The MOD2 Link

MOD2 INC.

Questions & Answers for August

Q₁: In MOD2, is it possible for our packing lists to have legal notes on the back page like our invoices?

A₁: Yes it is possible. You could turn on this feature in the *Installation Option* under the *Forms Related Settings*. We have an option where you could print legal notes on the back of your *Sales Orders, Packing Lists, and Invoices*. However, MOD2's double side printing options would only work if your company has a **duplex printer**.

Q₂: What else can I print on the back of our documents besides the legal notes?

A₂: You could also print your company's Advertisement or even your company's Logo on the back of your documents.
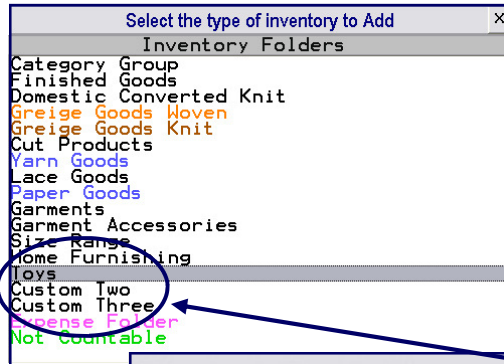
Check out latest changes in MOD2.COM
www.mod2.com

MOD2 Inc. *Readers Write Q&A*

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

On the *Forms Related Settings,* you could choose the form that you want to print at the back of your *Sales Order, Packing List, and Invoice.* You could only choose between Legal Terms, Large division logo, Large advertising image, or None.

Double Side Printing Parameters
ILegal.Dat Exists   Advertising Doesn't Exist

Sales Order	Packing List	Invoice
⦿ 1 None	⦿ 1 None	⦿ 1 None
○ 2 Legal Terms	○ 2 Legal Terms	○ 2 Legal Terms
○ 3 Large division logo	○ 3 Large division logo	○ 3 Large division logo
○ 4 Large advertising image	○ 4 Large advertising image	○ 4 Large advertising image

Frequently Asked Questions (continued..)

Q₃: Our company wants to use MOD2 for our other products as well. But the thing is, when defining a new inventory for it, we do not want it to be under the existing Inventory Folders such as *Finished Goods*, *Greige Goods*, *Garments*, *Home Furnishing*, etc. How could we define our new products in MOD2 where our existing inventory items will not get affected?
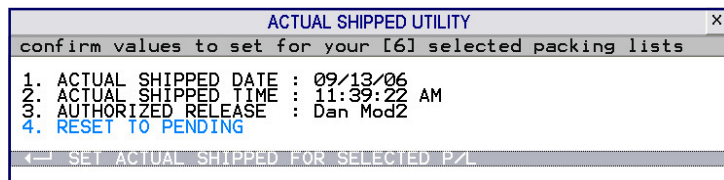

A₃: MOD2 has added (3) three extra inventory group where you could customize the name of the inventory folder according to your product(s). If you try to define a new inventory item, on the bottom part of the list of inventory folders, you will see the names *Custom One, Custom Two,* and *Custom Three*. You could change the names of those folders in the Installation Menu under the Inventory Parameter, Group 2 Tab.

Q₄: Is there a way where we could set the *Actual Shipped Date, Time, and Authorization* for multiple packing lists in one shot? Because right now, it takes quite some time to set those information one packing list at a time.

A₄: Yes there is a way. Go to the *Open and Pending* screen of the *Packing List* to see the option. To set the actual shipped date, time, and authorization for multiple packing list, tag/check the boxes of your chosen packing lists. After you have marked those packing lists, press enter, and it will give you the option to set the information. Once you have set it, the packing lists will have a check mark on the *Open and Pending* screen.

