Your Preparation for implementation will reduce time and cost of training & improve results.

As part of the implementation, initially we review and set-up your business rules & parameters used through-out the system. For a Multi-store implementation, almost all of such data will be entered at the Head-office system and then propagated among stores accordingly. For every "**Location**", following information should be prepared.

A. **System set up information**:

1. General company profile including company name, address, and names and contact numbers of staff using the system.
2. Tax rules & registration numbers per store for all states (or regions) with Tax% charged (or if included). If more than one tax applies, or special conditions for different taxes such as: different categories, Luxury taxes, or if a tax is included for some items, etc.
3. Employee profile for those using the system, such as Names, addresses, & contact numbers, positions & a general grouping for their access rights.
4. Access rights are based on: Assigning a few "User groups" & then defining access-privileges per group, such as: Managers, assistant managers, sales, buyers.
    i. Then members will be assigned to each group. Please prepare a rough list of user groups & their access rights before the time of training. We will review your list & improve for more details at time of training.

B. **For Back office & POS business rules & set up**.

1. The information to be printed on Receipt Header: Company Name, Address, etc.
2. Company policy & messages to be printed on invoices/receipts.
3. Including Layaway policies, Store credit policy, Gift receipt policy, for related receipts.
4. List of Suppliers and their information, such as: contact names, addresses, phone & Fax, email, and their default mark-up% or Default discount% (if such applies). This information is usually available at the HO, but stores can add their own, if authorized.
5. For Fashion retailers: Information about product dimensions such as size details to be used when ordering or when reviewing size performance reports, etc.
6. **Merchandise categorization**. This is the most important discipline for all aspects of retail management. Please refer to our 2-page guide on how to categorize merchandise & the benefits for this important setting. This is a must do, with or without a computer.

    i. Please review your merchandise & prepare List of Departments & Categories. If you are upgrading from an old system, this is a good time to improve your merchandise categorization settings. It affects all reports such as: Sales, Inventory, performance monitoring, inventory counts, re-order management, marketing campaigns and many more.
7. List of current **Store credits, gift Certificates**, gift Cards (if any) & Layaways, special orders, etc., to be entered in the system. These maybe available from your old system & simply print a report to be verified, cleaned-up & updated in the new system.

C. **For inventory data entry & tag-printing** please prepare the following;
   1. Prepare a list of your orders that are expected to come soon. This will be entered into the system to be ready for receive (even if you receive partially).
   2. Then prepare a list of all items received in the past one month & enter them starting with the most recent ones. These are the original invoices (or orders) you have placed & received.
      i. You need the Supplier, style#, Cost, (mark-up%) or retail, colour & Qty per size received.
      ii. Once entered, the system allows receiving & accordingly prints the Tags/labels; you then tag the merchandise & put on the racks. This will continue with as many invoices as you have, until all or most of the items are tagged.

   3. **For stores that are in operation & have not tagged all merchandise, temporarily** & only to allow selling while items are being tagged, the system could also be used as a "cash-register". To do this, for every Department (or category) we will set-up a "Generic" item Number, for example at the POS you will enter: "pant" & the system will ask for the price, you enter the value, say $120.00, then the next item, say another pant, & enter the value is $100, & so on. You could also assign a "generic" mark-up per category so the system separates the cost & reports the margins accordingly for that category.
      i. Please note the above is to be used only temporarily & until all merchandise are properly assigned a supplier, cost & retail & tagged accordingly.

   4. **Lastly**, use the attached "count-sheet" as an additional means of gathering data for items to be entered into the system with their Qty. After entry into the system, you can print right number of tags for these items & tag your inventory.

   5. Note: the system also allows a "Generic Misc. item". This allows you to sell any item at the POS for which you do not find such item. This allows you to enter the item description at POS and sell it with the applicable tax & Qty. The receipt is printed accordingly & sales are reported under this item.

For more information, please email to info@mhsystems.com or Toll free (888) 491 8888 ext.2233

About Microhouse Systems Inc

Microhouse Systems Inc creates, installs and supports Retail Management Systems for retailers in Fashion/Accessories, Media:Books/Music, General Merchandise and Health/Nutrition Stores – under the brand name MultiFlex RMS.

Retail Business Owners over the past 15 years … on 4 continents view us as their trusted source for Retail Management Systems.

Microhouse Systems Inc. started as a systems integration house … but as our clients need changes, shifted towards software solutions – creating strong platform to support clients glabally.

Whether you're a single store owner or a multi-store retailer … the MUltiFlex RMS System™ is a trusted option.

We've installed and currently supporting more than 2,545 RMS Systems in North America, UK, Asia, Australia, New Zealand … guaranteeing you a system that ACTUALLY works, because its tested and proven.