



Link.It

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The Inter-Store Data Exchange Module

This is the data exchange module. Link.It allows different locations or stores to share information such as inventory and sales information.

Polling By Phone

The following sections describe the setup and operation for polling between stores by using a modem. This is the procedure for the nightly communication between your locations.

Communications Setup

This is where you select the modem that this computer will be using for polling. This is also where you set the type of the store, in terms of the polling. Only one workstation in your entire operation can be set as the **Central Store**. This location controls the polling for all of your locations. A **Satellite Store** is a store that is polled, but has no control over the polling. For small operations, you will only need a central store and satellite stores. However, if you have a large operation, you will use distributed polling. Distributed polling utilizes the **Secondary Central** store. A Secondary Central store must be a workstation on the same network as the Central Store.

Example of Distributed Polling: You have an East Region, a Midwest Region and a West Region. You have fifteen stores in each region, and a national headquarters. You will set one polling computer in your national headquarters as the **Central Store**. You will then set two of the other workstations at the national headquarters as **Secondary Central**. You will enter the 15 stores of the East Region in the Locations Setup of the Central Store computer. You will enter the 15 stores of the Midwest Region in the Locations Setup of one Secondary Central computer. You will enter the 15 stores of the West Region in the Locations Setup of the other Secondary Central computer. Each of the 45 stores will have one polling computer that is set as **Satellite Store**.

Modem Setup Dialog Box

The screenshot shows a 'Modem Setup' dialog box with the following elements:

- Modem:** A dropdown menu showing 'Hayes Accura 56K Int Fax Modem'.
- Last Date Polled Successfully:** A text box containing '8/31/98'.
- Store Type:** Three radio buttons labeled 'Satellite Store', 'Central Store', and 'Secondary Central'.
- Buttons:** 'Cancel' (with a red X icon) and 'OK' (with a green checkmark icon).

To setup your modem for polling, do the following:

1. From the Link.It screen, select **Setup**.
2. From the **Modem** pull-down menu, select the modem that this computer is going to use for polling.

NOTE

You must install a modem in the computer with the proper Windows drivers before you can use it for polling. If you have not yet installed any modems in your computer, the Modem pull-down menu will be empty.

3. Depress the button (**Satellite Store, Central Store, Secondary Central**) for the type of polling location that this computer is going to be.

NOTE

If a computer is set as Satellite Store, the **Last Date Polled Successfully** field display, which shows the last day that this store polled completely and successfully.

4. Select **OK** to save the settings.

Make Non-Polling

If this computer has been set as a polling computer, but it is no longer going to be used for polling, select **Remove as Poll Computer**. This computer will no longer be set up for polling. In addition, if you are going to change the Store Type of this computer (from Satellite to Central, Central to Satellite, etc.) you should first select **Remove as Poll Computer** and then go to **Setup** and set it as the new Store Type.

Locations Setup

This is where you enter the modem phone number for each store whose polling this computer will control. You can also set what information each of these stores will receive from the other locations. The Locations Setup is **ONLY** used for Central and Secondary Central stores. If you are a Satellite store, you will not be able to enter anything in the Locations Setup. Once you have had at least one successful polling, the Locations Setup will show the last successful polling date for each of the stores that this computer controls.

To add stores to the Locations Setup, do the following:

1. From the Link.It screen, select on **Locations Setup**. The Store Setup window displays, showing the stores that have already been entered.
2. Select on the **New** button.
3. Enter the **Store Number** and **Modem Number**.
4. Select the **Receives** button to set the information that this particular store should receive during polling.
5. In the Polling Reception window, depress the button of each type of information (Inventory, Receipts, Purchase Orders/RA's, Contacts, Customers, Sales Activity, Transfers, Payables, Employee/Salesman) you want this store to receive. If a button is depressed, it means the store shall receive that information from all other stores.
6. When you have set the polling reception for the store, select **OK** to return to the Store Setup for this store.

NOTE

If, for some reason, you are not going to poll a particular store one night, select the Skip Store option on that store's Store Setup.

7. Select **OK** to save this store's information.
8. Repeat steps 2-7 for each additional store that this computer will be polling.

Activate Poll Procedure

This is where you actually perform the transfer of information between stores. The polling process transfers information from all of your stores to each other. Satellite stores will only receive the information they were set for in the Receives section of Setup. The polling is controlled from the central store and the secondary centrals, but each satellite store must also be prepared for the polling process.

