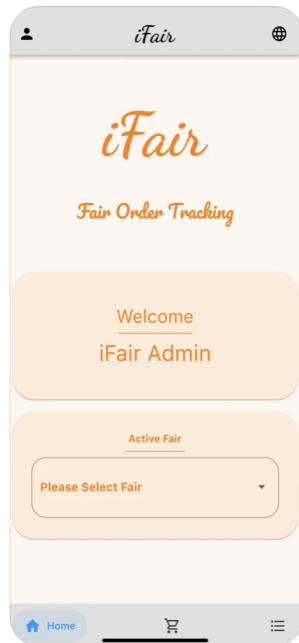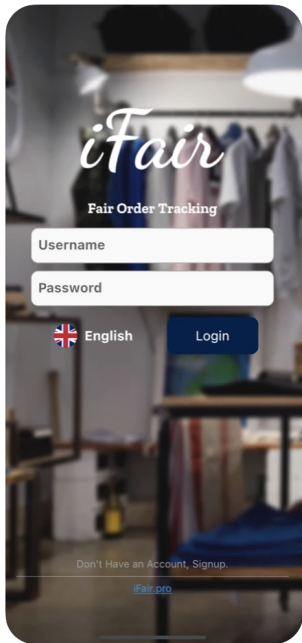# iFair

# iFair Order Tracking App User Guide

## Mobile platform

### Login the Application

You can download the mobile application to your device by finding it in the application stores with the name iFair.
You can log in to the system with the username and password previously defined for you. If you are not registered yet, consult your administrator.
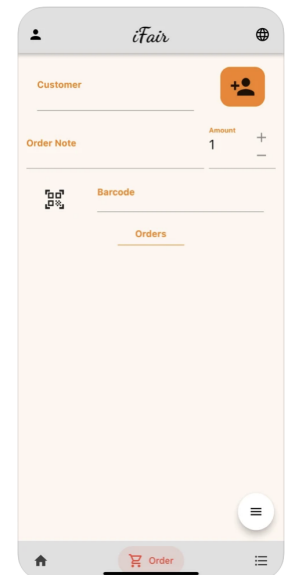
After logging in, you must select an active fair. All order information is recorded on the basis of fairs. If the fair is not defined, it must have been defined before from the management panel. In this case, consult your administrator.
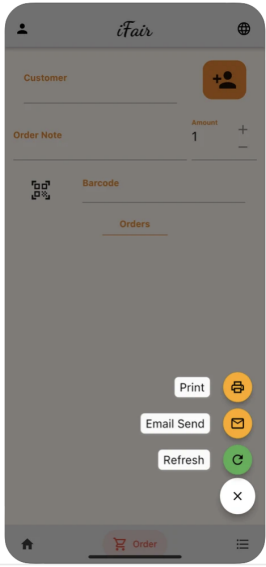
### Creating Orders

After choosing the fair, you can reach the order page by clicking the shopping cart icon in the submenu.
In the "Customer" selection line, you can add a new customer with the add customer icon on the side, or you can select a customer by searching the registered customer records.
You can enter order description and quantity information as needed.
Enter the "Barcode" line to read product barcodes. As the product barcodes are read, they will be added to the order and the products will be listed in the lower area.

# iFair

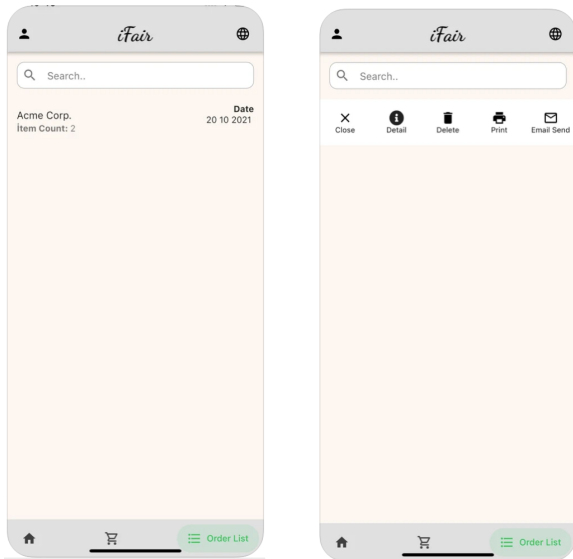## Order printing and sending via email



You can access the printing and e-mailing options by pressing the button at the bottom right of the order screen.

