



**Fabric and Accessory  
Database and Order Writer  
User Manual**



## Table of Contents

Abstract.....	3
Accessing the Program.....	3
User Roles.....	3
Products.....	4
Purchase Orders.....	4
Maintenance.....	6
Reports.....	6

# Abstract

The FAB Ordering System keeps a record of data and images for all Agio fabric products and various other accessories. It also provides a clean and efficient way to write purchase orders to the various fabric mills and accessory manufacturers. Reports are available to show activity by product, category, manufacturer, or date.

## Accessing the Program

The PSG Ordering System is located “in the cloud” on a server hosted by Amazon Web Services. Open your web browser and go to <http://fab.agio-usa.com>. While the program can be accessed in any web browser, we have found Google’s Chrome browser to be best. Open the link and set the resultant page as a bookmark in your browser. There are several ways to quickly access web pages that are bookmarked in your browser. Browser bookmarks can be accessed through the browser or linked to shortcuts on your computer desktop. Help for the Program is available in the upper left corner of the program screen (a HELP link which displays this document) or by contacting the Agio-USA Information Technology Department at [webmaster@agio-usa.com](mailto:webmaster@agio-usa.com).

## User Roles

The following Roles are defined in the system:

- Developer
- Administrator
- Standard User

The **Developer** and the **Administrator** have unlimited access to all functions of the program but have a limited role in the day-to-day operation. If data needs cleaned or errors arise, contact an Administrator for corrective action. The Administrator will pass any repairs that are beyond his expertise to the Developer.

The **Standard User** is responsible for Item Management and Order Management, can pull reports or browse through the catalog of products.


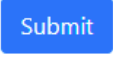
→ Item Management involves adding and editing Collections and Items. Items are never removed (deleted) from the system but rather there is a process by which Items can be dropped from Collections. These dropped Items are unable to be ordered until their status is reinstated in the system.


→ Order Management is coordinating orders with the factories, working with Representatives to adjust quantities, finalize the orders, and ultimately booking & shipping the orders.

## Products

Under this menu option, the user can access the current list of products, manually add a new item or import multiple new items using an Excel spreadsheet template.

List → The user is presented with a list of the most recent 2000 records in the items database. There is a search function (not limited to the 2000) to assist in finding specific items to view or

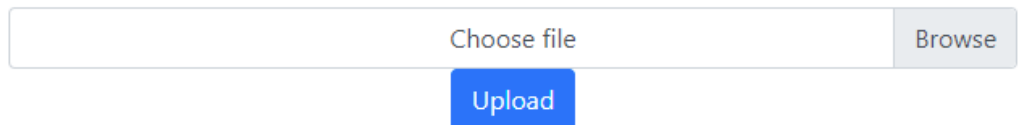
edit. Click this icon  next to the item you wish to view or edit. If changes are made to the selected item, they will only be saved if the user clicks the  button on the item edit form.

Single Add → As the name implies, the user is brought to a form designed to add a single item to the database. Be sure to click  after completing the form.

Bulk Import → Before running this application, be sure to have the TEMPLATE filled out and checked for accuracy. There is no ABORT or UNDO functionality after the user browses to their file and chooses Upload.

## Importer

Use this page to upload your **numbers assigned** spreadsheet with multiple fabrics.



The screenshot shows a web interface for uploading a spreadsheet. It features a large text input field with the placeholder text "Choose file" and a "Browse" button to its right. Below the input field is a blue "Upload" button. A horizontal red line is positioned below the "Upload" button.

## Purchase Orders

Clicking into Purchase Orders from the Menu Bar or the link on the Home Page presents the user with a list of purchase orders that are in the system with the most recent listed first. There are three options here: Edit or Print an existing order or Create a new order.

Edit → As the name implies, an existing Purchase Order can be opened and changed. In the top section, the basic information about the order is presented and editable. Be sure to click SAVE after making any changes. For the user's convenience there is also a PRINT icon here should you wish to print the order after changes are made. In the lower section are the items being ordered. Add or delete items or adjust the quantities or costs of existing entries. Be sure to click SAVE UPDATES when you are complete.


