

# 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

## FIRSTMAG VERSION 8

### 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:

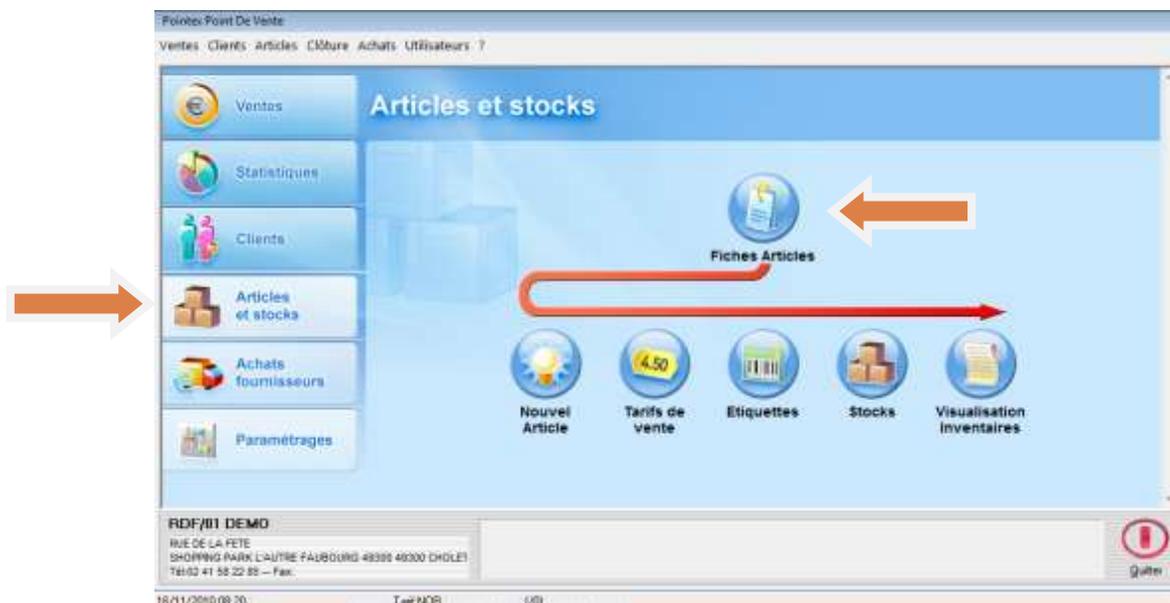
**Menu bar:** permits access to all the functions of the software

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

Important note: this presentation of the software is the default one. If your software was updated from 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**”.



Liste des articles

Modèle	Désignation	Exp	Col	Filtrer
Options...				
0000002	NIKE	NIK	103	U CH DV
0000003	ACIDAS	ADI	103	U CH DV
0000004	PLIMS	PLM	DV	U DV DV
0000005	BLEND	BLE	DV	U DV DV
0000006	COG	COG	DV	U DV DV
0000007	COCH BLOCH	COB	103	U CH DV
0000008	FIN DE SERIE	FDS	DV	U DV DV
0000007	MERRELL	SA	SA	SA SA SA
0000008	HESANTAG	HIS	D47	F CH BA
0000009	KAPORAL	KAP	D47	F CH BA
0000011	BOR	SA	SA	SA SA SA
0000012	SEBAGO	SA	SA	SA SA SA
0000013	LACOSTE	SA	SA	SA SA SA
0000015	ENERGY	SA	SA	SA SA SA
0000016	COM'ENFT	SA	SA	SA SA SA
0000017	AGCS	SA	SA	SA SA SA
0000018	ARWALK	SA	SA	SA SA SA
0000019	EPSOMANGA	SA	SA	SA SA SA
0000020	CHAUSSETTE	SA	SA	SA SA SA
0000021	PINK SHOES	SA	SA	SA SA SA

Modèle: Achts - Σ 0,00 € TTC - Profil en ligne - Liste Produits (F4) (200)

Buttons: Fermer (ESC), Actualiser (F5), Imprimer (F7), Fichier, Favoris, Suivant, Voir Modif (F3), Imprimer (F11)

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

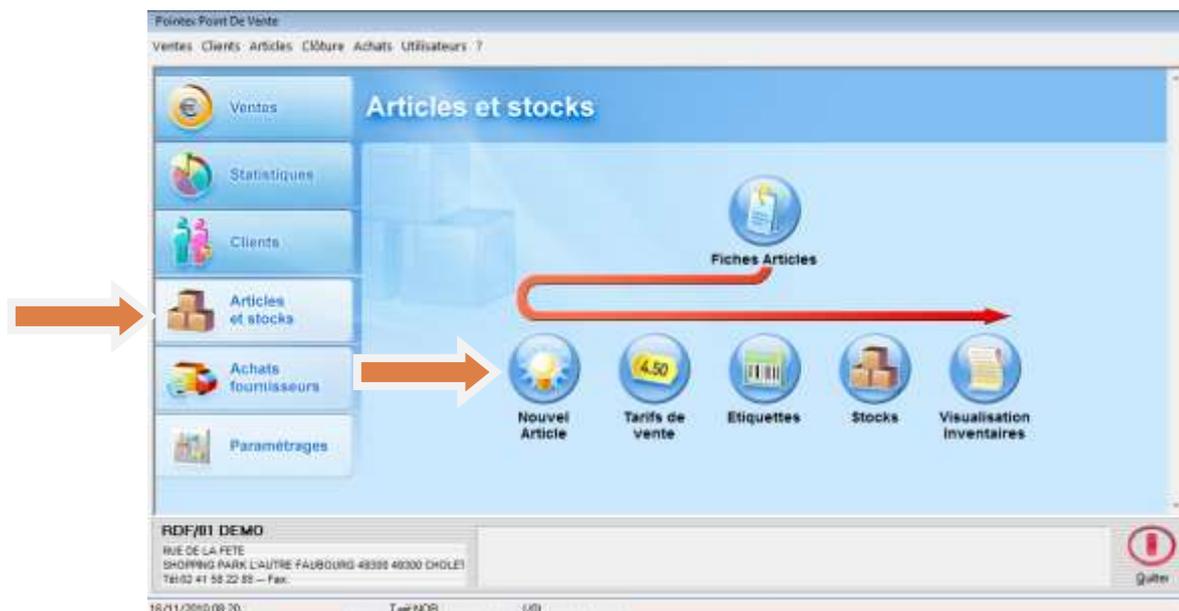
The screenshot shows the 'Fiche Article' form with the following fields and values:

- Code:** 000N
- Supplier:** 003 APTAFETES
- Purchase Price:** 3.90
- Sales Tax Rate:** 19.60%
- Collection/Department/Family:** Permanent, Antique, Accessoire, Divers
- Bar Code:** 8717477305980

At the bottom of the form, there is a toolbar with icons for: Annuler [ESC], Suppr, [Ctrl]+Créer, Sauver [F7], PA/Epouiss (4.50), Stats, Photo, Stock [F8], and Valider [F10].

