



DIAMOND
DATA SYSTEMS
CONNECTING PEOPLE WITH TECHNOLOGY

The Uniform Solution

Mastering the Basics

(With Tips and Tricks Appendix)

1:00 pm to 2:30 pm

Session I

 **THE UNIFORM
SOLUTION**



DIAMOND
DATA SYSTEMS
CONNECTING PEOPLE WITH TECHNOLOGY

Welcome to Charleston

 **THE UNIFORM
SOLUTION**

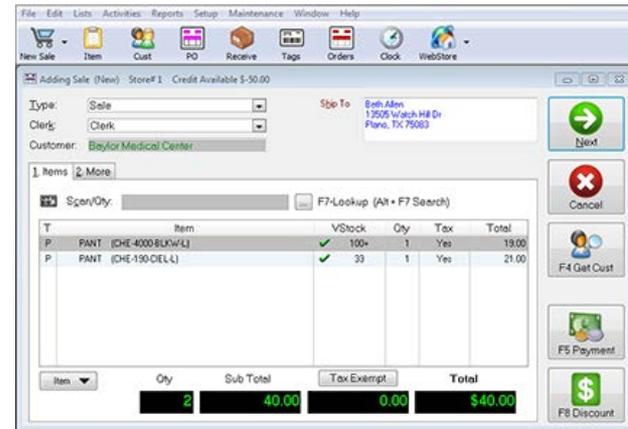
Mastering the Basics

▶ Objective

- Review The Uniform Solution's core features so you feel comfortable performing routine tasks
- Provide tips and tricks so you are faster and more efficient

▶ Topic Format

- Presentation followed by Workshop Activities



Mastering the Basics

- ▶ The Application Menu
- ▶ Setting Up Your Inventory
- ▶ Creating Sales, Returns, and using Gift Cards
- ▶ Using Reorder Points*
- ▶ Creating Purchase Orders and Sending them EDI
- ▶ Receiving Merchandise from PO's and ASN's
- ▶ Working with Customers
- ▶ Delivering and Canceling Special Orders
- ▶ Recording Customer Payments on Account
- ▶ Using Contracts for Customers, Store Sales, and Group Sales
- ▶ Clocking In/Out
- ▶ Using Email
- ▶ Physical Inventory vs QuickLoad
- ▶ Getting Software Updates and Support Resources

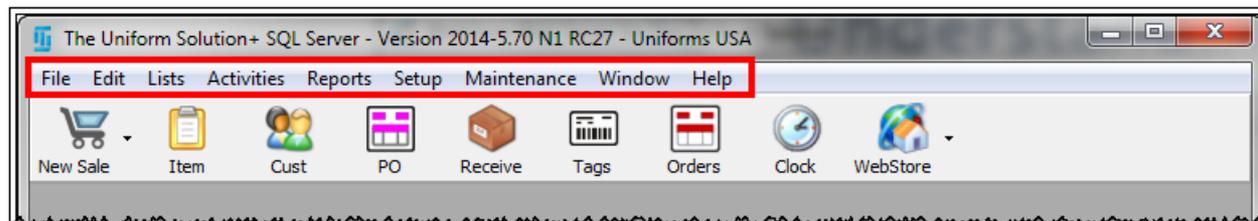
The Successful Uniform Retailer

- ▶ Knows what they are doing and what's going on OR
- ▶ Looks like they know what's going on OR
- ▶ Is trying to figure out what's going on
- ▶ In the movie Wild Hogs, 4 friends that like to ride motorcycles have different levels of knowing “what's going on”
- ▶ So the question is, are you ...
 - Doug – the fraidy cat (Tim Allen)
 - Woody – the Poser (John Travolta)
 - Bobby – mr. hen pecked (Martin Lawrence)
 - Dudley – the newbie (William H Macey)
- ▶ [Wild Hogs Introduction](#)

The Application Menu

▶ Presentation

- File Menu – Program startup settings and options like Backup/Restore and Import/Export
- List Menu – “Lists” of Information like Vendors, Inventory, and Customers
- Activities Menu – Task oriented options like Sales Entry, Receiving Payments on Account, Clocking In/Out, Customer Search, and Inventory Search
- Reports Menu – Over 75 reports for Sales, Inventory, A/R, and much more
- Setup Menu – Setup options for the user, computer, store, system and more
- Window Menu – Shows active windows, maximize all, close all
- Help Menu – On–line help, training courses, and the X–Charge Portal



Understanding the Application Menu

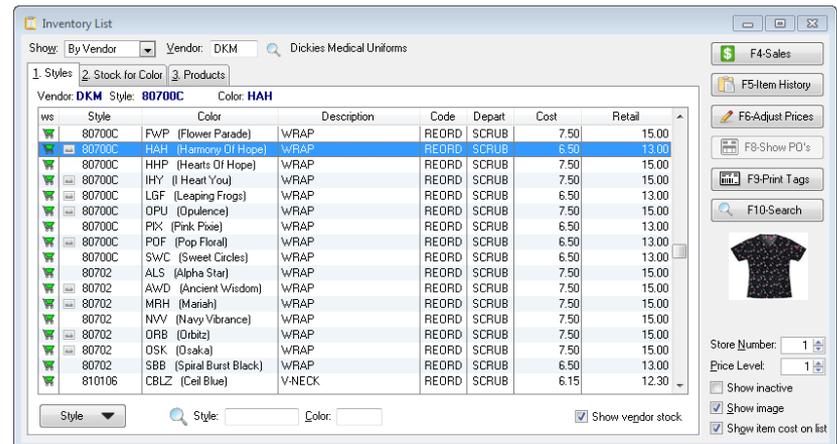
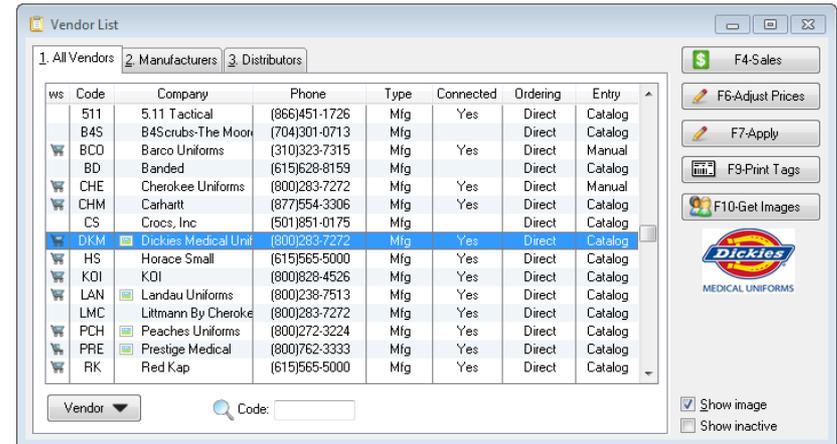
▶ Workshop

- What “Hot-Key” starts a new Sales Entry transaction? _____.
- What “Hot-Key” logs off the current User?_____.
- What two keystrokes will show me today's sales total?
Menu Option is Lists > Sales by Date and a button on the Sales List.
Menu Hot Key: _____ Button Hot Key: _____
- On the System Options Form (Setup > System Options > General Tab), what is the most restrictive option for “Close Accounting Period”?_____
- What Menu and Menu Item do you access to update your credit card on file for your Uniform Solution Subscription?
Menu (Circle One): **File Lists Activities Reports Setup Help**
Menu Item Name: _____ (Subscription and Services)

Setting Up Your Inventory

► Presentation

- The Vendor List
 - Pricing formulas
 - Applying New Default Settings and Pricing
- Inventory Standards
 - Sort Values
 - Size Groups
 - Codes
- The Item List
 - Copying Styles
 - Using Size Groups
- Using the Catalog List and Utility
 - Discontinuing Items
 - Updating Pricing
 - Adding new items and images



Setting Up Your Inventory

▶ Workshop

- Set up Cherokee to use a pricing formula that multiplies the cost by 2 and adds 2. Round that number to a “Fixed” .95 cents. After saving the changes, apply the pricing formula when prompted. What is the price of a CHE-2074-ALOB-M? _____
- Go to the Catalog List and Update Barco using F2-Copy Sync. On **Step 2 – Discontinued Styles or Products Step**, how many colors are discontinued for the style 41101? _____ If you print the list, how many pages are there? _____
You can cancel the rest of the Catalog Utility if you wish
- Activate the Connected Features for Healing Hands. Circle the features they provide: **Product Images** **EDI** **ASN’s** **VStock**
Hint (some are disabled)

Creating Sales, Returns, Special Orders, and Using Gift Cards

▶ Presentation

- Creating new Sales and Returns
- Modifying transactions and voiding sales
- Using the Scan/Qty field (this very important)
- Adding Customers to Sales Entry transactions
- Creating Special Orders and using Vendor Stock Levels (VStock)
- Selling and redeeming Gift Cards
- End-of-Day Reconciliation and Monthly Cash Flow Reporting

| Item | VStock | Qty | Tax | Total |
|------------------------|--------|-----|-----|-------|
| P PANT (CHE-400-BLW/L) | 100 | 1 | Yes | 19.00 |
| P PANT (CHE-190-DEL) | 33 | 1 | Yes | 21.00 |

Scan/Qty:

| Customer | City | Acct No. | Phone |
|-----------------|------------|----------|---------------|
| Johnson, Cade | Parker | 631 | (972)578-8083 |
| Johnson, Jack | Parker | 621 | (972)578-8088 |
| Johnson, Luke | Parker | 611 | (972)578-8090 |
| Johnson, Sam | Parker | 641 | (972)578-8091 |
| Johnson, Thomas | Richardson | 231 | (972)964-1453 |

Creating Sales, Returns, Special Orders, and Using Gift Cards

▶ Workshop

- Start a new Sales Entry transaction (Ctrl + I) to handle a Purchase, Return, and Special Order
- Add the Barcode “4145” to the transaction (a new purchase)
- Lookup item “BCO-0619-10-34” and set the item as a “Return” – The balance should be Zero
- Add the Barcode “4145” to the transaction and indicate it’s a “Special Order Item” by pressing “S <Enter>” in the Scan/Qty field.
How many items does the Vendor have in-stock? _____
- Enter “578-5068” to lookup a customer by phone number. The customer had a discount assigned to their profile.
What % that has been applied to the items? _____
- Press F5 to complete the Sale. 20% of the Order Total is recommended as the Deposit Amount. Complete the Sale by Tendering \$80.
How much change is given back? _____
- Cancel when prompted to print

Using Reorder Points

▶ Presentation

- Overview
- Reports
 - Vendor Comparison
 - Top 40 by Vendor
 - Max/Min Sales Analysis
- Settings Max/Mins

Changing Stock Levels (CHE-190-WINE-M)

1. General 2. More 3. Sales

Stock in the Store
Stock: 1
Hold:

On Order
Stock: 0
Specials: 0

Desired Stock Levels
Maximum: 6
Minimum: 3

Apply Max and Min To
 This size and color only
 All sizes for this color
 All colors for this size
 All colors and sizes for this style

OK
Cancel
Next

Using Reorder Points

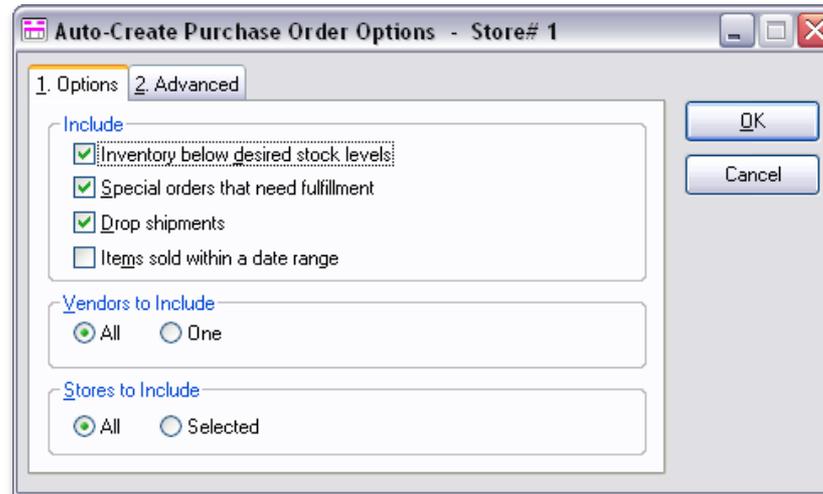
▶ Workshop

- On the Inventory List, set the Max/Min values for CHE-190 (All colors and sizes) to the values of Max=4 Min =2
Hint: Highlight CHE-190-CIEL and Go to the Stock for Color Tab, press Enter on a Size and use the option “All colors and sizes for this style”
- Set the Max/Min values for all XS, 4XL, and 5XL sizes in 190 to:
Max = 0 and Min = 0
Hint: use “All colors for this size”
- Set the Max/Min values for all S sizes in 190 to:
Max = 2 and Min = 1
Hint: use “All colors for this size”
- Check CHE-190-NAVY to see if it matches the above values

Creating Purchase Orders and Sending them EDI

► Presentation

- Special Orders not Placed
- Using Auto-Create
- Using EDI to Send Orders Electronically



Creating Purchase Orders

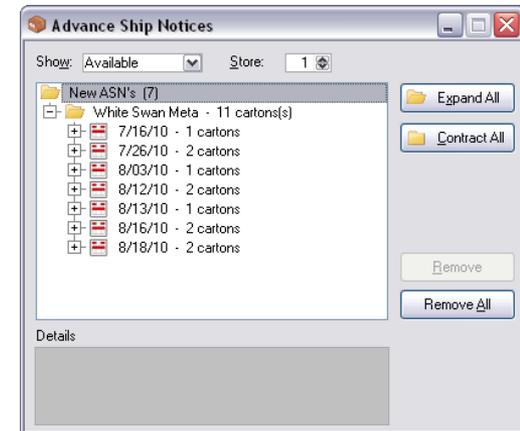
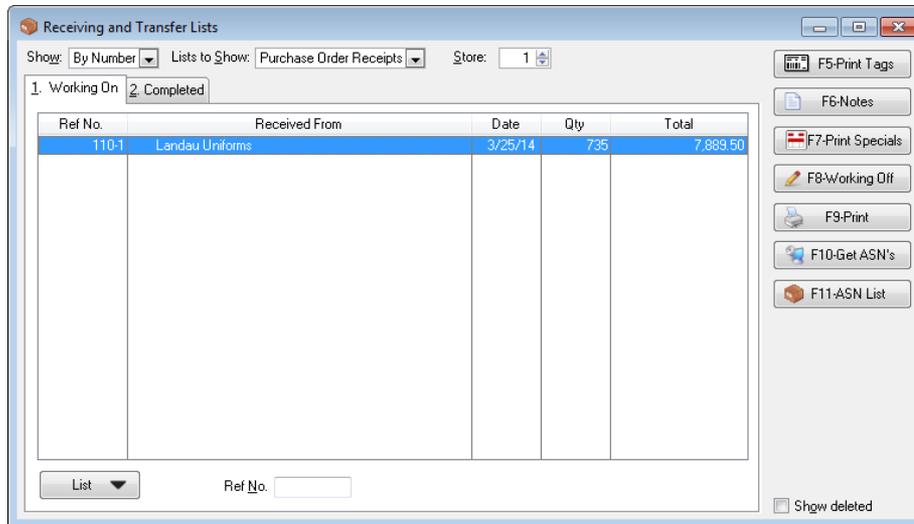
▶ Workshop

- Task 1 – Create Purchase Orders for all Vendors
 - Select **Activities > Purchase Orders > F2-Auto-Create**
 - Check: **Inventory below desired stock levels**
 - Check: **Special Orders that need fulfillment**
 - Check: **Drop shipments**
 - Vendors to Include: **All**
 - Open the Cherokee PO and take a look
 - How many purchase orders were Created? _____
- Task 2 – Create a PO of Items Sold for Cherokee
 - Select **Activities > Purchase Orders > F2-Auto-Create**
 - Check: **Items sold within a date range**
 - Uncheck the other options in Include
 - Vendors to Include: **One**
 - Vendor: **CHE**
 - Start Date: **10/01/14** End Date: **10/05/14**
 - How many items were ordered for Cherokee this time? _____

Receiving Merchandise from PO's and ASN's

► Presentation

- Receiving Merchandise from a PO and Advance Ship Notice (ASN)
- Adding Items not on a PO (scanning or ASN)
- Printing Tags (Carton or List)
- Matching Items to Special Orders



Receiving Merchandise

▶ Workshop

- Select **Activities > Receiving > List Button > New List**
- In the Top Left Entry Fields
 - Type: **Purchase Order Receipt**
 - Vendor: **CHE (Cherokee)**
- Select **F3 – Add ASN**
 - Check **Add each item to the tag queue** – at the bottom of the window
 - Select Carton number ending in **..3974** and select **Add**
 - Select Carton number ending in **..3975** and select **Add**
 - Select **OK** to Save the cartons to the List, then Select **OK** to save the List.
 - How many tags are in the Tag Queue? _____.
 - Select **Cancel** on the Tag Queue Options window
Note: tags are printed by carton and included a carton number tag
- Select **OK** to save the Receiving list

Failure is a Prelude to Success

- ▶ If at first you don't succeed, try, try, try again!
- ▶ [Check out Dudley's attitude!](#)

Working With Customers

- ▶ The Customer Form
 - Notes Review at POS and Order Entry
 - Classifications
 - Billing Information
 - Credit and Allowance Limits
- ▶ Customer History
 - Sales History
 - Payment History
 - Item History

Adding Customer (Cade, Johnson)

1. General 2. Notes 3. Billing Information 4. Sales & Taxes 5. Ship To 6. Credit Card & Contact 7. WebStore

Name
Last or Company: Cade
First: Johnson
Address: 5216 Edgewater Court
Address2:
Address3:
City & State: Parker TX
Zip & Country: 75094
Email: cade@verizon.net
 Created by the WebStore

More Information
Phone: Home
Phone 2: Home
Fax:
Contact:
Class: WALK
Promo: YELL
License:
Birthday:
 Credit is bad

Discounts and Pricing
Pricing: Discount off retail Amount: .10
Price Level:
Contract: URA

Work Location
Location:
Phone:

*click for options

 Set inactive

Item Sales History for Blake Burger

Show: By Item Show Detail F9-Print List

| Item | Item No. | Qty | Price | Total |
|------------------|----------|-----|-------|-------|
| BCD-619-10-36 | 4,147 | 1 | 26.10 | 26.10 |
| LAN-0298-BKT-ONE | 1,507 | 4 | 6.50 | 26.00 |
| LAN-7502-BNP-L | 1,549 | 4 | 15.00 | 60.00 |

Total Qty: 9 Total: \$112.10

Hide Zero Qty's

Working With Customers

▶ Workshop

○ Task 1

- Select “Ayers, Steve” from the Customer List
- Add the following to the “Notes” for the customer:
“Please call and verify all purchases use a valid purchase order number”
- Check the box below the notes:
“Review Customer Notes when selected in Sales Entry”
- On the “Billing Information Tab”, select “Allow Sales on Account” and set a “Credit Limit of \$500.
- Save the Record

○ Task 2

- Start a new invoice (Ctrl + I)
- Enter “Ayers” in the Scan/Qty field and press Enter
- What did you hear? _____
- What is the “Credit Available” shown in the Title Bar? _____

Delivering and Canceling Special Orders

► Presentation

- Special Orders are NOT a Sale until Delivered
- How to Deliver Special Orders
- How to Cancel a Special Order

5 All Special Orders

Show: By Number

Limit List

Delivery required Past due date

Items with a balance

Show all stores Store No. 1 Show locally owned

1. Sales 2. Special Orders 3. Layaways 4. Gift Cert 5. Quotes 6. WebStore

| Order No. | Date | Sold To | In Process | | | Open | |
|-----------|----------|---|------------|----|------|------|-------|
| | | | Need | PO | Work | Qty | Ready |
| 1-1 | 9/09/13 | Glen Estes (Baylor Medical Center) - Pickup | | | | 3 | 3 |
| 3-1 | 9/09/13 | Thomas Johnson (Complete Dental Care) - Pickup | | 6 | | 10 | 4 |
| 5-1 | 9/10/13 | Christine St George - Pickup | | 10 | | 14 | 4 |
| 9-1 | 9/11/13 | James Harrington - Pickup | | 3 | | 3 | |
| 15-1 | 9/12/13 | August Keeler - Pickup | | 8 | | 8 | |
| 19-1 | 9/16/13 | Ammar Abuaria (Plano Surgery Center) - Pickup | | | | 12 | 12 |
| 21-1 | 9/17/13 | Paul Duckett - Pickup | | | | 5 | 5 |
| 100-1 | 9/18/13 | Blake Burger - Pickup | | | | 3 | 3 |
| 101-1 | 9/18/13 | Blake Burger - Pickup | | | | 2 | 2 |
| 106-1 | 9/20/13 | Armando Chavez (Baylor Medical Center) - Pickup | | | | 2 | 2 |
| 109-1 | 9/26/13 | Renee Culbreath - Pickup | | 2 | | 3 | 1 |
| 110-1 | 9/26/13 | Blake Burger - Pickup | | 3 | | 3 | |
| 111-1 | 9/26/13 | Glen Estes (Baylor Medical Center) - Pickup | | 1 | | 6 | 5 |
| 112-1 | 9/26/13 | Cade Johnson - Pickup | | 3 | | 4 | 1 |
| 114-1 | 10/02/13 | Brian Abbey - Pickup | | | | 1 | 1 |

Order Ref No.

Show deleted Show quantities

F4-Total
F5-Payment
F6-Notes
F7-Order Detail
F8-Deliver/Adj
F9-Print
F10-Fax

Delivering and Canceling Special Orders

▶ Workshop

◦ Task 1 – Delivering a Special Order

- Select the “Orders” button on the Toolbar or press Ctrl + 0
- Find Order #21, highlight it on the list, and Press F8–Deliver/Adjust
- Select OK to Deliver all received items
- Add the Barcode 4145 to the transaction as another purchase today
- Select F5–Payment
- Tender \$90 Cash to complete the transaction
- Cancel Sales Entry

◦ Task 2 – Canceling a Special Order with a Deposit

- Find Order # 1, highlight it, and press Enter to Edit the Special Order
- Delete each line item off the special order by right-clicking each line item or by pressing the Delete key while highlighted
- Press F5 to Refund the original Deposit made in Cash. How much refund is due to the customer? _____

Recording Customer Payments on Account

- ▶ Presentation
 - How To Enter a Payment
 - Sorting Options for Unpaid Invoices
 - Using Auto-Apply and Clear

Adding Payment (New) Store #1 - Acct No. 57-1

Payment Action

Payment Paid Out Apply Credits

Date: 9/17/14

Customer: Baylor Medical Center

Amount: 75.78

Only lookup billed accounts

Paid By: Check

Notes:

Ref No.:

Transactions with Balances to Show

Sales Special Orders Layaways Gift Certificates All Items

(Payment to apply to the selected transaction)

| Date | Type | Ref No. | Sold To | Total | Amt Due | Payment |
|----------|---------|---------|-----------------------|--------|---------|---------|
| 9/12/13 | Invoice | 14-1 | Chavez, Armando | 224.68 | 224.68 | 0.00 |
| 9/20/13 | Invoice | 104-1 | Chavez, Armando | 119.08 | 119.08 | 0.00 |
| 9/20/13 | Invoice | 105-1 | Chavez, Armando | 75.78 | 75.78 | 75.78 |
| 10/02/13 | Invoice | 117-1 | Baylor Medical Center | 19.49 | 19.49 | 0.00 |
| 10/02/13 | Invoice | 124-1 | Estes, Glen | 33.56 | 33.56 | 0.00 |
| 10/02/13 | Invoice | 125-1 | Chavez, Armando | 67.12 | 67.12 | 0.00 |
| 1/07/14 | Invoice | 132-1 | Chavez, Armando | 108.25 | 108.25 | 0.00 |
| 4/27/14 | Invoice | 137-1 | Baylor Medical Center | 67.12 | 67.12 | 0.00 |
| 9/16/14 | Invoice | 147-1 | Baylor Medical Center | 100.00 | 100.00 | 0.00 |
| Totals | | | | 815.08 | 75.78 | |

Unapplied Amount: 0.00

Print receipt

Recording Customer Payments on Account

▶ Workshop

- Select **Activities > Receive Payments** or Press **Ctrl + Y**
- Enter **“Baylor Medical Center”** as the customer
- Enter a Check payment in the amount of **\$419.54**
- Enter the Ref Number as the Check No. **219471**
- How many invoices does that payment get applied to? **_____**
- Select **Ok** to save the payment

Using Contracts for Customers, Store Sales, and Group Sales

▶ Presentation

- Contracts contain lists of items with a preset price or discount
- Can be assigned to a customer, the store, or a Group in the WebStore
- Have an “active” date range

Changing Contract (Contract No. 2 Store No. 1)

Name: Spring Sale Active

Category: SALE

Start Date: 10/01/14

End Date: 10/12/14

Contract Purchases

Quantity: 0

Amount: 0.00

Retail: 0.00

Cost: 0.00

1. Items 2. More 3. WebStore

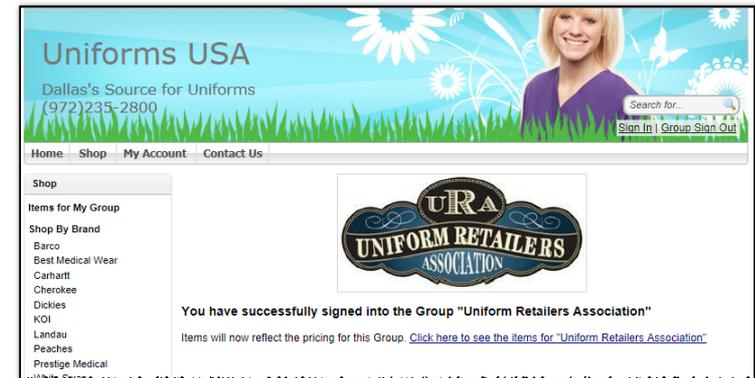
Scan/Amt: F7-Lookup (Alt + F7 Search) Always use the contract price

| Discount | Item | Sold | Pricing |
|----------|-----------------------------------|------|----------------|
| Item | CH-190 (All Colors and Sizes) | | 20% off retail |
| Item | DKM-810106 (All Colors and Sizes) | | 10% off retail |
| Item | LAN-7502 (All Colors and Sizes) | | 20% off retail |
| Item | LAN-8320 (All Colors and Sizes) | | 25% off retail |
| Item | PCH-0248w (All Colors and Sizes) | | 20% off retail |

Item: _____ Notes: Review contract notes at the point of sale

Show deleted

F9-Print



Using Contracts

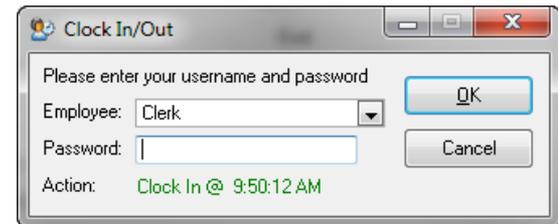
▶ Workshop

- Select **Lists > Contracts** and Edit the “**Fall Sale**” Contract
- Add a new item by pressing “**F7**” and enter the item **WKS** (Vendor) and **6016A** (Style). Leave the color and size blank. Set the **discount to 20% off Retail**
- Save the Contract
- Select **Setup > Store > Update Store Setting > Pricing Tab**. Set “**Fall Sale**” in the Contract field.
- Start a new Sale (Ctrl + I). Notice next to the item button it says “**Store Contract Active**”
- Enter **113340** in the Scan/Qty field
- What is the price of the item? _____

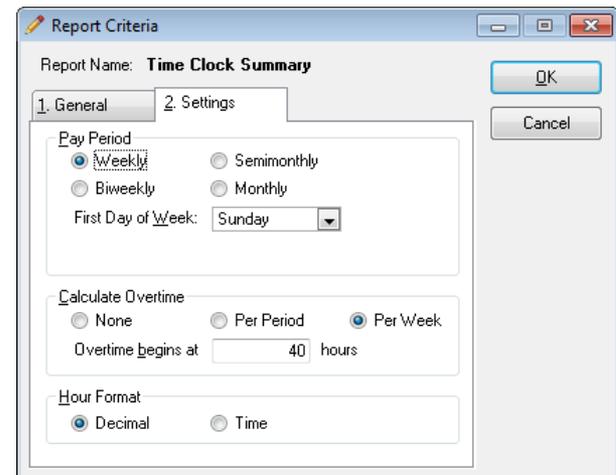
Clocking In/Out

► Presentation

- The Time Clock tracks employee time
 - Clock In/Out records “Work” time
 - Time Clock List can record “Holiday”, “Sick”, “Vacation” and “Personal” time that can be set to “Unpaid” if desired
- Time Clock Summary and Detail Reports
 - Calculate Overtime for you



| | | Date | | Time | | Hours | |
|-----------------------|----------|---------|---------|------------------------------|---------|--------|-------|
| Employee | Type | In | Out | In | Out | Unpaid | Paid |
| Clerk | Work | 9/14/14 | 9/14/14 | 9:48 AM | 5:00 PM | | 7.20 |
| Clerk | Sick | 9/15/14 | 9/15/14 | | | | 8.00 |
| Clerk | Vacation | 9/17/14 | 9/17/14 | | | | 8.00 |
| Clerk | Holiday | 9/17/14 | 9/18/14 | | | | 16.00 |
| Clerk | Personal | 9/18/14 | 9/19/14 | | | | 16.00 |
| Total Hours for Clerk | | | | Total Regular Overtime | | | 55.20 |
| | | | | | | | 40.00 |
| | | | | | | | 15.20 |
| Grand Total Hours | | | | Total Hours Regular Overtime | | | 55.20 |
| | | | | | | | 40.00 |
| | | | | | | | 15.20 |



Clocking In/Out

▶ Workshop

◦ Task 1

- Select **Activities** > **Clock In/Out** or Press **Ctrl + K**
- Set the user to “**Clerk**” and enter the Password “**OK**”
- What “**Action**” is displayed? _____
- Select the OK button

◦ Task 2

- Select **Activities** > **Clock In/Out** or Press **Ctrl + K**
- Set the user to “**Clerk**” and enter the Password “**OK**”
- What “**Action**” is displayed? _____

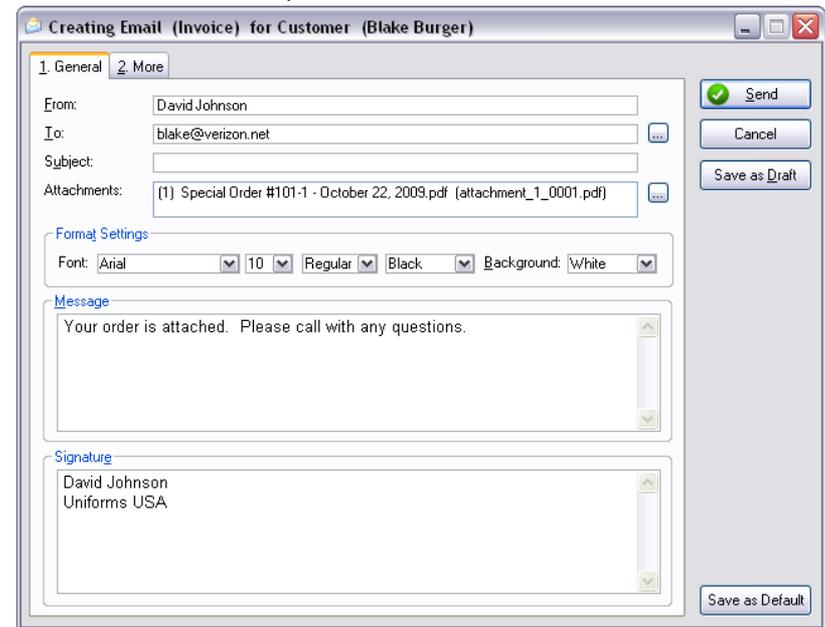
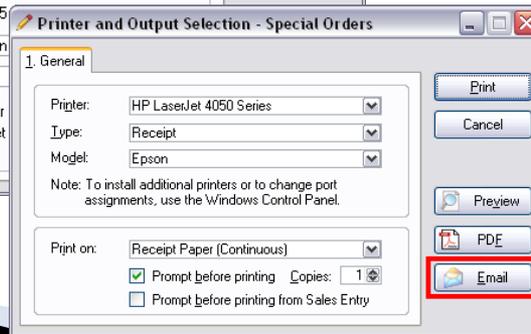
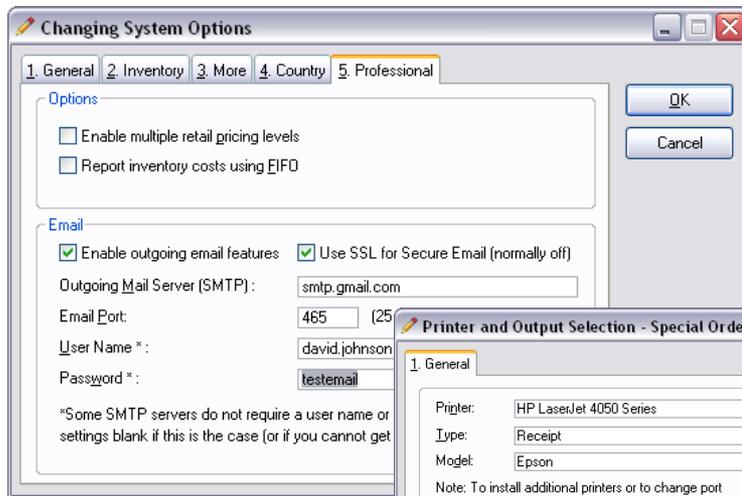
◦ Task 3

