ROM R
) ROP R
) RUB R
) RWD R
) SAI S
) SCP S
) SER S
) SFT S
) SGS S
) SHA S
) SHP S

Mfgr ...: SAI      SAICIS S.P.A., CERAMICHE
Key ....:

Presentation Codes
  Branch#s
  Marketing Programs
  Display Types

Currently, the following Includes/Omits are used.

F6=Return

Options ==> Y=I/O
F7=Exit
```

4. The options shown above give you the ability to include or omit manufacturers on a price list by:

- **Presentation Codes** - Presentation codes are assigned at the user level (menu option D24 2) or globally (menu option D24 1).
- **Branch#s** - Select the branches to include or omit the manufacturer from.
- **Marketing Programs** - Select from all the marketing programs for the active account.
- **Display Types** - Select from all the display types for the active account.

5. Select a category to access the Work with Includes/Omit screen.

```
11/20/12          Decor 24          DE3037M
9:50:04          Work with Mfgr -> PresCode (Includes/Omits)  DD
Manufacturer .....: SAI      SAICIS S.P.A., CERAMICHE

Work with Includes/Omits

Manufacturer .....: SAI      SAICIS S.P.A., CERAMICHE
Key .....:

Select Preference of Records
  INCLUDES  OMITs

F6=Cancel  F7=Exit

More...

F6=Return  F7=Exit  F10=Change Mode
```

6. Click **Includes** or **Omits**. If you include manufacturers, only the manufacturer you select will be included in the price list. If you omit manufacturers, all the manufacturers are included except the ones you select for omission.
7. In the example below, the manufacturer SAI is being omitted from several presentation codes.

```

11/20/12          Decor 24          DE3037M
10:05:47      Work with Mfgr -> PresCode (Includes/Omits)  DD
Manufacturer .....: SAI          SAICIS S.P.A., CERAMICHE
Key .....:
*ALL OMITTED PRESENTATION CODES

Presentation Codes          Presentation Codes
01                        99
02                        98
56                        05
...                          ...
More...

F6=Return  F7=Exit  F10=Change Mode
Use ? to prompt for available Display Types.
    
```

Note: The F10 function lets you toggle between Includes and Omits.

8. Accounts assigned to these presentation codes will not be able to include information from manufacturer SAI in their price lists.

Requesting Price List

The Price List link, located under the 3rd set options heading, allows your customers to request pricing information by Category, Manufacturer, or Product Line in a variety of formats.

1. Select the **Effective Date** of the price list. The date is defaulted to today's date.
2. Choose to run the price list in a Summary or Detail view. The summary view categorizes prices by Product Line and the Detail view takes it down a level to the individual items.
3. The address in the Email Address box is where the price list is sent. All of the format options (Excel spreadsheet, XML, Post to Web, etc.) generate an email that includes the price list.

Note: The Email Address field automatically contains the e-mail address entered using the Info link in the top right-hand corner. Up to ten unique email addresses can be entered. The emails displayed when More is clicked come from the Phone Number File. They are records flagged as "I" - Internet/Email Address. The text "separate addresses with commas" under the Email Address box can be changed via screen 9 of the Presentation Settings.

4. The information sort is a little different depending on which **Document Type** is selected.
 - The PDF price list is sorted by the category it is run for (i.e., when ran for Manufacturer it is sorted by MFGR).
 - The Excel format can contain more information and therefore uses different sorting options.

4

Additional Options

- When the price list is requested by manufacturer, the list of Available manufacturers displayed abides by the include or omit selections made in I/O for Mfgr - Price Lists table (menu option D24 30).

The screenshot shows the 'Request Price List' interface on the Décor24 website. At the top, there are navigation tabs: 'Main Options', 'Cart Options', '3rd Set Options', '4th Set Options', and '5th Set Options'. The '3rd Set Options' tab is active. Below the tabs, the 'Request Price List' form is displayed. It includes the following fields and options:

- Effective Date:** 11/20/12
- Report Type:** Summary (by Product Line) (selected), Detail (by Item #)
- Document Type:** XLS
- Email To:** gary@dancik.com

Below the form fields is the 'Selection Criteria' section. It features a 'Select List By' dropdown menu currently set to 'Manufacturer'. To the right of this dropdown is a list of 'Available' manufacturers:

- ABC MANUFACTURING
- ABRAHAM LINC
- ACCUSCAN
- ACIF
- ADD SPACER COMPANY
- AMBASSADOR SPA, CERAMICHE
- AMERICAN MARAZZI TILE
- AMERICAN MARAZZI TILE, INC.

To the right of the available list is a 'Selected' area, which is currently empty. A '[clear]' link is located below the 'Selected' area. At the bottom right of the form, there is a 'Submit Request' button.

- In the **Selection Criteria** box, click one of the selection parameters. The options in the **Selection Criteria** box change depending on your selection criteria. To include a category in the price list, click its box to move it over to the Selected area.
- Click **Submit**.

Decor 24 User Activity Report

This report, accessed via menu option D24 50, tracks your Decor 24 user activity over a specified time period.

1. Access the report through menu option D24 50.

9/04/13 10:36:11	DANCIK INTERNATIONAL, LTD. Decor 24 Setup Menu	GBRANNEN SAL 2013
<u>Opt Description</u>	<u>Opt Description</u>	
Set-Up Options	Other Options	
1 Global Settings	20 Account to Mfgr Association (I/O)	
2 User Settings	21 Warehouse Matrix	
3 Presentation Settings	22 Order Status	
4 Company/Branch Settings	23 End-User Category Matrix	
	24 Create "Submit Request" URLs	
Dynamic Content Options	25 Work with Images (Item Xref File)	
10 Promotions	26 Work with Web Application URLs	
11 Help	27 Item Include/Omit Entry	
12 Additional Main Options	28 I/O for End User Category	
13 Additional Cart Options	29 Promo Include/Omit Entry	
14 Third-Set Options	30 I/O for Mfgr - Price Lists	
15 Fourth-Set Options		
16 Fifth-Set Options		
	<u>Report Options</u>	
	50 Decor24 User Activity Report	
		More...
Enter Desired Menu / Option# ====> <u>D24 50</u>		
F1=Add F2=Select F5=Personal F9=Additional F10=Scan F11=Alt View 		

2. Enter a **Main Date Range** and a **Comparison Date Range**. Both of these date ranges are required. Use these date ranges to establish the time period you want to evaluate. For example, you could compare month to month activity by entering the current month in the **Main Date Range** field and then last month in the **Comparison Date Range** field.
3. The **Destination Folder** is the IFS directory where you want the spreadsheet to be placed. Once the spreadsheet is generated and sent to this destination you can retrieve it via the Windows Explorer, if you are mapped to the folder.

Note: If you do not enter a destination folder, you must enter an email address. If no destination folder is entered, a temporary one is created that is automatically deleted when the email is sent.

- Enter the **email addresses** of the person or people you want to receive the report.

9/04/13	Decor24	DC2000R
10:38:57	Activity Report	AA
Main Date Range From: <u>07/01/13</u> To: <u>07/31/13</u>		
Comparison Date Range ... From: <u>08/01/00</u> To: <u>08/31/13</u>		
File Name <u>User Activity</u>		
Destination Folder (?) (optional)		
To Address (email) (optional)		
- <u>gbrannen@dancik.com</u>		
-		
-		
-		
F6=Return F7=Exit F10=Submit		

- Press **F10** to submit the report. A portion of the spreadsheet is shown below.

A	B	C	D	E	F	G	H
Account#	Account Name	Sales (Range 1)	Sales (Range 2)	Sales (Change %)	Sales By !! (Range 1)	Sales By !! (Range 2)	% of Sales By D24 (Range 1)
211111	A & A BUILDING OF GEORGIA	126000	349848	36	48000	52170	38
202557	ANGELO'S FLOOR COVERINGS	24566	53444	46	14000	12000	57
207000	GALLERY FLOORING	2909	290689	1	2051	19788	71
201001	HARBOR FLOOR CENTER (BOSTON)	1059	50130	2	1059	6513	100
225300	FLOORS AND MORE	858	3502	25	858	1229	100

Here are all the columns on the report:

Account#	Account Name	City	Branch	Default Rep
Default Rep Name	Sales (Range 1)	Sales (Range 2)	Sales (Change %)	
Sales By !! (Range 1)	Sales By !! (Range 2)	% of Sales By D24 (Range 1)	% of Sales By D24 (Range 2)	% of Sales By D24 (Change %)
# of Lines (Range 1)	# of Lines (Range 2)	# of Lines (Change %)	# of Lines By !! (Range 1)	# of Lines By !! (Range 2)
% of Lines By D24 (Range 1)	% of Lines By D24 (Range 2)	% of Lines By D24 (Change %)	Logins	Specials
Order Status	Searches	Orders - Activated	Orders - 24-Hour Hold	Orders - Activated Via Order Status
Promotions	Related Items	Invoice View	Invoice Reprint/Email	Price Lists
Scheduled Deliveries				

Notes:

- This **Default Rep** is pulled from the Salesperson field in the Billto File. If no salesperson is assigned the report pulls the code from the F14 codes screen.

- Sales information is pulled from the F4-Sales screen in the Billto File.
- Decor orders are identified with a “!” as the operator.
- By default the report is generated in job queue QS36EVOKE. This report is robust and it can tie up QS36EVOKE. To work around this issue, you can use the F21 function key on menu option ODS 21 - Work w/ Spooled Files to change the job queue.

