# ZiiZii Android User Manual

Version 1.2.1 - Updated on June 22nd, 2016

## 1 Downloads

You can download ZiiZii from the **Google Play Store** at the link below, or by searching for "ZiiZii" under *Applications*:
https://play.google.com/store/apps/details?id=ziizii.app

You can download ZiiZii from the **Amazon Store** by searching for "ZiiZii" under *Applications*.

You can apply to become a ZiiZii Beta Tester via the **Google Play Store** at the following link:
https://play.google.com/apps/testing/net.ziizii.app

## 2 Starting Out

This walkthrough is meant to be followed alongside a running copy of ZiiZii for Android.

After installing, launch ZiiZii and tap "Log in" in the main screen STATUS tab.

In the dialog, enter your wholesaler's ZiiZii server URL (e.g." http://demo.ziizii.net/JellyDemo" or "http://demo.ziizii.io/zz"), username, and password, and then tap "Log in" to begin downloading your customer list and catalogs.
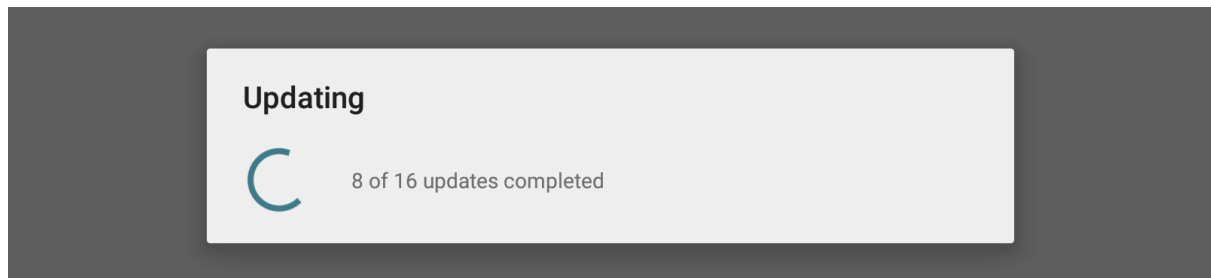


Please wait until the downloads are finished, as shown in the picture below:
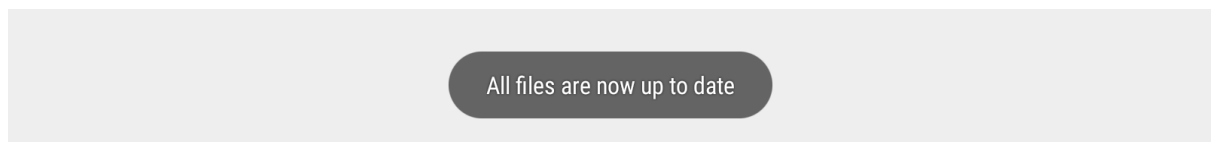


Tap "Settings" in the menu bar, and review the selected settings. Choose the scanner module appropriate for your handheld scanner.

If using a Unitech scanner, select "Generic SPP scanners" for the Bluetooth scanner module. The scanner must be configured separately. Tap the back arrow to return to the main screen.

Choose a customer to work with in the STATUS tab. Then switch to the ORDER ENTRY tab and tap "New order" to create a new order for the selected customer.

**Choose customer**

Search by customer name or ID

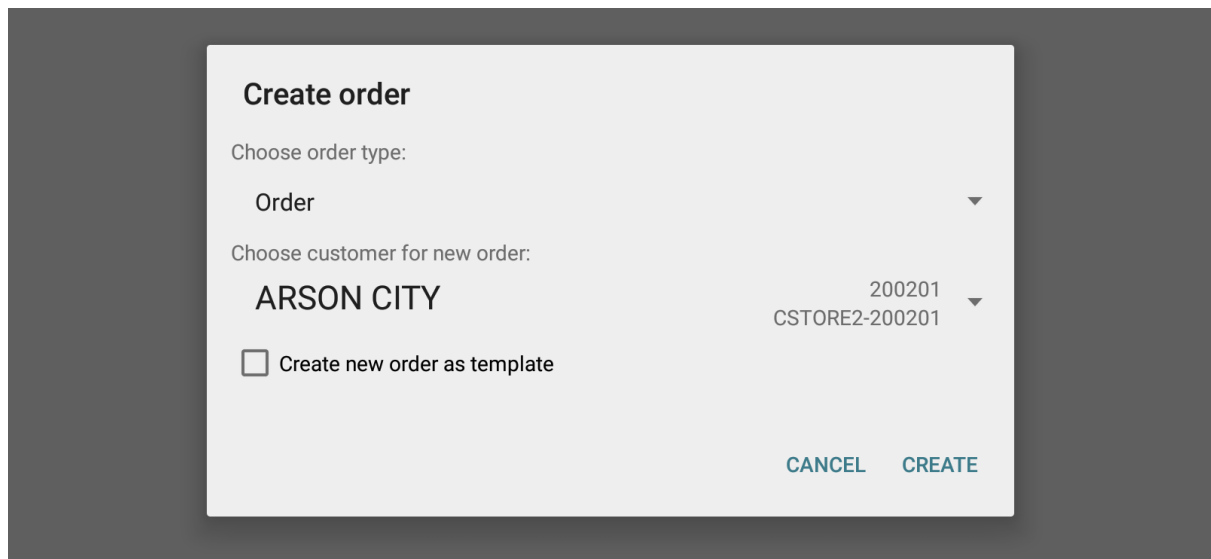| | |
|---|---|
| ARSON CITY | 200201<br>CSTORE2-200201 |
| BITTER ROOT PUB | 500089<br>CSTORE2-500089 |
| BLACK FOREST INN | 500095<br>CSTORE2-500095 |
| BOUNDARY CAFE | 600239<br>CSTORE2-600239 |
| BROWN BAG EXPRESS | 730<br>HOST1-730 |
| BUD'S GRILL | 860<br>HOST1-860 |
| BUZZY BEE BAKERY | 980<br>HOST1-980 |
| LAKES DISTRICT HOSPITAL | 88<br>HOSTABC1-88 |