- Select **Lists** > **Time Clock** to view the entry you just made

Using Email

► Presentation

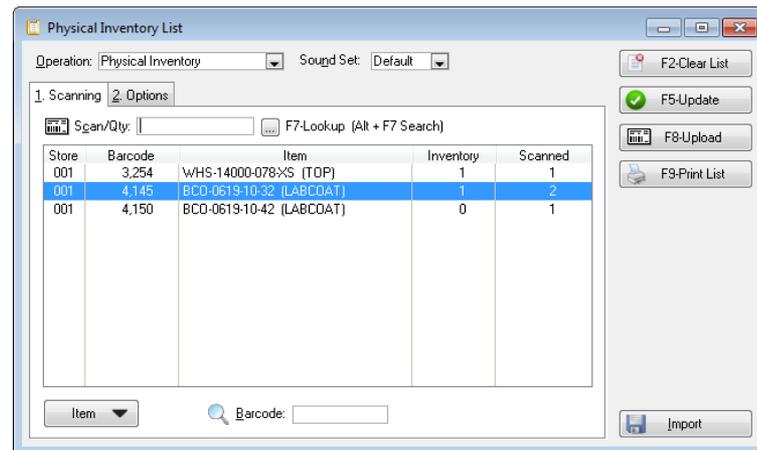
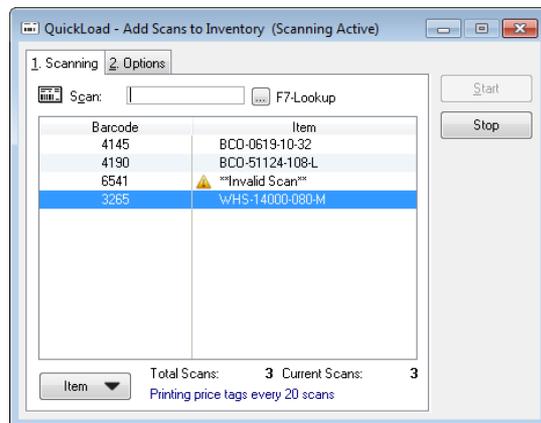
- The Uniform Solution
 - Email Invoices, Account Statements, and Reports
- The WebStore
 - Used to create new accounts, receive order notification, and more..



Physical Inventory and QuickLoad

► Presentation

- Use QuickLoad to print tags and add stock
- Use Physical Inventory to Take a Physical Inventory
 - Clear any existing count
 - Scan the store or a vendor
 - Run Physical Inventory Comparison/Exception reports
 - What is a “Cycle Count”? It only updates what you enter.



Software Updates and Support Resources

- ▶ Update Your Software Monthly
 - Maintenance > Updates > Check for Program Updates
- ▶ X-Charge Merchant Portal
 - Access X-Charge transaction history
 - Help > X-Charge Merchant Portal
- ▶ On-Line Help in The Uniform Solution
 - Help > Contents
 - Help > Training Courses
 - F1 from any active screen
- ▶ On-Line Documentation
 - www.theuniformsolution.com
 - Support > Documentation
 - Getting Started Guide
 - Multi-Store Guide
 - WebStore Guide
 - Keyboard Shortcut Guide

The image shows two overlapping screenshots. The top one is the 'MERCHANTPORTAL' login page with fields for 'User ID' and 'Password'. The bottom one is a screenshot of 'The Uniform Solution' help documentation. It features a 'Contents' sidebar with a tree view including 'Accounting Interface', 'Contracts', 'Customers', 'Inventory', and 'Other'. The main content area is titled 'WhatNew Overview' and contains a list of links for 'What's New' summaries and detailed feature listings for various years (2010-2012, 2009, 2008, 2007, 2006).

| Document Name | Date Updated | File |
|--|--------------|--------------------------------------|
| QuickStart Guide <i>The QuickStart Guide is essential for new users. It provides a detailed review of concepts and program navigation plus a "Quick Tour" of the major store operations.</i> | June 2013 | The Uniform Solution QuickStart .pdf |
| Multi-Store Guide <i>The Multi-Store Guide is essential for companies with multiple stores. It explains the concepts and functionality for multi-store operations and the data synchronization process.</i> | June 2013 | The Uniform Solution Multi-Store.pdf |
| WebStore Guide <i>The WebStore Guide provides an in-depth review of concepts, setup, and deployment of the seamlessly integrated WebStore component of The Uniform Solution.</i> | June 2013 | The Uniform Solution WebStore.pdf |
| Keyboard Shortcut Guide <i>The Keyboard Shortcut Guide provides a quick reference of different keyboard shortcuts designed to enhance speed when using The Uniform Solution.</i> | June 2013 | Keyboard Shortcut Guide.pdf |

Conclusion

- ▶ I hope you have learned quite a bit today
- ▶ Maybe you have “got it” more than you did when we started (like Dudley seems to in this next clip)
- ▶ [The Wild Hogs conclusion as they reach the West Coast](#)

Tips and Tricks Appendix

- ▶ Keyboard Navigation
- ▶ Procedure Hot Keys
- ▶ Date Entry Fields
- ▶ Inventory Search
- ▶ Customer Search
- ▶ Work Order Forms
- ▶ Working with Images
- ▶ The Scan/Qty Field
- ▶ More

Keyboard Navigation

- ▶ The Mouse is convenient
- ▶ The Keyboard is fast
- ▶ List Options

| Key | Action |
|------------------|-------------------------------|
| Ctrl + L | Select the List box |
| Ctrl + Page Up | Go to the top of the List |
| Ctrl + Page Down | Go to the bottom of the List |
| Insert | Add a record the List |
| Enter | Change the highlighted record |
| Delete | Delete the highlighted record |
| Alt+ Down | Display the List Popup Menu |
| Alt+ # | Select the Tab with the # |

Procedure Hot Keys

| Item | Hot Key |
|--------------------------|------------|
| Gift Card Balance | Ctrl + G |
| Create Invoices | Ctrl + I |
| Inventory List | Ctrl + N |
| Purchase Order List | Ctrl + P |
| Receiving List | Ctrl + R |
| Customer Search | Ctrl + A |
| Inventory Search | Ctrl + F |
| Open Special Orders | Ctrl + O |
| Clock In/Out | Ctrl + K |
| Log Off (Hint File Menu) | Ctrl + F10 |
| On-Line Help | F1 |

Date Entry Fields

- ▶ Date entry fields use hot keys to set the date to frequently used values

Date: 

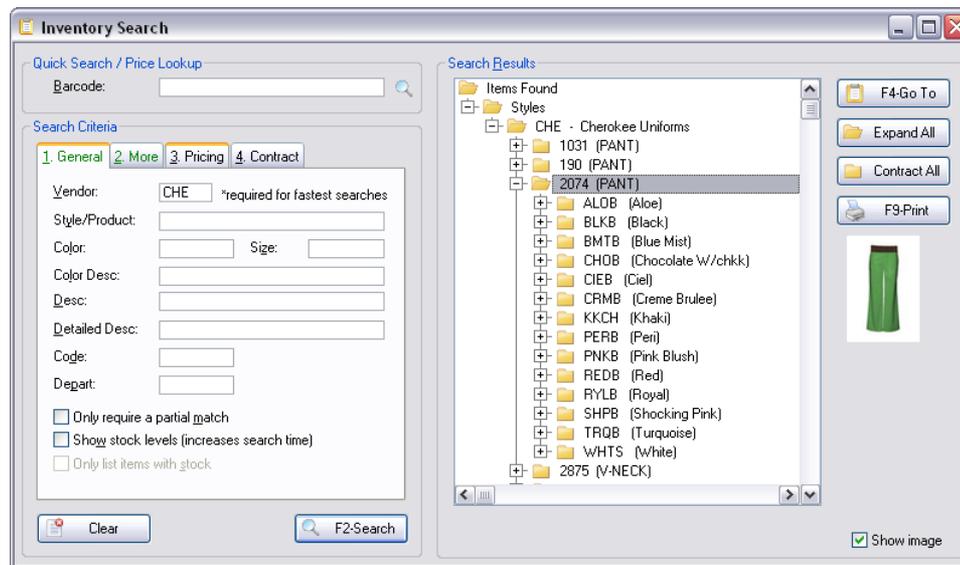
| Key | Resulting Date | Purpose |
|------------------|----------------|--|
| M | 10/01/12 | Date set to first day of month |
| H | 10/31/12 | Date set to last day of month |
| T | 10/14/12 | Date set to today |
| Numeric Keypad+ | 10/15/12 | Date incremented 1 day |
| Numeric Keypad - | 10/14/12 | |
| Y | 1/1/12 | Date set to first day and moth of year |
| R | 12/31/12 | Date set to last day and month of year |
| Arrow Down | Pops Calendar | Calendar is popped up |

