

toolbox

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# USER MANUAL

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*Version 1.5*

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# COPYRIGHT

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# INSTALLATION

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*This section will guide you through the process to get Toolbox up and running ...*

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## System Requirements

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- Microsoft Windows based computer
- Windows XP service pack 2 or Higher
- Windows VISTA service pack 2
- Windows 7
- 64 bit versions of Windows on request
- 250MB of available disk space

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## Register

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To obtain a copy of the Amrod Toolbox you will need to register with Amrod and request a Website username and password. Please contact you account manager for more information on how to obtain a Website username and password.

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## Download

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Amrod Toolbox is available as a free download to all registered Amrod clients. Please Note that the download exceeds 220MB and an ADSL line or 3G connection is recommended.

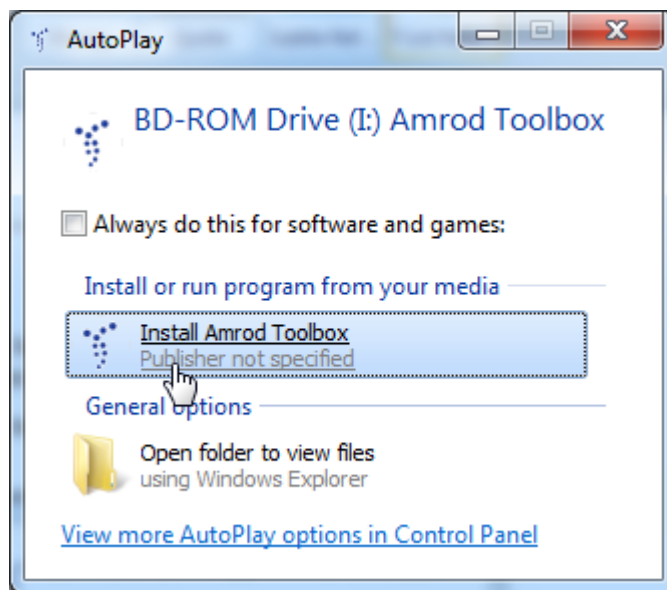
# Install

---

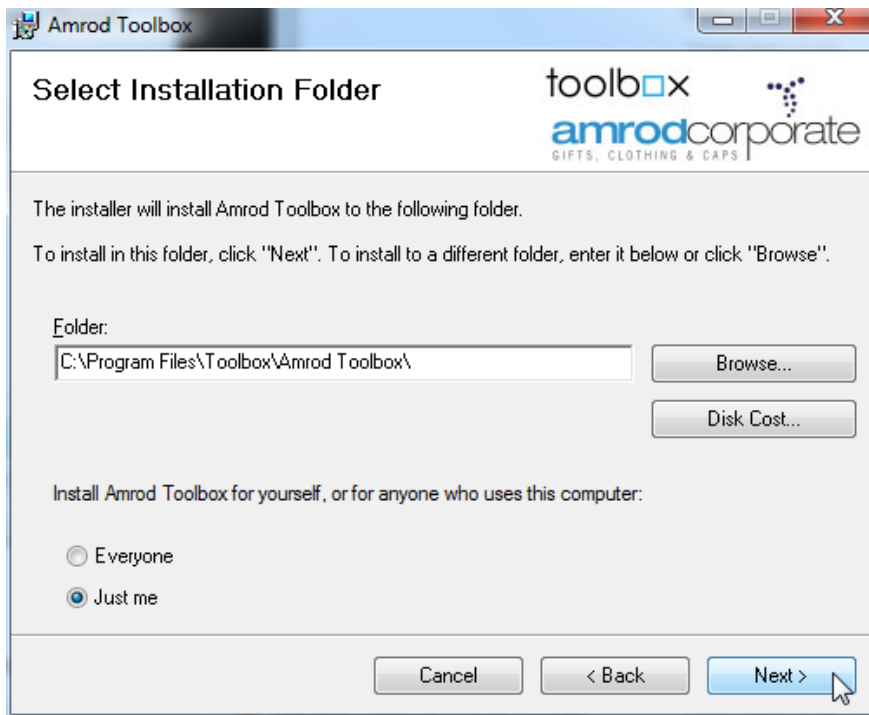
## Overview

Installing Amrod Toolbox will give you fast access to the Amrod catalogue right on your computer. To install Amrod Toolbox follow these steps.

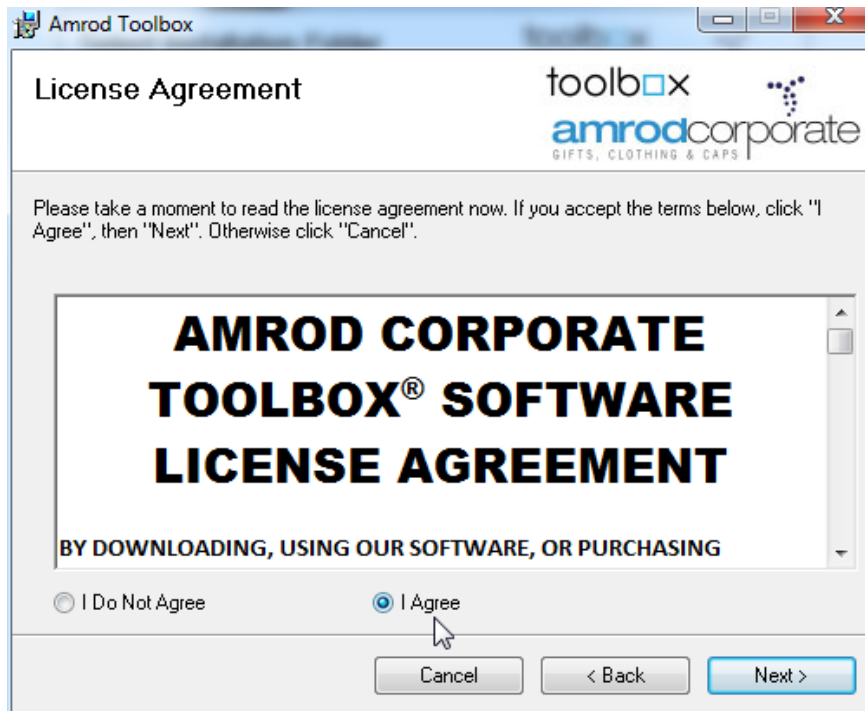
- Insert the Amrod Toolbox CD into your CD-ROM drive.



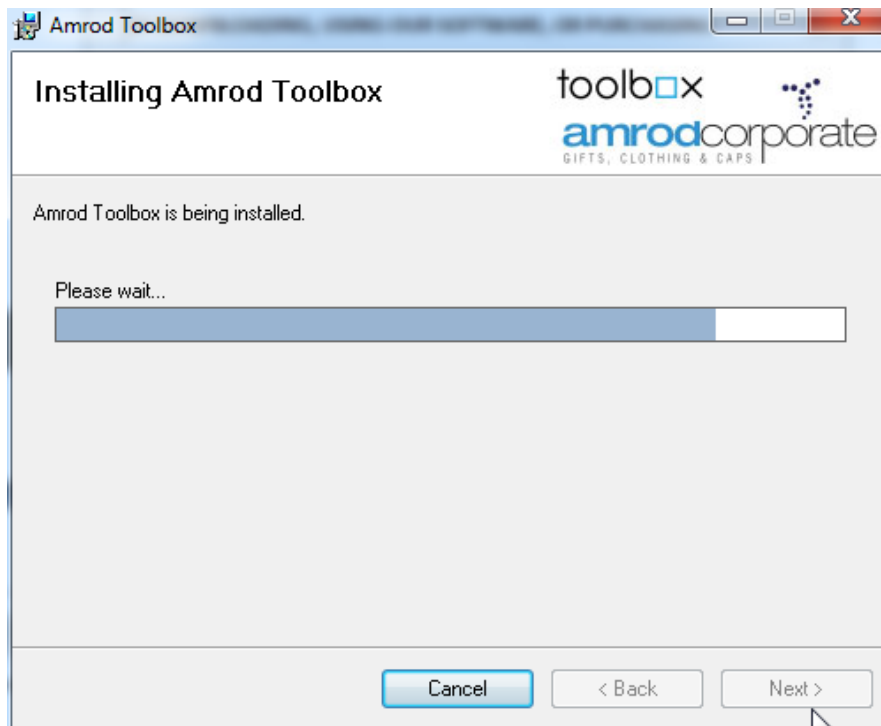
- The Installer should start automatically. If not, double click on the “My Computer” icon on your desktop. Open the CD-ROM drive labelled “Amrod Toolbox”. Double click the setup icon to start the installation manually



