



RMS SOFTWARE DATABASE CONSIDERATIONS

- We recommend a top down design starting with departments.
 - Departments should be your most generic reporting structure. Examples may be CD's, Video Games, DVD's
 - We do NOT recommend using Vendors or Vendor Lines for departments – reporting on this can often be accomplished via other methods and by doing so you reduce the reporting capabilities of your system.
 - While departments can be added, changed, or deleted we recommend that you try and keep this at a minimum due to historical reporting considerations. If you have department 1 as CD's now and six months from now decide you want department 1 to be DVD's; your historical CD sales will look like DVD sales at that point.

- Once you have your departments laid out you should consider Categories. Categories are not required; but do allow you to further drill down your sites sales.
 - RMS supports thousands of categories using an alpha-numeric numbering scheme.
 - A category must be linked back to a department. A department can have 0, 1, or multiple categories linked to it; but each category can only be linked to **one department**. If you desire to have the same category (for example "**pants**") linked to multiple departments (for example "**women's clothing**" & "**men's clothing**") you would have to have two separate categories (for example "**women's pants**" & "**men's pants**").
 - Some examples (based upon the department examples earlier) might be Rock, Pop, Country categories for our CD department; or Comedy, Drama, & Action categories for our DVD department.
 - Ensure that your categories names are unique. In our above clothing example you will notice I used "women's pants" and "men's pants" and not simply pants twice. The rationale for this is that when running reports by category you will see the category name and if the names are not unique you will have no way of telling which category you are actually choosing.

- Next we would move on to setting up our items.
 - To begin building inventory items, we recommend **organizing the items by department and category first, then entering them into the system one department and one category at a time**. This breaks a large job into smaller tasks that are easier to complete, and speeds up the process of entering data by allowing you to copy like items and minimizing data entry.
 - RMS supports virtually an unlimited number of items using an alphanumeric numbering scheme. Choose this number carefully as it **CANNOT be changed** once the item is created. If you need/want to change it, all you can do is delete the existing item and then recreate it. This will destroy all item history for this item so it's not something to be done without careful consideration.

- Considerations for choosing your item number(s):
 - RMS can auto assign item numbers as items are created. This works in a strictly ascending order (ie the first item number would be 1, and the second 2, etc).
 - It is not advised to use a barcode (UPC/EAN/etc) as your item number. Those numbers tend to change over time. RMS supports multiple barcodes per item, so if/when a barcode changes you can simply add it to the items barcode list and the transition will be seamless at the checkout.
 - It is also not advised to use a Vendor's "Product Code" as your item number. Those can also change over time and also does not take into account the ability to purchase an item for alternate vendors. RMS supports multiple vendor product codes per item.
 - One recommended method for assigning item numbers is to set aside groups of numbers and assign items to the numbers in this range. For example CD's may be item#'s 1 – 9,999; DVD's may be item#'s 10,000 – 19,999 and so on.

- Anything other than the item# **CAN** be changed at any point.

- The description field is 30 characters, while the extended description field provides for unlimited space. The description field appears on the screen when sold as well as on receipts and reports (may be truncated on some reports and/or when using single line PLU receipt printing). It's strongly recommended that you adopt a consistent naming convention for items. RMS has a strong search function at point of sale so if good consistent use is made of the description field it can make this a powerful tool for a sales clerk.

- **As mentioned above RMS supports multiple Barcodes and Vendor Product Codes per item.**
 - For Vendor Product Codes RMS allows one code per vendor per item. Each code can be up to 12 digits (alphanumeric).
 - As was mentioned above, you can pull many reports by vendor. The vendor product code is what assigns an item to a vendor. Therefore even if you aren't using the Replenishment module it's still suggested that you create vendor product codes even if they are simply the item# re-used.
 - For Barcodes RMS supports various types – UPC-A, UPC-E, EAN-13, Code128c, Code39, etc. However, it's recommended that you stick with UPC-A where possible since RMS can print price stickers, and shelf labels that way.
 - If you elect to create your own bar codes, it's recommended that you stick to UPC-A. The specifications for UPC-A are that it's 11 digits with a check digit. The standards of the format also define "user created" barcodes should start with a 4 to ensure that there is no overlap with a commercial barcode. Therefore you should create 11 digit numbers starting with 4.

THE INSTALLER HAS ADEQUATELY COVERED ALL OF THE ABOVE TOPICS AND THE SYSTEM HAS BEEN INSTALLED TO MY SATISFACTION.

Business Name

DCRS Installer

Customer Signature

Date

ORIGINAL Copy to DCRS Solutions

SECOND Copy to Customer