




How to order guide

COSI order entry instructions for Prowler Proof Hinge doors ordered for French Door applications

By following these instructions, your pair of hinge doors will have the auxiliary locks adjusted for flush bolts, and striker cut outs cut in factory.

Note: Door drops must be the same measurement and pairing not suitable for out of square doors.

1 To begin select: 

2 Enter your customer details (tab  to each field)

Your order number / MAC # →

Your customer's details

Order No	150714	Email	joe.prowler@gmail.com
* Surname	Prowler	Landline	07 3363 0666
Given Name	Joe	Mobile	0400 000 001
Address	122 Buchanan Road		
* Suburb	BANYO	QLD	4014

Note: *Fields are mandatory, this information is used for warranty purposes

3 Enter data on first line by typing or selecting from drop down menu (tab  to each field):

- Enter line for hinge door with required lock (1-point, 2-point, 3-point)
- Enter line for second hinge door (selecting lock cut out type as bottom flush bolt, top flush bolt, top and bottom flush bolt or receiving door only.)

Room product is to be installed into Your style Your powder coat colour Your lock cut out details

Item Status	Item	Room	Product	Style	Colour	Switch		Lock Cut Out - to bottom of lock			Sub Total	Price
						Drop	Width	Type	Height	Side		
Unsent	1		Hinge Door - 3 Hinge	ForceField	Classic White Gloss-Dulux	2100	900	3 - Point	1100	L	\$0.00	\$0.00
Unsent	2		Hinge Door - 3 Hinge	ForceField	Classic White Gloss-Dulux	2100	900	Flush Bolt - Top & Bottom	0	R	\$0.00	\$0.00

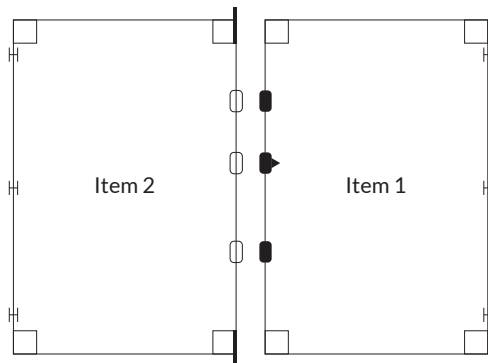


Diagram 1

↑ Your product make height

↑ Your product make width

↑ Lock and Flush bolt details

↑ Lock height location

↑ Lock side


Note: Do not copy the sizes and selections above. The Room, Colour, Drop, Width, Lock Height and Lock Side are unique to your order. Get these from the order paperwork.




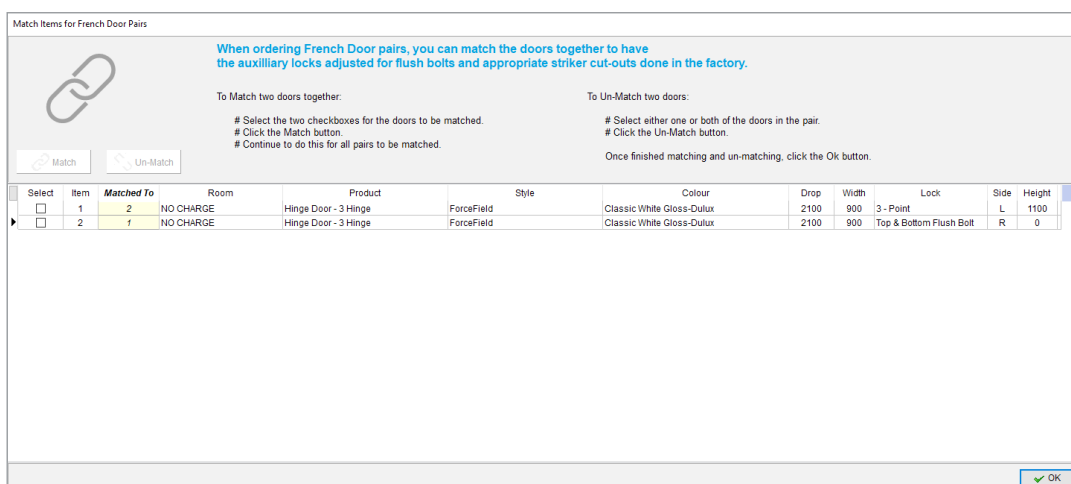
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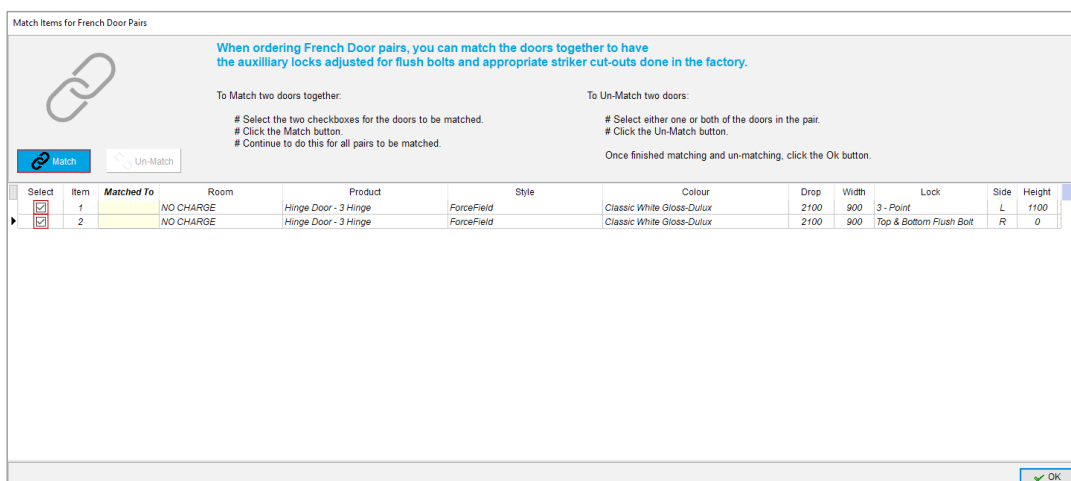
4 Save your order 

