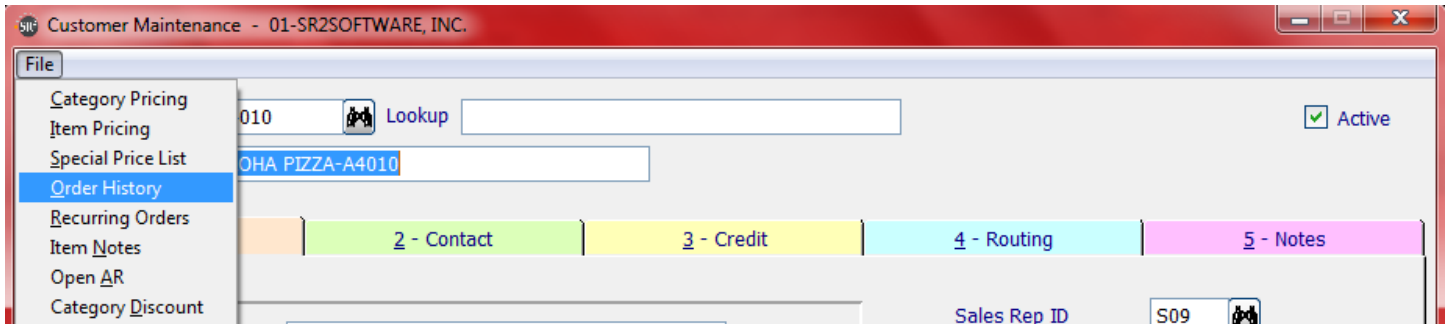


## How To “Clean Up” the Sales Order Guide Area

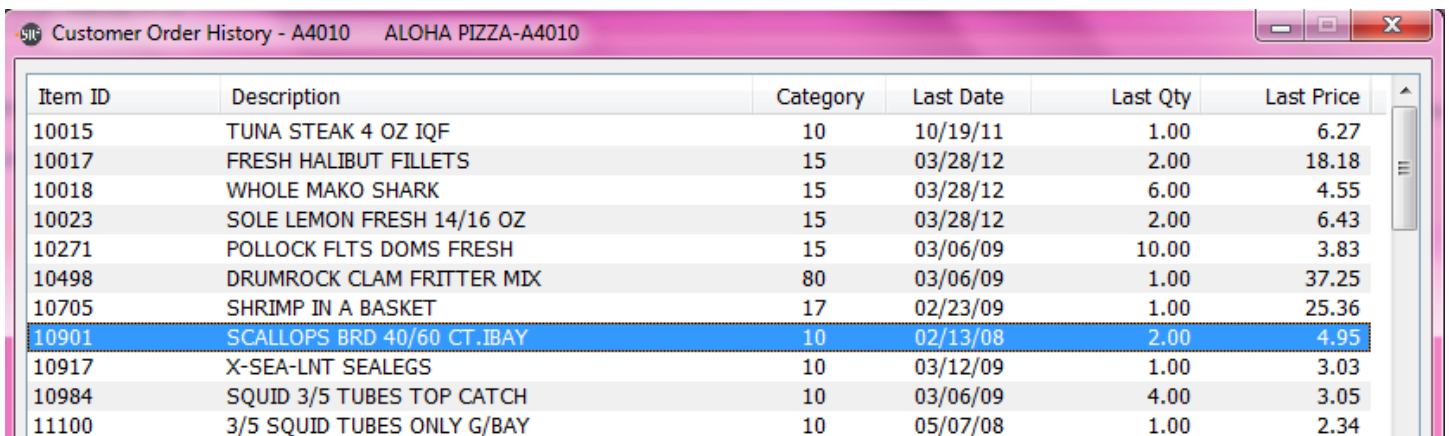
The Sales Order Guides area contains a listing of items the customer has ordered. The user may notice that there are items the customer has not ordered in many weeks or months. This is a great feedback tool for your business. Someone should contact the customer to determine **why** the customer has not ordered the item.

The user can also remove the item from the Sales Order Guide Area by choosing the Customer Menu, Customer Entry. Enter in the Customer ID and choose **File** in the upper left hand corner, then choose **Order History**.



