

# Manual Halbach App

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## Principle of the app

With the new app, the writing of orders in customer meetings should be much more simplified. The app is easy to use and provides an easy way to capture orders. The products are grouped in so-called catalogues and the catalogues correspond with your sale collection. For each sample folder you will find a catalogue and the content should be sorted in the same order.

The app works offline in principle, so you don't need a permanent Internet connection. The transmission of the data, both the data that are needed to operate the app (product and customer data, catalogues) are regularly in current version on our servers and can be updated partially. With an active Internet connection detected orders can be temporarily uploaded to the server and further processed at Halbach immediately.

To operate with the app no great skills are required. Many steps are intuitive and self-explanatory.

About the initial and subsequent logins, the associated customer data and product data are provided up to date. These data are updated once per day or more from us.

## Installation

For the installation of the App you have to visit a website with your device:

<http://app.blaetterkatalog.de>

The login data are:

Username (Benutzername): **halbach**

Password (Passwort): **r4pN9**

Select from the line “Blätterkatalog App” the latest version with the advice AdHoc with the left link.

**COMINTO**

► iOS | Android

iOS Apps

Demo App 5. Generation

- [Halbach Demo App 5.Generation installieren \(23.05.2022\)](#) (IPA herunterladen)

Blätterkatalog App

- [Halbach 1.3.0 AdHoc installieren \(29.06.2022\)](#) (IPA herunterladen)  
Gültig bis: 29.06.2023
- [Halbach 1.3.0 installieren \(26.08.2021\)](#) (IPA herunterladen)  
Gültig bis: 25.08.2022

The installation is working automatically in the background without any additional notes.

The latest version is always on top. Please click in the description. After that, the installation process is automatic. On the first call after installation the app asks one time, if the current location may be used. You can allow this, but you must not. Thus, the current location is in the map identify and support the Route function.

You have to do this on your iPad under **Settings-> General-> Device Management-> Halbach**. This setting is required after each reinstallation.

The app will be updated at regular intervals. However, the update is not automatic. You will receive a message from us when a new version is published. You will also get the valid credentials to download the app. For an update the existing version must be uninstalled at first. A simple update without uninstalling can lead to errors and instability.

## Login

When you first start the login window appears



The login is:

Username: your representative number (without V at the beginning)

Password: Your Login password that you are using at representative website

In landscape mode, it may be that the input fields for username and password are covered through the graph. In this case, close the app, turn the iPad to portrait mode and start the app again. The fields should be visible now.

## Authorization check

Each time you are using the app an authorization check is performed while an active Internet connection. With your login you will get a timestamp on your device. This timestamp is valid for 5 days. When you start the app again (for example the next day) a logged user will get a new timestamp for the next 5 days. So within usage of 5 days there is no new login necessary.

## Language selection

The app is multilingual. After the first login, the language can be changed. Provided are the first languages:

- German
- English
- Italian
- French
- Spanish

The language selection can be found under the "Speech" button in the main menu.

## **Main menu**

In the main menu you can see all catalogues currently installed on your device. The catalogues are stored after download on the device and thus available offline. If a newer version of a catalogue is available on the server, this will be indicated on the relevant catalogue with a button.

## **Buttons on the bottom status bar**

On the main page is displayed if the loaded catalogues on the device are still valid or not. If a new version is available, this is indicated on the catalogue by a button "Download". A simple tap on the button downloads the file to the device.

The catalogues on the main page can also be used online by the catalogue is simply tapped.

By pressing the button "Downloaded catalogues" you come into the view of the downloaded catalogues. Tapping the button "available catalogue" will bring you back to the main menu.

Downloading the catalogues should be done only on an active Wi-Fi connection, since a catalogue can easily make up 100MB or more data volume.

