Produce Pro Hot Keys are shortcuts within produce pro.

This is a list of the commonly used Hot Keys for WOW Center team members. There are many more that are used by other departments.

- .11 Go directly to a Sales Order
- .32 Go directly to Customer Master
- .34 Go directly to Product Master
- .ps Go directly to Push Notification

In addition the function keys are shortcuts in Ppro. These are the function keys WOW Team members use.

F4 – Use to send a message to a driver.

These messages come through the driver app as a push notification. This is a useful tool when you are not able to reach the driver via phone call or text.

Upon hitting F4, you will see this screen.

| Pn | oduce Pro | 0001 | CG Louisvi | lle | | | MSGCTL | | | | | |
|-----|--|----------|------------|--------|---------|------|--------------------------|--|--|--|--|--|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Produce Pro | | | | | | | | | | | |
| -TI | N-BOX for | operator | LYNNETTE1 | | | | | | | | | |
| 1 | Message | From | Date | Time | Status | Prio | Description | | | | | |
| | | | | | | | | | | | | |
| 1 | 3631163 | ALEXD | 03/26/19 | 08:06A | Forward | No | Daily Sales Report 8am | | | | | |
| 2 | 3631141 | ALEXD | 03/26/19 | 08:02A | Forward | No | Extraordinary Purchases | | | | | |
| 3 | 3631071 | PPR0 | 03/26/19 | 07:46A | Forward | No | Lou DSW | | | | | |
| 4 | 3631053 | PPR0 | 03/26/19 | 07:45A | Forward | No | LO BB DSW | | | | | |
| 5 | 3630901 | CHANELS | 03/26/19 | 07:00A | Forward | No | SHORT SHIP COMPANY WIDE | | | | | |
| 6 | 3630305 | ALEXD | 03/25/19 | 05:06P | Forward | No | Daily Sales Report 5pm | | | | | |
| 7 | 3629858 | ALEXD | 03/25/19 | 01:32P | Forward | No | Daily Sales Report 1:30p | | | | | |
| 8 | 3629833 | CHANELS | 03/25/19 | 01:30P | Forward | No | LIMITED AND VENDOR BACKO | | | | | |
| 9 | 3628316 | ALEXD | 03/25/19 | 12:09P | Forward | No | Lou Orders entered betwe | | | | | |
| 10 | 3626979 | ALEXD | 03/25/19 | 11:00A | Forward | No | Lexington 2nd Run - Orde | | | | | |
| 11 | 3626700 | PPR0 DX | 03/25/19 | 09:50A | Forward | No | DX BATCH SALES ORDER LIS | | | | | |
| 12 | 3626507 | ALEXD | 03/25/19 | 09:03A | Forward | No | MARKSBURY'S STOCK STATUS | | | | | |
| 13 | 3626299 | ALEXD | 03/25/19 | 08:06A | Forward | No | Daily Sales Report 8am | | | | | |
| 14 | 3626294 | ALEXD | 03/25/19 | 08:05A | Forward | No | Extraordinary Purchases | | | | | |
| 15 | 3626206 | PPR0 | 03/25/19 | 07:46A | Forward | No | Lou DSW | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Sel | Select: Add Autoreply Block Book Config Copy Delete Find Forward Groups | | | | | | | | | | | |
| Key | eyword Lines Logins Outbox Print Purge Quit Read Readall Showall Save Send | | | | | | | | | | | |

Hit "A" for Add.

