# **USER GUIDE**



# 27/08/2011 Firstmag version 8

This document will explain to you in a few pages how to use the main functions of the software.

This is not an exhaustive guide, for advanced use of this software please consult the electronic instruction manual that you can access from the software's menu.

# USER GUIDE

# LAUNCHING THE SOFTWARE AND GENERAL PRESENTATION

To launch the software, locate and double-click the icon shown below on your computer screen.



The software requests to save all operations on a specific date named "activity date".

When the software is launched, if a day is active, this one will automatically be selected like in the picture below. To change the activity date you must close the current day.



If there is no opened day, the software will display a window to enter your chosen date. Important note: the new date must be later than the previous activity date.

When you first launch the software, you can enter your chosen date; the default date is the current day.

# GENERAL MENU



The main window can be decomposed as follows:

Menu bar: permits access to all the functions of the software

**Icons:** quick access to the most common functions.

Important note: this presentation of the software is the default one. If your software was updated form an older version or if it was reconfigured/ customized, the screens' presentation may be different from what is shown in this guide.

# GENERATING AN ITEM FORM

To generate a new item, click the button "**Items and stocks**", then "**Items forms**". This way you can access your function from the drop-down menu "**Items, Items forms**".



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Click the "Generate" button to create a new form.

# THE ITEM FORM

To save an item form, fill in at least these following fields:

Model code

Supplier

Purchase price before taxes

Rate price (sales price Taxes Included or Before Tax depending on the rate type)

Tax rate

Collection, Department, Family, Subfamily



# GENERATING AN ITEM FORM WITH THE ASSISTANT

Click on "Items and stocks" then on "New item" (see the red arrow).



The software will open the item set-up assistant, you start by step 1. (The number of steps depends on the software set-up.)

**Step1/5**: Choose whether the software should automatically generate the model code, or decide to generate it by yourself. Then select the VAT of this item and click Next (F4).

The software is preconfigured for the tax rate of your region, if you need to create new tax rates, please refer to the complete electronic manual.

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**Step 2/5**: Fill in the statistical fields as Collection, Department, Family and Subfamily and then click **"Next"**. If you haven't thought yet about the statistical organization you can tick **"do not handle**".

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Sous-Famille [F2]:	03	STANDART
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X		

**Step 3/5**: Enter the supplier, the purchase price, the sales price. You can also enter a quantity on stock at this level, but be careful not to enter the stock twice: once on this assistant and a second time on the order form – the stock would be doubled!

Etape N°3/5 - Prix A	Achat, Prix	de vente, Marge	
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Sur la zone "Fournisseur"	tapez F2 pour fa	aire apparaître la liste des fournisseurs	ie vente.
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**Step 4/5:** Choose whether the software should generate a bar code for the item or not and if it should, choose which rules to apply. You can generate a bar code automatically (meaning starting from a preset configuration) or from a reference if it is compatible with the norms of the configured bar code. If the bar codes are EAN13 type (13 numbers) your reference must also contain 13 numbers.

Before generating a bar code you should think about the norm that suits the best for your organization; speak about this with your commercial representative. Nevertheless, the default configuration may be suitable.

If you have entered a stock quantity for the item on the previous step, you can print the labels for this item quantity.

Modèle: CODMODELE Désignation: MACHIN BID	LE		
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Ajouter à une Nouvelle dema	nde		
<ul> <li>Ajouter à la Dernière demand</li> </ul>	•		
] Vous pouvez créer les coo	es à barres automat	iquement maintenant,	ou bien les

**Step 5/5**: This step is used to confirm the item and to indicate what to do next. If you are not sure, you can go back to control of modify the elements. Anyhow, you can modify the items in every moment (an item is completely modifiable as long as it is not used in a purchase or sales document).

Assistant Création Article	
Etape N°5/5 - Fin	
Modèle: CODMODELE Désignation: MACHIN BIDULE	
Créer l'article, puis:	
<ul> <li>Créer un nouvel article</li> </ul>	
Aller en Edition sur la fiche de l'article	
Aller en Impression d'étiquettes	
🔘 Quitter l'assistant	
	Précédent [F3] Suivant [F4]

# RATES MANAGEMENT

There are two possibilities to modify the products 'price:

- Directly from the item form, proceeding item by item.
- With the help of a rate managing module in this case all items will appear on a list and there you can modify the prices. This method is applied in this chapter.

The rate managing module enables you to modify the sales price, purchase price and transfer price. You can access the module from the "**Items and stocks**/ **Sales rates**" menu, or by using the touch screen buttons, as it is shown below.

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Statistiques		
Clients	Fiches	
Articles et stocks		
Achats fournisseurs		
Paramétrages	Nouvei Tarifs de Etiquettes Stocks Visualisation Article vente Inventaires	

Important note:

- The choice between Taxes Included and Before Tax must be made on your rate modification form and on its label.
- The choice between Taxes Included and Before Tax conditions the VAT calculation. If the rate is Taxes Included, the Before Tax price is calculated from the Taxes Included price and then rounded up/down.
- The ACH code designates the purchase rate; the CES code designates the transfer rate. These codes can be changed although this is not advisable.

If you select the purchase rate, you can manage a purchase price and the refund separately. This way it is easier to update a purchase rate when you negotiate the refunds with your supplier.

Once the rate managing window opens, choose the rate to modify (see the arrow in the picture below) and click "**Update**". The item list will open.

To modify an item price, select the right line using the screen scroll keys or the lift, then click "**See/ Modif**". You can also type the price directly on your keyboard.

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1020	2	SANS	tu	CONFITURE O ABRICOT	01	04	00	4.90	
1021		SANS	TU	CONFITURE DE FISAISE	01	04	00	4.90	
1002		SANS	TU	CONFITURE PRUNE	01	DA	00	4.90	
17023		SANS	TU	CONFITURE PECHE	01	DA.	00	4,90	

To modify more items at the same time you should:

- Apply a filter on your item list; fill in the collection and/ or supplier and/ or designation fields (See the blue arrows on the picture above); click "Enter" on your keyboard (virtual keyboard if you use the touch mode software). The item list filtered by your criteria will open.
- Click on the "Select [F7]" button; a form will open; it enables you to choose the type of price modification you need to apply on your selected items. Choose the matching transformation for what you need to do, then click "Confirm".

Appliquer à la sélection	
Mode de saisie: Relatif/Valeur Saisie Prix Variation en % Variation en Coeff. Appliquer Coeff. Fournisseur Appliquer Coeff. Article Copier à partir du tarif Saisie de la remise	Valeur: -5] Type <u>A</u> rrondi: ∢Pas d'arrondi> ▼
Annuler [ESC]	Valider (F10)

The software displays the actual price in the "**Actual price**" column and the new rate price in preparation in the "**New price**" column. In case of an error, you can perform new changes until you get the desired rate.

You are not obliged to modify all items; you can only change a few ones.

You can print the rate by clicking the "**Print**" button. If you do not have a defined account, then you must define one. Refer to the electronic manual for this task, or contact the technical support.

#### GENERATING A SALESPERSON/ USER

If you wish to know the sales and generally the actions of different users of the software, you should create a form for each one of them.

The software can be configured to ask a password to authorize access to specific functions of the application. You can use the Dallas<sup>™</sup> electronic keys.

Go to the menu, User, Personnel management/ Security, Personnel forms management.

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This window will be displayed:

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Click "**Generate**" then fill in the new user's form. You must fill in the appointment code (the short identification code of the user), the level (that conditions the right to access the functions). Keep the "ADMIN" account; it will be useful if you forget other passwords.

Ce formulaire permet de créer une n paie est l'identification de cette pers assurer que le code paie est	ouvelle personn onne. Ce code EXACT avant	e dans le logiciel. Le cod est unique, Veuillez vous de valider la fiche.
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<u>N</u> om:		
<u>P</u> renom: Dista d'antráa:	28/12/2010	
Annuler [ESC]		Valider (F10)

# SALE'S REGISTERING

On the main window of the software, click "Sales" and then "Input sales".

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Articles et stocks	
Achats Tournisseurs	
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Then you must choose the salesperson from the list.

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Secondly, the sales window will be displayed.

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To enter the items you can either:

Pass them under the code bar shower (scanner).

Click on the screen button corresponding to the item (touch screen mode).

Select the item from the item list, type F2 on your keyboard or on the "**Display list**" screen button.

You can modify the quantity, the refund in % or in value.

Once everything is all right, click the "**Confirm F10**" button or "**Confirm F11**" one on the keyboard. The sales window will change into payment entry mode:

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Click on the button corresponding to the chosen settlement; to finish the sale, click again "Confirm".

Depending on your activity type, it may be advisable to identify the customer (it is even essential if the customer does not pay on the instant). For this, click "**Customer**" and the customer research window will open.

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Enter the beginning of the customer's name, then click "**Confirm**" to confirm your choice.

The list of the customers whose names begin with your entry will open.

If the list is empty, it means there are no customers whose names correspond to your entry. Click "**Generate**" to create a new form.

If the list is not empty, choose whether to create a new form or to select an already existing one (depending on whether your customer's name exists or not).

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Fill in the form as much as you can then click "**Confirm**" to finish your input.

# REGISTERING A CREDIT NOTE

Enter the returned item the same way as you do with a sale; if the item doesn't have a bar code anymore, the receipt provides the item reference.

Click "Sales/Ret" to make the "R" symbol appear in green at the beginning of the line.

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There are three possibilities:

The customer takes back the same item (defective): type in the exchange item on a second line.

At the confirmation of the sale, no settlement required.

The customer purchases a more expensive item: after typing in the exchange item, confirm the sale using F10 or F11 and choose the settlement you prefer.

The customer doesn't purchase anything or a cheaper item: if you confirm the sale by searching a customer form (confirm using F10), the amount owed to the customer is registered on his form as a credit note. A coupon number will be given to the credit note and a bar code will be printed on the credit note receipt.

# CREDIT NOTE USE

The customer purchases an item and presents his credit note on payment time. Enter the customer's name. Click "**Credit note**" in the new window appearing, scan the bar code on the credit note receipt; the sum passes in payment and the number is burnt out. (Avoid many trade-ins).



If the customer forgot his credit note, you can click "See the selected customer's coupons". The credit note will be displayed on a list and you just need to select it.

# RESERVATION REGISTERING (CUSTOMER ORDER)

Type in the items as for an usual sale. Click "**Reserved**" to make the "E" symbol appear at the beginning of the line.

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Then click F10, fill in the customer, enter an amount of the deposit.

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Type in the amount, confirm, choose the payment mode; you will receive a reservation ticket to give to the customer.

When the customer comes to take his items click "**Reserved**", select the customer and then the reserved item list will be displayed.

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×	0	*	1	•	۲	1		1		1	2

Select the item or items by using the hand button, then confirm – they will automatically pass on sales. On payment time, the deposit amount will appear in the upper side of the window. Click in the middle of the screen to choose the deposit payment mode and complete the payment if necessary.

# GENERATING A SUPPLIER FORM

To generate a supplier form click "Supplier purchase" and then "Supplier forms".



The list of suppliers will be displayed; click "Generate" to create a new form.

	Locación de la compañía de la compañ	THIL		
Now		Tel2		
Adame		Fax		
		Device [F2]	UR CUNO	
Pays (F2)		Lifence	-	
de postal Vile	1	Coeff Marger	Dé	lai de livracon
		N' Dievit (otes le focarisseur)		
oc Note Contact	Seglement/Cangita   Statist	pans   Divens		

# **REGISTERING A SUPPLIER ORDER**

Click "Supplier purchase" and then "Purchase document".



The list of current documents will be displayed.

Péparationi	V Com eder 101	etators DEB	etours	Enclares.	-	AppRover
N' Ced	Convertier	N*Dec		Eourneur	Date	Total (f
000676		1.002516	FUM	PLBAL	-01/09/2010	1329.47
C002677		L002517	ASI	ASICS FRANCE	01/09/2010	17.35
C002678		L002518	NK	NKE	01/08/2010	424.65
C002679		L002519	NEK.	NRE	02/09/2010	1904.50
0002580		1.002520	CON.	ROVER SPORT TO WERE	0102/80/2010	231 3.30
C002581		L002521	RED	ETS CLEON SAG	03/09/2010	273.35
C002682		L002522	FED	ETS CLEON SAS	03/09/2010	258,65
C002583		L002523	FED	ETS CLEON SAS	83/88/2010	318.60

The purchase documents are:

- Order or preparation drafts
- Order forms
- Delivery forms
- Supplier return authorizations

The in hand documents are: the orders' preparations and the orders containing at least a backorder item or (the orders) not yet delivered.

To display the marked down documents you have to select "**Period**" option (see the arrow in the picture above) and all documents of the period will appear (marked down or not).

To generate a new purchase document click "**Generate**". A blank page will be displayed and in a separate window you will be asked if you wish to use the select item assistant or you will type in the items manually.

Choose the assistant and then the supplier for your order.

You need to fill in the supplier and the delivery date and then you can type in your order items.

Fournisses #22: 801	RIPERNST	0CX	Til B Billinger	1			1	
Collection (F2)			C Rélévence Fourniseur					
Bases #21			C Désignation		The joint .			
Fanda 870								
r anne p op			🗌 bolun les articles en socies	ē				
Hodsie	Bélikauminnea		Designation	Stock	7Mei 7	Crede /	Seire	
L BEREWOOD		DIRK CAD	ET MORCE BEOETROOP	20		0		
BK082053E		BERK MEL	DEEK MELANDER AN BUILTY FILTERE		0	- 0		
BK087290E		BERC NEW	AUDER NOR			- 0		
81132623		BIRE MAD	BO LEOPARD BLACK	0	- 6	- 0		
X 86133693		BIRK MAD	BE LEOPARD DARK BRITAN	0	0	0	-	
N/DP109/09		DOT LOD	OR CARANTE		-	0	-	
BK109533E		BIRK MEN	OBCAMOCCA	0	0	Û.	-	
BK139743E		RIRK MENORCA 81 4MC		0	0	0		
BK151183		BIRK HOM	CARIZONA MOCA	0	G.	0	-	
BK151183E		BIRK ARC	ONA ENFANT MBCCA	0	0	0		
BK151213		BIRK HOM	ARIZONA STONE	0	0	0		
BK:240861		BIRKENST	TOOK MADRID HOMME BLANCIVE	0	0	D.		
BK431233E		BIRK RID	VIOLET LADUE	.0	0	0.		
BK431433E		BIRK RIO	DN/65	0	0	0		
BK431453E		BIRK RIO.	AMETHYST	8	0	0		
BK.431473E		BIRK RIO	MOONSTONE	14	0.	D		
BK543761		BIRKENST	TODK GIZEH BLANC/LAQUE	0	G.	0		
BK643873E		BIRK GET	HNOR	0	0	0		
BK743553E		BIRK GCE	HYIOLET/LAQUE	0	0	D		
8K843893E		BIRK GCE	H MOONSTONE	.0	0	0		
GIEZH-ON/X		BIRK GCE	H 0N/X '98843801*	0	0	0.		
GIZEH CHOCO LAQUE		BIRKENST	TODX GIZEH CHOCO LAO 1845437	0	0	0		
	12 Dec	cende auto.	Quantité-Mini-Stock				-	
				-		1	-	

Once you finished the selection, click "Confirm". The selected items will be added to your order.

If you do not choose the assistant, you need to fill in the supplier field, as you see in the picture below.

To add new items manually, click "**Add**" and then "**Add product**", then choose the product from the list.

		N* Document:	ALE.		Boutique: ALE	Douise d'	Ashat (E2): EUB	CUDO			
plier		sseur [F2]:	BIL	BILLABON	<u> </u>	Dé <u>v</u> ise u. Dépôt Liu	raison (F2): ALF			IEC	
		Commandé le:	16/09/2010	0 🔲 🗖	Remise habituelle: 0,0	10% 🔽 Mára	riser les DPA	CANON	JHOLJA	LLJ	
		A <u>l</u> ivrer:	16/09/2010	0 🔍 🗸	Délai (J) habituel:	-> Remis	e% ->A livrer le	DPA->f	ournisseu	ır courant	
	Artic	cles Divers									
		Modèle [F2]:			Réf. Fourniss. [F2]:				Opti	ons) (Fic	che Article [F9]
		Modèle	F	Réf.Fourn	Désignation			Quantité	P.A.	Rem% 1	Total.Dev
	1	BK044051			BIRKENSTOCK RAMSES HO	M. STC Quanti	tv >	7	0,00		0,0
	2	BK044701			PIPKENSTOCK PAMSES HO	M. MAL	<u>"</u>	7	0,00		0,0
	3	BK132693		del Co	De DPARD DA	RK BROWN		6	5,00		30,0
	4	BK139323E			BIRK MENORCA NOIR			14	5,00		70,00
					= Article géré e	en grille, la valeur	Qté	R	emises		Totaux
	- 1				= Article géré e affichée est le	en grille, la valeur total de la grille	Qté	R 34	emises 0,00		Totaux <b>100,0</b> 0

If the quantity column displayed is grey, it means that the item is handled by sizes / colours; if you enter a quantity, this will be applied to every size and colour of the item. To display the input form by size, type "**Input**" on your keyboard.

	10. 10	- 12 L 10	i na vici	in t	
MAABON	120 4	1 1	1 1	1 1	

Then you can enter the quantities depending on sizes and eventually you can apply a different purchase price, depending on size and colour.

Don't forget to save your input from time to time by clicking "Save".

To convert your draft into a supplier order click "Convert" than "Convert into order".

To convert your draft or your order into a supplier delivery click "**Convert**" and then "**Convert** into delivery". When the software will ask you whether you wish to delete the preparation, answer NO to avoid any error risk. You can delete useless order drafts afterwards.

# GENERATING ITEMS STARTING FROM A MODEL

The software can include (contact your stockist) a module that can generate items and add them into a purchase document, starting from a CSV form a spreadsheet (Excel or Calc type), or starting from an input model chart.

Note: in this module all generated items are necessarily attached to the supplier of the current purchase document.

In the editing window for a purchase document, click « **Add** » and then « **Add: spreadsheet**». (You have to fill in a valid supplier to access the module)



This window will be displayed:

Aj	jouter: Grille Tableur				
ſ	Import Paramètres				
	A4	A5	A6	A7	A8
2	·				
	•				۰.
Contraction of the	le 🛛 < 🗍 le	•	-	× (°	Effacer
1	Ne pas modifier les artic	les existants			
	Ve pas créer l'article si o	quantité=0			
		- 1 - >			
	× 🔨				
	Annuler [ESC] Ch	arger Suppr	Créer les articles	\	/alider [F10]

#### Loading a text file

From this window you can load a CSV text document (coma separated values) having the character <;> (semicolon) or <tab> (tabulation) as a field separation symbol. You can make the choice of the separating character in the « **Parameters** » tab.

Important note: charging a file does not delete the current flowchart, the data of the file will be added afterwards. To clear out the flowchart click « **Delete** ».

### Editing or generating lines

Once the file is charged or within an empty flowchart you can freely modify the content. You can delete, modify or add new lines. Use the navigation buttons to move inside the flowchart and the +and – buttons to create or delete lines.

#### Fields association

Before introducing the items, you need to associate each field of the flowchart to an attribute item; click the title line to display the fields list.

	Import Paramètres						
	A4	A5	A6	A7	Modèle -	A9	A10
Þ	Couleur	Modele	Marque	Code	Modèle 🔺	Désignation	nom
	CARBO	TN200	PAKOLITTO	PAK-	Coloris	TUNIQUE	TUN
	CARBO	TN200	PAKOLITTO	PAK-	Taille	TUNIQUE	TUN
	CARBO	TN200	PAKOLITTO	PAK-	Désignation Coloris	TUNIQUE	TUN
	BLANC	TN200	PAKOLITTO	PAK-	Référence fournisse	TUNIQUE	TUN
	BLANC	TN200	PAKOLITTO	PAK-	TVA Goda harmad	TUNIQUE	TUN
	BLANC	TN200	PAKOLITTO	PAK-	PAR-TINZUU	TUNIQUE	TUN
	BLANC	R247	PAKOLITTO	PAK-	PAK-R247	ROBE	VES
	BLANC	R247	PAKOLITTO	PAK-	PAK-R247	ROBE	VES
	BLANC	R247	PAKOLITTO	PAK-	PAK-R247	ROBE	VES
	CARBO	R247	PAKOLITTO	PAK-	PAK-R247	ROBE	VES
	CARBO	R247	PAKOLITTO	PAK-	PAK-R247	ROBE	VES
		▶I +		× e	Effacer		

Associations are automatically saved when you log out of the module. Anyhow, it is very important to always verify that the associations are correct before you launch the importation or the creation of the items, especially if the software is used by more than one person.

#### **Default values**

To create a new item, the software has to be provided with a series of information. If this information is not specified, the item cannot be generated.

To solve this problem, the software has a series of default values usable to define the empty fields or not yet associated with a flowchart column. Choose the « **Parameters** » tab to display or modify the configuration.

Ajouter: Grille Tableur								
Import Paramètres								
Séparateur de champ ; Renseigner ici les vale Pré-remplir à l'aide de	Séparateur de champ: ; Renseigner ici les valeurs par défaut des champs absents du fichier à importer ou vides. Pré-remplir à l'aide des valeurs par défaut article (voir paramètres généraux).							
Coloris	Taille	Désignation Article	Désignation Coloris	Référence fournisseur	TVA	Prix Achat		
▶ SANS	TU		SANS		19,6			
< Enregistrer						×		
Annuler [ESC]	Charger Suppr	Créer les articles				Valider (F10)		

The default values of the fields are initially filled in with data from « **default item** » of the general configuration – see the screen below:

	Arti	cles			
1.Articles	Articles	Articles Attributs	Codes-barres	Souches	1
	Créati	on Code <u>M</u> odèle a	utomatique		Grille Tailles/couleurs sur:
2.Ventes	Préfixe	e imposé (par le siè F	ge): réfixe:		Prix Vente TTC 🔹
2.2	L.	, Nbre de chiffre con	npteur: 8		
<u>3</u> .Clients		Dernière v	valeur: 0		
		Déverrou	iller Applic	linet	
4.Paramètres	Valeu	rs par défaut en cre	éation article	-	
1000	Articl	e Modèle (F2):			
5 Frats et Affichages		Famille (F2):	-		PA visible niveau≻=3
	Sou	us-Famille (F2):	-		Autoriser Taille/Couleur
	Fc	Lollection (F2): purnisseur (F2):			<ul> <li>Autoriser Andre a TVA/Marge</li> <li>Photo sur la fiche article</li> <li>Désignations multi-langues</li> </ul>
<u>6</u> .Habillage	B	lenseigner les zone	es vides avec c	es valeurs	
Annuller (ESC)					Validar (E10)

So the principle is the following: if an item attribute (as VAT rate) is not associated with a flowchart column, the software will look if a default value has been defined. If it has, the software will use this value. If it hasn't, an error message will be displayed.

Concerning departments, families, subfamilies, collections: these data must already exist in the base before introducing values, including default values. This is a security rule.

You can search without making a difference between capitals or small letters.

#### Generating items

To generate the items from the model flowchart click « Generate items ».

If an error message « missing field » will be displayed when you generate an item or when you introduce an order, you should put a value for these fields. Either you modify <u>all the lines</u> of flowchart, or you can specify a default value as we explained above.

#### **Deleting items**

To delete the articles of the database which appear in the model flowchart, click the « **Delete** » button. Take notice that only deletable items (not used, not synchronized in the case of the multi-site software) will be deleted. Otherwise the items will be disabled.

#### Importation in a purchase document

Click « **Confirm** » to launch the creation and importation of the items in a purchase document. Important: you have to associate a flowchart column to the « Quantity » zone.

If the error message « missing field » will be displayed when you create or import the order, you have to give a value for that field; you can either modify <u>all the flowchart's lines</u>, or specify a default value, as we explained above.

# LABEL PRINT

This chapter explains how to print labels. (The configuration of the page layout and printers is irrelevant here; please consult the electronic manual for extra information. The software disposes of a graphic editor for page layout, which can authorize all the possibilities of page layout.)

You can print labels:

- 1. When you generate an item with the assistant if stocks were entered at the same time.
- 2. On a purchase document entry (order or delivery form).
- 3. Freely, by asking a "label request"

In all cases you shall be directed to the same printing window.

To proceed to label request click « Items and stocks » and then « Labels».



Click « **Generate** » to enter a new label request or « **See/modify [F9]** » to modify an existing request.

-	Esquatter (F3) Paramitrage (	F4L			
THE OWNER	[Mpre	Faltes + el - pour milecho	mer la demande d'élique	Prénom	
Farment	2				
	Antale Colora	Faile Désigna	ion	Quantité	
	and the second second			a second second	
			our las sticks and co	to the second	alian Frank
	* 🔄 Les articles dont le type éliquette choise sur les paramètres génér	n est 'aucur' n'apporaissent aux	pas. Les articles save co	der bares röngnimert ou nor s	sion l'opti
	<ul> <li>International des la service de la servic</li></ul>	r est 'aucur' n'appenaisemt aux. Eiltre Eliquette	pas Les aricles save co «Tous types» 🔹	der banes ringsinent ou nor »	sion l'opé
	Construction don't le type éliquette choses sur les paveniètes génée Décalage: Il Date Tarit: 20/12/2010	net 'aucur' n'appesaicearé aux. Éitre Eliquette	pas Les articles sam co c1ous types: ▼ Tow 1 (F2) NDH	der baren chepissert ou nor s Preview TARIF NORMAL HT	sion Popé
	<ul> <li>Les articles dont le type éléquette chéses sur les paramittes périet</li> <li>Diécalinge ®</li> <li>Date Taré 20/12/2010</li> <li>Nombre s 1 + 0</li> </ul>	n ert "aucur" n'apposaiceart auc Èitre Elspuette T	pas: Les articles save co c'Tous (goess • Toal 1 (F2), NGH Taal 2 (F2)	der baren dingeisert ou nor s IZI Process TARIF NÜRMAL HT	sion fop6
	Contaction don't le type elegante chaine sur les parentes prote Décalinge ® Date Tart 20/12/2010 Nordes s 1 + 0 Tit Madile	r er 'aucur' n'appealsent so: [Bre Expanse ] -	par. Les articles nam co clous typen • Taol 1 (F2) NDN Taol 2 (F2)	der baren rifsgeisert ou non s Proview TARIF NÜRMAL HT	sion l'opti

In both cases you will be directed to a classical entry form for items. Type in the items, the quantities and confirm at the end.

If the labels' printing is launched from a purchase document, then this window above will be displayed. The generate/modify buttons will not be active though.

These following options will be displayed:

**Shift**: enables the print shifting of the labels when you use A4 label plates, if, for example, you wish to use again a partially used plate.

**Rate date**: enables to print labels with a rate which is not the current one. You should type in the date when items will be on sale.

**Label type**: if you use different label types for different items, this function will apply a filter on the selected item list – only the items of the selected type will be printed.

**Number X**: enables to modify the number (N) of labels to be printed. It applies formula (N x A) + B, which enables you to handle the following cases:

- Print two copies : A=2, B=0
- Print an extra label « for security »: A=1, B=1
- Print labels « for sales shelf » : A=0, B=1

# MONITORING THE SALES FIGURES AND THE SALES ACCOUNTS

Click « Sales » button, then « X/Z of the day ».



This window will be displayed:

X/Z magasin
Journal Centralisateur
Feuille de caisse
Feuille de journée cumulée
Liste des paiements
Journal des ventes
Journal de TVA
Analyse des ventes

Click the statistic account that you want, modify the date or period if necessarily; the default day suggested is the current day.

For the X of the cash register you will obtain:

**************************************	**************************************	
Boutique : XXXXXXXXXXXXXXXX Devise : EUR EURO Imprime le : 28/12/2010 22 Imprime par : ADMIN Caisse : 01	XX 2:07	
ESPECES CARTE BLEUE/VISA	1 55,00 4 195,00	
TOTAL ENCAISSEMENTS BRUT	250,00	
AVOIRS REMBOURSES ARRHES REMBOURSEES ENTREE/SORTIE DE CAISSE NON REGLE	0,00 0,00 0,00 0,00	
TOTAL ENCAISSEMENTS	250,00	
TOTAL ENCAISSEMENTS BRUT AVOIRS ACCORDES AVOIRS UTILISES ARRHES VERSEES ARRHES UTILISEES ECART CONV/REGL PAIEMENT FACTURE	250,00 0,00 0,00 0,00 0,00 0,00 0,00	
TOTAL CA DU JOUR	250,00	
CA BRUT REMISES ACCORDEES TOTAL CA DU JOUR	250,00 0,00 250,00	
MONTANT DES CADEAUX ARTICLES RETOURNES	0,00	
* * * * * * * * * * * * * * * * * * * *	* * * * * * * * * * * *	

Important note: if you had credit notes or deposit payments or refunds, then the sum of the cash deposit will not correspond with the sales figures of the day.

If the sum by payment mode does not correspond with the counting, you have to control the receipts/ invoices at « **Payment list** ».

******	*****	* * *	****	****	* * * *	*****	***;	* * * *
	LIS	ΤE	DES	PAIE	EMEN	ITS		
DU :	: 16/0	9/2	2010	AU:	16/	09/20	10	
Boutiqu	le	: X	XXXX	XXXX	XXXX	XXXXXX	Х	
Devise		: E	UR E	EURO				
Imprime	e le	: 2	28/12	2/201	10 2	22:12		
Imprime	e par	:	ADMI	IN				
Caisse		: 0	1					
******	*****	* * *	****	****	* * * *	* * * * * *	* * * 7	* * * *
01 ESPE	ECES							
VEND	TICKE	Т	CLIE	ENT	VÆ	ALEUR	Ι	DEVI
4	V0497	51	0000	01		55,00	H	EUR
TOTAL E	ESPECE	S					55	5,00
05 CARI	re ble	UE/	VISA	ł				
VEND	TICKE	Т	CLIE	ENT	VA	LEUR	Ι	DEVI
4	V0497	48	0000	01		25,00	E	EUR
4	V0497	49	0000	01		55,00	E	EUR
4	V0497	50	0000	01		30,00	F	EUR
6	V0497	52	0000	001		85,00	F	EUR
TOTAL (	CARTE	BLE	SUE/N	/ISA			195	5,00

This account delivers all documents payed with a certain payment mode; all you need to do more is to check then modify or cancel the error document (receipt, invoice, etc). Please refer to the chapter below.

# **RECEIPT MODIFICATION**

To modify a sales document (a receipt for example), click « Sales » then « Sales document».



This window will be displayed:

Sélection des tickets			
	<u>B</u> outique [F2]:	ALE	CANON SHOES ALES
		Cor	nnexion à distance
	Du:	16709	<mark>9/2010</mark> 🗐 🗸
	Au:	16/09/	/2010 🔲 🔻
	N°Pièce:		
	Type de document:	< Tous	s Types> 🔹
	Etat (C/M/S):		
	Client [F2]:		
	Nom:		
	Code Vendeur/se [F2]:		
	Code Règlement [F2]:		
	Montant Article:		
	Montant Payé:		
	<u>F</u> ournisseur (F2):		
	<u>M</u> odèle [F2]:		
	Libellé Modèle:		
Annuler [ESC]			Valider (F10)

Modify the period if necessary. Apply a filter if possible, in order not to have a too long list afterwards. Click « **Confirm** » to confirm your choice.

		P	interesting in the second		16/09/201	0	54	art			
N'Piece	Heure	Non			3	Phinom	1.0	Initial	Venteur	Pa.	ī
V049740	v je ta se	Corrector				e an	- 10	25,004	A BOURERI		I
V049749	V 10:47	Generque				Chart		55,00 €	A BOUABAN		
V049750	V 11:09	Générique				Client		30,00 €	A BOUABAN		
V049791	V. 11.13	Gérérique				Cliorel		55.00 €	A BOUABAN		
V049751 V049752	V 11.13 V 1350	Gérérigue Gérérigue				Client Client		95.00 € 95.00 €	A BOUABAN D. GUIN		
V049752 V04975	v 11.13 v 1350	Géréripa Géréripa 25.00 € 4,10 €	Cause 01	Quart a Utiliades:	8.09 C	Control Control Controlaux P Controlaux S Controlaux S	0.00 C 0.00 C 0.00 C	95.00 C 85.00 C	a Bouađam D. Guim		
V049751 V049752 Hondant Paye Toxes perques Remoes	v 11.13 v 13.50	Géréripa Géréripa 25.00 C 4.10 C 0.00 C	Casse 01 Ante Ante	Quart a Utiliades a Versdes	0.09 C 0.09 C	Claret Diaret Cardinaux P Cardinaux B Cardinaux B Cardinaux B	0.00 C 0.00 C 0.00 C 0.00 C	95.00 C 85.00 C	a Boliabam D. Guim		

To cancel the receipt and do it again click « Delete ».

You can also directly modify your receipt (provided that you have the rights) if you click « **See/modify** ».

