

USER GUIDE



Planogram **USER GUIDE**

FRED

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INTRODUCTION

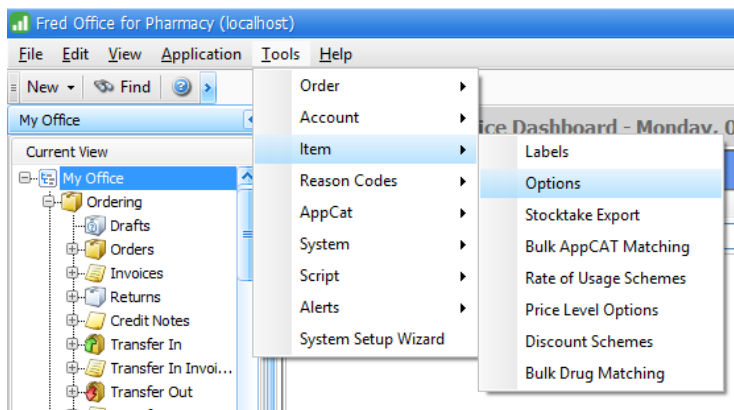
Many pharmacies use planograms to help them manage their product layouts. Fred Office currently provides a basic level of support for recording your planogram locations and assigning items to planogram locations.

MANAGE PLANOGRAM LOCATIONS

Before you can assign items in Fred Office to a planogram location, you must create the planogram locations.

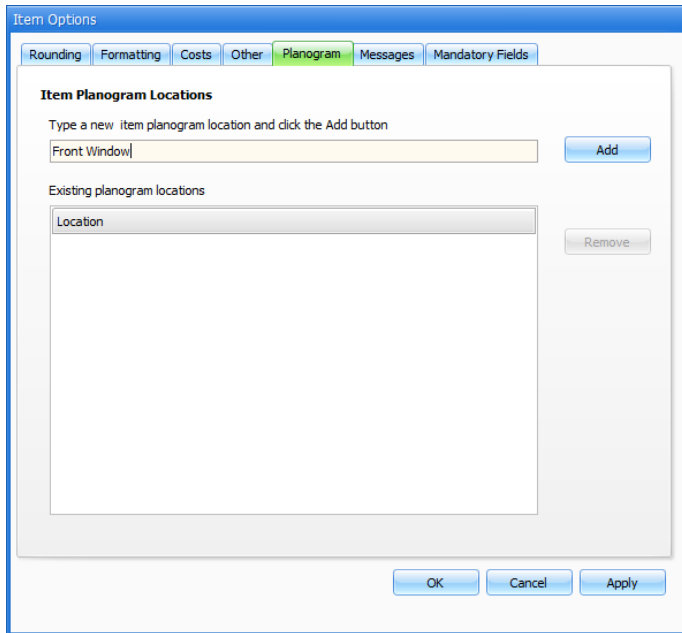
Add a planogram location

1. From the **Tools** menu, select **Item**, then select **Options**.

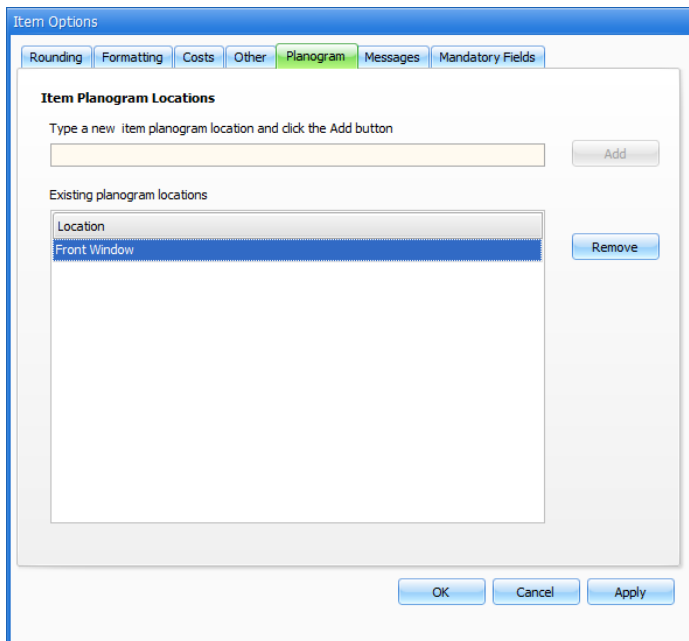


The Item Options window is displayed.

2. Click the **Planogram** tab.



3. Enter the name of the planogram location.
4. Click **Add**. The new planogram location is displayed in the **Existing planogram locations** list.



