



POWERSOFT365
&
ESHOP
MANUAL

OPTILINK
SOLUTIONS



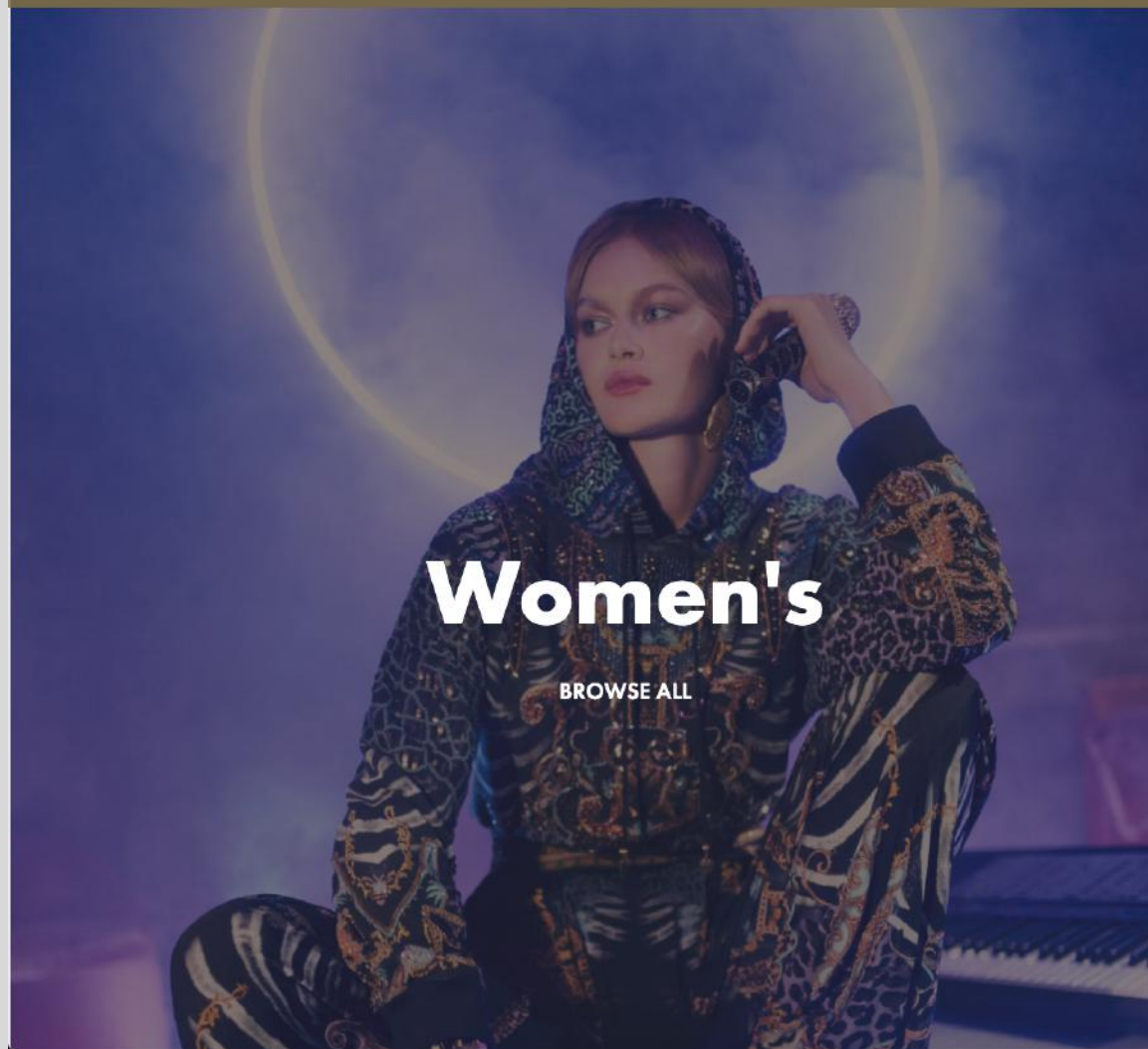


WEBSITE PROCEDURE

FIRST VISIT ESHOP TO SEE THE ORDERS

FREE DELIVERY ON ALL ORDERS IN CYPRUS

[Shop](#) [New Arrivals](#) [Sales](#) [Contact](#) [Login / Register](#)



