Hold Management

MOD2 Inc. • 3317 South Broadway Los Angeles, CA 90007 • Tel: (213) 747-8424 • Fax: (213) 747-9250 • Web: www.mod2.com • Email: support@mod2.com

Q₁: When do you use a Hold?

A₁: A "**Hold**" can be use to reserve temporarily a **Style** or a **Group of Style** in the **Inventory** for a Customer.

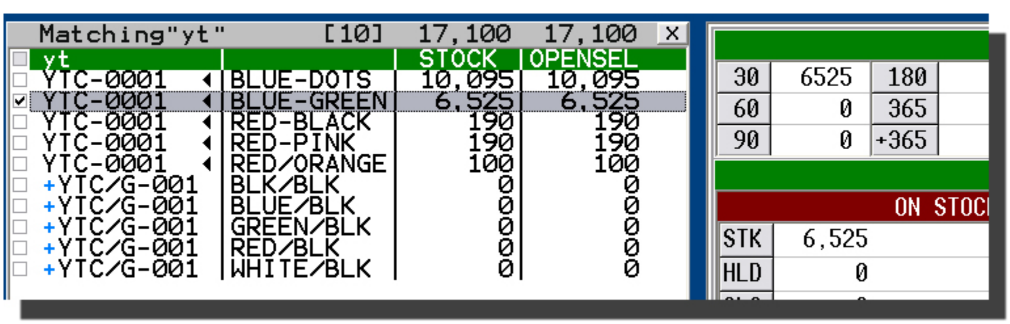
Ex. You have a Customer asking you to Hold 1,000 yards of YTC-001 (100% Cotton Fabrics), just simply add a Hold under Hold Management of Inventory. When you create a Hold for a particular Style or Group of Style, your Inventory will still remain the same. It's only holding the Style until you mark the Hold complete.

Q₂: How to do a Hold?

A₂: From the Main Menu, select Inventory and press Enter. Select Hold Management from the sub-menu and press Enter. Press F1 for Add Hold. Choose Manual for Hold Models and press Enter. Type "1" for first time using the Hold Management then next time using the Hold Management, the system will automatically gives you number (in sequence). Enter the Date, Customer Name and press Enter. (See Fig. 1)

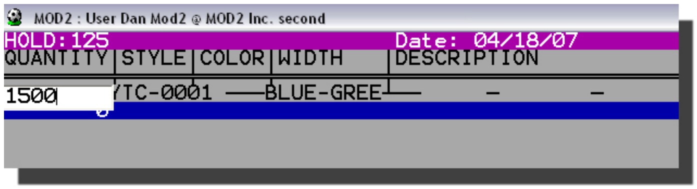
< Fig. 1 >

Enter the necessary information's up to Warehouse and press Enter. Type in the Style# and press Enter. Select/ High -light the style you wish to Hold and press Enter. (See Fig. 2)



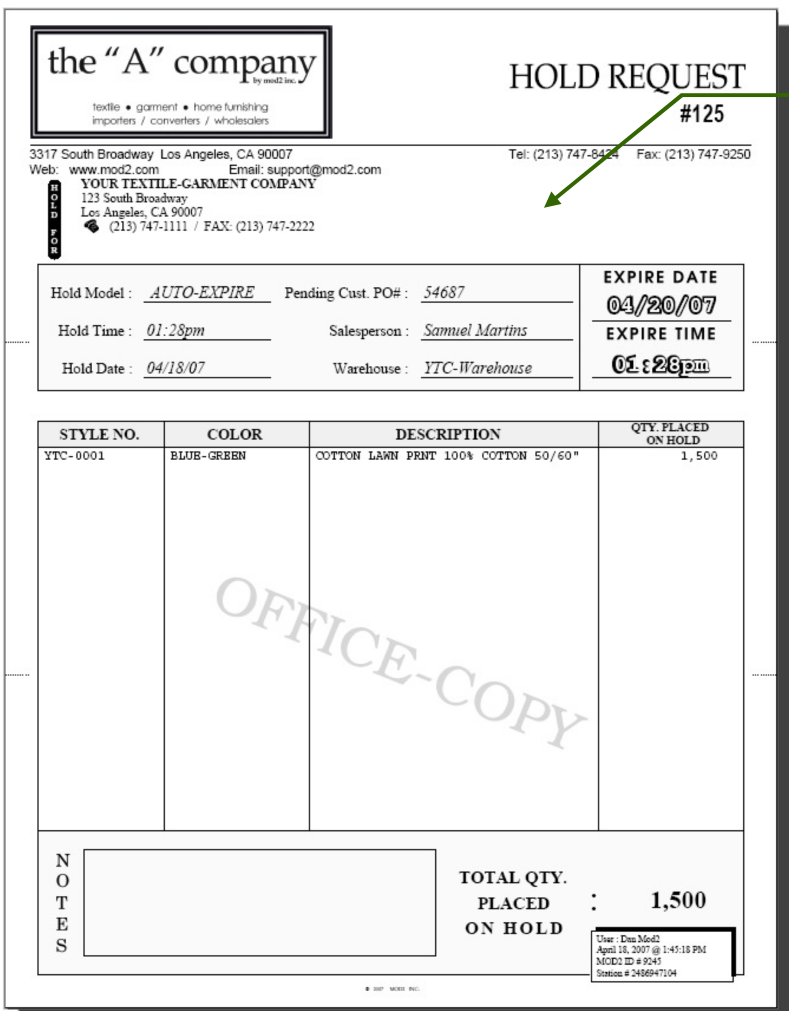
< Fig. 2 >

Enter the Qty for the Style you've selected and press Enter. Press Esc and you'll see another screen of information that you have entered earlier then Press any key to continue (See Fig. 3.1 & 3.1).