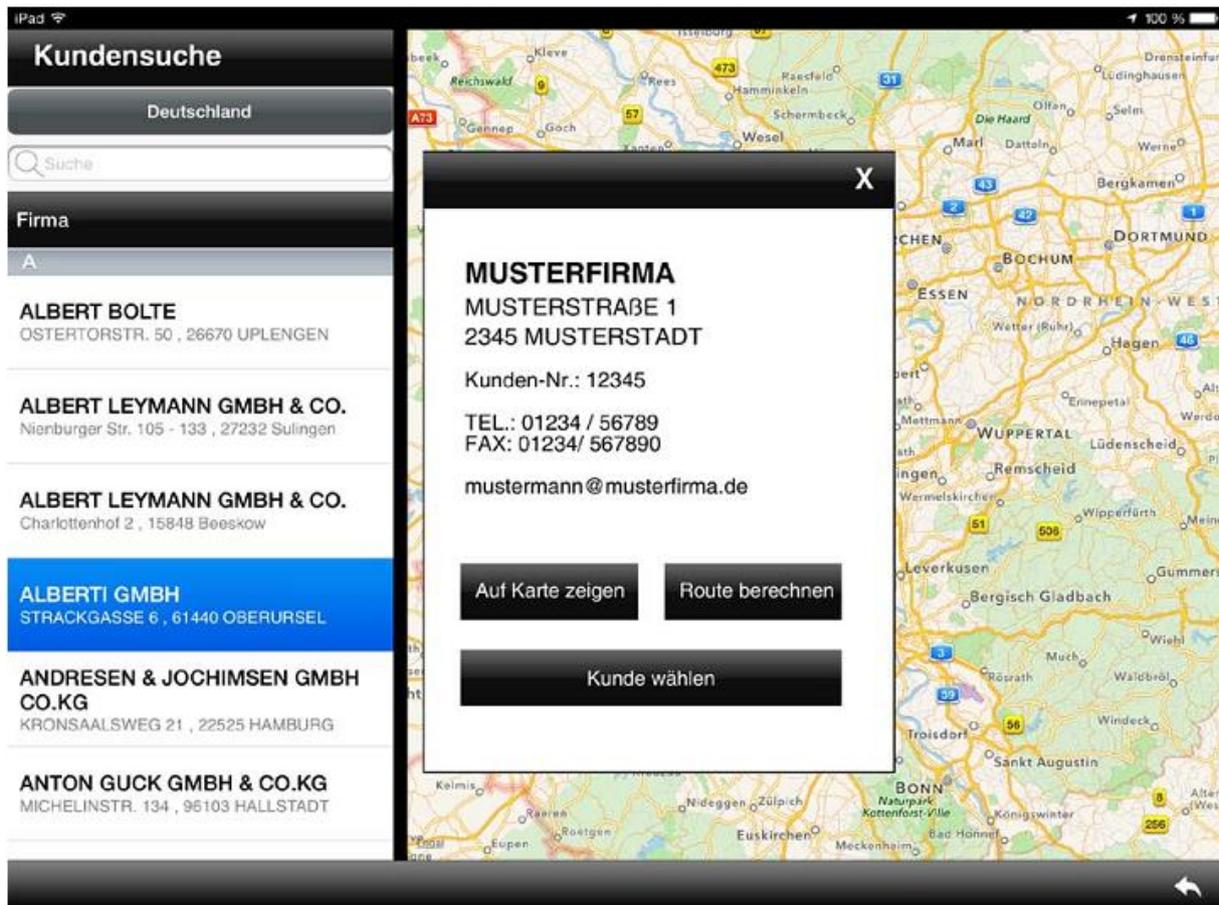
## **Home-Button**

Pressing the Home button brings you back to the login page. A change of the user will also change the available customers. In most cases this is not required.

## **Customers**

In the selection of the customer data you get by pressing the button "customers". It opens the window with the list of assigned customer with all active clients. These information are currently available:

1. Customer address
2. Communication data
3. discount (main discount)



## Search

You can find a customer record with the search function in a simple way. When typing in the search field for this purpose automatically opens the virtual keyboard. When you are typing the first letter the first results are already visible.