```

User Operational Defaults
User ..... GBRANNEN
-----
Run submitted interactively .... _ (Y)
Jobq to run batch jobs ..... QPGMR
Delete Original Spoolfile ..... _ (Y)
Do Not Verify Option 4=Delete .. _ (Y)
From E-Mail Address ..... gbrannen@dancik.com
Name .....
-----
F6=Return F7=Exit

```

5

Report Options

Upload Extended Price Class Descs - D24 100

This option allows you to upload extended price class descriptions from a CSV spreadsheet file.

Associated Files

Price File (menu option FIL 19)

The field, **PrcList Desc** on the Price File (menu option FIL 9) allows you to enter an additional description that is displayed on all versions of the Decor 24 price lists.

Price Class	ARMAS	List#	LP	LIST PRICES	UPDATE	PRICE FILE			
Description.:		ACCENT STRIP 6X1/2 GROUP I			ARMSTRONG				
PrcList Desc:		This is a test description override. This description can be					F11		
List Price \$		10 . 600 per U/M PK			End User Category: VS				
Tran-Typ	Restr	Qty	Field X	Variable%	+/-	Variable\$	=	Price	
1)	I		LP	1 . 0000				10 . 600	
2)									
3)									
4)									
5)									
6)									
7)									
8)									
9)									
10)									
11)									
12)									
FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.									
Round Code: _ (R=Round, U=Up, D=Down, 9=Nearest 9¢, 5=5¢, \$, %, &, N) Terms Override: _									
							Changed	6/03/13	
							D/del		
F10=Next LP		F9=Comments.							
F1=Next Record.		F2=Cost File.		F3=Copy.		F6=Search.		F7=E0J.	F8=Screen 1.

This expanded description can help create product descriptions that are both complete and customer-friendly.

6

Mass Uploading Price List Descriptions

1. The first step is to build and save a CSV file that has two columns; a price class and an extended description.

	A	B
1	ARMAS	This is a test description override. This description can be 60 characters or more.
2	SMPAD	This is a test description override. This description can be 60 characters or more.
3		
4		

2. Access the menu option D24 100 off the Decor 24 menu.

```
6/06/13          DANCIK INTERNATIONAL, LTD.          GBRANNEN
09:59:30          Decor 24 Setup Menu                SAL
                                                         2013

Opt Description          Opt Description
-----
Set-Up Options          Other Options
 1 Global Settings      20 Account to Mfgr Association (I/O)
 2 User Settings        21 Warehouse Matrix
 3 Presentation Settings 22 Order Status
 4 Company/Branch Settings 23 End-User Category Matrix
                        24 Create "Submit Request" URLs
Dynamic Content Options 25 Work with Images (Item Xref File)
10 Promotions           26 Work with Web Application URLs
11 Help                 27 Item Include/Omit Entry
12 Additional Main Options 28 I/O for End User Category
13 Additional Cart Options 29 Promo Include/Omit Entry
14 Third-Set Options    30 I/O for Mfgr - Price Lists
15 Fourth-Set Options
16 Fifth-Set Options

Upload Options
100 Upload Extended Price Class Descs
More...

Enter Desired Menu / Option# ==>> D24 100

F1=Add  F2=Select  F5=Personal  F9=Additional  F10=Scan  F11=Alt View  H
```

3. The Mass Update of Extended Descriptions screen appears. Enter the location of the CSV file.

```

6/06/13          DANCIK INTERNATIONAL, LTD.          GBRANNEN
10:05:44          File Maintenance Menu              SAL

      Mass Update of Extended Descriptions

File Name .....: PRICE
Field Name .....: PRCLSTLBL

File Location .....: /home/Dancik/Gbrannen/ExtendedPriceClassDesc.CSV
-----
-----
-----
String delimiter .....: " - Blank indicates *NONE
Field delimiter .....: , - Blank indicates *NONE