There must be a printer connected to your device for printing.

You can write the recipient addresses for the order to be forwarded by e-mail. Frequently used recipient addresses will be listed and you can choose from them. E-mail will be sent from your e-mail address registered in your user information.

## Order Management

You can access the saved order list with the "Order List" menu at the bottom of the application. In this field, only the orders you have previously added for the fair you selected will be listed.



You can search in created orders. You can view the transactions menu by swiping left on the relevant order line.
With the help of this menu, you can view the order details as well as delete the order, print it or send it by e-mail.
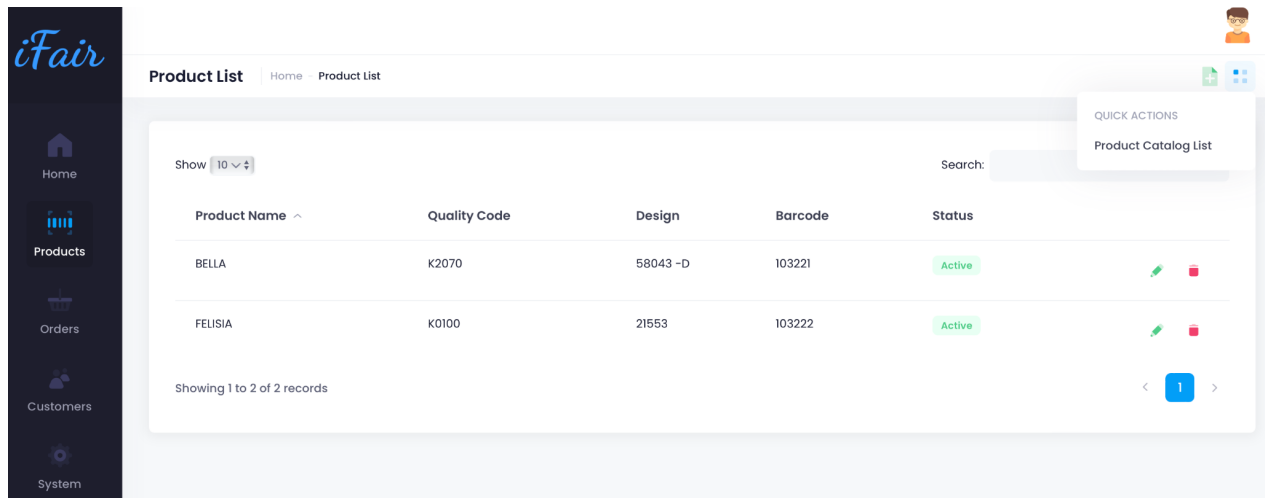
# iFair