A tap on the customer name opens the address window of the customer with additional information and other control buttons. You will see the email address where the order confirmations will be sent. In addition, the main discount of a customer is recognized, with which the calculations of the basket is performed. In the wholesale sector our mixed discount (regularly 40%, falling below MOQ 34%) only the 40% discount will be displayed. Behind the discount information you find the explanation "Mix" or "Fix".

A click on the button "Show on map" will set a flag of the customer location on the map. You can also perform a route calculation on Google Maps from your current location.

For map features an Internet connection is required (mobile or Wi-Fi).

After pressing "select customer" the shown customer is selected for the order. The selected customer is shown top left in the field "company".

In the customer list you will only see the customers of one country. For cross-border sales territories the button country must be touched to change the country from a list.

After selecting a customer from the customer list you come back to the main menu with the "back" button 

### New customers

The orders for new customers can also be captured with the app. For this purpose, a new customer is created as the first customer in the customer list for each representative number. In the [Notes field](#) of the order should be specified the client's name and town to be clear. The order can be filled as normal. Only the discount is created with 0%.

For a new customer still the form "new customer" must be filled parallel. The assignment of the contract is then in the house Halbach, when the customer is created in the system. The customer will receive then his order confirmation from our system.

### Synchronization

The synchronization of customers and products with the server is usually automatically at login. The synchronization can also be triggered manually. The app takes care of the form of internet connection (mobile or Wi-Fi) that is used.

Synchronized are:

#### Customers

- at the login
- automatically with every internet connection
- manually with the button „Sync“ with every internet connection
- synchronized are always the live data from our ERP system

#### Products

- at the login
- automatically with every internet connection
- manually with the button „Sync“ with every internet connection
- synchronized are the data from our ERP system, that will be updated several times a day

#### Catalogues

- at the login
- manually with the button 
- only with Wi-Fi connection

#### Orders

- manually with the button „ Upload“ with every internet connection

### Shop

Have a look in chapter [cart](#) and [order completion](#)

## Catalogues

The catalogues are compiled according to certain criteria. Main focus is the corresponding compilation with the sale collections. To this end for every folder from the sale collection there is a catalogue in the app, which should also be sorted in the same order. To find the swatch card in the right sequence we will specify the sorting in the future with a number on every swatch card. So you should not lose the sequence even a customer takes everything apart.

The page layout of the catalogues is kept simple and does not match the page layout in the printed catalogues. We do not distract with embellishments and the showing of application examples. For the pure presentation there will probably be a decorative version of the printed catalogues on the app within the season. But this is not decided yet.

A finger tap on the image or the article number below will open a popup. In the lower part of the page the detailed product descriptions, quantities are given in the available units and gross prices of sale units. Advanced markings such as Material composition, stickers info or care instructions are found here as in the printed catalogue.

For an early representative information it is also provided to show tops and flops already in the current sales season. That information is regularly updated in the form of symbols.

Hit list	symbol	description
Top item		Products that run well and therefore should be offered with preference.
Normal item		no sign in the catalogue
flop item		Products that shouldn't be offered at all

## Catalogue updates

In the main menu, the available catalogues are always displayed. If the catalogues are current and downloaded to the device, nothing more is displayed.

### Current updates

If a catalogue is available in an updated version, this is indicated on the catalogue with the button "Update". A tap on the button will reload the catalogue in the current version on the device if a Wi-Fi connection is used. If an updated version is available and the catalogue will be opened without downloading, the version on the server will be opened (if connected to the Internet). Especially in the initial phase, we will always inform you about the update of the catalogues in advance by email.

### New catalogues

If a new catalogue is available, this is indicated by the button "Download". You can work with a catalogue online or offline. This means that if you had no opportunity to download a new catalogue, the catalogue opens on the server. The speed than is always depending on the quality of the Internet connection.

The [search function](#) is possible with downloaded catalogues and the offline catalogues.