Women's

BROWSE ALL



Men's

BROWSE ALL

Login by clicking the button



My account

LOGIN

Enter your Username and Password

USERNAME OR EMAIL ADDRESS *

PASSWORD *

 I'm not a robot 
reCAPTCHA
Privacy - Terms

REMEMBER ME

REGISTER

FIRST NAME *

LAST NAME *

PHONE NUMBER *

EMAIL ADDRESS *

← Click here

← Click Login

- Dashboard
- Themes
- Widgets
- Menus

Hover your mouse on the title

Click Dashboard

MEN CLOTHING ACCESSORIES BAGS SHOES WOMEN CLOTHING BAGS BEACHWEAR SHOES



Heart icon Shopping cart icon with '2' badge ACCOUNT

My account

DASHBOARD

ORDERS

ADDRESSES

ACCOUNT DETAILS

WISHLIST

LOGOUT

Hello **Filios** (not **Filios**? [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and [edit your password and account details](#).

- Dashboard
- Home
- Updates
- Posts
- Media
- Badges
- Pages
- Comments
- Contact
- Swatches
- WooCommerce**
- Products
- TI Wishlist
- Analytics
- Featured Image from URL
- Marketing
- Elementor

Dashboard

WooCommerce Status

€0.00 net sales this month	
0 orders awaiting processing	0 orders on-hold
416 products low in stock	5 products out of stock

You can see your pending orders here. If you have pending order, you can click here to view them

Or you can hover your mouse on Woocommerce

Then click here to see all your orders

- Home
- Orders**
- Customers
- Coupons
- Reports
- Settings
- Status
- Extensions

- Comments
- Static Content
- Swatches
- WooCommerce**
- Home
- Orders 2**
- Customers
- Coupons
- Reports
- Settings
- Status
- Extensions
- Products
- Analytics
- Featured Image from URL
- Marketing
- WPForms

Orders

Inbox Store Setup

Orders [Add order](#)

All (2) | Processing (2)

[Search orders](#)

Bulk actions [Apply](#) All dates [Filter by registered customer](#) [Filter](#)

<input type="checkbox"/>	Order	Date	Status	Total
<input type="checkbox"/>	#49998 Filios Nicolaou	1 min ago	Processing	€39.00
<input type="checkbox"/>	#49995 Yiangos Vitsaides	Feb 25, 2021	Processing	€750.00
<input type="checkbox"/>	Order	Date	Status	Total

Bulk actions [Apply](#)

Click on the name to see more details

- Static Content
- Swatches
- WooCommerce
- Home
- Orders 2
- Customers
- Coupons
- Reports
- Settings
- Status
- Extensions
- Products
- Analytics
- Featured Image from URL
- Marketing
- WPForms
- SeedProd
- Appearance
- YITH
- Plugins
- Users
- Tools

Edit Order

HERE YOU CAN FIND ALL THE DETAILS OF THE ORDER

Inbox Store Setup

Order #49998 details

SEE HOW CUSTOMER PAID

Payment via Cash on delivery. Customer IP: 69.94.124.54

General

Date created: 2021-02-26 @ 12 : 4C

Status: Processing

Customer: Guest

HERE YOU SEE THE STATUS OF THE ORDER

Billing

Filios Nicolaou
Apollon 2
Nicosia
1046
Cyprus


Email address: filios10101991@gmail.com

Phone: +35796442484

Shipping

Address: No shipping address set.