F4=Prompt  F6=Return  F7=Exit

Enter Desired Menu / Option# ====> D24 100

F1=Add  F2=Select  F5=Personal  F9=Additional  F10=Scan  F11=Alt View
    
```

Note: Use the F4=Prompt function to help build the directory for the file location.

4. The **String delimiter** and the **Field delimiter** tell the system where to insert breaks in the information being uploaded. In this example, the string delimiter is " and the field delimiter is a comma ,. These are the defaults delimiters.
5. Press **Enter** to upload and apply the extended descriptions to the affected price classes.

6

Upload Options

Decor 24 uses a point and click operation that is common throughout computers and the internet. Many of the features are self-explanatory and using them is as simple as clicking them (order entry) or to view information (promotions).

“Changing your Password” on page 7-1

“Order Entry” on page 7-2

“Inventory Selection” on page 7-14

“Decor 24 Dashboard” on page 7-16

“Link to Check Open Invoices” on page 7-19

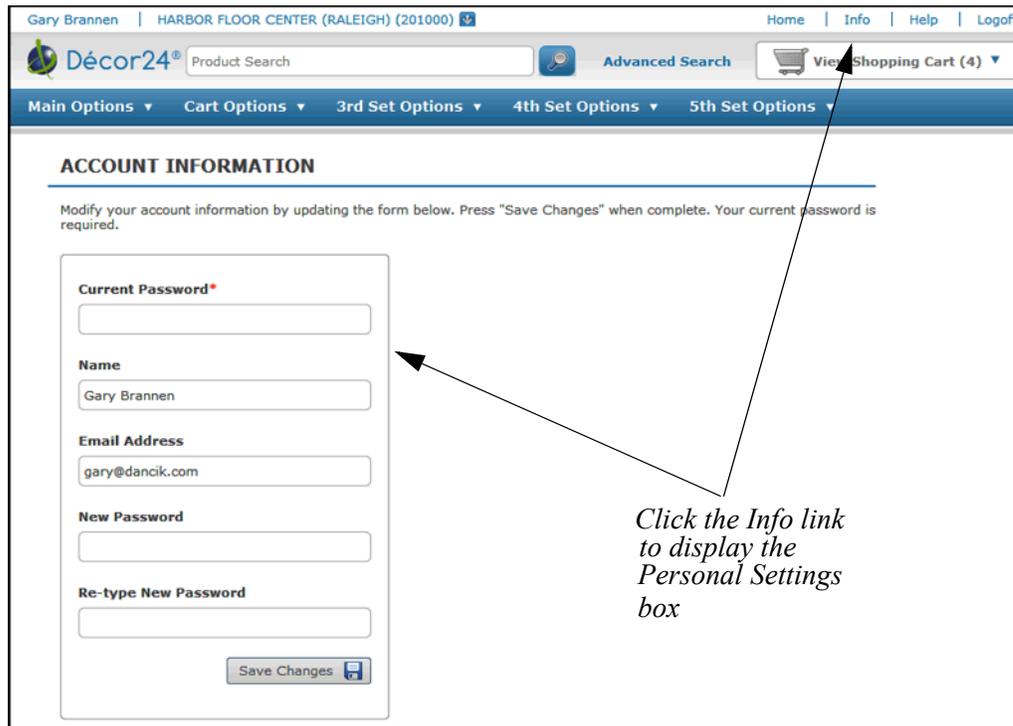
“Price Lists” on page 7-21

“Item Catalogs” on page 7-25

Changing your Password

It is a good practice to change your password on a regular basis. Follow these steps:

1. In the upper-right corner, there is a link entitled **Info**, click it. The Personal Settings box that appears allows you to change your password.



2. After changing your password here, you can go to the D24 menu on the AS400 (green screen) to double check that your password was successfully changed. Follow this path:
 - Access the Decor 24 Setup Menu (Menu D24)
 - Select option **2 - User Settings**
 - On the screen that appears, check the entries under the **Password** column.

Order Entry

The order entry process involves many of the features included within Decor 24. With that in mind, let's order some products.

There are two ways to start.

Using the Order Entry Link Under the Main Topics Heading on page 7-3

Using the Search Feature on page 7-4

Using the Order Entry Link Under the Main Topics Heading

1. If you know the item number, click **Main Options** and select **Order Entry**. An order entry box appears.

Item#	Quantity	UM	BO	Sidemark
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Note: To switch accounts, simply click on the account at the top of the screen (in the example above the account is Harbor Floor Center (Raleigh) 201000) and select another account from the box that appears. The accounts that appear depend on what accounts the user has access to. If the user is a super user they have access to all the accounts. If the user is not a super user, the accounts they have access to can be assigned with the “Y” option on the User Settings (D24 2). For more information on super users and assigning accounts refer to “SuperUser Settings” on page 2–30.

2. Enter the item number, the quantity, the unit of measure, then click **Add to Cart**.

Using the Search Feature

You can also add an item to the shopping cart by using Decor 24’s search capabilities.

*Note: If you do not know the complete number, click **Search** to use the advanced search feature. Decor 24’s search can be customized to “hide” items classified as samples or promotions from appearing. For more information, refer to Item Include/Omit (D24 27).*

1. Decor 24 searches by several parameters including item number, product name, color, and pattern. Just enter a few characters of the product name in the **Product Search** box and press **Search**. The figure below shows the results of a search for products that have *arb*.

Order	Item#	Description	Color	Pattern	Price	Quantity
	ARB7856WH	"F" MOLDING U	NEW		\$0.01	0
	ADOMR201	ADORE DECORIA 18.5" X 18.5" TILE MARBLE MR201 *DIRECT SHIP ONLY**	MARBLE	18.5X18.5	\$2.99 SF	0 SF
	ADOMR202	ADORE DECORIA 18.5" X 18.5" TILE MARBLE MR202 *DIRECT SHIP ONLY**	MARBLE	18.5X18.5	\$2.99 SF	0 SF
	FLT5600DL6.513	ANKARA TUMBLED MARBLE 6.5X13 * U PORTFOLIO-ENTER XTRA JOB NAME	BEIGE	LISTELLO	\$30.50 PC	0 PC
	MARBLEINE12	BIANCO NEVE 12 X 12 U	WHITE	12X12	\$7.50 SF	897 SF

- The search results are broken down into four listings: Item, Customer Item, Category, and Product Name.

Note: If the Category or Product Listing does not display, the global setting **Suppress Category & Product Listings if no record matches found** is activated.

- To order an individual item or multiple items, click the appropriate **Order** boxes and then click **Load to Order Entry** at the bottom of the list. This brings up the Order Entry box with the selected item(s) displayed.
- Enter a quantity and click **Add to Cart**.

Item#	Quantity	UM	BO	Sidemark
MARBINE12	125	SF	<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Note: When an item is selected, the quantity shown is in the item's native unit of measure. If an item has more than one unit of measure, a drill down list appears beside **U/M**.

- After adding all the items for the order to the shopping cart, click **View Shopping Cart** in the top right hand corner. The screen refreshes to show the contents of your shopping cart.

The screenshot displays the 'Shopping Cart/Order Review' page. At the top, there is a navigation bar with 'Main Options', 'Cart Options', '3rd Set Options', '4th Set Options', and '5th Set Options'. Below this is a table with the following data:

	Item#	Details	Price	Quantity	Subtotal
Change	REXECBR12	Serial#: Amount: 20.00 SF	\$5.75 SF	2 CT	\$115.00
Remove	ECHO CANYON BRYCE 12X12	BO Date: Weight: 80 lbs			
Replace	DESCRIPTION LINE 2	Sidemark/Tag:			
	Stock is OK from warehouse(s) : RAL				
Change	SAI-10900H	Serial#: Amount: 200.00 SF	\$4.29 SF	2 CT	\$858.00
Remove	HARBOR TASTIERA TILE	BO Date: Weight: 400 lbs			
Replace	DESCRIPTION LINE 2	Sidemark/Tag:			
	Stock is OK from warehouse(s) : RAL				
Change	SAI-10900H	Serial#: Amount: 200.00 SF	\$4.29 SF	2 CT	\$858.00
Remove	HARBOR TASTIERA TILE	BO Date: Weight: 400 lbs			
Replace	DESCRIPTION LINE 2	Sidemark/Tag:			
	Stock is OK from warehouse(s) : RAL				
Change	MARBINE12	Serial#: Amount: 12.50 CT	\$7.50 SF	125 SF	\$937.50
Remove	BIANCO NEVE 12 X 12	BO Date: Weight: 600 lbs			
Replace	U	Sidemark/Tag:			
	Stock is OK from warehouse(s) : NYC, RAL				
		Total Weight:	1,480 lbs	Total:	\$2,768.50

At the bottom of the page, there is a search bar with the text 'To Continue Shopping, Enter Next Search Here: Product Search' and a 'Proceed to Checkout' button. Below the search bar are 'Archive Cart' and 'Clear Order' buttons.

- On the Order Review window you can remove or replace items or proceed to checkout.

Note: If the customer wants to wait before processing the order, click the **Archive Cart** button at the bottom of the Order Review. This allows you to save the order for later access and processing via the **View Cart Archive** option. Archived orders do not hold inventory and remained archived until the order is processed or deleted. This feature is activated by a global/user settings.

Note: Notice that some of the items have a camera icon () next to them. Click the icon to see an image of the item. The display of the camera is controlled by the global setting **Display link/icon if a slab or block has an image**.

7. To finish the order, click **Proceed to Checkout**. Checkout is a three phase process. The first phase lets you review and confirm your order.

Gary Brannen | HARBOR FLOOR CENTER (RALEIGH) (201000) 

 ARB  Advanced Search

Main Options ▾ Cart Options ▾ 3rd Set Options ▾ 4th Set Options ▾ 5th Set Options ▾

Checkout: Step 1 - Item Confirmation

Item#	Details	Price	Quantity	Subtotal
REXECBR12	Serial#: Amount: 20.00 SF	\$5.75 SF	2 CT	\$115.00
ECHO CANYON BRYCE 12X12	BO Date: Weight: 80 lbs			
DESCRIPTION LINE 2	Sidemark/Tag:			
Stock is OK from warehouse(s) : RAL				
SAI-10900H	Serial#: Amount: 200.00 SF	\$4.29 SF	2 CT	\$858.00
HARBOR TASTIERA TILE	BO Date: Weight: 400 lbs			
	Sidemark/Tag:			
Stock is OK from warehouse(s) : RAL				
SAI-10900H	Serial#: Amount: 200.00 SF	\$4.29 SF	2 CT	\$858.00
HARBOR TASTIERA TILE	BO Date: Weight: 400 lbs			
	Sidemark/Tag:			
Stock is OK from warehouse(s) : RAL				
MARBINE12	Serial#: Amount: 12.50 CT	\$7.50 SF	125 SF	\$937.50
BIANCO NEVE 12 X 12	BO Date: Weight: 600 lbs			
U	Sidemark/Tag:			
Stock is OK from warehouse(s) : NYC, RAL				