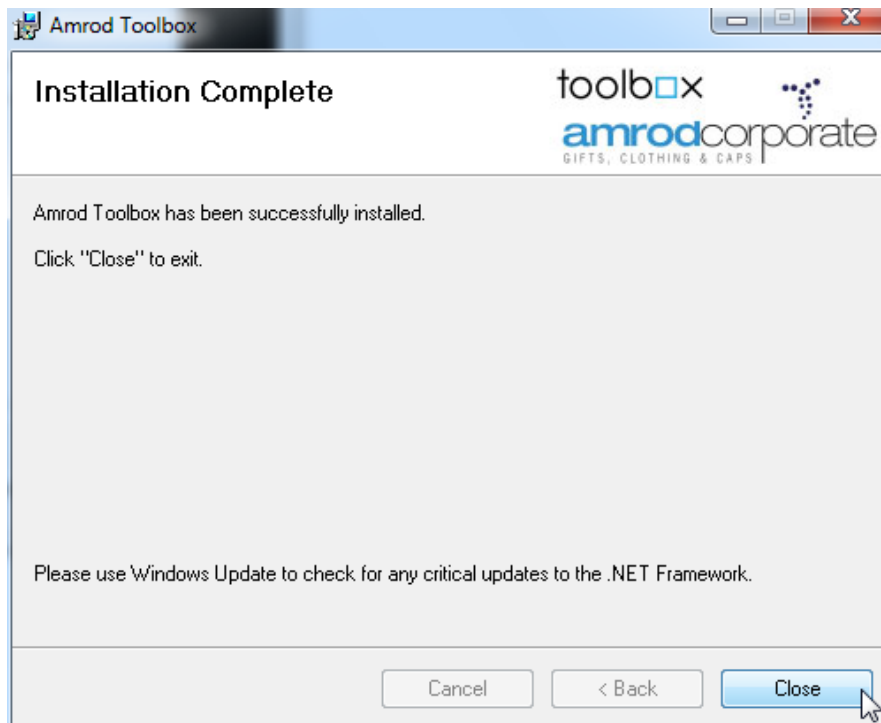
- ❑ From the Welcome screen click next to continue with the installation
- ❑ Choose your installation folder (the default location is recommended) and click next to continue with the installation.
- ❑ Confirm the installation and click next to continue with the installation



- Read the license agreement carefully. Select "I Agree" to indicate that you agree with the terms of use of the Amrod Toolbox and click next to continue with the installation.



- Amrod Toolbox is now installing



- Installation of Amrod Toolbox is now complete. Click close to exit the installer. An icon to start the Amrod Toolbox has been created on your desktop.

# Activate

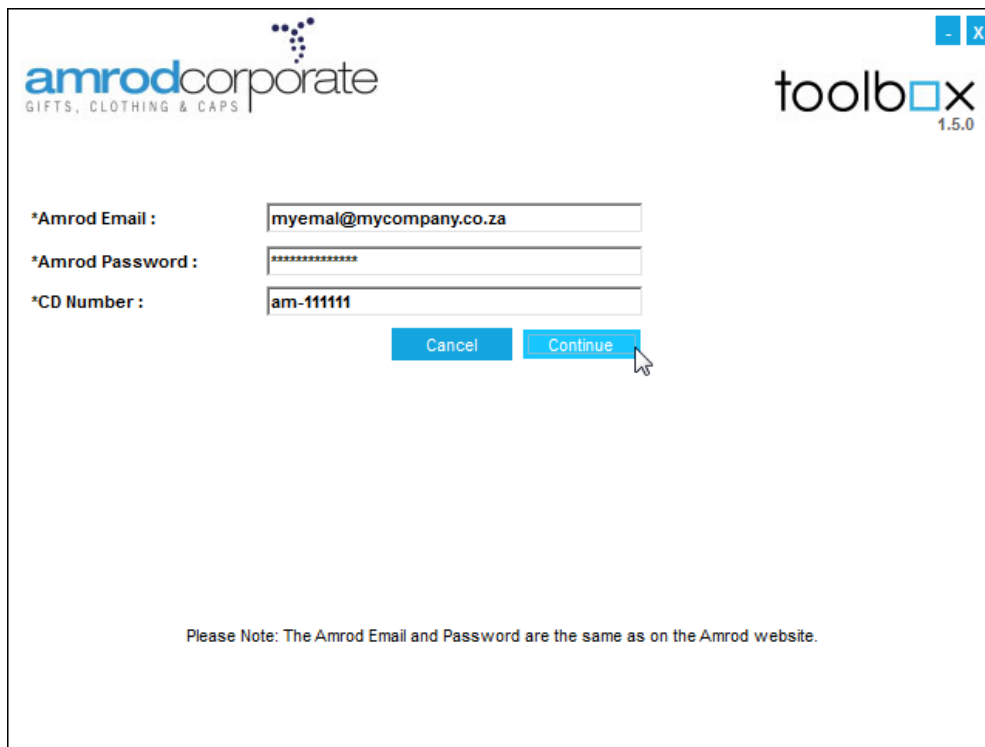
---

## Overview

Activating your copy of Amrod Toolbox, enables Amrod to verify your account with Amrod and also to determine correct pricing to display. Activating your Toolbox requires an active internet connection. To activate your newly installed copy of Amrod Toolbox, open Amrod Toolbox by double clicking the desktop icon.



- On first start of Amrod Toolbox you will be prompted to activate your copy of Amrod Toolbox. Click the blue “Activate” button to continue



amrodcorporate  
GIFTS, CLOTHING & CAPS

toolbox  
1.5.0

\*Amrod Email : myemal@mycompany.co.za

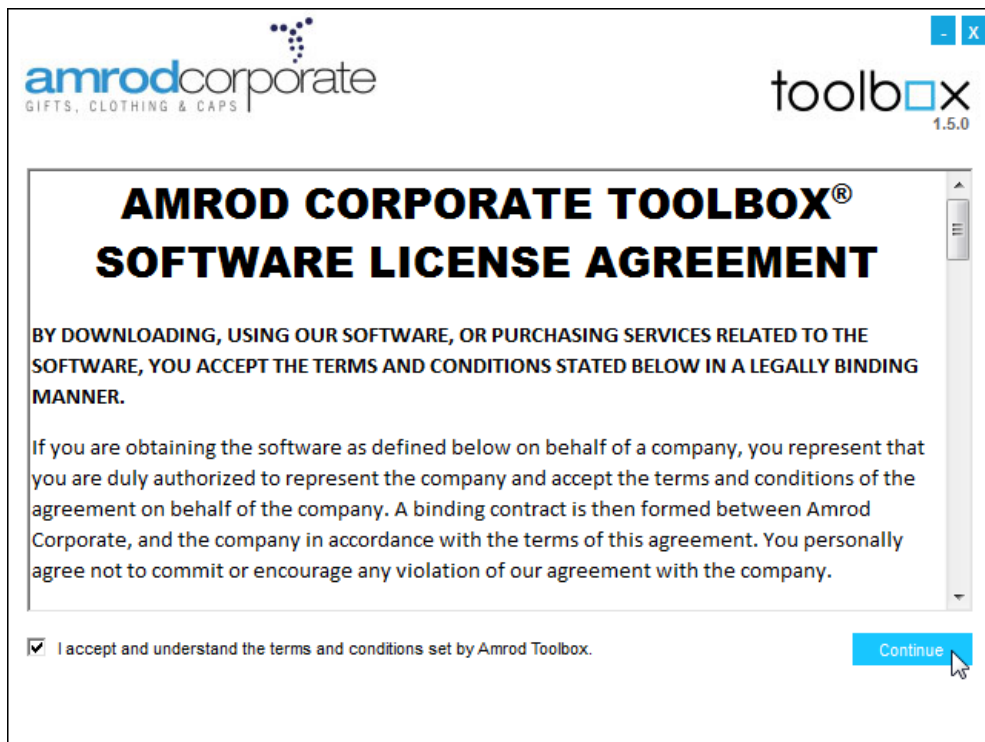
\*Amrod Password : \*\*\*\*\*

\*CD Number : am-11111

Cancel Continue

Please Note: The Amrod Email and Password are the same as on the Amrod website.

- Provide your amrod.co.za username and password as well as the CD key and click Continue. The CD key can be found on the outside cover of the Amrod Toolbox CD case or on the CD itself.