We do not recommend polling in the middle of the day. Some reports (Daily Activity, Register Activity, Salesman Activity) can misrepresent information. To correct Daily Activity and Register Activity use Daily, System Check in the Utilities module.

Central Location and Secondary Central

To begin modem polling from the central location and the secondary central locations, do the following:

1. From the Link.It screen, select **Poll By Phone**. The Polling screen displays with a message that says, *Press Start Polling to begin in the Log.*

2. The **Date To Poll From** shows the date of the earliest, last successful polling for all stores. This is the recommended date that you should set for **Poll from**. This means that if store#2 last successfully polled on 12/23/2000 and store#3 last successfully polled on 12/19/96, the Date To Poll From will show 12/19/200. Always enter a four-digit year - ie, 12/1/2000 not 12/1/00)
3. In the *Poll from* field, enter the date from which you actually want to poll. The polling transfers all information from the date in the Poll from field to the present. In the *Wait Until* field, enter the time you want to start the polling process. If you want to begin polling immediately you should leave this field blank.

NOTE

The Poll from date at the central location will over ride the satellite location.

4. Select the **General Priority** (Satellite, Central).

NOTE

This depends upon where your transfers and purchase orders are made. If you perform these exclusively at the central store then choose Central. If you receive from the purchase orders and enter transfers for each store at that particular store, choose Satellites.

5. Select the **Inventory Priority** (Satellites, Central).

NOTE

This depends upon where you are going to enter and make changes to inventory information, such as entering new styles, changing the descriptors for a style, and adjusting quantities. If you perform these exclusively at the central store then choose Central. If you create and adjust inventory for each store at that particular store, choose Satellites.

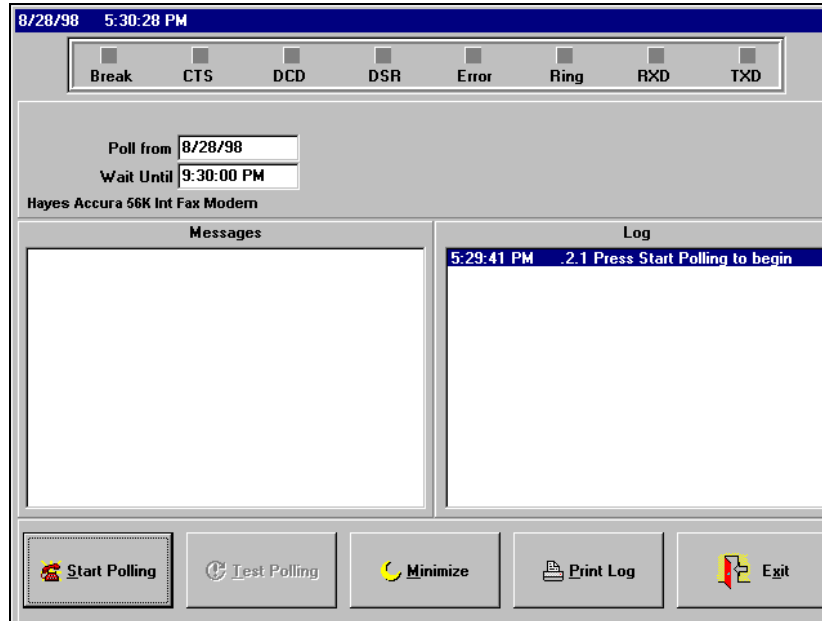
6. Once you have entered and selected all information for this polling session, select **Start Polling**. If you left the Wait Until field blank, the polling will begin immediately. If you entered a time in that field, the polling will not begin until that time.

7. While the polling is taking place various messages will be shown in the Messages and Log boxes.
8. DO NOT touch anything until polling is complete.

Satellite Store

To prepare for modem polling at a satellite location, do the following:

1. From the Link.It screen select **Poll by Phone**.



2. Enter the **Poll from date**.

NOTE

The poll From date at the central location will over ride the satellite location.

3. Enter the time in the *Wait Until* field that you want this computer to begin preparing its files and modem for polling. Keep in mind that a Satellite store must be ready to receive a call before its controlling Central or Secondary Central location dials in.
4. Once you have entered the information for this polling session, select **Start Polling**. If you left the Wait Until field blank, the computer will immediately begin preparing its files for polling. If you entered a time in that field, it will not begin until that time.
5. DO NOT touch anything else until the polling procedure is complete.