Q₅: We have new employees that are going to be using MOD2. I was asked to create the user names and passwords for them. But when I was about to make their accounts, a message popped-up saying only MOD2 administrator are allowed to add new users in the system. How is that? How can I be a part of the MOD2 administrators?
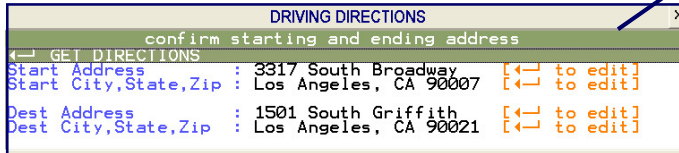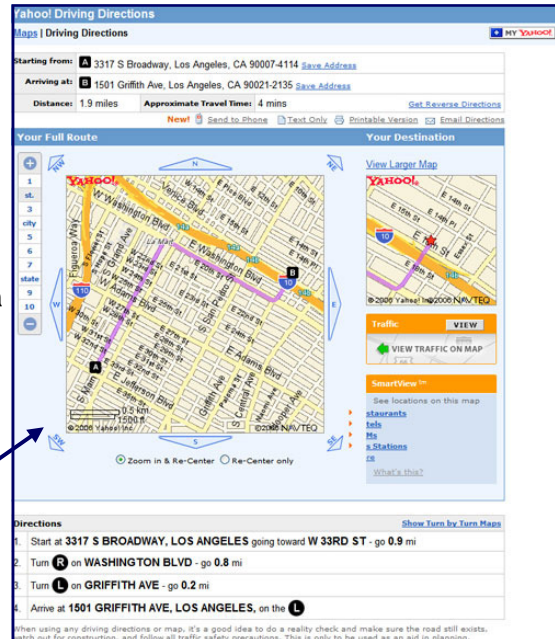

A₅: The reason why we added this security in MOD2 is that it would have been a security hole if a user could have been added into the system. With this security, MOD2 administrators can now control who is being added as a user. To be part of the MOD2 Administrators, call any of our technical support team and we will help you set this up.

Frequently Asked Questions (continued..)

Q6: One of our customers called us and wants to buy a certain item that they previously bought for the same price. How can I display this in MOD2 where I could see the history of the items that our clients previously bought?

A6: You can see the information that you are looking for under the *Quick-Quote* feature which is found in the Clients display menu. This feature will show you all the inventory items that your customer ordered from you, displaying the most recent date and price those items where bought and how much of those items they ordered in a year.

Q7: We have some customers that usually calls and inquires if we have stock on the items they want before sending a fax or email copy of their purchase order. Most of the times, they ask for three to five items at once. Is there a way in MOD2 where we could display those items in one shot instead of searching for it one at a time?

A7: Yes there is a way. To display multiple items in your inventory display screen, at the point where MOD2 asks you for the inventory style#, type in the items that you want and put a comma (,) as a separator for those items.

Q8: If I could display multiple items in one shot, can I also do this for modifying my inventory items?

A8: Yes, you could also do this for modifying your inventory. Just do the same thing when typing in your inventory items (see image above), when the items are shown in the inventory display screen, put a tag/check mark on those items you want to edit, then just hit enter.

Frequently Asked Questions (continued..)

Q₉: Our warehouse driver goes to our customers everyday to deliver goods. He usually looks up the map of the area in the internet to plan his route. But as much as he wants to copy and paste the addresses of our clients from MOD2 to the website, he cannot. So what he does is that he types the addresses on the website one by one. How can you guys help us with this?

A₉: In MOD2, we made a feature under your Clients display screen called *Driving Directions*. This feature is a shortcut to Yahoo! Maps where it would automatically give you the directions and map from your office to your customer.

Q₁₀: Whenever I am paying the commission of our salespeople in MOD2, there are instances where I need to change the commission percentage for certain invoices. What I do is that I directly change the percentage on the Client Modify screen and then put it back after paying some the invoices. Is there an easier way to change their commission percentage in MOD2?

A₁₀: In MOD2, you can actually change it on the Pay-Now screen. To change the commission percentage on certain invoices, tag/check the invoices that you want to modify, and then press enter. It will then give you the option *Change Comm% For Selected Invoices*. This option will not permanently change the commission percentage of the salesperson.