Total Weight:		1,480 lbs	Total:	\$2,768.50

[Continue](#) 

In the figure above, notice the message **Stock is OK from warehouse(s) RAL**. Decor 24 checks the inventory of your primary warehouse first to see if the order can be filled. If so, it stops searching and displays this message. If not, it searches the inventory of your secondary warehouses to find enough of the item to fill the order. If Decor 24 cannot find sufficient stock to fill the order, you will see a message similar to this: **“We are currently out of stock for this item. However, you may place a back order by entering the required quantity above.”**

The second phase lets you check the ship to address and actually order the items. You have three ship to options. This is also where you enter your purchase order and request date. If you do not know the purchase order number, enter a name or other information that will be easy for you to remember. Reason being is that this is a searchable field and it might make it easier for you to access when the orders start adding up.

Decor24 ARB Advanced Search

Main Options ▾ Cart Options ▾ 3rd Set Options ▾ 4th Set Options ▾ 5th Set Options ▾

Checkout: Step 2 - Order Information

Reference#: 2015112 (Not yet activated!)

Ship To: Use Billing Address New Shipping Address Shipping Addresses On File

ShipTo Name: HARBOR FLOOR CENTER (RALEIGH)
 Address 1: 2010 ATLANTIC AVE
 Address 2: P.O. BOX 175
 City/State/Zip: RALEIGH NC - NORTH CAROLINA 27515-

P.O.#:

Job Name:

Tag/Comment:

Special Instructions:

Request Date: 12/03/13

Must Ship Complete:

Ship Via: OUR TRUCK

Shipping Instructions:

[< Return To Step 1](#) Continue

Note: Changing the shipto address can also change the request date. This is due to a variety of factors including the difference in location and different shipping routes and runs.

If the **Shipping Addresses on File** shipping option is used, a drop down box appears that list all the addresses associated with the account number. These addresses are added to the system via the Shipto File (FIL 15).

8. You may not want the material delivered right away, if so enter the new ship date in the **Request Date** box. If the global setting **Allow Manual Override of Request Date During Checkout** is set to “S” you can select from a calendar of ship dates. Their normal truck route run days are highlighted as well as any other days that they can pick up the material at the warehouse. If the Ship Via is changed, the normal truck route delivery days are still highlighted and can be selected as the Request Date. Any days that deliveries or pick-ups cannot be made are not selectable.
9. You can also let the distributor know in the **Shipping Instructions** box of your date required.
10. Notice that a Reference number has been assigned to the order. This helps you track the order. Furthermore, when a reference number is assigned, an “Order Placed” note is added to the order’s notepad.

*Note: This is kind of a behind the scenes thing about Ship Vias, but it does have an effect on the Ship Via types that show up in the **Ship Via** drop down box. When Ship Vias are created via the Classification Codes File (FIL 19), the field **Is This Ship Via a Valid Choice for Remote-Access Accounts?** controls whether or not a ship via is displayed on applications such as Decor 24. If a Ship Via code has this field set to **N**, it will not be an option in the **Ship Via** drop down box. **HOWEVER**, the default Ship Via*

*of the account you are working with in Decor 24 overrides the **Is This Ship Via a Valid Choice for Remote-Access Accounts?** setting. For example, if the Ship Via WC (usually will call), is set-up to not be used for remote access accounts (such as Decor 24), it will not display when you are searching for a Ship Via. UNLESS it is the default Ship Via assigned to the account you are placing an order for as assigned in the Billto File (FIL 1). Furthermore, the setting **Prevent changes by Remote-Access Accounts** in the Classification Codes File can prevent users from changing the default ship via code.*

11. If your system is set-up for it, the **Request Date** can automatically be recalculated for orders that contain transfers and/or back orders. Extra days can be added based on settings in the following files:
 - **System Wide Setting - Ship Date Options in D24/CMS for Customer Orders** - This system setting calculates the arrival of transfer and back orders.
 - **Interwarehouse Transfer Times (DEL 4)** - This file defines the schedule of interwarehouse transfer trucks from each warehouse to every other warehouse. It includes the time and day that each transfer leaves and the number of days between deliveries between warehouses. This file is used to calculate total delivery time to customers for items that require transfer.
 - **Truck Route File Maintenance (DEL 1)** - The Route File defines the departure time, cutoff time, and call after times for each day of the week for each warehouse and route. The information in the Days From Warehouse field is used when calculating the ship date.
12. If either the entered PO# or the Job Name is associated with a Promotional Pricing File, Decor 24 reprices the order based on the promotion. If an entry does exist in the Promotion File for either the Job Name or the PO#, the pricing on the order may be changed to reflect the promotion. Also, the message “**Promotional prices may have been found that affected unit price on your order lines.**” is displayed during Step 3 of the check out process. The message can be changed as needed on screen 22 of the Presentation Settings.

*Note: Repricing an order based on Promotions has to be activated via the Global/User setting **Allow Job Name/Customer PO# Promo re-pricing** on screen 4 of the settings.*

13. The third and last phase displays all the information connected with the order.

Checkout: Step 3 - Order Confirmation

Reference# 2015112 (Not yet activated!)

P.O.#:	WGB123	ShipTo Name:	HARBOR FLOOR CENTER (RALEIGH)
Request Date:	12/03/13	Address 1:	2010 ATLANTIC AVE
Tag/Comment:		Address 2:	P.O. BOX 175
Special Instructions:		City/State/Zip:	RALEIGH NC 27515
		Ship Via:	OUR TRUCK
		Shipping Instructions:	

Promotional Prices may have been found that effected the unit price on your order lines.

Item#	Details	Quantity	Total
REXECBR12	Warehouse: RAL Price: \$5.75 SF	20.00 SF	\$115.00
ECHO CANYON BRYCE 12X12	Serial#: A100 Amount: 2.00 CT		
DESCRIPTION LINE 2	Shade: Weight: 80 lbs		
	BO Date/Transfer: Sidemark/Tag:		
SAI-10900H	Warehouse: RAL Price: \$4.29 SF	200.00 SF	\$858.00
HARBOR TASTIERA TILE	Serial#: S035503 Amount: 2.00 CT		
	Shade: Weight: 400 lbs		
	BO Date/Transfer: Sidemark/Tag:		
SAI-10900H	Warehouse: RAL Price: \$4.29 SF	200.00 SF	\$858.00
HARBOR TASTIERA TILE	Serial#: S035503 Amount: 2.00 CT		
	Shade: Weight: 400 lbs		
	BO Date/Transfer: Sidemark/Tag:		
MARBINE12	Warehouse: NYC Price: \$7.50 SF	16.00 SF	\$120.00
BIANCO NEVE 12 X 12	Serial#: RG1 Amount: 1.60 CT		
U	Shade: Weight: 77 lbs		
	BO Date/Transfer: Transfer From: NYC Sidemark/Tag:		
MARBINE12	Warehouse: RAL Price: \$7.50 SF	109.00 SF	\$817.50
BIANCO NEVE 12 X 12	Serial#: K599 Amount: 10.90 CT		
U	Shade: Weight: 523 lbs		
	BO Date/Transfer: Sidemark/Tag:		

14. At this point, you can cancel the order, put it on a 24 hour hold, which puts the order in the unprocessed order listing, or you can activate it. To finish the order process, click **Activate**.

*Note: When you click **Activate**, an entry is made on the order notepad. This is true for the Activate feature on the Order Status screen as well. After the order is activated, it can be accessed by going to Order Status....*

Main Options ▾
Cart Options ▾

- [Order Entry](#)
- [Specials](#)
- [Order Status](#)
- [24-Month Purchase History](#)
- [Promotions](#)
- [Dashboard-Global](#)
- [Open Invoices-Global](#)
- [Submit Request](#)

... and looking at the unprocessed orders.

Your PO#	Reference#	Sidemark/Tag	Order Date	Ship Date	Status
WGB123	1046356	Order Placed Online By GARY.	10/26/11	11/01/11	FROM OTHER STORE
WGB123	2013790		08/20/13	08/27/13	OPEN
WGB123	2013818		08/22/13	08/27/13	SEE DETAILS

15. Orders can be processed on the core system either manually or automatically.