5 The **Match** pop up box appears. You can also access this box, without saving by choosing in the **Main Navigation**. 



Note: Match button will only be operational when suitable doors are entered in the order. Door drops must be the same measurement and pairing not suitable for out of square doors.

- Tick the checkboxes for the two doors you wish to match together as a french door pair. Select  button. This will adjust any auxiliary (top and bottom) locks in towards the center lock so they do not clash with any flush bolts, and will have striker cut outs applied to the inactive door.



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You can check you have matched all pairs correctly by looking at the item numbers in the **Matched To** column.

Match Items for French Door Pairs

When ordering French Door pairs, you can match the doors together to have the auxiliary locks adjusted for flush bolts and appropriate striker cut-outs done in the factory.

To Match two doors together:
Select the two checkboxes for the doors to be matched.
Click the Match button.
Continue to do this for all pairs to be matched.

To Un-Match two doors:
Select either one or both of the doors in the pair.
Click the Un-Match button.
Once finished matching and un-matching, click the Ok button.

Match Un-Match

Select	Item	Matched To	Room	Product	Style	Colour	Drop	Width	Lock	Side	Height
<input type="checkbox"/>	1	2	NO CHARGE	Hinge Door - 3 Hinge	ForceField	Classic White Gloss-Dulux	2100	900	3 - Point	L	1100
<input type="checkbox"/>	2	1	NO CHARGE	Hinge Door - 3 Hinge	ForceField	Classic White Gloss-Dulux	2100	900	Top & Bottom Flush Bolt	R	0

OK

Note: To unmatch a pair of doors, tick either one of the door's checkboxes and select



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Select	Item	Matched To	Room	Product	Style	Colour	Drop	Width	Lock	Side	Height
<input checked="" type="checkbox"/>	1	2	NO CHARGE	Hinge Door - 3 Hinge	ForceField	Classic White Gloss-Dulux	2100	900	3 - Point	L	1100
<input type="checkbox"/>	2	1	NO CHARGE	Hinge Door - 3 Hinge	ForceField	Classic White Gloss-Dulux	2100	900	Top & Bottom Flush Bolt	R	0

OK

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If you are satisfied all correct selections have been made click the OK button  to save your work.

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Save your order





and print your quote to screen or printer and check your doors are matched correctly.

PURCHASE ORDER

Company Details: Awesome Doors 122 Buchanan Road BANYO QLD 4014 Phone: 07 3363 0666 Fax: 07 3271 9999 Mobile: 0418 600 000		Customer Details: Order #: Rob Test Entered: 27/03/18 09:25 Customer: Test Address: BANYO QLD 4014 Landline: Mobile:		Order Details: Ref No: 319249 Ordered: Invoice No: Inv Date: Receipt No: Delivery By: TNT Same Day - North Con Note:		Gershwin Pty. Ltd. ABN: 22 954 102 818 122 Buchanan Road Banyo, QLD 4014 Telephone 07 3363 0666 CustomerService @prowlerproof.com.au 						
Item	Room	Product	Style	Colour	Drop	Width	Lock Cut Out - to bottom of lock			Sub Total	Price	
1	NO CHARGE	Hinge Door - 3 Hinge	ForceField	Classic White Gloss-Dulux	2100	900	3 - Point	1100	L	\$0.00	\$0.00	
		<i>Lockwood - 3 Pin Cylinder - Bright Chrome</i>									\$0.00	
		<i>Lockwood - 8654 (3 Point) - Black</i>									\$0.00	
		<i>Adjust aux locks to allow for flushbolts</i>									\$0.00	
		<i>Lock Cut Out - To bottom of lock</i>									\$0.00	
		<i>Out Swing Door</i>									\$0.00	
		<i>Whitco - Security Door Hinge - Black</i>									\$0.00	
		<i>Part of French Door, matched to item 2. Role: Active Door</i>										
2	NO CHARGE	Hinge Door - 3 Hinge	ForceField	Classic White Gloss-Dulux	2100	900	Top & Bottom Flush Bolt		R	\$0.00	\$0.00	
		<i>Whitco - Flush Bolt (Top & Bottom) - Black</i>									\$0.00	
		<i>Out Swing Door</i>									\$0.00	
		<i>Whitco - Security Door Hinge - Black</i>									\$0.00	
		<i>Part of French Door, matched to item 1. Role: Receiving Door</i>										
ITEMS:										\$0.00		
DELIVERY CHARGE:										\$0.00		
G.S.T.:										\$0.00		
GRAND TOTAL										\$0.00		

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If you need to make a change to your French Door matching pairs after you have saved:

- Click the **Match** button  in the **Main Navigation** bar
- The **Match** pop up box will appear
- Make your changes
- Click the  button

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If you see this message, the COSI interface will lock. You wont be able to click on anything until COSI has processed your information.