< Fig. 3 .1>

< Fig. 3 .2>


the "A" company

textile • garment • home furnishing

importers / converters / wholesalers

HOLD REQUEST

#125

3317 South Broadway Los Angeles, CA 90007 Tel: (213) 747-8424 Fax: (213) 747-9250

Web: www.mod2.com Email: support@mod2.com

HOLD FOR

YOUR TEXTILE-GARMENT COMPANY
123 South Broadway
Los Angeles, CA 90007
(213) 747-1111 / FAX: (213) 747-2222

Hold Model : AUTO-EXPIRE Pending Cust. PO# : 54687

Hold Time : 01:28pm Salesperson : Samuel Martins

Hold Date : 04/18/07 Warehouse : YTC-Warehouse

EXPIRE DATE 04/20/07

EXPIRE TIME 01:28pm

STYLE NO.	COLOR	DESCRIPTION	QTY. PLACED ON HOLD
YTC-0001	BLUE-GREEN	COTTON LAWN PRNT 100% COTTON 50/60"	1,500

OFFICE-COPY

NOTES

TOTAL QTY. PLACED ON HOLD : 1,500

User : Dan Mod2
April 18, 2007 @ 1:45:18 PM
MOD2 ID # 9245
Station # 2486947104

This is a Sample Hold Request Document

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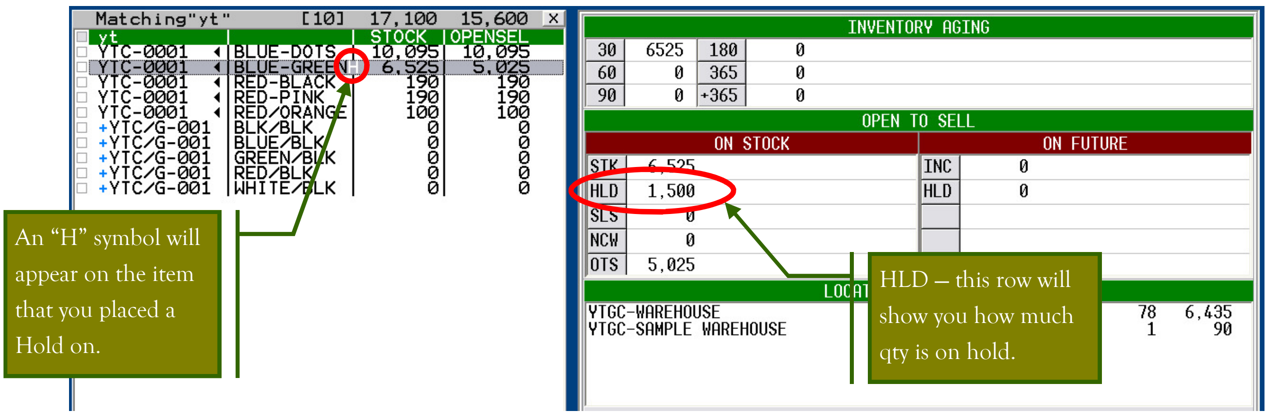
Q3: Where does MOD2 show you the Hold item?

A3: Before doing these procedure, make sure that you've already created a Hold Management for a specific Style or Group of Style. From the Main Menu, select Inventory and press Enter. Select Display, type in the Style that you used and then press Enter. Notice that there is an **"H"** symbol on the item you applied a Hold. Once you move/highlight that item, you'll see that on the right-hand column (which is the column for the Open To Sell) under Stock column and the Row **HLD** shows the quantity of how much is **"On-Hold"** (See Fig. 4)



< Fig. 4>

Q4: How to mark your Hold complete?

A4: You can "Mark Complete" a Hold by displaying that hold and then on the main options for that hold, there is an option there to mark it complete. By doing this, the **H** symbol on your inventory screen will be taken out as well as the quantity inside the **HLD** field.

Q5: How to verify an Outstanding Hold?

A5: From the Main Menu, select the Inventory then followed by Hold Management and press Enter. Press F6 for "Open and Pending" Hold. If you want to have a Hard Copy of the above, just simply press "P" to Print and you'll have a Printout of all the outstanding Hold.

Q6: How to Print Inventory with the Hold column?

A6: From the Main Menu, Select Inventory and press Enter. Select Display and press Enter. Enter the Style# and press Enter. Select the colors and place a **Tag** mark by pressing **Spacebar** then press Enter. In the next screen, select **Reports** and press Enter. Select the format "**Inventory Listing Separate Hold Column**" (Report format #4) and press Enter. Enjoy!