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I accept and understand the terms and conditions set by Amrod Toolbox.

Continue

- Read through the Software License Agreement and tick the “I accept ...” checkbox to the bottom left to confirm that you have read and understand the Terms and Conditions set by Amrod Toolbox.
- Activation is now complete and Amrod Toolbox will now copy the Amrod catalogue onto your computer and configure the defaults settings and your pricing. Your Amrod Toolbox will be ready to use in a few minutes.

# GETTING STARTED

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## Launching Toolbox

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During the installation process an Amrod Toolbox icon was placed on your desktop for convenient fast access to your Amrod Toolbox

## Downloading Updates

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To ensure that you have the latest prices and product information, we release the occasional update. Updates addresses changes made to the catalogue (images, branding layouts pricing etc), adds new functionality, improves existing features and fixes the occasional bug. Be sure to check for updates regularly to ensure you're always up to date.

Amrod Toolbox will check for updates on every start when an active internet connection is present. When an update is found, a blue "Update" button will be shown to the bottom left of the home screen. Click the blue "Update" button to start downloading the update.



# Toolbox Mode vs. Presentation Mode

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## Overview

Amrod Toolbox has the ability to switch the “look and feel” and pricing (mode) of the catalogue to ones that you have setup yourself.

## Presentation Mode

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When using Amrod Toolbox in presentation mode, all Amrod branding is removed, pricing switches from your Amrod price list to a price list you have defined (more on defining you own price lists later). Presentation mode also removes all the administration menus from the navigation to give you a more clean look for presenting the catalogue to clients.




To enter presentation mode, click the green “Presentation Mode” button on the Amrod Toolbox home screen.


**Product Categories**


- [-] Clothing
- [-] Gifts
  - [-] Bags
    - Backpack
    - Beach Item
    - Conference Bag
    - Drawstring Bag**
    - Laptop Bag
    - Shopper
    - Shoulder Bag
    - Sports Bag
    - Toiletry Bag
    - Travel Bag
  - Branding Explanations
  - Caps
  - Caps, Scarves & Blankets
  - Coolers, Picnic & Outdoor
  - Drinkware
  - Executive Gifts
  - Folders
  - Golf
  - Housewares

**Drawstring Bag**





**Symphony Drawstring Bag**  
BAG-3509  
**R5.99**





**Northstar Drawstring Bag**  
BAG-612  
**R7.99**





**Rainbow Nation Drawstring Bag**  
BAG-3513  
**R10.79**

When in presentation mode the Amrod Logo will be removed, the menu is cleaned up of all admin navigation items and the price displayed is from the presentation price list selected in the settings.


## Toolbox Mode

Toolbox mode is your view into the Amrod catalogue. Use toolbox mode to administer and configure your Amrod Toolbox.



Product Categories

- [-] Clothing
- [-] Gifts
  - [-] Bags
    - Backpack
    - Beach Item
    - Conference Bag
    - Drawstring Bag**
    - Laptop Bag
    - Shopper
    - Shoulder Bag
    - Sports Bag
    - Toiletry Bag
    - Travel Bag
  - Branding Explanations
  - Caps
  - Caps, Scarves & Blankets
  - Coolers, Picnic & Outdoor
  - Drinkware
  - Executive Gifts
  - Folders
  - Golf
  - Housewares
  - Keyholders


Drawstring Bag



**Symphony Drawstring Bag**  
BAG-3509  
**R5.99 excl VAT**



**Northstar Drawstring Bag**  
BAG-612  
**R7.99 excl VAT**

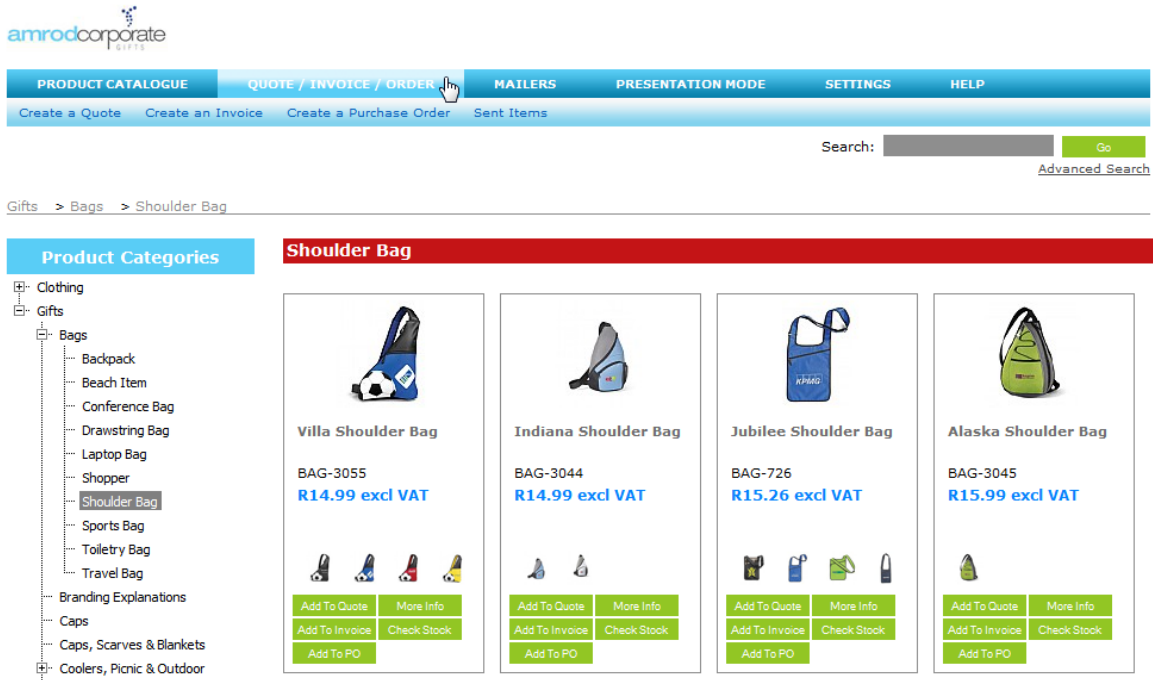


**Rainbow Nation Drawstring Bag**  
BAG-3513  
**R10.79 excl VAT**



# Navigating Toolbox

Every page on Amrod Toolbox features the main navigation bar (the blue menu) at the top. The top dark blue bar represents main menu categories and by moving your mouse over these main menu categories will reveal the sub menu's, where most of the functionality is accessible from.



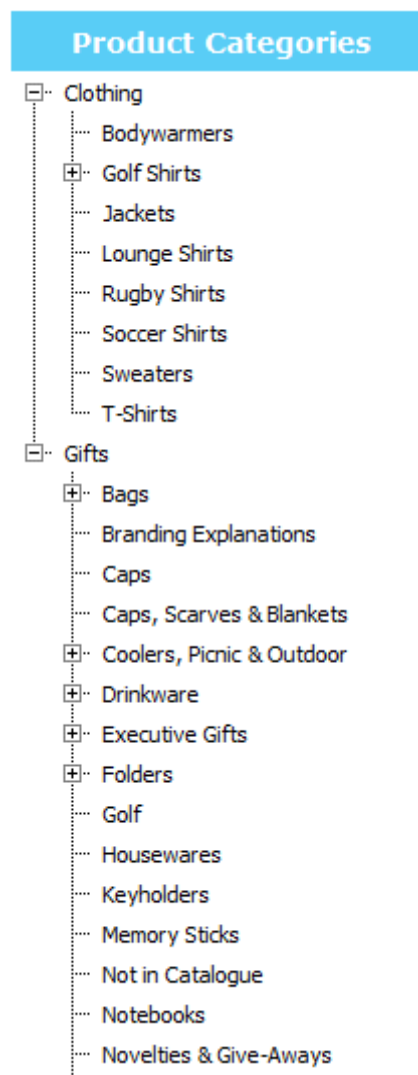
On the left of the catalogue pages is the category tree. The category tree is a hierarchy view of the Amrod catalogue all neatly organised to make finding the gift easy. Click on an item in the hierarchy to view its content.

# PRODUCT CATALOGUE

The products catalogue is a digital interactive representation of the printed catalogue featuring all the information as per the printed catalogue.

## Product Categories

The catalogue categories are represented by a hierarchy tree to make browsing the Amrod Catalogue fast and easy and are displayed on the left of every catalogue page.