## GENERATING AN ITEM FORM WITH THE ASSISTANT

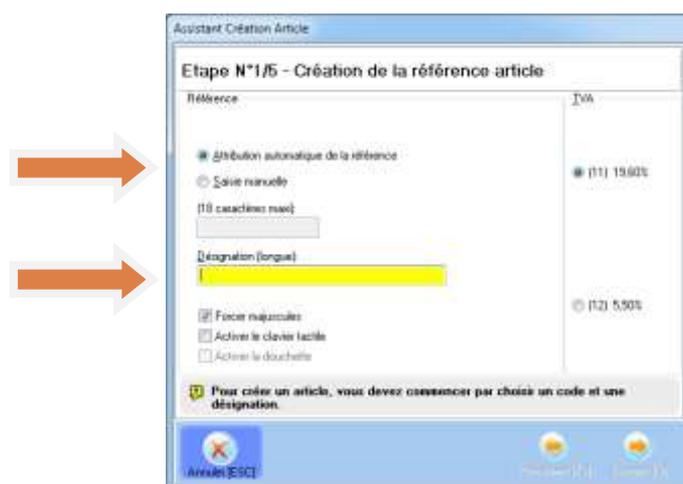
Click on “**Items and stocks**” then on “**New item**” (see the red arrow).



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.



**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”**.

Assistant Création Article

**Etape N°2/5 - Eléments Statistiques**

Modèle: **CODMODELE**  
 Désignation: **MACHIN BIDULE**

Ne pas gérer les éléments statistiques

Collection [F2]: 000 **Permanent**  
 Rayon [F2]: 01 **BALLONS**  
 Famille [F2]: 01 **LATEX**  
 Sous-Famille [F2]: 03 **STANDART**

**?** Entrez les codes de classement (pour les statistiques), ou cochez ne pas les gérer.

Annuler [ESC]      Précédent [F3]      Suivant [F4]

**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!

Assistant Création Article

**Etape N°3/5 - Prix Achat, Prix de vente, Marge**

Modèle: **CODMODELE**  
 Désignation: **MACHIN BIDULE**

Fournisseur [F2]: 001 **BALLON PUB**  
 Prix d'Achat HT: 10  
 Prix de Vente TTC: 30 **(NOR) TARIF NORMAL**  
 Stock: **3**

**?** Vous devez choisir un fournisseur, entrer un prix d'achat et un prix de vente.  
 Sur la zone "Fournisseur", tapez F2 pour faire apparaître la liste des fournisseurs

Annuler [ESC]      Précédent [F3]      Suivant [F4]

**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.

The screenshot shows a software window titled "Assistant Création Article" with the subtitle "Etape N°4/5 - Code(s) à barres". It contains the following information and options:

- Modèle: **CODMODELE**
- Désignation: **MACHIN BIDULE**
- Codes-barres:**
  - Création automatique
  - Créé à partir de la référence si possible
  - Ne pas créer de code à barres maintenant
- Etiquettes:**
  - Aucune
  - Ajouter à une Nouvelle demande
  - Ajouter à la Dernière demande

A help icon and a message box at the bottom state: "Vous pouvez créer les codes à barres automatiquement maintenant, ou bien les créer plus tard."

At the bottom of the window are three buttons: "Annuler [ESC]" (with a red X icon), "Précédent [F3]" (with a left arrow icon), and "Suivant [F4]" (with a right arrow icon).

**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:

- Créer un nouvel article
- Aller en Edition sur la fiche de l'article
- Aller en Impression d'étiquettes
- Quitter l'assistant

 Annuler [ESC]

 Précédent [F3]

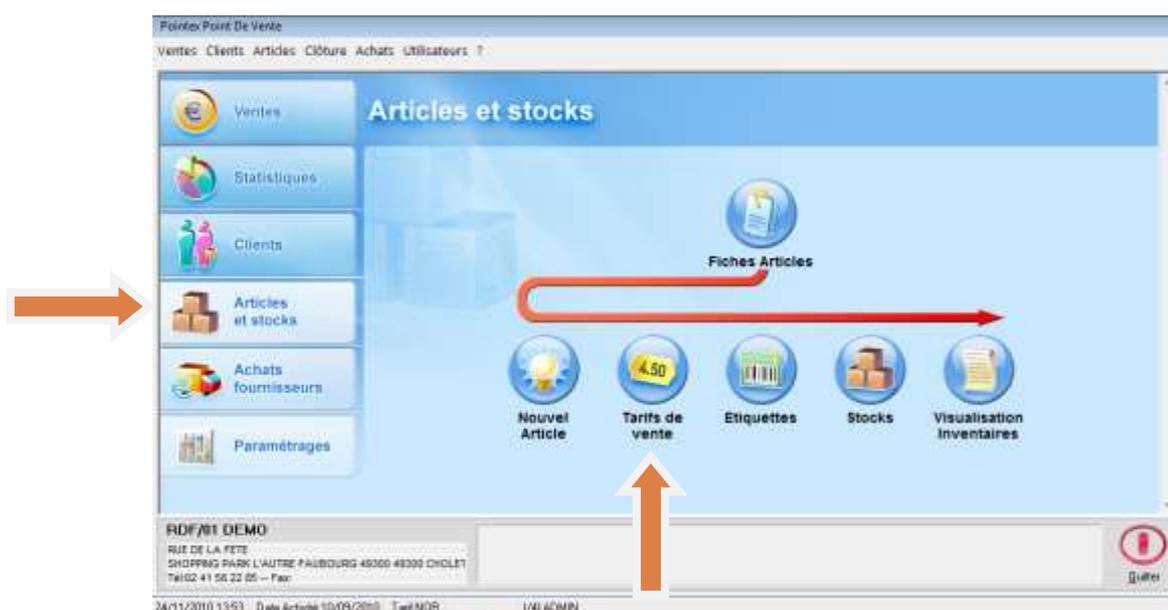
 Suivant [F4]

## 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.



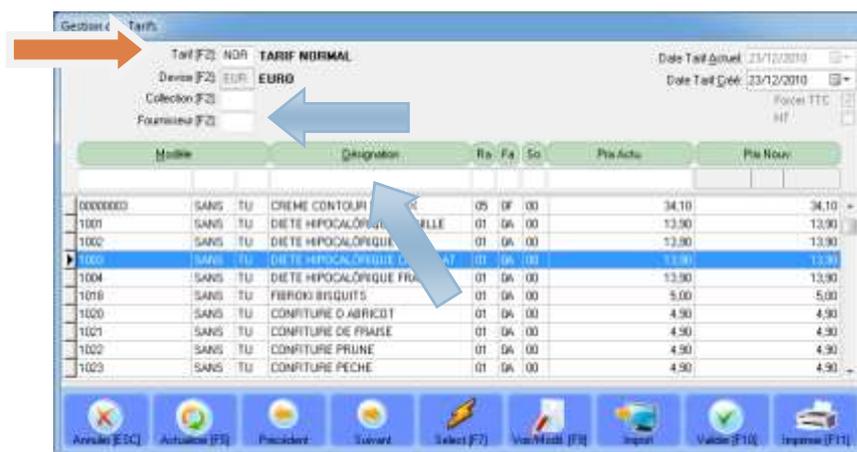
Important note:

- 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.

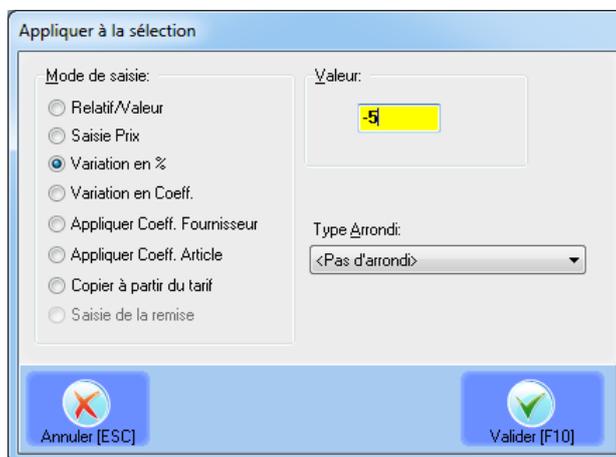
Once the rate managing window opens, choose the rate to modify (see the arrow in the picture below) and click “**Update**”. The item list will open.

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.



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**”.



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.

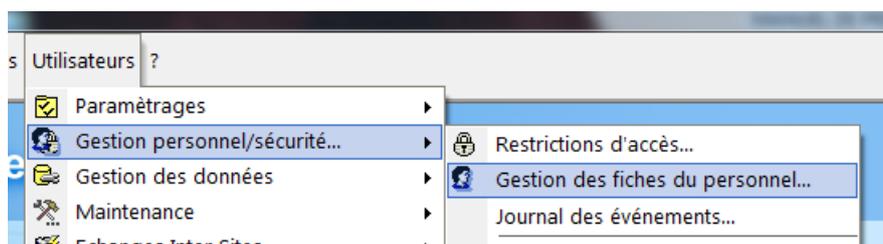
You can print the rate by clicking the “**Print**” button. If you do not have a defined account, then you must define one. Refer to the electronic manual for this task, or contact the technical support.

## 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™ electronic keys.

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



This window will be displayed:

 A screenshot of the 'Gestion des fiches du personnel' window. It features a table with the following data:
 

Etat	Niveau	Code	Nom	Prénom
C	IN	99	ADMIN	ADMIN

 Below the table, there are two fields: 'Code paie: 999999' and 'Date d'entrée: 21/07/2010'. At the bottom, there is a toolbar with icons and labels: 'Fermer [ESC]', 'Suppr', 'Niveau', 'Affecter', 'Créer [F6]', 'Voir/Modif. [F9]', and 'Photo'.

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.

Saisie d'une fiche personnel

Ce formulaire permet de créer une nouvelle personne dans le logiciel. Le code paie est l'identification de cette personne. Ce code est unique. Veuillez vous assurer que le code paie est EXACT avant de valider la fiche.

Code identification de la paie:

Nom:

Prénom:

Date d'entrée: 28/12/2010

 Annuler [ESC]  Valider [F10]

## SALE'S REGISTERING

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



Then you must choose the salesperson from the list.



Secondly, the sales window will be displayed.



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:



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.

The screenshot shows the 'Recherche d'un client' (Customer Search) window. It contains the following fields and options:

- Business (F2): 001 POINT EXPERT DEVELOPPEMENT
- Nom: [Yellow highlighted field]
- Contenant ce nom
- N° Client: [Field]
- Prénoms: [Field]
- Nom de jeune fille: [Field]
- Code postal: [Field]
- Ville: [Field]
- Catégorie (F3): [Field]
- Chalandise (F3): [Field]
- N° Carte Fidèle: [Field]  Douchette
- Client/Prospect:
- Solde: 0  BL à l'échance
- Solde: 0  Réserve

At the bottom, there are buttons for 'Annuler [ESC]' and 'Validé [F10]'.

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).

Fiche Prospect N°000030

Civilité [F2]: 1 **MONSIEUR** Langue [F2]: 1 **FRANCAIS** Tél. Privé:

Nom: **JAM'S CONCEPT** Tél. Prof.:

Prénom:  Fax:

↓ Fille:  Portable:

Adresse:  Carte Fidélité:

Né(e) le:

Pays [F2]: 000 **FRANCE** C.Postal:  + Carte Catégorie [F2]:

Ville: CHEMILLE  NPAI C.S.P. [F2]:

Courriel:  Chalandise [F2]:

Bloc Note Statistiques Paramètres Règlements/Compta Liaison Courriels

Arhes	Avoirs	R.A.R.	C.A.	Pièces	Nb Vtes	Dem. achat	Paiements différés	Résa.
0.00	0.00	0.00	0.00	0	0	24/07/2010	0.00	<input type="checkbox"/>

Solde: 0.00 CA Historique: 1er Achat: 7/24/2010

Mag. Créat: RDF RUE DE LA FETE

Annuler [ESC] Menu Historique Suppr Photo Relevé Visu.Résa [F9] Valider [F10] Imprimer [F11]

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.



There are three possibilities:

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

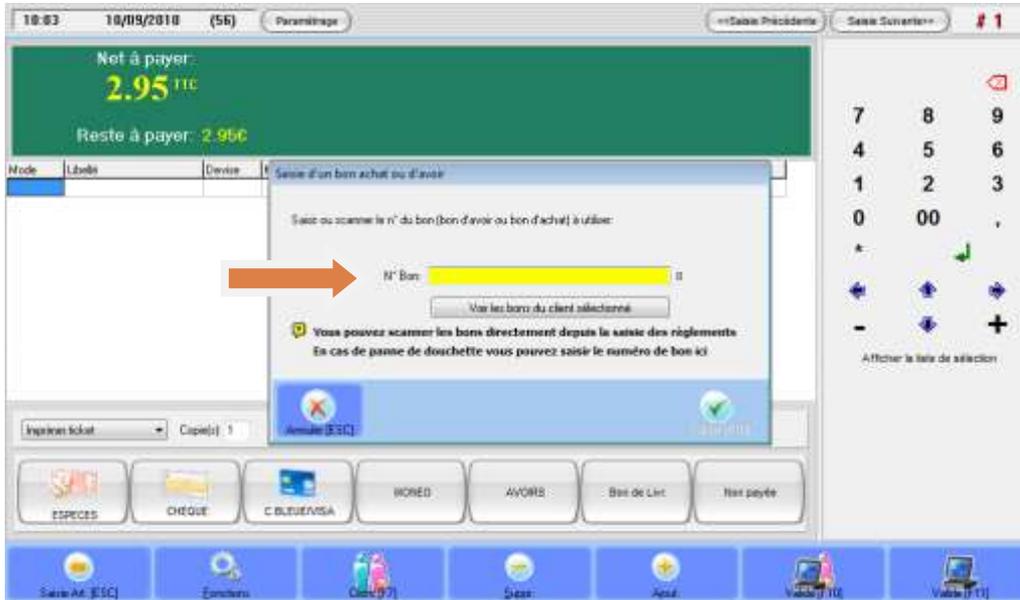
At the confirmation of the sale, no settlement required.