## Using iFair on the web
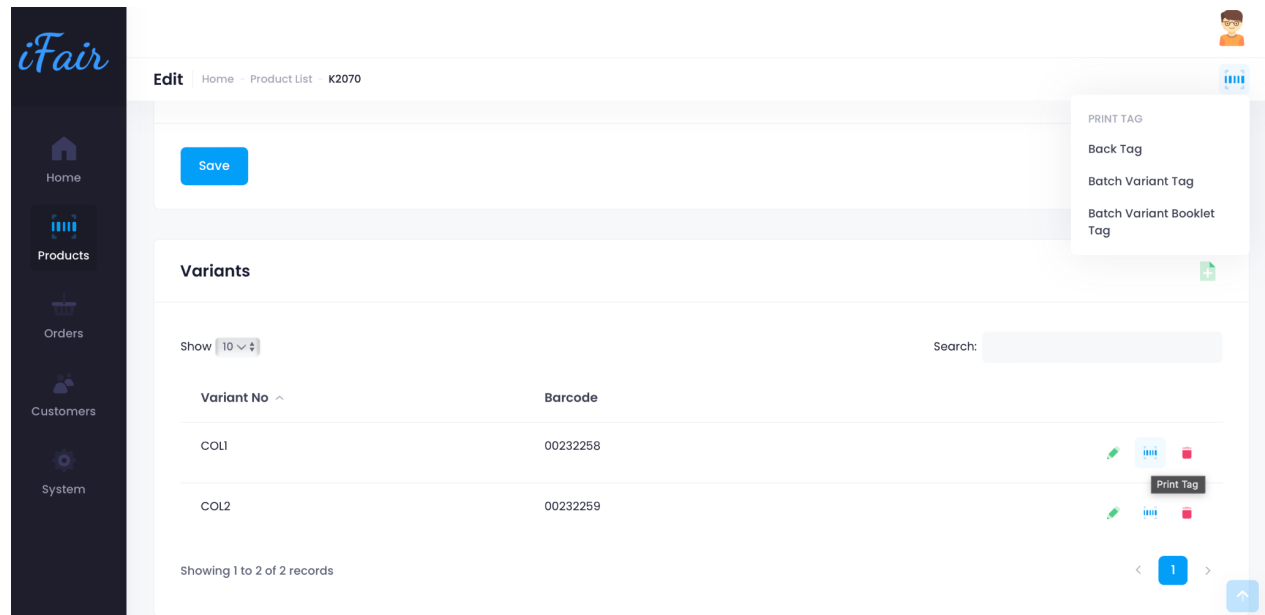
### Login the application

By visiting http://app.ifair.pro from your internet browser installed on your computer, you can log in to the system with the username and password information previously defined for you. If you are not registered yet, consult your administrator.

### Product Management

After logging into the application, you can edit the product information with the help of the "Products" link on the left menu. In the Products area, you can access the product catalogs from the right menu or create a new product record.
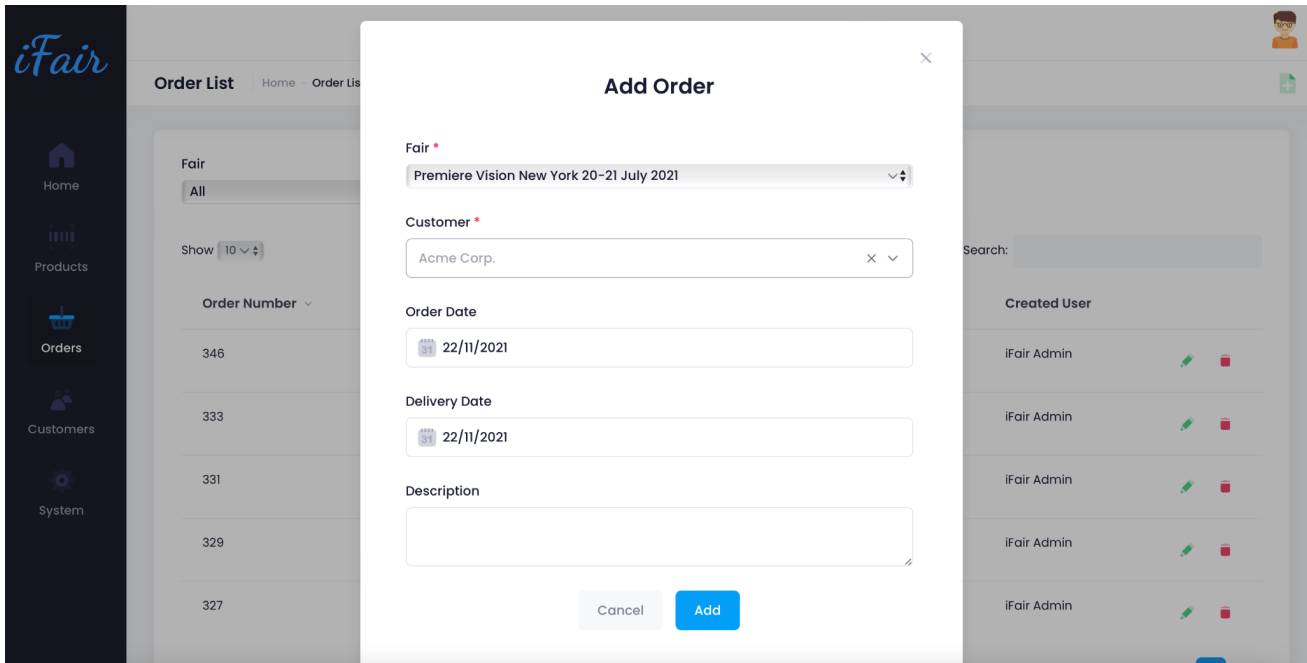