Which catalogues are downloaded to your device, you can see in the shelf manager. When you press the point "downloaded catalogues" the shelf manager opens. Here are only displayed the catalogues that are downloaded on the device. Back in the main menu you get by pressing the point "Available catalogues".

### Remove catalogues

To keep the catalogues up to date, it makes sense to delete the old catalogues from the unit when collections are changing.

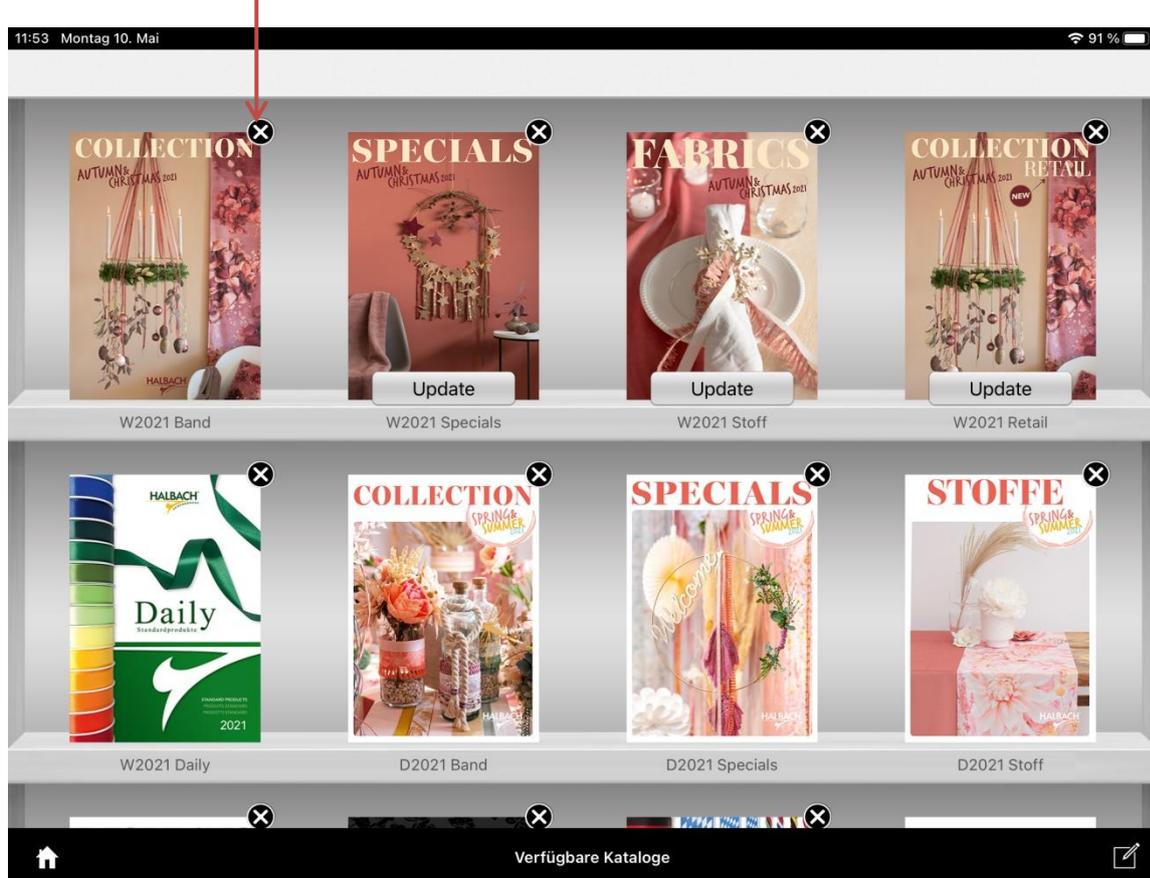
To do this, click on the button "Downloaded catalogues".



The display changes to the "Available catalogues". Here you press the edit icon.



By tapping the cross at the top right of each catalogue, the catalogues can be deleted from the unit.



