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Products Overview

The Products File is a master product list. Using the Products module reduces data entry time, maintains consistency and creates the highest level of control. Customizable formulas are available to compute selling prices from factors such as costs, freight, installation and more. Automatically update product information from electronic supplier files either through E-Commerce or import routines. Private labeling is a snap! It in no way alters records in Inventory or Order Entry. Information in Products is used as a basis to create inventory, order entry and purchase order lines. It can be used to create printed price lists.

The Products File can be accessed in various screens (order entry lines, purchase orders, inventory and job estimating) to either verify selling prices quoted by salespeople or to import product information. Although it does take time and effort to initially get this file established and maintained, that time can be more than recouped by using it in daily entries.

The Products Main Menu

RFMS Navigator>Products

The Products Main Menu screen is where the Products files for Rolls, Items and Services are accessed.

Products File Menu Options

Products>File

Rolls, Items, Services

Screens to add edit or delete records for carpet & vinyl, items and services.

Color Crossover

The Color Crossover feature gives the ability to link colors from different style name products to others (style name products) that are identical. Linking these colors will give the ability to use Product Driven Order Entry. When a product is chosen from the Products file, it will then display all rolls that are in inventory that qualify as this product. See the document for more details about this feature.

General Range Edit

Price Range Edit

Quick Pricing

Range Delete by Name

Range Delete by Date

Apply Deactivations

This selection will mark active records as inactive, if they have an inactive date entered on the Products record or color records that precedes or equals the system date. Marking records as inactive will allow you to retain Products history. Inactive records will not show up when you press F8 to import product information into purchase orders or order entry.

Import Routines

This option displays a fly-out menu that allows access to specific import programs. If affiliated with specific industry organizations, specialized import program should have been installed with the RFMS program. If so, that option will appear on the fly-out menu. If affiliated with a specific group and the import option is NOT enabled on the fly-out menu, contact RFMS to find out how to obtain the specialized import routine for that group. To view instructions on using the individual import routines, press the F1 key after starting the import program.

Export Routines

This option allows access to specific export routines to transfer the Product file data from this computer into a text file that can be transferred into another computer that has separate RFMS data files.

Step 1: Set framing Parameters

Using these make the exported file as broad or specific as needed. Once parameters are selected, click a button to preview the selection. If the list is not as expected, start over by clicking the clear parameters button.

Step 2: Set Export Options

Choose which fields to include in the export data. Check to include a field. This is also where a specific name can be given to the file.

Step 4 Export

If Microsoft Excel is located on the machine, click the Excel button and automatically open the file.

Optional Step: Save Settings

To save a particular export to run more than once, save the settings. Click the Save Settings button and give a file name when prompted.

To run that same export again, click the Load Settings button and select that export file.

When the export is completed, click the exit button.

For version 9 users, run the cost list report before exporting. For version 10 users run apply cost from *Products>Utilities>Apply Costs*.

Print Setup

This option allows designating a specific printer for printed documents.

The Products Tool Bar

Products>File> (Rolls, Items or Services)

The tool bar is shown at the top of the Rolls, Items and Services screens.


Exits the Products Module.


Displays the on-line help system for the current screen.


Adds a new products record. .


Changes the highlighted products record.


Deletes the highlighted products record

Allows notes to be added, edited or deleted for the highlighted products record.

Allows selling prices to be added, edited or deleted for the highlighted products record.

Allows regular and special costs to be added, edited or deleted for the highlighted products record.

Toggles (Changes) the status of the highlighted products record - active or inactive.

Tags the highlighted record for the printing of a price tag.

Tags all records shown in the display list. Filter the list and then **Tag All** to print price tags by a specific grouping.

Un-tags the highlighted record.

Un-tags all currently tagged records.

Browse the Par Commissions File. See the Order Entry Document for an explanation of Par Commissions.

Allows information to be entered about the available warranty on the product. When a note is present, the red "W" changes to blue.

Merge Selected products

Manually match E-Commerce and Gateway records. (Only visible on Gateway Records)

Add the highlighted record to an existing **Product Set**.

Clone a product.

With Store Specific Products turned on, use this button to move the product to another store.

Multiple **Item** Input Template (only on Item screen)

Create a list of colors and descriptions and add them to multiple header records at one time.

Prints price tags for the tagged records.

Allows attaching a file at the color level.

Allows finding specific records, customizing the browse list.

Send an RFMS mail message regarding the highlighted record.

Adding Notes for a Product

Products>File> (Rolls, Items or Services)

Highlight the product record for the notes. Click the Notes button.

The note entry area works just like a word processor. The characters will automatically wrap to the next line as typing. Also, the copy (Ctrl-C) and paste (Ctrl-V) features may be used to save repetitious entry

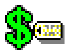
Click **OK** to save the note. Items that have notes attached will have a small Notes button in the far left-hand column when browsing products.

The Clear button will delete existing characters on the screen.

The History button displays when the note was originally created and last changed.

Selling Prices for Products

Products>File> (Rolls, Items or Services)



The Prices selection is used to apply multiple selling prices. Price Ranges are calculated using basic algebraic formulas.

From the browse screen, single click the product record for which you want to enter a selling price. Click the Selling Prices button.

Enter either a formula or an actual selling price. If actual selling prices are entered, remember globally update selling prices later will not be available. Instead, each record will need to be updated one at a time.

The level names as set in *Utilities>System Options>System Wide>Products>Price Level Prompt* will show in the products module. If not on Store Specific Products (Click here for an explanation of that module), go to *Utilities>System Options>Products>Products>Default Store for Price Level Labels* and select which store's labels to display for each workstation in products. The price level label for the default store will be the one displayed from *Order Entry>File>Products*. The price level label for the order store will be displayed from within a customer order.

Rounding

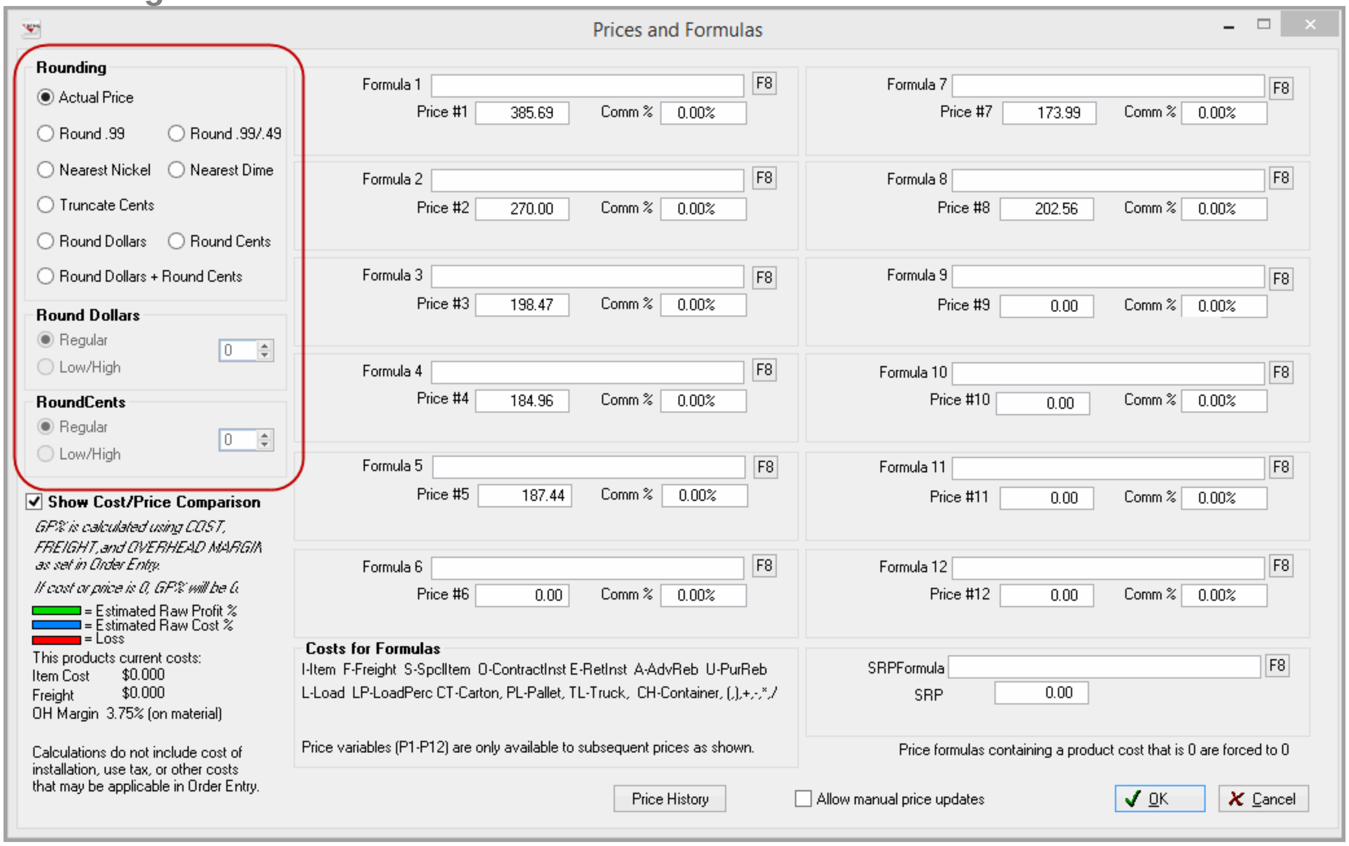


Figure: Prices and Formula Screen

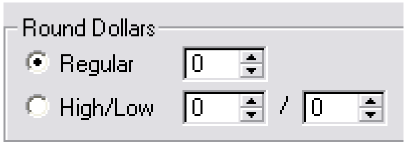
Rounding

In creating Products formulas, first need to determine if prices are to be rounded up to .99; to be rounded up to .49, or to use the actual cents.

On the pricing formulas screen in the Products module, there are rounding tools available.

Truncate Cents
Selecting this option allows you to round by completely taking the cents portion of the product record price.
Nearest Dime
Selecting this option allows you to round product pricing up to the nearest dime.
Nearest Nickel
Selecting this option allows you to round product pricing up to the nearest nickel.

Manual Rounding
Round Dollars
Selecting this option allows you to round dollars only. Once you select Round Dollars, the following will become available.

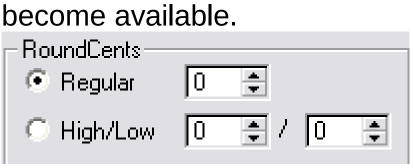


Enter a **Regular** dollar amount. Entering this amount allows you to round all your pricing information for this specific product to that nearest dollar amount. For instance, if you choose to round up to the nearest 9 dollars, all your pricing for this product will round up the nearest 9 dollar amount. Let's say you are pricing an Oriental Rug, and you want your pricing to be as follows: $399, $379, $359, $329 and $299. Entering 9 in the Round Regular dollars field will achieve this.

You may also enter a **High/Low** rounding amount. Entering amounts here allow you to round pricing for a specific product to a high and low pricing amount. For instance, if you enter a low amount of 3 and a high amount of 7, all prices that are currently less than or equal to $3 will be rounded to $3. Any prices that are currently greater than $3 and/or less than and equal to $7 will be rounded to $7. Any prices currently greater than $7 will round back to $3.

Round Cents

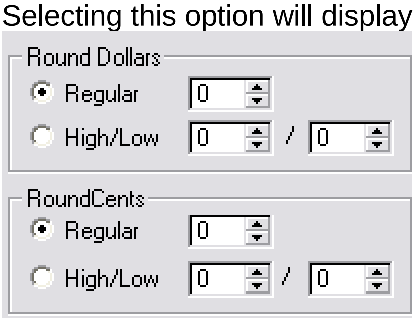
Selecting this option allows you to round cents only. Once you select Round Cents, the following will become available.



The same properties apply to rounding cents as to rounding dollars as explained above.

Rounding Dollars and Cents

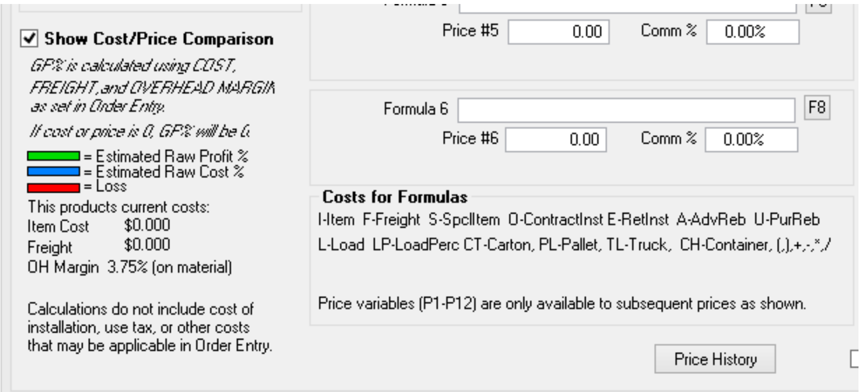
Selecting this option will display the following:



Enter the appropriate amounts in the spaces provided. Keep in mind both dollars and cents will round independently of each other.

Show Cost/Price Comparison

When checked, the Prices and Formula Screen displays an estimated gp% of each price level based Cost, Freight and Overhead Margin as used in order entry. (Cost of installation, use tax, and other costs that may be applicable in customer orders are not included.)The highest cost is used for rolls, and freight is excluded on service profit calculations. Profitability is represented by a bar graph where cost is blue-profit is green showing percentage of profit, and prices that are equal to or less that the calculated cost of the product are represented by a red bar.



Formula

- The parameters for creating a Products formula are shown on the bottom of the screen. Note: when in the Item screen retail installation is N, but in Rolls it is E.
- Parentheses are required and all operations within the parentheses should be performed first.
- Use the following symbols to denote which mathematical functions to perform: <*>multiplication, </> division, <-> subtraction, and <+> addition.
- A cost of Zero is not allowed. If a zero cost is needed, enter that cost at .01 to make the formula work.
- Using load percent requires grouping it with the cost factor used to calculate the load percent. (LP * C) Cut Cost or (LP*R) Roll Cost

Press **F8** to display the on-line Price Calculator.

For example, if the top selling price is normally figured by marking the "cut" price up by 45%, enter "(C + F)/.55". The next price point down might be to sell it at a 40% profit. That would be entered "(C + F)/.6". Stock rolls might be priced at "(R + F) /.75" (roll price plus freight divided by .75) for a wholesale price to contractors. If you wanted to list an installed price by calculating the cut cost plus freight plus pad cost, you would first add up those costs, multiply the sum by your tax rate, add to it your contract installation rate, and mark the sum total up by 40%. Your formula would be "((C + F + P)*1.07+0) /.6"

Standard formulas can be created for all inventory and entered globally through Price Range Edit.

Notes:

Note for entering values:
When trying to do prices in SY, to have them to work out correctly in SF, it is advised to put any numbers ADDED or SUBTRACTED into 'variable' fields (like the rebates, installation, pad cost, etc.) that can be used in formulas so they will get translated correctly and the price will evaluate properly. For example, if a client enters C+5 when he is on SY, he is entering Cost plus $5 SY. Another user on SF will perceive that as C + 5 (cost in SF plus $5 SF – a very different number than intended). The system has no way to determine what the 'context' was when the 5 was entered

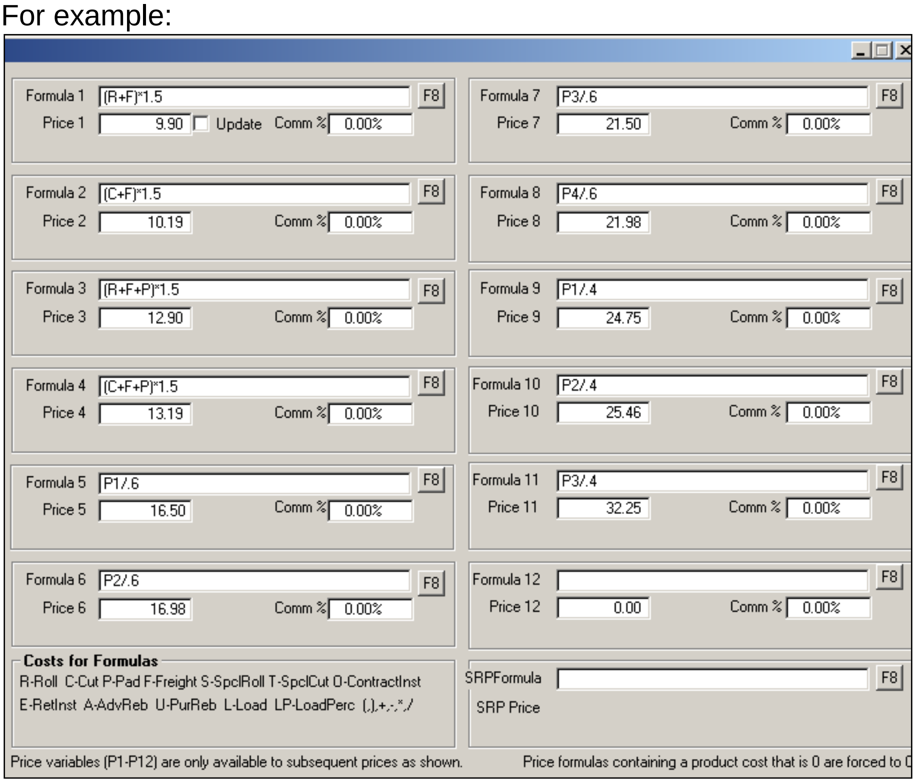
so it must assume it is entered correctly for the current setting. The product library that calculates these prices will (correctly) adjust the C portion to SF because it knows it is SY because it is always stored that way in the database (it is divided by nine when pulled in for use). In this example if the $5 was intended to be a load, $5 should be entered in the load field on the user set to SY. Then, it will automatically be converted to .5556 for the user set to SF.

This rule does NOT apply to numbers being used to MULTIPLY or DIVIDE (particularly when calculating GP or markup, for example). C * 9 will give the correct answer in both SY and SF settings (18SY * 9 = 162 SY, div by 9 = 18SF, 2SF * 9 = 18SF) as will C / 7 (or when calculating GP% or markup, C /.57). In this example, if you put the .57 into a variable (RETAIL INSTALLATION for example) and use it to mark up the price, it will get divided by 9 by the system and you have a margin of .063333 rather than .57, which is close to 100% of the cost.
When using Load percent, the formula does not assume because a cost factor has been used somewhere else that load percent should be applied to that cost. For example this: C + F + (LP*C))/.50 not this C + F + LP/.50.

Generated Price as a Variable in other Formulas

Generate prices can be used as variables in subsequent formulas.
Prices are represented by 'P1', 'P2', 'P3', etc. up to 'P12'.
A Price variable can be used referencing a previous price level only, so that Price Level 1 cannot use any price variables,
Price Level 2 can use 'P1' only.
Price Level 3 can use 'P1' and 'P2',
Price Level 4 can use 'P1', 'P2', and 'P3', up to SRP which can use 'P1' through 'P12'.
This allows building a 'stepped' pricing tier without entering formulas at each price level.

For example:

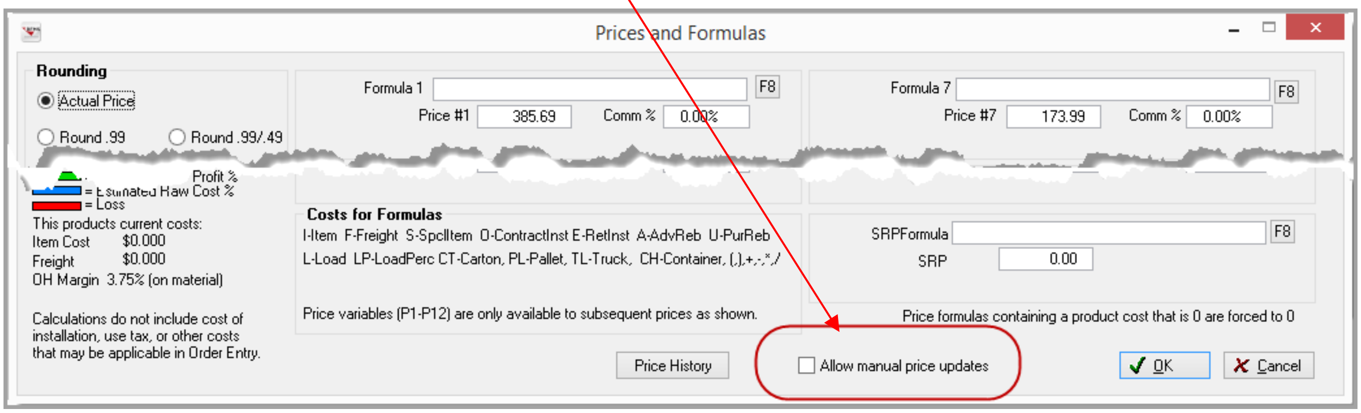


Price

Once a formula has been created, the system will calculate and post the price in this field. Prices can be manually figured and entered in the price field if you do not wish to create formulas for them. Keep in mind that if a cost factor changes and a formula has not been used, then you will have to remember to edit each individual Products record to reflect that change.

