# **Hot Sauce Your Tops**



# Software Updates and Add-Ons

Dear Hot Sauce Admins & Users,

# The #1 requested upgrade is here!!

Full-editing features for admins-only has been released in our latest Software update (v 3.0.2). For now, we are keeping editing ability to Admins-only to maintain data integrity.

#### Full-editing allows an administrator to:

- Change quantities
- Add or remove previously sold items
- Delete past orders (i.e. if the customer changes their mind)

We have also added content to our Learning Center, which provides 60-second tutorials on some of the best Hot Sauce sellers as well as out HOT Off the Press VLOG which includes interviews with leading industry experts.

#### ABILITY FOR ADMINS-ONLY TO EDIT (add, delete, change) HOT SAUCE ORDERS

Occasionally, our customers place an order which they later decide to decline, or volumes may change. The process to manually change orders is below. You can also see a video tutorial below or log on to the learning center.

- 1. Log in as an Administrator.
- 2. Click on "Edit Sales" in the left hand column
- 3. Select the order to be edited.
  - a. Sort by clicking on any header or enter order information into the smart-search bar.



- 4. After selecting the order to edit, you may edit:
  - a. Customer name, e-mail, sale location, account type, or revise the sale date change.
  - b. To CHANGE an order, change or enter the units manually.
  - c. To DELETE an order, change the quantity to zero.
  - d. To ADD to an order, click on either Purchase or Approve
    - i. Purchase indicates the items has been paid for.
    - i. Approve means the item has been selected but payment still needs to be collected.
- 5. Click on the checkbox to send the customer an updated receipt and click "Finalize Adjustment" to complete the change.
- 6. You can now go back into Company Metrics to see your updates sales numbers.





#### **LEARNING CENTER IS LIVE!!**

We've been asked about the best way to sell certain upgrades, so we creating short 60-second tutorials around many of the top selling items for you and your team to review. The Learning Center link (HERE) is embedded within the USER software and now has videos around:

- Chip Minimizer, Steel Supports, Tear-Out/Haul-away, and Expedited Delivery, & Enhanced Seam
- We've also added our HOT Off the Press library, providing industry updates from Stone professionals across the country!



### **VIDEOS**

# **Selling Videos**

Chip Minimizer







Good Selling!



#### THE HOT SAUCE TEAM