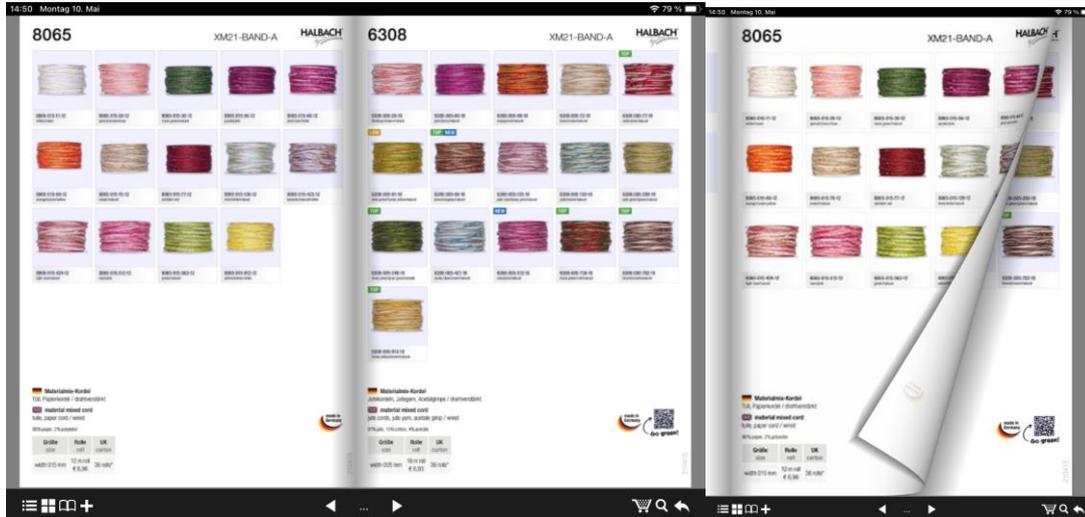
## More catalogue themes

Here are other catalogue topics that are planned in the future.

- Action- and stock lot catalogues
- catalogue by product group (for example, for faster search over the collection)

## Ordering

Tapping a catalogue opens the side view of the selected catalogue.



Landscape-Modus

Portrait-Modus

By wiping with a finger from left to right or from right to left, the pages are turned, as in a book. To get on a more remote side you have to tap the button . All available pages of the catalogue are displayed now in a small view at the bottom of the screen next to each other. By wiping and tapping you can quickly switch to another page.

## Enlarge

A double click with one finger on the screen zooms in at this point. With another double tap the view is normal.

## Landscape- and Portrait mode

The app can be operated in portrait or landscape format. The screen rotates according to the rotation of the iPad. So changing from a double page on a single side is easy.

You can also navigate by pressing the arrow keys. The current number of the opened page is displayed.

## Bookmarks

You can create your own bookmarks for each catalogue. This is done by pressing the plus button . Supplementary remarks can be added for each bookmark.

Your Bookmark applies by tapping the button . Tapping an applied bookmark opens the associated page immediately.

## Search

A catalogue can also be searched for keywords. The search window open with the button . All pages are listed then where the term was found.

A search is only possible within the open catalogue, but not catalogue across.

## Add to cart

Tapping a product image or product number opens a popup. In this popup you will find additional information to the selected item and you can add the order quantity for the customer.

6308-005-512-18		Verfügba 291.06 €
Materialmix-Kordel, rose/pink/natural		
UK	36 x 1	<input type="button" value="-10"/> <input type="button" value="-5"/> <input type="button" value="-1"/> <input type="button" value="+1"/> <input type="button" value="+5"/> <input type="button" value="+10"/>
VE	5 x 1	<input type="button" value="-10"/> <input type="button" value="-5"/> <input type="button" value="-1"/> <input type="button" value="+1"/> <input type="button" value="+5"/> <input type="button" value="+10"/>
ROLLE	1 x 1	<input type="button" value="-10"/> <input type="button" value="-5"/> <input type="button" value="-1"/> <input type="button" value="+1"/> <input type="button" value="+5"/> <input type="button" value="+10"/>
Gesamt:	42 ROLLE	756 PCS
Notizen:	<input type="text"/>	
<a href="#">Abbrechen</a>	<a href="#">Zurücksetzen</a>	<a href="#">In den Warenkorb legen</a>

Here you find all relevant product information.

