


















# One Stop Order Processing - Installation Checklist

Use the list below to setup One Stop Order Processing all of the most common things needed are included, you won't need to do them all, so just work through and tick the done column when that section is done.

Done	Task	Help
	<p><b>Initial Setup, including adding company information, logos and PPI</b> When you start the software the setup wizard will run, you can enter your company details here, you can skip past any tab that you don't want to fill in right away and then enter the details in Tools / Options or run the Wizard again through File / Quick Setup Wizard</p>	 
	<p><b>Link OSOP to Amazon</b> OSOP can automatically link to Amazon to download orders and upload shipping status, tracking details and stock levels. Click on the orange down arrow in the tool bar, double click on Amazon-SC and setup the details there or click on the links to the right for instructions and videos.</p>	 
	<p><b>Link to Ebay</b> We also have a fully automated link to eBay, you can download orders an times chosen by you during the day and automatically tell eBay when you have shipped an order, if you have tracking details they will be uploaded to eBay. Click on the orange down arrow in the tool bar, double click on eBay and setup the details there or click on the links to the right for instructions and videos.</p>	 
	<p><b>Setup Automated Import</b> One Stop Order Processing includes a powerful automation engine, you can use this to import orders throughout the day and to run tasks at the time you need them. You can also print reports, send emails and export orders as well. Automation saves you time by running the day to day tasks for you.</p>	 
	<p><b>Set up your other selling channels</b> You can find details on setting up other channels here, for most, you will need to export your orders to a file and import the file into OSOP. We are adding additional automated channels to the software with each new release.</p>	
	<p><b>Set up your Products and Stock Control</b> One Stop Order Processing has a full product catalog; you can initialise it by either importing product details from a file, downloading them from Amazon or eBay or by creating them as orders are downloaded. You can link products together and manage stock levels both online and offline. Manage your products well to give your customers better service.</p>	 
	<p><b>Set up your invoice</b> One Stop Order Processing invoices can be edited using any standard HTML editor. You can also select from a number of predesigned templates. Click on the links for more details.</p>	 
	<p><b>Set up couriers</b> You can link One Stop Order Processing to Royal Mail and other couriers. With Royal Mail you can create and cancel consignments from within One Stop Order Processing and print your mailing labels onto integrated label paper or Royal Mail labels. We provide export formats for other couriers to allow you to quickly export order details to a file which can then be manually or automatically imported to your couriers system. You can find more details on exporting orders here : <a href="#">Exporting to couriers overview</a></p>	 
	<p><b>Set up accounting links</b> It is easy to transfer your orders from One Stop Order Processing to Quickbooks and Sage, click on the links below to see how to do this.</p>	<p>Quickbooks Sage</p>  

Here are a few more resources to help you get started

[Getting Started Video Channel](#)

[One Stop Order Processing Knowledgebase](#)

[One Stop Order Processing Guide](#)

[Click here to book a free installation/setup appointment](#)