

Instructions for installing our catalogues into SIMS FMS

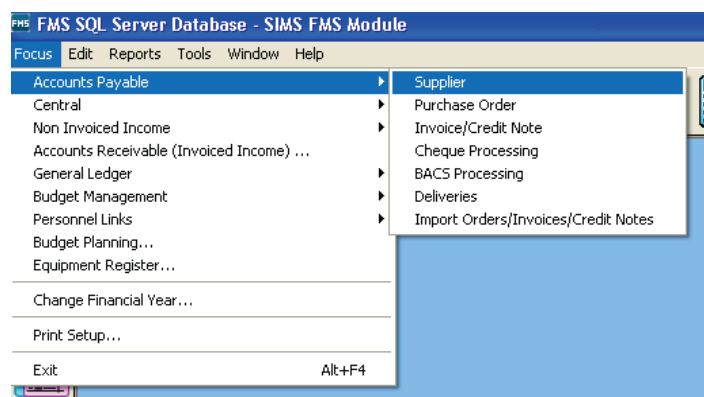


To update an electronic catalogue used within the SIMS FMS Module you should follow the simple instructions below.

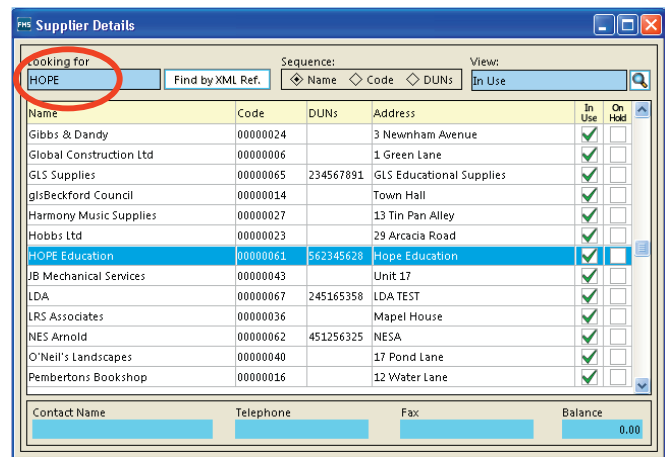
To ensure you have access to this extensive range of resources you will need to complete this installation process for each individual brand.

1. Checking Supplier Details

Click on the **Accounts Payable** focus button and select **Supplier**



Select the name of the brand from the scrollable list of suppliers; alternatively enter the brand name into the **Looking for** field

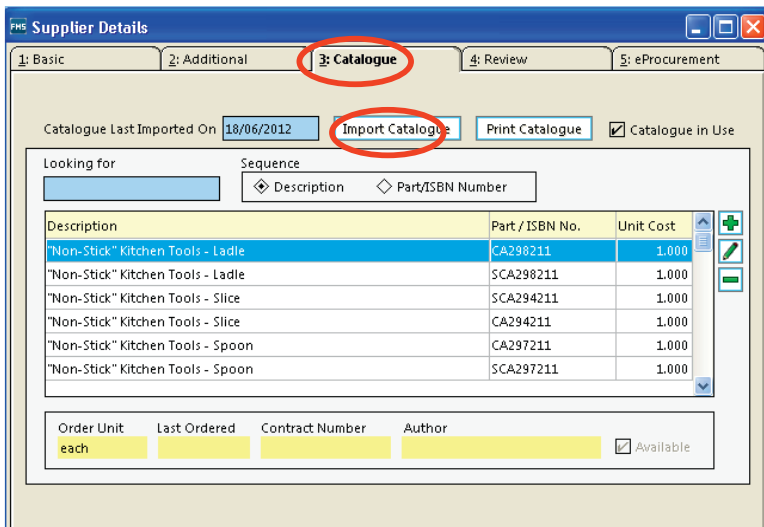


If any of our brands are not on your existing list of supplier, you will need to set up the brand in the **Supplier** details section. Simply click the **+** button on the focus bar to add a new record.

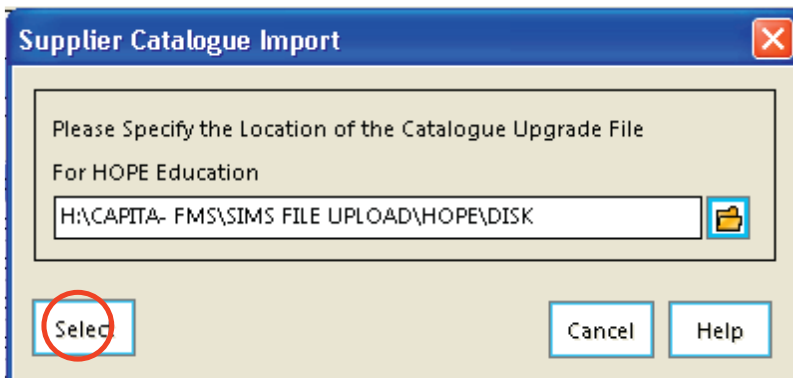
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2. Installing the catalogue data

Click on the **Catalogue** tab (tab 3) and click on the **Import Catalogue** button:



The **Supplier Catalogue Import** dialog box will appear. Make sure the path is correct and click on the **Select** button



The catalogue will then start to load.

When installation is taking place, information is either added (if they do not already exist) or details such as prices and descriptions will be updated. The disc contains thousands of records, so this may take a few moments to fully load.

When the load has been completed, please check the **Catalogue in use** box. There should be a tick in the box, if there isn't, simply click on the box.