

Multimicro Systems

Special Report

Keep track of who has your samples

Lookup inventory for samples to see what you have in stock

Show which Salesperson is responsible for each sample

Keep track of Estimated Return and Action Dates for each sample

Create reports by Salesperson to be able to follow up on samples

Track the status of samples you have sold to make sure you receive payment

Sample Control System

The Sample Control System is designed to manage and control the inventory and distribution of your Samples. Entries in the Sample Control System allow you to keep track of what samples you have on hand, who has your samples, and who has purchased samples. The system tracks the salesperson in charge of each customer as well as what kind of sample they have.

Maintain a Sample Inventory

- Easily add and delete items from the sample inventory
- Easily check in and out samples to customers
- Easily lookup MFG code, salesman and customers when entering samples
- Easily track the value of your sample inventory by setting a cost for each sample

Keep track of the customers who have your samples

- Track the salesperson responsible to follow-up with each customer
- Track the date a sample was assigned to a customer
- Track estimated return date and action date for each assigned sample
- Track history of which customers had a sample in the past
- Track who you have billed for samples and if they have paid

Run reports to help maintain your sample inventory

- Print reports for salesman to be able to follow-up with a customer who has a sample
- Print reports to be able to follow-up on customers who you have billed for a sample, but have not paid
- Print a report of the total value of all samples in stock and assigned out

Read more about the Sample Control System at: <u>www.multimicrosystems.com</u> Email your comments to: <u>contact@multimicrosystems.com</u>

Sample Control System

Add Inventory

Sample Inventory System *MULTIMICRO SYSTEMS* UserID = WNA	
File Add Sample Inventory Jump Exit Help 01-28-05 16:34	
Sample Lo Sample Check In/Out Beports	Previe <u>w</u>
Catalog Detail	
Check In/Out Bill/Paid <u>D</u> elete Canc <u>e</u> l	<u>S</u> ave
Product	N
MFG Desc	
Qty Desc 2	Cost
	Status STOCK 💌
	Date Out 012805
	Est Return Date 012805
Comments	Action Date 012805
Lomments	
Not Changeable	
Last Chg Date Last Chg Time	Last Chg By WNA

Click on the Add Sample Inventory menu option. Enter the MFG, Description and a Quantity. All other fields are not required, Click on Save.

Cust Code/MFG Cust Code/MFG MFG/Description SalesMan/Cust Code Start Key				Station Cust Code MF6 Description Search ALL ALL ALL ALL Status • ALL © Stock © Out © Closed © Billed © Paid Go LU					
				Sample Lookup					
	Cust/Stk	SLS	MFG	Description	QTY	Status	Date Dut	Est Rtn Date	Acti
	GES/AT	UTC	KEEN	1TEST	1	CLOSE	012705	040105	040
-	GES/AT	JTC	KEEN	2TEST	1	PAID	012705	030105	030
	GES/BR	GEO	KEEN	1TEST	1	CLOSE	012705	012705	
	MULTIM	ENG	GLOB	1test	1	BILLED	012705	040105	0329
1	SAMPLE	MSC	KEEN	2TEST	1	CHKOU	012705	013105	020
	SAMPLE	MSC	KEEN	2TEST	1	CLOSE	012705	030105	030
1	STOCK	STK	GLOB	TestTEST	1	STOCK	012705	012705	012
	STOCK	STK	KEEN	2TEST	1	STOCK	012705	012705	0123

Sample Lookup

Use the Lookup tab to find an in stock sample to check out. Search by salesman, customer, mfg or description. Click the record selector on the far left of the grid to display a record on the Sample Check In/Out tab.

Sample Check In/Out

Sample Inventory System *MULTIMICRO SYSTEMS* UserID = W File Add Sample Inventory Jump Exit Help 01-28-05 16:23	NA
Sample LU Sample Check In/Out Beports	Previe <u>w</u>
Catalog Detail Check Out BILL Delete Cancel Product MFG KEEN Desc 2TEST	Save
Qty 1 Desc 2	Cost 23
Customer SalesMan Cust Code Qty Out 1 Cust Name Contact Comments	Status CHKOUT Date Out 012805 Est Return Date Action Date
Not Changeable Last Chg Date 200501 Last Chg Time 17:10	Last Chg By
	Last Chg By ZZZ

Use the Sample Check In/Out tab to make changes to the sample inventory. When you pull up a STOCK item, click on the Check Out button to be able to enter the Customer information. Click Save to make sure all changes are saved to the sample database.

Sample L <u>U</u> San	mple Check In/Out Reports Preview	
Report Sequence Salesman/Cust Code Salesman/Cust Code Cust Code/MFG MFG/Description Estimated Return Date Action Date	Select Criteria Date Range Begin Date End Date ALL Est. Return Date Salesman ALL Cust Code ALL Description Search ALL Columns To Print Status ✓ MFG Cust Name ✓ MFG Contact ✓ SLS Cost ✓ Cust Code Desc 2 ✓ Qty Comments ✓ Status Out ✓ Status Paid ✓ Action Date 1 SLS/Page	Preview Print E-Mail Cancel

Reports

Run a report by salesman to be able to follow-up with customers that have borrowed samples. Click on the E-Mail button to send reports using the Sales Assistant E-Mail system in MS Excel, Notepad or Wordpad.