Notes:

When the System Option Price Update is set to “Update Prices Manually in Products Mode” and a new record is entered with a formula, the selling price will not calculate/display unless the “Allow the manual price update” option is checked at the bottom.



Commission %

Percentage - This field is to accommodate those companies who are paying commissions on a customer order on a line- by- line basis. In order for this file to be tied to Order Entry and imported to the individual line when entering the order, you must have a switch set to "Yes" in configuration:

"Line Commissions" = Y

The commission percentages must be entered manually based on the rate of commission that management pays at that selling price.

Dollar Amount

In order to enter an actual dollar amount for commission, you must have two switches set to "Yes". They are:

Line Commissions? = Y

Line Commissions as Dollars? = Y

Notes: It is advised that you want to add or subtract an amount (like the rebates, installation, pad cost, etc.) you use a ‘variable’ fields rather than a number. This ensures that they will get translated correctly and the price will evaluate properly on both workstations using SF and workstations using SY. For example, you have a roll with a $9 per SY cost. If you enter Price = C+ 5 on a workstation set to SY that workstations assumes $1/SF + $.55/S4. = $1.55/SF. Another workstation on SF will perceive that as Price = $1/SF+$5/SF= $6/SF. The system has no way to determine what the ‘context’ was when the 5 was entered so it must assume it is entered correctly for the current setting. The product library that calculates these prices will (correctly) adjust the C portion to SF because it knows it is SY because it is always stored that way in the database (we div by nine when we pull it in for use).

This rule does NOT apply to numbers being used to MULTIPLY or DIVIDE (particularly when calculating GP or markup, for example). C * 9 will give the correct answer in both SY and SF settings (18SY * 9 = 162 SY, div by 9 = 18SF, 2SF * 9 = 18SF) as will C / 7 (or when calculating gp% or markup, C /.57). In this example, if you put the .57 into a variable (RETAIL INSTALLATION for example) and use it to mark up the price, it will get divided by 9 by the system and you have a margin of .063333 rather than .57, which is close to 100% of the cost.

Costs for Products

Products>File> (Rolls, Items or Services)

This selection is where the regular costs as well as temporary costs (standard cost, promos, etc.) are entered. A listing of costs can be displayed while entering purchase order by pressing **F8** at the cost field.   Costs may be listed for a Products record by All, Current Prices, Future or Current & Future.

From the browse screen, single click the product record for which you want to enter a selling price.

Click the **Costs** button.

Click the **Insert** button.

Field Explanations / Adding Product Costs

Type

Type can be Roll/Cut/Unit

Cost

Enter the cost for this product under these circumstances.

Min Qty

This is the minimum amount which must be purchased to qualify for this price. A zero indicates there is no minimum purchase.

Date From

Optional. This is the first date this product is available at this price. Unless entered specifically this date defaults to the system date the product was entered.

Date To

Optional. This is the last date this product can be purchased at this price.

For Example:

Stylish carpet is normally purchased for $6.25 roll cost and $7.25 cut cost. If you purchase at least 120 yards, you get the roll cost. A purchase of less than 100 yards would cost you $7.25 a yard.

Stylish normally costs $6.25 per yard at roll lengths. The manufacturer offers a special of $5.75 during the month of December. However, during December, Stylish will be at an even lower price of $5.25 for the week of Dec 4th only. To be sure you don't miss these specials; you should enter the following records for the Stylish Products record:

First Cost Record:

Type = Roll   Cost = $5.75   Min Qty = 120 From: 12/01/xx   To: 12/31/xx

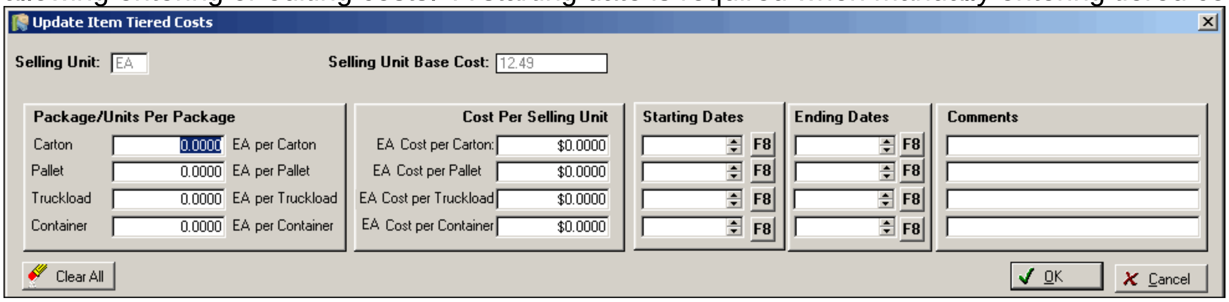
Second Cost Record:

Type = Roll Cost = $5.25 Min Qty = 120 From: 12/04/xx To: = 12/08/xx

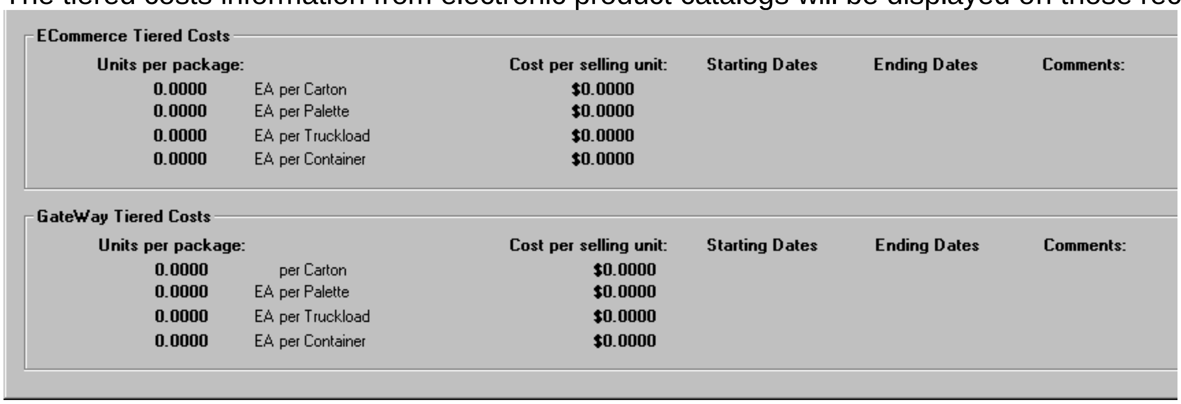
Tiered Costs on Items

Click the Tiered Costs button. 

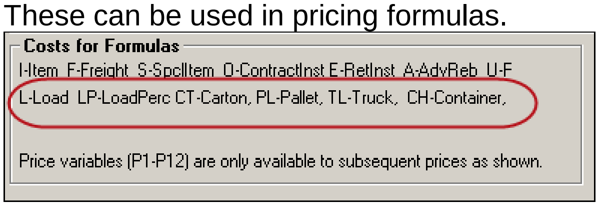
For manual records, the top section only will display allowing entering or editing costs. A starting date is required when manually entering tiered costs.



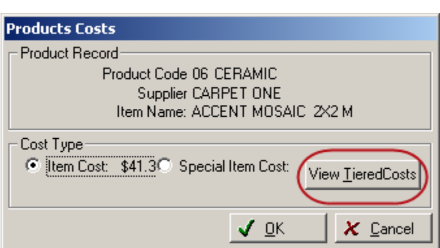
The tiered costs information from electronic product catalogs will be displayed on those records.



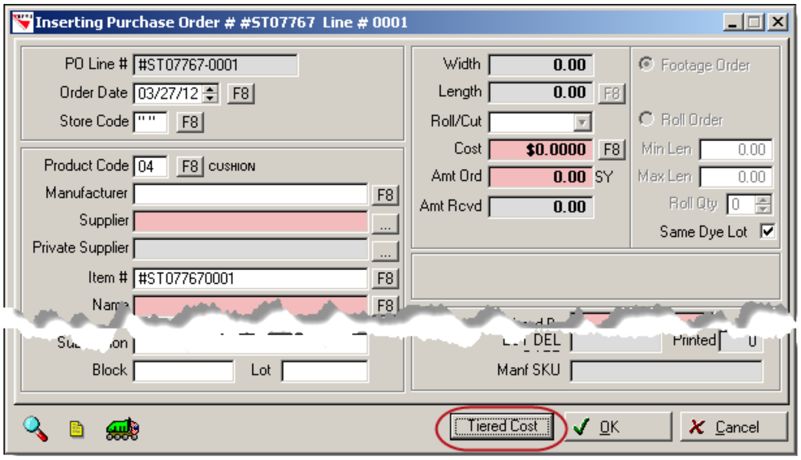
The possible units are:
Carton -CT
Pallet-PL
Truckload-TL
Container-CH
These can be used in pricing formulas.



Tiered cost can be accessed from Bid Pro. On the estimate line, click F8 next to cost field. On the view products cost box, click the **View Tiered Cost** button.



Tiered costs can be viewed when creating purchase orders for Item Inventory.



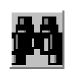
Status

Products>File> (Rolls, Items or Services) 

The status of a Products record may either be ACTIVE or INACTIVE. The status is changed manually by clicking on the Toggle button located on the toolbar. If a Products record is toggled to Inactive, the system date will be inserted as the Inactive Date. Records with a status of INACTIVE will not display when you are importing product information from order entry, purchase order, etc. Additionally, inactive records will not print on price or cost lists. If a product only has 1 color attached to it and that color is marked inactive, then the header is automatically marked inactive.

Finding Product Records

Products>File> (Rolls, Items or Services)

The Find button is located on the toolbar on each of these screens. 

 Play Movie

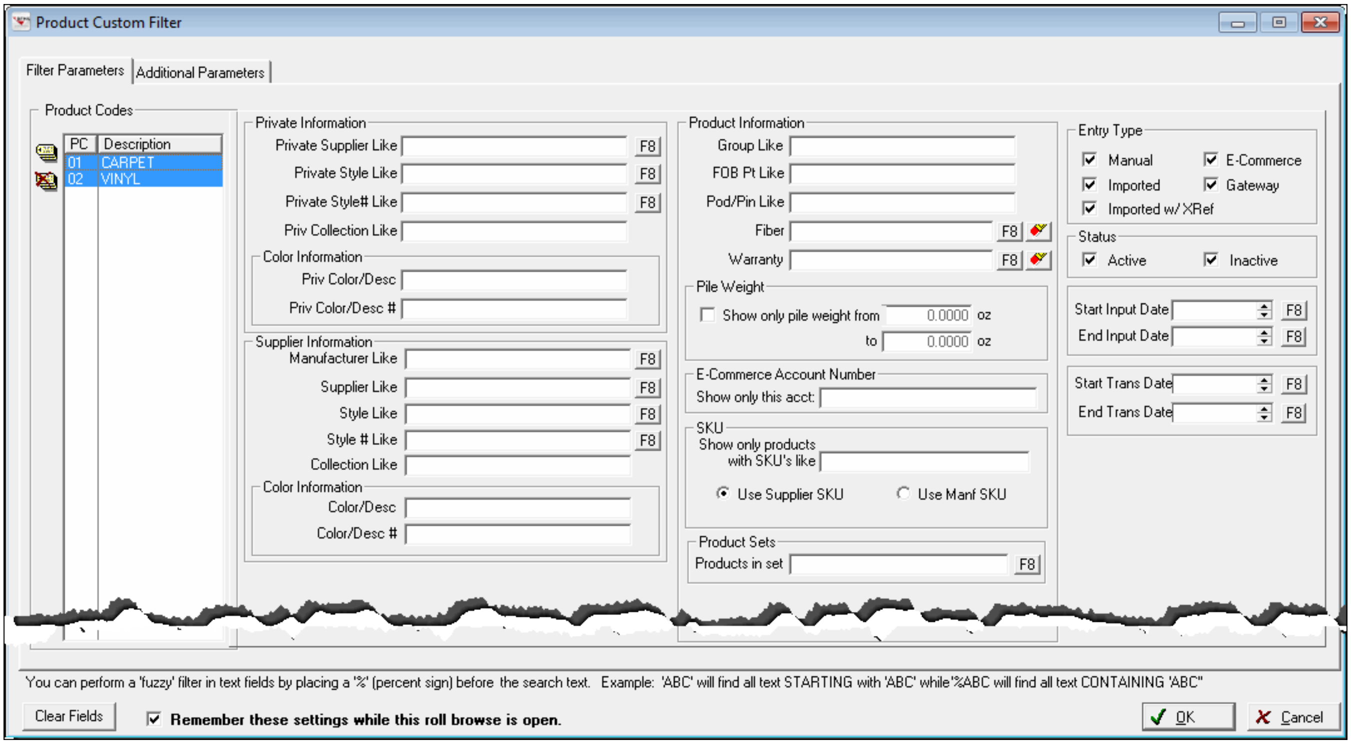


Figure: Roll Products Find Screen

This screen allows setting a temporary custom browse list that can show a specific range of product records. Any combination of available fields on this screen is available. All fields correspond to those found on individual products records.

Product Type

Rolls

The choices are Carpet (01) or Vinyl (02).

Items

The choices are the Product Codes for items as designated in *Utilities>System Options>System Wide>Products>Starting Service Code*

Services

The choices are the Product Codes for Services as designated in *Utilities>System Options>System Wide>Products>Starting Service Code*

Range Criteria (Like Fields)

Press **F8** at each desired data field to select a range within that grouping. Only values (for example suppliers) associated with actual product records are available in the lists.

Private Information

Collection

It is not exported so whatever is typed in here must match exactly as entered on the Products record.

Private Color Information

Supplier Information

Collection

It is not exported so whatever is typed in here must match exactly as entered on the Products record.

Supplier Color Information

Product Information

This field user defined in *Utilities>System Options>System Wide>Products>User Label Prompt or Toxicity #)*

It is not exported so whatever is typed in here must match exactly as entered on the Products record.

FOB Pt

If this is a desired filter choice, type in the FOB pt as entered on your Products records. Since this field is not exported from another list (**F8**), you must type it in exactly as entered on the Products record.

This field user defined in *Utilities>System Options>System Wide>Products>Toxicity #*

It is not exported so whatever is typed in here must match exactly as entered on the Products record.

Warranty

Some databases include warranty information.

Fiber

Pile Weight

Find by E-Commerce Account Number

This is helpful for multiple locations with different account numbers

Find by SKU First Enter the SKU, then choose whether this is a Supplier or Manufacturer SKU

Product Sets

Product sets are user created categories used for internal tracking and reporting. Sets are created in *Products>Utilities>Product Sets*

Entry Type

Manual - records entered by hand.

E-Commerce-Records imported via RFMS E-Commerce

Gateway- Records imported via CCA Gateway

Imported & Imported w-xref - records that were imported through a routine such as FloorLink, PL Import, etc.

Status Select either Active or Inactive, or both.
If **default to show active products only** is set to yes in *Utilities>System Options>Products >Products>Active Products Only* then inactive will be unchecked by default in the product find.

Starting and Ending Input Dates

The transaction date displays the last system date on which the record was updated. For example, when a price range edit is performed, the transaction date will be the day the edit was performed. The transaction date may not be manually changed.

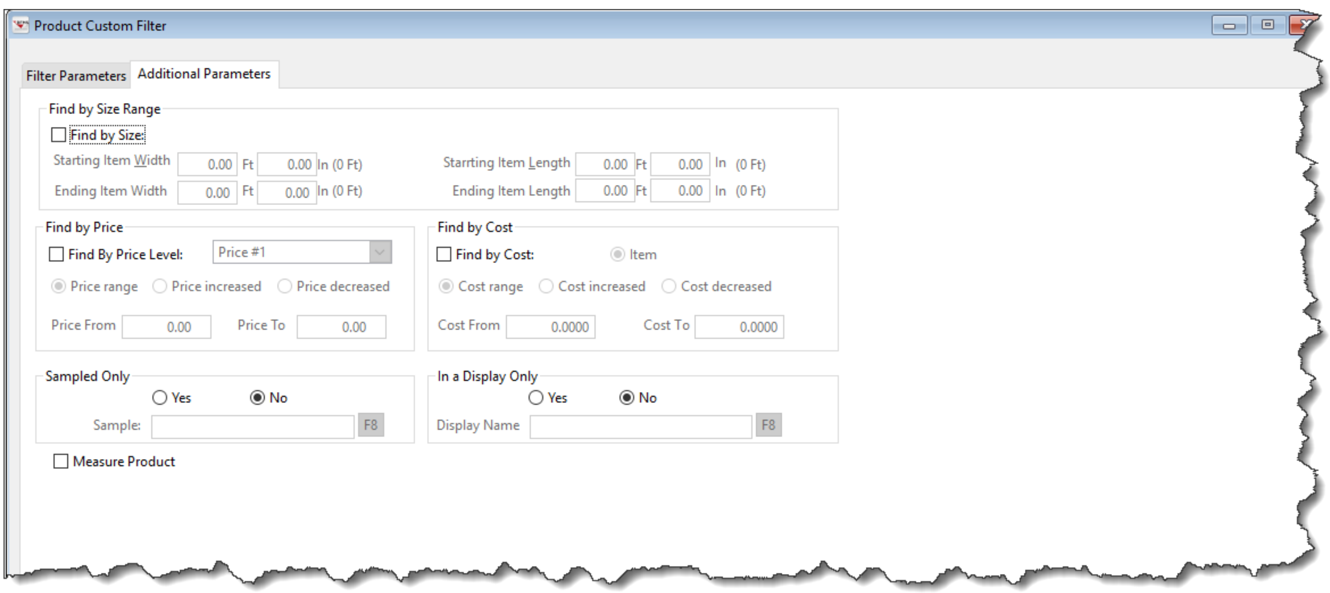
Starting and Ending Trans Dates
Input date is when the product record was entered into the RFMS system. It cannot be changed.

Remember these Settings while this roll browse is open
Clicking this option saves the Find settings for this session. The system defaults to saving the settings. If you want the settings to reset each time the records are filtered then clear the check box. The filter will be reset when you exit products. To reset without exiting the screen, click the Reset Filter button located on the toolbar.

Notes: Perform a ‘fuzzy’ search in text fields by placing a % (percent sign) before the search text. Example: ABC will find all the text STARTING with ABC; while %ABC will find all text CONTAINING ‘ABC’.

Additional Parameters

Products>File>(Rolls, Items or Services)>Find Button >Additional Parameters Tab



Find by Size Range
Item **size** range and roll **size** have been added to the product browse find. Note that item size finds will ONLY WORK IF WIDTH AND LENGTH ARE ENTERED IN 'FEET/INCHES' mode - item sizes entered using 'display as entered' will likely fail the filter test. The mode is set in *Products>Utilities>Options.*

Price and Cost
These options have been moved to the additional parameters tab, and now include the option to find based on if the numbers increased or decreased **or** by price range.

The ability was added in Version 10.5.5 to find by Cost and Price. On roll products, you can choose between cut or roll cost. This is helpful when dealing with a customer who has a price budget or for grouping products by price or cost on your showroom

Choose to find by Price and then choose the range. 13 = Suggested Retail Price.

Sampled Only

A record is considered as having a sample if the Sample Type field is filled in. If you select yes, only those records that have samples will be displayed. Select no to see all records regardless of the Sample Type entry.

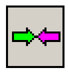
In a Display Only

Check this to locate only products assigned to a display.

Measure Product

Check this box if the filter needs to include only Measure Products.

Merging Products

Products>File> (Roll or Item)>Merge Button 

This feature allows merging two product records together. It is available on the Roll and/or Item Products screen. Use this feature if you have more than one product record for the same product. If, for instance, you use a product importer to bring in information into your products file, there may be discrepancies in products you have manually entered as opposed to products that have been imported that may result in more than one record for a particular product. In that case, you may use this feature to merge these records together.

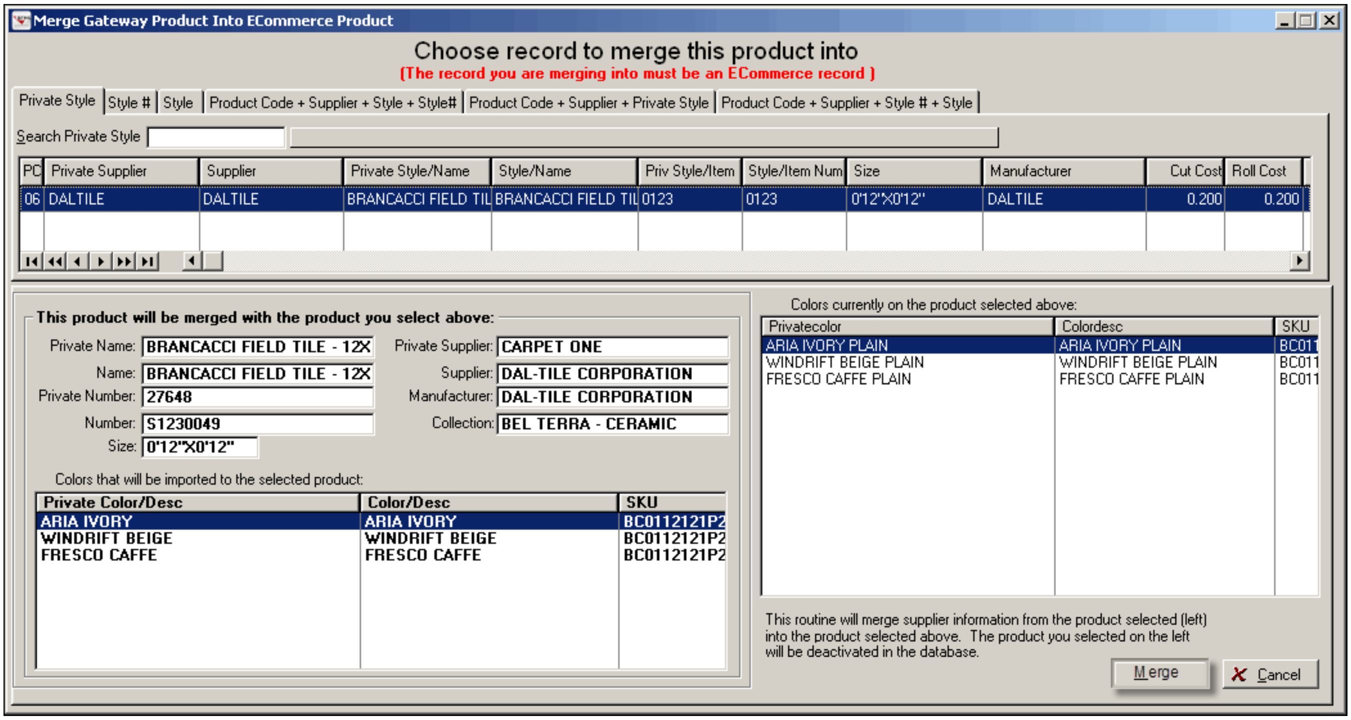
1. Select a product by highlighting the record line. The product you have selected will be the record that another product will be merged into.
2. Click the Merge button.
3. Select the appropriate record and click Merge.
4. The Private Style will stay the same. The Supplier Style will now be the same as the record that was merged in.

Manual Match E-Commerce to Gateway Records

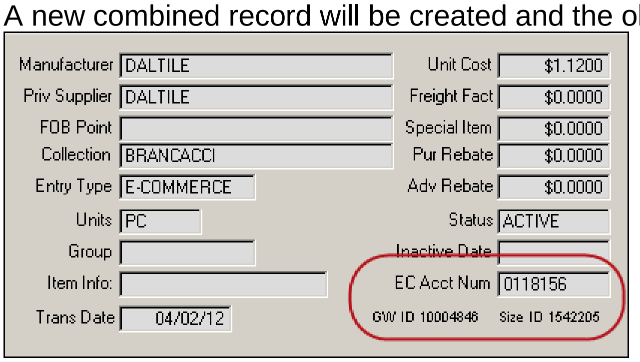
Products>File> (Roll or Item)>Manual Match Button 

Go to ether roll or item products and click on the manual match tool. .

This will only be available on Gateway records. Product records that have the same style name, style number, manufacturer, and/or SKU as the highlighted record are listed in the top half of the screen.

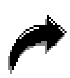


A new combined record will be created and the old records will be deactivated.



All unassigned order lines, open quotes, open POs, and non-exported bids will be updated to use the "main" product that was selected during matching.

Cloning a Product

Products>File> (Roll or Item)>Clone Button 

Clicking this button will make an exact replica of the highlighted product. Since adding manual colors is no longer allowed on imported records (EC or Gateway) allowed due to color level pricing, clone the product then add the manual colors. When cloning a product, the following changes have been made as of Version 10.5.5 to the cloned record:

1) The Cost history is dropped and costs zeroed out.

2) Electronic Commerce Account number is removed if present

3) All manufacturer and supplier SKU's on colors/descriptions will be removed, as they will be incorrect if any definitive product information is changed.

4) All selling prices are zeroed out (formulas are not touched).

5) Electronic Commerce Record clones are made manual.

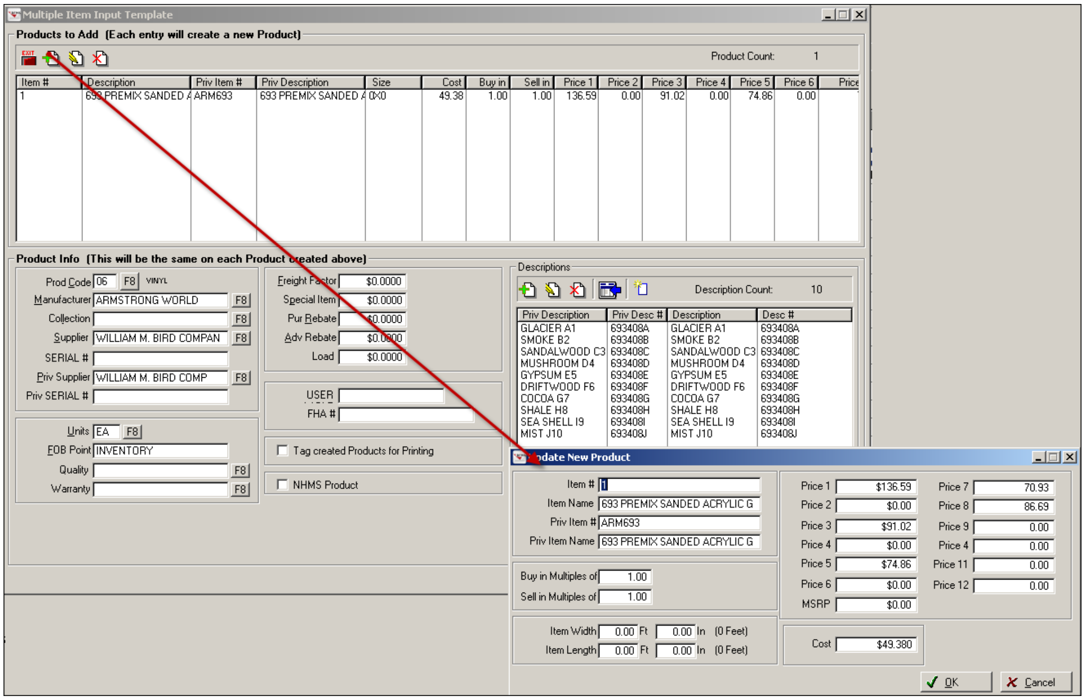
Multiple Item Input Template

Products>File> Item>Multiple Input Template Button 

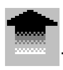
This feature allows easily adding multiple items that contain similar Manufacturer, Supplier and/or Collection information by creating a template.

Use the insert key to quickly add color/description.

1. Highlight an existing product and click the Input template button to copy the information from the existing record. Or
2. Click the template button and enter the desired information.
3. Click the insert button on the top left hand corner to enter new product header information.
4. To enter additional descriptions click the insert button on the bottom right hand corner.
5. When all information is entered, click the create products button.



Moving a Product

With Store Specific Products turned on, use this button  to move the product to another store. Highlight a product, click the button then enter the new store number.

Standardizing Product Information

Rolls Only

Adhesive Types

Select an existing product record or add a new one.

The "Adding/Changing a Product Record" screen will appear.

Click the ellipsis button by the Adhesive Type field.

This screen allows you to maintain a database of adhesive types that may be used for vinyl records (product code 02 only).

Adds a new adhesive type record.

Changes the highlighted adhesive type record.

Deletes the highlighted adhesive type record.

Seam Sealer Types

You may select an existing product record or add a new one.

The "Adding/Changing a Product Record" screen will appear.

Click the ellipsis button by the Seam Sealer Type field.

This screen allows you to maintain a database of seam sealer types that may be used for vinyl (product code 02 only).

Adds a new seam sealer type record.

Changes the highlighted seam sealer type record.

Deletes the highlighted seam sealer type record.

Style Types (Product Code 01 Only)

You may select an existing product record or add a new one.

The "Adding/Changing a Product Record" screen will appear.

Click the ellipsis button by the Style Type field.

This screen allows you to maintain a database of style types that may be used for all roll products

Adds a new style type record.

Changes the highlighted style type record.

Deletes the highlighted style type record.

Fiber Types

You may select an existing product record or add a new one.

The "Adding/Changing a Product Record" screen will appear.

Click the ellipsis button by the Fiber Type field.

This screen allows you to maintain a database of fiber types that may be used for all roll products (

Adds a new fiber type record.

Changes the highlighted fiber type record.

Deletes the highlighted fiber type record.

Backing Types / Individual Products Record (Product Code 01 Only)

Select an existing product record or add a new one.

The "Adding/Changing a Product Record" screen will appear.

Click the ellipsis button by the Backing Type field.

Just like sample types, backing type are actually contained in two places. Because you can have the same carpet with many different types of backings, a backing type list is maintained for each product record, and a master backing type is maintained for all product records.

Adds a new backing type record for THIS product record.

Changes the highlighted backing type record.

Deletes the highlighted backing type record for THIS product record.

Rolls or Items

Sample Type

You may select an existing product record or add a new one.

The "Adding/Changing a Product Record" screen will appear.

Click the ellipsis button by the Sample Type field.

Sample Type identifies how this product is displayed as a sample in your showroom. Specifying a sample type on a products record will cause a samples button to appear on the left side of the screen when viewing the products list. This button would indicate to you that you actually sample this product in your store. It is possible to have more than one type of sample for each product.

Adds a new sample type record for THIS product record.

Changes the highlighted sample type record.

Deletes the highlighted sample type record for THIS product record.

Quality

Select an existing product record or add a new one.

The "Adding/Changing a Product Record" screen will appear.

Click the ellipsis button by the Quality Type field.

This screen allows maintaining a database of quality types that may be used for all roll and item products.

Adds a new quality type record.

Changes the highlighted quality type record.

Deletes the highlighted quality type record.

Warranty Type

Select an existing product record or add a new one.

The "Adding/Changing a Product Record" screen will appear.

Click the ellipsis button by the Warranty Type field.

This screen allows maintaining a database of warranty types that may be used for all roll and item products.

Adds a new warranty type record.

Changes the highlighted warranty type record.

Deletes the highlighted warranty type record.

Adding a Color or Description for Products

Products>File> (Rolls or Items)

The Color and Description portion is located in the bottom left corner on each of these screens.

Colors (rolls) and descriptions (items/services) can be added for your products. You can specify if a product is active or inactive. You can add private label color or description names. Lastly, you can set re-order levels that can help you with stocking inventory. While you are viewing the products records in the browse screen, look in the lower right portion of the screen to see the available colors or descriptions for each product record.

While viewing the browse listing for a product, click the **Insert** button located in the color/description area (lower right). If you have existing, similar product records and the colors/descriptions are the same, you can click Yes to Import from another record.

Fill in the description information as explained under Field Explanations.

Click OK to save the color/description record.

Field Explanations / Color or Description

Products>File> (Rolls or Items)

The Color and Description portion is located in the bottom left corner on each of these screens.

Supplier Color/Description

Enter the supplier color name.

Supplier Color/Desc #

Enter the supplier color number.

Private Color/Description

If you use private labeling, enter the private color name. If not, press **TAB** and the supplier color will be copied.

Private Color/Desc #

If you sue private labeling, enter the private color number. If not, press **TAB** and the supplier color number will be copied.

Color Type

Click the ellipsis button to display a picklist of color types. Double-click the desired type to select it. If the color type is not shown, click the **Insert** button to add a new color type to the master color type list.

Reorder Level

The reorder levels and reorder quantities are entered on the COLOR record of each Products record. See Adding colors, above. When the amount that is available in the corresponding inventory records reaches this quantity, this product will appear on the Needed Inventory Report.

For roll goods, enter the amount in SQUARE YARDS or SQUARE FEET (If you are using square foot calculations).

Reorder Quantity

The amount that you would normally order at one time should be entered here.

For a record to appear on the Needed Inventory report, based on the reorder levels and quantities, the manufacturer, supplier, style/item name, item number and product code MUST match exactly. For this reason, it is extremely important to use the **F8** key when entering product information in Order Entry, Inventory and Purchase Orders.

Inactive Date

Enter the date on which this color will or has become inactive. You may enter a future date but be sure to run **Apply Deactivations** to toggle the records to Inactive. If you click the Toggle button, the system date will be inserted (but may be changed).

When a product or a product color has a future inactive date, a warning giving the inactive date will be given when using this product in either BidPro or Order Entry. Click ok to accept the product or cancel to choose a different product.

Status

This entry is either Active or Inactive. A color or description is designated either Active or Inactive by clicking on the Toggle button. This feature is useful to indicate that a color is no longer available in a particular style. Colors with a status of INACTIVE will not display when you are importing product information from order entry, purchase order, etc. Additionally, inactive colors will not print on price or cost lists.

Color Types

Products>File> (Rolls or Items)

The Color and Description portion is located in the bottom left corner on each of these screens.

This screen allows maintaining a database of color types that may be used for all product records.

 Adds a new color type record.

 Changes the highlighted color type record.

 Deletes the highlighted color type record.

 View Bundles for this Color

 View Contracts for this color

 Allows clients to do a stock check directly with the mills

 View, Insert, Edit, or Delete Attachments for a color

Adding a Color Type

Products>File> (Rolls, Items or Services)

The Color and Description portion is located in the bottom left corner on each of these screens.

While adding or editing a color/description record, click the ellipsis button to the right of the Color Type field.

Click the **Insert** button to add a new color type.

Type in the descriptive name for the color type. Click OK to save the color type record.

Importing Colors from Existing Product Records

Products>File> (Rolls or Items)

When adding a new products record, you will be given the opportunity to search for and import the color/description from a previous record. This is useful when adding similar style/item types that share the same color or description names. When adding colors, users can now import colors from an existing record by tagging the colors they want to import.

 Search for and highlight the product record that shares the colors or descriptions for the new product record you are currently adding. Click the **Select** button.

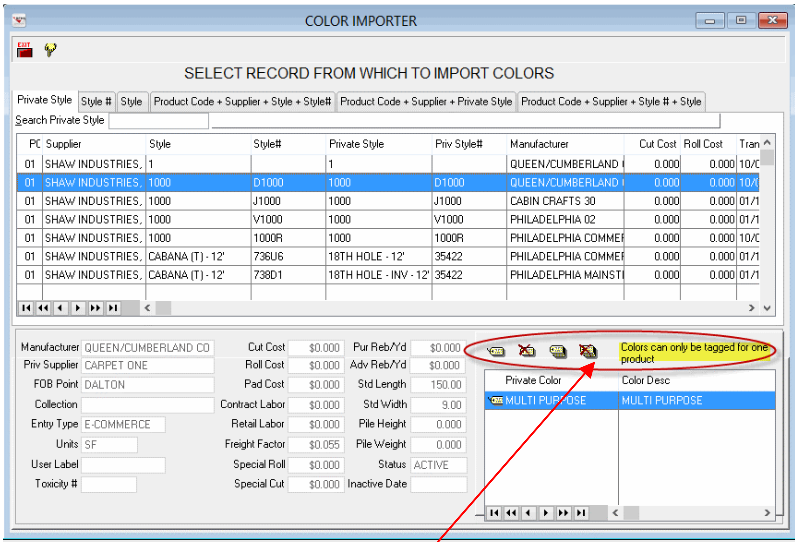


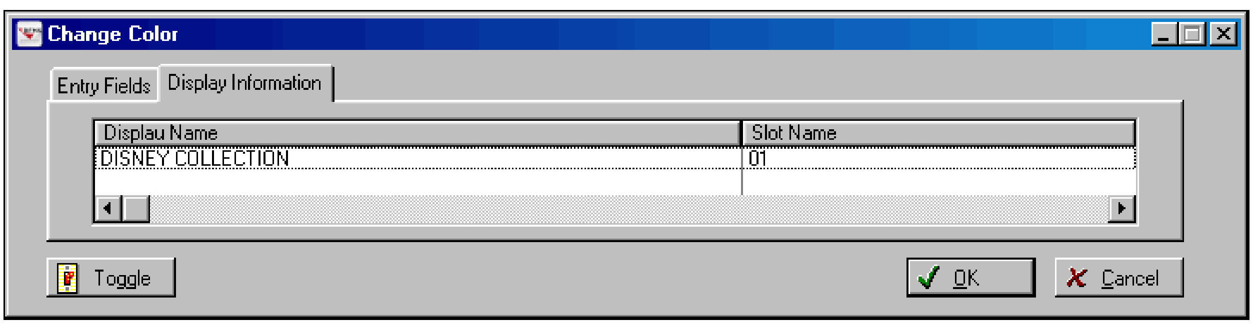
Figure Color Importer

Notes:

Colors can only be tagged for one product.

Display Information

A tab has been added to show the display information for a product color to the color level tab. It is only visible on products which are included in a display in the pricing and tagging program.



Roll Products Main Screen

Products>File>Rolls

This screen displays your roll products. You may add, edit or delete records, maintain selling prices and costs, and maintain associated colors along with re-order levels. While viewing roll products, you can press Control-S to search for any given characters or numbers.

Searching for Roll Products

Products>File>Rolls

Roll products may be searched by the following data fields. To search, click the associated search tab on the roll product main screen. Type in a few characters in the Search field and press the TAB key. The system will highlight the first record it finds as a match. To do a new search, highlight the current information and hit the backspace key.

Private Style	Style #
Style Name	Product Code, Supplier, Style, Style
Product Code, Supplier, Private Style	Product Code, Supplier, Style #, Style

While viewing roll products, you can press Control-S to search for any given characters or numbers.

Adding a Roll Products Record

Products>File>Rolls

Click **Insert** button.

Fill in the appropriate information as described under Field Explanations.

Field Explanations - Roll Products

Products>File>Rolls

Product Code

Enter the 2-digit product code for the Products record. For Carpet=01, Vinyl=02. Click **F8** to access the Product Code list.

Manufacturer

This is a required field. 20 Characters. Enter the manufacturer of the material. If the manufacturer is the same as the supplier, leave this entry blank. The system will automatically insert the supplier name, after the supplier field is completed. The option *>Utilities>System Options>System Wide>General>Manufacturer from Manufacturer File only* controls whether free form typing is allowed in this field or if importing the Manufacturer name from the Manufacturer file is required. If importing buying group electronic product files, this should be set to yes to insure consistency.