You can access the registered product information and print product or variant labels with the help of the edit button on the relevant line in the product list.
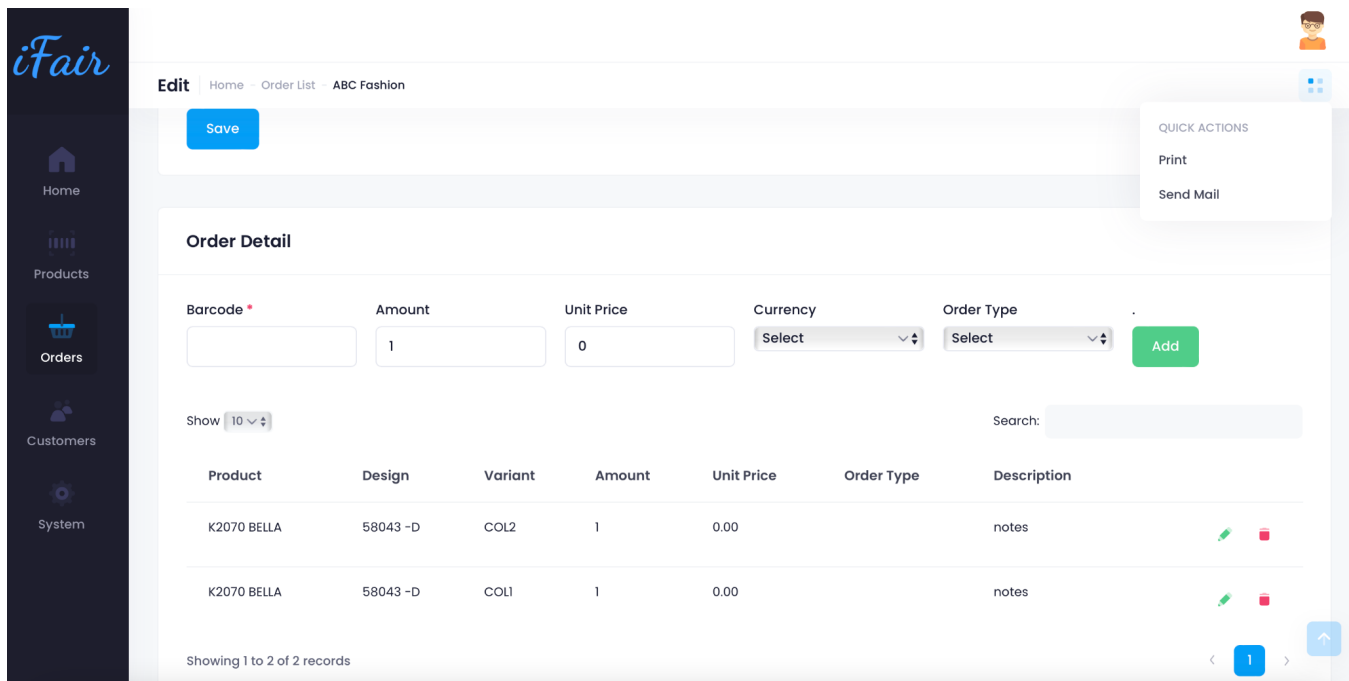
# iFair

## Order Management

The orders added on the basis of the fair are listed on the screen accessed via the Orders link in the left menu. You can create a new order here or access the order details by clicking the edit button on the saved order line.



You can add products or variants to the order by scanning the barcode on the order detail screen. You can also print the current order or send it by e-mail with the help of the upper right menu.



You can also create customer records and edit registered customer information with the help of the "Customers" link in the left menu.

For your support requests, you can send an e-mail to info@ifair.pro.

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