

AVGEN INCENTIVES GROUP

Sending Excel Order Form

From the Avgen email open the Group Order Form by double clicking on the attachment. Enter all the fields that will not change such as account code, contact, phone, organization and ship address and then click "File" and then "Save As". You may wish to name this "Master Group Order Form Revision Date". Save this to your Documents folder. This will become your master document and can be used repeatedly. Close this document for later use.

To create an order simply open the Master Group Order Form and use "Save As" to create a copy as your current order. You may wish to use the date, etc to name this new document. Enter your order into this document, then save and close it when done. Note when making entries into the Group Excel Order Form, put all your entries to the right of the green vertical line. If you like, you can put the names of your Families at the top of the columns and their orders below. The program will add the orders together, creating one order and also statistics which, if desired can be entered into the TRIP sheet.

To send your order, open your email program and send the order as an attachment. Please send to both avgen@rogers.com and sales@avgen.ca . Also put yourself in the CC. Then review the returned email to insure that it is correct.

Please note that if you wish to make a revision to an order that you have already sent then send us a complete new order and please indicate that it is replacing your previous order.