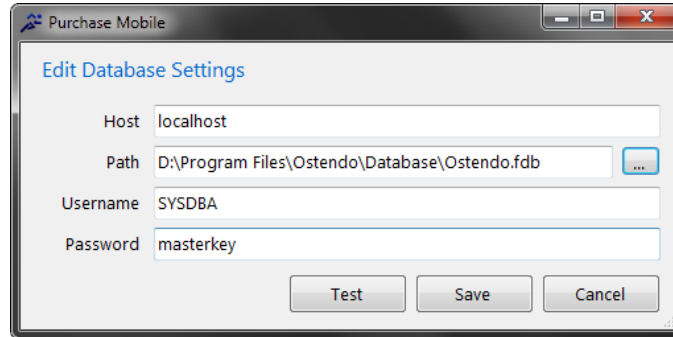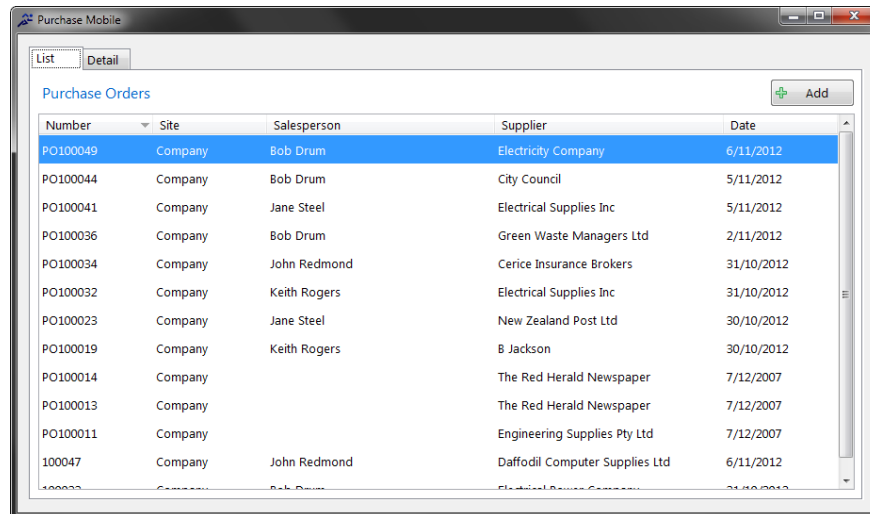# PURCHASE MOBILE USER GUIDE

INITIAL SETUP

When you first run Purchase Mobile you will be prompted to enter database settings that specify where the database is located and how Purchase Mobile should connect to it.

The screenshot above shows the settings for a typical database configuration. Generally the host, username, and password can be left at their default values (shown above) and the path simply set to the location of the database on a mapped drive. If the database is not accessible through a mapped drive then you may need to specify the database host and set the path field to the path to the database as seen from the host.

PURCHASE ORDER LIST

Once the database settings have been configured the initial screen will be a list of currently open purchase orders.

From this list you can:

- Start creating a new purchase order by clicking the 'Add' button
- Edit an existing order by double-clicking on it in the list, or selecting it and moving to the 'Detail' tab

PURCHASE ORDER DETAIL

On selecting an existing purchase order to edit or on creating a new purchase order you will be brought to the 'Detail' tab which gives detailed information about the purchase order, and if the purchase order is a new one, will allow you to enter new information and lines.
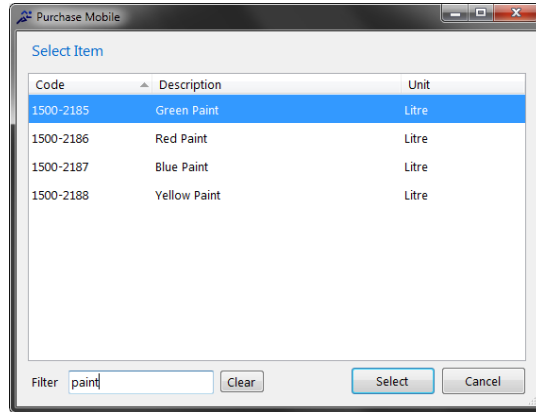

ADDING LINES

To add a new purchase line you can either:

- Click the 'Add Line' button, where you will be prompted for the details of the new line
- Press enter while in the grid with the last purchase line selected, this will add a new row where you can begin entering data immediately.

SELECTING AN ITEM

If you do not know the exact item code when adding a line in the grid you can access a lookup by clicking the magnifying glass icon next to the item code column, or focus the column (e.g. by pressing tab) and pressing space.

The items displayed in the lookup can be filtered by entering text into the 'Filter' box in the lower left; only items that contain the entered text in either their code or description will be displayed.

REMOVING A LINE

Purchase lines can be removed from the grid by clicking the red minus symbol at the end of the row.

DISPLAYING LINE PRICES

To display line pricing information Purchase Mobile must be run with the '-showprices' command line switch. This is most easily achieved by creating a shortcut to the executable and appending '-showprices' to the end of the 'Target' field, as shown below: