Introducing the Batch App

At Batch, we're constantly looking for ways to make booksellers' lives easier. It was with this in mind that we developed an app that allows you to check books as you unpack and upload the details straight into your Batch payments account.

Users can search for their invoices by scanning ISBNs or entering a delivery note number, order reference or invoice number. Once an invoice has been found it can be authorised or verified on Batch. No paper invoice in the box? No worries.

Here's how it works:

1. Download the app from the Apple App Store or from Google Play. Scan the QR code or click the app store logos below. Note:
→ You need to have version 9 and above on Apples IOS.
→ You need version 8 and above on Android.
→ Batch will not work on Windows phones.

Apple app   **Android app**

2. You will need a **BatchOne** account to log in to the app.
→ If you have not yet registered for BatchOne, please contact us at mail@batch.co.uk so we can set you up.

→ If you have already registered, make sure you have added a Batch Payments site (ie. your business premises) to your BatchOne account.

3. Once you have logged on to the Batch app, tap on the site name (Hillside Books in this case) to begin downloading invoices for that bookshop.
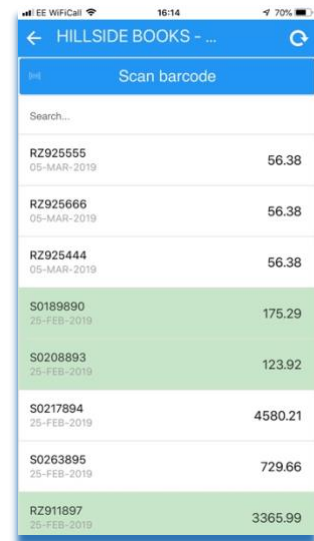→ A white background indicates an open invoice.
→ Invoices with a green background have already been authorised or verified.

4. To search by scanning an ISBN, tap on 'Scan barcode'. (You will be asked for permission to use the camera the first time you do this.)
→ Find the barcode in the viewfinder on the phone
→ Only invoices containing that barcode will be left in the list. Narrow the list by scanning more books from the box.
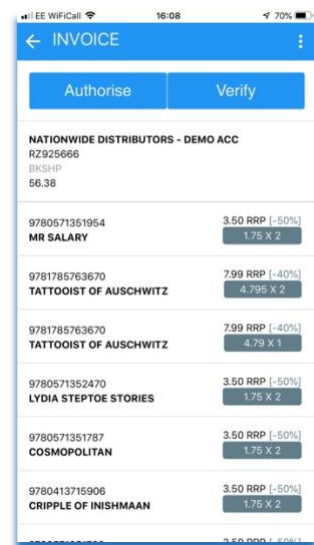
5. To search by entering a delivery note or order reference, tap the numbers into the Search field immediately below the 'Scan barcode' button.

6. Tap on the invoice number to see all the essential details such as the RRP, the agreed discount and quantity.
→ When viewing these details, you can authorise or verify by tapping the appropriate button at the top of the screen. As you do so, your Payments account will immediately be updated.

Thank you for choosing to use the Batch app. We are planning to add more functionality to the app shortly. We welcome your comments and suggestions, please send them to mail@batch.co.uk with 'App' in the subject line.

Links
The link address for the app store logos are:
Apple – https://itunes.apple.com/gb/app/batch/id1451124166?mt=8
Android – https://play.google.com/store/apps/details?id=uk.co.batch.app

www.batch.co.uk

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