Manually

- Use menu option CUS 15 - Manage Unconfirmed Dial-In Orders to display all the unprocessed orders entered by Decor 24 and other web application users.
- Use the reference number to locate orders and then use option “5” to go to Order Entry.
- Once in Order Entry process the order normally

Automatically

Using the Company/Branch Settings (menu option D24 4) you can allow specific branches to automatically process Decor 24 orders and generate pick lists.

- On the Decor 24, select option 4 - Company/Branch Settings.
- Enter a company and branch.
- Enter a “1” in the setting Document to Print & Printer. This directs the system to automatically process the order and generate a pick list.

*Note: There is an area at the top of the screen which offers an advanced search capability for locating your order(s). The three options available allow you to refine your search by either **P.O#**, **Reference#**, or by **Tag** line. Even if you have used the same purchase order more than once, Decor 24 will source and display all of the reference numbers applied.*

Ordering Rolled Items in Decor 24

Ordering rolled good in Decor is essentially the same as ordering other items. However, there are some nuances so with that in mind, let’s order a rolled good.

1. Search on a rolled item and then click the magnifying glass to display information about it and its available inventory.

As circled in the figure below, the **Minimum Acceptable Length** field includes a unit of measure drop down capability.

Item Details

Item#: **ARM68281401**
CAMBRAY 18" MATCH 12"
U

Price: **R \$8.19 SY**
C \$9.59 SY

Automatic Inventory Selection

Enter Qty/Size: SY

Sidemark/Comment:

Minimum Acceptable Length: SY

B/O:

Add to Cart

Serial	Shade	Ware	Available FT	Available SY	Status	Cut/Roll	Quantity	UM	Sidemark	B/O
AMARCH10		RAL	1' 6" FT	2.00 SY	u	R	2.00	SY		<input type="checkbox"/>
Please enter your minimum acceptable length for this roll: <input type="text"/> SY										
A071410		RAL	75' FT	100.00 SY	u	C	<input type="text"/>	SY		<input type="checkbox"/>
A092910		RAL	74' 3" FT	99.00 SY	u	C	<input type="text"/>	SY		<input type="checkbox"/>

2. Enter the order quantity and a Minimum Acceptable Length.

Item Details

Item#: **ARM68281401**
CAMBRAY 18" MATCH 12"
U

Price: **R \$8.19 SY**
C \$9.59 SY

Automatic Inventory Selection

Enter Qty/Size: 100 SY

Sidemark/Comment:

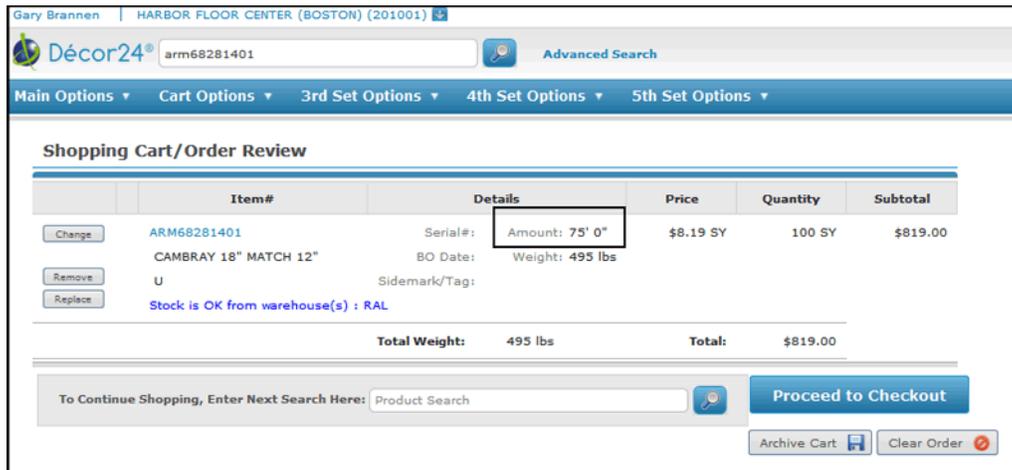
Minimum Acceptable Length: 97 SY

B/O:

Add to Cart

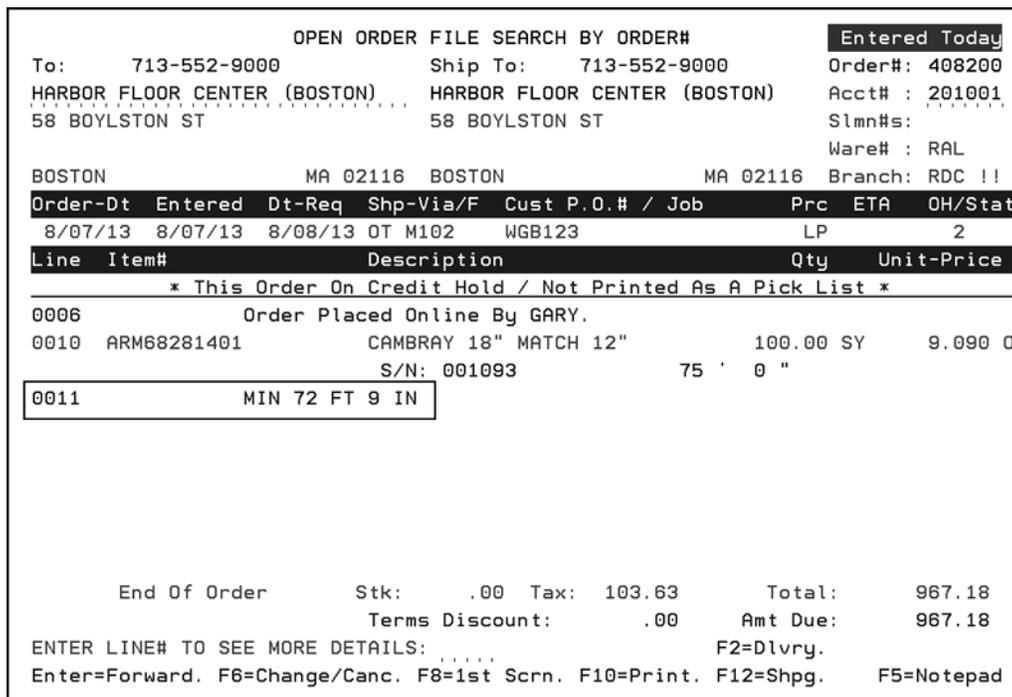
Serial	Shade	Ware	Available FT	Available SY	Status	Cut/Roll	Quantity	UM	Sidemark	B/O
AMARCH10		RAL	1' 6" FT	2.00 SY	u	C	<input type="text"/>	SY		<input type="checkbox"/>

3. Click **Add to Cart**. Decor 24 automatically converts the Minimum Acceptable Length, which is in SY, over to feet and inches.



Note: The unit of measure conversion from SY to feet and inches is activated via the setting **Use Qty/UOM inputs for Minimum Acceptable Length** on screen 8 of either the global settings (D24 1) or the user settings (D24 2).

4. The unit of measure conversion is transferred over to the iSeries (green screen) in the form of a message line which gets printed on a pick list for use by the warehouse.



Inventory Selection

Automatic or Manual

Cartons - To break or not to break?

Not Enough Inventory?

Related Items

Automatic or Manual

Depending on how Decor 24 is configured, you can have the choice of letting the system select the best inventory fit for your order or you can do it manually. The default is for automatic ordering. It's as easy as entering your quantity, selecting the unit of measure and letting the system do all the work.

The automatic inventory selection process uses a "Best Buy Logic" for rolled inventory. For example, Decor 24 looks at your price for rolls and cuts, and if there is a roll that is a bit larger than you need but would cost less than the cut size you need, it will select the roll end at the roll price.

If there is no best buy for the quantity requested, Decor 24 checks for a best cut. If one is found, a single roll is displayed showing the quantity to be cut and the cut price. The pricing is based on cut pricing.

If you want to manually control inventory selection, use the Manual Inventory Selection tab. This can be helpful if you want to select the warehouse the inventory comes out of or use inventory flagged with a particular status code. Any entries in the **Manual Inventory Selection** tab override the **Automatic Inventory Selection**.

If quantity entered matches a roll balance, **(C)**ut is changed to **(R)**oll and a minimum length prompt appears.

Cartons - To break or not to break?

Most dealers prefer to receive ceramics in full cartons in order to minimize the chances of damage, and to have a little extra on hand. Decor 24 can be configured to use full cartons, but it can open cartons if necessary. As such, the defaults have been set to round quantities, if ordering in square feet, to the nearest full carton. When ordering in Decor 24, if you wish to order in exact square feet, please place your order and include a comment as a sidemark with the exact quantity. The figure below shows an example of the messages that relate to the "full carton" policy.

<input type="button" value="Change"/>	TARBS1543	Serial#:	Amount: 1.00 CT	\$3.87	50.4 SF	\$195.05
	BONDWD CANTERBURY PARQ UNFIN	BO Date: 02/22/22	Weight: 65 lbs			
<input type="button" value="Remove"/>	5/16X13 5/16X 13 5/16 (W/O)	Sidemark/Tag:				
<input type="button" value="Replace"/>	* NOTE * - The quantity you requested was changed from 35 to 50.4 SF, because this product is only sold in full CT. * NOTE * - Please note that in special circumstances we will open cartons on request. If you feel that ordering in full cartons is a problem for you on this order, please contact our customer service staff to adjust your order.					

Not Enough Inventory?

In those cases where your order exceeds the amount of inventory available, you can do one of two things.

- You can back order the item at checkout or you can do it from the shopping cart review screen by clicking **Replace**.

The Item Information tab appears. From here, just click the **B/O** box and the item will go into back order status.

- You can change the quantity ordered by clicking **Change**.

Related Items

If you are ordering an item that is part of kit, you can also order all the related items with a couple of simple clicks.

- On the Item Description tab click, **Related Items**.

The screenshot displays the 'Item Details' section of a web application. At the top, there are navigation tabs: 'Main Options', 'Cart Options', 'Other Options', '4th Set Options', and 'Links'. The main content area is titled 'Item Details' and contains a placeholder for an image (labeled 'No Image Available'), the item number 'AOT01 44', the description 'BRT LEMON ICE 4 1/4', and the price '\$4.99 SF'. Below this, there are three tabs: 'Automatic Inventory Selection' (selected), 'Manual Inventory Selection', and 'Product Knowledge'. Under the 'Automatic Inventory Selection' tab, there are three input fields: 'Enter Qty/Size:' with a dropdown menu set to 'SF', 'Sidemark/Comment:', and a 'B/O:' checkbox. At the bottom of the form, there are two buttons: 'Related Items' (which is highlighted with a red box) and 'Add to Cart'.

- The next screen to appear shows all the items included in the kit. The items that have a quantity box are mandatory purchases if you buy the item. The other items are optional.
- If you change the Initial Quantity of the ordered item, the order amounts for the related items update accordingly.

Decor 24 Dashboard

A dashboard has been added to D24 that allows you to quickly check: Processed Orders, Unprocessed Orders, Scheduled Deliveries, Recently Viewed Items, and Open Invoices

Set-up

Adding the Dashboard Link to Decor 24

Presentation Settings

Making the Dashboard appear upon login

Adding the Dashboard Link to Decor 24

1. Decide where you want the Dashboard link to appear. If you want it to appear with the top-level options (as shown above) use option D24 12 on the Decor 24 menu. Using option D24 13 moves the link down one level and so on.

