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RMH Product Website: <u>www.rmhpos.com</u>



## **RMH Wizards**

RMH provides many wizards you can use to quickly make multiple changes to your database – all at the same time. The following guides you through the Advanced Item Update Wizard and Inventory Wizard.

Online Training Video: https://vimeo.com/album/3520470/video/160322879

## Advanced Item Update Wizard

The Advanced Item Update Wizard allows you to easily and quickly change multiple desired item properties in RMH en masse using an Excel-like screen. For example, update item prices, price levels and cost prices.

Tip: If you want to change only a single field for multiple items, use the Inventory Wizard.

- 1. Log onto the **RMH Store Manager**.
- 2. Click the **Merchandising** option in the left navigation pane, navigate to the **Wizards** section, and then select the **Advanced Item Update Wizard** option.
- 3. On the Welcome screen, click Next.
- 4. Select the type of items you want to change. For example, Department, Category, Supplier, etc.



Or, use an Advanced Filter, which lets you select a subset of items to change (by item lookup code).

Filter			×
Field	Item Lookup Code	2	×
Operator:	LastReceived LastSold LastUpdated		^
	Quantity 2 Quantity 2 OF QuantityCommitte ReorderPoint ReplacementCost	đ	2
Filters	-		
	Apply	OK	Cancel



5. After selecting the type of items to change, click **Finish**. The system will then display on a grid all the items that match the specified filter criteria along with their detailed field information that was entered during the item setup process. Use the arrow bar at the bottom of the screen and scroll to the right to display additional fields. See following sample figure.

Data Operations	Refresh Filte	t i	List Options			
Merchandising 🚳	Advance Item Update					
tems	Find					
🔃 Item Messages	Item Lookup Code	+ Description +	Extended Description +	tem Type	Sub description1	+ New Sub D
New Item Worksheet Item Matrices	CF10285 CA10171 XIS16	Cabir Air Finer Engine Air Filter Oil Filter	FRAM Fresh Brocce Cab FRAM Extre Guerd Air Fil. FRAM XG16 Ultre Synth.		-	
<ul> <li>Departments</li> <li>Categories</li> </ul>	P225/60R16/SL 85980/D5722 2TON/ACK	Sealed Acid Batt.	Goodyear Integrity Tire P., UPG 85980/D5722 Seale. Torin 2-Ton Hydraulic Tro.			
Discounts	CARCOV 10W-20	Car Cover Full Sunthetic M	Overdrive Polypro 1 Car Mobil 1 0//-20 Advanced.			
Limit Purchases	100020	t an agricante re-				
lizarda						
Advanced Item Update.						
🚺 Label Wizard	1					
🖸 Inventory Wizard						
terchandising	1					
ustomer						
nventory/Purchasing						
ools						
etup						
Reports						
	Wizard Qui	ck Scan Remove	e Format	Formula		

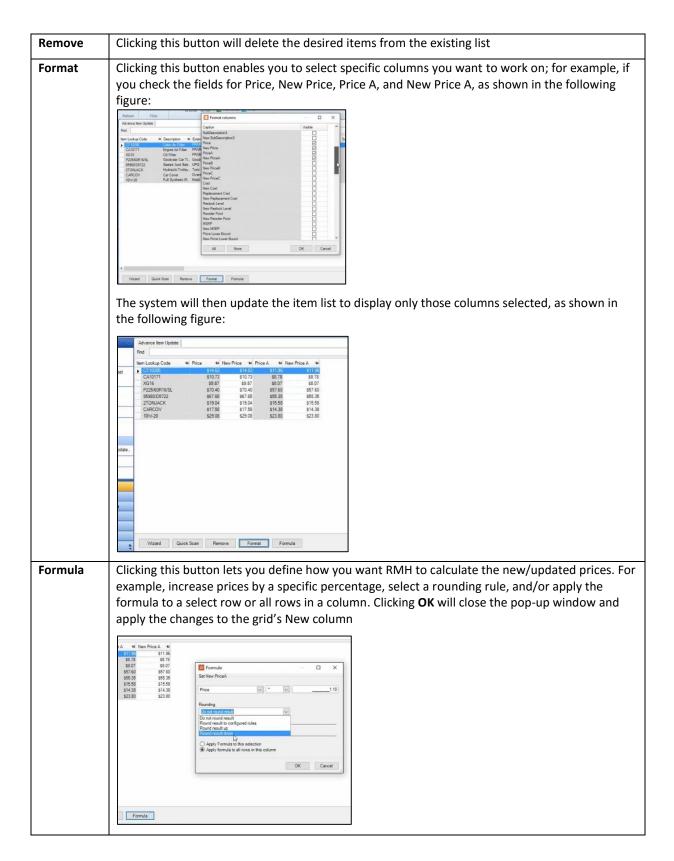
6. Each field provides two columns – one with the existing data and the other with the desired updated data. In the New column for the applicable item field, enter the updated data (price, etc.). For example, to change an existing item price, enter the updated price in the New Price column.

Advan	ce Item Update											
nd												
on3	· New Sub Description3		w Price #	Price A 👐		Price B 44	New Price B 😐		New Price C 🗣 (			Replacement Cost 4
			\$14.62	\$11.56	\$11.96		\$0.00		\$0.00	\$8.10	\$8.10	80.0
		\$10.73	\$10.73	\$8.78	\$8.78	\$0.00		\$0,00	\$0.00	\$5.00	\$5.00	\$0.0
		\$9.87 \$70.40	\$9.87 \$70.40	\$8.07 \$57.60	\$8.07 \$57.60	\$0.00		\$0.00	\$0.00 \$0.00	\$4.00 \$25.00	\$4.00 \$25.00	\$0.0 \$0.0
		\$70,40	\$67.65	\$57.60	\$57.60	\$0.00		\$0.00	\$0.00	\$25.00	\$32.00	
		\$19.04	\$19.04	\$15.58	\$15.58	\$0.00		\$0.00	\$0.00	\$11.00	\$11.00	
		\$17.58	\$17.58	\$14.38	\$14.38			\$0.00	\$0.00	\$9.58	\$9.58	\$0.0
		\$29.08	\$29.08	\$23.80	\$23.80			\$0.00	\$0.00	\$13.00	\$13.00	

Button Description Wizard Clicking this button displays the Wizard again, enabling you to select additional items for updates **Quick Scan** Clicking this button lets you quickly enter or scan a barcode; clicking the **Lookup** button lets you add more items to the list. Clicking **Done** will close the window and populate the item grid with the items \$10.73 \$8.78 \$8.78 \$0.00 \$9.87 \$8.07 \$8.07 \$0.00 \$70.40 \$57.60 \$57.60 \$0.00 \$67.65 \$55.35 \$55.35 \$0.00 \$19.04 **Ouick Scan** × \$17.58 tem Lookup Code or Alias \$29.08 Done Accept Looku

This screen also offers various options to facilitate item updates.





7. After making all the applicable changes to the grid, click the **Commit** button and confirm the action.



Item Lookup Code	-12	Price 4	New Price +	Price A 📲	New Price A 🗢	
CF10285		\$14.62	\$16.08	\$11.96	\$13.16	
Ø CA10171		\$10.73	\$11.80		\$9.65	
/ XG16		\$9.87	\$10.85		\$8.88	
/ P225/60R16/SL		\$70.40				
Ø 85980/D5722		\$67.65			\$60.89	
g 2TONJACK		\$19.04	\$20.95	- D.A.	Store Manager	
/ CARCOV / 10W-20		\$17.58				
					Do you want	to commit this changes?

The system will then update the database and you can exit the wizard.

## **Inventory Wizard**

The Inventory Wizard is ideal for quickly updating a single field for multiple items at the same time.

Online Training Video: https://vimeo.com/album/3520470/video/160322879

- 1. Log onto the **RMH Store Manager**.
- 2. Click the **Merchandising** option in the left navigation pane, navigate to the **Wizards** section, and then select the **Inventory Wizard** option.
- 3. On the Welcome screen, click Next.
- 4. On the Select Task screen, select the desired task. For example, 'Change Item Costs' or 'Change Item Type.'

Select Task			
Select the task to perform from the menu below.			
Tasks			
Task110 : Change Item Prices	ĸ		
Task110 Change filem Prices	1		
Taski 20 : Change litem Proc Limits Taski 20 : Change litem Costs Taski 40 : Change litem Ordering Info. Taski 50 : Change litem Restocking Info. Taski 50 : Change litem Restocking Info. Taski 70 : Assign Item Sales Task Taski 200 : Make Items Inactive Taski 200 : Change "May not be placed on purchase order" vake Taski 200 : Change "Bin Location" Taski 100 : Change "Bin Location" Taski 1050 : Change "Buydown Price" Taski 1050 : Change "Buydown Price" Taski 1050 : Change "Buydown Duarnity" Taski 1050 : Change "Buydown Duarnity" Taski 1050 : Change "Succept food stamp for Items" value Taski 1050 : Change "Accept food stamp for Items" value Taski 1050 : Change "Maccept food stamp for Items" value Taski 1050 : Change "Maccept food stamp for Items" value			
Hell Tack(109): Change Tale Weight Percent Tack(109): Change Tale Weight Percent Tack(109): Change Department and Cotegory Tack(1130): Change Department and Cotegory Tack(1130): Change Study Department Tack(1150): Change "Sub Description" Tack(1150): Change "Sub Description"	Back	Next	Cance

**Note:** Some of the tasks in this drop-down list box were preserved from the Microsoft Dynamics RMS inventory wizard. RMH includes many additional task options that allow you to use the wizard to change any item property.

5. After selecting the task, click **Next**.

**Note:** For sample demonstration purposes, the following guidelines assume that the 'Change Primary Supplier' task was selected.