# Product Sheet

Detailed information on the every catalogue product is available on the Amrod Toolbox and can be viewed on the product sheet. Also displayed on the product sheet are the pricing levels with colour and size options and alternate images for all available colours.

**Product Categories**

- [-] Clothing
- [-] Gifts
  - [-] Bags
    - Backpack
    - Beach Item
    - Conference Bag
    - Drawstring Bag**
    - Laptop Bag
    - Shopper
    - Shoulder Bag
    - Sports Bag
    - Toiletry Bag
    - Travel Bag
  - Branding Explanations
  - Caps
  - Caps, Scarves & Blankets
  - Coolers, Picnic & Outdoor
  - Drinkware
  - Executive Gifts
  - Folders
  - Golf
  - Housewares
  - Keyholders
  - Memory Sticks
  - Not in Catalogue
  - Notebooks

**Symphony Drawstring Bag**

**Product Code:** BAG-3509










**Description:**  
 Drawstring Bag  
 210D  
 33 ( W ) X 44 ( H )

**Carton Dimensions:** 52 x 38 x 16  
**Carton Weight:** 7.5  
**Quantity per Carton:** 150  
**Catalogue Page #:** 53






**Standard:** R5.99 excl VAT  
**Bronze:** R5.99 excl VAT  
**Silver:** R5.99 excl VAT  
**Platinum:** R5.99 excl VAT  
**Diamond:** R5.99 excl VAT


[Check Stock](#) [Add to Quote](#)

**Available In :**

								
<b>BL</b>	<b>BU</b>	<b>L</b>	<b>O</b>	<b>PI</b>	<b>P</b>	<b>R</b>	<b>SW</b>	<b>Y</b>

**More Images** | **Product Layout**

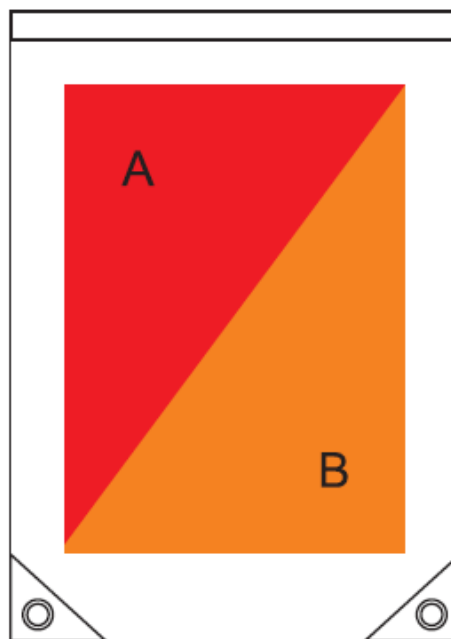


[Enlarge](#) [Download](#)

## Product Branding

For every Amrod product there is also a branding guide available via the “Product Layout” tab. The branding guide gives you all the information required to make the right choice when you need to brand the product.

### BAG-3509 - SYMPHONY DRAWSTRING BAG



#### **RECOMMENDED BRANDING OPTION:**

**Position A: SA**

Max Colours: 6 Colours

Max Size: 210 x 297

**Position B: HP**

Max Colours: Full Colour

Max Size: 210 x 297

# QUOTING

## Overview

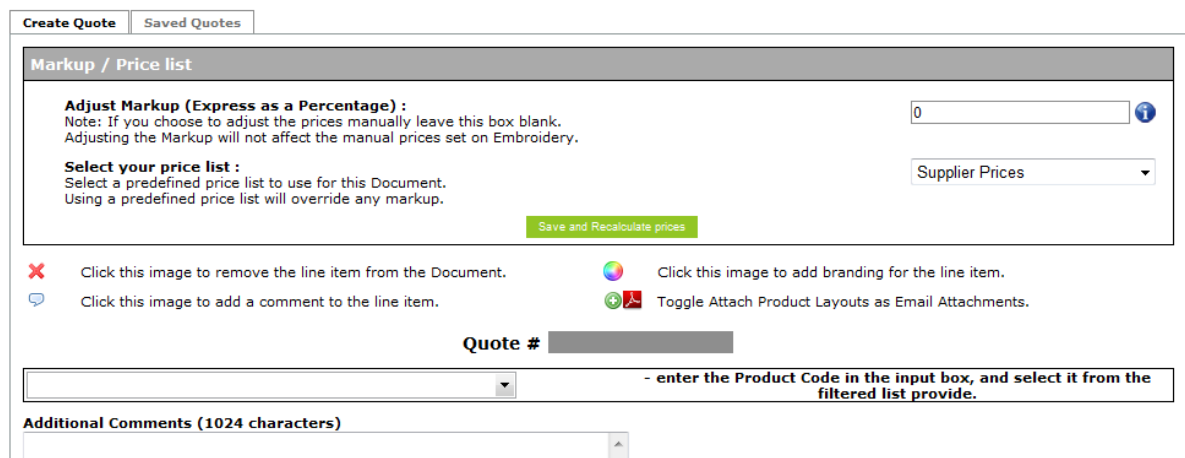
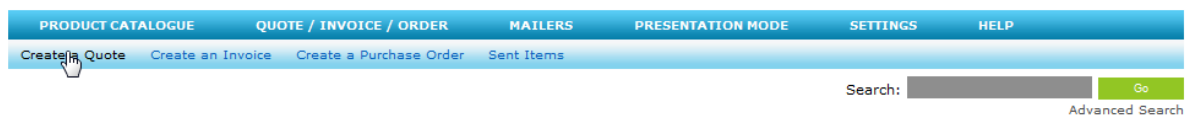
Quoting your clients on Amrod products is now as easy as selecting your product, colour and size.

Amrod Toolbox gives you the ability to save quotes for later editing or referencing when the customer responds.


In addition, any quote can be emailed to your client, either by selecting the client from your pre-created customer database or on the fly by entering an email address.

## How To Create a Quote

To navigate to the Amrod Toolbox Quoting page, hover your mouse over “Quote/Invoice/Order” and then click on the bottom menu “Create a Quote”




Adding Products to a quote is as simple as clicking the "Add To Quote" button from the Product page or the Catalogue display.



**Message-In-A-Bottle Keyholder**  
KH-7004  
**On Request  
Contact your account manager for pricing.**

[Add To Quote](#) [More Info](#)  
[Add To Invoice](#) [Check Stock](#)  
[Add To PO](#)



**Safety-First Keyholder**  
KH-7009  
**On Request  
Contact your account manager for pricing.**

[Add To Quote](#) [More Info](#)  
[Add To Invoice](#) [Check Stock](#)  
[Add To PO](#)

**Message-In-A-Bottle Keyholder**

**Product Code:** KH-7004

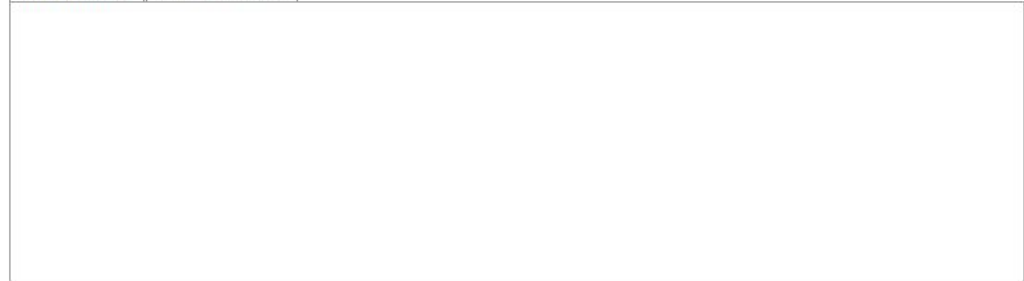
**Description:**

**Carton Dimensions:** 69 x 17 x 21  
**Carton Weight:** 5.3  
**Quantity per Carton:** 200  
**Catalogue Page #:** 367

**Your Price:** On Request  
Contact your account manager for pricing.

[Check Stock](#) [Add to Quote](#)

[More Images](#) [Product Layout](#)



[Enlarge](#) [Download](#)

You can also add products to a quote by entering the product code in the Product Selection box when you are on the quoting page.

Quote #  

- enter the Product Code in the input box, and select it from the filtered list provide.