| Pro | oduce Pro | 0001 | CG Louisvi | lle | | | MSGCTL | | | | | |
|------|-------------|----------|--------------|----------|-----------|--------|---------------------------|--|--|--|--|--|
| | | | | | | | _ | | | | | |
| | AIN MENU | | | | | | | | | | | |
| | Produce Pro | | | | | | | | | | | |
| | I-BOX for | operator | LYNNETTEJ- | | | | | | | | | |
| | Message | From | Date | Time | Status | Prio | Description | | | | | |
| | 2021102 | | 02 (20 (10 | 00.000 | F | N - | | | | | | |
| | 3631163 | ALEXD | 03/26/19 | 08:06A | Forward | NO | Daily Sales Report 8am | | | | | |
| 2 | 3631141 | ALEXD | 03/26/19 | 08:02A | Forward | No | Extraordinary Purchases | | | | | |
| 3 | 3631071 | PPRO | 03/26/19 | 07:46A | Forward | No | Lou DSW | | | | | |
| 4 | 3631053 | PPR0 | 03/26/19 | 07:45A | Forward | No | LO BB DSW | | | | | |
| 5 | 3630901 | CHANELS | 03/26/19 | 07:00A | Forward | No | SHORT SHIP COMPANY WIDE | | | | | |
| 6 | 3630305 | ALEXD | 03/25/19 | 05:06P | Forward | No | Daily Sales Report 5pm | | | | | |
| 7 | 3629858 | ALEXD | 03/25/19 | 01:32P | Forward | No | Daily Sales Report 1:30p | | | | | |
| 8 | 3629833 | CHANELS | 03/25/19 | 01:30P | Forward | No | LIMITED AND VENDOR BACKO | | | | | |
| 9 | 3628316 | ALEXD | 03/25/19 | 12:09P | Forward | No | Lou Orders entered betwe | | | | | |
| 10 | 3626979 | ALEXD | 03/25/19 | 11:00A | Forward | No | Lexington 2nd Run - Orde | | | | | |
| 11 | 3626700 | PPR0 DX | 03/25/19 | 09:50A | Forward | No | DX BATCH SALES ORDER LIS | | | | | |
| 12 | 3626507 | ALEXD | 03/25/19 | 09:03A | Forward | No | MARKSBURY'S STOCK STATUS | | | | | |
| 13 | 3626299 | ALEXD | 03/25/19 | 08:06A | Forward | No | Daily Sales Report 8am | | | | | |
| 14 | 3626294 | ALEXD | 03/25/19 | 08:05A | Forward | No | Extraordinary Purchases | | | | | |
| 15 | 3626206 | PPR0 | 03/25/19 | 07:46A | Forward | No | Lou DSW | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Sele | ect: 🚺 🤇 | Add Aut | oreply Block | k Book (| Config Co | opy De | elete Find Forward Groups | | | | | |
| Kev | word line | Logins | Outbox Print | t Purge | Ouit Rea | ad Rea | adall Showall Save Send > | | | | | |

Search for the driver for whom you'd like to send the message.



| e Pro | 0001 CG Louisville | MGHENT | | | | | | |
|--|--|---|--|--|--|--|--|--|
| -Mess Select from Operators, Groups, or Internet Me | | | | | | | | |
| 1BF | (Operator) | | | | | | | |
| 1BK | (Operator) | | | | | | | |
| 1BN | Chris Billner | (Operator) | | | | | | |
| 1B0 | BOBBY BLAKE | (Operator) | | | | | | |
| 1BS | Bruce S 502-595-8887 | (Operator) | | | | | | |
| 1BT | Brian T 502-298-9785 | (Operator) | | | | | | |
| 1CE | CERVANDO HERNANDEZ | (Operator) | | | | | | |
| 1CF | (Operator) | | | | | | | |
| 1CG | Charles Long | (Operator) | | | | | | |
| 1CK | Cameron Merrick | (Operator) | | | | | | |
| 1CL | CESAR LOPEZ | (Operator) | | | | | | |
| 1CR | MICHAEL MERRICK | (Operator) | | | | | | |
| 1CW | CURTIS WILLIAMS | (Operator) | | | | | | |
| 1CY | CHARLES YOUNG | (Operator) | | | | | | |
| 1DP | Dangeles Pinkston | (Operator) | | | | | | |
| | PGDN | | | | | | | |
| Enter | 'SPACE' to Select/Deselect | | | | | | | |
| Enter | '1' for Internet address book | | | | | | | |
| Enter | '2' for members of Email group | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | 1BF 1BK 1BN 1B0 1BS 1BT 1CE 1CF 1CG 1CK 1CL 1CK 1CL 1CK 1CV 1DP Enter Enter | Pro 0001 CG Louisville Select from Operators, Groups, or Internet PGUP PGUP 1BF Bobby FALLER 502-650-5603 1BK BRIAN TREES 1BN Chris Billner 1B0 BOBBY BLAKE 1BS Bruce \$ 502-595-8887 1BT Brian T 502-298-9785 1CE CERVANDO HERNANDEZ 1CF CHARLES DAVIS 1CG Charles Long 1CK Cameron Merrick 1CC CESAR LOPEZ 1CR MICHAEL MERRICK 1CW CURTIS WILLIAMS 1CY CHARLES YOUNG 1DP Dangeles Pinkston PGON | | | | | | |

