

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.

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	PPRO	03/26/19	07:46A	Forward	No	Lou DSW
4	3631053	PPRO	03/26/19	07:45A	Forward	No	LO BB DSW
5	3630901	CHANNELS	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	CHANNELS	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	PPRO_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	PPRO	03/25/19	07:46A	Forward	No	Lou DSW

Select: █ Add Autoreply Block Book Config Copy Delete Find Forward Groups
Keyword Lines Logins Outbox Print Purge Quit Read Readall Showall Save Send >

Hit "A" for Add.

Produce Pro 0001 CG Louisville MSGCTL

AIN MENU

Produce Pro

IN-BOX for operator LYNNETTEJ

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	PPRO	03/26/19 07:46A	Forward	No	Lou DSW
4	3631053	PPRO	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
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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	PPRO	03/25/19 07:46A	Forward	No	Lou DSW

Select: Add Autoreply Block Book Config Copy Delete Find Forward Groups
 Keyword Lines Logins Outbox Print Purge Quit Read Readall Showall Save Send >

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

Produce Pro 0001 CG Louisville MGHENT

Message entry/display

Message..... 3631385

Entered...03/26/19 08:48A

1 From.....LYNNETTEJ Lynnette Jones Status...Unsent

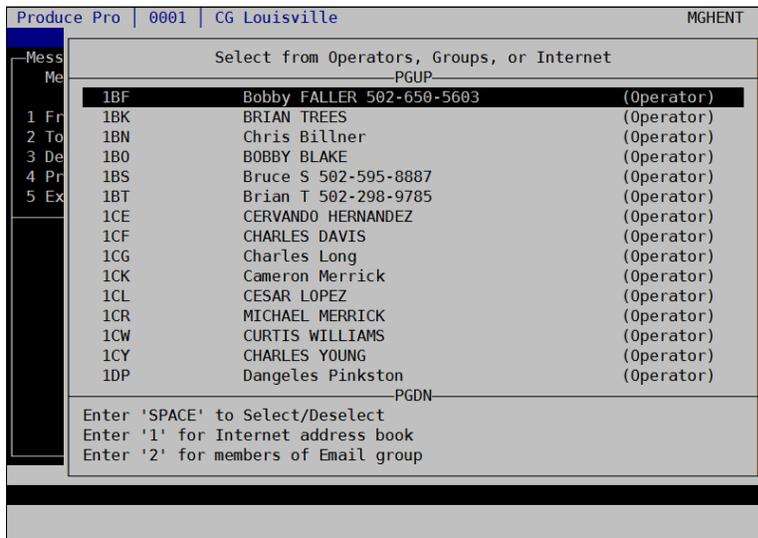
2 To..... Saved....No

3 Description... Records... 0

4 Priority.....No Attach.... 0

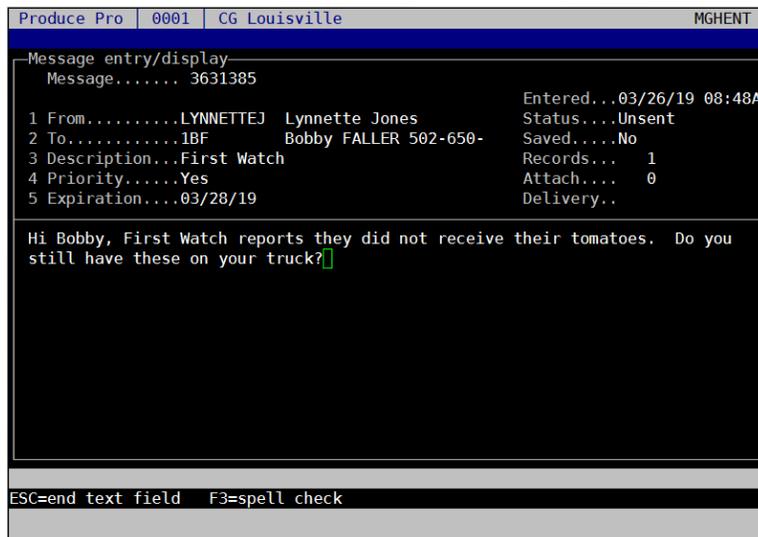
5 Expiration...03/28/19 Delivery..

(S)earch (G)roups (A)ddressees (B)ook (L)ogins
 (C)ustomer (V)endor

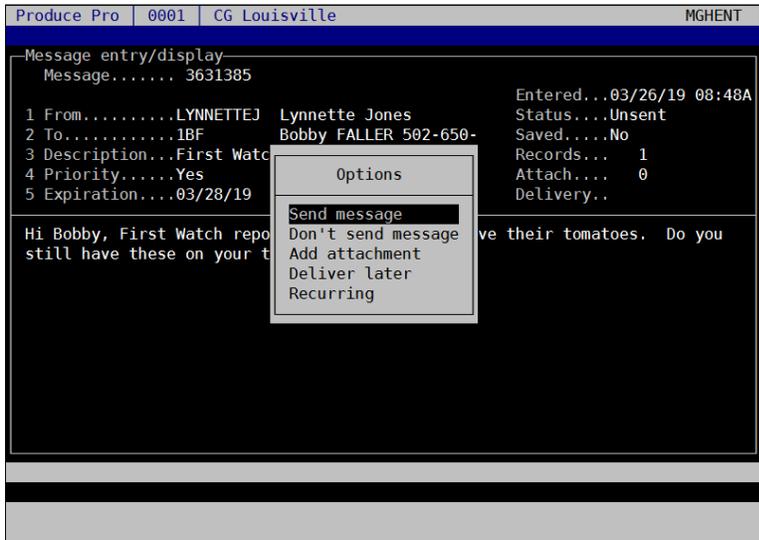


Hit enter

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

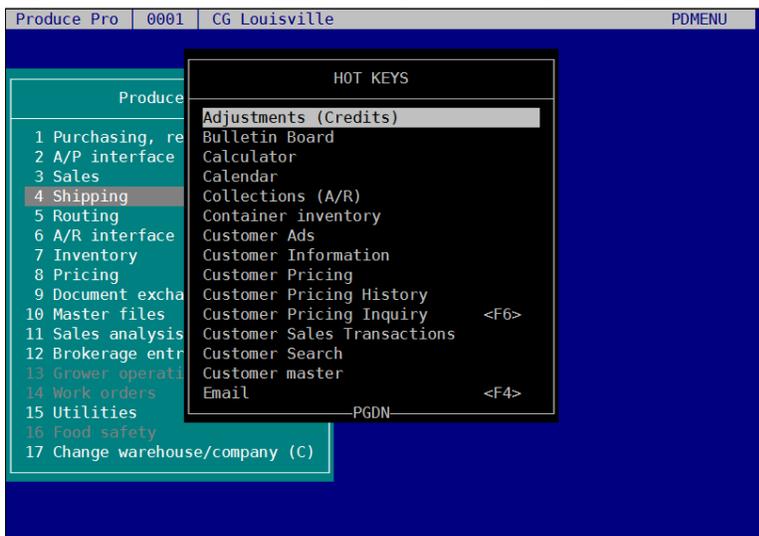


Hit Escape. Hit enter to Send the message.



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 Louisville PMSRCH
Inventory by Product Inquiry

1 Product code match.....s

Product Search

PROD #	DESCRIPTION	ON HAND	COMMIT	AVAIL	EXPECT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Enter search fields

Long description..pepper
Packaging.....

At least 3 consecutive non-blank chars

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 PMSRCH
Inventory by Product Inquiry

1 Product code match.....s

Product Search

PROD #	DESCRIPTION	ON HAND	COMMIT	AVAIL	EXPECT
1	97101 SPICE - LEMON PEPPER BLEN 27OZ JAR	15	0	15	0
2	97103 SPICE - PEPPERCORN BLACK 16 OZ	24	1	23	0
3	97104 SPICE - PEPPERCORN BLAC LG 4LB TUB	55	0	55	100
4	97105 SPICE - PEPPERCORN PINK 11.2OZ JAR	15	0	15	0
5	97106 SPICE - PEPPER RED CRUSHED 10 OZ	20	0	20	0
6	97107 SPICE - PEPPER RED CRUSHED LG 4 LB	45	0	45	0
7	97108 SPICE - PEPPERCORN SZEC 11.2OZ JAR	16	0	16	0
8	97109 SPICE - PEPPERCORN TELLI 16 OZ JAR	4	0	4	0
9	90539 PEPPERS - PIMENTOS CANNED 14OZ CAN	33	0	33	0
10	97409 PEPPERS - PEPPADEW 6.6 LB CAN	10	0	10	0
11	97139 SPICE - PEPPER FINE/SHAK LB 3.5 LB	0	0	0	30
12	90543 PEPPERS - BANANA SLICED 4 CT CASE	5.5	1	4.5	12
13	90544 PEPPERS - BANANA SLICED EACH 1 GAL	15	2	13	0
14	90549 PEPPERS - GREEN CHILI DI 27 OZ CAN	14	1	13	0
15	20806 PEPPERS - GREEN CHOPPER BUSHEL-CS	83	4	79	28

97101 SPIPEPLEM WOODLAND FOODS

PRICE : 12.1429 - COMP FILE FORMULA Market : 3.7333

Select: Chg layout Colors Config Days Exceptions Info Lead Lot Quit Search

Select Show Specord View

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

You will see the available inventory in all warehouses.

Product Inventory by Warehouse						PML
DESCRIPTION	WHSE	O/H	COMMIT	AVAIL	EXPECT	
Company->0001						
1 SPICE - PEPPER FINE/SHAKER GRD LB 3.5 LB BR		0	0	0	0	
2	CG	0	0	0	30	
3	CH	0	0	0	0	
4	CI	0	0	0	0	
5	IN	0	0	0	0	
6	LE	0	0	0	0	
7	NA	0	0	0	0	
8	SP	0	0	0	0	
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
WHSE/PROD#/PROD:CG/97139/SPIPEP30G5LB/BKO 0 0 0 30						
PRICE : 39.2857 - COMP FILE FORMULA Market : 24.400						
Select: ___ Allcomp Altunit Attachments Brand Buyer Chg_layout Colors Cond						
Config Customer Days Department Distribute Find Indx Location Movement Product						
Project Quit Select Show Transact Commodity Pallets Warehouse Lead Specord >						

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

Product Inventory by Warehouse						IMINO
DESCRIPTION	WHSE	O/H	COMMIT	AVAIL	EXPECT	
Company->0001						
1 SPICE - PEPPER FINE/SHAKER GRD LB 3.5 LB BR		0	0	0	0	
Lot Inquiry by Product-----97139-SPICE - PEPPER FINE/SHAKER GRD LB 3.5 LB						
LOT NO	DATE	LOCN	CN DUE IN COMMIT	OUT	ON HAND	AVAIL
1 17458452	12/07/18	WB3315	*30*	0	0	30
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
VENDOR:WOODLAND FOODS						
PHONE:866-625-8600 FAX: REF: SELL: .00						
BRAND:WOODLAND FOODS AREA:DRYMAT ON HAND: .00						
Select: ___ Account Altunit Average Colors Condition Cstchg Eta Find Freeze						
Label Last Locn Log Modify Pallets Print QC Quit Search Select Showall Showcost >						

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

Product Inventory by Warehouse						PML
DESCRIPTION	WHSE	O/H	COMMIT	AVAIL	EXPECT	
Company->0001						
1 SPICE - PEPPER FINE/SHAKER GRD LB 3.5 LB BR		0	0	0	0	
2	BT	0	0	0	0	
3	CG	19	0	19	0	
4	CH	0	0	0	0	
5	CI	0	0	0	0	
6	CS	0	0	0	0	
7	IN	0	0	0	0	
8	LE	0	0	0	0	
9	NA	0	0	0	0	
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
WHSE/PROD#/PROD:CG/97139/SPIPEP30G5LB		19	0	19	0	
PRICE : 39.2857 - COMP FILE FORMULA		Market : 24.400				
		FUTURE : 24.400				
Select: [] Allcomp Altunit Attachments Days Department Distribute Find index						
Location Movement Pallets Product Project Quit Select Show Transact Warehouse >						

- Hit Enter to be brought to this screen

Product Inventory by Warehouse						PD341
DESCRIPTION	WHSE	O/H	COMMIT	AVAIL	EXPECT	
Company->0001						
1 SPICE - PEPPER FINE/SHAKER GRD LB 3.5 LB BR		0	0	0	0	
2	BT	0	0	0	0	
Warehouse.....CG CG Louisville		97139 - SPIPEP30G5LB				
1 Default pick location.....W B33 15 W B33 15						
2 Default pick location after depletion?..N						
3 Miscellaneous secondary location.....						
4 Miscellaneous sort value..... 0						
5 Default vendor / Ship from vendor.....						
6 Default buyer.....						
7 Default origin.....						
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 Find Labels Modify Page 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.

