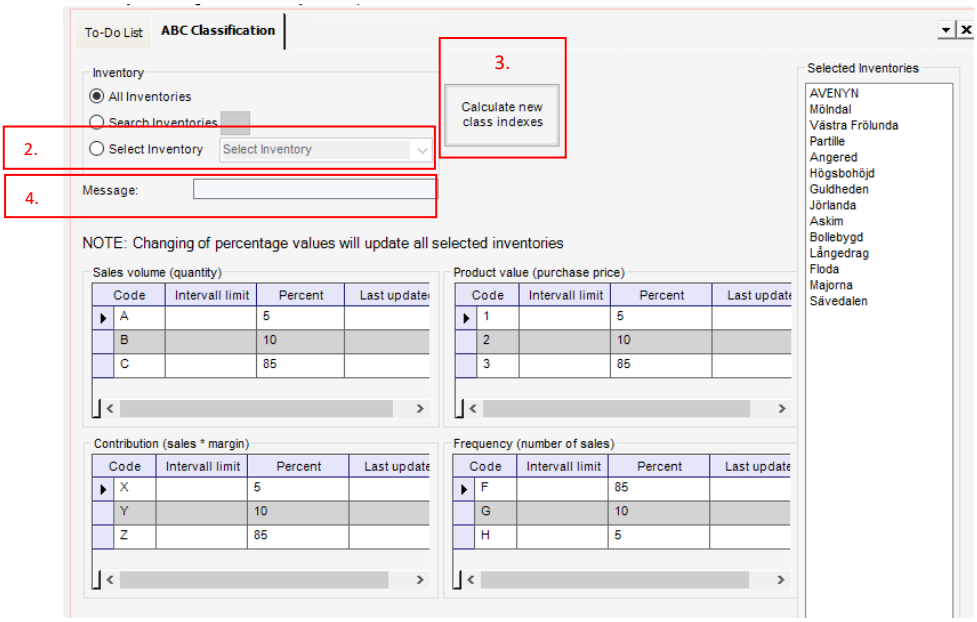
How-To Guide

# Control groups & Classification

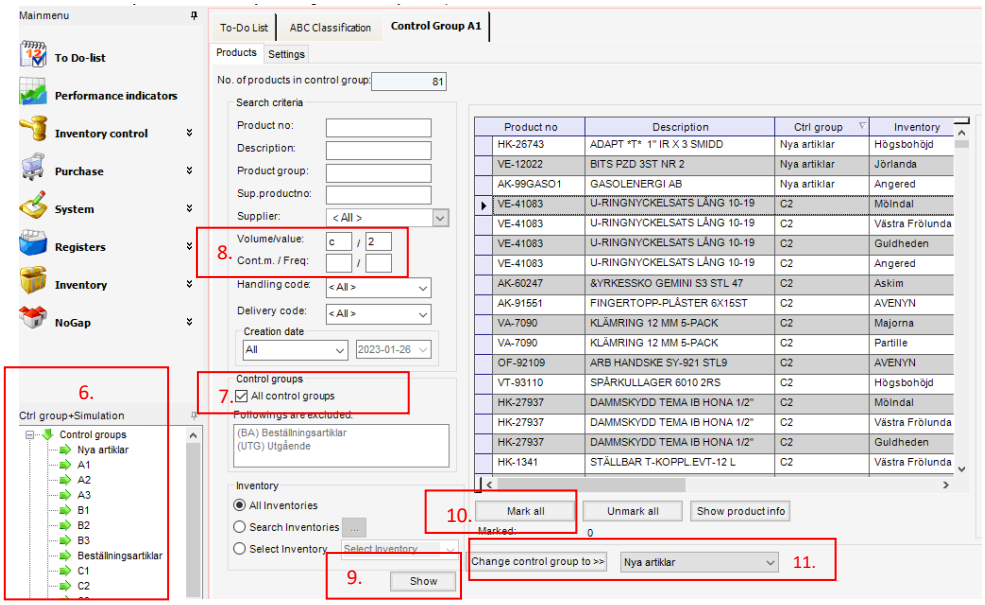
*SOLO App*

1. Menu: *Inventory Control – ABC-Classification*
2. If topical – choose a topical inventory via *drop-down*
3. Click *Calculate new class indexes*
4. The procedure is done when message reads "Finish"




Next step is to manually move those articles that has been re-classified. Do this by following the steps below.

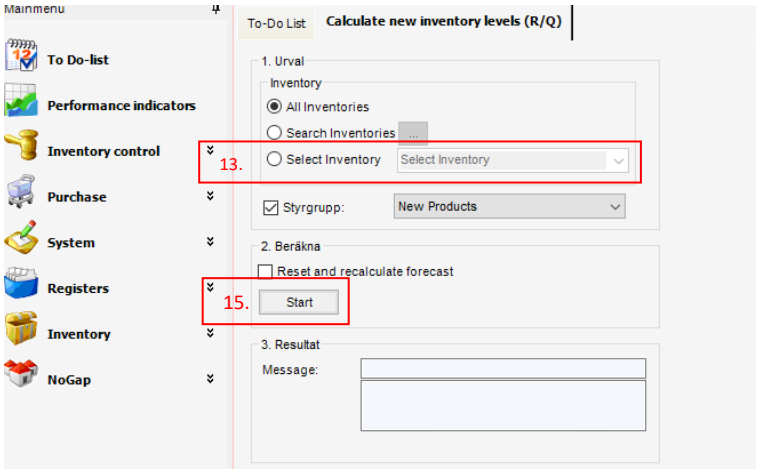
5. Menu: *Inventory Control – Control Groups*
6. Enter by selecting one of the *Control Groups* F, G or H alternatively A, B or C depending on your set up.
7. Check the box *All Control Groups*
8. *Search* group by group to find which articles are in the "wrong" control group. Start with A1 for example, move on to A2 and so on. If you use classification ABC, search via field Volume. If you use classification FGH, search via Freq.
   Don't forget to set your value 1, 2 or 3 in the Value field.
9. *Show*



As per above example, the articles that are shown in the list are the ones that SOLO considers to be C2´s. As can be seen by the column *Ctrl Group*, many articles are already in correct classification group, though there are some currently in group "Nya Artiklar". These needs to be moved to the correct (C2) group.
Do so by:

10. Click *Mark All*
11. Use the *drop-down* to choose which control group you wish to move the articles to and then click *Change control group to >>*
    Repeat the procedure via steps 8 to 11 to investigate all topical control groups.

    When all articles has been moved as per above and you wish to have the result displayed on today´s order proposals, please proceed with the steps 12-14 following below.
    If steps 12-14 are skipped, the Reorder Level and Reorder Quantay will be updated during SOLOs nightly routine.

12. Menu: Inventory Control – *Recalculate R/Q*
13. If multiple, choose relevant *inventory.*
14. Choose your Control Group if you do not wish for all of them to be recalculated. (Time consuming)
15. Click *Start -Calculation is performed-*
16. Done!
17. Reorder Level and Quantity has now been recalculated.

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