Remove a planogram location

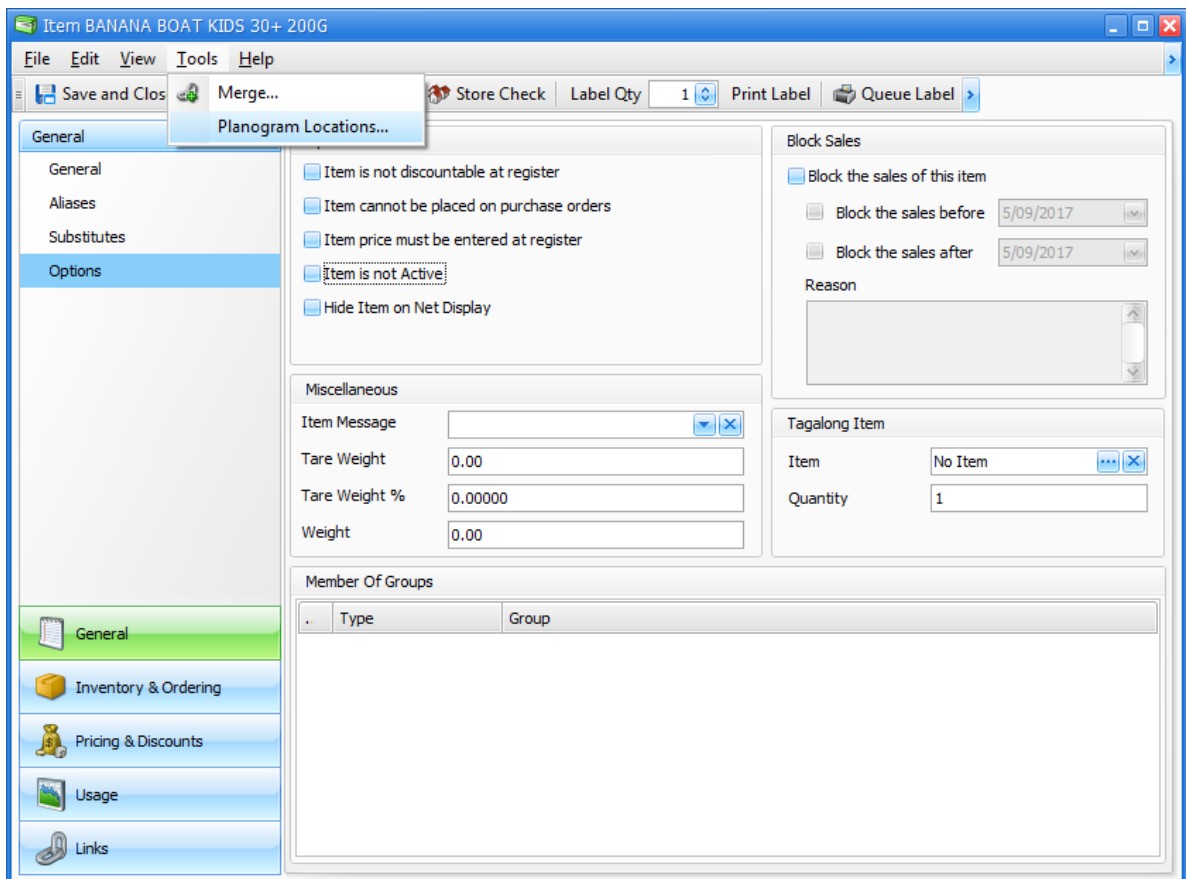
1. On the **Planogram** tab of the Item Options window, click to select the location you want to remove.
2. Click **Remove**. The location is removed from the list.

MANAGE AN ITEM'S PLANOGRAM LOCATION

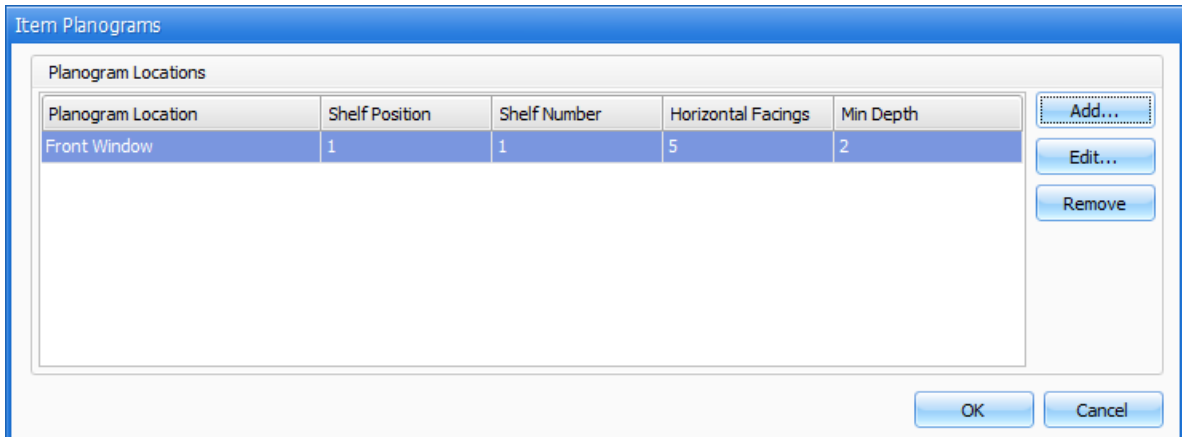
You can assign items to one or more planogram locations, specify where in each location the item should be placed, and specify the horizontal facings and minimum depth for the display.

Add a planogram location to an item

1. On the Inventory screen, search for and select an item you want to assign to a planogram location.
2. On the item stock card, from the **Tools** menu, select **Planogram Locations**.

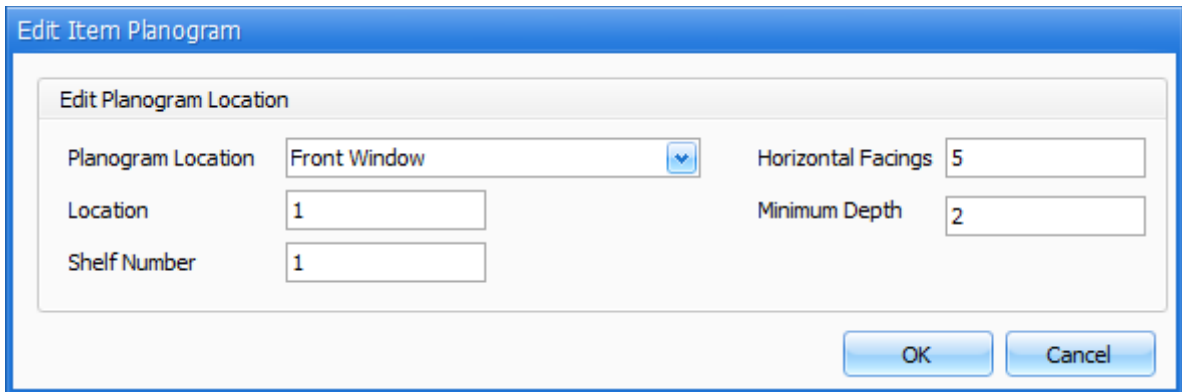


The Item Planograms window is displayed.



3. Click **Add**.

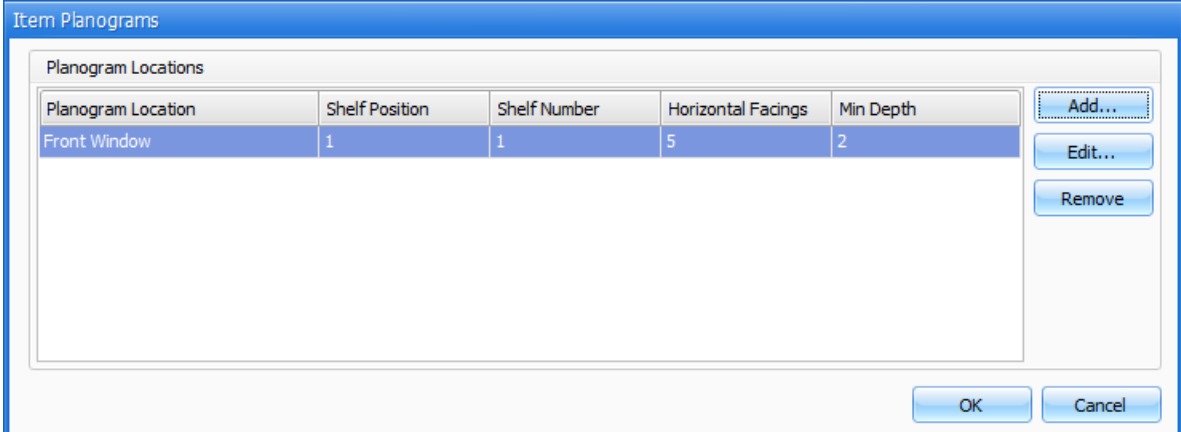
The Edit Item Planogram window is displayed.



4. Select the required **Planogram Location** from the drop-down list.
5. If required, enter the **Location**, **Shelf Number**, **Horizontal Facings**, and **Minimum Depth**.
6. Click **OK** to save your changes.

