

# Quick Order entry

This topic will give you a quick overview of how to enter an order in under 2 minutes.

- This applies to any status of the order, Quotation, Work Order or Invoice.



For a detailed discussion about adding *items and embellishments* to the order, see:

- [adding physical items](#)
- [adding embellishment charges](#)

## Open the Sales Screen

- Select a customer from the drop down list.



If you type the name of a “*nonexistent*” customer, FastManager will add that Customer *On the fly*

- Enter a friendly order description for example:
- Select a contact from the drop down list. (You can also enter a new contact's name)
- Click on the Add Item From Catalog button.



You can also add an *Item on the fly*, which will be added as a “Temporary” item only. To find out more about temporary items, [click here](#)

- Enter the entire or part of the style number, for example: 'G2000'
- Double click on the item you want to sell. and Start typing the color.
- Hit the Tab key and enter the number of items per size.
- Click on the Add button.
- Now click on the Add Embroidery button.
- Select the appropriate price list from the popup menu.
- Select the appropriate location for example: Chest - Left



If the location you want does not already exist in the list, you can simply type it into the Location field.

This will not add it to the list, though. To edit the list of Locations, go to Edit -> Lists -> Locations

- Change the stitch count to the correct one.
- Now click on the Add Screen Printing button.
- Select the appropriate price list from the drop down list.
- Select the appropriate location for example : Center Back
- Change the number of colors.
- Click on the Save button. You will now see a new order number.
- Print and E-Mail the quotation.

[new\\_order\\_quick.mp4](#)



This was a very quick and basic way of entering a quotation.

The Sales Screen has many powerful features, such as synchronizing embellishment quantities with the number of items, creating sub jobs using the separator line, calculating different prices by changing the method of counting etc. The only way you are going to become familiar with all the features is to enter orders frequently.

Also feel free to read more about these features under the [Sales Screen](#) section.

[← Sales: Overview](#)

[Adding Blank Goods ⇒](#)

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