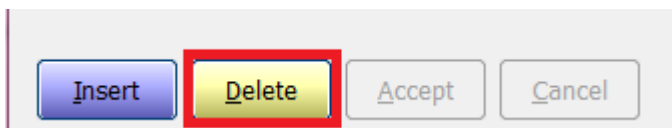
The screen will display the items the customer has purchased in the past.

In the example below, we want to delete the item that was last purchased on 02/13/08. Click on the item and the system will highlight the item.

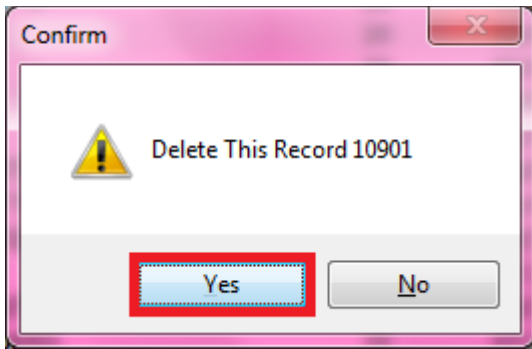


Item ID	Description	Category	Last Date	Last Qty	Last Price
10015	TUNA STEAK 4 OZ IQF	10	10/19/11	1.00	6.27
10017	FRESH HALIBUT FILLETS	15	03/28/12	2.00	18.18
10018	WHOLE MAKO SHARK	15	03/28/12	6.00	4.55
10023	SOLE LEMON FRESH 14/16 OZ	15	03/28/12	2.00	6.43
10271	POLLOCK FLTS DOMS FRESH	15	03/06/09	10.00	3.83
10498	DRUMROCK CLAM FRITTER MIX	80	03/06/09	1.00	37.25
10705	SHRIMP IN A BASKET	17	02/23/09	1.00	25.36
10901	SCALLOPS BRD 40/60 CT.IBAY	10	02/13/08	2.00	4.95
10917	X-SEA-LNT SEALEGS	10	03/12/09	1.00	3.03
10984	SQUID 3/5 TUBES TOP CATCH	10	03/06/09	4.00	3.05
11100	3/5 SQUID TUBES ONLY G/BAY	10	05/07/08	1.00	2.34

Click the **Delete** button at the bottom of the screen.



Click the **Yes** button to confirm that you want to delete the record.



You can also delete items from the customer's history in the sales order entry screen. On the lines tab you will see a red X on the lower portion simply click the X and the item will no longer be in the customer's history.

Sales Order Entry - 01-SR2SOFTWARE, INC.

Print View

Order # 5931 **SHIPPED** Ship Date 11/06/15 Total 179.35

Customer Melissa's Hot Rod Cafe Order Lines 4 GP % 11.30

Redem Value 0.00 Fuel Surcharge 0

Buttons: Short, Assign Lots, Delete, Cancel, Accept, Pick, Print Invoice, Email, Invoice

Tabs: Header, Lines, Lines - Full Screen, Guide - Full Screen, Lines - Maintenance

Item	Description	Order	UOM	Price	Ship	Bill	Extension	GP %	CR	Line
X 01072	BEEF SIRLOIN STEAK	2.00	CS	5.00	2.00	22.19	110.95	20.00		0001
X 10010	LOBSTERS 1 1/4 LBS.	2.00	EA	13.32	2.00	2.50	33.30	25.00		0003
X 10000	WICKS CRAB CAKES MD STYLE 108X	2.00	EA	1.36	2.00	2.00	2.72	24.09		0004
X 10025	LOBSTER MEAT BKN CAPT DAN	2.00	CS	30.06	2.00	2.00	60.12	28.00		0005