```
3/08/11          DANCIK INTERNATIONAL, LTD.          GBRANNEN
08:00:33          Decor 24 Setup Menu                  SAL
                                                         R2011

Opt Description          Opt Description
Set-Up Options          Other Options
 1 Global Settings      20 Account to Mfgr Association (I/O)
 2 User Settings        21 Warehouse Matrix
 3 Presentation Settings 22 Order Status
 4 Company/Branch Settings 23 End-User Category Matrix
                        24 Create "Submit Request" URLs
Dynamic Content Options 25 Work with Images (Item Xref File)
10 Promotions           26 Work with Web Application URLs
11 Help                 27 Item Include/Omit Entry
12 Additional Main Options 28 I/O for End User Category
13 Additional Cart Options 29 Promo Include/Omit Entry
14 Third-Set Options
15 Fourth-Set Options
16 Fifth-Set Options

** UNIVERSAL OPTIONS **
993 Display System Messages

More...

Enter Desired Menu / Option# ====> D24 ____
```

2. Once the location of the dashboard has been selected, press **F1** to create and define dashboard specific settings. Ensure the **Omit D24 form Parameters** field is set to "**N**". This stops D24 from adding additional information to the web address and allows access to the information.

```

3/08/11                               Decor 24                               DE3015MA
8:26:21                               Dynamic Content File Maintenance         YY
-----
Category.....: Other Main Options         Create

Key#.....: DASHBRD
Active Status.....: Y (Y/N)
Internal Description....: Dashboard
                               This description will only be used internally

Description for Web.....: Press F9 to access more lines for Description.
My Dashboard
-----
How Will Content Load...: U  "T" = Promo will display by provided Text/HTML
                               "U" = Promo will display by provided URL

Open in New Window.....: N (Y/N)
Omit D24 form Parameters: N (Y/N)

```

3. Press **F10** and add the URL link **../de6200h.html/main**

Presentation Settings

Screen 4 allows you to change the Order Status Titles from the defaults (Processed and Unprocessed).

```

3/08/11                               Decor 24                               DE3012MA
9:05:20                               Presentation Settings File Maintenance   YY
-----
Presentation Code .....: 01                               Change
                                                                Screen 4

ADVANCED SEARCH - TEXT HEADINGS
Default Row 1 Text : "Manufacturer" .....:
Default Row 2 Text : "Item#" .....:
Default Row 3 Text : "Item Name" .....:
Default Row 4 Text : "Color" .....:
Default Row 5 Text : "Pattern" .....:

SPECIALS SEARCH - TEXT HEADINGS
Default Row 1 Text : "Category" .....:
Default Row 2 Text : "Manufacturer" .....:
Default Row 3 Text : "Search Value(s)" .....:
Default Row 4 Text : "Price Range" .....:
Default Row 5 Text : "Quantity Range" .....:

ORDER STATUS TITLES
Default Title : "Unprocessed Orders" .....:
Default Title : "Processed Orders" .....:

F6=Return  F7=Exit  F10=Screen 3  F11=Screen 5

```

Making the Dashboard appear upon login

Within Presentation Settings, you can also make the Dashboard appear upon login by defining the initial URL after login to ../de6200h.html/main.

3/08/11	Decor 24	DE3012MA
9:05:20	Presentation Settings File Maintenance	YY
Presentation Code	01	Change
Description	TEST PRESENTATION	Screen 1
Software Title	
Main Logo URL	
Initial URL after Login:	
	../de6200h.html/main	
"HOME" Link URL	
"HELP" Link URL	
Order Confirmation LOGO:	

The Decor 24 Dashboard

A dashboard allows you to quickly check the following:

- Processed Orders - this includes both open and invoiced orders. A running list of the last 250 orders is displayed.
- Unprocessed Orders - these are reference numbers not yet processed into orders (e.g. quotes and unconfirmed orders). A running list of 250 orders is displayed.
- Scheduled Deliveries - these are orders that have ship via codes other than will call "WC". A running list of the last 250 orders is displayed.

Note: Ship Via Codes are established and maintained within the Classifications Codes File. The field that controls whether or not an order appears in the Scheduled Deliveries box is "Does This Ship Via Code Represent a Pick Up or Will Call?"

- Recently Viewed Items - these are items where the item information window has been accessed. A rolling list of the last 50 items viewed is displayed.
- Open Invoices - these are open AR invoices where the balance is not equal to zero.

Click an entry to access more information.

- Clicking on the reference number in the Processed, Unprocessed or Scheduled deliveries boxes displays the order.
- Clicking an item in the Recently Viewed Items box display the Item Information screen.
- Clicking an invoice under Open Invoices displays the invoice details.

Link to Check Open Invoices

Set-up

Adding the Open Invoices Link to Decor 24

1. Decide where you want the Open Invoices link to appear. If you want it to appear with the top-level options use option D24 12 on the Decor 24 menu. Using option D24 13 moves the link down one level and so on.

3/08/11 08:00:33	DANCIK INTERNATIONAL, LTD. Decor 24 Setup Menu	GBRANNEN SAL R2011
<u>Opt Description</u>	<u>Opt Description</u>	
Set-Up Options	Other Options	
1 Global Settings	20 Account to Mfgr Association (I/O)	
2 User Settings	21 Warehouse Matrix	
3 Presentation Settings	22 Order Status	
4 Company/Branch Settings	23 End-User Category Matrix	
	24 Create "Submit Request" URLs	
Dynamic Content Options	25 Work with Images (Item Xref File)	
10 Promotions	26 Work with Web Application URLs	
11 Help	27 Item Include/Omit Entry	
12 Additional Main Options	28 I/O for End User Category	
13 Additional Cart Options	29 Promo Include/Omit Entry	
14 Third-Set Options		
15 Fourth-Set Options		
16 Fifth-Set Options		
	** UNIVERSAL OPTIONS **	
	993 Display System Messages	
		More...
Enter Desired Menu / Option# ==>> <u>D24</u> ____		

Once the location of the dashboard has been selected, press **F1** to create and define dashboard specific settings. Ensure the **Omit D24 form Parameters** field is set to "N". This stops D24 from adding additional information to the web address and allows access to the information.

8/11/11	Decor 24	DE3015MA
15:23:18	Dynamic Content File Maintenance	XQ
Category.....	Other Main Options	Change
Key#.....	INVOICE	
Active Status.....	Y (Y/N)	
Internal Description....	Open Invoices Page	
	This description will only be used internally	
Description for Web.....	Press F9 to access more lines for Description.	
	Open Invoices-Global	
How Will Content Load...:	U "T" = Promo will display by provided Text/HTML	
	"U" = Promo will display by provided URL	
Open in New Window.....	Y (Y/N)	
Omit D24 form Parameters:	N (Y/N)	

Press **F10** and add enter `../de6210h.html/main` as the access URL.

3/08/11	Decor 24	DE3012MA
9:05:20	Presentation Settings File Maintenance	YY
Presentation Code	01	Change
Description	TEST PRESENTATION	Screen 1
Software Title	
Main Logo URL	
Initial URL after Login:	
	<code>../de6210h.html/main</code>	
"HOME" Link URL	
"HELP" Link URL	
Order Confirmation LOGO:	

Presentation Settings

Within Presentation Settings, you can also make the Open Invoices appear upon login by defining the initial URL after login to `../de6210.html/main`.

3/08/11	Decor 24	DE3012MA
9:05:20	Presentation Settings File Maintenance	YY
Presentation Code	01	Change
Description	TEST PRESENTATION	Screen 1
Software Title	
Main Logo URL	
Initial URL after Login:	
..../de6210h.html/main	
"HOME" Link URL	
"HELP" Link URL	
Order Confirmation LOGO:	

Price Lists

A Price List link within Decor 24 allows your customers to request pricing information. This information can be requested for all your products or it can be customized down to a particular manufacturer or style.

Set-up

Requesting a Price List

Set-up

The following iSeries screens affect the options and items displayed when requesting an Item Catalog:

- *Global Settings (D24 1) - Screen 5*- This screen presents several options pertaining to generating price lists and the data that is displayed. The setting **Run Price List as a Hybrid** directs the system to generate a hybrid price list. A Hybrid price list contains the same information as a summary price list, but it includes item pricing that is different than the summary price.

	A	B	C	D	E	F
1	Price List - Hybrid Summary					
2						
3	Manufacturer	Price Class	Price Class Description	Item #	Item Description 1	Price 1
4	SAI	SAI017	SAICIS ROYAL 3X3 SBNOC BEAK			4
5	SAI	SAI010	SAICIS RUSTICS SERIES 25X25			3.39
6	SAI	SAI005	SAICIS STATE SERIES			3.3
7	SAI	SAI005	SAICIS STATE SERIES	SAI50200-0	COPY OF STATE WHITE 8X8	3.75
8	SAI	SAI013	SAICIS TAS. VTO SERIES DECO			6.89
9	SAI	SAI022	SAICIS THEME SBN			2.09
10	SAI	SAI002	SAICIS THEME SERIES			37
11	SAI	SAI002	SAICIS THEME SERIES	SAI10900-0	COPY OF TASTIERA ALMOND 6X8	37.85
12						
13						

- *Presentation Settings (D24 3) - Screen 14* - The options on this screen allow you to change the text on the Request Price List window.
- *Presentation Settings (D24 3) - Screen 15* - Anytime a Price List is requested, regardless of the format (e.g., spreadsheet, posted to web, PDF), an email is generated and sent to the distributor.

The options on this screen allow you to change the subject text of the email and add body text (the default is no body text).

An example email is shown below.

```
Submitted by      : Demo User
- Account#       : 212345 (STEVE'S CUSTOM FLOORS)

Submitted From E-Mail : demo@dancik.com

Subject          : Request New Item Pricing

Request         : Please send us the price sheets for the new items.
Thanks
```

- *Presentation Settings (D24 3) - Screen 16* - These settings allow you to customize the format of the Price List PDF. If these settings are not changed, the Dancik default PDF format is used.

Price List Summary