1. item number
2. item description
3. sales units as quantities for packing, SU and shipping carton

Additional:

- the captured total amount of quantity
- the net value of this position for the selected customer
- Possible Notes for the ordered item

With the buttons       each unit can be set up or down. The default value is always recorded from the previous position at first. That is, when a customer e.g. always orders 10 rolls of different ribbons, the 10 rolls are always pre-registered as long as you change it.

Pressing the button clear brings quantities for all units to zero.

**Note:** For ribbons we will make a simplification by using a SU of 5 rolls. This will make it possible to increase the SUs quickly for bigger customers. **But this is no change in ribbon units with 4 rolls. It is only a temporary help until we have implemented a programmatic solution in the next version.**

With the note field supplementary information for an ordered item can be delivered to us.

"Add to cart" will add the item with the selected quantity to the order and closes the window. A short acknowledgment indicates that the position has been added to the order.

You can cancel the recording by a tap somewhere next to the window on the screen or by tapping the "cancel" Button (from Version RC 10). The window then closes and the position is not added to the cart.

A double registration of an item is not possible. If the same items are in the cart, the already created position is displayed and can be updated.

Basically, only one job for the selected customer can be processed simultaneously. It is not possible to detect two or more jobs simultaneously. But you can switch between the jobs for different customers (see next chapter).

## Cart

At each time you can view the shopping cart with all previous recorded order items by clicking the button . It opens the current cart to check, edit or complete.

Kundenname / Kunden-Nr.		Kunde ändern	
#	Artikelnummer	Menge	Preis
1	SCGT09T304-PF2 WSM20	<input type="text" value="2"/>	123,45 €
2	SCMT09T304-PF4 WPP01	<input type="text" value="35"/>	6.789,01 €
3	SCMT09T304-PF4 WSM20	<input type="text" value="5"/>	123,45 €
4	SCMT09T304-PF4 WSM30	<input type="text" value="10"/>	6.789,01 €
5	SCMT09T304-PM5 WSM30	<input type="text" value="360"/>	123,45 €
6	SCMT09T304-PS5 WSM20	<input type="text" value="40"/>	6.789,01 €
7	SCMT120404-PF4 WPP01	<input type="text" value="150"/>	123,45 €
8	SCMT120408-PM5 WPP10	<input type="text" value="80"/>	123,45 €
9	SCMT120408-PS5 WPP20	<input type="text" value="80"/>	123,45 €
<b>SUMME:</b>			<b>21.107,73 €</b>
Bearbeiten		Weiter	

Shown are now all ordered items with quantity, position value (net) and total value (net). Top left you see the assigned customer.

You can edit several parallel orders for different customers. "Change Client" on the button top right will bring you to the customer list where you can select another client. The selection of another client opens an existing but not yet completed order or creates a new order for the new selected customer.

With a click on the button "Edit" ordered items can be removed from the cart. Tapping an item position opens the item window for editing the previous order quantity.

## Complete an order and transfer it

To complete an order the order cart must be opened by tapping . With the "Next" button the view changes and you can add a delivery date and any additional comments. From this point it is still possible to go back to the main menu without closing the order.

So the delivery date and comments to this order can always be deposited in between or supplemented. The delivery date field is specified as an open writable text field (even you see *dd.mm.yyyy*). Here, for example, a period or a week of delivery can be noted. The actual delivery date the customer receives with the final order confirmation. An order can only be completed with a delivery date.

When the button "Save Job" is pressed the job is completed. The transmission of all finished orders will be done automatically in the background with an active internet connection (mobile or Wifi). A subsequent edit on the device is no longer possible then. A manual upload is not necessary or possible.