Item #	Description	Quantity	UOM	Price	Last Date	Last Price	Cost	On Hand	Available	Cat	
01002	SIRLION STRIP WHOLE	0.00	BX	1.00	05/01/15	1.00	10.15	29	24	100	X
01072	BEEF SIRLOIN STEAK	0.00	CS	1.00	05/01/15	1.00	4.00	0	4	25	X
011860	new test	0.00	CS	38.00	05/01/15	7.75	35.00	16	16	PI	X
01850	BEEF HANGERS	0.00	BX	12.77	02/04/15	10.21	12.50	2	2	25	X
022672	Test CS EA CS	0.00	EA	3.47	11/08/13	14.35	2.00	24	24	PI	X
041515	Hackett Test Item	0.00	CS	6.43	05/01/15	6.43	4.50	0	0	100	X
10000	WICKS CRAB CAKES MD STYLE 108X	0.00	EA	1.36	02/04/15	1.40	1.03	0	0	10	X
10010	LOBSTERS 1 1/4 LBS.	0.00	EA	13.32	07/01/14	13.90	9.99	55	51	15	X
10015	TUNA STEAK 4 OZ IQF	0.00	CS	7.73	05/14/14	20.39	5.18	0	0	10	X
10025	LOBSTER MEAT BKN CAPT DAN	0.00	CS	30.06	07/01/14	30.00	21.64	0	2	10	X

Toggle Keys: F1 - Line entry F2 - Order Guide F3 - Filter Entry F5 - Line Maint Screen F6 - Full Line Screen F7- Full Hist Screen F8 - Catalog

You can also delete from the Guide – Full Screen tab by using the exact same method.

Sales Order Entry - 01-SR2SOFTWARE, INC.

Print View

Order #  **SHIPPED** Ship Date  Total

Customer  Order Lines  GP %

Redem Value  Fuel Surcharge

Header | Lines | Lines - Full Screen | Guide - Full Screen | Lines - Maintenance

Item #	Description	Quantity	UOM	Price	Last Date	Last Price	Cost	On Hand	Available	Cat	
01002	SIRLION STRIP WHOLE	0.00	BX	1.00	05/01/15	1.00	10.15	29	24	100	X
01072	BEEF SIRLOIN STEAK	0.00	CS	1.00	05/01/15	1.00	4.00	0	4-	25	X
011860	new test	0.00	CS	38.00	05/01/15	7.75	35.00	16	16	PI	X
01850	BEEF HANGERS	0.00	BX	12.77	02/04/15	10.21	12.50	2	2	25	X
022672	Test CS EA CS	0.00	EA	3.47	11/08/13	14.35	2.00	24	24	PI	X
041515	Hackett Test Item	0.00	CS	6.43	05/01/15	6.43	4.50	0	0	100	X
10000	WICKS CRAB CAKES MD STYLE 108X	0.00	EA	1.36	02/04/15	1.40	1.03	0	0	10	X
10010	LOBSTERS 1 1/4 LBS.	0.00	EA	13.32	07/01/14	13.90	9.99	55	51	15	X
10015	TUNA STEAK 4 OZ IQF	0.00	CS	7.73	05/14/14	20.39	5.18	0	0	10	X
10025	LOBSTER MEAT BKN CAPT DAN	0.00	CS	30.06	07/01/14	30.00	21.64	0	2-	10	X
10026	DUCKTRAP 4z SMO SAL SPRUCE	0.00	CS	50.88	11/20/13	50.88	38.67	0	0	10	X
10102	SCALLOPS BAY 80/120 CHINA	0.00	CS	4.67	11/20/13	4.67	3.50	0	0	15	X
10124	CLAMS STEAMERS MAINE FRESH	0.00	CS	142.23	05/20/13	142.23	106.67	0	0	15	X
10150	TUCKERS CHOPD OCEAN CLAMS	0.00	CS	119.32	06/26/13	119.32	89.49	0	0	80	X
20293	EXCEL BEEF SHORT RIBS	0.00	CS	2.62	07/01/14	2.38	2.56	5	5	25	X
81047	CARRAWAY SEEDS PURE PAK	0.00	CS	63.59	12/22/14	63.59	47.69	0	0	80	X
82146	COCA COLA SODA CLASSIC CAN	0.00	CS	18.57	01/09/15	18.57	13.93	13	13	80	X
furdiced	Furdiced	0.00	EA	3.54	11/08/13	3.95	2.83	0	0	100	X

Filter On