

# Maintaining Product Notes In PRONTO

## Overview

Product Notes can be easily maintained in PRONTO for display on the web.

Against each product code, a 'Web Note' can be entered, which will integrate to the web and display according to the site layout.

## Step-by-step Guides

### Note Entry

To Enter Web Notes:

1. Login to PRONTO
2. Navigate to '**Inventory**' --> '**Inventory Maintenance/Enquiry**'.
3. Find the required product by clicking '**Find**' and entering the code into the '**Item Code**' field.
4. When the correct product screen is displayed, navigate to '**Extra**' --> '**Notes**' --> '**Web Note**'.
5. Click '**Entry**'.
6. Assign a unique sequence number for the note line. This determines the order in which the line appears, relative to the other lines of text.
7. Use the Tab or Enter key to move to the next field - '**Notational Text**'.
8. Type the required note text (there is a 30-character limit in this field).
9. Use the Tab or Enter key to move to the next field.
10. Continue adding text lines as required. If no further lines are required, exit using the Esc or Home key.



#### TIP

The 'Web Control Settings' panel contains the 'Wrap Notes' flag. Setting the Wrap Notes flag to 'Y' will ensure that each 30-character block of text entered here is joined into one continuous note on the web.

This can be found at 'Inventory' --> 'User Inventory Programs' --> 'Web Product Maintenance' --> 'Control Settings'.

The screenshot shows a window titled 'Control Settings' with a sub-header 'Web Control Settings'. It contains various input fields for configuring web controls. The 'Wrap Notes' field is circled in red, indicating it should be set to 'Y'. Other fields include Sort Control Rule, System Table, Level 1-4, Notes, Accessories, Alternatives, Display Whse, Clean Notes, Clean Desc, Extra Cats, Category URL, Product URL, Start Category, End Category, and Bullet Points. At the bottom are 'OK' and 'Cancel' buttons.

Sort Control Rule:	1	Meta Table:	XM
System Table:	SX	Product Sort Field:	E
Level 1:	2	Sort by Cat/Prod:	Y
Level 2:	4	Wrap Notes:	Y
Level 3:	6		
Level 4:	8		
Notes:	WN		
Accessories:	AC		
Alternatives:	AL		
Display Whse:	BRIS		
Clean Notes:			
Clean Desc:			
Extra Cats:			
Category URL:	https://www.yoursite.com.au/category/		
Product URL:	https://www.yoursite.com.au/product/		
Start Category:	01		
End Category:	99ZZZZZZ		
Bullet Points:	BP		

OK Cancel

Please be aware when 'Wrap Notes' is set to 'Y', the Notes Integration setting 'Remove Note Line Space' must be *unticked* (otherwise they negate each other).

This flag can be found in 'Settings' --> 'Integration' tab --> 'Notes' tab:

The screenshot shows the 'Settings - CSS Version 3.78.02' window with the 'Integration' tab selected. The 'Notes' section is highlighted, showing fields for Note Types (Notes 1 Type, Notes 2 Type, Notes 3 Type, Notes 4 Type, Notes 5 Type) and an 'Alternate Categories Note Type'. The 'Remove Note Line Space' checkbox is highlighted in yellow and is currently unchecked. Below the Note Types section is the 'Selling Options' section, which includes fields for Product Type for Alternate Products, Product Type for Accessory Products, Title for Alternate Products List, and Title for Accessory Products List. An 'Update' button is located at the top right of the settings area.

Settings - CSS Version 3.78.02

General Integration Notifications Serials Orders Freight Messages Supplier Portal Advanced Quoting Advanced Coupons PayPalExpress Stamps

Update

Categories Items Customers Notes Service

**Note Types**

Notes 1 Type : WN Notes 2 Type : Notes 3 Type : Notes 4 Type : Notes 5 Type : Alternate Categories Note Type : XS

Remove Note Line Space : ☐

Product Carrier Exclusion Note : Please Select ..

**Selling Options**

Product Type for Alternate Products : AL Product Type for Accessory Products : AC Title for Alternate Products List : Title for Accessory Products List :

## Note Maintenance

To Edit or Remove Web Notes:

1. Follow Steps 1-4 as detailed above.
2. Use the arrow keys to highlight the required note line.
3. Click 'Correct' to edit, or 'Remove' to delete.
4. Repeat Steps 2 and 3 as required.



The display of Web Notes will vary from site to site. Specific PRONTO note types can be mapped to corresponding fields on the web (e.g. Notes 1, Notes 2, etc). This is generally configured during the Implementation phase.

## Related articles

- [Change Placeholder Images](#)