Immediately after the transfer, the customer receives a first order confirmation to the registered email address in the customer list. The logged seller receives a copy for review and as a proof of service.

### List with not closed or uploaded orders

With the list Button in the main menu you can open a list where all orders are shown with the status open or not uploaded. The orders can be opened directly from the list. If you press the order in the list the customer and order will be opened and can be edited. A not uploaded order will get the status open and must be finished at the end again.

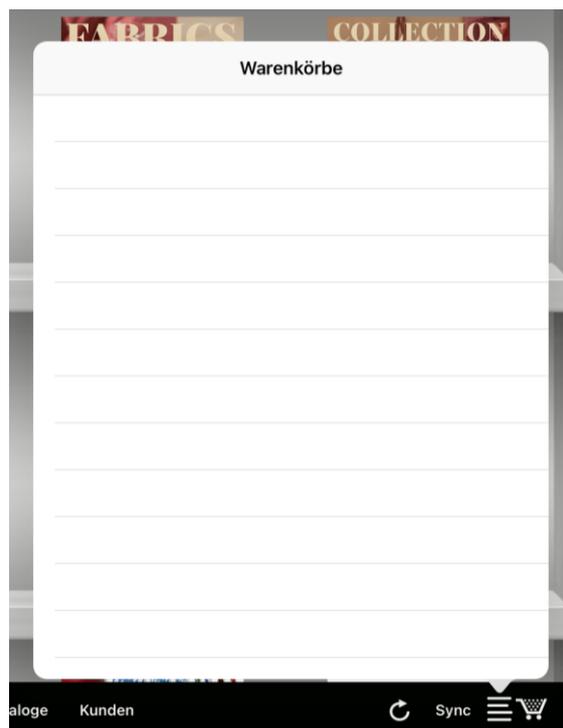


Please select the list symbol.

The orders can be opened directly from the list.

If you press the order in the list the customer and order will be opened and can be edited.

A not uploaded order will get the status open and must be finished at the end again.



When the button "Save Job" is pressed the job is completed again and will be uploaded with the next internet connection automatically.

## Troubleshooting

If the app crashes on start-up or causes other problems, it makes sense to act prudently in order not to risk unnecessary data loss. We started with the app in 2015 and since then there have been very few failures. Nevertheless, it has happened here and there that the app could not be started or behaved unusually. In such cases, a reinstallation usually helps.

But if there are still open orders or you don't know exactly if there are still open orders ([you can check here](#)) it is very important to follow the procedure. A few years ago, we made sure that the entire order history is stored on the device so that orders can be restored in precisely such cases. The data is stored in a folder on the machine in the background. This folder is also deleted when the app is uninstalled, which makes sense in the case of an intentional uninstallation, for example when a device is sold.

Therefore, if there are problems with the app, a precise procedure should be followed.

### Step 1: Stop the app in the background

A quick double click of the Apple key displays the currently open apps and processes. At least the Halbach app should be stopped here by swiping upwards. If this does not improve the situation, go to step 2.

### Step 2: Restart the unit

Next, try to restart the unit completely. If this does not help, go to step 3.

### Step 3: Reinstall the app

You can simply reinstall the app without uninstalling it first. The data folder is then retained and in most cases the app then works again without any problems.

If it does not work again, contact us first so that we can back up the data together before proceeding to a clean reinstallation as described in the next steps.

## A complete new installation

If there are problems with the app on your device or with the transmission of the app it can be useful to install a complete new and fresh version. For this procedure please take care for a stable Wi-Fi-signal in your office, at home or in a hotel. You need this because all catalogues have to be downloaded again and this is only possible in a Wi-Fi network.

### 1. Close the app in the background

Close the app, press the start button twice in quick succession, swipe the app upwards, the app is no longer running in the background, restart the app.