CANCEL

## 3 Building an order

To create a new order, tap the "New order" button or the "Copy" button on a template listed in the ORDER ENTRY tab; or tap "Copy as new…" in the menu bar of an existing order or template;

In the dialog, choose a customer, and indicate whether to keep the new order as a template for future orders. If creating the order from scratch, you may have the option to choose an order type. If copying an existing order, a different customer may be chosen for the new order.



The ORDER tab of the order entry screen shows an overview of the order. Information you enter in the name/po/note fields may be viewed by the wholesaler when your order is submitted. Do not rely on these fields to communicate special conditions unless your wholesaler has said you should do so.

The DETAILS tab shows all items currently in the order. You can adjust the quantity and other details on each item. If alternate selling packs are available for an item, the selected selling pack is highlighted yellow.

Use the SEARCH tab to find catalog items by entering text. Items are included in search results if part of their description or SKU/UPC matches the entered text.





Use the BROWSE tab to browse item categories. Tap the name of a category to view its items and subcategories. A button appears above the list of items allowing you to return to the full list of categories.

**Order Entry**

SOFTSCAN    SPEED ENTRY    SEND    DELETE    ⋮

ORDER    DETAILS    SEARCH    BROWSE

▼ 29 root categories

BASIC CIGARETTES
CSTORE-BAS-01
30 items

CAMEL/WINSTON CIGS
CSTORE-CAM-01
30 items

**Order Entry**

SOFTSCAN    SPEED ENTRY    SEND    DELETE    ⋮

ORDER    DETAILS    SEARCH    BROWSE

VIEW ROOT CATEGORIES…

DEMO ITEMS CATEGORY

▼ 14 items

**Trident Cinnamon Sugar Free Gum - 18 CT**
**$0.65 per Case**

| SKU | UPC | Pack | Weight | UOM | SRP |
|-----|-----|------|--------|-----|-----|
| 9999971 | 012546612670 | 18 | 1 | CT | $0.99 |

ADD

**Trident Spearmint Sugar Free Gum - 18 CT**
**$0.52 per Case**

| SKU | UPC | Pack | Weight | UOM | SRP |
|-----|-----|------|--------|-----|-----|
| 9999972 | 012546615310 | 18 | 1 | CT | $0.99 |

7
8    Case ▼    ☐ Label    ☐ NoSend
9    REMOVE

Tap "SoftScan" in the menu bar and use your device's camera, or use your Bluetooth scanner to scan a barcode and add the associated item to your order.

Place a barcode inside the viewfinder rectangle to scan it.

**STOP SOFT SCAN**

Tap "Speed Entry" in the menu bar to access an old-style SKU/Quantity input screen. Type a SKU in this screen and tap "Enter" to find an item, and then provide a quantity before tapping "Enter" again to save the item in your current order. If the item is already in your order, submitting a quantity of zero will remove it. You can select a selling pack and flags in this screen while an item is displayed. Tap the back arrow to return to the order entry screen. Speed entry is not available for order types that require you to select a reason code for each item added.

Sku:__

Qty:

| | | | | |
|---|---|---|---|---|
| | | | | **CLR** |
| F1 | F2 | F3 | F4 | |
| 7 | 8 | 9 | DEL | |
| 4 | 5 | 6 | | |
| 1 | 2 | 3 | ENTER | |
| - | 0 | . | | |

If you built the order but initially selected the wrong customer, make a copy and choose the correct customer in the copy dialog.

When you are ready to submit the order, tap "Send" and wait until the upload is finished. Template orders cannot be sent.

