

Order Defaults

Aptean Ltd
Copyright © 2011-2026.

Contents

1 Order Defaults.....1

1 Order Defaults

The Order Defaults maintenance page allows the user to create "sets" of default settings per customer for the Order Entry page in section 3.1

Initially the user can select a Customer they wish to create the defaults for, and enter a description for the set of Order Defaults:

Order Defaults Creation

Description

Customer A Defaults

Customer

CUST A : Customer A

Create

Once the defaults have been created or the user has selected an existing customer from the drop-down list and selected the required Description (set) the parameters will be displayed for maintenance:

Order Defaults

User Groups

No User Groups Set

Transport Mode

No Default

Service

NEXT DAY - NEXT DAY

Collection Location

No Default

Collection Contacts

No. 2

Show SMS

Show Notifications

Override Group Default

Delivery Location

No Default

Delivery Contacts

No. 2

Show SMS

Show Notifications

Override Group Default

Product Type

AMBIENT - Ambient

Commodity

Non - Dangerous

Class

No Default

DU Type

BAG

Inner Type

No Default

Packaging Req.

DU Type

Dry Ice Qty

Gel Pack Qty

Weight (kg)

0

Update

Note: The User Groups dropdown is used to "Enable" the selected defaults for the customer. Initially on creation, a default set will have No User Groups Set against it, meaning that the set of defaults will not be used in the order entry page. To enable a set for use, the user should set the User Groups that these defaults should be used for when the relevant customer is selected.

