eCommerce Industries, Inc.

eNsitePro

Databases Text to Graphical

Customer Database

1) Navigate the customer database screens

a) Identify and navigate each tab button on the screen: Master, Shipto/Attention, Buyers Manifest, Order entry, Credit

b) Identify each navigation button on the screen: Previous arrow, Next arrow, Find a Customer, Create a new customer, Save changes to customer, Delete current customer, View Customer Credit Card information, View Auto-Bill information, Tax district, Contact Maintenance (Serialized), Print (Customer reports), View Online-Help, Close Window

c) Keyboard short-cuts

2) Navigate and use *Online-Help* using the Online-Help button, F1 or the Help menu option

3) Identify key fields and screens

a) Navigate and configure B*uyers List* if needed for authorized buyers by account

b) Identify the Shipping Manifest fields

c) Navigate and configure *Credit* information

i) Identify the Credit Limit and Start Limit fields

ii) Identify Aging fields: Balance, Current, 30 Days, 60 Days, 90+ Days

iii) Identify High Credit fields: YTD, Last Year

d) Identify Summary Billing information

e) Identify *tax districts*

f) Identify customers' individual *Order Entry* preferences

g) Identify the *pricing fields* (Contracts, Column Breaks, Best Pricing, Discount Type, Percent, Hold Type, Days, Cost Plus, % Up from List and Catalog Price)

h) Identify *Cost Code*: M, W, A, P and 1-9

4) Setup customer *credit card* information

a) Explain user defined CC ID

b) Explain how CC ID is used with attention records

5) Add *multiple Ship-to addresses and Attentions*

a) Explain user defined Shipto ID and Attn ID

b) Explain the Credit Card ID field

6) Configure parameters and setup customers for *National Drop Ship*

7) Locate *Customer Total Sales* information

a) Explain Last Four Months and Total Sales Summary fields

   b) Additional Information fields are user input fields, not used anywhere at this time

8) Locate *Customer Group Sales* information

9) Locate *Monthly Budget* information

10) Locate and run basic C*ustomer Reports*

Item Database

1) Navigate the Item database screens
   a) Identify and navigate each tab button on the screen: Master, Settings, Vendors, Remarks
   b) Identify each navigation button on the screen such as: Previous arrow, Next arrow, Find an Item, Save Changes, Delete, Item History
   c) Keyboard short-cuts

2) Item Master
   a) Identify Master fields, cost, list and alternate fields
   b) Locate the Current Vendors information
   c) Identify Price Breaks
      i) *Assortment* pricing
      ii) *Column* pricing

3) Identify Item Settings
   a) Pricing fields
   b) Unit of Measure
   c) Details
   d) Aliases

4) Identify Vendors and pertinent fields

5) Locate Remarks

6) Locate Bill of Materials

7) Locate Item History and Aux
   a) Item Aux information
   b) Demo, Loan, Rent and Lease are used for serialized on-hand counts.

8) Locate 12 Month History
   a) 1-12 Column shows quantity of the item sold during each of the previous 12 months, updated at month end
   b) 13-24 column shows quantity of the item sold during each month of the previous year, updated at year-end

9) Locate Yearly History

   a) YTD fields show year to date totals updated each time an invoice including the item prints
   b) LYTD fields show last years totals, updated at year end procedures

10) Access Item Aliases

11) Access Item Contracts

Vendor Database

1) Identify and navigate each tab button on the screen: Master, Remit to/Settings, Account Status

2) Identify navigation buttons and text menus

3) Identify key fields and settings
   a) Locate *G/L Numbers* for accounting purposes in the Vendor Master
   b) Identify *remarks* per Vendor to appear in A/P and the Purchasing screen
   c) Locate account status for Accounts Payable
   d) Identify fields key in setting up Auto Pay

4) Locate *Vendor Alias* for Furniture application and understand new features

5) Locate Vendor contracts

6) Locate basic Vendor *reports*