How to order guide

COSI order entry instructions for Prowler Proof Solid Panel doors.

This guide gives you the COSI order entry instructions when adding a Prowler Proof Solid Panel door.

You will need to be logged into COSI to follow the instructions.

1 To begin select: [+ New] **Note:** *You must be on COSI Version 5.7.35.1 as a minimum

2 Enter your customer details (tab [Tab] to each field)

Your order number / MAC # →

Order No	150714
* Surname	Prowler
Given Name	Joe
Address	122 Buchanan Road
* Suburb	BANYO

Email	joe.prowler@gmail.com
Landline	07 3363 0666
Mobile	0400 000 001
	QLD 4014

Your customer's details

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 [Tab] to each field):

- Enter product (hinge & sliding door)
- Enter style (Solid Panel)
- Enter powder coat colour
- Enter size and lock cut out details

Room product is to be installed into ↓

Solid panel infill ↓

Product drop ↓

Product width ↓

Item Status	Item	Room	Product	Style	Colour	Switch Drop	Width	Lock Cut Out - to bottom of lock Type	Height	Side	Sub Total	Price
Unsent	1	Front	Hinge Door - 0 Hinge	Solid Panel	Black Satin(C/B Night Sky)-Dulux	2040	820	Flush Bolt - Top & Bottom	0	L	$0.00	$0.00

↑ Door (hinge or sliding)

↑ Powder coat colour

↑ Lock cut out details

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4	Tab		off the line to finish line
5	Save		your order
6	Print		order to check for accuracy