

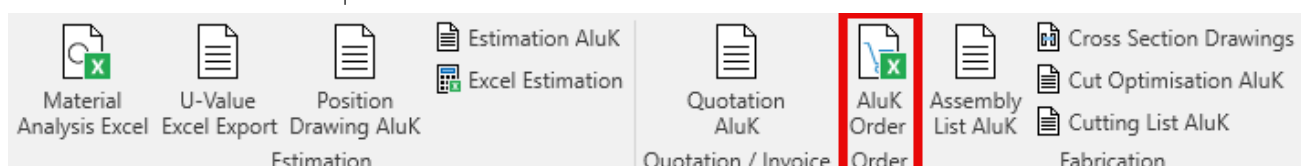
LogiKal AluK Ordering Guide

- **A new LogiKal report has been created, which allows you to send AluK your order, without any manual input (both you and us!), therefore removing input error and the need for Dual Colour Order Forms.**

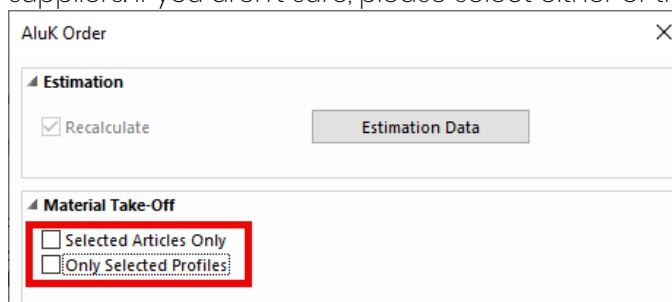
- Please send a Dual Colour Order Form with your first few orders to ensure to allow us to carry out checks.

Steps

- Send an email to Ben.Knight@AluK.com requesting the "LogiKal ordering form".
- Once you receive the .RED file, this will need to be imported into LogiKal.
- Follow the below within LogiKal:
- General > Settings > Printouts > Reports.
- When the report screen appears, select "import" (bottom left).
- Import the .RED file.
- Close down the report window (bottom right).
- Navigate to the job you wish to send an order for within LogiKal.
- Run the "AluK Order" report.



- When running the report, please ensure you only select items within the AluK GB and AluK Group suppliers. If you aren't sure, please select either of the boxes within the "Material Take-Off":



- You can then select the "Supplier" drop down at the top to restrict to AluK items only.
- Send the excel output to the customer services team.

If you need to report a bug or have any further queries, please contact Ben.Knight@aluk.com.

Kind Regards,

Ben Knight
Product & Software Support Technician