6. Specify the item filter by defining the filter and then checking the applicable box(es). The available drop-down list box lets you select items by department, category, supplier, or add items manual or from the filter.

Select the items	to update:		
Items from thes	e departmentş	~	
<ul> <li><not assign<="" li=""> <li>Auto Parts</li> </not></li></ul>	ed là	^	
Baby Beauly Books Cell Phones Clothing Computers		v	
Al	None		

**Note:** In this scenario, the 'Not Assigned' option will apply the change to all items that currently do not have an assigned supplier.

- 7. Click **Next** to continue.
- 8. Select the **Primary Supplier** from the available list, and then click **OK**.

RMH Store I	Manager - Supplier				-		×
earch Code						Rec	cords. I
CodeŦ	Name	ContactName	Telephone	Fax			
0005	Lakeview Garden Cente		(662)-615-2668	(662)-615-2668			- 3
004	FarAway Cycles	Andrea Doumitt	(804) 673-2727	(804) 673-2727			
003	Pixel Telecoms	Lauri Scarantion	(801) 294-1000	(801) 294-1000			
002	Brodeys Trade Link	Jesus Sobczak		(256) 882-7469			
001 NotAssigned>	Extra Mile Sports <not assigned=""></not>	Cori James L	ൾ(662) 895-4949	(662) 895-4948			
Help					OK	Car	ncel

9. Click **Next** to continue, and then click **Finish**. A grid will display that shows all the items that matched the filter criteria. See following figure:



S .	1260 : Chang	e Primary Supplier			
					8 en
em Lookup Cod	Description	Extended Description	Primary Supplier	New Primary Supplier	
F10285	Cabir Air Filter	FRAM Fresh Breeze Cabin Air Filter, CF10285	17	<not assigned=""></not>	
A10171	Engine Alr Filter	FRAM Extra Guard Air Filter, CA10171	17	<not assigned<="" td=""><td></td></not>	
0G16	Oil Filter	FRAM XG16 Ultra Synthetic Oil Filter	17	<not assigned<="" td=""><td></td></not>	
225/60R16/SL	Goodyear Car Tire	Goodyear Integrity Tire P225/60R16/SL Tire	17	<not assigned<="" td=""><td></td></not>	
5980/D5722	Sealed Acid Batteries 12V	UPG 85980/D5722 Sealed Lead Acid Batteries (12V; 35 AH; UB1)	2350) 17	<not assigned=""></not>	
TONJACK	Hydraulic Trolley Jack	Torin 2-Ton Hydraulic Trolley Jack	17	<not assigned=""></not>	
ARCOV	Car Cover	Overdrive Polypro 1 Car Cover	17	<not assigned=""></not>	
0w/-20	Full Synthetic Motor Oil 5qt	Mobil 1 0W-20 Advanced Fuel Economy Full Synthetic Motor Oil, 5	qt. 17	<not assigned<="" td=""><td></td></not>	

10. In the **New** column, edit the fields as desired. For this example, clicking in the white field in the **New Primary Supplier** column will display a drop-down list of all the existing suppliers in the database.

1-2	Task/Criteria								
K I	1260 : Chang	e Primary Supplier							
									8 en
Item Lookup Code	Description	Extended Description	on			Primary Supplier	New Primary Supplie	9f	
CF10285	Cabir Air Filter	FRAM Fresh Breeze				17	<not assigned=""></not>		
CA10171	Engine Alt Filter	FRAM Extra Guard					<not assigned=""></not>		
XG16	Oil Filter	FRAM XG16 Ultra S					Biodeys Trade Link Pixel Telecoms		
P225/60R16/SL	Goodyear Car Tire	Goodyear Integrity				17	FatAway Evcles	b.	
95980/D/5722 2TONJACK	Sealed Acid Batteries 12V		UPG 85980/D 5722 Sealed Lead Acid Batteries (12V; 35 AH, UB12350)				Extra Mile Sports	he	
CARCOV	Hydraulic Trolley Jack Car Cover		Torin 2-Ton Hydraulic Trolley Jack Overdrive Polypro 1 Car Cover				Lakeview Garden C (Not Assigned)	enter	_
10W-20	Full Synthetic Motor Dil 5gt			onen Eul Custon	n Malas Dil 5 at		<not assigned=""></not>		

This screen also offers the various functions:

Button	Description
Copy To All	The <b>Copy To All</b> button at the bottom the screen will copy the information in the top row of the New column and automatically apply the information to remainder rows in that column.
Add/Delete	Click the applicable button to manually add or remove items from the grid.
Import/Export	Click these buttons to import/export the data from/to an Excel file. For example, to make changes and then use the Import button to update the RMH database.
Formula	Use this button to create special calculations. For example, for Price field changes, you can apply specific prices based on mathematical formulas. Note that formulas cannot be applied to text fields and thereby would not apply to Suppliers, for instance.
Commit	Clicking this button applies the changes to the database. After confirming the changes, the system will display a notification window with the number of records that were updated.

11. Click **Commit** to apply the changes to the database.

