



How to order guide



COSI order entry instructions for Prowler Proof Hinge Window.

This guide gives you the COSI order entry instructions when adding a Prowler Proof Hinge Window. You will need to be logged into COSI to follow the instructions.

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 product (hinge window)
- Enter style (ForceField, Protec)
- Enter powder coat colour
- Enter drop and width
- Enter handle type (centre mount, lower mount)
- Enter handle side from outside view

Room	Product	Style	Colour	Drop	Width	Handle Type	Height	Side
Unsect	Hinge Window	ForceField	Classic White Gloss-Dulux	2100	880	Lower Mount	0	L

Annotations for the table above:


- Room product is to be installed into → Room
- ForceField or Protec infill → Style
- Product drop → Drop
- Product width → Width
- Handle side outside view → Side
- Hinge window → Product
- Powder coat colour → Colour
- Centre or Lower mount handle → Handle Type

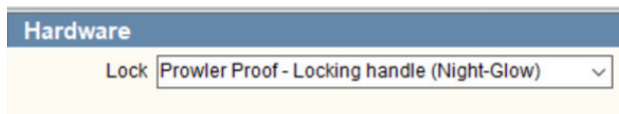
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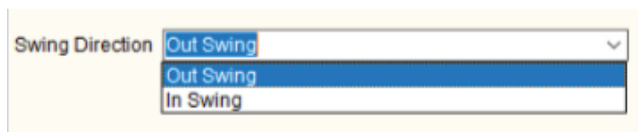
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
- 4 The default handle is non-locking. If you wish to order your hinge window with a locking handle, select the option from the drop-down box in the Hardware section. Tab  off the selection to finalise.



- 5 Select swing direction in the Hardware section. The default is set to Out Swing, select the drop-down box and change to In Swing if required. Tab  off the selection to finalise.



- 6 Tab  off the line to finish line.

- 7 Save  your order.

- 8 Print  order to check for accuracy.
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