To easily modify the payment mode click **« Payment** » then choose the payment you want to modify on the list, click **« Edit »** then enter the new payment mode and confirm with **« Valider** ».

Code Client: <b>000001</b> Nom Client: <b>Client Géné</b>	ique	
Code Règlement	Titulaire	Devise.Règl. Devise.Mag.
05 CARTE BLEUE/VIS	Générique Client	85,00€ 85,00€
	Changement mode de règlement	
	Règlement actuel: 05 C	ARTE BLEUE/VISA
D	Nouveau règlement [F2]:	
Date d'échéance: 16/0	Date d'échéance:	
×	Titulaire du règlement:	
Fermer [ESC]		

# CLOSING OF THE DAY

Closing the day enables you to finish the current operations before the beginning of the next day. Normally, the operations of a closed day cannot be modified (according to the completed set up). Before you close the day you also have to check that all operations of the day have been registered without errors. Consult the X of the day or the summary statement to see if everything is correct (vide supra the previous chapters). Complete the required corrections.

Before closing you must also select the postponed payments that came to their due date and that need to be replaced to the bank. Go to the « **Closing | Select payment** » menu and select the payments replaced to the bank.

When everything is done you can close the day. The closing function can be accessed on the « **Closing |Closing the day** ».



Or directly from the screen buttons.

C Ventes	Ventes	
Statisbques		
Clients	Saisie de Vente	
Articles et stocks		
Achats fournisseurs	🕒 🕗 🚳 😣	$\blacklozenge$
H1 Paramétrages	Documents réglements l'euille de X/2 de Clôture de vente à remettre caisse Journée	

You can fill in the questionnaire (depending on the configuration, this can be optional or obligatory).

According to the mode you will be asked to fill in the sum existing in the cash register or the sum to be replaced to the bank. The remaining sum after this operation is the cash stock.

Benne	in banque 🗹	Précédente remine	
		Date de Renne	WANDAR CO.
Complege de	catte Carteste	Renises Ergièces	
	dide (	ia comptage del espè	ices
Caine	Montard	Renite	Fond Calene
in	Mode "Wveugle"	360,00	
Device mag	ain: EUR	Horiant de	la venine: 300,000
Device mag	ain: EUR	Hotari di	is sensite 300.000
Device mag	aler EUR 1 journal de stiller av lickels de Benne	Hotari di	ilo omate 300,000 Imprime Schot Ingeneer Westown
Devise mag	ale: EUF general de Officier es techere de Bjerner	Hortert de Anter-addresse (	la oraze 300,000 Tapanar Schel Ingener Witchen
Device mag	aie: EUFF n journel de stiftner eu tekan de Benne	Horter d antrodares	la onate 300,000 Papenet Schel Sagnet Windows

If you wish to print the closing book and/or the refund tickets, tick the corresponding options.

To close the day click « Confirm ».

# SIMPLIFIED INVENTORY

You have the possibility to modify/ correct your stock without passing through an inventory. Click « **Items | Stock | Stock consulting** ».

You can apply this simple method for small corrections one day at a time; the stock adjustment is registered on the activity date of the software. It is not possible to predate a stock correction. For more complex cases you can use the inventory module. You can also ask your stockist. Important note: the option is disabled if an inventory is in process.

Stock Consultation								
Boutique [F2]: 002	Bocar Rayon	[F2]:						
Eournisseur [F2]:	Famille	[F2]:						
Collection [F2]:	Sous-Famille	[F2]:					App	iquer
Interroger à distan	nce 🔲 Inclure les lignes à Zéro 📄 Inclure les inactifs							
Modèle								
Modèle	Désignation	Total d	les E/S			Stock		
		Entrée	Sortie	Résa.	Dispo.	Mini. Max	ki. Cmde	6
1	2	3	4	5	<u>6</u>	<u>8 9</u>	0	-
0000011	A1 Gastendoekje	2405	266	0	2139	0	100	0 =
0000012	Boom - Racing	56	76	0	-20	0	0	0
0000014	Boom - Vanille	51	74	0	-23	0	0	0
0000016	Coca Cola Zero	96	97	0	-1	0	0	0
0000019	A2 Ruitendoekje	1239	493	0	746	0	0	0
0000020	A4 Cockpit doekje	875	309	0	566	0	0	0
0000022	A3 Cadeau verpakking - gratis	92	21	0	71	0	0	0 👻
Valeur en CMUP: 0,00								
Σ								
Fermer [ESC] Options	Actualiser [F5] Mouvements Stats RéserVe	tions E		: Impri	<b>3</b> mer (F11)	Précédent	Su	vant

Choose the desired line. If the item is managed by size or colour you have to position yourself on the size/ colour detail (colour/size tab).

📕 Interroger à distar	nce 🔽	Inclure l	es lignes à	a Zéro □	Inclure les ir	nactifs			
Modèle Coloris/Taille									
Modèle: 7-750079UNYE-95-H5 Désignation: JN LOGBLUTAILHOT									
	25	26	27	28	29				
14 DNIMDELAV	-1	0	0	0	0				

Click F9 on the keyboard or click « Movements » button and then « Inventory movement ».



Enter the counted quantity. The value will be entered by default; however, you can change this value in order to count a depreciation or to correct a previous error.

<u>B</u> outique (F2):	002	Bocar		
<u>D</u> ate:	06/04	/2011 🛛 🗐 🔻		
Modèle (F2):	00000	011	A1 Gastendoekje	
Coloris [F2]:	SANS	SANS		
Taille [F2]:	TU			
Code Mouvement [F2]:	INV	TELLING IN	VENTARIS	
Quantité:	2110			
Prix:	12			
Quantité Avant: Quantité Après:	2139 2110	1		
Commentaire:	<u></u>			
N°Document:	5			

# STOCK MODIFICATION

To make more complex stock movements click « Items | Stock | Stock consulting ».