This is the customer address you will need to ship the order. If there is no address completed in the shipping field, you will need to send it to the billing address

Item	Cost	Qty	Total
 <p>WOMENSWEAR TOP - ECROU, XS SKU: 20SBS201071-ECR-XS Variation ID: 49953</p>	€39.00	x 1	€39.00

WHAT PRODUCTS CUSTOMER BOUGHT

ORDER NUMBER FOR POWERSOFT 365

TOTAL PRICE CUSTOMER PAID

Items Subtotal:	€39.00
Order Total:	€39.00

Refund

This order is no longer editable.

Order actions

Choose an action...

Move to Trash

Update

Post Attributes

Template

Default template

Order notes

Payment to be made upon delivery. Order status changed from Pending payment to Processing.

February 26, 2021 at 12:40 pm Delete note

Stock levels reduced: WOMENSWEAR TOP - ECROU, XS (20SBS201071-ECR-XS) 2->1

February 26, 2021 at 12:40 pm Delete note

Powersoft 365 Order ID : 99900011

February 26, 2021 at 12:40 pm Delete note

BEFORE YOU SET THE STATUS TO COMPLETED, MAKE SURE YOU CHECKED THE ORDER ON 365, AND YOU ISSUED AN INVOICE

WooCommerce Admin - Edit Order #49998

Order #49998 details
Payment via Cash on delivery. Customer IP: 69.94.124.54

2. AFTER YOU CHANGED THE STATUS YOU CLICK UPDATE

1. WHEN ORDER IS SHIPPED YOU CHANGE THE STATUS TO COMPLETE
IF THE ORDER IS CANCELLED OR REFUNDED THEN THE STATUS SHOULD BE CANCELLED OR REFUNDED IN ORDER TO RESTOCK THE ITEM

Order actions
Choose an action... [Update](#) [Move to Trash](#)


Post Attributes
Template: Default template

Order notes
Payment to be made upon delivery. Order status changed from Pending payment to Processing. February 26, 2021 at 12:40 pm [Delete note](#)
Stock levels reduced: WOMENSWEAR TOP – ECROU, XS (20SBS201071-ECR-XS) 2→1 February 26, 2021 at 12:40 pm [Delete note](#)
Powersoft 365 Order ID : 99900011 February 26, 2021 at 12:40 pm [Delete note](#)

General
Date created: 2021-02-26 @ 12 : 40
Status: **Processing**
Customer: Guest

Billing
Filius Nicolaou
Apollon 2
Nicosia
1046
Cyprus
Email address: filius10101991@gmail.com
Phone: [+35796442484](tel:+35796442484)

Shipping
Address: No shipping address set.

Item	Cost	Qty	Total
 WOMENSWEAR TOP - ECROU, XS SKU: 20SBS201071-ECR-XS Variation ID: 49953	€39.00	× 1	€39.00
Items Subtotal:			€39.00
Order Total:			€39.00

[Refund](#) ⓘ This order is no longer editable.

Swatches

WooCommerce

Home

Orders 2

Customers

Coupons

Reports

Settings

Status

Extensions

Products

Analytics

Featured Image from URL

Marketing

WPForms

SeedProd

Appearance

YITH

Plugins

Users

Edit Order

CLICK HERE IF YOU WANT TO CONTINUE WITH THE OTHER ORDERS

Order #49998 details

Payment via Cash on delivery. Customer IP: 69.94.124.54

IF YOU FINISH AND WANT TO LOG OUT, YOU HOVER YOUR MOUSE ON YOUR NAME AND CLICK LOG OUT

General

Date created:

2021-02-26

@

12

:

4C

Status:

Processing

Pending payment

Processing

On hold

Completed

Cancelled

Refunded

Billing

Filios Nicolaou

Apollon 2

Nicosia

1046

Cyprus

Email address:

filias10101991@gmail.com

Phone:

[+35796442484](tel:+35796442484)

Shipping

Address:

No shipping address set.

 [WOMENSWEAR TOP - ECROU, XS](#)

SKU: 20SBS201071-ECR-XS

Variation ID: 49953

Cost Qty Total

€39.00 x 1 €39.00

Items Subtotal: €39.00

Order Total: €39.00

Refund

This order is no longer editable.