Problem not solved go to next step

### 2. Reboot the iPad

Problem not solved go to next step

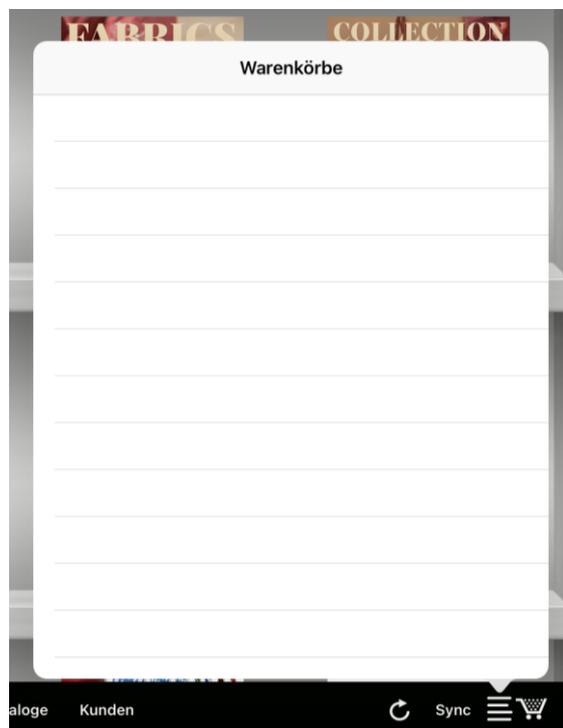
### 3. New installation

- a. If the app can no longer be started at all, you should inform Halbach and under no circumstances carry out a new installation with prior uninstallation, as otherwise any jobs that have not yet been completed or transferred will be irretrievably lost.
- b. If the app can be started normally, you should first check whether there are any jobs on the device that have not yet been transferred.



Please select the list symbol.

- c. Open orders on the device will be shown at this list and can be selected to edit.  
After a new complete installation open Orders will be cancelled from the device.



#### New installation

- d. Now uninstall the app from your device. Therefore press long on the app symbol until a submenu is visible.

After confirming the app disappears from your device.



- e. Next, the device should be restarted
- f. Now you can [install the app](#) as described above.

g. download of all available catalogues and documents

## Stored data

This is how you can access the saved data as long as the app has not been reinstalled. First open the file explorer



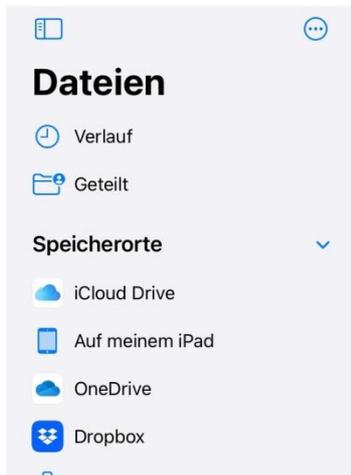
Under **Locations** you should see the entry "On my iPad" on the left-hand side. The display window on the right should now perhaps show the Halbach folder among others.



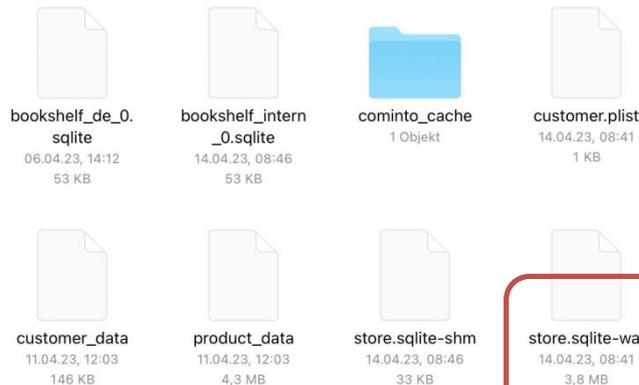
Auf meinem iPad



Here is important the file „store.sqlite-wal“, because the stored data are in this file.



Halbach



This file can reach a large size. However, you can hardly carry out an evaluation yourself. Therefore, a transfer, for example with **WeTransfer**, would be a good option.

Reinhold Halama