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

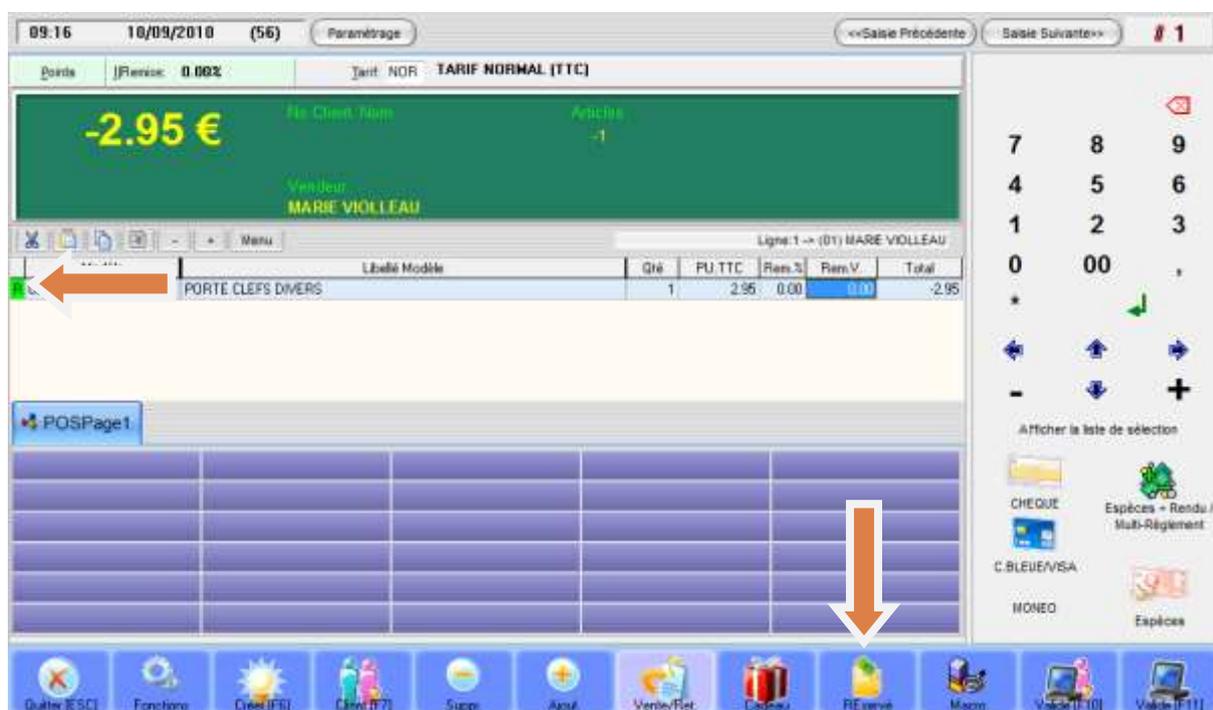
The customer purchases an item and presents his credit note on payment time. Enter the customer's name. Click **"Credit note"** in the new window appearing, scan the bar code on the credit note receipt; the sum passes in payment and the number is burnt out. (Avoid many trade-ins).



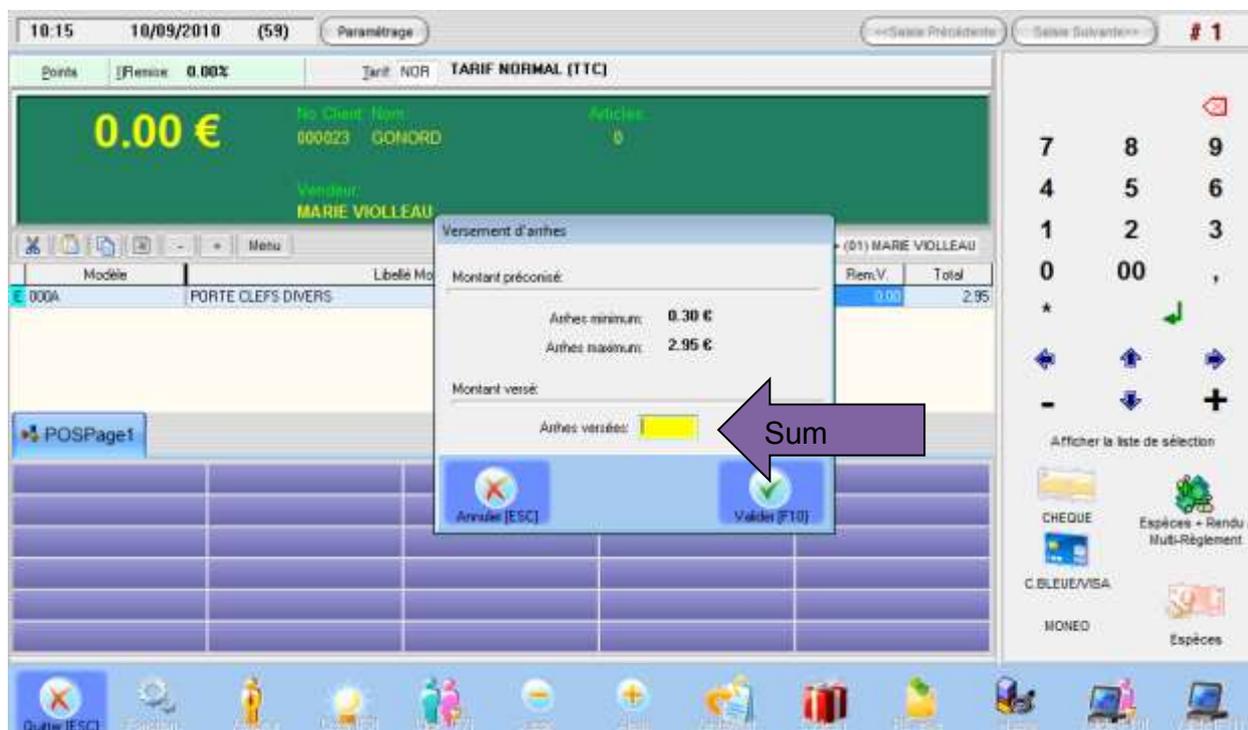
If the customer forgot his credit note, you can click "See the selected customer's coupons". The credit note will be displayed on a list and you just need to select it.

## 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.

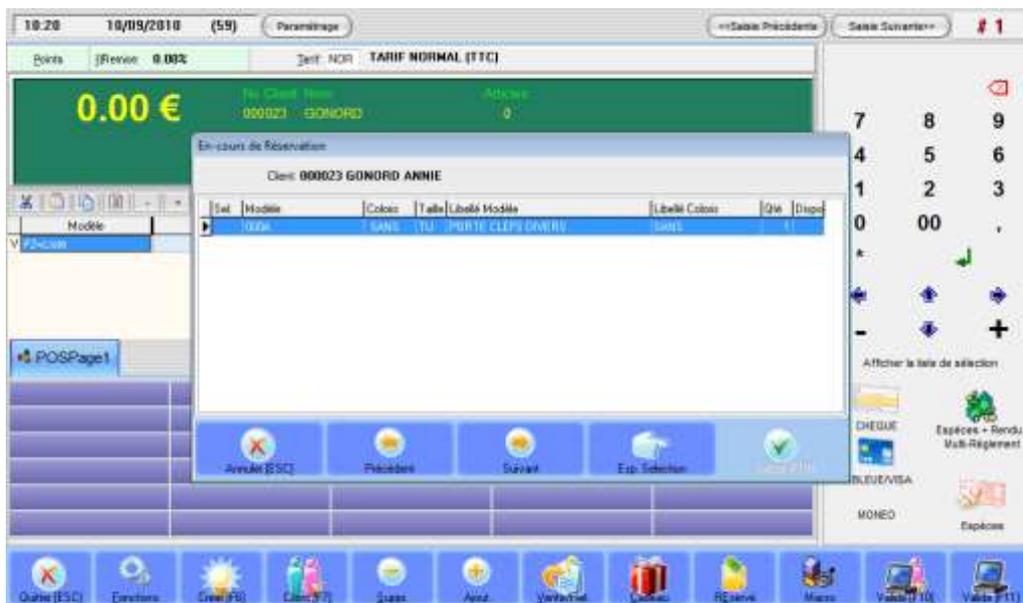


Then click F10, fill in the customer, enter an amount of the deposit.



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.



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.

## REGISTERING A SUPPLIER ORDER

Click “Supplier purchase” and then “Purchase document”.



The list of current documents will be displayed.

The screenshot shows the 'Documents Fournisseur' window. The 'Période' option is selected, indicated by an orange arrow. The table below shows a list of supplier documents with columns for N° Client, Commentaires, N° Doc, Fournisseur, Date, and Total HT.