Liste des articles Assistant création article Macros àrticles		ks
Gestion des Tarifs		
Stock	٠	n Consultation du stock
Transferts	٠	Liste des Mouvements de stock
Inventaires		Mouvements de stock
and the second se		Affectation des réservés

This window below will be displayed. You have to select the item to be moved either on the keyboard (the F2 key will dispay the item list), or with the scan shower.

Boutique (F2)	001	POIN	T EXPE	RT D	EVELOPPE	MENT	
Date du nouvement	28/12	/2010	B+				
Modèle (F2)	1						
Coloris (F2)							
Taile (F2)							
ode Mouvement (F2):							
Quantité							
Pric							
Quantité Avant Quantité Après							
Commentaire:							
N'Document:							
~							-

If you make the entry on the keyboard and the item is managed by size and colour, you have to fill in these fields:

- The default date is the activity date. You can predate a movement, even though it is rarely necessary.
- You can use the movements that you like. Some of them are entry movements, some others exit movements.
- It is important to fill in the purchase price for the entry movements in the supplier stock; otherwise the margins can be fake.
- It is advisable to enter a small comment in order to remember or to justify the stock adjustment.

Note: the central version enables the movements' registration on distant stores; the principle is the same except that you need to select the target site/ store before confirming the operation.

# BACKUP

It is important to regularly save your data. Consult the electronic manual (on the software's menu **? | Help Index**) for warnings and more details.

To make a backup starting from a software, go to the « **Users | Data management | Save** » menu.

hats	Utilisateurs	?		
	Paramèt	trages personnel/sécurité		
S	Gestion	des données	· 🛃	y Sauvegarder
	* Mainten	ance		Archivage/Epuration des données

The backup module window will be displayed. There are two types of backup: online backup (by the internet) and file type backup.

To make a backup you must operate from the master computer, meaning the one that contains the entire data base; otherwise the backup is impossible and an error message will appear.

uvegarder			9
Sauvegarder	Fichier	]	
Fichier sauveg	jarde:	2.5.8	
C:\Users\M	pi\MaBase20110413-1408	27.zip	

You have to choose the backup method to be used from a drop-down list.

#### Saving by file

Click  $\dots$  to choose the file or the unity where to save your data and then launch the backup using « **Confirm** ».

#### Notes:

The backup provided with Firstmag can only save the information from the current database. You have to make one backup for each database. The integrated backup cannot save any other information (text treatment files, images, etc) from your computer, nor any parameter specific to your workstation. You have to be sure of the validity of your backups; from time to time you can place them on another computer or station. A technical incident or a computer failure (hard disc, memory) can corrupt the backup file and make it unusable.

You have to clean your backup from time to time, in order to eliminate the old backups and to make some space on the backup disc.

Backups need to be saved in a different system than database computer, like external hard disc or flash disc. We recommend use of external backup system as an online backup (see below).

#### Online backup

Click « **Confirm** » to launch backup. Attention, it is necessary to create an account on a storage server before using this function.

The online backup is very advisable because:

- It is a cheap option.
- Your backup is safe outside your premises, which is an extra security in case of damage: fire, flood, robbery.
- The backup is checked on arrival on stocking server (to confirm that restoration is completed and all data are correct).
- The backup can be automatic (ex.: every day at 9 pm). This way you can avoid taking care of this periodical task.
- You will receive an e-mail alert regarding the backup process. You will have nothing else to do.

Contact your stockist for more information regarding this service.

# CENTRAL MODULE

This chapter regards the « Central » software, which runs the retail outlets. If you only deal with one retail outlet then you are not concerned by this matter.

The central module enables to send stock items and documents (transfer orders) in stores. It also enables the restoration of all sales data and client forms.

#### Synchronization

Launch the synchronization module from Users | Inter sites exchange | Synchronize online.

s	Uti	lisateurs ?			
		Paramètrages  Gestion personnel/sécurité Gestion des données Maintenance			
	S.	Echanges Inter Sites    Ouvrir le tiroir-caisse Verrouiller le poste	<b>1</b>	Synchroniser par internet Exporter articles et transferts Export Articles/Dériode	

The synchronization module window will be displayed:

Boutique	Compteur	Journal Infos	
002 RUP	1251		4
		Effacer le journal	
Options >>>			

Click « Send » to send items to the outlets.

Click « Receive » to get sales data and client forms from the outlets.

When you send or you receive data, the software will handle by default all sites appearing on the left list. To handle a certain site, double click it (if there is only one site left in the list, it means your request has been well considered).

For more options click « **Options** ». In case that you don't understand something, please refer to the electronic manual or contact your stockist or the assistance service.

#### Data consulting

The « central » software generally works like a mono-site software, the only difference is that the forms have a « Store code » field where you can choose the site you wish to consult. If you do not specify any site, the software will join data from all sites.

Attention, if certain sites may have a different currency from the central's, it may be necessary to make some re-value operations, if the default rate (= the current rate at the moment of data synchronization) was not good.

	X/Z magasin	
	X/Z caisse	Boutique (F2): 002 RUP
	Journal Centralisateur	<u>E</u> ntrez la Date: 06/04/2011 →
	Feuille de caisse	
	Feuille de journée cumulée	
	Liste des paiements	Annuler [ESC] - + Valider [F1
	Journal des ventes	<u></u>
	Journal de TVA	
	Analyse des ventes	
	]	
$\sim$ 2	× /×	