Approximate cost

$8.16

A custom mes

**Is this order ready to send?**

CANCEL                                    SEND
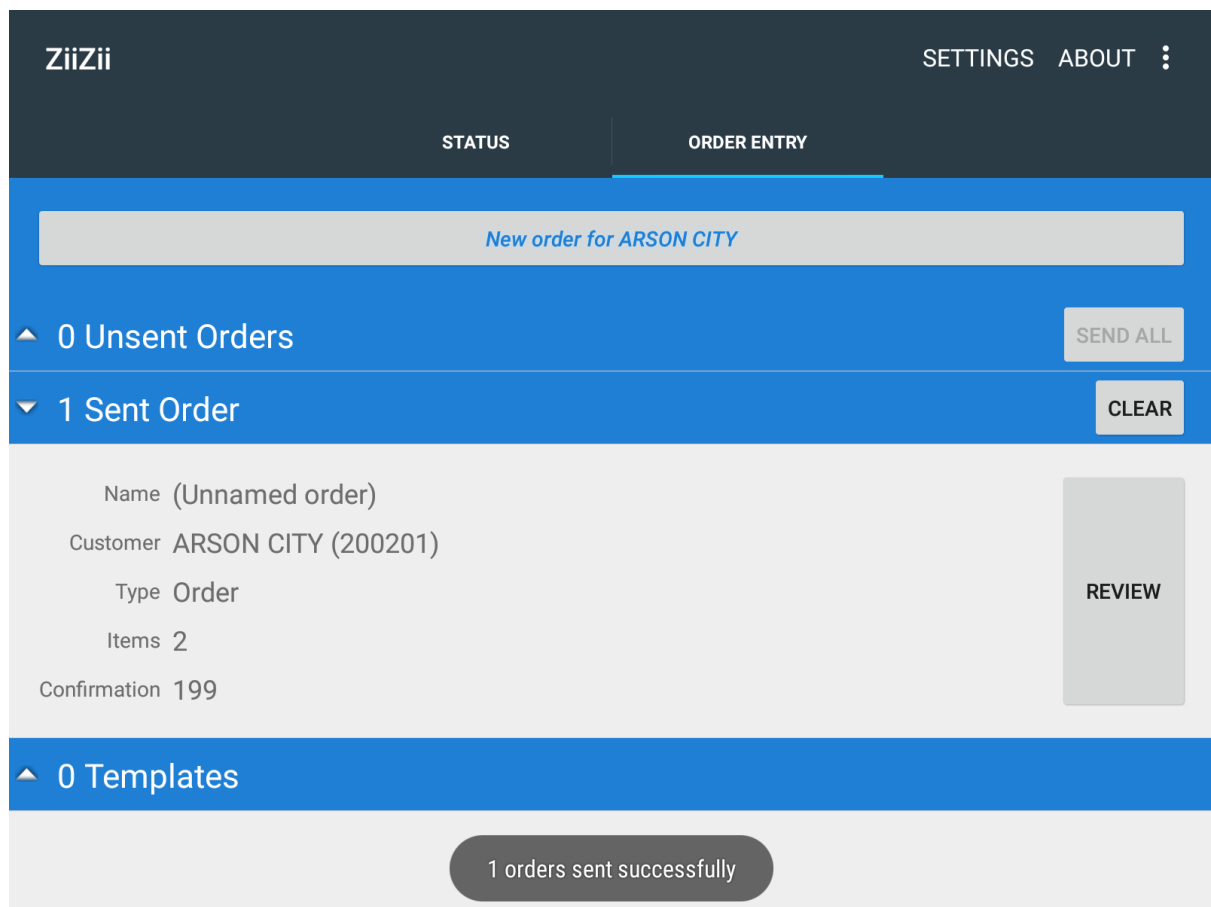
## 4 Reviewing orders

The main screen ORDER ENTRY tab shows all your sent/unsent orders and templates. Basic information and common actions are presented for each order listed. Sent orders have been submitted to the wholesaler and cannot be edited.

ORDER    DETAILS

## Trident Spearmint Sugar Free Gum - 18 CT
**$0.52 per Case**

| SKU | UPC | Pack | Weight | UOM | SRP |
|-----|-----|------|--------|-----|-----|
| 9999972 | 012546615310 | 18 | 1 | CT | $0.99 |

| Quantity | Selling pack |
|----------|--------------|
| 8 | Case |

☐ Label        ☐ NoSend

## IGA RALLY
**$1.00 per Case**

| SKU | UPC | Pack | Weight | SRP |
|-----|-----|------|--------|-----|
| 0000152 | 00000000000 | 1 | 1 | $0.00 |

| Quantity | Selling pack |
|----------|--------------|
| 4 | Case |

☐ Label        ☐ NoSend

# 5 Troubleshooting and Support Help

**Ziiware Inc.**

All Ziiware Product Support handled by our sister company, Novex Software Development Inc.

**Novex**
Software Development Inc.

www.novexsoftware.com
sales@novexsoftware.com
902.542.1813

## Technical Support

Should you require assistance with this, or any other Novex Software Development product, please feel free to contact us via on the methods listed below, and one of our technical support professionals would be more than happy to assist you.

**Support Department**

7:30am – 3:30pm Eastern Time
**Monday - Friday**

**Telephone**
888-542-1813 ext. 1000
**Email**
support@novexsoftware.com

Any after hours voice mail or email requests will receive priority response the following business day.

**Emergency Support**

Available 24 Hours a Day,
7 Days a Week

Submit an Emergency Ticket through our Support Website and a technician will be paged
**support.novexsoftware.com**

Our Support Professionals are available on an "on call" basis. Therefore, please use discretion when using this method.

## 5.1 Troubleshooting

To be added later.