Hit enter

Enter in the description (subject), change the priority to Yes, if necessary, enter through the expiration and type in the body of the message.

| Produce Pro 0001 CG Louisville | MGHENT |
|--|------------------------|
| | |
| Message entry/display | |
| Message 3631385 | |
| | Entered03/26/19 08:48A |
| 1 FromLYNNEITEJ Lynnette Jones | StatusUnsent |
| 2 TOIDF DODDY FALLER 302-030- | Bacanda 1 |
| A Priority Yes | Attach A |
| 5 Expiration $03/28/19$ | Delivery |
| 5 Expiración (11/05/20/15 | bettverym |
| Hi Bobby, First Watch reports they did not receive | their tomatoes. Do you |
| still have these on your truck? | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Escand text field Escall check | |
| Loc-end text rietd ro-spell check | |
| | |

Hit Escape. Hit enter to Send the message.

| Produce Pro 0001 CG Louisville | MGHENT |
|--|----------|
| Message entry/display Message 3631385 | |
| 1 FromLYNNETTEJ Lynnette Jones StatusNo 2 To1BF Bobby FALLER 502-650- 3 DescriptionFirst Water Records | 9 08:48A |
| 4 PriorityYes 5 Expiration03/28/19 Send message | |
| Hi Bobby, First Watch repo still have these on your t Add attachment Deliver later Recurring | o you |
| | |
| | |

If the driver responds, you will get an email notification.

F9 – takes you to many utilities.



The most commonly used utilities reached by F9 are Adjustments (Credits) and Customer Pricing.

F10 is a very useful tool.

F10 will take you to the inventory screen when you are anywhere in Ppro and is very helpful for finding out if we have stock on an item and when the item is expected to be back in stock if we are out.

In this example, a customer is inquiring when we will get fine ground black pepper back in stock. Hit F10 and then "S" enter and search for "pepper".

| | CG Loui Inventory by F | isville Product Inquiry | PMSRCH |
|---|---|----------------------------|--------------|
| 1 Product c | ode match <mark>s</mark> | | |
| Product Sea | rch | ON HAND COMMIT | AVAIL EXPECT |
| 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Enter search Long descriptionpepper Packaging At least 3 consecuti | ch fields | |

After hitting page down a couple of times, I found the fine/shaker ground black pepper and see that we have 0 on hand and 0 available, but 30 expected.

