

Mobilisar

User Guide

TO LOGIN

Go to www.mobilisar.com - or visit www.tiptop.co.nz look for the events and fundraising link for more details and to book equipment.

Enter your username, password.

If you have never used the system before please email or call BrandSpec to set up a login.

TO ORDER

1. Click on orders on the left hand side. Create booking and choose the events equipment you wish to hire. Add the products you wish to purchase to the booking as well.
2. If you require product create an order only.

PLEASE NOTE: order must at least total \$700 excluding GST in order to use a van, and at least \$350 to use a cart. There will be a calender on the bottom of each cart/van to show its availability. If your desired period is not booked then add it to the order.

The screenshot shows the Mobilisar web application interface. On the left, there's a sidebar with the 'Tip Top' logo and navigation links: 'Manage Orders', 'Create Order', and 'Create Booking'. The main content area is titled 'Orders' and features a 'Categories' list on the left with options like 'ALL CATEGORIES (52)', 'MOBILE VENDING EQUIPMENT (15)', 'ORDER ICE CREAM PRODUCT (37)', 'FRUJU (5)', 'KAPITI (6)', 'LICENSED NOVELTIES (5)', 'MEMPHIS (5)', 'POPSICLE (2)', 'TIP TOP (7)', 'TRUMPET (6)', and 'WHITTAKERS (1)'. The central part of the screen displays a list of products with columns for 'PHOTO', 'DETAILS', and 'ACTIONS'. Products listed include 'SPROD003 Fruju Pineapple', 'SPROD017 Fruju Orange', and 'SPROD160 Fruju Grapefruit & Lemon'. Each product has a 'QOH' (Quantity on Hand) value and an 'Add' button. A 'Print Catalogue' button is located at the top right of the product list. On the far right, there's a 'Booking Request' table with columns for 'ITEM' and 'QTY'. It lists items like 'TIP0004 Auckland Tip Top Novelty Caravan', 'SPROD160 Fruju Grapefruit & Lemon - Box of 30 Costs \$67.27', 'SPROD017 Fruju Orange - Box of 30 Costs \$67.27', and 'SPROD003 Fruju Pineapple - Box of 30 Costs \$67.27'. A 'Complete Booking Request' button is at the bottom of this table.

3. Once you have confirmed product and cart/van complete you booking request.

Complete Booking Request

Distribution List:
Tip Top Fundraising

Search

Search

Customer List

CUSTOMER TO COLLECT - AUCKLAND - 373 Nelson Street, ... 55735

DELIVERY TO CUSTOMER - Auckland, New Zeala... 83221

Add
Remove
Remove All

Distribution List

Booking Title:

Booking Brief:

Save Booking Submit Booking Request

4. Fill in necessary fields, and submit booking, you will get an email confirmation once approved.

Complete Booking Request

Booking Title:

Booking Brief:

Booking Delivery Date:
DD/MM/YYYY

Booking Return Date
(leave blank if unknown/permanent placement):
DD/MM/YYYY

Delivery Type:
-- Choose --

Order Attention To:

Order Notes / Instructions /
Special Service Request:

Save Booking Submit Booking Request

Once you have sent your booking request, the following will occur:

1. The order will be processed by BrandSpec and a copy will be sent to Tip Top for authorisation.
2. Once you have the quote you will need to confirm order. Payment & Bond must be paid before collection.
3. On return of the material all items will be cleaned and checked. Any damage will be rectified and costs charged back to your Bond. You will be advised first if this arises.

CONTACT US

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