Sales Entry Tips

| Action/Key | Result |
|-------------------|---|
| Ctrl+ Up | Move an item on a transaction up |
| Ctrl+ Down | Move an item on a transaction down |
| Ctrl+ Arrow Right | Copy the billing address to the shipping address |
| F6 | View or enter item notes |
| F7 | Lookup an Item |
| Alt+ F7 | Use Inventory Search to find an item or items on a Contract |

Inventory Search

- ▶ This utility may be the one of the most valuable and under-utilized options in the program
 - Performs Price and Stock level checks (for all stores)
 - Finds items matching styles descriptions and sizes
 - Enables item selection from Sales, PO, and Receiving Entry



Customer Search

- ▶ Quickly locates customers by name, account number, alternate account number, employee id, and phone number
- ▶ Partial matches and auto-select
- ▶ Activities > Customer Search or Ctrl + A

Customer Search

1. Search 2. Quick Add

Search

Last Name: Johnson

First Name:

Options

Search By: Name

Show partial matches

Results

| Customer | City | Acct No. | Phone |
|----------------------|------------|----------|---------------|
| Johnson II, Gary | Plano | 70-1 | (214)923-3283 |
| Johnson II, Paul | Richardson | 62-1 | (214)923-3283 |
| Johnson, Big E | | 78-1 | |
| Johnson, Cade | Parker | 71-1 | (972)235-2800 |
| Johnson, Charles | | 79-1 | |
| Johnson, Christopher | | 75-1 | |
| Johnson, David | Parker | 66-1 | (972)578-8048 |
| Johnson, Erica | Plano | 72-1 | (214)923-3283 |

F2-New F3-Edit Clear

Work Order Forms

- ▶ Collect Information about work required for items on sales and orders
- ▶ Are User Definable with Customizable Options
 - Entry, Date, Notes, Drop Lists, Check boxes Headings and Signature Lines
- ▶ Added to Sales Entry and Contract Items
- ▶ Work Order Details are printed below the item on the Sales Entry transaction
- ▶ Work orders can be added to WebStore purchases and automatically have a fee added to the item

Previewing Work Order Entry

Work Order Form: Embroidery - Std

Close

Details and Specifications

Standard Embroidery

Rush Order

Rush Due Date: []

Location: Right Chest

Font: Block

Thread Color: Navy

Text: Dr. David Johnson

Additional Comments: []

Signature: _____

Shopping Cart

PANT 2074 by Cherokee

Color: Aloe (ALOB)

Size: L

Item # 000100003

Modify Remove

Discount: \$2.00

Item: 1 x \$18.00

Item Total: \$18.00

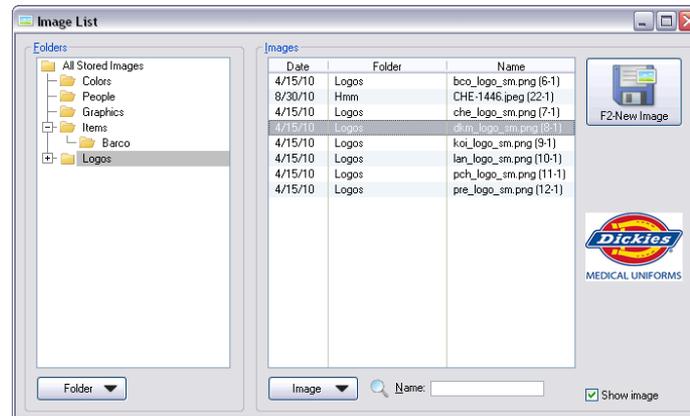
Customize

Continue Shopping Checkout

Total: \$18.00

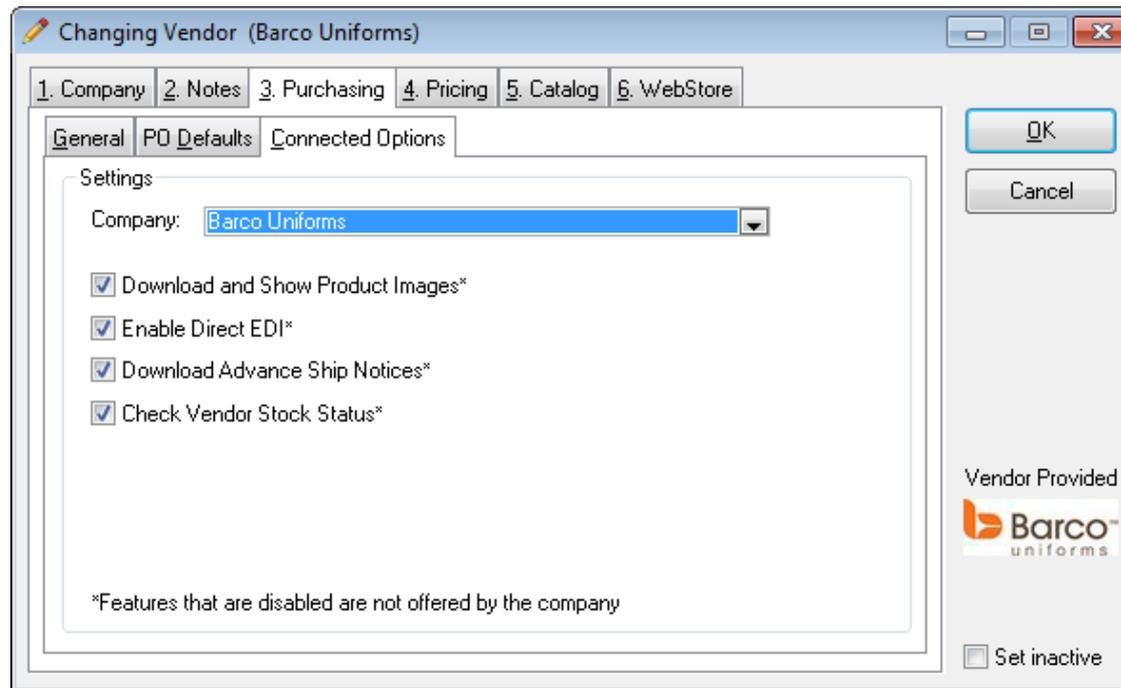
Working with Images

- ▶ The Image List is used to store images in the program
- ▶ Images are automatically resized to a maximum resolution – keeping file sizes smaller
- ▶ Images in the Image List can be assigned to Items, Vendors, Departments, Colors, Customers, Contracts, and Users
- ▶ Images are displayed throughout the program and in the WebStore
- ▶ Images are saved in data backups
(automatically downloaded vendor images are not saved in the backup)