Product Code	Description
BAG-612	Northstar Drawstring Bag

Sub Total

R0.00

Grand Total

R0.00

Add my Company logo to the Document  
 Include pictures in the Document  
 Include product descriptions in the Document  
 Remove Subtotals from Document

Preview
Print
Clear Document
Save Document
Email Document
Create Invoice
Create Purchase Order

On top of the quoting page is the Quoting markup / Price list box. To use your Amrod price in quoting, leave the markup on 0 and select "Supplier Prices" from the selected pricelist drop down. Click "Save and Recalculate prices" to save these adjustments and recalculate all items currently in the quote.

Create Quote
Saved Quotes

**Markup / Price list**

**Adjust Markup (Express as a Percentage) :**  
Note: If you choose to adjust the prices manually leave this box blank. Adjusting the Markup will not affect the manual prices set on Embroidery.

↑

**Select your price list :**  
Select a predefined price list to use for this Document. Using a predefined price list will override any markup.

Supplier Prices

▼

Save and Recalculate prices

Under the Markup / Price list box a legend of the icons used on the quoting lines can be found.

- ✘
Click this image to remove the line item from the Document.
- 🗨️
Click this image to add a comment to the line item.
- 🌈
Click this image to add branding for the line item.
- 📎
Toggle Attach Product Layouts as Email Attachments.

Every line item has the ability to change the colour of the product (if the product is available in more than one colour), change the default price and adjust the quantity required. Changes made to any field on a quote line will spawn an auto update of the line total.

#	Code	Description	Colour	Price Incl.	Qty	Amount Incl.	
1	BAG-612	Northstar Drawstring Bag	blue	9.11	0	R9.11	✘ 🗨️ 🌈 📎
2	PEN-709	Milkyway Pen	(select)	1.94	0	R1.94	✘ 🗨️ 🌈 📎

- enter the Product Code in the input box, and select it from the filtered list provide.

Under the quoting lines to the left quoting comments can be added to the quote as an addition to the quoting terms & conditions that is set in the settings. To the right of the quote comments the quote totals is displayed. Note that supplying a VAT Number in the settings will display VAT as a subtotal item and make prices show excluding VAT and not supplying a VAT number prices are displayed including VAT and no VAT subtotal is displayed.

**Additional Comments (1024 characters)**

<b>Sub Total</b>	R11.05
<b>Grand Total</b>	R11.05

To the bottom of the comments and quote totals, the quote options can be found. Here you can customize the way the quote will look. You can add your company logo to the quote, include product images, add the catalogue descriptions and remove the quote subtotals.

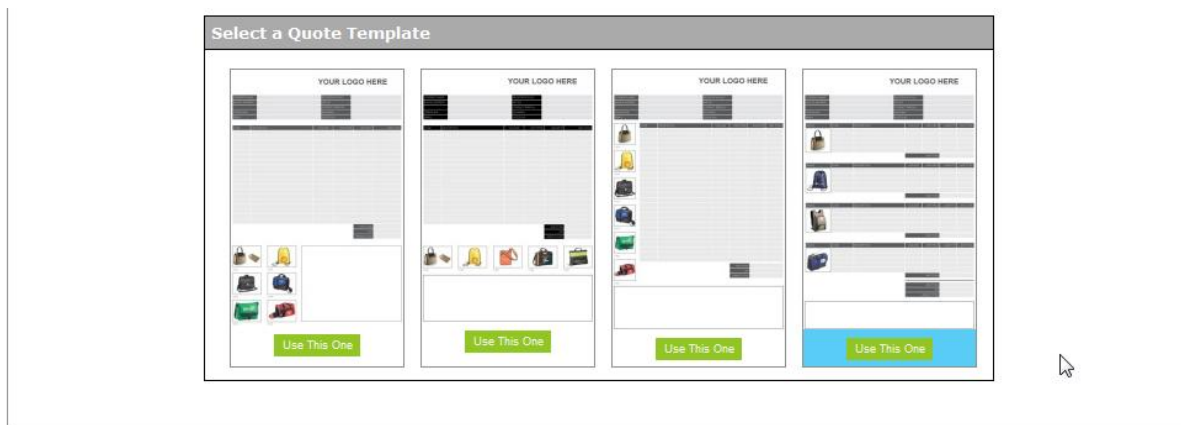
An array of control buttons is located just beneath the quote options. These buttons allow you to Preview the quote, Print a copy, clear the active quote and start over, Save the active quote for later use, E-Mail the active quote to a customer, convert the active quote to an invoice and even convert the active quote to an Amrod purchase order.

	<input checked="" type="checkbox"/> Add my Company logo to the Document
	<input checked="" type="checkbox"/> Include pictures in the Document
	<input type="checkbox"/> Include product descriptions in the Document
	<input type="checkbox"/> Remove Subtotals from Document

Preview Print Clear Document Save Document Email Document Create Invoice Create Purchase Order

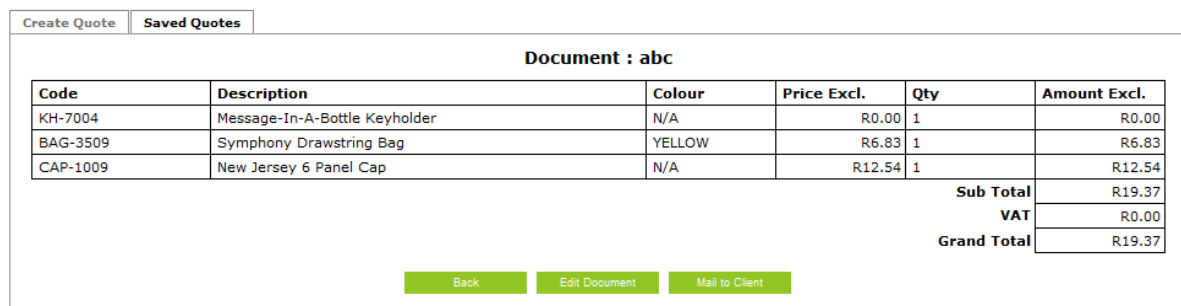
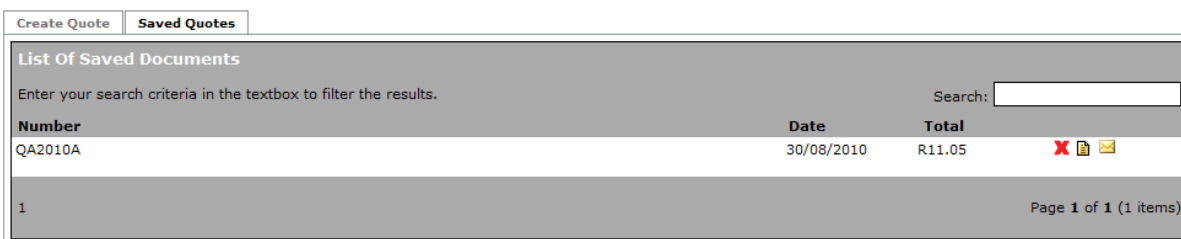
## Quoting Templates

Customization of the look of the quote printed or E-Mailed is controlled by the quote template selected. A selection of 4 quote templates is listed below the quote control buttons. By default quote template 4 is selected and is the recommended quote template to use. The current active quote template is shown with a blue bar at the bottom of the preview image. Clicking the preview image will bring up a larger preview image. To select a quote template to be active, click the “User this one” button.



## Saved Quotes

The second tab on the Quoting page is “Saved Quotes”. This list all saved quotes. From the list you can open the quote for viewing by just clicking on the quote number. To the right of every saved quote line are 3 icons (delete, edit and email). Just click on the icon to invoke the action.



# INVOICES

## Overview

Amrod Toolbox offers you the ability to invoice clients quick and easily.

## How To Create An Invoice

To navigate to the Amrod Toolbox Invoicing page, hover your mouse over “Quote/Invoice/Order” and then click on the bottom menu “Create an Invoice”

The screenshot shows the Amrod Toolbox Invoicing interface. At the top, there is a navigation bar with the following options: PRODUCT CATALOGUE, QUOTE / INVOICE / ORDER, MAILERS, PRESENTATION MODE, SETTINGS, and HELP. Below this, there is a sub-menu with options: Create a Quote, Create an Invoice (highlighted with a mouse cursor), Create a Purchase Order, and Sent Items. A search bar is located on the right side of the navigation bar, with a 'Go' button and a link to 'Advanced Search'.

The main content area is titled 'Create Invoice' and has a sub-tab 'Saved Invoices'. The 'Markup / Price list' section contains the following information:


- Adjust Markup (Express as a Percentage) :** A text input field with the value '0' and a help icon.
- Note:** If you choose to adjust the prices manually leave this box blank. Adjusting the Markup will not affect the manual prices set on Embroidery.
- Select your price list :** A dropdown menu currently set to 'Supplier Prices'.
- Save and Recalculate prices** button.