Filios

Filios Nicolaou

Edit Profile

Log Out

Order

Choose an action...

Move to Trash

Update

Post Attributes

Template

Default template

Order notes

Payment to be made upon delivery. Order status changed from Pending payment to Processing.

February 26, 2021 at 12:40 pm [Delete note](#)

Stock levels reduced: WOMENSWEAR TOP - ECROU, XS (20SBS201071-ECR-XS) 2→1

February 26, 2021 at 12:40 pm [Delete note](#)

Powersoft 365 Order ID : 99900011

February 26, 2021 at 12:40 pm [Delete note](#)



POWERSOFT 365 PROCEDURE



Log Out

English



HE65749 D. ORTHODOXOU NEW YORKS LTD
HE65749 D. ORTHODOXOU NEW YORKS LTD
C84900.maiekkosg



Home **Orders** Reports Orders Dashboard

Customer Orders

Supplier Orders

STOCK CONTROL -> ORDERS -> CUSTOMER ORDERS



Customer Orders

New Modify Copy Advanced Search Print Send by E-mail Transactions History

TICK THE ORDER

Expand Order

	Status	Number	Date	Short Name	Customer			
<input checked="" type="checkbox"/>	Approved	99900011	26/02/2021	+35796442484	Filios Nicolaou			
<input type="checkbox"/>	Approved	99900010	25/02/2021	10001	Yiangos Vitsaides			
<input type="checkbox"/>	Approved	99900005	17/05/2020	99972720	Yiangos Vitsaides			
<input type="checkbox"/>	Approved	99900004	16/05/2020	99972720	Yiangos Vitsaides			
<input type="checkbox"/>	Approved	99900002	16/05/2020	99972720	Yiangos Vitsaides			
<input type="checkbox"/>	Approved	99900001	23/04/2020	99972720	Yiangos Vitsaides			

IF YOU WANT TO MAKE CHANGES EX. QUANTITIES BEFORE ISSUING THE INVOICE

Single Order
 Customer Order
 Auto Generate Invoice
 Return
 Send to History

IF THERE ARE NO CHANGES PROCEED WITH AUTO GENERATE INVOICE

CANCEL THE ORDER

Internal Comments

Comments

Shipping Address:
Customer Name:
Address:

Company:

Delivery Information

Filios Nicolaou
Apollon 2

1046
Nicosia
CY



SINGLE ORDER

Order: 99900010

Customer: 99900431 - Yiangos Vitsaides

All Items

- Allow quantity received greater than quantity reserved
- Keep remaining quantities
- Summarize same lines

Scan barcode

Search

Save

Save & Continue

Cancel

To: Sale

Use Price: As Is

Include VAT

Tab Stop Price

Tab Stop Discount

Item Code	Description	Model Code	Colour	Size	Qty	Picked Qty	Price	Discount %	PI O N
20SVACOMO-NVY-30	MENSWEAR TROUSERS TROUSERS TAILORED	20SVACOMO	NAVY	30	1	1	750.00	0.00	
					1	0			

IF YOU DONT WANT TO KEEP THE REMAINING QUANTITIES UNTICK THE BOX

SET THE QUANTITY HERE

CLICK SAVE AND CONTINUE



AUTO GENERATE INVOICE

Order

Generate Invoice

Date: 26/02/2021 Transaction value date does not fall within the default FISCAL period.

Description:

Comments:

Method of Payment: CREDIT CHOOSE HOW CUSTOMER PAID YOU

Store: WAREHOUSE CHOOSE FROM WHERE TO REMOVE THE STOCK Keep Same Store As Order

Cheque No: Bank Account: Cheque Date: dd/MM/yyyy

Grouped by Customer Send Invoice by E-mail

SAVE AND CONTINUE

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THANK YOU

OPTILINK
SOLUTIONS


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