

Brief Description: The RepTime Android App allows users to create multi-line orders by scanning or manual entry. The RepTime App program runs locally on your tablet or phone and synchronizes with the Main Office server for your company. Users are able to walk through multiple lines to produce the order for their customers. You do not have to finish one line at a time. The system allows you to travel through the showroom and enter/scan any line item to the order and then finalize all orders at the end.

ATTENTION - MUST READ FIRST: IMPORTANT INFORMATION BELOW

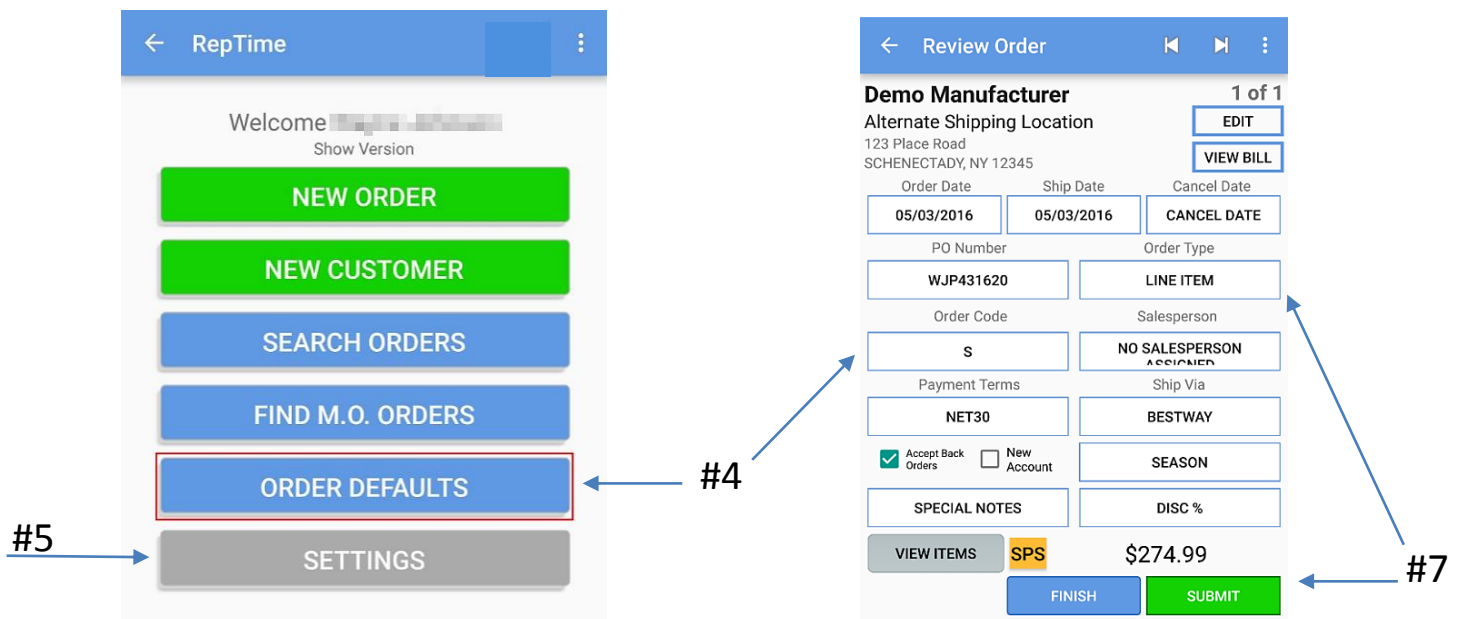
- **This is a LOCAL system...** therefore all orders that are written in the app will be stored on your mobile device and submitted to the Main Office Server...You can set the defaults under the **Welcome Screen > Order Defaults**
- **You ONLY need Wi-Fi to submit orders/print** – Once you have sync'd your device, you are able to write orders, enter customers, etc. completely without a Wi-Fi internet connection. When you need to submit an order, print, or sync, you must have a Wi-Fi connection
- **Orders are submitted to Main Office...** When you finish an order, and Submit the order, that means the order will now be in your Main Office database. If you have an Associate version of RepTime on your laptop, you can sync and see all of the orders written on the app as long as they're for your customers and assigned to you as a Salesperson.

START USING THE REPTIME APP:



1. **Locate** the icon labeled **RepTime** on your device on home screen or under the Applications menu
2. **Sync** – You will need to perform a sync to make sure your RepTime App has all of the up-to-date information
3. **Login** – You will **NEED** to know your Username & Password to login to the RepTime App.
4. **Order Default** – If you are attending a show, you will want to make sure to set your **Order Defaults**
5. **Show Mode** – If you are attending a show, turn on **Show Mode** under **Settings**
6. **Printing Orders** – If you are going to need to print orders, make sure that is setup and working on your device
7. **Submit Orders** – When you finish and submit an order, make sure you know that it will be submitted to the Main Office and then someone will need to transmit the order to the Manufacturer and/or Customer from RepTime.

IMPORTANT: If the order is not ready to be sent to manufacturer, then make sure you set the Order Type as QUOTE. You can set QUOTE to be the default Order Type under Order Defaults.



The image shows two screenshots of the RepTime app. The left screenshot is the 'Welcome' screen with a menu of options: NEW ORDER, NEW CUSTOMER, SEARCH ORDERS, FIND M.O. ORDERS, ORDER DEFAULTS (highlighted with a red box and labeled #5), and SETTINGS. The right screenshot is the 'Review Order' screen for 'Demo Manufacturer' with fields for shipping location, order date, ship date, cancel date, PO number, order type (LINE ITEM), order code (S), salesperson (NO SALESPERSON ASSIGNED), payment terms (NET30), ship via (BESTWAY), and a total of \$274.99. Callout #4 points to the 'ORDER DEFAULTS' button in the left screenshot and the 'LINE ITEM' field in the right screenshot. Callout #7 points to the 'SUBMIT' button in the right screenshot.

ALWAYS REMEMBER – If you get lost in the app use the back arrow on your device to go back a screen.