N° Client	Commentaires	N° Doc	Fournisseur	Date	Total HT
C000576		L000516	PUM PLMA	01/09/2010	1329.47 €
C000577		L000517	ASI ASICS FRANCE	01/09/2010	17.35 €
C000578		L000518	NIK NIKE	01/09/2010	424.65 €
C000579		L000519	NIK NIKE	02/09/2010	1804.50 €
C000580		L000520	CON ROYER SPORT COUVERS	03/09/2010	213.30 €
C000581		L000521	RED ETS CLEON SAS	03/09/2010	273.35 €
C000582		L000522	RED ETS CLEON SAS	03/09/2010	298.65 €
C000583		L000523	RED ETS CLEON SAS	03/09/2010	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.

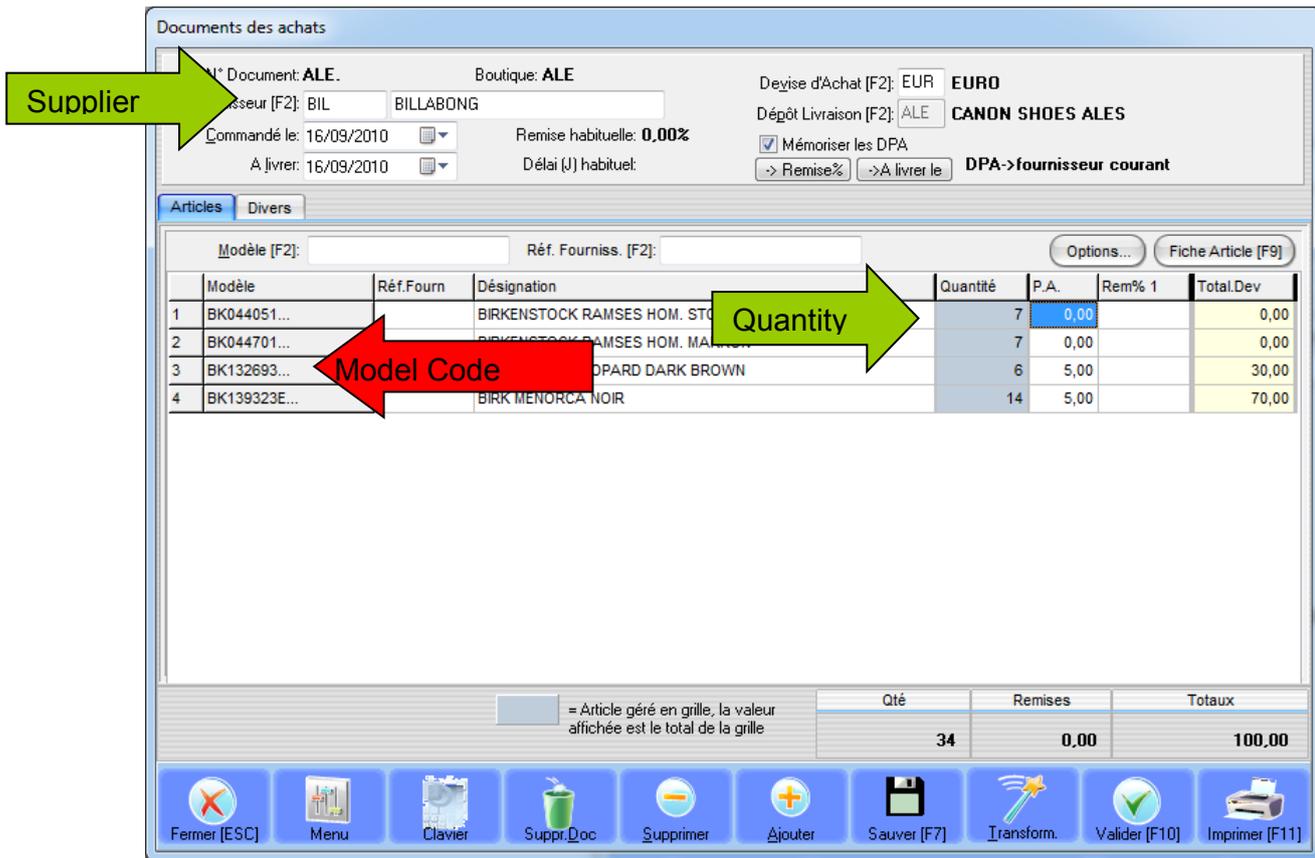
You need to fill in the supplier and the delivery date and then you can type in your order items.



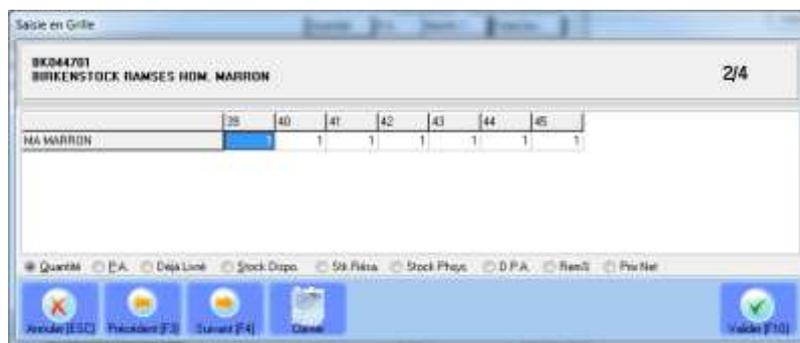
Once you finished the selection, click **"Confirm"**. The selected items will be added to your order.

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.



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.



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

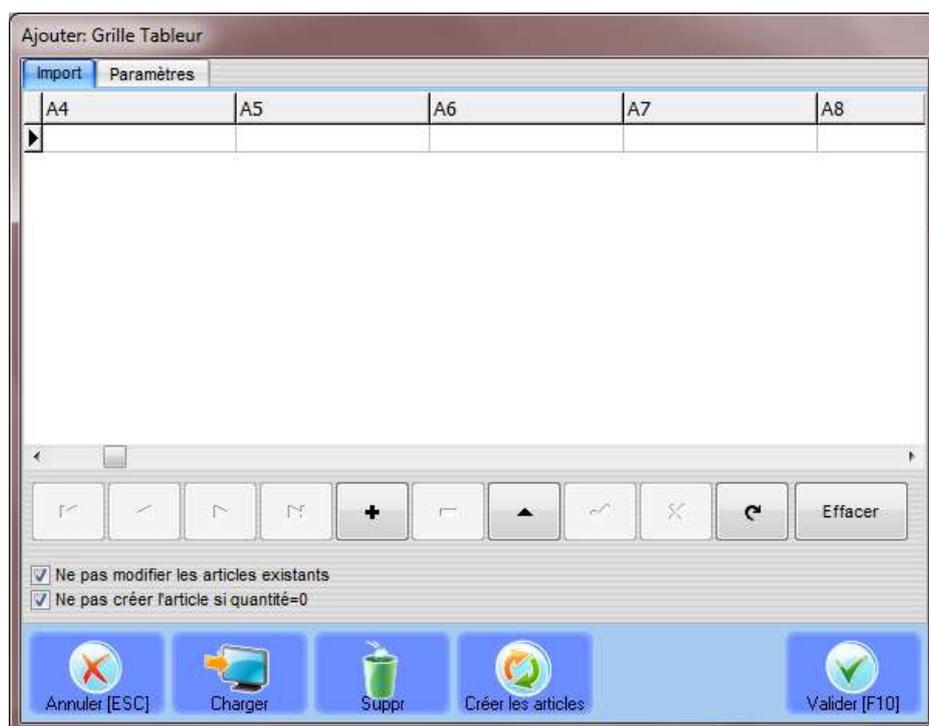
The software can include (contact your stockist) a module that can generate items and add them into a purchase document, starting from a CSV form a spreadsheet (Excel or Calc type), or starting from an input model chart.