Activating Connected Features for a Vendor

- ▶ For each “Connected” Vendor on the Vendor List, select the company in the Connected Options Company drop list



The UPC Barcode



▶ Definition

- Universal Product Code
- A universally unique number issued by GS1.org
- 12 or 13 digits (8 is common in grocery industry)

▶ Why it matters

- This number is used in EDI, ASN, and Vendor Stock reporting and is key because it provides an exact match between an item in The Uniform Solution and the vendor's system

Changing Size (32) for Style (0619)

1. General 2. More

Size: 32

Sort: 320

Settings for color 10

UPC: 014302774248

Alt No:

Vendor No:

Barcode: 4,145

OK Cancel

Changing Product (100) for All Stores - Stock for Store #2

1. General 2. More

Product Information

Product ID: 100 Cost: 0.99

Vendor: PPE Retail 1: 1.98

Desc: STETHOSCOPE Retail 2:

Detailed Description: DISPOSABLE STETHOSCOPE Retail 3:

Code: REORD Retail 4:

Depart: Retail 5:

UPC: 786511001001

Alt No:

Vendor No:

Stock in the Store

Stock: 0

Hold:

Desired Stock Levels

Maximum:

Minimum:

On Order

Stock: 0

Specials: 0

Barcode: 106,840

Vendor Provided

OK Cancel

This is a non-inventory item

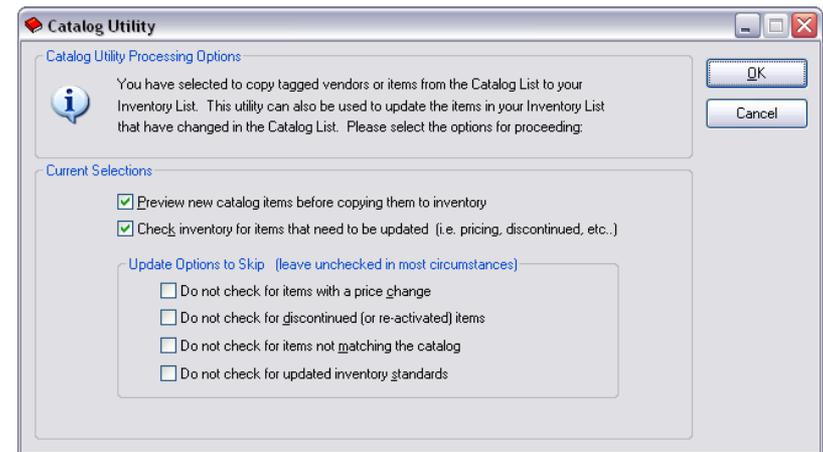
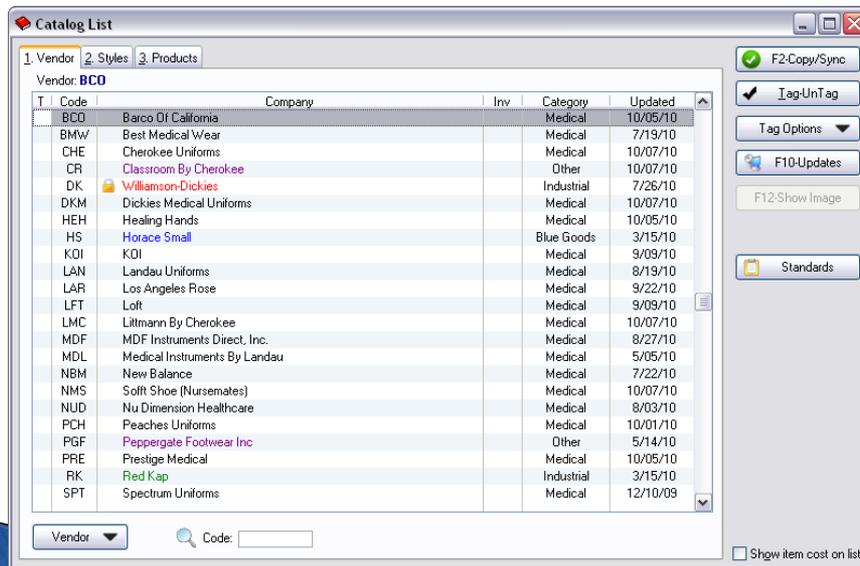
Include in WebStore

Do not use the vendor image

The Catalog List and Utility

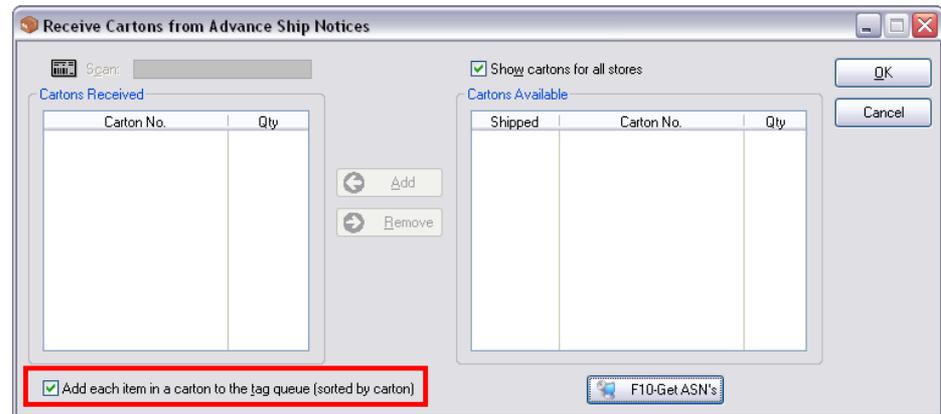
► Features

- New Catalogs can be downloaded in just seconds
- Update prices, discontinue items, and copy new items to your inventory list
- Product images are automatically downloaded after copying new items to inventory



Receiving by the Carton

- ▶ There is no easier way to receive than using the ASN
- ▶ Get new ASN's for all vendors on the Receiving List or on the Receive Cartons Window
- ▶ Receive a Box at a time
- ▶ Print tags by box with a carton number tag
- ▶ Missing or extra tags indicate a box was incorrectly packed



The Scan/Qty Field

▶ Quick Entry Actions and Results

| Scan/Qty | Result |
|------------------|--|
| *10.00 + Enter | Misc item added to transaction (i.e. * + number) |
| 100004 + Enter | Barcode entered and item added to transaction |
| S + Enter | Item set to “Special Order” |
| 2 + Enter | Item quantity set to 2 (i.e. numeric value between 1 and 99) |
| Q125 + Enter | Item quantity set to 125 (ie. a value greater than 100) |
| .25 + Enter | Item discount set to 25% off retail (i.e. number 0 to 1) |
| ..10 + Enter | Item discounted an additional 10% off the current price |
| 18.00 + Enter | Item price set to \$18.00 (number with decimal) |
| T + Enter | Item set to non-taxable |
| 578-7492 + Enter | Customer lookup by phone number |
| Johnson + Enter | Customer lookup by last name |