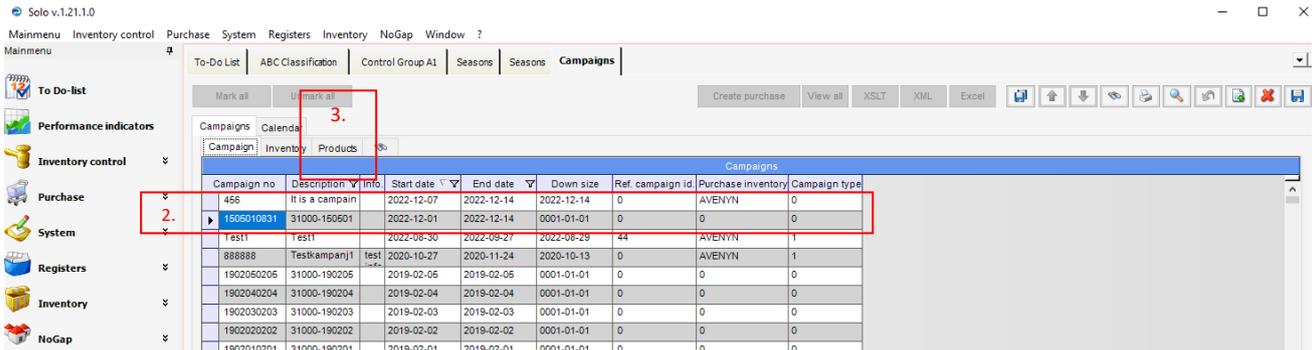


How-To Guide

Create Campaign Proposal

SOLO App

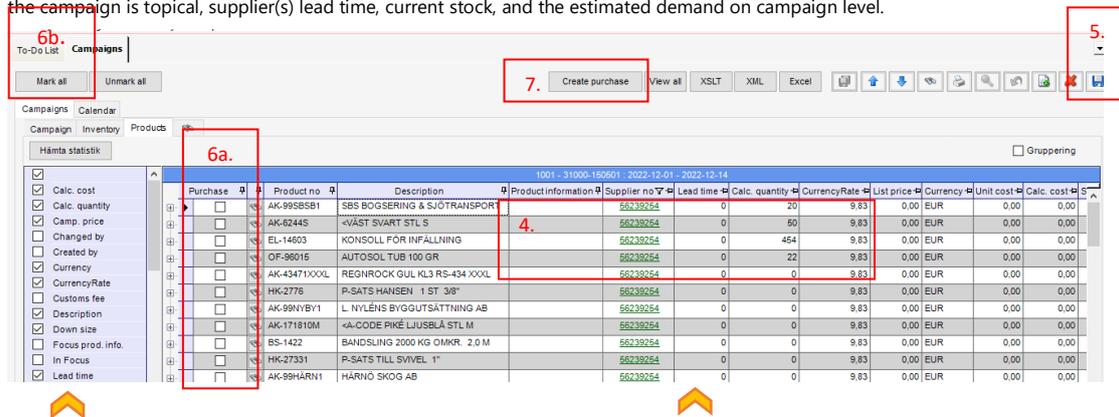
1. Menu: *Register – Campaigns*
2. High light *topical campaign* which you would like to create a Order Proposal for. If necessary, create a new campaign by using our How to guide – Create Campaign.
3. Go to tab *Products*



4. In the column *Calc. quantity* is where you estimate the demand which you think will be relevant for the specific article and campaign. The field is editable first after you place the mouse pointer in the column *Product information* and then use tab-key on your keyboard to navigate to the correct column. Update the field to estimated number and then use the arrows on your keyboard to move to the next article. Repeat until all articles in your campaign has been revised.
5. *Save*
6. Tick the box *Purchase* (6a) on those articles you wish to generate a proposal for. If all – use the button Mark all. (6b)
7. *Create Purchase* – articles chosen in step 6 should now be green as an indication that the proposal has been generated.

Note.

A generated proposal does not necessary mean it will be presented immediately. Though it will be created in due time considering when in time the campaign is topical, supplier(s) lead time, current stock, and the estimated demand on campaign level.



If you wish to disregard factors that influence when the proposal should be generated, and thereby have your proposal earlier than SOLO would originally suggest - tick the box *Lead Time*, this gives you access to add a fictional lead time on each article.