```
Account          : 212345 - STEVE'S CUSTEM FLOORS
Company Number   : 2 - DANCIK INTERNATIONAL, LTD.
Effective Date   : 20090212
```

Price Class	Price Class Description	EUC	EUC Description	Mfgr	Mfgr Description	Price 1	Price 2	UOM
ABRDS6	DSV DESIGNER SHEET VINYL 6FT	VS	VINYL SHEET GOODS	ABR		6.990	7.990	SY
ARMABS	AMBITIONS SOLARIAN	VS	VINYL SHEET GOODS	ARM	ARMSTRONG WORLD INDUSTRIES	.033	.000	SF
ARMACD	IMPERIAL ACCOTONE DROPS	VS	VINYL SHEET GOODS	ARM	ARMSTRONG WORLD INDUSTRIES	1.490	1.490	SY
ARMAC1	IMPERIAL ACCOTONE 401 REG	VS	VINYL SHEET GOODS	ARM	ARMSTRONG WORLD INDUSTRIES	1.490	1.490	SY
ARMAMB	AMBITIONS SOLARIAN TILE	VS	VINYL SHEET GOODS	ARM	ARMSTRONG WORLD INDUSTRIES	.050	.000	SF
ARMAMP	ARMSTRONG 1993 MARKETING PROG	VS	VINYL SHEET GOODS	ARM	ARMSTRONG WORLD INDUSTRIES	1.490	.000	EA

- *Presentation Settings (D24 3) - Screen 17* - Includes settings that deal with the “Post to Web” option. Unless another IFS path is entered into these fields the Dancik default format is used.

Note: The Post to Web default is installed into your IFS when Decor 24 is updated. If this file becomes damaged or corrupted, this functionality will not work properly.

- *Item Include/Omit Entry (D24 27)* - This option provides the ability to customize price lists by “hiding” items that you do not want your customers to see, such as samples, promotional materials, and raw materials.

Requesting a Price List

The Price List link, located under the 3rd set options heading, allows your customers to request pricing information by Category, Manufacturer, or Price Class in a variety of formats. This information can be requested for all your products or it can be customized down to a particular category.

1. When it is clicked, the following window appears.

Gary Brannen | HARBOR FLOOR CENTER (RALEIGH) (201000)

Decor24® Product Search Advanced Search

Main Options ▾ Cart Options ▾ 3rd Set Options ▾ 4th Set Options ▾ 5th Set Options ▾

Request Price List

Effective Date: 12/02/13

Report Type: Summary (by Product Line) Detail (by Item #)

Document Type: XLS

Email To: gary@dancik.com
(separate addresses with commas) [More](#)

Selection Criteria

Select List By: Test Test

Available	Selected
ABSOLUTE ACCESSORIES	
ACCESSORIES 5	
AHILL END USER CATEGORY - D24	
CARPET RESIDENTIAL	
CERAMIC TILE CLOSE-OUTS	
DDFFFFFF	
DDFFFFFF	
MARBLE	

[clear]

Submit Request

2. Select the **Effective Date** of the Price List. The date is defaulted to today's date.
3. The address in the **Email Address** box is where the price list is sent. All of the format options (Excel spreadsheet, XML, Post to Web, etc.) generate an email that includes the price list.

Note: The Email Address field automatically contains the e-mail address entered using the Info link in the top right-hand corner. Up to ten unique email addresses can be entered. The emails displayed when More is clicked come from the Phone Number File. They are records flagged as "I" - Internet/Email Address. The text "separate addresses with commas" under the Email Address box can be changed via screen 9 of the Presentation Settings.

The information sort is a little different between a PDF price list and one run for Excel.

- The PDF price list is sorted by the category it is run for (i.e., when ran for Manufacturer it is sorted by MFGR).
- The Excel format can contain more information and therefore uses different sorting options:
 - MFGR - sorts by manufacturer description, price class description, then item description.
 - Price Class - sorts by price class description then item description.

— Category - sorts by end user description, manufacturer description, price class description, then item description.

4. Choose to run the price list in a **Summary** or **Detail** view. The summary view categories prices by Product Line and the Detail view takes it down a level to the individual items.
5. In the **Select List By** box, click one of the three selection parameters (**Categories**, **Manufacturer**, **Price Class**).
6. The options in the **Selection Criteria** box, change depending on your selection criteria. To include a category in the price list, click its box to move it over to the **Selected** area.
7. Click **Submit**. An example of the default “Post to Web” price list is shown below.

Price List					
Account 212345 - STEVE'S CUSTEM FLOORS					
Effective Date: 02/25/09					
Price Class	End User Category	Manufacturer	Price 1	Price 2	UOM
ABCARM - ARMSTRONG TEST	AC - ACCESSORIES	ABC - ABC FLOORING	20.720	21.970	SY
ABCGES - TEST		ABC - ABC FLOORING	2.000	2.000	SY
ABCGIA - TESTING		ABC - ABC FLOORING	14.930	.000	EA
ABCHHH - TESTING		ABC - ABC FLOORING	82.200	.000	CT
ABCIDS - TESTING IDS		ABC - ABC FLOORING	.000	.000	EA
ABCISC - TESTING INTERSTATE		ABC - ABC FLOORING	2.860	.000	SF
ABCKIT - KIT TEST		ABC - ABC FLOORING	12.500	.000	EA
ABCK11 - TEST KIT #2		ABC - ABC FLOORING	470.400	.000	CT
ABCLLL - TESTING		ABC - ABC FLOORING	12.500	12.500	SY
ABCRLA - ABC SPECIALS	CR - RESIDENTIAL CARPET	ABC - ABC FLOORING	10.790	11.990	LF
ABCRLB - ABC TAOS	CT - CERAMIC TILE	ABC - ABC FLOORING	8.660	8.660	SF
ABCRLC - TES		ABC - ABC FLOORING	1.440	1.440	SF
ABCROL - TEST		ABC - ABC FLOORING	12.000	.000	SY
ABCTES - TESTING	01 -	ABC - ABC FLOORING	124.000	.000	CT
ABCTOL - TEST TOLI		ABC - ABC FLOORING	3.819	.000	EA
ABCTTT - TESTING TOLI		ABC - ABC FLOORING	3.810	.000	SF
ABCWCT - TESTINT WCT		ABC - ABC FLOORING	16.470	18.930	SY
ARM111 - ANYTHING GOES		ABC - ABC FLOORING	5.000	.000	SY

Price list can also be customized as shown below.



DANCIK INTERNATIONAL
WWW.DANCIK.COM
1-919-379-3800

STEVE'S CUSTEM FLOORS (212345)
Effective Date 08-01-09

Price Class	End User Category	Manufacturer	Price 1	Price 2	UOM
ABCRLB - ABC TAOS	CT - CERAMIC TILE	ABC - ABC MANUFACTURING	8.660	8.660	SF
AOTB0A - B&M 4 1/4 WALL	CT - CERAMIC TILE	AOT - AMERICAN OLEAN TILE	4.990	.000	SF
AOTB3Y - B&M ACR/ACL/SCR/SCL/AB 3461	CT - CERAMIC TILE	AOT - AMERICAN OLEAN TILE	9.600	.000	SF
AOTB2Y - B&M ABR/ABL 3602	CT - CERAMIC TILE	AOT - AMERICAN OLEAN TILE	6.800	.000	SF
AOTB5J - B&M ACR/ACL/ABR/ABL 3610	CT - CERAMIC TILE	AOT - AMERICAN OLEAN TILE	5.600	.000	SF
AOTB3V - B&M ACR/ACL/SCR/SCL/AB 3641	CT - CERAMIC TILE	AOT - AMERICAN OLEAN TILE	9.000	.000	SF
AOTB2D - B&M ABR/ABL 4200	CT - CERAMIC TILE	AOT - AMERICAN OLEAN TILE	6.460	.000	SF
AOTB2H - B&M ABR/ABL 4402	CT - CERAMIC TILE	AOT - AMERICAN OLEAN TILE	11.200	.000	SF
AOTB2V - B&M ABR/ABL 4460	CT - CERAMIC TILE	AOT - AMERICAN OLEAN TILE	9.520	.000	SF
AOTB2N - B&M ABR/ABL 4640	CT - CERAMIC TILE	AOT - AMERICAN OLEAN TILE	9.520	.000	SF
AOTB3C - B&M AB/AC 107	CT - CERAMIC TILE	AOT - AMERICAN OLEAN TILE	4.500	.000	SF

Item Catalogs

If you have Dancik's Channel Management Solutions (CMS), you can use the Item Catalog link under the 3rd set options to send out item catalogs.

Set-up

WEB 100 - Work with Web Application URLs

You will be working with the options circled in the figure shown below.

12/02/13	Dancik Web Application Descriptions
9:30:03	
<hr/>	
Opt	Dancik Web Applications
<input type="checkbox"/>	Alert Management System
<input type="checkbox"/>	Billto File Mass Update
<input type="checkbox"/>	Decor 24
<input type="checkbox"/>	Your systems URL
<input type="checkbox"/>	Link for Web Apps to access IBDC for Items
<input type="checkbox"/>	Image Builder Design Center
<input type="checkbox"/>	Installation Scheduler
<input type="checkbox"/>	IWMS Web Page
<input type="checkbox"/>	Root Net.Data Access URL
<input type="checkbox"/>	Reports on the Web - ODS
<input type="checkbox"/>	Sample Tracker

Make the following entries to ensure your customers can request item catalogs in Decor 24.

Your systems URL

- Under Dancik Web Applications select **Your systems URL**

- Replace **yourDomainName** with your IP address.

12/02/13 9:30:03	Dancik Web Application Descriptions	WB3000R AA
Modify URL for Dancik Web Application		
Web Application : Your systems URL		
URL : <u>http://yourDomainName.com</u>		
F6=Return F7=Exit		

Root Net.Data Access URL

- Select Root Net.Data Access URL from the list of Dancik Web Applications
- Enter your external web address in the place of your-domain.com. This ensures your external customers can request Item Catalogs via Decor 24.

12/02/13 9:30:03	Dancik Web Application Descriptions	WB3000R AA
Modify URL for Dancik Web Application		
Web Application : Root Net.Data Access URL		
URL : <u>http://your-Domain.com/netdata/</u>		
F6=Return F7=Exit		

Requesting an Item Catalog

1. Enter an Account Number and an Effective Date.

Note: Effective dates do not consider information in the Future Price File (FIL 28). However, future promotional pricing is included.

- Click one of the three selection parameters (**Product Line**, **Manufacturer**, **Category**). These options can only be used individually.
- In the example shown below, manufacturers are selected. Note that when selected they are moved into the **Selected** column.

Parameters		Selection Criteria	
Acct#: 201000	Effective Date: 10/28/2011	<input type="radio"/> Product Line	<input checked="" type="radio"/> Manufacturer
Distribution Options		<input type="radio"/> Category	
Catalog Type: <input checked="" type="radio"/> Complete Catalog		Selected Clear All	
<input type="radio"/> Price Changes Only		ID	Description
Delivery Type: <input checked="" type="radio"/> CSV/Email		<input checked="" type="checkbox"/> SAI	SAICIS S.P.A., CERAMICHE
Email Address: gay@dancik.com		<input checked="" type="checkbox"/> REX	REX CERAMICS
Scheduler			
Weekly: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu			
<input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
Monthly: <input type="checkbox"/>			
Time: 00:00	<input type="button" value="Submit"/>		

- If this partner already has a catalog and you just want to send out new pricing, select **Price Changes Only**. The delivery type **CSV/Email** has to be used and an E-mail Address must be entered.

Note: The FTP delivery option is not available when ordering Item Catalogs through Decor 24.

- The email is sent with a return email address that is configured within ODS. To change this address, follow these steps:
 - Enter the command ODSAUTHODS so you can update ODS files.
 - On the ODS menu, select option 1 - Authorization Maintenance. This option lets you know if you are authorized to update ODS files.
 - Return to the ODS menu and select option 2 - Initial Distribution Options.
 - Press F9 and change the email address on the Work w/ E-Mail Defaults screen that appears.
- If you are extracting pricing changes, you can use the **Scheduler** to select a day, month, or time for CMS to automatically extract the changes. Monthly updates are sent at the beginning of the month.

