

"I was very surprised on how simple the system was to use."

*-Jim Entzminger, Owner, Entz1 Distributors*

"Solid Route Accounting™ has saved us a huge amount of time, so we know it has also saved us a lot of money." *-Michelle Schroeder, Partner, Kurt's Home Delivery*

"For us, the biggest benefit of Solid Route Accounting™ has been the accuracy, speed, and ease of invoicing." *-Dave and Diane Desjardins, Owners, Jardin Foods, Ltd.*



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**Solid Sales Pro™  
Quick Start Guide**

## **1 Start Solid Sales Pro™**

1. Tap on the “Solid Sales Pro” icon
2. When prompted to enter the password, use the on-screen keyboard or keypad to enter the correct login password and tap [Login]

## **2 Select Customer & Create Transaction**

1. From Solid Sales Pro™ “00000 Main Menu” screen, tap [Create Transaction]
2. From “1110 Customer Lookup” screen, locate and tap on the customer you wish to create a transaction for

## **3 Adjust Bill/Tax/Payment Type**

1. From “1100 Create Transaction” screen, tap [Change] button
2. From the “1120 Set Bill Options” screen adjust the Transaction Type, Payment Type and/or Taxes
3. If applicable, enter a Discount percentage (if enabled), a PO Number and/or a transaction Note, then tap [OK]

## **4 Add Items**

1. From “1100 Create Transaction” screen, add items by barcode scanning or by tapping [Add]
2. If you tap [Add], on the “1131 Add Items” screen you will be presented with your list of inventory items; locate and enter the quantity you wish to add, then repeat for the next item. When done tap [Back]
3. If you scan a barcode, on the “1135 Item Details” screen enter the “Quantity” using handheld keypad or on-screen keyboard, tap [Save] or scan the next barcode
4. Repeat steps 2 and/or 3 until you have added all desired items to the transaction and tap [Back] on “1131 Add Items” screen

## **5 Save Transaction**

1. From “1100 Create Transaction” screen, tap [Save]
2. Record the customer signature (optional), then tap [OK]

## **6 Print Transaction** **(optional by Mobile configuration)**

1. From the “1210 Transaction View” screen, you may be given the option to print the transaction depending on your Mobile Configuration. If prompted, tap [Print] to print
2. From “1220 Print Transaction” screen, ensure that your printer is turned on and ready, then tap [Print]

## **7 Sync Transaction with ERP System**

1. If a network connection is available Solid Sales Pro™ will sync the transaction once saved
2. To sync on demand, tap the handheld’s menu button and tap on [Sync]
3. Alternatively, from the “0000 Main Menu” screen, tap on [Settings] and then tap on [Sync Now]