*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:



### 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** ».

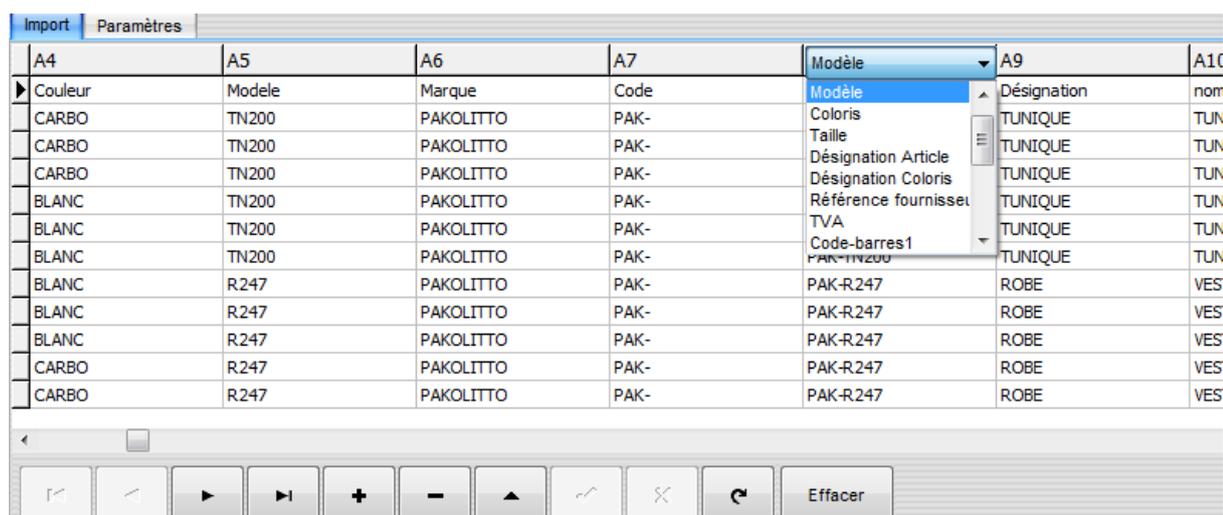
## Editing or generating lines

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	
► 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 Article	TUNIQUE	TUN	
BLANC	TN200	PAKOLITTO	PAK-	Désignation Coloris	TUNIQUE	TUN	
BLANC	TN200	PAKOLITTO	PAK-	Référence fournisseur	TUNIQUE	TUN	
BLANC	TN200	PAKOLITTO	PAK-	TVA	TUNIQUE	TUN	
BLANC	TN200	PAKOLITTO	PAK-	Code-barres 1	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	



The screenshot shows a software interface with a table and a control bar. The table has columns labeled A4 through A10. A dropdown menu is open over the 'Modèle' column, listing various attributes like 'Coloris', 'Taille', 'Désignation Article', etc. Below the table is a control bar with several icons for navigation and editing, including arrows, a plus sign, a minus sign, a refresh icon, and a button labeled '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 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:

Paramètres généraux

Articles

Articles Articles Attributs Codes-barres Souches

Création Code Modèle automatique

Préfixe imposé (par le siège):

Préfixe:

Nbre de chiffre compteur:

Dernière valeur:

Déverrouiller Appliquer

Grille Tailles/couleurs sur:

Prix Vente TTC

Valeurs par défaut en création article

Article Modèle [F2]:

Rayon [F2]:

Famille [F2]:

Sous-Famille [F2]:

Collection [F2]:

Fournisseur [F2]:

Renseigner les zones vides avec ces valeurs

PA visible niveau>=3

Afficher la grille par défaut

Autoriser Taille/Couleur

Autoriser Article à TVA/Marge

Photo sur la fiche article

Désignations multi-langues

Annuler [ESC] Valider [F10]

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 all the lines 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 all the flowchart's lines, 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:

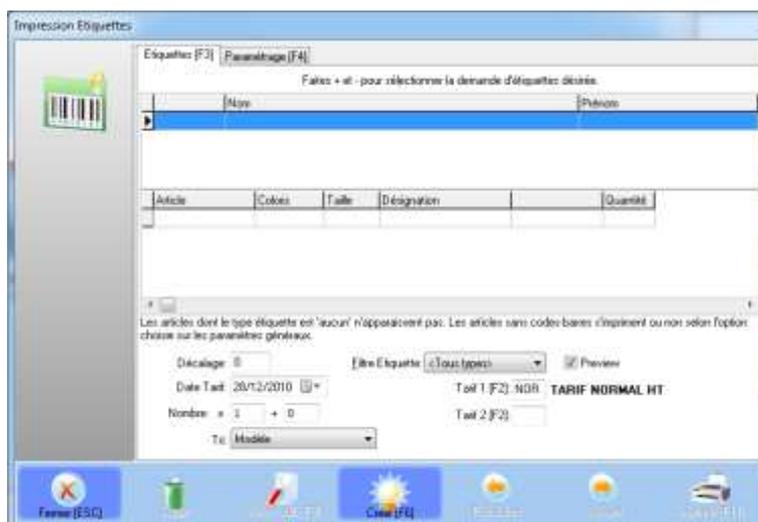
1. When you generate an item with the assistant if stocks were entered at the same time.
2. On a purchase document entry (order or delivery form).
3. Freely, by asking a "label request"

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.



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  $(N \times A) + B$ , which enables you to handle the following cases:

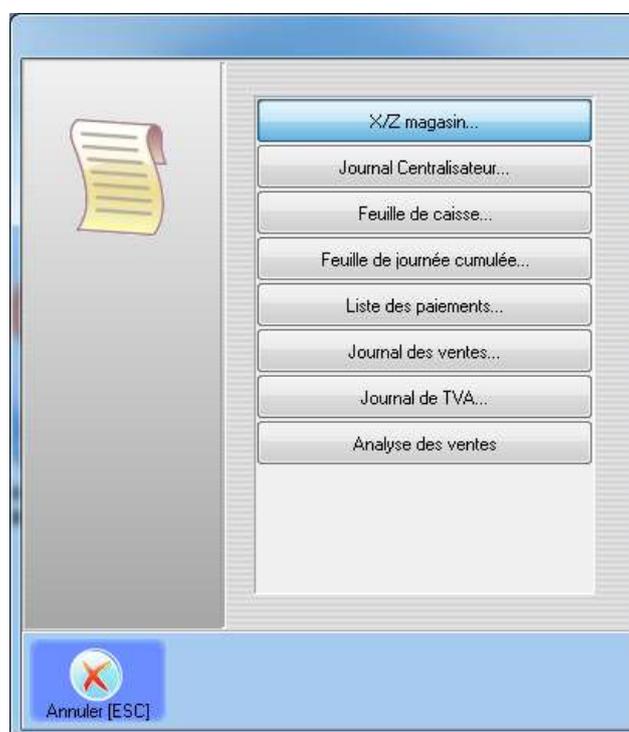
- Print two copies :  $A=2, B=0$
- Print an extra label « for security »:  $A=1, B=1$
- Print labels « for sales shelf » :  $A=0, B=1$

## MONITORING THE SALES FIGURES AND THE SALES ACCOUNTS

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



This window will be displayed:



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:

```

*****
      X / Z DU: 16/09/2010

Boutique   : XXXXXXXXXXXXXXXX
Devise     : EUR EURO
Imprime le : 28/12/2010 22:07
Imprime par : ADMIN
Caisse    : 01
*****
ESPECES           1   55,00
CARTE BLEUE/VISA  4  195,00
-----
TOTAL ENCAISSEMENTS BRUT      250,00
-----
AVOIRS REMBOURSES           0,00
ARRHES REMBOURSEES         0,00
ENTREE/SORTIE DE CAISSE    0,00
NON REGLE                  0,00
-----
TOTAL ENCAISSEMENTS           250,00

TOTAL ENCAISSEMENTS BRUT      250,00
AVOIRS ACCORDEES             0,00
AVOIRS UTILISES              0,00
ARRHES VERSEES              0,00
ARRHES UTILISEES            0,00
ECART CONV/REGL             0,00
PAIEMENT FACTURE            0,00
-----
TOTAL CA DU JOUR              250,00
-----
CA BRUT                     250,00
REMISES ACCORDEES           0,00
TOTAL CA DU JOUR             250,00

MONTANT DES CADEAUX          0,00
ARTICLES RETOURNES           0
*****

```



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** ».

```

*****
          LISTE DES PAIEMENTS
          DU: 16/09/2010 AU: 16/09/2010

Boutique   : XXXXXXXXXXXXXXXXXXXX
Devise     : EUR EURO
Imprime le : 28/12/2010 22:12
Imprime par : ADMIN
Caisse     : 01
*****
01 ESPECES
VEND  TICKET  CLIENT  VALEUR  DEVI
4      V049751 000001   55,00   EUR
                                -----
TOTAL ESPECES                                55,00

05 CARTE BLEUE/VISA
VEND  TICKET  CLIENT  VALEUR  DEVI
4      V049748 000001   25,00   EUR
4      V049749 000001   55,00   EUR
4      V049750 000001   30,00   EUR
6      V049752 000001   85,00   EUR
                                -----
TOTAL CARTE BLEUE/VISA                       195,00
    
```

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.

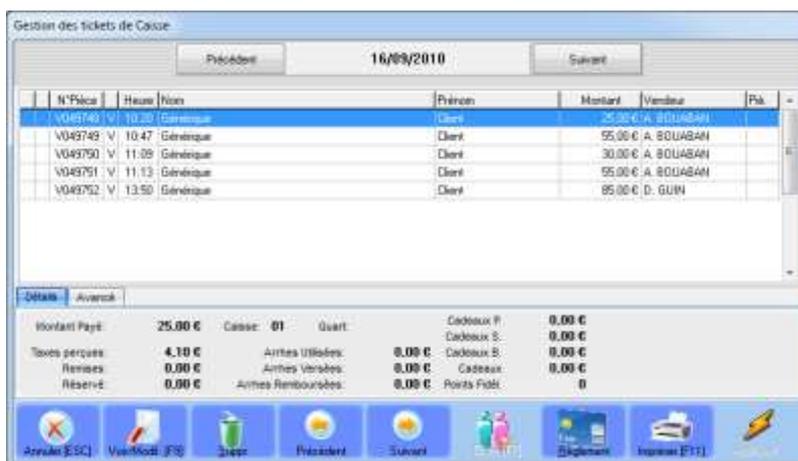
## RECEIPT MODIFICATION

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



This window will be displayed:

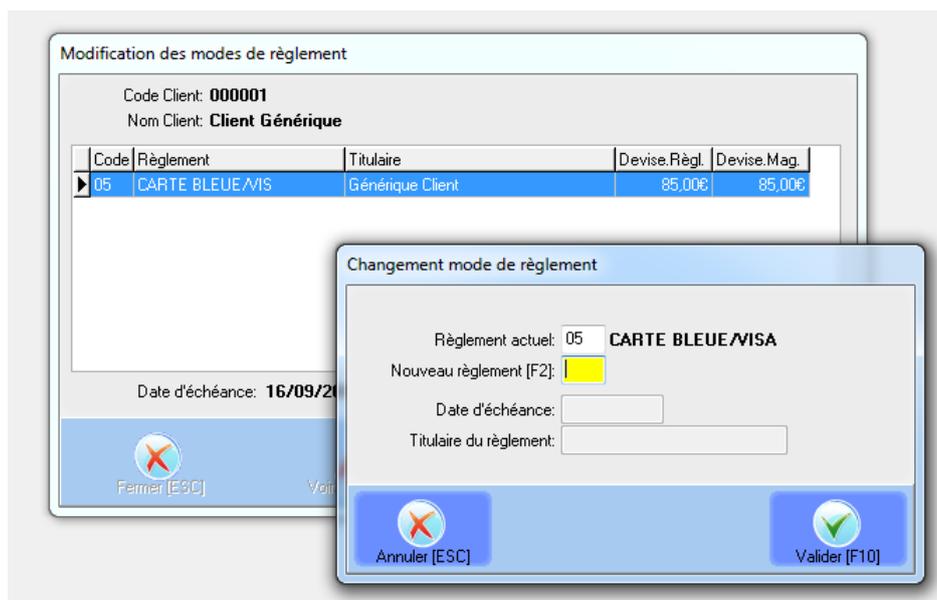
Modify the period if necessary. Apply a filter if possible, in order not to have a too long list afterwards. Click « **Confirm** » to confirm your choice.



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** ».

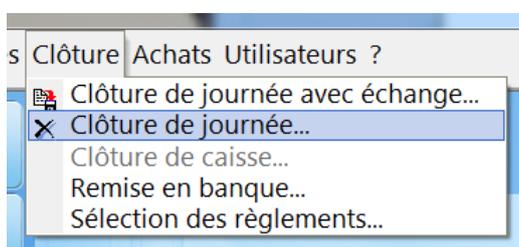


## CLOSING OF THE DAY

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.



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.

Caisse	Montant	Remise	Fond Caisse
01	Monte "Aveugle"		300.00

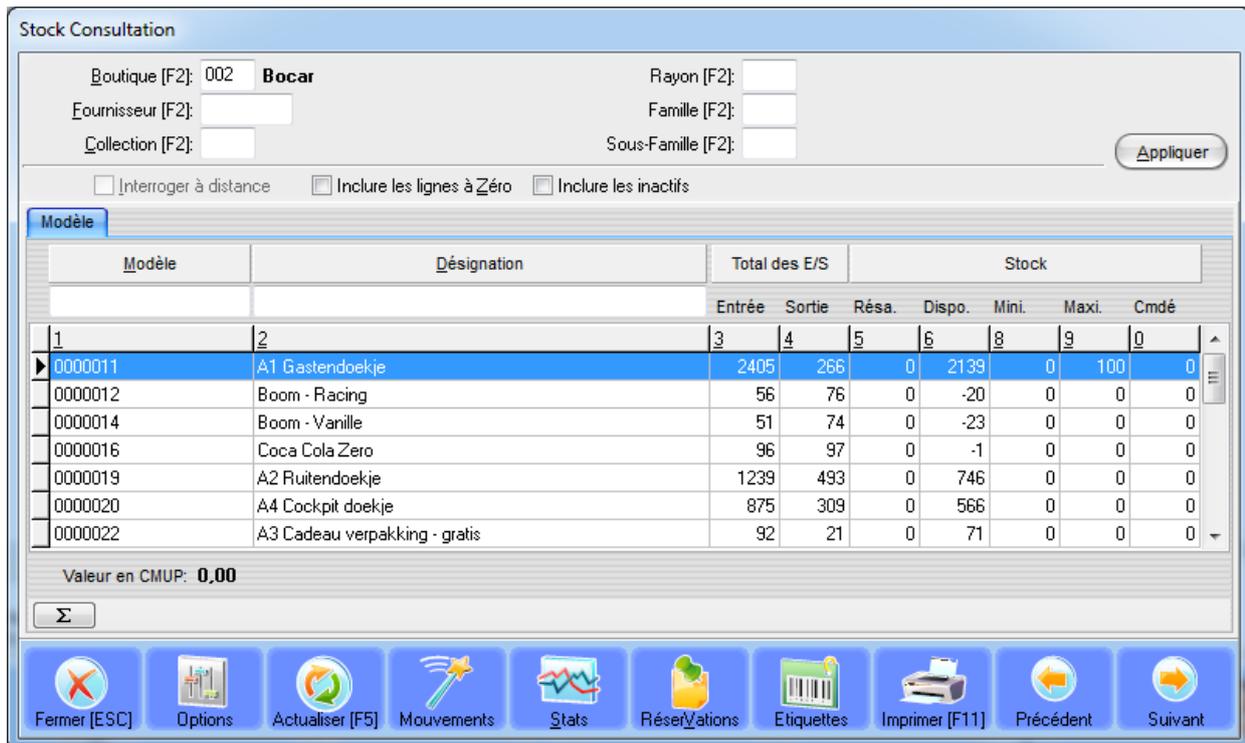
If you wish to print the closing book and/or the refund tickets, tick the corresponding options.