Below the 'Markup / Price list' section, there are three icons with their respective functions:

- Click this image to remove the line item from the Document.
- Click this image to add branding for the line item.
- Click this image to add a comment to the line item.
- Toggle Attach Product Layouts as Email Attachments.


The 'Invoice #' field is currently empty. Below this, there is a table with the following columns: #, Code, Description, Colour, Price Incl., Qty, and Amount Incl. The table is currently empty. Below the table, there is a text input field with a dropdown arrow and a note: '- enter the Product Code in the input box, and select it from the filtered list provide.'

You can add products to an invoice quickly via the product catalogue or from entering the product code on the invoice page




**Slazenger Reversible Bodywarmer**  
SLAZ-813

S-  
xl | xxl+ | S | M | L | XL | XX




Add To Quote
Check Stock

Add To PO



**Slazenger Quilted Bodywarmer**  
SLAZ-815


S-  
xl | xxl+ | S | M | L | XL | XX



Add To Quote
Check Stock


Add To Invoice
Check Stock

Add To PO



**Houston Fleece Bodywarmer**  
BAS-904

S-  
xl | xxl+ | S | M | L | XL | XX



Add To Quote
Check Stock

Add To Invoice
Check Stock

Add To PO

Invoice #  

- enter the Product Code in the input box, and select it from the filtered list provide.

Product Code	Description
BAG-612	Northstar Drawstring Bag

<b>Sub Total</b>	R0.00
<b>Grand Total</b>	R0.00

On top of the invoice page is the Markup / Price list box. To use your Amrod price when invoicing, leave the markup on 0 and select "Supplier Prices" from the selected pricelist drop down. Click "Save and Recalculate prices" to save these adjustments and recalculate all items currently in the invoice.

Create Invoice
Saved Invoices

**Markup / Price list**

**Adjust Markup (Express as a Percentage) :**  
 Note: If you choose to adjust the prices manually leave this box blank.  
 Adjusting the Markup will not affect the manual prices set on Embroidery.

?

**Select your price list :**  
 Select a predefined price list to use for this Document.  
 Using a predefined price list will override any markup.

Supplier Prices

▼

Save and Recalculate prices

Under the Markup / Price list box a legend of the icons used on the invoicing lines can be found.

- ✘ Click this image to remove the line item from the Document.
- 🗨 Click this image to add a comment to the line item.
- 🌈 Click this image to add branding for the line item.
- 📎 Toggle Attach Product Layouts as Email Attachments.

Every line item has the ability to change the colour of the product (if the product is available in more than one colour), change the default price and adjust the quantity required. Changes made to any field on a invoice line will spawn an auto update of the line total.

#	Code	Description	Colour	Price Incl.	Qty	Amount Incl.		
1	BAG-612	Northstar Drawstring Bag	blue	9.11	0	1	R9.11	
2	PEN-709	Milkyway Pen	(select)	1.94	0	1	R1.94	

- enter the Product Code in the input box, and select it from the filtered list provide.

Under the invoicing lines to the left invoice comments can be added to the invoice. To the right of the invoice comments the invoice totals is displayed. Note that supplying a VAT Number in the settings will display VAT as a subtotal item and make prices show excluding VAT and not supplying a VAT number prices are displayed including VAT and no VAT subtotal is displayed.

**Additional Comments (1024 characters)**

<b>Sub Total</b>	R11.05
<b>Grand Total</b>	R11.05

To the bottom of the comments and invoice totals, the invoice options can be found. Here you can customize the way the invoice will look. You can add your company logo to the invoice, include product images and add the catalogue descriptions. An array of control buttons is located just beneath the invoice options. These buttons allow you to Preview the invoice, Print a copy, clear the active invoice and start over, save the active invoice for later use, E-Mail the active invoice to a customer and convert the active invoice to an Amrod purchase order.

Add my Company logo to the Document  
 Include pictures in the Document  
 Include product descriptions in the Document

Preview
Print
Clear Document
Save Document
Email Document
Create Purchase Order


## Saved Invoices

The second tab on the Invoicing page is “Saved Invoices”. This list all saved invoices. From the list you can open the invoice for viewing by just clicking on the invoice number. To the right of every saved invoice line are 3 icons (delete, edit and email). Just click on the icon to invoke the action.

Create Invoice **Saved Invoices**

**List Of Saved Documents**

Enter your search criteria in the textbox to filter the results. Search:

Number	Date	Total	
IN2010A	30/08/2010	R9.11	X  

1 Page 1 of 1 (1 items)

Create Invoice **Saved Invoices**

**Document : IN2010A**

Code	Description	Colour	Price Excl.	Qty	Amount Excl.
BAG-612	Northstar Drawstring Bag	LIME	R9.11	1	R9.11
<b>Sub Total</b>					R9.11
<b>VAT</b>					R0.00
<b>Grand Total</b>					R9.11

Back Edit Document Mail to Client

# ORDERS

## Overview

Amrod Toolbox offers you the ability to create purchase orders on the fly and send them directly to your account manager.

## How To Create a Purchase Order

To navigate to the Amrod Toolbox Purchase Order page, hover your mouse over “Quote/Invoice/Order” and then click on the bottom menu “Create a Purchase Order”

PRODUCT CATALOGUE   QUOTE / INVOICE / ORDER   MAILERS   PRESENTATION MODE   SETTINGS   HELP

Create a Quote   Create an Invoice   Create a Purchase Order   Sent Items

Create Purchase Order   Saved Purchase Orders

Purchase Order # [REDACTED]

#	Code	Description	Colour	Price Excl.	Qty	Amount Excl.
<input type="text"/> - enter the Product Code in the input box, and select it from the filtered list provide.						

Additional Comments (1024 characters)

Sub Total	R0.00
VAT	R0.00
Grand Total	R0.00

Print   Clear Document   Save Document   Submit Purchase Order

Add some products to the purchase order, either by the product catalogue or by entering the product codes in the input filter drop down. Adjust colour, sizing, quantity and pricing. When complete click the “Submit Purchase Order” button.

## How To Place An Order

After the purchase order has been created, click the “Submit Purchase Order” button. You will then be presented with the Amrod Toolbox Terms & Conditions for using the Purchase ordering feature. Read these Terms & Conditions carefully. If you accept these Terms & Conditions, click the “I Accept” button.

### Amrod Purchase Order T&C

Dear Valued Client,

You are about to use toolbox to send a purchase order to Amrod.

Please note that once sent, this order constitutes a binding order and any cancellations will attract a 15% cancellation fee.

Stock quantities are not guaranteed at time of order and will be confirmed in due course. Should a problem arise, you will be notified.

Since you may not be using the latest toolbox version, your pricing on the purchase order could possibly be inaccurate.

Please verify lead times with your account manager.

Your account manager will confirm receipt of your order via email

Amrod thanks you in advance for your order.

I do not Accept

I Accept

Next you will be prompted to supply a Order Number and your contact details. This information will be auto filled in from the settings you have supplied.

Your default account manager will be selected but you can choose to whom to submit the purchase order. Click Submit

### Submit Amrod Purchase Order

Order Number :

Contact Person :

Contact Number :

Contact Email Address :

Amrod Account Manager Email Address :

Submit

Close

After the purchase order have been submitted and automated E-Mail will be sent to the E-Mail address supplied, to confirm the receipt of the order.

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# MAILERS

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## What Is a Mailer

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Amrod creates and sends out product promotions via bulk E-Mail to a list of subscribed clients. These E-Mails contains the particulars regarding the promotion. This includes the promotional price and Terms & Conditions. These E-Mails are referred as marketing mailers.

Amrod Toolbox offers the ability to edit the Amrod Mailers so you can send these mailers to your clients with your logo and pricing.

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## How Do I Get Mailers

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To subscribe to Amrod mailers, contact your account manager. Your E-Mail address will then be added to the list of recipients of the next marketing mailer.

The E-Mail contains a download link so you can download the Marketing mailer to your Toolbox. Alternatively you can download these mailers from the Amrod website.

# Customizing a Mailer

Open the Amrod Mailers page by hovering your mouse over Mailers and clicking on the Amrod Mailer sub item. A list of all currently active downloaded Amrod mailers will be display. Select the mailer you wish to edit.