From the Polling screen, you can also perform the following tasks:

- **Test Polling.** This allows you to test to make sure you can connect to the other stores via the modem. Before you begin a test polling, select **Test Polling** in each of the Satellite locations that are going to be tested. Then select the **Test Polling** button at the controlling Central or Secondary Central location. After several seconds, the computer will dial each of the stores in this computer's locations setup and perform a test file transfer with each location. The Messages will show the status of the connections to each store.
- **Minimize.** This is a helpful feature that you can use once you have stabilized your polling procedure. If you select **Minimize**, your computer will poll at the same Wait Until time every night, without you having to do anything. However, if you turn off your computer at some point, Minimize will no longer be active and you will need to manually start the polling again.

NOTE

If you use this feature restart your polling computer once a week to reinitialize it.

- **Print Log.** When you select the **Print Log** button, the polling log that is on the screen will be printed on your report printer.

Polling Logs Menu

- **Show Logs.** This allows you to review the details of previous polling. If you are having trouble polling, reviewing the logs will help you to determine the problems that you are experiencing.
- **Print Last Log.** Select this button to print a full log of the activities of your most recent polling (or attempted polling).
- **Success Logs.**

From the Show Logs dialog box, you can perform the following tasks:

Polling Logs							
Polling Information					Polling Errors		
Log Date	Poll Started	Time Started	User	Store Type	Terminal	Moderate	Minor
8/16/98	8/16/98	2:55:00 PM	USER	Central			1
8/16/98	8/16/98	3:06:07 PM	USER	Central			3
8/16/98	8/16/98	3:10:30 PM	USER	Central			
8/16/98	8/16/98	4:23:13 PM	USER	Central			2
8/16/98	8/16/98	4:27:09 PM	USER	Central			1
8/16/98	8/16/98	4:46:38 PM	USER	Central			1
8/16/98	8/16/98	5:02:47 PM	USER	Central			

- **View Details.** If you want to view the details of a particular polling, highlight its line and select **View Details**. The Poll Log window displays with a list of each stage of the polling on the left. When you highlight a polling stage, its details will appear on the right. This shows each of the errors that occurred along with the severity of each error.

Poll Log						
Stage	Start Time	Error Levels	Polling Log Entries 11/3/98 Stage 6 Store			
Store		1 2 3	Date	Time	Message	Err Lvl
1	11/3/98 12:41:11		11/3/98	12:46:00 PM	Exporting Final Data	
2	2 11/3/98 12:42:33		11/3/98	12:46:00 PM	Exporting Files from 11/4/98	
3	2 11/3/98 12:43:59		11/3/98	12:46:00 PM	Exporting CHANGE	
4	11/3/98 12:44:48		11/3/98	12:46:01 PM	Exporting INVT	
5	11/3/98 12:44:48		11/3/98	12:46:02 PM	Exporting SKU	
6	11/3/98 12:46:00		11/3/98	12:46:03 PM	Exporting BARCODE	
			11/3/98	12:46:03 PM	Exporting MARKDOWN	
			11/3/98	12:46:04 PM	Exporting SIZES	
7	2 11/3/98 12:47:10	2 1	11/3/98	12:46:05 PM	Exporting EXTS	
			11/3/98	12:46:06 PM	Exporting DEPART	

- **Print Full Log.** Select this button to print a full copy of the highlighted log.

- **Print Log Summary.** Select this button to print a summary of each of the stages of the highlighted log.

Polling By Disk

The following sections describe the method for polling between stores by using floppy disks. This is very helpful if you want to use a laptop in conjunction with your Run.It system.

Copy to Laptop

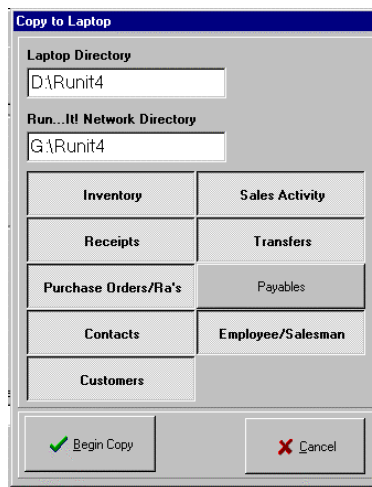
This is used to transfer information from your main store to your laptop. This is helpful if you want to look at data from your Run.It system while out of the store. Before you can do this, the Run.It software must be installed on the laptop computer. The laptop must also have a network adapter and network client software so it can be attached to your network.