When editing a Purchase Order any shipping activity can be added by clicking 'Enter History'

Revision:       Revision Date:        Canceled:

### Item List

A23-139GR - SAFARI SF

[Enter history](#)

	Fabric	Production No	Description	Ur
	A16-241GR		CAST SLATE	<input type="text" value="0"/>
	A15-362GR		PARKER SLATE	<input type="text" value="0"/>



Choose which product of the order needs updated, change the date (or leave the date which defaults to Today), the Quantity and any Tracking Information. Click SAVE ENTRY to complete. If the user wishes to Cancel the line item, place a check box in CANCELED, accept or change the date and click SAVE ENTRY.

The Purchase Order edit screen also shows the user which items of the order, if any, have transactions recorded by displaying a PLUS sign next to the line item. Click the plus to view the Transaction History.

### Item List

A23-139GR - SAFARI SP 

[Enter history](#)

	Fabric	Production No	Description	Units Or
	A16-241GR		CAST SLATE	<input type="text" value="0"/>
	A15-362GR		PARKER SLATE	<input type="text" value="0"/>
	A16-290GR		CAST MIST	<input type="text" value="0"/>
	A16-392GR		CAST SILVER	<input type="text" value="0"/>
	A16-453GR		FRETWORK PEWTER	<input type="text" value="0"/>
	A18-318GR		TARTAN DEW	<input type="text" value="0"/>
	A11-405GR		SPONGE CORK	<input type="text" value="0"/>
	A11-395GR		ENCHANTMENT GINGER	<input type="text" value="0"/>

Print → This link gives you a visual representation of the Purchase Order. Browser functionality will vary but in Chrome the user can right-click in the field of the document and choose PRINT. Most computer operating systems offer some sort of PDF printer along with the standard 'print to paper' option. The PDF file is best should the user wish to email the order to the manufacturer.

New → Create a new Purchase Order here. The PO number is generated automatically based on the MILL and the DATE. Add in all the details of the order and add items to be ordered. The list of available items is limited to only those items able to be ordered from the chosen manufacturer. Be sure to click SAVE when you are complete.

## Maintenance

Those items that are stored in the database for easy reference, Item Categories, Suppliers and 'Ship To' Destinations, all have an editor console under this menu item. In each instance, the user is presented a list and given the opportunity to Add, Edit or Delete as required.

## Reports

A rudimentary Report Generator is available. Complete one or more of the SEARCH fields and click BUILD REPORT. The report can be sent to a PDF printer or an actual printer by right-clicking in the screen.

	OD050619-101		5/6/2019	PSG			Sattler Corp./Outdura
-	A13-333OD	8 OZ LINEN	5/6/2019 0:00:00	0	0	7.60	5413/
	AT050619-101		5/6/2019	PSG			Abercrombie Textiles
-	A15-131AT	CONCOURSE LAKE	5/6/2019 0:00:00	0	0	7.95	JJ 82273 5605-003/
	GR050619-101		5/6/2019				Glen Raven
-	A16-241GR	CAST SLATE	5/6/2019 0:00:00	0	157	8.37	40434-0000/
-	--	2021-10-06	2021-10-12	rt46433fv	123		0000-00-00
-	--	2021-10-06	2021-10-11	34545rfrf5	34		0000-00-00
-	A15-362GR	PARKER SLATE	5/6/2019 0:00:00	0	0	13.02	40358-0002/
-	A16-290GR	CAST MIST	5/6/2019 0:00:00	0	0	8.37	40429-0000/
-	A16-392GR	CAST SILVER	5/6/2019 0:00:00	0	0	8.37	40433-0000/
-	A16-453GR	FRETWORK PEWTER	5/6/2019 0:00:00	0	0	19.39	45991-0002/
-	A18-318GR	TARTAN DEW	5/6/2019 0:00:00	0	0	21.61	14580-0006/
-	A11-405GR	SPONGE CORK	5/6/2019 0:00:00	0	0	12.36	44154-0000/
-	--	2021-10-06	0000-00-00		0		Canceled 2021-10-14
-	A11-395GR	ENCHANTMENT GINGER	5/6/2019 0:00:00	0	0	19.60	FF 45222-0007/
	GR050819-101		2019-05-08	PSG			Glen Raven
-	A16-392GR	CAST SILVER	5/8/2019 0:00:00	0	0	8.37	40433-0000/
-	A16-241GR	CAST SLATE	5/8/2019 0:00:00	0	0	8.37	40434-0000/
	GR050919-101		5/10/2019	PSG SAMPLES			Glen Raven
-	A20-142GR	SAMPLER COASTAL	5/10/2019 0:00:00	0	0	12.95	44377-0002/

POs

history present if present

List of items