PRODUCT CATALOGUE    QUOTE / INVOICE / ORDER    MAILERS    PRESENTATION MODE    SETTINGS    HELP

Amrod Mailers    Saved Mailers

Search:   [Advanced Search](#)

### Current Promotions

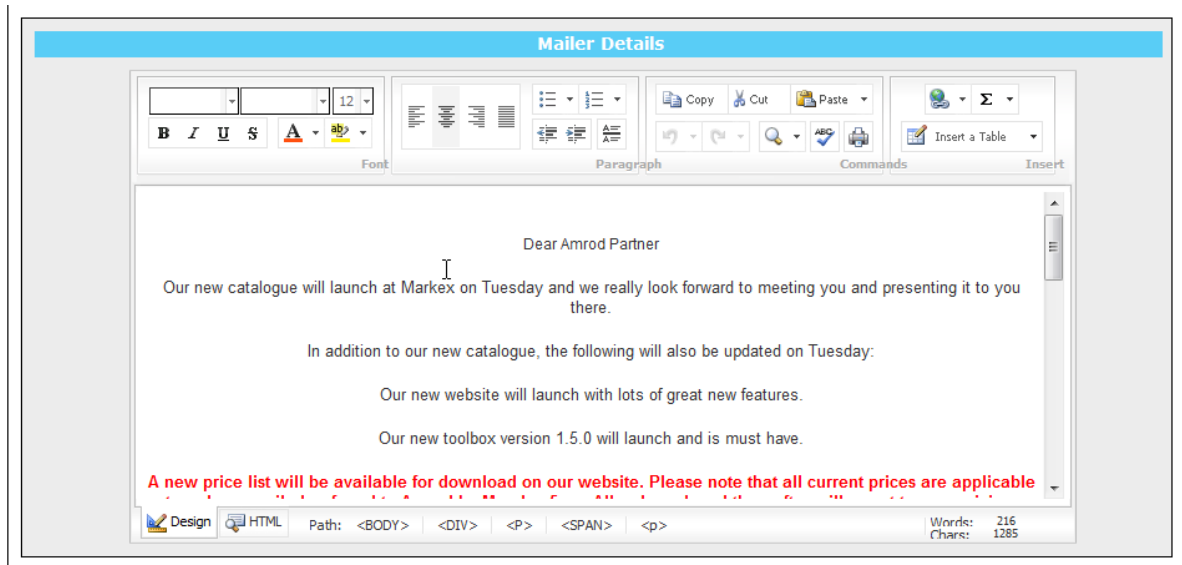


### Previous Promotions

The mailer will open with the default Amrod particulars. You can now change some elements of the mailer and add some.

You can edit the header text and font. You can add your company logo. You can add your contact details. You can change the colour of the mailer header.

You can also edit / add the Amrod mailer description and terms.



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## Sending Mailers To Your Customers

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After altering the mailer to your needs, you can send the mailer to your clients. Click the "Email Mailer" button and enter the clients E-Mail address. The mailer will be added to the Amrod Toolbox E-Mail queue and will be sent as soon as a connection can be made to the Amrod Toolbox E-Mail server.

# PRICELISTS

## How To Define Custom Pricing

Navigate to the price list editor by hovering your mouse over settings and clicking the Set your Client Prices sub item.

The screenshot shows the 'amrod corporate GIFTS' website interface. The top navigation bar includes 'PRODUCT CATALOGUE', 'QUOTE / INVOICE / ORDER', 'MAILERS', 'PRESENTATION MODE', 'SETTINGS', and 'HELP'. A secondary menu below it has 'Settings', 'Set your Client Prices', and 'Your Customer Database'. A search bar is located on the right with a 'Go' button and a link to 'Advanced Search'. On the left, there are two main menu sections: 'Branding' and 'Product Categories'. Under 'Branding', options include Digital Print, Laser Engraving, Pad Printing, Screen Print, and Wrap Print. Under 'Product Categories', there is a tree view with 'Clothing', 'Gifts', 'Writing Instruments', and 'Bags'. The 'Bags' category is expanded, showing sub-items like 'Drawstring Bags', 'Shoppers', 'Shoulder Bags', 'Backpacks', 'Conference Bags', 'Laptop Bags', 'Sports Bags', 'Double Decker Bags', 'Beach Items', 'Travel Bags', and 'Toiletry Bags'. The 'Drawstring Bags' sub-item is highlighted. The main content area shows a dropdown menu for 'Select a Price list: Default' with 'Select', 'Create', and 'Delete' buttons. Below this, there are input fields for 'Global Markup: 0.00 %' and 'Category Markup: 0.00 %', each with an 'Apply' button. The title 'Editing Prices For: Drawstring Bags' is displayed above a table with the following data:

Code	Name	Size	Supplier Price (Excl VAT)	Markup %	Your Price (Excl VAT)
BAG-3509	Symphony Drawstring Bag		R 5.99	0.00	5.99
BAG-3513	Rainbow Nation Drawstring Bag		R 10.79	0.00	10.79
BAG-612	Northstar Drawstring Bag		R 7.99	0.00	7.99

Select the price list to edit or create a new price list

Select a Price list:

To start using the Price list editor, select the price list you want to edit from the list to the top of the editor. Click the Select button to apply the selection.

Select a Price list:  Select Create Delete

You can set a global markup for your price list by changing the value in the Global Markup field just below the price list selector. Click Apply to set the markup.

Select a Price list:  Select Create Delete

Global Markup:  % Apply

To the left the branding and catalogue tree is displayed. Select an item from the tree to adjust the prices for that item.

**Branding**

- Digital Print
- Laser Engraving
- Pad Printing
- Screen Print
- Wrap Print

**Product Categories**

- + Clothing
- Gifts
  - + Writing Instruments
  - Bags
    - Drawstring Bags
    - Shoppers
    - Shoulder Bags
    - Backpacks
    - Conference Bags
    - Laptop Bags
    - Sports Bags
    - Double Decker Bags
    - Beach Items
    - Travel Bags
    - Toiletry Bags

# Changing Branding Pricing

Select the branding method to the left to start editing the prices. To the right the price matrix will be displayed. If you work on a fixed markup it would be best to change the Branding Method Markup to the top of the matrix. If you work on variable markup you can just change the markup per matrix item. Changing the value in the markup field will automatically apply after 1.5 seconds. Please note that by changing the markup will update the unit price and the setup price. If you wish to change these individually on different markup levels change the values of the prices instead.

**Branding**

- Digital Print
- Laser Engraving
- Pad Printing
- Screen Print
- Wrap Print

**Product Categories**

- Clothing
- Gifts
- Caps

Select a Price list: Default Select Create Delete

Global Markup:  % Apply

Editing Prices For: **Digital Print** Branding Method Markup:  % Apply

Please Note: Updating the markup field will recalculate the unit price and the setup charge. If you wish to set these prices on different markup, change the price of the two fields instead of the markup.

Code	Name	Supplier Price (Excl VAT)	Supplier Setup (Excl VAT)	Markup %	Your Price (Excl VAT)	Setup Price (Excl VAT)
DA-A	Digital Print (1-99)	R 1.50	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="2.10"/>	<input type="text" value="210.00"/>
DA-B	Digital Print (100-499)	R 1.00	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="1.40"/>	<input type="text" value="210.00"/>
DA-C	Digital Print (500-999)	R 0.85	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="1.19"/>	<input type="text" value="210.00"/>
DA-D	Digital Print (1000-2499)	R 0.65	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="0.91"/>	<input type="text" value="210.00"/>
DA-E	Digital Print (2500+)	R 0.50	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="0.70"/>	<input type="text" value="210.00"/>
DB-A	Digital Print (1-99)	R 3.75	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="5.25"/>	<input type="text" value="210.00"/>
DB-B	Digital Print (100-499)	R 3.25	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="4.55"/>	<input type="text" value="210.00"/>
DB-C	Digital Print (500-999)	R 3.00	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="4.20"/>	<input type="text" value="210.00"/>
DB-D	Digital Print (1000-2499)	R 2.75	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="3.85"/>	<input type="text" value="210.00"/>
DB-E	Digital Print (2500+)	R 2.50	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="3.50"/>	<input type="text" value="210.00"/>
DC-A	Digital Print (1-99)	R 5.75	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="8.05"/>	<input type="text" value="210.00"/>
DC-B	Digital Print (100-499)	R 5.25	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="7.35"/>	<input type="text" value="210.00"/>
DC-C	Digital Print (500-999)	R 5.00	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="7.00"/>	<input type="text" value="210.00"/>
DC-D	Digital Print (1000-2499)	R 4.75	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="6.65"/>	<input type="text" value="210.00"/>
DC-E	Digital Print (2500+)	R 4.50	R 150.00	<input type="text" value="40.00"/>	<input type="text" value="6.30"/>	<input type="text" value="210.00"/>

Page | 40

# Changing Catalogue Prices

Select the product category from the Product Catalogue tree on the left. The category products will now be displayed to the right. If you work on a fixed markup it would be best to update the Category Markup field to the top. If you work on a variable markup you should change the markup or the price of the product line. These values will automatically apply after 1.5 seconds.