To close the day click « **Confirm** ».

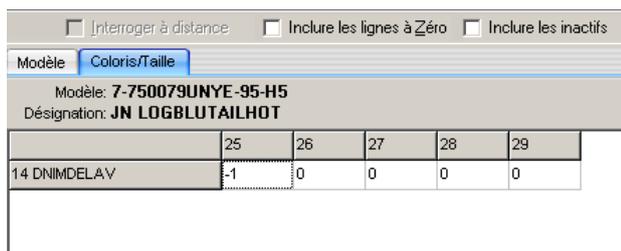
## SIMPLIFIED INVENTORY

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.



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).



Click F9 on the keyboard or click « **Mouvements** » 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.

Mouvement d'inventaire

Boutique [F2]: 002 **Bocar**

Date: 06/04/2011

Modèle [F2]: 0000011 **A1 Gastendoekje**

Coloris [F2]: SANS **SANS**

Taille [F2]: TU

Code Mouvement [F2]: INV **TELLING INVENTARIS**

Quantité: 2110

Prix: **12**

Quantité Avant: **2139**

Quantité Après: **2110**

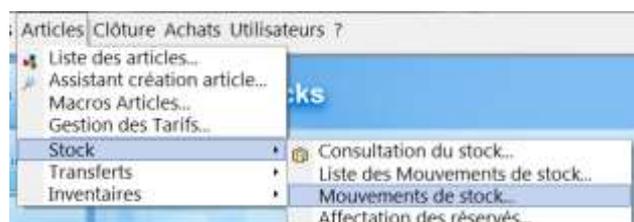
Commentaire:

N°Document:

 Annuler [ESC]  Valider [F10]

## STOCK MODIFICATION

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



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

 A screenshot of the 'Mouvements de stock' window. The window title is 'Mouvements de stock'. At the top, it shows 'Boutique [F2] 001 POINT EXPERT DEVELOPPEMENT'. Below this, there are several input fields: 'Date du mouvement: 28/12/2010', 'Modèle [F2]' (highlighted in yellow), 'Coloris [F2]', 'Taille [F2]', 'Code Mouvement [F2]', 'Quantité', 'Prix', 'Quantité Avant', 'Quantité Après', 'Commentaire', and 'N°Document'. At the bottom, there are two buttons: 'Annuler [ESC]' and 'Valider [F10]'.

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

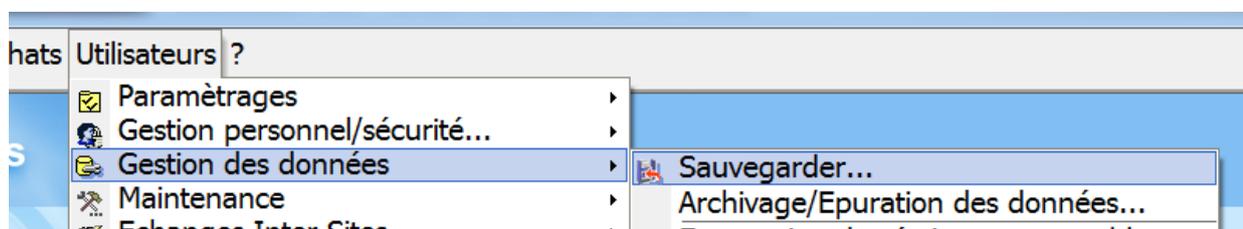
- The default date is the activity date. You can predate a movement, even though it is rarely necessary.
- You can use the movements that you like. Some of them are entry movements, some others exit movements.
- It is important to fill in the purchase price for the entry movements in the supplier stock; 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

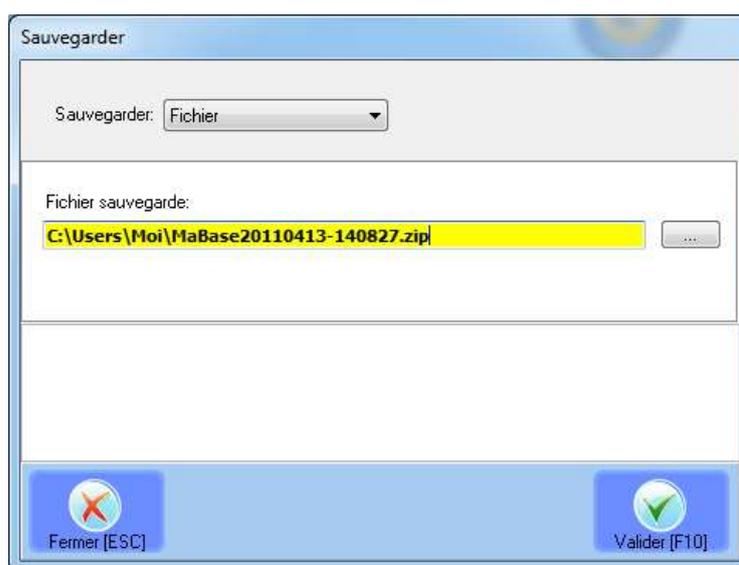
It is important to regularly save your data. Consult the electronic manual (on the software's menu ? | **Help Index**) for warnings and more details.

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



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.



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

### Saving by file

Click ... 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.

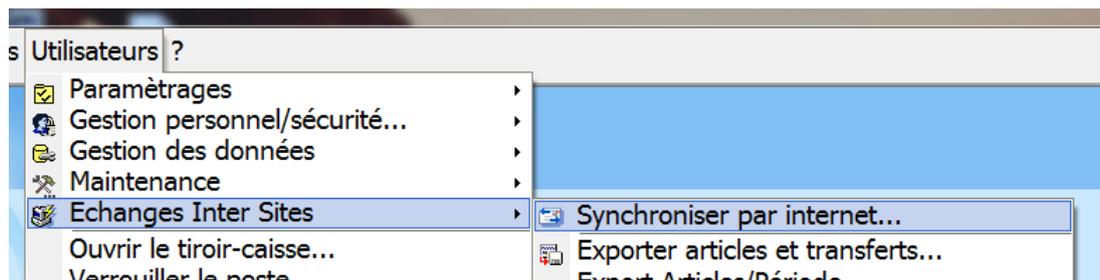
## CENTRAL MODULE

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**.



The synchronization module window will be displayed:



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.

