



Operation Educate

Operation Educate is part of a ongoing effort from Ensign Systems Inc., to help better educate POS•IM users with some of the basic features of POS•IM software.

Auto Order Feature

When using the Auto Order button on an open purchase order, first you will need to know the difference between Seasonal items, and Commodity items.

Commodity Items are items in your inventory that you will always want in stock, year round. For example a fabric store will always want a bolt of solid white cotton in stock, but they probably don't want a bolt of material with a Santa Clause print on it year round, only around the Christmas Holidays.

Seasonal Items are the exact opposite of commodity items, swim wear is a great example of seasonal items in most areas, other examples are items that are associated with Holidays, and items that aren't available year round.

Auto Order only applies to Commodity items that have the "Max Stock" and "Reorder Point" filled out on the item card. On the Open Purchase Order the Auto Order button displays a screen from which to automatically order items from the vendor selected for the purchase order. The items listed from an Auto Order can be edited before posting the Working Purchase Order.