**Branding**

- Digital Print
- Laser Engraving
- Pad Printing
- Screen Print
- Wrap Print

**Product Categories**

- Clothing
- Gifts
- Writing Instruments
- Bags
  - Drawstring Bags
  - Shoppers
  - Shoulder Bags
  - Backpacks
  - Conference Bags
  - Laptop Bags
  - Sports Bags
  - Double Decker Bags
  - Beach Items
  - Travel Bags
  - Toiletry Bags

Select a Price list: Default [Select] [Create] [Delete]

Global Markup: 0.00% [Apply]

Editing Prices For: Drawstring Bags

Category Markup: 40.00% [Apply]

Code	Name	Size	Supplier Price (Excl VAT)	Markup %	Your Price (Excl VAT)
BAG-3509	Symphony Drawstring Bag		R 5.99	40.00	8.39
BAG-3513	Rainbow Nation Drawstring Bag		R 10.79	40.00	15.11
BAG-612	Northstar Drawstring Bag		R 7.99	40.00	11.19

# Creating Multiple Pricelists

From the top price list selector, click the Create button.

Select a Price list: Default [Select] [Create] [Delete]

Enter a unique name for the price list and click the Create button to create this price list.

New Price list Name: [Input Field] [Create] [Cancel]

# PRESENTATION MODE

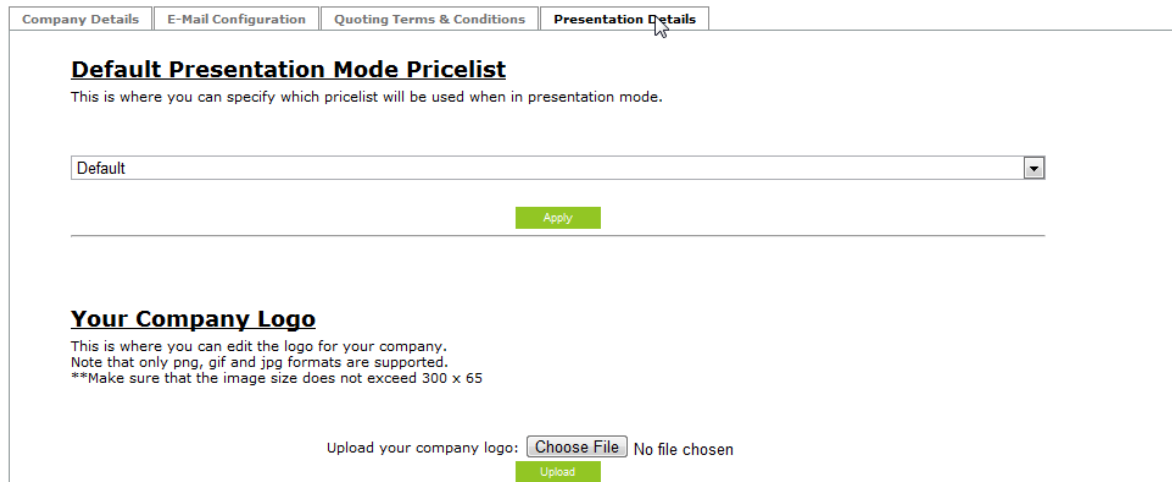
Presentation mode is a way to present Amrod products to your clients with your prices.

## Configuring Presentation Mode

Presentation mode is configured via the Settings. Open the settings by clicking on the Setting menu item.



Select the 4<sup>th</sup> tab "Presentation Details" to open the presentation settings.







Choose the price list you wish to use when in presentation mode. Then upload your company logo. The company logo is subject to a maximum size of 300 x 65 pixels. Toolbox will accept pictures of these formats: JPEG, GIF, PNG.

# Customizing Appearance

It is possible to customize the look and feel of your Amrod Toolbox. Customizing the appearance can be as easy as selecting a predefined colour scheme or selecting and fine tuning every colour option.

## Colour Schemes

This is where you can edit the colour scheme for presentation mode.  
 To the left are pre-defined colour schemes.  
 To customize any of the colours click on the current colour and select a new colour.  
 These colours will only be visible in presentation mode.

Available colour schemes		
<input checked="" type="checkbox"/>		Jet
<input type="checkbox"/>		Ruby
<input type="checkbox"/>		Emerald
<input type="checkbox"/>		Suphire

Customize Colours	
Heading Text	<input type="text"/>
Sub Heading Text	<input type="text"/>
Text	<input type="text"/>
Background	<input type="text"/>
Menu Background	<input type="text"/>
Main menu links	<input type="text"/>
Borders	<input type="text"/>
Button Colour	<input type="text"/>
Button Text	<input type="text"/>
Category tree	<input type="text"/>
Selected item ( category tree )	<input type="text"/>
Text ( category tree )	<input type="text"/>
Heading Background 1	<input type="text"/>
Heading Background 2	<input type="text"/>
Heading Background 3	<input type="text"/>
Normal Links	<input type="text"/>
Additional info	<input type="text"/>
Tab text active	<input type="text"/>
Tab text in-active	<input type="text"/>

# GENERAL SETTINGS

Hover your mouse Over Settings in the Main Menu bar, and you will come across three tabs: "Settings, Set Your Client Prices and Your Customer Database."  
 For General Settings such as Company Details, E-Mail Configuration, Quoting Terms and Conditions, Presentation Details, select settings.



## Company and Contact Details

Provide your company details as complete as possible. When supplying a VAT Number the pricing module of Amrod Toolbox will display prices Excl. VAT and add an extra subtotal VAT to the quoting / invoicing sections. Leaving the VAT Number blank will make Amrod Toolbox display all price Incl. VAT and remove the subtotal VAT from the quoting / invoicing sections.

The details supplied for Company and Contact details will display on quotes and invoices when you send them to clients. The Company and Contact details is also used on the Mailers.

Company Details
E-Mail Configuration
Quoting Terms & Conditions
Presentation Details

### Company Details

This is where you can edit your company details.  
 This information will be used on any communications sent from Toolbox to your customers.  
 Note that all fields marked with a \* are mandatory.

Company Name:*	<input type="text"/>	
Contact Person Name:*	<input type="text"/>	
Contact Person Surname:*	<input type="text"/>	
VAT Number:	<input type="text"/>	
Registration Number:*	<input type="text"/>	

Apply

## Contact Details:

**Contact Details**

This is where you can edit the contact details of your company.  
 This information will be used on any communications sent from Toolbox to your customers.  
 Note that all fields marked with a \* are mandatory and that the e-mail address must be a valid e-mail address.

Fax:\*  ⓘ

Cell:\*  ⓘ

Phone:\*  ⓘ

E-mail:\*  ⓘ

[Apply](#)

## E-Mail Configuration

Amrod Toolbox uses a central E-Mail server for sending emails, thus to customize E-Mails sending from your Amrod Toolbox with your Contact details, you need to supply these E-Mail configuration settings.

Company Details | **E-Mail Configuration** | Quoting Terms & Conditions | Presentation Details

**E-Mail Configuration**

This is where you configure the Amrod Toolbox Mail Account Settings.  
 Note that all fields marked with a \* are mandatory.

You E-Mail Address:\*  ⓘ

Your Name / Company Name:\*  ⓘ

CC Email Address:  
 (we recommend adding your email address)  
 (leave blank if not required)  ⓘ

[Apply](#) [Empty Mail Queue](#)

# SUPPORT

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Should you have any feedback for us, positive or negative, please email [feedback@toolbox.co.za](mailto:feedback@toolbox.co.za) so that we can constantly improve this feature.

## Contact Details

*Email:*

[support@amrodtoolbox.co.za](mailto:support@amrodtoolbox.co.za)

*Web:*

[www.amrod.co.za](http://www.amrod.co.za)

For any feedback, may it be new functionality, change request or the occasional bug, please email us on [feedback@amrodtoolbox.co.za](mailto:feedback@amrodtoolbox.co.za)