Edit an item's planogram locations

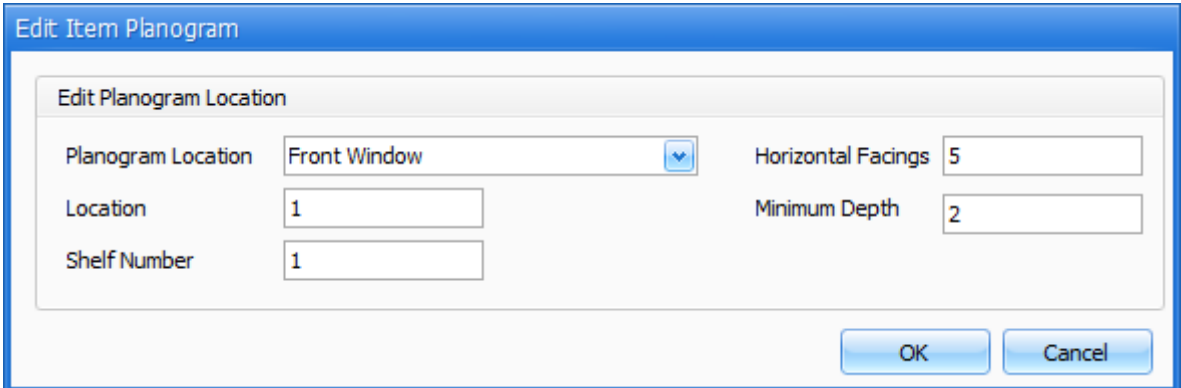
1. On the Inventory screen, search for and select an item you want to assign to a planogram location.
2. On the item stock card, from the **Tools** menu, select **Planogram Locations**.
The Item Planograms window is displayed.



The 'Item Planograms' window displays a table of planogram locations. The table has the following columns: Planogram Location, Shelf Position, Shelf Number, Horizontal Facings, and Min Depth. The first row is highlighted in blue and contains the following data: Front Window, 1, 1, 5, and 2. To the right of the table are three buttons: 'Add...' (dotted border), 'Edit...' (solid border), and 'Remove' (solid border). At the bottom right of the window are 'OK' and 'Cancel' buttons.

Planogram Location	Shelf Position	Shelf Number	Horizontal Facings	Min Depth
Front Window	1	1	5	2

3. Select the location you want to edit.
4. Click **Edit**.
The Edit Item Planogram window is displayed.



The 'Edit Item Planogram' window displays the following fields:

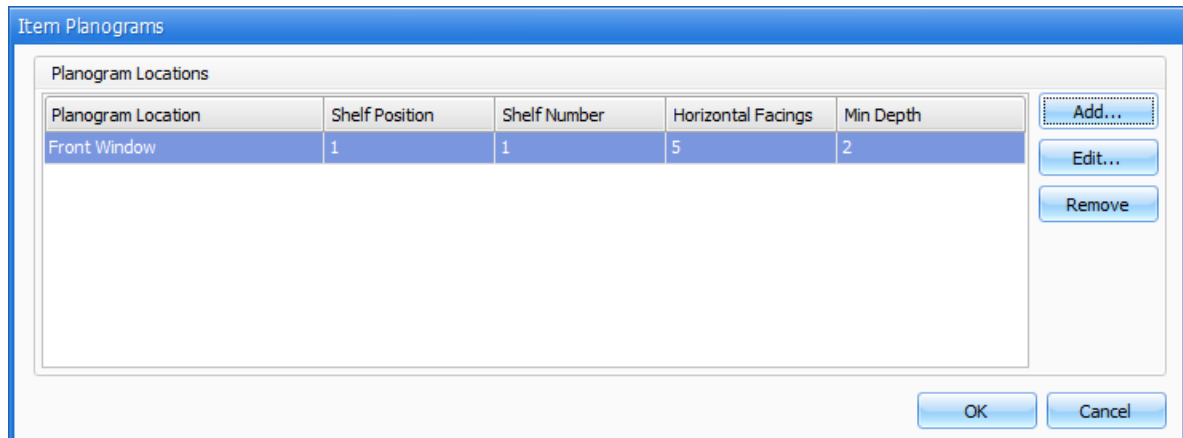
- Planogram Location: Front Window (dropdown menu)
- Location: 1 (text input)
- Shelf Number: 1 (text input)
- Horizontal Facings: 5 (text input)
- Minimum Depth: 2 (text input)

At the bottom right of the window are 'OK' and 'Cancel' buttons.

5. Edit the location details as required.
6. Click **OK** to save your changes.

Remove a planogram location from an item

1. On the Inventory screen, search for and select an item you want to assign to a planogram location.
2. On the item stock card, from the **Tools** menu, select **Planogram Locations**.
The Item Planograms window is displayed.



3. Select the location you want to remove from the item.
4. Click **Remove**.
The location is removed from the item.