NOTE

The copy to laptop feature overwrites the data files on the laptop, so any data added on the laptop will be overwritten. It does not synchronize data with the network data it creates a mirror of the data.

WARNING NOTE

Be very careful when specifying the Run.It directories. If entered incorrectly ie, reversing the Laptop Run.It data with the network data can accidentally over write the network data. We advise creating a backup copy of the Run.It's network data prior Copying from Laptop.



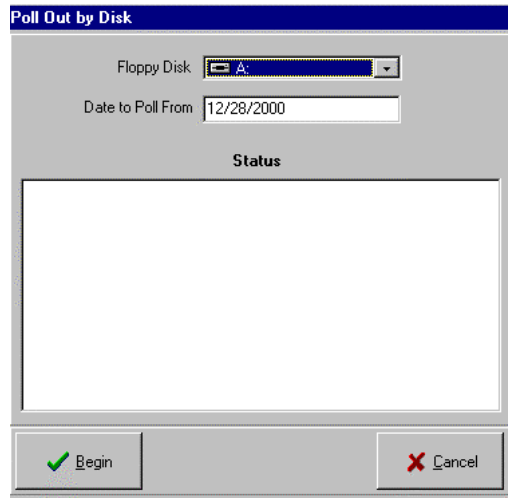
To copy Run.It information to your laptop computer, do the following:

1. Attach the laptop computer to your store's network.
2. Turn on the laptop computer.
3. Go into the Run.It that has been locally installed on your laptop.
4. Go into Link.It
5. Select on the **Copy to Laptop** button.
6. The window that appears will show the local laptop Run.It directory.
7. Enter the Run.It Network Directory (e.g., G:\RUNIT).
8. Depress the buttons of all the information you want to copy to the laptop (Sales Activity, Inventory, Transfers, etc.).
9. Select **Begin Copy**.
10. You will be informed when the transfer is complete.

Poll Out By Disk

This copies all information that you have entered on your laptop to floppy disks. To copy your laptop information to floppy disk(s), do the following:

1. Go into Link.It on your laptop computer.
2. Select on Poll Out By Disk.

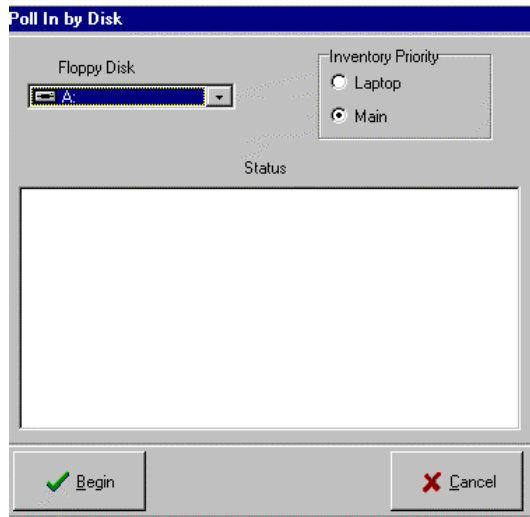


3. Select on the pull-down arrow and select the letter of the floppy drive if it is something other than A.
4. Enter the date to poll from, and select **Begin**.
5. Lines showing each file being exported will scroll across the Status window. This may take some time. Do NOT touch anything while this is happening.
6. When instructed to, insert the first floppy disk and select **OK**.
7. Insert additional floppy disks if instructed.
8. When the transfer is complete, you will be asked if you want to make another copy. If so, take your next set of disks, select **Yes** and return to step 7. When you have made all necessary copies, select **No**.
9. You will be asked if you want to reset Inventory Changes. select **Yes**.
10. When a window appears saying Poll Out Complete, select **OK**. The disks are now ready.

Poll In From Disk

To copy laptop information from the floppy disks to your main store's computer, do the following:

1. Insert the first disk of the set into the floppy drive of one of your main store's computers.
2. Go into Link.It on this computer.
3. Select **Poll In From Disk**.



4. Click on the pull-down arrow and select the letter of the floppy drive if it is something other than A.
5. Choose the **Inventory Priority** (Laptop, Main).
6. Select **Begin**.
7. Lines showing the combining of files will scroll across the Status field.
8. Insert additional floppy disks if instructed.
9. When a window appears saying, "Poll Is Complete," select **OK**. The polling is now complete.