Collection

Specific for product codes 01 (carpet) and items (Product Codes as designated in *Utilities>System Options>System Wide>Products>Starting Service Code*). Optional. 20 characters. This field is to accommodate EDI users, disregard if you are not an EDI user. Enter a collection name, if applicable or press **F8** to import from the supplier list.

Supplier

This is a required field. 20 Characters. Enter the first few characters of the supplier name and click or press F8 to import from the supplier file. For consistency, restrict this information with the option in *>Utilities>System Options>System Wide>General>Suppliers from Suppliers File only.*

Supplier Style

This is a required field. 20 Characters. Enter the mill style name.

Supplier Style

Optional. 12 Characters. Enter the Style number.

Priv Supplier

Enter the name of the Private Supplier, if applicable. Press **F8** to pick from the supplier file.

Private Style, Private Style

Enter the private style name and number, if applicable.

Unit

Specify the unit of measure. Click **F8** to select from the pre-defined Unit list.

Fob Point

Enter the city or location from where the product is shipped.

Toxicity #

Some states require this information.

Std. Length

Enter the number of linear feet the vendor normally considers as a roll.

Std. Width

Enter the normal width of the roll.

Style Type

Only for product code 01 (carpet). Press **F8** to access the style type pick list.

Sample Type

Press **F8** to access the sample type pick list. It is possible to have more than one type of sample for each product.

Fiber Type

Only for product code 01 (carpet). Press **F8** to access the fiber type picklist.

Quality

Only for product code 01 (carpet). Press **F8** to access the quality type picklist.

Backing

Only for product code 01 (carpet). Press **F8** to access the Backing picklist. Some manufacturers make certain Products available with multiple backing.

Warranty

Only for product code 01 (carpet). Press **F8** to access the warranty picklist. Example: Stainmaster, Anso IV, etc.

User Label

This field is a user-defined field. You may enter any pertinent information regarding this product record here. Within the price list though, this field may be used as a guideline for printing. For example: For roll products, if a particular entry is sampled you may enter "sampled" into the User Label field. When you print the Price List, you may print according to this field. After sorting the report, enter "Sampled" under the User Label guideline. This will print prices for only entries that you have designated "sampled" in the User Label field.

Pile Height

Specific for product code 01 (carpet). Optional.

Weight

Specific for product code 01 (carpet). Optional.

Adhesive

Specific to product code 02 (Vinyl). Press **F8** to access the adhesive pick list. Optional. 15 Characters.

Seam Sealer

Applies to product code 02 (Vinyl). Press **F8** to access the seam sealer pick list. Optional. 15 Characters.

Roll Cost

This is the cost charged to the company by the supplier) per square yard if the product is purchased as a "ROLL." **DO NOT ENTER THE COST IN THIS FIELD; INSTEAD, ENTER THE COSTS BY CLICKING ON THE COSTS** BUTTON **ON THE BROWSE SCREEN** . This way, current cost (spiff, etc.) are used when selling this product.

Cut Cost

This is the cost per square yard if the product is purchased as a "CUT." See Roll Cost.

Pad Cost

Applies to product code 01 (Carpet). Enter cost of pad that is normally used with this product.

Contract Inst.

Enter the installation rate normally paid to the installer for this product.

Retail Inst.

Enter the installation rate that the customer is charged for this product.

Freight Factor

Enter the freight charge per square yard, foot, or per unit. The freight factor entered here will override the one set in Configuration.

Special Roll, Special Cut

Optional. Enter any special prices that may be available from the supplier or manufacturer.

Purchasing Rebate, Advertising Rebate

Optional. Per yard or per unit rebates offered can be indicated here.

Load

Load Percent

Roll Min

Std. Length

Enter the number of linear feet the vendor normally considers as a roll.

Std. Width

Enter the normal width of the roll.

Entry Type

Entry Type is filled in by the system.

Input Date

This is the date the record was added to the file. It cannot be changed.

Transaction Date

The transaction date displays the last system date on which the record was updated. Changing the cost does not update the transaction date. For example, when a price range edit is performed, the transaction date will be the day the edit was performed. The transaction date may not be manually changed.

Inactive Date

Enter the date on which this product will or has become inactive. You may enter a future date but be sure to run **Apply Deactivations** on a regular basis to toggle the records to Inactive. From the Product main menu, click **File**, **Apply Deactivations**.

Status

Active or Inactive

Extended Information 2

ID

Private Collection

If a Collection has been typed in or F8 on the Product Information tab (first tab) and the private collection field is blank, then it will be updated with the collection information once the OK button is clicked.

Pattern Width

This information can be added manually or will be imported from electronic product catalogs

User Number

This field is numerical field and can be up to two decimal places. No calculations or conversions for square feet versus square yards are done on this field. One use for this field could be to track the weight of material. This field was added in version 10.5.6. The label for this field is set in *>Utilities>System Options>System Wide>Inventory>User Number Prompt*

Shipping Weight

A shipping weight field was added to the products edit screen.

It will print on Purchase Orders, Work Orders and Picking Tickets.

NHMS Product

Select whether to include this product as a NHMS product.

Estimating Information

This field are for products that will be used with Measure Mobile.

Item Products Main Screen

Products>File>Items

This screen displays your item products. You may add, edit or delete records, maintain selling prices and costs, and maintain associated colors along with re-order levels. While viewing item products, you can press Control-S to search for any given characters or numbers.

Searching for Item Products

Products>File>Items

Item products may be searched by several data fields. To search, click the associated search tab on the item product main screen. Type in a few characters in the Search field and press the TAB key. The system will highlight the first record it finds as a match. To do a new search, highlight the current information and hit the backspace key.
While viewing item products, press **Control-S** to search for any given characters or numbers.

Adding an Item Products Record

Products>File>Items

Click the **Insert** button.

Field Explanations - Item Products

Products>File>Items

The following are field explanations pertaining specifically to item products. Those that apply to all products are described in Field Explanations - Roll Products.

Product Code

For Item products the choices are the Product Codes for Items as designated in *>Utilities>System Options>System Wide>Products>Starting Service Code*

Click **F8** to access the Product Code list.

Supplier Item Name

Applies to items only. This is a required field. 60 Characters. Enter the descriptive item name.

Supplier Item

This is a required field. 48 character. Enter the identifying item number that will be used when the item is stocked.

Priv. Item, Private Item #, Priv. Type

Enter the private item name, number, and type if applicable.

Units

Specify the unit of measure. Click **F8** to select from the pre-defined Unit list.

Special Item

Optional. Enter any special prices that may be available from the supplier or manufacturer. See Also Adding a Color or Description for Products

Buy in Multiples- Sell in Multiples

If this item must be purchased in a specific quantity, enter that quantity here. The program will automatically display a warning message if the purchase order does not agree with this quantity. To have the program ALWAYS correct a manual entry to agree with the Buy in Multiples quantity without a warning message, go to *>Utilities>System Options>System Wide>General>Automatically Resolve Buy In Quantities and Sell In Quantities.* This option when set to yes, will cause the program to automatically correct manual entries without a message.

Sell in Multiples applies to the amount entered on a customer order line. This information will be used even if the product record is inactive.

Extended Information

Private Collection

Price/Cost Code

This is an information only field. It can contain up to 10 characters.

Pattern Width

This information can be added manually or will be imported from electronic product catalogs

Species
Pressing F8 allows picking from a preloaded list of species or add your own. This allows you to specify the type of wood for a product.

User Number
This field is numerical field and can be up to two decimal places. No calculations or conversions for square feet versus square yards are done on this field. One use for this field could be to track the weight of material. This field was added in version 10.5.6. The label for this field is set in *>Utilities>System Options>System Wide>Inventory>User Number Prompt.*

Shipping Weight
A shipping weight field was added to the item products edit screen in version 11.1. As of version 11.2, it will print on Purchase Orders, Work Orders and Picking Tickets.

Thickness
An item thickness in millimeters field was added to the item products edit screen in version 11.1. As of version 12.0 additional units of measure can be selected using **F8**.

NHMS Product
Select whether to include this product as a NHMS product.

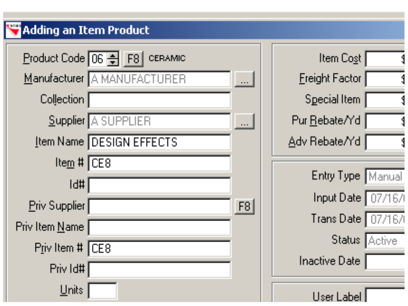
The **Primary Component, Composition** and **Type Information** are automatically populated on e-commerce records.

Item Products Group
The Item Products Group feature allows the following:

1. Handle item products in the same manner as roll products: a single item record can have multiple colors/description records attached to it.
2. Allow printing the Supplier's Item Number on the Purchase Order.
3. Reduces the number of barcodes on printouts because the item group record will print instead of individual item records.
4. When the item group record is scanned in Order Entry, a pick list will appear allowing selection of the desired item description.
5. Allows for a smaller products file which is easier to search.

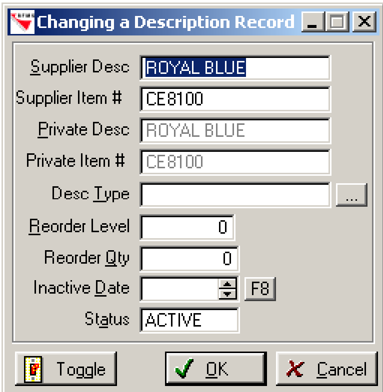
Below are screen shots and explanations of how this feature would be set up and adjusted to accomplish the above four points.
Example:

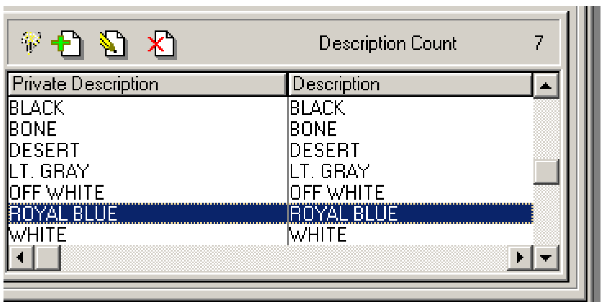
A ceramic product called "Design Effects" is available in 7 colors. The product is entered like this:



Item Group Product Descriptions

First, enter a products record with the basic information, cost, unit of measure, etc. Give the product an item number that represents the "family" group of items (**CE8**). The Item Number in the above example, is the first three characters of the Manufacturer's number (the characters that all of the products in this group have in common). The Item Number can be anything the user wants. But it is suggested that it relate to and easily identifies the product or product family.



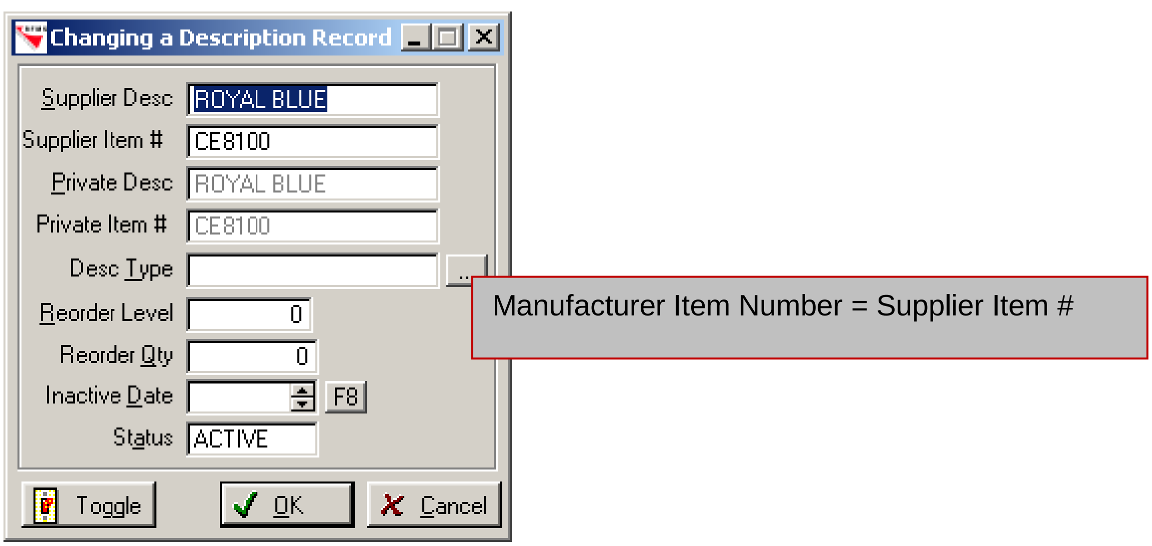


Next, click the Insert button to add colors/descriptions for each item number in this group. Enter the actual manufacturer/supplier item number on this screen (**CE8100**)

All of the colors or variations of this product are shown as individual Items in the Color/Description box.

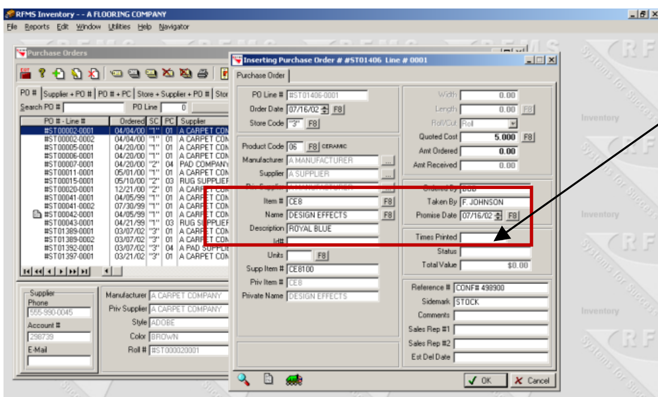
(Note: Each product in the Color/Description box must exactly match the other products listed - i.e. they must have the same price, same length and width, etc.)

The key to this process is that the Manufacturer's Item Number is placed in the Supplier Item # field.



Entering the Purchase Order for Item Group Products

The Purchasing Module will place the Manufacturer's Item Number (**CE8100**) that was entered in the Supplier Desc. # field into the new "Supplier Item Number" field.



The Manufacturer's Item Number (**CE8100**) that was entered in the Supplier Item # field will be printed on the PO next to the item number field.

PURCHASE ORDER

#ST01406

From
A CONTRACT CARPET COMPANY
3998 JAMES DR
ANYWHERE, US 29898
Tel: 555-125-9878

PO NUMBER
#ST01406

ACCOUNT NUMBER
3215

Page: 1
11:51AM
07/16/02

Ship To
A CONTRACT CARPET COMPANY
3998 JAMES DR
ANYWHERE, US 29898
Tel: 555-125-9878

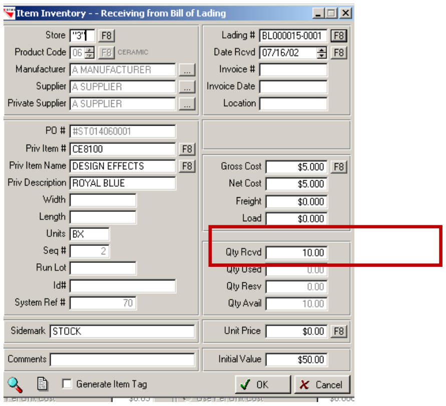
Supplier
A SUPPLIER
4989 MAIN STREET
ANYWHERE, US 29829
Tel: 555-555-9898
Con: BOB NELSON

Order Date	Product Code	Item Number	Style/Item	Color/Description	Roll/ Cut	Amount Ordered	Units	Quoted Unit Price	Promise Date
07/16/02	06	CE8100	DESIGN EFFECTS	ROYAL BLUE	------	10.00	BX	$5.000	07/16/02
			(DESIGN EFFECTS)	(ROYAL BLUE)					

PO #: #ST01406-0001
Store: "3"
Desc#: CE8100
Taken By: F. JOHNSON
SideMark: STOCK
Comments:
Ref #: CONF# 498900
Private Item #: CE8

Receiving the Item Group Inventory

On the Receiving Screen - if the option *>Utilities>System Options>System Wide>Inventory>Use Item Product Group(Color Number to Item Number* is set to yes - the Manufacturer's Item Number (**CE8100**) will automatically be filled into the Item Number field. (This will insure specific Inventory Item numbers on each item in a "Product Group".)



The Item Group feature does not negate the current Products method (one record for every product) it simply adds another method of entering product records to the existing process. If the option is set, it should be noted that anything entered into the Supplier Item Number field will be assumed to be the Manufacturer's Item number.

Services Products Main Screen

Products>File>Services

This screen displays Service products. Add, edit or delete records, maintain selling prices and costs, and maintain associated colors along with re-order levels.

Searching for Service Products

Products>File>Services

Service products may be searched by the following data fields. To search, click the associated search tab on the Service product main screen. Type in a few characters in the Search field and press the TAB key. The system will highlight the first record it finds as a match. To do a new search, highlight the current information and hit the backspace key.
While viewing service products, you can press Control-S to search for any given characters or numbers.

Adding a Service Products Record

Products>File>Services

Click the **Insert** button.

Product Code: Enter the 2-digit product code for the service product record. Click the **F8** button to access the product code list.

Service and Priv. Service: This is any description unique to that type of standard service, (i.e. carpet - contract; carpet - retail; trip charge). For example, if you designate product code "80" as carpet labor, you might have one record to have a Service Description of "Carpet - contract" with a service cost of "2.00." The next record could have the same product code for carpet labor but a Service Description of "Carpet - retail" and a service cost of "2.50." If you choose to further define the service entry by private labeling, the Priv Service field will allow you to do this. If not, leave this field blank and the computer will automatically use the service description.

Service # and Private Service #: Beyond categorizing your services by product codes you may also number them. For example if you use an independent installation firm, their service # should be entered into the service # field while your service # could be placed in the Priv Service # field.

Unit Cost: This is the dollar amount per unit that you are paying the installer for the service.

Products File Menu Options

General Range Edit

Products>File>General Range Edit

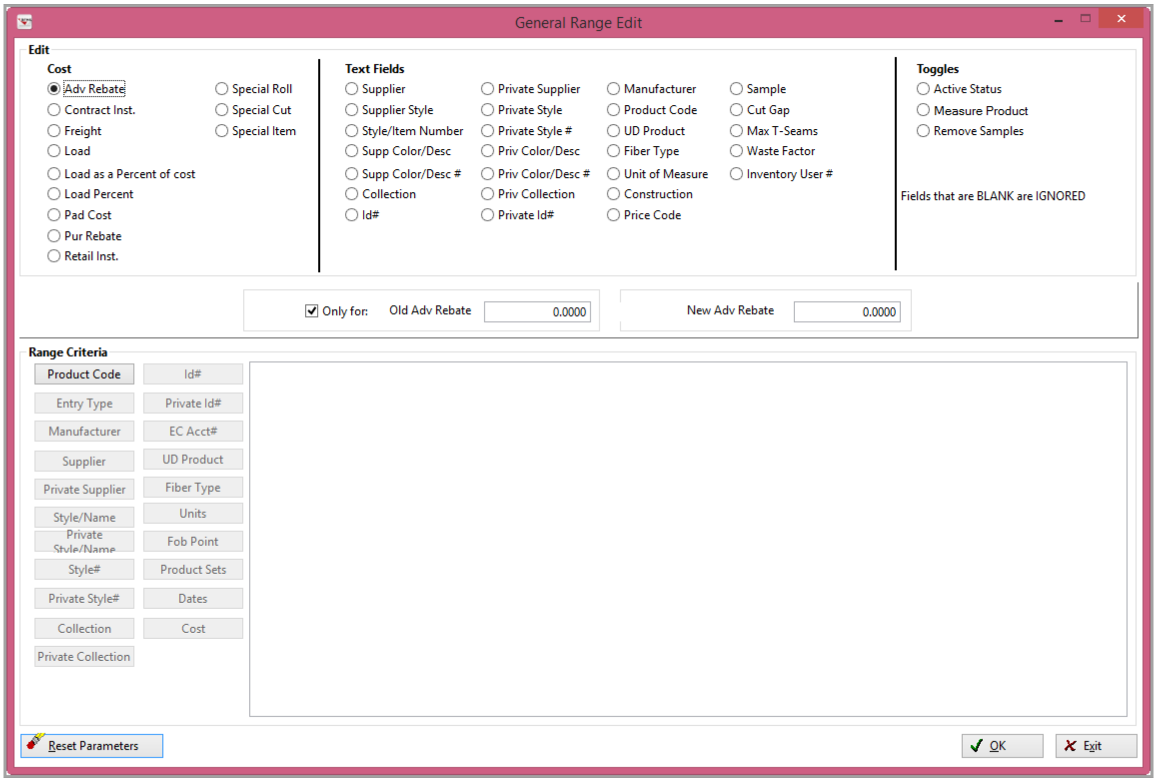


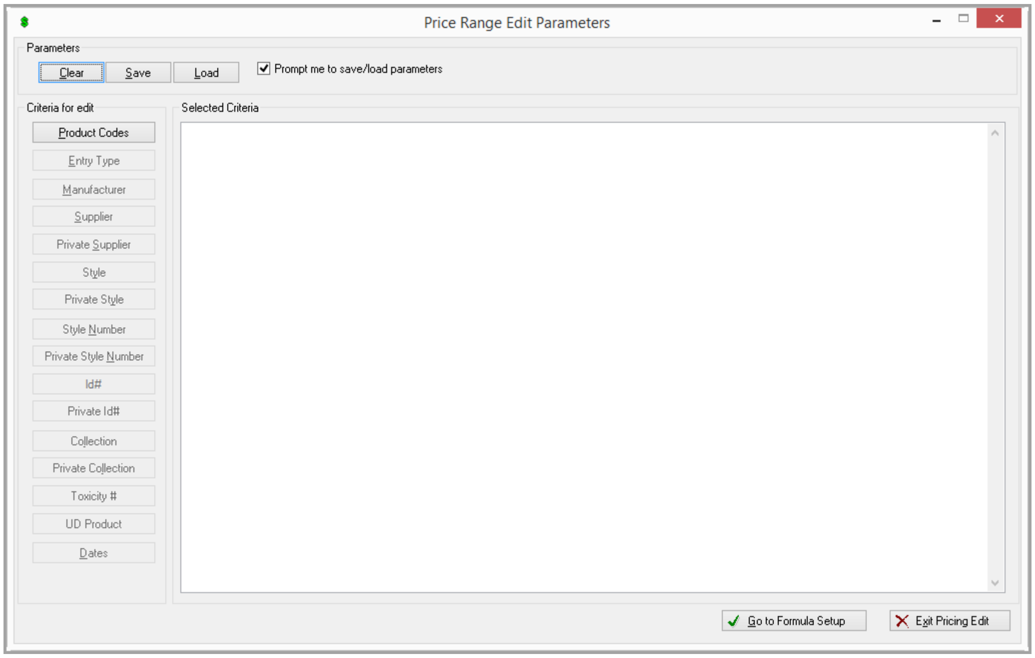
Figure General Range Edit Screen

If a cost factor (pad, freight, installation costs, etc.) or descriptive field (Style, Name, etc.) should change, there is no need to update individual product records. This can be accomplished globally by denoting what factor needs adjusting through this selection. If there are records tagged for printing and change costs before printing, those records must be un-tagged and re-tagged to print the updated information on the tag.

For more detailed information on the General Range Edit screen, click here.

Price Range Edit

Products>File>Price Range Edit



Doing a range edit allows establishing general products formulas that can be used for any or your entire inventory and alleviates the need of entering them in each individual Products record. When adding individual new products records, you can leave the Selling Prices blank and created globally through this selection. Here you can create several different products formulas and designate what records you want to apply them to by establishing your parameters from the options displayed. Those formulas will then automatically be exported to all of the records designated. **EXISTING FORMULAS WILL BE REPLACED WITH PRICE RANGE EDIT.**

This screen allows specifying product records to apply formulas. This screen does not apply the pricing to the product records. This will be done via update selling prices in *Products>Utilities>Update Selling Prices*.

This allows setting formulas for a future date and then not applying the price changes until that actual date.

For more information on Price Range Edit screen, click here.

Quick Pricing

Products>File>Quick Pricing

This option will allow globally pricing a showroom. Selling Prices are calculated by multiplying the product costs by a specific percentage.

The Quick Pricing Markup window allows adding, editing or deleting the selling prices of the product records within the selected product type (rolls, items or services). This screen allows applying factors that are used to calculate those selling prices.

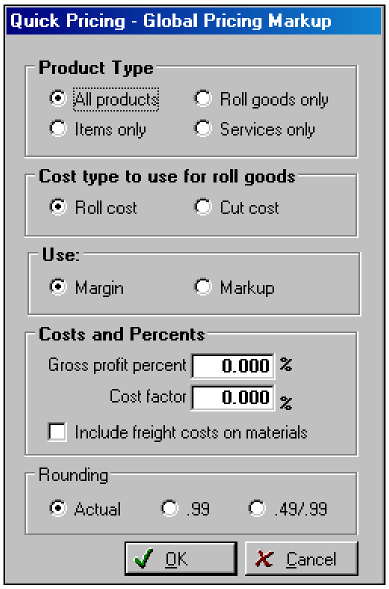


Figure: Quick Pricing Screen

Product Type – Select either Roll Goods, Items, Services or All Products. If the All Products option is checked, all product selling prices will be affected.

Cost to Use – Select either Roll or Cut cost. This cost is multiplied by the gross profit percentage entered below. This determination is usually made by normal purchasing habit. Only one cost may be selected. For a few products that are purchased at Roll cost and the rest are at Cut cost, manually adjust the selling prices of those records using the Add/Edit-Price Rolls, Items or Services button found on the Showroom Pricing screen. This would be the same if the reverse were true (buy mostly at Roll cost, but a few are Cut cost, etc.)

Costs and Percents

Gross Profit Percent – Enter a percentage amount to be used to calculate the gross profit markup for the selling price. The percentage amount entered here is multiplied by the roll or cut cost (depending on the selection above).

Overhead percent – The overhead percentage can be included in the selling price calculation (optional). The overhead percent can be used as a "catch-all" to include cost factors such as use tax, uniforms, supplies and anything else to include in the final selling price of the product.

Freight – On every product record, there is a data field that can contain the cost of shipping the product. The freight cost on the product record is an estimated cost; a guide to be used in the calculation of selling prices. This is an optional entry; some dealers use freight costs and others apply freight as an overhead percentage. Freight charges for the same product vary across the country and you may handle freight a different way. However, if freight charges are not entered on the product record to include that factor as part of the selling price computation, click in this box.

1. Click the **OK** button to start the quick pricing process. The program will display a progress bar as it goes through all of the product records, calculating the selling prices. The selling price is placed in the field labeled **PRICE 1**.
2. If a mistake is made or to change any of the cost factors, simply run this function again. The selling prices are re-calculated and overwritten.

Notes: Quick Pricing will only update pricing for Price #1. Quick pricing is not available with Store Specific Products. Please note the Rounding function will affect ALL PRICE LEVELS. So if set to .99 before then set it to .99 here or if set to Actual in formulas leave it as Actual.

Range Delete by Name

Products>File>Range Delete by Name

This selection allows deleting product records based on the parameters specified. Categories available are:

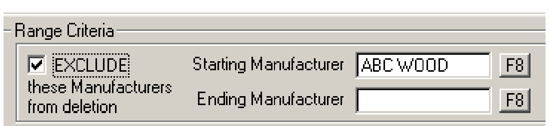
Product Type- Rolls, Items, Services

Product Code, Entry type, Status, Sampled.

Within the above groupings, select a range of records, using any number of the fields displayed on this screen. We recommend using the F8 button to import the entries instead of manually typing them in. The program will require an exact match for each field used and typos will prevent the correct records from being deleted.

When entering framing parameters, as you tab through the fields, the Starting parameter will automatically be copied to the 'Ending' parameter. If either a starting or ending parameter is entered, the other one is required.

For example, the ending manufacturer below cannot be left blank, when tabbing through the ending manufacturer ABC Wood will be copied into the ending field.



Range Delete by Date

Products>File>Range Delete by Date

This selection allows deleting product records that are marked as inactive. You may also choose to delete inactive colors and costs. Deleting colors or costs will not remove the main products record. Click in the applicable box to delete records. Enter the cut-off date for the category selected.

Range Delete by Account Number

Products>File>Range Delete by Acct Number

Store specific products users now have the option to choose the store along with the account number when using this function. This is especially helpful if products are moved into an incorrect store number. Delete them using the account number from the incorrect store without touching the correct records.

Figure: Range Delete by Account Screen

Apply Deactivations

Products>File>Apply Deactivations

This selection will mark active records as inactive, if they have an inactive date entered on the Products record or color records that precedes or equals the system date. Marking records as inactive will allow you to retain Products history. Inactive records will not show up when you press **F8** to import product information into purchase orders or order entry.

Utilities

System Options

Products>Utilities>System Options>Products

E-Commerce

>Utilities>System Options>Products>E-Commerce
Category Configuration

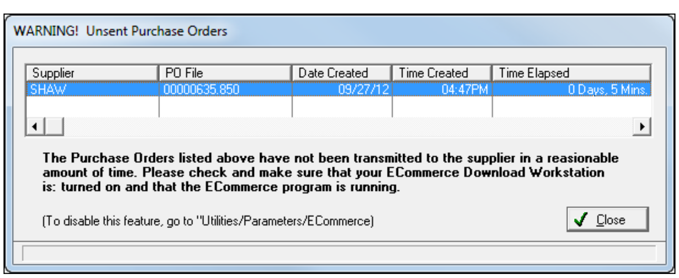
Type- Can be Global, Assigned or User

Type	Module	Applies To	Category	Option	Value
User	Products	E-Commerce	Configuration	Alarm When Document Not Sent Within (mins)	10
User	Products	E-Commerce	Configuration	Check for Stalled 850 Documents Every (mins)	5
User	Products	E-Commerce	Configuration	Monitor for Stalled Purchase Orders (850)	Yes

Monitor for Stalled Purchase Orders (850)

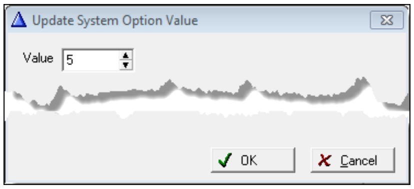
Type- Can be Global, Assigned or User

The next two options will not be available for users unless this option is set to Yes.
If Monitor is set to True then the second to system options will display and default to 5 and 10.
The products module must be open for this monitoring to work. After the specified amount of time has passed and the purchase order is still not sent, a warning will display.



Check for Stalled 850 Documents Every (mins)
Set how often to check for stalled purchase orders.

Alarm When Document not Sent Within (mins)
Type in a new value or use the up and down arrows to change the number of minutes.



General
>Utilities>System Options>Products>General

Type- Can be Global, Assigned or User

Category Configuration

Don't prompt to tag products when price changes.
Type- Can be Global, Assigned or User
It is now possible to choose not to be prompted to automatically generate price tags for products when a price change has occurred. When this option set to yes, the question will no longer display.

Category Configuration

Store Price History

Type- Must be Global

When set to yes, this activates the code to store changes to prices, formulas and the cost associated with them. Users can view this information when they click the green dollar sign and click the Price History button

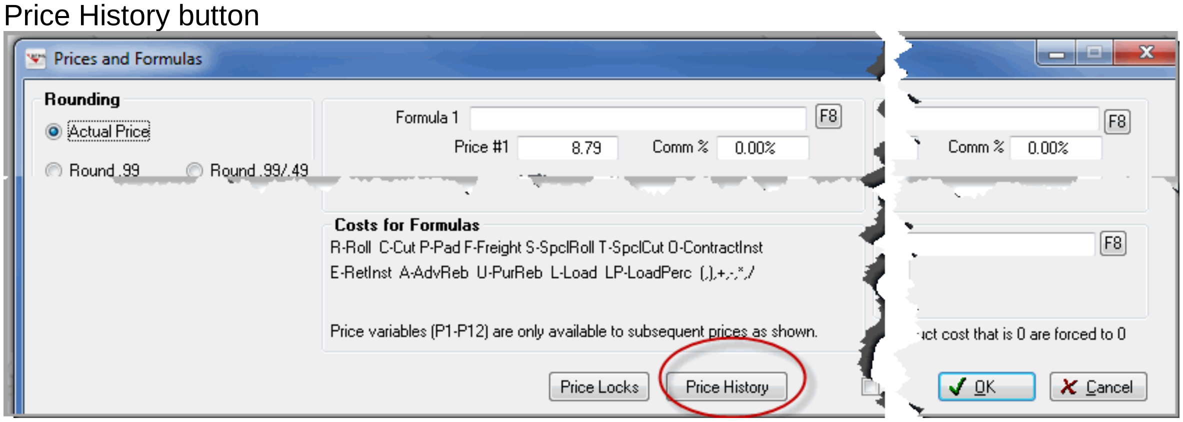


Figure Price History Button

Category Default Value

Default Store for Price Levels Labels
The level names as set in *>Utilities>System Options>System Wide>Products>Price Level Prompts* will show in the products module. If not on Store Specific Products this option selects which store's labels to display for each user.

Products

>Utilities>System Options>Products>Products

Type	Module	Applies To	Category	Option	Value
Global	Products	Products	Configuration	Price Update Method	Update Prices Manually in Products Module
Global	Products	Products	Configuration	Workstation Specific Tag Printing Only	No
User	Products	Products	Default Filters	Active Products Only	User Specific Values

Category Configuration

Price Update Method

Type- Must be Global

With option one selected selling prices in products will be updated automatically. If the option is set to Automatic updates, the Apply Pricing routine will update pricing on ALL products containing formulas which have had price changes since the last time Apply Pricing was run.

With option two selected when selling prices in products are updated, a choice of selections is offered:
Update All Selling Prices: Updates the selling price where costs have gone up or down.
Update prices ONLY where cost has GONE UP: allows leaving the selling prices the same when costs have gone down.
Update prices ONLY where cost has GONE Down: allows leaving the selling prices the same when costs have gone up.

The products library that feeds price information to Order Entry now follows this switch, and if set to manual updating will not update the price when a product is pulled into order entry.

Workstation Specific Tag Printing Only

Type- Can be Global, Assigned or Use

Yes means only the workstation that tags the record can print the record.

Category Default Filters

Active Products Only

If this option is set to yes then only active products will show on the main screen. Using the Find Button and selecting to show Actives and Inactives will show all. If the main screen of items or rolls (without a filter running) and toggle a product Inactive then it will disappear off the screen.

System Wide

Item Products Size (Width x Length):

Display Size in Feet and Inches
Selecting this option will display the exact size of the item product in feet and inches in inventory regardless of how it is entered in on the products side. For example, an area rug that is entered as 12.5

by 10.5, it will display in the item size field as 12’6" x 10’6". The system will automatically convert the decimals to inches.

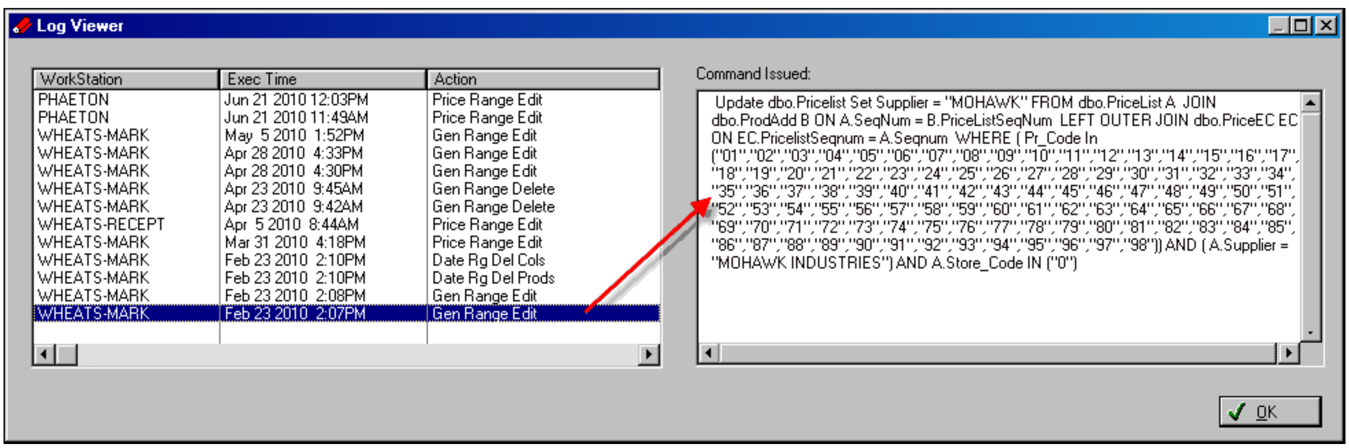
Display Size as Entered

Selecting this option will display the item size exactly as it has been entered in the system. Take the example from above. If the area rug dimensions were entered as 12.5 x 10.5, that is exactly how it will display in the item size field. All decimals will be kept and there will be no conversion if this parameter is used.

Log

Product >Utilities>Log

Certain actions automatically create a record when they are run. Highlight the record to see the details of the choices made for running the action. Recorded actions are:
General Range Edit
Price Range Edit
Quick Pricing
Range Delete Functions



Store Specific Product Functions

These options are available only with Store Specific Products. Click the notebook to see documentation for this product. 

Range Copy Products to New Stores

Tag and Copy Products to New Stores

Show Product Status

Calculator

Products>Utilities>Calculator or F2

Click Here for Details

Calendar

Products>Utilities>Calendar

Click Here for Details

Maintain Products

Products>Utilities>Maintain Products

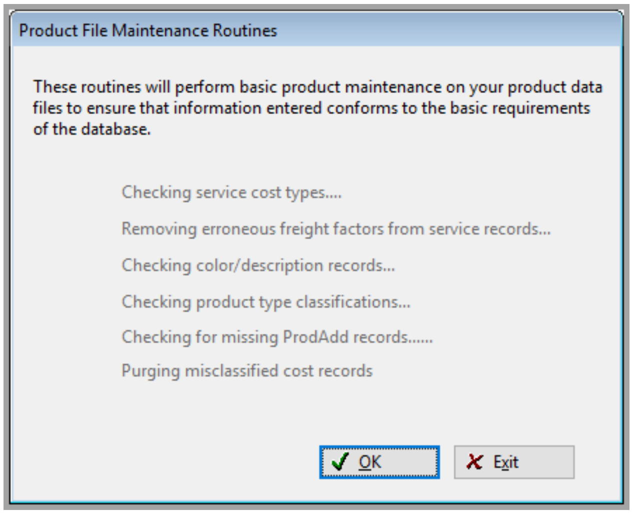


Figure: Maintain Products Screen

This routine now also deletes misclassified cost records (e.g., roll or cut cost records on items or services and vice versa)

Copy Style Names

Products>Utilities>Copy Style Names

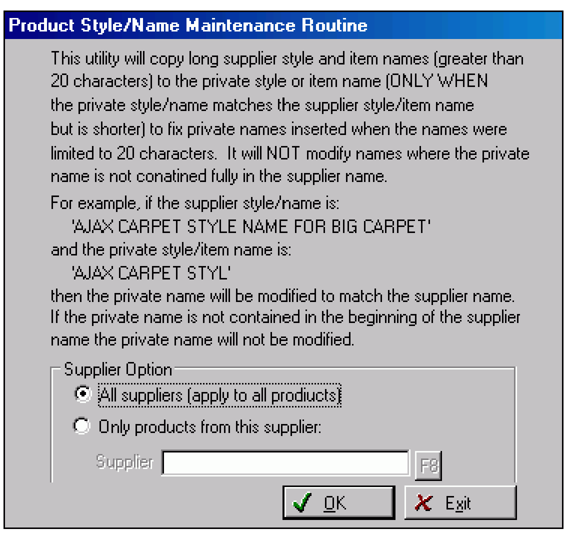


Figure: Copy Style Name Screen

Apply Costs

RFMS Navigator>Products>Utilities>Apply Costs

This utility runs automatically upon clicking the selection. Use this daily as product/pricing information is imported from EC and/or any of the RFMS importers.

Update Selling Prices

RFMS Navigator>Products>Automatic Apply Pricing Notification

Figure: Update selling prices notification

Or RFMS Navigator>Products>Utilities>Update Selling Prices

Select the method in:
>Utilities>System Options>Products >Products>Price Update Method

Choose between automatically or manually, if manually the following screen will display.

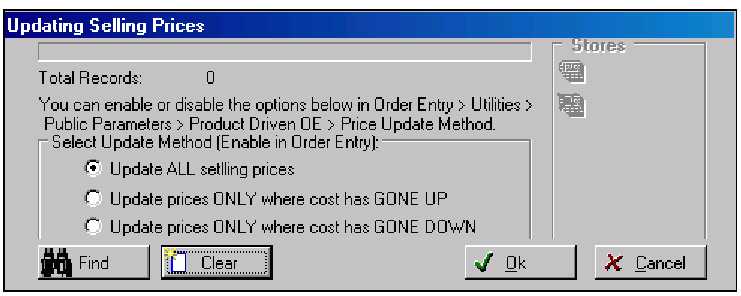
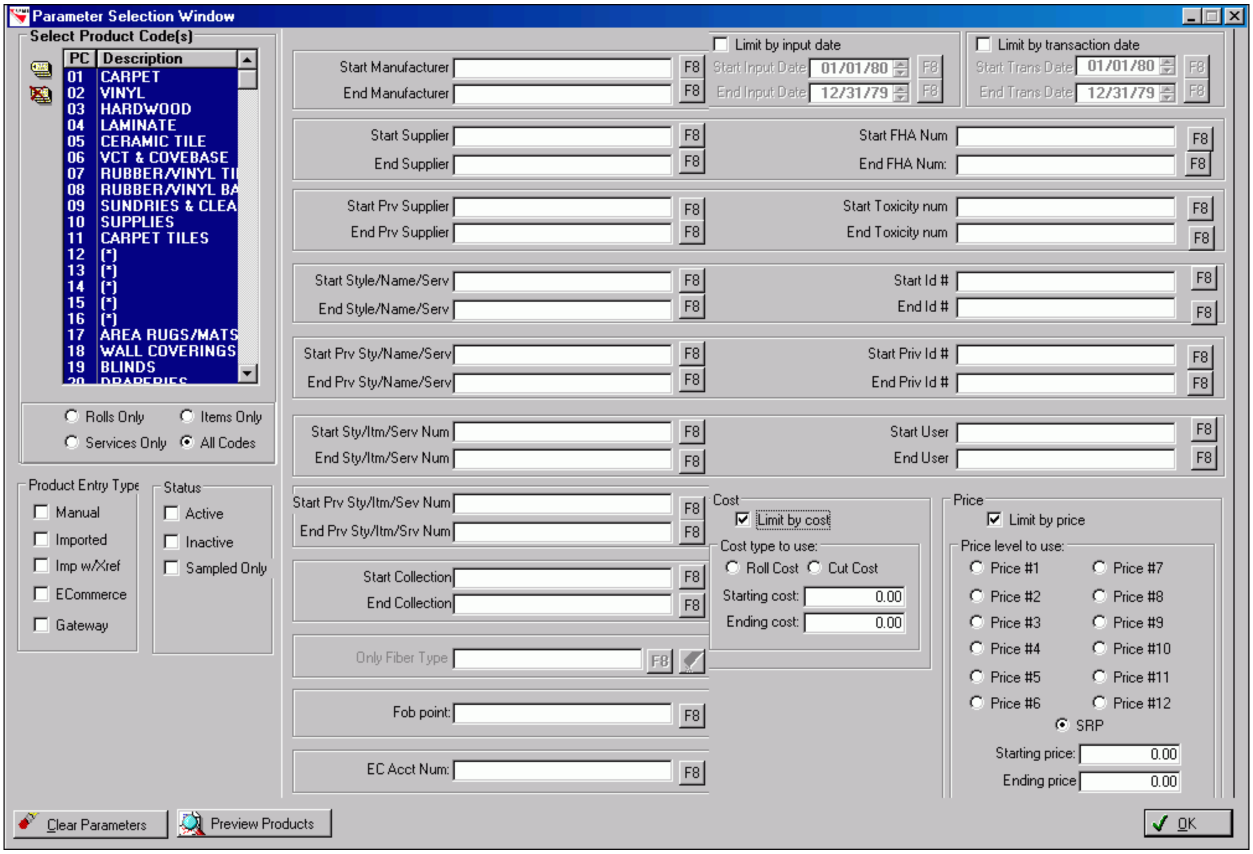


Figure: Update selling prices options

The store selector is only enabled when store specific products is enabled.
A Find filter is also available to further refine the list of prices to be changed. The 'Clear' button clears the filter selected by the Find button.



Roll Products:
If update when cost goes up or down is chosen, if EITHER roll or cut costs have changed since the last pricing update, the record will be processed. If any of the price levels change the information will be updated, otherwise no change will be posted (for example, Cut cost is used in a formula, and Roll cost has changed but not Cut cost, then the record will be processed but since roll cost is not used it will not be updated. If roll cost is used in some formulas and cut cost in other formulas, the record would be updated if prices changed)

Notes: The last cost(s) used by pricing, and the date pricing was last applied is tracked on the product record and displayed on the Extended Product Info tab on the edit product screen.

Automatically Tag Products

This screen allows automatically tag printing for all products if the price level is selected on the screen and the the price has been changed since the date specified.

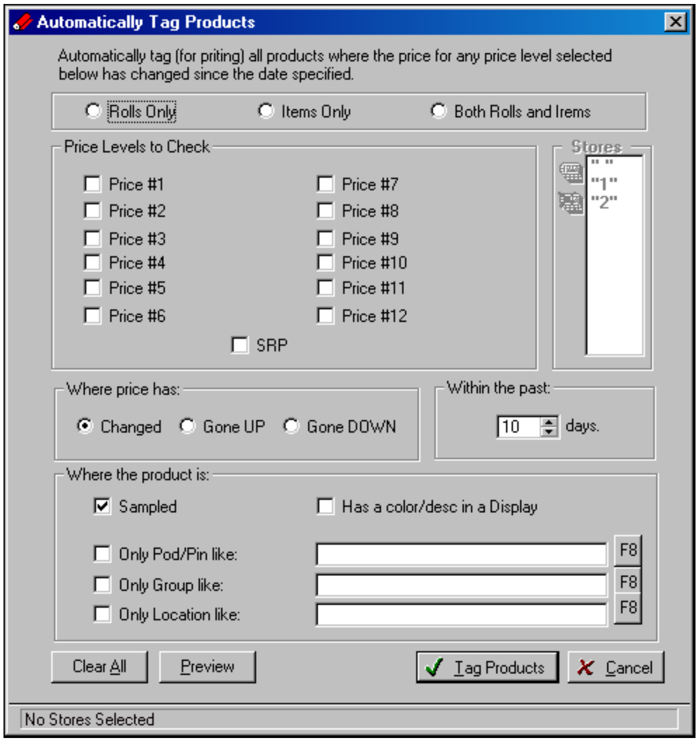
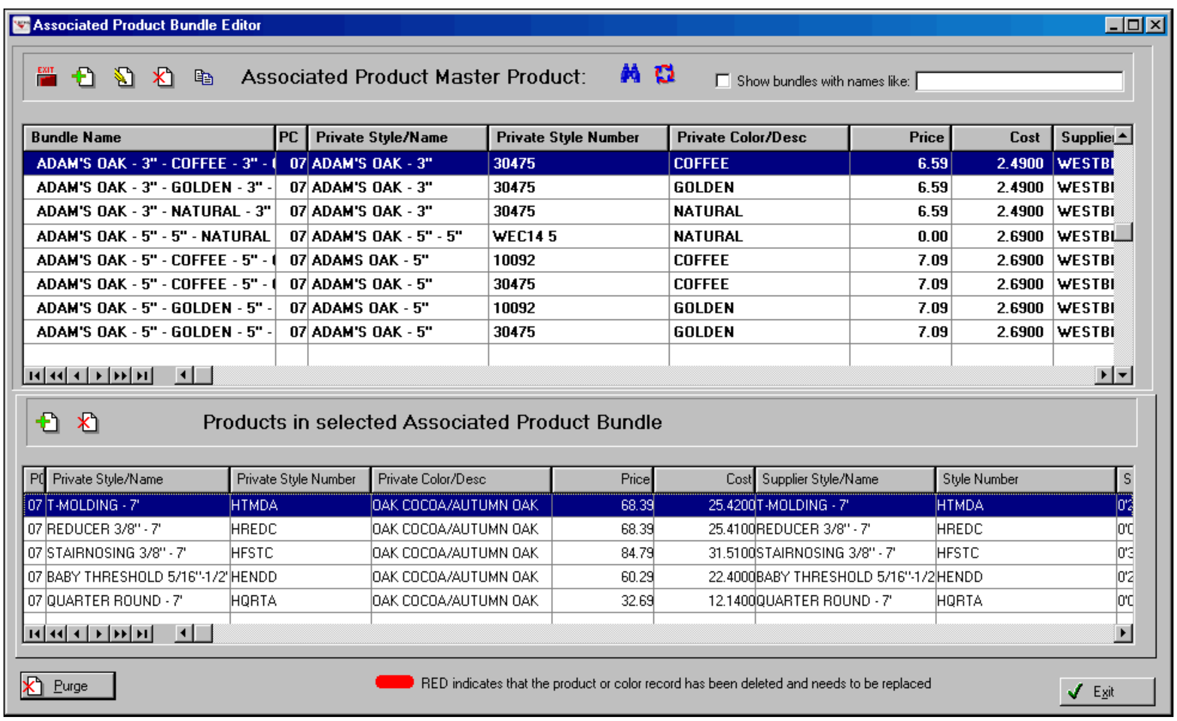


Figure: Automatically Tag Products Screen

Associated Product Bundles

RFMS Navigator>Products>Utilities>Associated Product Bundles



Associated Product Bundling allows entering multiple products from products module together. Using this feature makes data entry in the Order Entry module much easier because all products for a particular type of job can be pulled into the Customer Order and lines are automatically populated using these products. Many product bundles are automatically created when receiving electronic product catalogs from vendors.

Enter a bundle by doing the following:

1. Click the **Insert** button.
2. Select to Import the Product Information from either ***Material*** or ***Services***.
3. Keep Tagged Displayed has been added so that the user can keep records in the browse screen while they search for other products.
4. Select the appropriate product from the list to use as a master. Use the search tabs at the top of the screen or the Find button to narrow the search.
    a. As of version 11.2 several master products can be chosen at once, so creating multiple bundles is not as time consuming.

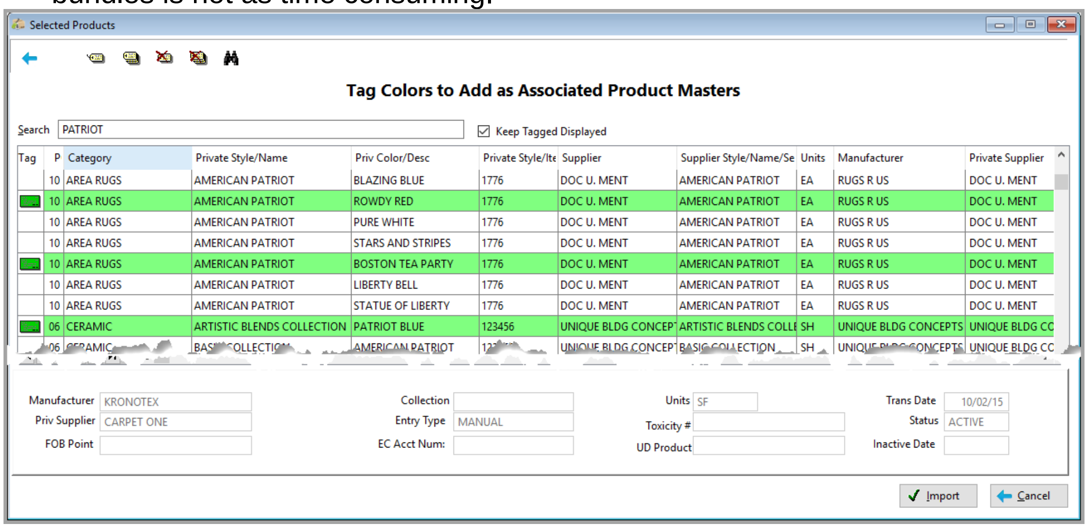


Figure: Multiple Master Products Chosen

    b. With this option a screen will display showing the master product information, type in the desired name for the bundle.

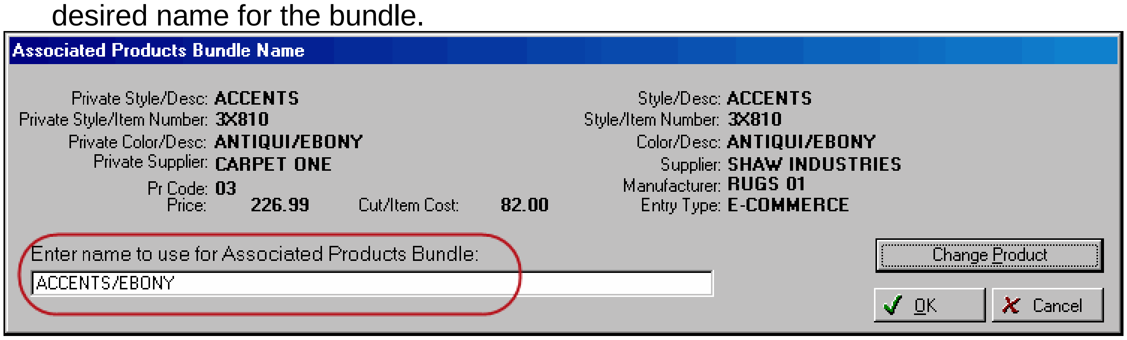


Figure: Associated Product Bundle Name

5. After selecting the main product, select associated products by clicking the **Insert** button located at the bottom of the bundle screen.
6. In products if a product record was deleted that was part of an associated bundle then the system will highlight the deleted line in RED so the user can ‘fix’ the bundle information. The user can edit these entries and re-attach the bundle entry to another product (this may occur if a product is deleted and re-entered).

7. In products if a product record was made inactive that was part of an associated bundle then the system will show the inactive line in gray so the user can 'fix' the bundle information. The user can edit these entries and re-attach the bundle entry to another product (this may occur if a product is deleted and re-entered).

Notes: While associated product bundling is used for associating products to be sold together in order entry, product sets are can be used for associating products for analysis.

Deleting Bundles or Products

An entire bundle can be deleted by highlighting the master bundle line and using the delete button. Individual products in a bundle can be deleted by highlighting just that product in the lower section of the Bundle Editor Screen and clicking the delete button.

To make it easier to clean up bundles, where products have become inactive or deleted, a purge function has been added. To get to the routine, click the **purge** button on the bottom left hand side of the Bundle editor screen.

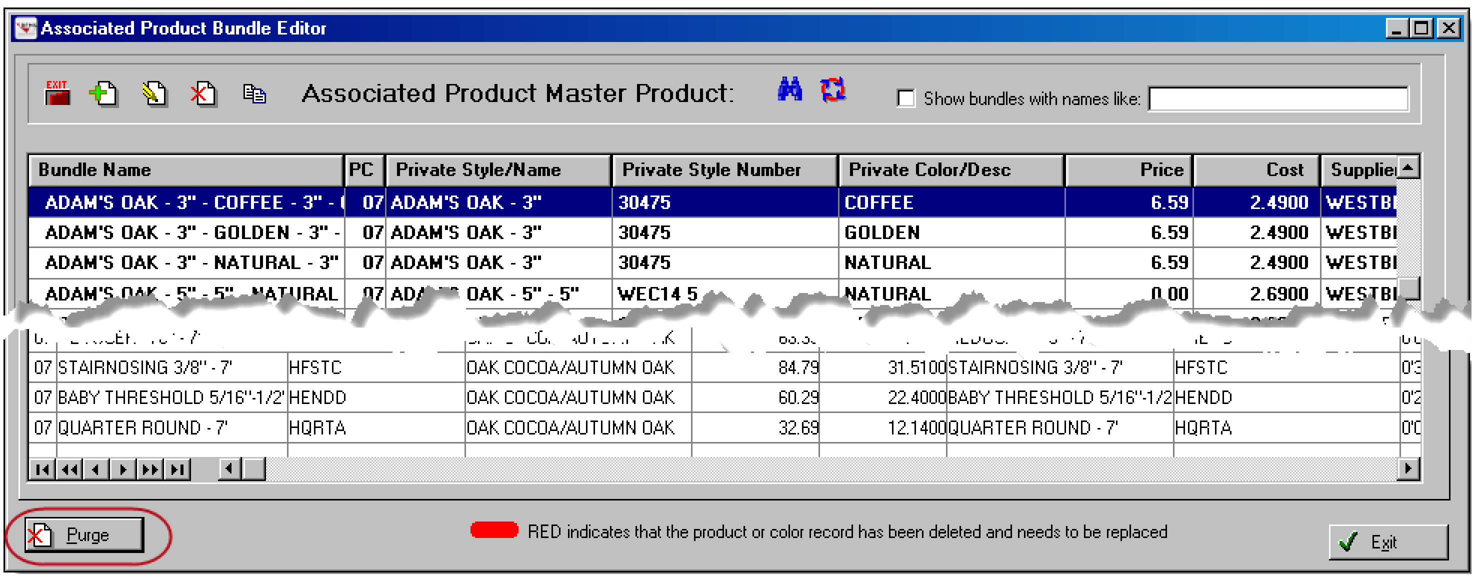
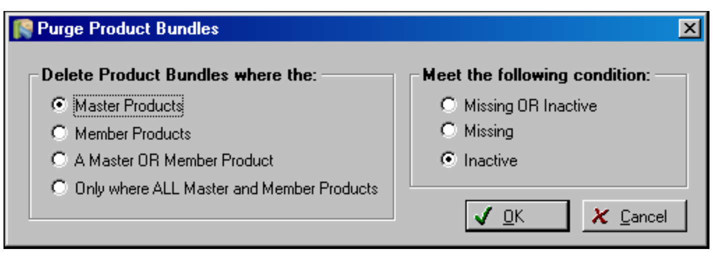


Figure: Associated Product Bundle Screen

Delete Product Bundles where:

Choose to purge based on the **Master** product the **Member** products or both. With the first three options the whole bundle will be deleted if at least some of the products are missing or inactive. The last option will only allow bundles to be deleted if every product, master and member, are inactive or missing.



Meet the following condition:

Choose to delete bundles which have members that are Missing (have been deleted), inactive, or both.

Product Templates

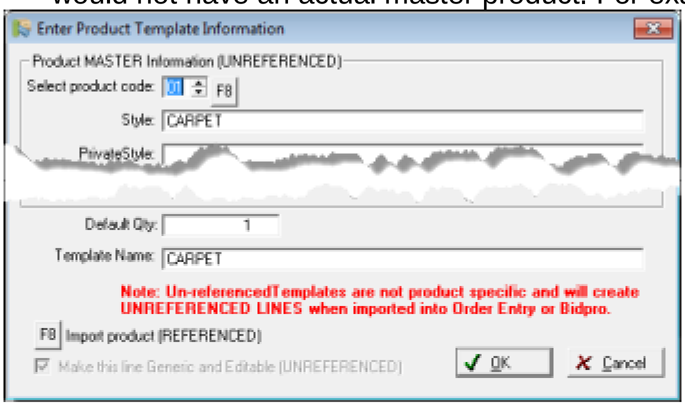
Products>Utilities>Product Templates

The Product Templates feature allows creating product groupings for specific types of jobs in order to populate generic order lines as well as referenced product lines. This feature can be used to assist the order entry employee, especially if a particular job requires multiple materials that could be possibly forgotten or overlooked. One example is a Hardwood Install Template created that consists of transitions, glue and quarter round, in addition to the hardwood material.

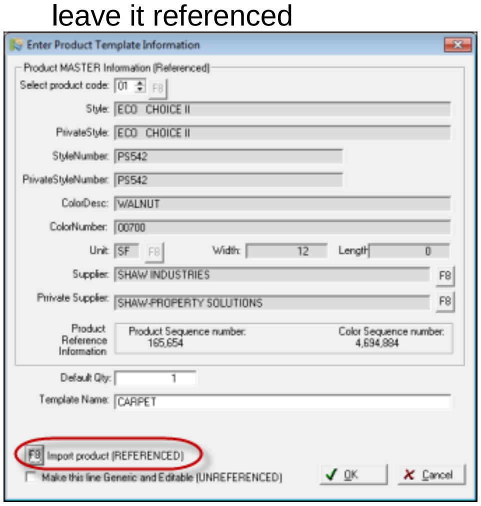
As of version 12.0, Product Templates can be created using actual products and the template line will remain associated, or referenced to the product. Prior to this pulling the information from products just acted as a shortcut for getting information into a generic, unreferenced, line.

Creating a Product Template

1. Create a Product Template Name and Add Template Master Product
   a. Create a Generic Template by typing in a Style and a Template Name. This template would not have an actual master product. For example Carpet and Carpet



   b. Create a Template based on a specific product by Clicking F8 to import a product and leave it referenced



To leave the template record referenced to the product record, leave it as is. This means when changes are made to the product record, the template record will pick up these changes. This template record will only be applicable to the specific color used to create it.

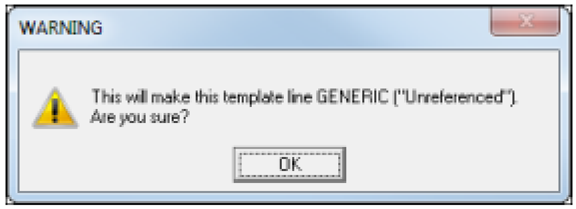
The advantage is when a bid, quote or order is created; the information from products is up to date.

The disadvantage to this method is one template must be created for every color in a style that is routinely used.

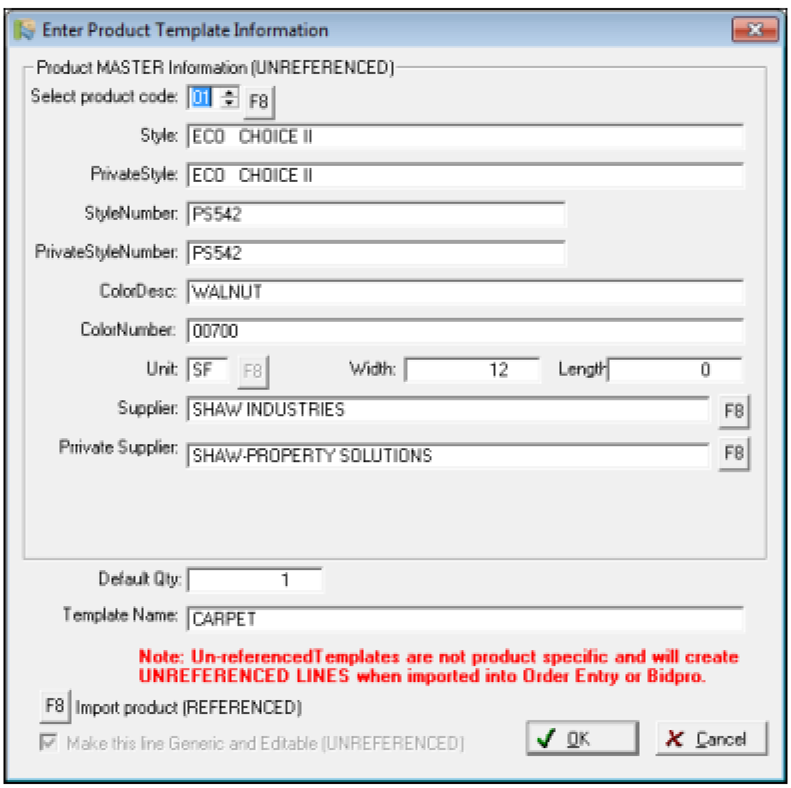
c. Create a Template based on a specific product by Clicking F8 to import a product and change it to unreferenced

If the product information pulled in is just going to be used as an example line which can be edited to select a specific color, check the box which says, and “Make this line generic and editable (UNREFERENCED)

A warning message will display.



The template record is now unreferenced and will not pick up changes made to the product record.

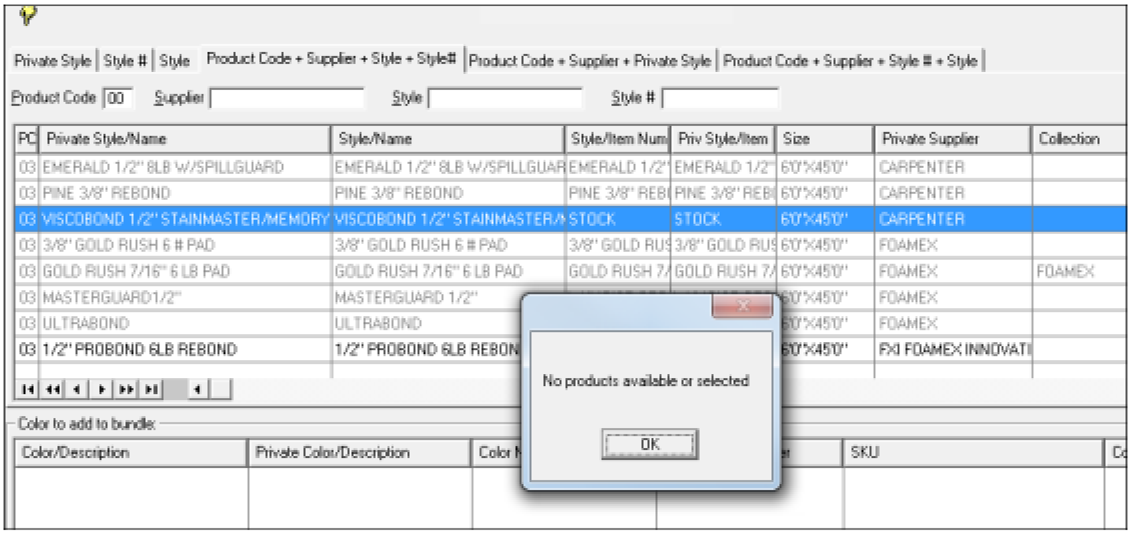


The advantage to this method is one template can be created which can be used for every color in a style.

The disadvantage is when a bid, quote or order is created, the user must F8 and pull the information back in from products to get the correct color and up to date information.

2. Adding Template Member products
    a. The template product members can be added in the same three options as the main record.

Notes: When adding an item product, the product record must include a color record to be valid for use.



Using a Product Template in Order Entry or BidPro

1. When entering a quote, bid or order line, click the Template button. The Template screen will display.
2. Select the appropriate template for this particular job from template screen.
3. An order line will be populated for each material included in the template. Select the appropriate product for each line and enter the appropriate quantity for each order line.
4. As of version 12.0, Product Templates can be created using actual products and the template line will remain associated, or referenced to the product. Prior to this pulling the information from products just acted as a shortcut for getting information into a generic, unreferenced, line.

Archive File Management

Products>Utilities>Archive File Management or E>Commerce>Utilities>Archive File Management (Importers)

A utility was added in version 10.5.6 to delete archived files. Only files older than one year will be available for deletion. This tool works for Gateway also if present on the machine. This is available from either the Products Module or the E-Commerce Module.

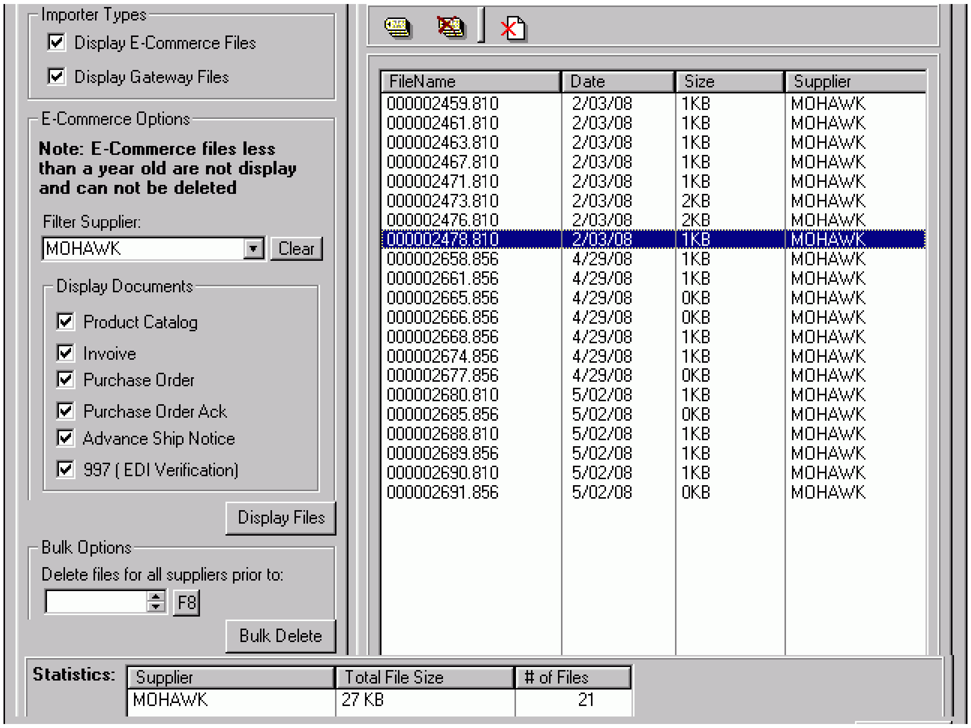


Figure: Archive File Management Screen

There are two methods for deletion:

Selective

1. Choose the files
a. E-commerce
b. Gateway (If available)
2. Find
a. Choose a single supplier or
b. Choose document(s)
3. Tag
a. Use the tagall button or
b. Highlight just those documents to delete.
4. Click the delete Button

Bulk

Choose a date; all documents prior to this date will be deleted.
The statistics showing the number of old files will be updated after either delete is performed

Contract Pricing

Products>Utilities>Contract Pricing

Contract pricing is an add-on module which can be purchased to give dealers the ability to set contractual prices for customers and properties. These prices are reflected on new orders, whether the order was created by hand or exported from an existing estimate – this means that estimates do not need to be updated when contract prices change. Click the notebook for details. 

Product Sets

Products>Utilities>Product Sets

The ability to associate products for reporting by user defined categories has been added in this update. These associations are called product sets can also be added on an individual product record. First add a new set by clicking the **insert** button next to the **product set** area of the edit **product set membership** screen.

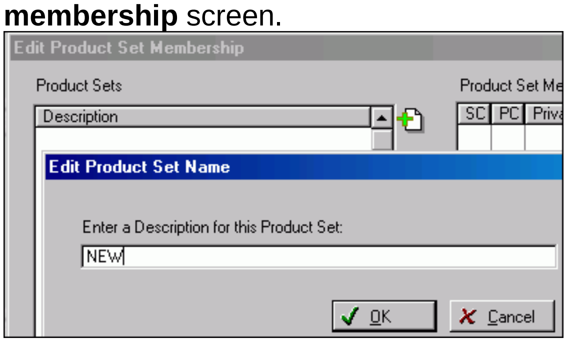


Figure: Adding a new set name

Next, add members to the set by clicking the **insert** button next to the **product set members** area. This displays the **parameter selection** window allowing filtering of the products to be added. Select the options to refine the list. Click the **preview** button to see if the selections are giving the desired results. Click OK when list is refined.

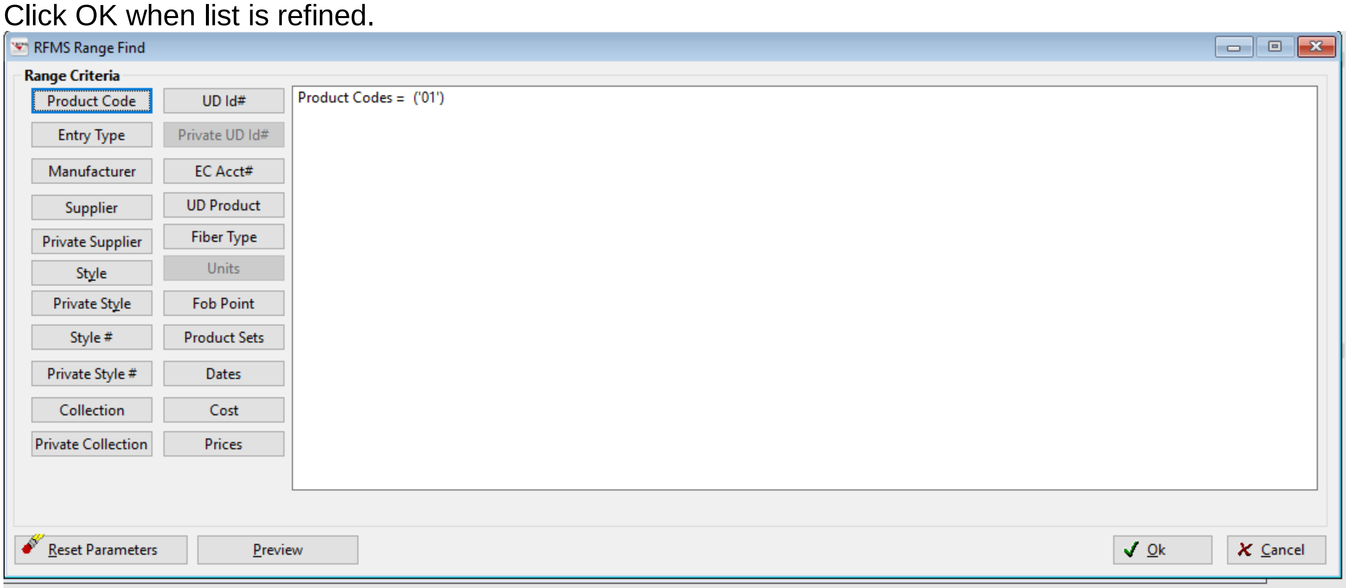


Figure: Parameter selection window

Now the filtered list is a part of the set. Highlight a product and click the **delete** button to remove it from the set. Click the insert button to filter and add more members.

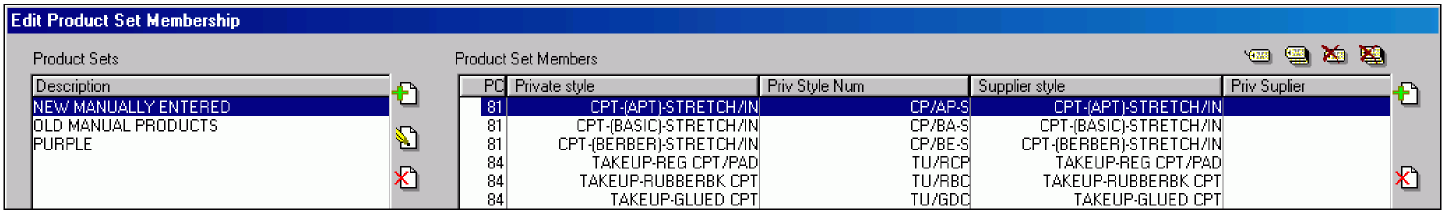
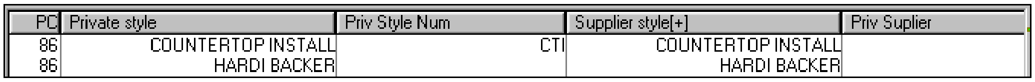


Figure: Product set with members.

To remove members of a set, tag it and the click the **delete** button.

Set member may be sorted by clicking the column headers. The current sort is indicated by a **+** sign.



On individual product records the membership can be accessed by going to the extended information tab and clicking on the **edit product set membership** button.

This displays the **edit product set membership** screen. This shows the sets the product is a member of, the sets the product is not a member of and allows the addition or removal of the product from sets.

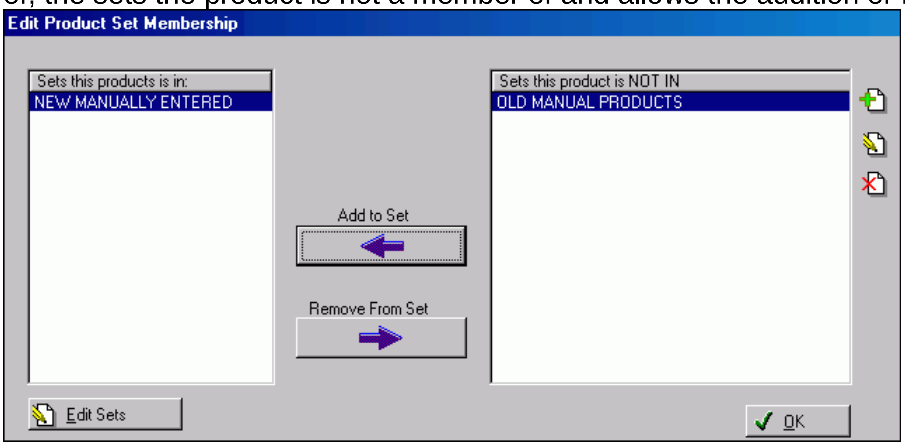


Figure: Edit product set membership screen

Using the buttons next to the sets this product is not in section, set can be added, the names edited or sets deleted.

Click the edit sets button to display the screen to add new members as a group to sets.

A product may be added to a set also by right clicking on the product and selecting **add to set** from the pop-up menu.

Product set has been added as a sort option and a filter parameter to the **materials analysis** report.

Notes:

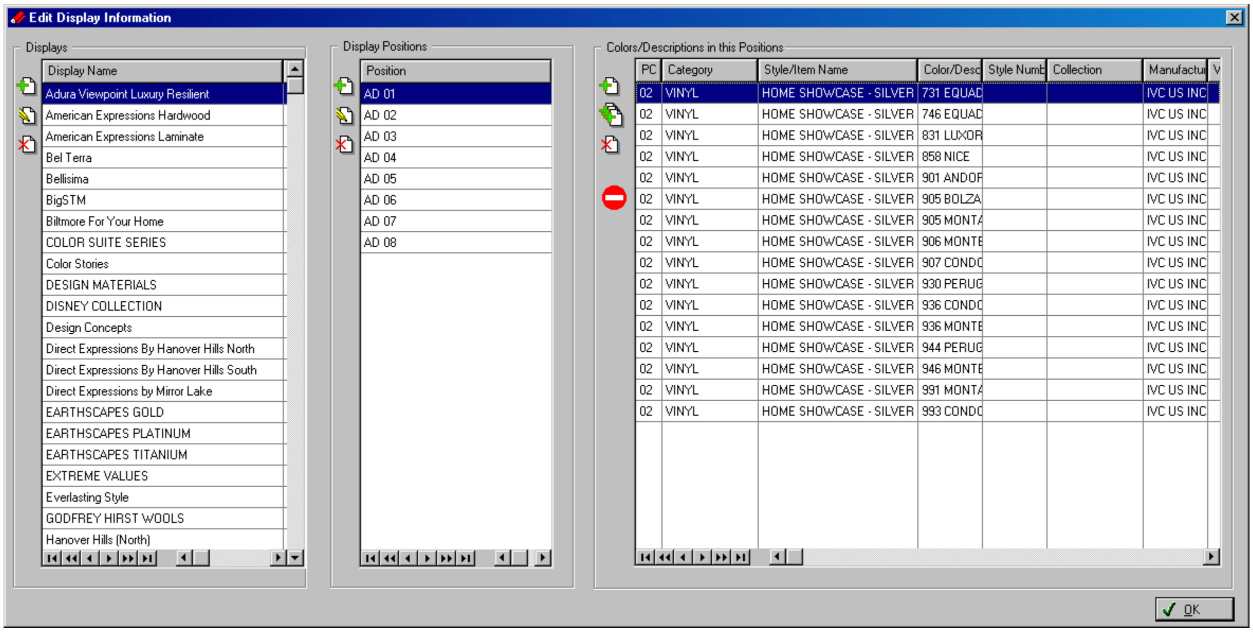
While product sets are used for associating products for analysis, associated product bundling can be used for associating products to be sold together in order entry.

