

The OZRoll e-Ordering Program for Assembled Shutters.

In order to simplify and standardise the process for ordering Assembled Shutters, OZRoll has developed an E-mail ordering program that can be downloaded directly from the Trade Info tab on our website:

<http://rollashield.com.au/index.php/distributors/> (please contact us for the password)

This program is very simple and safe to use, effectively streamlining your overall ordering process. The E-mail order that you forward to OZRoll is directly downloaded into our cutting program, therefore eliminating the risk of input error.

If you do not have access to E-mail, you can still utilize the program by completing the order process and faxing the order through direct to OZRoll.

You will find attached an instruction sheet on this program and please feel free to contact OZRoll direct should you have any questions or require further assistance with this program.

Customise the Ordering Spreadsheet Here	
Your Company Details.	
Enter your Company Name in this cell.	<input type="text"/>
Enter an abbreviated Company name.	<input type="text"/>
<small>This will be used on the OZ Roll work order instructions and may appear on some forms of the delivery dockets and so on.</small>	
<small>Click this button after completing the set up phase. You will then be asked to save the file.</small>	
OZ Roll Office	Check the appropriate selection box for the OZ Roll office that is to receive your orders.
<input type="checkbox"/> Adelaide Office	<input type="checkbox"/> Sydney Office
Boxing Types.	Check the tick box for the boxing types your company may use (you can select both).
<input type="checkbox"/> BC45 Boxing Material.	<input type="checkbox"/> RD360 Boxing Material.
Slat Types.	Check the tick box for the Slat types your company may use (you can select multiples).
<input type="checkbox"/> AR 400 Slat Material.	<input type="checkbox"/> AR 405 Slat Material.
<input type="checkbox"/> AR 401 Slat Material.	<input type="checkbox"/> AE 401 Extruded Slat.
<input type="checkbox"/> AR 402 Slat Material.	<input type="checkbox"/> AR 551 Slat Material.
	<input type="checkbox"/> HDF-R Slat Material.
Default Settings.	This selection is not required but offered only if you wish to have a default setting. If you select the below default setting the order form will be completed automatically with these settings every time you clear the order. The Box and Slat Type select
Choice a Default Box Type:	<input type="text"/>
Choice a Default Slat Type:	<input type="text"/>

Screen Shot from The OZRoll e-Ordering Program for Assembled Shutters.



ABN: 91 090 863 102 QBSA License

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Instructions for Use

1. Select the "Print Order" worksheet.
2. Make sure the order details form is clear by clicking the "Clear the Order Form" button.
3. Enter the required details on the order form. This includes an order number, a surname, a ship date, a box type, a slat type, a box colour, and a main slat colour.
4. Enter the details for each shutter. Details required include width, height, control type and side, and fit type. If you need to you can vary the headbox size from the automatically calculated value.
5. Enter any additional requirements for each shutter such as packing, sill, flashing, bottom guide, and bay flashing.
6. Using the notes section at the bottom of the ordering spreadsheet add any additional items you may need or special requirements you may have.
7. Check the details on your order to make sure everything is correct. If the details are correct you can now process the order.
8. If you want to fax the order click the "Print the Order Only" button and a copy of your order will be printed out ready for faxing.
9. If your computer is connected to the Internet and has email then you can email your order directly to OZRoll for processing. To do this click the "Email and Clear the Order" button or the "Email Order" button.
10. Your order is now complete and you can click the "Clear the Order Form" button and are ready to move onto the next order.

Order Number:		1111		Date Ordered:		22-Dec-15		Email and Clear the Order											
Surname:		Test		Dispatch Date:		4-Jan-16		Email Order											
Box Type:		BC 45		Slat Type:		AR 400		Request Quote via EMAIL											
Box Colour:		Deep Ocean Bl		Main Slat Colour:		Sand		Print the Order Only. Ctrl O											
Stripe Colour:		Deep Ocean Blue		E-Port		E-Port RF		Clear The Order Form. Ctrl C											
				E-Trans 1 ch		E-Trans 9 ch		E-Charger											
				1				1											
				E-Wall Chrg		E-Solar Charger		E-3 Way											
	Width	Height	Box Size	Control	Control Type	Control Side	Fit Type	Additional	Pattern	Perfor	Packing Size	QTY	Sill	QTY	Flashing	QTY	Bottom Guides	Bay Flasing	Bottom Bar
1	1800	1800	180	ODS	L10	Right	OW		Rest Sand	Perf.									
2									Λ										
3									Λ										
4									3 Deep Ocean Bl										
5									2 Sand										
6									3 Deep Ocean Bl										
7									2 Sand										
8																			
9																			
10																			
11																			