| | CG Louisville PMS | | | | | | | | | | | |
|-----|-------------------------------------|----------------------|----------------|-----------|---------|--------|-------------|--|--|--|--|--|
| | <u>Inventory by Product Inquiry</u> | | | | | | | | | | | |
| 1 | 1 Product code matchs | | | | | | | | | | | |
| | | | | | | | | | | | | |
| ⊢-F | roduct | Search | | | | | | | | | | |
| | PROD # | DESCRIPTI | ON | ON HAND C | OMMIT | AVAIL | EXPECT | | | | | |
| 1 | 97101 | SPICE - LEMON PEPPER | BLEN 270Z JAR | 15 | Θ | 15 | 0 | | | | | |
| 2 | 97103 | SPICE - PEPPERCORN B | LACK 16 0Z | 24 | 1 | 23 | Θ | | | | | |
| 3 | 97104 | SPICE - PEPPERCORN B | LAC LG 4LB TUB | 55 | 0 | 55 | 100 | | | | | |
| 4 | 97105 | SPICE - PEPPERCORN P | INK 11.20Z JAR | 15 | 0 | 15 | Θ | | | | | |
| 5 | 97106 | SPICE - PEPPER RED C | RUSHED 10 OZ | 20 | 0 | 20 | Θ | | | | | |
| 6 | 97107 | SPICE - PEPPER RED C | RUSHED LG 4 LB | 45 | 0 | 45 | Θ | | | | | |
| 7 | 97108 | SPICE - PEPPERCORN S | ZEC 11.20Z JAR | 16 | 0 | 16 | Θ | | | | | |
| 8 | 97109 | SPICE - PEPPERCORN T | ELLI 16 OZ JAR | 4 | 0 | 4 | Θ | | | | | |
| g | 90539 | PEPPERS - PIMENTOS C | ANNED 140Z CAN | 33 | 0 | 33 | Θ | | | | | |
| 10 | 97409 | PEPPERS - PEPPADEW | 6.6 LB CAN | 10 | 0 | 10 | Θ | | | | | |
| 11 | 97139 | SPICE - PEPPER FINE/ | SHAK LB 3.5 LB | <u> </u> | 0 | Θ | 30 | | | | | |
| 12 | 90543 | PEPPERS-BANANA SLICE | D 4 CT CASE | 5.5 | 1 | 4.5 | 12 | | | | | |
| 13 | 90544 | PEPPERS - BANANA SLI | CED EACH 1 GAL | 15 | 2 | 13 | Θ | | | | | |
| 14 | 90549 | PEPPERS - GREEN CHIL | I DI 27 OZ CAN | 14 | 1 | 13 | Θ | | | | | |
| 15 | 20806 | PEPPERS - GREEN CHOP | PER BUSHEL-CS | 83 | 4 | 79 | 28 | | | | | |
| | 97101 | SPIPEPLEM WOODLA | ND FOODS | | | | | | | | | |
| PRI | CE : | 12.1429 - COMP FILE | FORMULA | Marke | t : | 3.7333 | | | | | | |
| Sel | .ect: | Chg_layout Colors | Config Days E | xceptions | Info Le | ad Lot | Quit Search | | | | | |
| | | Select Show Speco | rd View | | | | | | | | | |

Arrow down to that item and hit enter to select it.

You will see the available inventory in all warehouses.

| -P | oduct Inventory by Warehouse | | | | | PML_ |
|------|---|---------|------------|----------------------|---------|--------|
| | DESCRIPTION | WHSE | 0/H C0I | MIT AV | AIL E | (PECT |
| | - <mark>Company->0001</mark> | | | | | |
| 1 | SPICE - PEPPER FINE/SHAKER GRD LB 3.5 L | B BR | 0 | Θ | Θ | 0 |
| 2 | | CG | Θ | Θ | 0 | 30 |
| 3 | | СН | Θ | Θ | Θ | 0 |
| 4 | | CI | Θ | 0 | 0 | 0 |
| 5 | | IN | Θ | Θ | Θ | 0 |
| 6 | | LE | Θ | 0 | 0 | 0 |
| 7 | | NA | Θ | 0 | Θ | 0 |
| 8 | | SP | Θ | Θ | Θ | 0 |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| | WHSE/PROD#/PROD:CG/97139/SPIPEP30G5LB/B | K0 | | | | 30 |
| PR: | ICE : 39.2857 - COMP FILE FORMULA | | Market | : 24. | 400 | |
| Sele | ect: Allcomp Altunit Attachments B | rand Bu | yer Chg_la | <mark>ayout</mark> C | olors (| Cond |
| Con | fig Custom <u>er Day</u> s Department Distribute | Find In | dx Locati | on Move | ment Pi | roduct |
| Pro | ject Quit <mark>Select</mark> Show Transact Commodity | Pallet | s Warehous | se Lead | Speco | rd > |

Arrow down to the warehouse that shows a value in the Expect column, then press Enter.

| P | rodu DES | ct CRI mpa | Inven PTION | tory by W 001 | arehous | e | WHSE | 0/H (| COMMITA | VAIL E | IMINQ (PECT |
|------------|--------------|------------------|----------------|-----------------------|--------------------|-----------------------------|------------------------|------------------------------------|----------------------|---------------------|--------------------|
| 1 | SPI | CE | - PEP | PER FINE/ | SHAKER | GRD LB 3.5 | LB BR | Θ | Θ | Θ | Θ |
| | ot I | nqu .0T | iry b NO | y Product DATE | LOCN | -97139-SPI CN DUE/IN | CE - PEPP COMMIT | OUT ON | SHAKER | GRD LB | 3.5 LB |
| 1 | 174 | 584 | 52 | 12/07/18 | WB3315 | *30* | Θ | Θ | 0 | 30 | |
| 2 | | | | | | | | | | | |
| 45 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| VEN DH | | W00 | DLAND | F00DS | EAY. | | DEE. | | | SELL | 00 |
| BR | AND : | WOO | DLAND | FOODS | AR | EA:DRYMAT | NLI . | | ON | HAND: | .00 |
| Sel Lab | ect: el L | .ast | A Locn | ccount Al Log Modi | tunit A fy Pall | werage Colo .ets Print (| ors Condi QC Quit S | tion Cst earch <mark>S</mark> e | tchg Eta elect Sh | Find Fi owall Sh | reeze nowcost > |