Edit Displays

Products>Utilities>Edit Displays

Play Movie

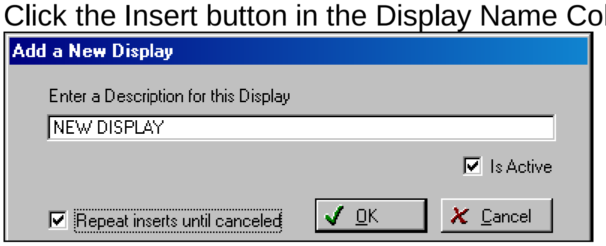
The ability to add display information and view display information from add on software such as CCA Pricing and Tagging was added in Version 11.1.



To create a display and add products:

Create the Display

Click the Insert button in the Display Name Column.

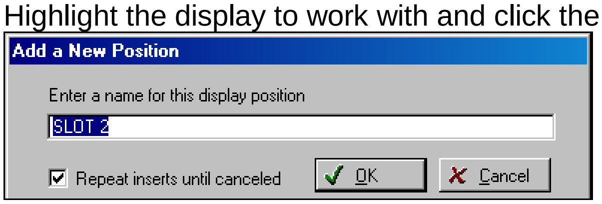


Type in a Display Name

To repeat adding a display without having to click insert each time, check the Repeat inserts until canceled box.

Add display positions or slots

Highlight the display to work with and click the insert button in the display positions column.



Type in a Position Name

To repeat adding positions without having to click insert each time, check the Repeat inserts until canceled box.

To add Products to the Display Positions

Highlight the position to work with and go to the **Colors/Descriptions in this Position** column.

Click the **Insert** button to choose Colors individually to import into the highlighted display position by tagging them.

Or

Click the **Multiple Insert** button to choose all Colors of a style to import into the highlighted display position by tagging them.

From the **Preview Selected Products Screen,**
Tag colors to include, they will be highlighted in green. Click Import to add them to the display position.
Or
Click the **Find** button to narrow the list of possible products to import to the display position.
Click OK, to go back to the **Preview Selected Products Screen.**
Tag colors to include, they will be highlighted in green. Click Import to add them to the display position.

To remove Products from the Display Positions

Click the delete button to remove the highlighted product from the display position.
Click the delete all button to clear the display position.

Product Import/Export (PIE)

A tool to import products into the RFMS Product File. This tool uses a single spreadsheet of information while the older import product was a combination of spreadsheets. Click here for more details.

Estimation Measurement Copy

This feature copies the data for the roll and item length and width to the measure length and width.

Reset Windows Position

Products>Utilities>Reset Windows Position

Click here for details.

Products Price Calculator

The price calculator tool assists in setting up selling prices for products. The calculator is accessed by pressing **F8** while the cursor is in one of the six formula fields or at the Unit Price field for inventory.

To access the calculator:

From the **products browse** screen, click the **selling prices** button.

Press **TAB** to position the cursor in the first formula field.

Press **F8** to display the Price Calculator.

Click the various buttons to create a formula. Each button corresponds to the field on the products record. To calculate a margin, click inside the margin field and enter the margin percentage. Click the Calculate button and you are returned to the formula field, along with the calculated selling price placed in the Price field.

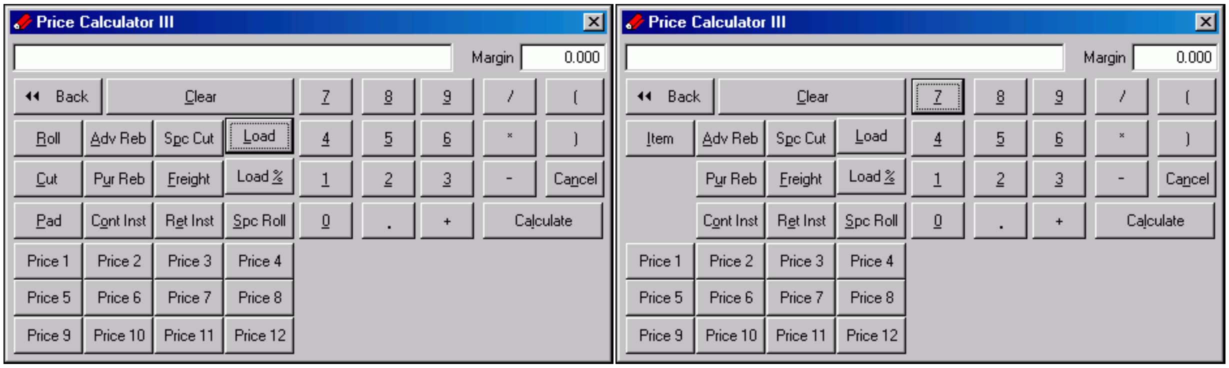


Figure: Products Price Calculator-Rolls and Items

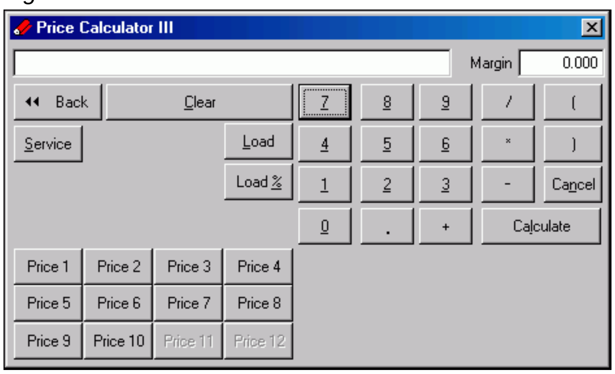


Figure: Products Price Calculator-Services

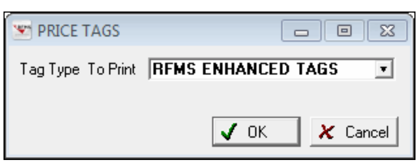
Price Tags

Printing Price Tags

Products>File> (Roll or Item)

To generate price tags, first the select the product record by tagging one or more records. Then click the printer button.

As of version 12.0.1 release 12/13/13, the tagging is user specific. One user can tag some products while another user tags a different group of products and when each user prints tags, only their tags will be printed.



Click the down arrow to select a price tag format. All of the formats listed below may not be available because most of the tags are company specific. Click the formats below to see more information about that specific tag.

RFMS Enhanced Tags

Carpet One Tags

Stone Mountain/GCO Tags

Horizontal Tag

ProSource Roll

A4 – These are labels formatted for Australia and New Zealand. If this format is needed, please contact the support desk.

To print tags:

Products>File> (Rolls or Items)

From the browse screen, tag the records for printing price tags

Click the **Printer** button.

Select the price tag format to use for printing by clicking on the down-arrow. Certain store setups may only have one format.

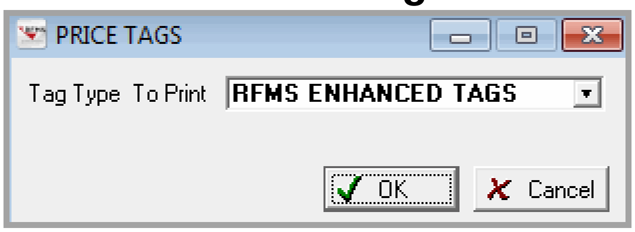
For RFMS Enhanced tag, select the tag type.

Select the fields you want to print on the tag.

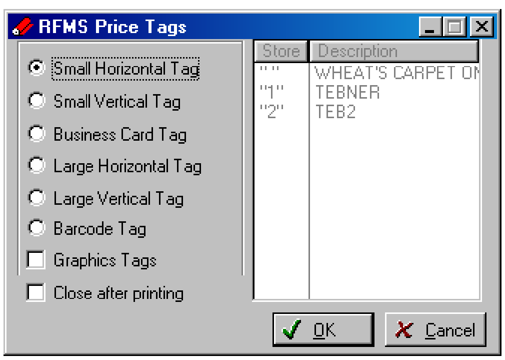
Click the **Print** button.

After the tags have printed, you will be asked to untag the product records. Answer Yes if the tags printed correctly. Answer No if a problem occurred and you need to re-print the tags.

RFMS Enhanced Tags

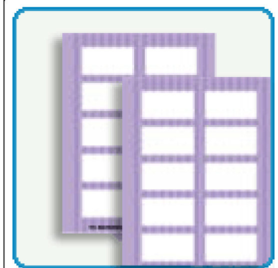
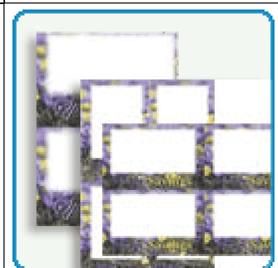


The RFMS Enhanced Tags have a pre-printed border and are available in three sizes, 5" x 7" and "3.5 x 5.5". A business card sized tag is also available. The tags can be printed either vertically or horizontally through the software. Purchase these via the RFMS Webpage.



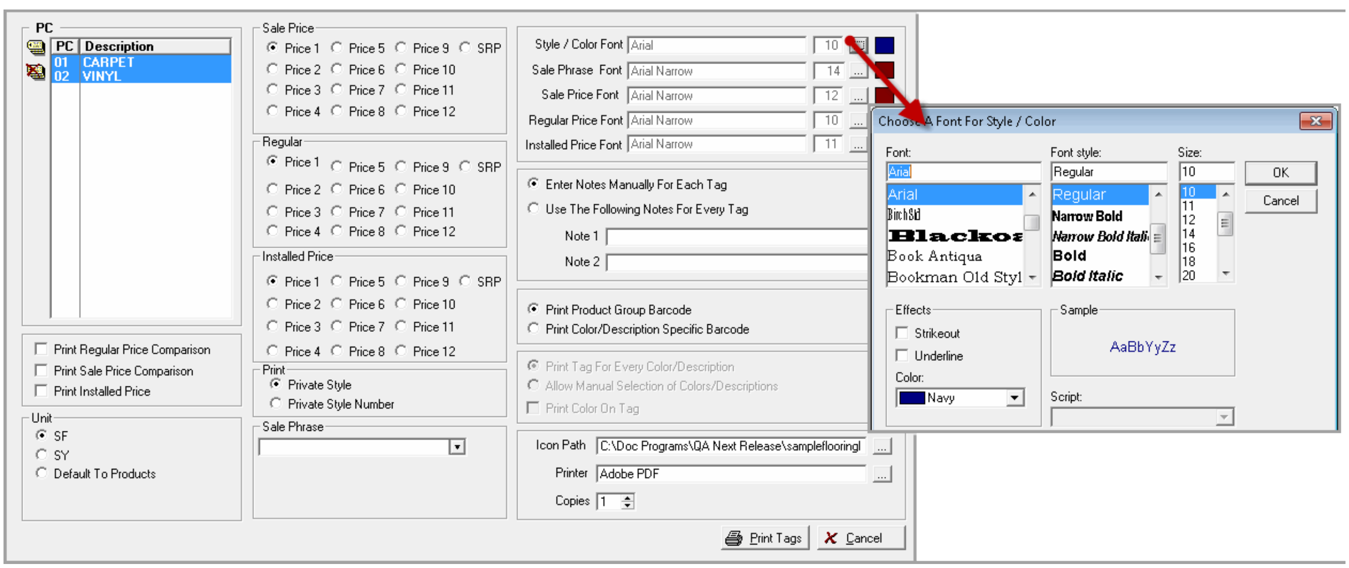
Options:

Tag Name	Size	# on Sheet	Pre-Printed Border Colors
Small Horizontal	5 ½" wide by 3 ½" tall printed landscape	4	Green, Red, Blue, Yellow
Small Vertical	Same tag as above printed portrait	4	Same
Large Horizontal	7" wide by 5" tall	2	Same

	printed landscape		
Large Vertical	Same tag as above printed portrait	2	Same
Business Card	3 ½" wide by 2" tall printed portrait	10	Plain White or Colored 
Graphics Tag	Varies see above Choose the option above plus graphics tag.	Varies See above	

Printing Options:

This screen has options to customize product tags depending upon the size and orientation. These setting are sticky.



Print Option	Available on Tag	What it Does
Product Code	All Tags	Allows printing a run of tags for a single product code at a time
Print Sale Price Comparison	Both Large Tags Both Small Tags	Prints the comparison price between square feet and square yards for the "Sale" price.
Print Regular Price Comparison	Both Large Tags	Prints the comparison price between square feet and square yards for the Regular Price.

Installed Price	Both Large Tags Both Small Tags	Prints the selected price preceded by the word "Installed". Select the price that includes your formula that adds labor to the selling price.
Unit	All Tags	Controls whether the price will print in square feet, square yards or the unit of measure as entered on the Products record.
Sale Price	Both Large Tags Both Small Tags	Select one of the formulas or the SRP. Prints along with the word "Sale" preceding it.
Regular Price	All Tags	Select one of the formulas or the SRP. Prints along with the word "Regular" preceding it.
Print Regular Price	Both Small Tags	If checked, will print the Regular Price on the tag. If unchecked only the "Sale" and/or installed price will print.
Print Installed Price	Both large Tags Both Small Tags	Prints the selected price for the Installed Price preceded by the word "Installed".
Sale Phrase	Both Large Tags	Selects the sale phrase to print. Click the down arrow to choose a phrase from a predefined list, or manually enter one up to 19 characters.
Show Print Date	Business Card Tag	Prints the system date on the tag.
Style Color Font/Size/Color	All Tags	Allows changing the font and font size for Style/Color. To change the color, click the color square
Sale Phrase Font/Size/Color	Both Large Tags	Allows changing the font and font size for the Sale Phrase. To change the color, click the color square to the right of the field.
Sale Price Font/Size/Color	Both Large Tags Both Small Tags	Allows changing the font and font size for the Sale Price. To change the color, click the color square to the right of the field.
Regular Price Font/Size/Color	Both Large Tags Both Small Tags	Allows changing the font and font size for the Regular Price. To change the color, click the color square to the right of the field.
Installed Price Font/Size/Color	Both Large Tags Both Small Tags	Allows changing the font and font size for the Installed Price. To change the color, click the color square to the right of the field.

Enter Notes Manually	All Tags	For a different note for each price tag, click here. Then, when printing begins, a prompt displays to enter the note for each tag. Not recommended for large volume.
Use the Following Notes for Every Tag	All Tags	Select this option to print the same note on every tag. Two notes are available for the Large and Small Tags. One note is available for the Business Card Tag.
Print Product Group Barcode	Both Large Tags Both Small Tags	If using the Item Group Barcode feature, click here to print the main product barcode. Then only print one tag for the main style or item, not for each color/description.
Print Color/Description Specific Barcode	Both Large Tags Both Small Tags	To print a barcode on the price tag for each style/color or item/description, click this option. If this option is selected, the next two options become available.
Print Tag for Every Color/Description	Both Large Tags Both Small Tags	Only available if the Print Color/Description Specific Barcode option is selected (above). This option will print a price tag for each color / description that is available for the style / item.
Allow Manual Selection of Colors/Descriptions	Both Large Tags Both Small Tags	Only available if the Print Color/Description Specific Barcode option is selected (above). This option displays a pick list of all available colors / descriptions for the style / item. Click the color / descriptions to print and click the Tag button. When you have tagged all colors/descriptions, click Exit. The next Style/Item will display in the pick list. Continue for each style/item.
Print Color on Tag	Both Large Tags Both Small Tags	To print the name of the color/description on the tag, below the style/item name, click in this box.
Icon Path	Both Large Tags Both Small Tags	This option allows selecting an electronic graphic file that will print in the upper right area on the price tag. Good option to print a company logo on the tag.
Copies		Enter the number of tags to be printed for each style
Printer	All Tags	Allows specifying the printer to be used for the price tags.

Options for Printing Price Tags

Products>File>Roll

When printing price tags, it is possible to use the Find option to choose select records from the Products file. This feature is very helpful for printing tags for only a portion of the file. For example, to print tags for all carpet and only vinyl, if the vinyl has a selling price of $5.00 to $10.00. In addition, only print tags for those products that are sampled. And, print all of the tags at one time.

This is how the feature can be used to accomplish this:

The **browse** screen appears, showing everything in the roll product file (carpet & vinyl).

Click the **Find** button.

The **Custom Find parameter** screen is displayed.

For our example, we only want to print tags for carpet records that we sample. First, single click carpet in the upper left-hand portion of the screen. It should light up, indicating that it has been selected. Be sure vinyl is not selected. A single click toggles the product codes back and forth.

Next, click the **active** box; just below the label "Status" to be sure we only print records that are currently available.

Finally, click in the **Yes** box just below the label "Sampled Only" to only select those records that have something entered in the Sample Type field. This indicates that we currently sample this product in our showroom.

Click **OK** to invoke the filter, which returns to the browse screen. The only records that should be listed are those that are carpet and have a tiny sample button to the left of them.

Click the **Tag All** button to tag the filtered carpet records.

Next, we'll tag the vinyl records that are priced between $5.00 and $10.00.

Click the Find button.

The Custom Find parameter screen is displayed.

Now, let's pick out the vinyl. In the Product Code list, click 02 - Vinyl. Be sure 01 - Carpet is not highlighted.

Again, click in the Active box, just below the label "Status" to be sure we only print records that are currently available.

Click in the Yes box just below the label "Sampled Only" to only select those records that have something entered in the Sample Type field. This indicates that we currently sample this product in our showroom.

Now, we'll set a filter on the selling price. In the lower right hand area of the screen, click in the box that is labeled Find by Price. Then, in the Price From and To fields, enter 5.00 and 10.00, respectively.

Click OK to invoke the filter. You are now returned back to the browse screen. The only records that should be listed are those that are vinyl and have a tiny sample button to the left of them.

Even though you can't see the tagged carpet records, they are still there.

The last step is to print the price tags. Click the **Printer** button located on the toolbar. From here, reference the prior section, Price Tag Options, for further instructions.

Carpet One Tags

Products>File>Roll

This screen allows specifying options to customize product tags. For more information on the Carpet One tags, please contact the support desk at RFMS.

Private Style Name

Click here to print the private style name.

Private Style Name Color

If electing to print the private style name, change the color of the text here.

Sale

Click here to print the word "Sale" on the tag.

Sale Color

If electing to print "Sale" on the tag, change the color of the text here.

Unit

Select the unit of measure to print: SY, SF, default to Products. Default to Products will use the unit of measure that is on the Products record.

Memo Field

This is a free field that can be used for any type of message to print on the tag. Enter up to 55 characters.

Printer Selection

Click the ellipsis button to select a printer. The setting will remain as set until changed.

Copies to Print

Enter the number of copies to print for each tagged record.

Main Record Price

There are three places to pull from to print the "Main" selling price for comparison purposes. Select one: RFMS Price Level is one of the twelve formula prices entered on the Products record, Enter Formula – bypass established formulas and enter a temporary one or Enter Price – enter a price on the fly in dollar amount.

Our Price

The Our Price selling price prints as a comparison to the Main Record Price. The same options apply as the Main Record Price with one additional option: Leave Blank – Our Price will not print.

Suggested Retail Price

The Suggested Retail Price is another comparison price. The same options apply as the Our Price selection.

Installed Price

The Installed Price is the selling price plus installation. The same options apply as the Our Price selection.

Stone Mountain - GCO Tags

Products>File>Roll

This selection prints tags customized for Stone Mountain - GCO stores.

ProSource Roll Tags

Products>File>Roll

Tag a products record and then change something in the record, **un-tag** and then re-tag that record to reflect the changes on the printed tag.

To produce price tags for products:

From the browse screen, tag the records to print price tags. For one tag for this record, click the Tag One button once. If you want two tags for this record, click the Tag One button twice (and so on). Even though you do not see more than one tag in the left-hand column, you still would have two or more print records for that individual product record. When you choose the print option, two or more tags will print.

Click the **Printer** button.

Select the price tag format to use for printing by clicking the **down-arrow**. Certain store setups may only have one format.

Select the fields to print on the tag. See Price Tag Options

Click the **Print** button.

After the tags have printed, untag the product records if the tags printed correctly. Answer No if a problem occurred to allow re-printing the tags.