Here you will see that we expect to receive 30 of this item on 12/07/18 meaning it would be available to the customer on 12/08/17.

To find the location of the product:

- Arrow down to the warehouse
- Hit "L" for Location

| -Pro | oduc | t Inventor | y by Warehous | se | | | | | | PML |
|-------|------|-------------|---------------|----------|--------|---------|----------|-----------|---------|---------|
| | DESC | RIPTION | | | | WHSE | 0/H (| COMMIT A | /AIL E | XPECT |
| | -Com | pany->0001 | | | | | | | | |
| 1 9 | SPIC | E - PEPPER | FINE/SHAKER | GRD LB | 3.5 LB | BR | 0 | 0 | Θ | 0 |
| 2 | | | | | | BT | 0 | 0 | 0 | 0 |
| 3 | | | | | | CG | 19 | | 19 | 0 |
| 4 | | | | | | CH | 0 | 0 | 0 | 0 |
| 5 | | | | | | CI | 0 | 0 | 0 | 0 |
| 6 | | | | | | CS | 0 | 0 | Θ | Θ |
| 7 | | | | | | IN | 0 | 0 | Θ | 0 |
| 8 | | | | | | LE | 0 | 0 | Θ | 0 |
| 9 | | | | | | NA | 0 | 0 | 0 | 0 |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | | | | | | | | | | |
| Ľ | WHSE | /PR0D#/PR0I | D:CG/97139/SF | PIPEP30G | 5LB | | 19 | 0 | 19 | 0 |
| PRIC | CE : | 39,285 | 7 - COMP FILE | E FORMUL | A | | Market | : 24 | 400 | |
| | | | | | | | FUTURE | : 24 | .400 | |
| Seled | ct: | Allco | omp Altunit / | Attachme | nts Da | iys Dep | partment | Distribu | ite Fin | d indeX |
| Locat | tion | Movement | Pallets Produ | ict Proj | ect Qu | it Sel | ect Show | v Transad | t Ware | house |

• Hit Enter to be brought to this screen

| -Product Inventory by Warehouse | | | | | – PD341 |
|---|--------|--------|---------|----------|----------|
| DESCRIPTION | WHSE | 0/H | COMMIT | AVAIL | EXPECT |
| Company->0001 | | | | <u> </u> | |
| 1 SPICE - PEPPER FINE/SHAKER GRD LB 3.5 LE | BR | 0 | 0 | Θ | Θ |
| 2 | BT | 0 | 0 | 0 | Θ |
| | | | 97139 | - SPIP | EP30G5LB |
| WarehouseCG CG Louisville | | | | | |
| | | | | | |
| 1 Default pick location | W B33 | 15 W B | 33 15 | | |
| 2 Default pick location after depletion? | N | | | | |
| 3 Miscellaneous secondary location | | | | | |
| 4 Miscellaneous sort value | U | | | | |
| 5 Default wonder / Ship from wonder | | | | | |
| 6 Default buyer | | | | | |
| 7 Default origin | | | | | |
| / berdate originitient in the internet in the | | | | | |
| 8 Special order item code | | | | | |
| 9 Purchasing lead time code | | | | | |
| 10 Default repack cost code | | | | | |
| | | | | | |
| 11 Override inventory warehouse | | | | | |
| | | | | | |
| Select: 📕 🔄 Add Adnl_locn Config Delete Fi | nd Lab | els Mo | dify Pa | ge Quit | Showall |
| Stamp View | | | | | > |
| | | | | | |

The Default pick location is where the item is located. Pick locations that start with W are in the dry warehouse and are shelf stable. Pick locations that start with F are in the freezer. All other pick locations are refrigerated.