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1 Introduction

Thank you for purchasing Speed-Quote Toys R Us Edition!

Speed-Quote was designed to be easy to use, but still has many powerful features. By following these instructions, you should be up and running in very little time.

We hope you enjoy using Speed-Quote Toys R Us Edition!

1.1 Notices

Here are a couple of things you should note before proceeding.



Special Tip! These comments provide extra information and useful tips for working with Speed-Quote Toys R Us Edition.



Warning! These comments contain important warning information. Always read these comments before proceeding!

Speed-Quote automatically saves while you work, so you need not take any special action. If you want to force Speed-Quote to save any changes you've made to a product immediately, just click on the products drop-down menu.

If you've read this manual and still have questions or problems, please contact us.

1.2 Help with European Waste Regulations (WEEE Directive)

In order to comply with European waste regulations (Packaging Waste Regulations, WEEE and RoHS Directives), the Master Entry Sheet in Speed-Quote Toys R Us Edition 2011 now includes an area for this requirement.

For guidance in understanding the regulations, you can review the WEEE and associated RoHS Directives in various languages at the following website:

[WEEE and associated RoHS Directives Website](#)

1.3 Contact information

Apptastic Software Inc.
5369 Canotek Road, Suite 3
Ottawa, Ontario
Canada
K1J 9J3

Website: www.speed-quote.com
Email: support@apptastic.com

Phone: (613) 748-7066

2 Installation

Speed-Quote Toys R Us Edition requires a default printer. If you have printed from your computer, you probably already have a default printer. If it is a new computer or you have just changed printers, you must insure that a default printer is set.

To set a default printer:

1. Click on the **Start** button.
2. Click **Settings**.
3. Select **Control Panel**.
4. From the **Control Panel** window, double click on the **Printers** folder.
5. In the **Printers** window, click once on the icon for the printer you normally use (in order to highlight it).
6. Click on the **File** menu at the top of the **Printers** window.
7. Click on the **Set As Default** option.

2.1 Troubleshooting

On some systems, we have found that certain anti-virus software causes conflicts with the installation program. If you are experiencing problems with the Speed-Quote setup program, we suggest disabling any anti-virus programs.

1. Before disabling the anti-virus software, you should use the 'Shut Down' procedure to restart the computer (*see your Windows instructions for more information*).
2. Once Windows has re-booted, shut down your virus checking software (*see your anti-virus software manual for more information*).
3. Run the Speed-Quote installation program again.
4. Once Speed-Quote is installed, re-start your virus checking software (*see your anti-virus software manual for more information*).
5. If the steps above do not fix your installation problems, please contact Apptastic Software.

2.2 Running

Now that you have installed the Speed-Quote Toys R Us Edition software, it is time to start using the program!

To run Speed-Quote, double click on the **Speed-Quote Toys R Us Edition** icon on the desktop.

Alternatively, you can run the program as follows:

1. Click on the Windows **Start** button.
2. Move the mouse up to the **Programs** group.
3. Slide the mouse over to the **Speed-Quote Toys R Us Edition** folder.
4. Click on the **Speed-Quote Toys R Us Edition** menu option.

2.3 Registration

After purchasing Speed-Quote Toys R Us Edition you will receive an activation password by e-mail within 24 hours. The first time you run Speed-Quote you will be asked to enter the company information and password found at the bottom of this e-mail.

Registration

Company Information

In order to activate Speed-Quote (Toys R Us Edition), enter the company information and password EXACTLY as they appear in the registration e-mail you received.

Company: Apptastic Software

Telephone: 613-748-7066

Password: AJKx78T

User Information

User Name: Support

E-mail: support@apptastic.com

Register Cancel

Type the company information and password exactly as they appear in the registration e-mail, making sure to use the same upper and lower case letters (for example, "Apptastic Software" is different than "apptastic software"). Once you have entered all the information, click the **Register** button.

You will now be asked to accept the End User License Agreement in order to proceed. Checkmark "I have read and agree to the terms and conditions of the End User License Agreement", and click the **Accept** button.


You only need to register when you install the software, so once this step is complete you are ready to begin using Speed-Quote Toys R Us Edition.

 **Warning!** Please note that Apptastic Software respects your privacy, and we do not sell or trade your personal or company information.

2.4 Initial internet update

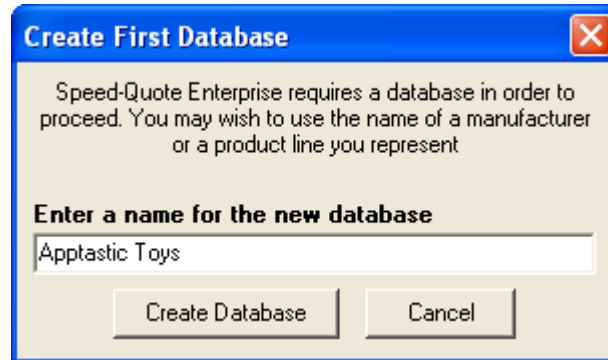
The first time you run the program it *must* check for internet updates. Click the **Update** button to proceed.

Please refer to Updating Speed-Quote for more information about internet updates.

 **Warning!** It is very important to update Speed-Quote Toys R Us Edition from the internet on a regular basis. New versions of the Toys R Us quote forms may be released, rates may change, and the Speed-Quote software is updated periodically. By doing internet updates you will insure that your copy of Speed-Quote always has the latest quote forms, software, and rates.

2.5 Create first database

The program will ask you to create an initial database.



If you are a manufacturer or factory, you will probably only require one database (ie. all items will be entered into this database). If you are a sales agency or have many product lines, you may want one database for each manufacturer or line you represent.

The creation of multiple databases will be explained later. For now, enter either your company name (for manufacturers) or the company name of one of the lines you represent (for sales agencies).

Once you have entered the database name click the **Create Database** button.

3 Tutorial

Speed-Quote Toys R Us Edition was designed to be easy to use, but still has many powerful features.

To help you begin creating quotes as quickly as possible, we've provided this tutorial. By following the steps of the tutorial, you should gain a good overview of the features of Speed-Quote and be up and running swiftly.

3.1 Starting

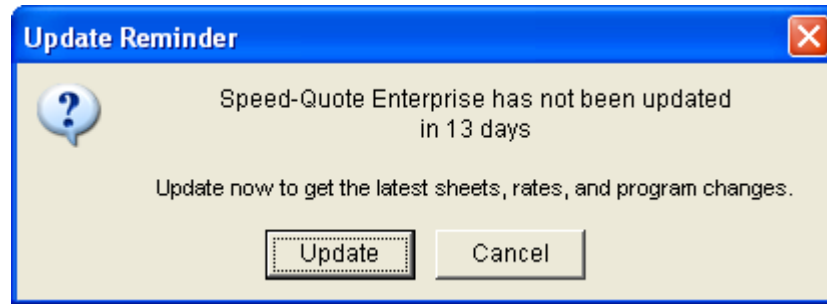
To run Speed-Quote, double click on the **Speed-Quote Toys R Us Edition** icon on the desktop.

Alternatively, you can run the program as follows:

1. Click on the Windows **Start** button.
2. Move the mouse up to the **Programs** group.
3. Slide the mouse over to the **Speed-Quote Toys R Us Edition** folder.
4. Click on the **Speed-Quote Toys R Us Edition** menu option.


3.1.1 Automatic updates

Speed-Quote Toys R Us Edition will periodically remind you to update from the internet. When a specified amount of time has elapsed since the last update, the following reminder window will appear:



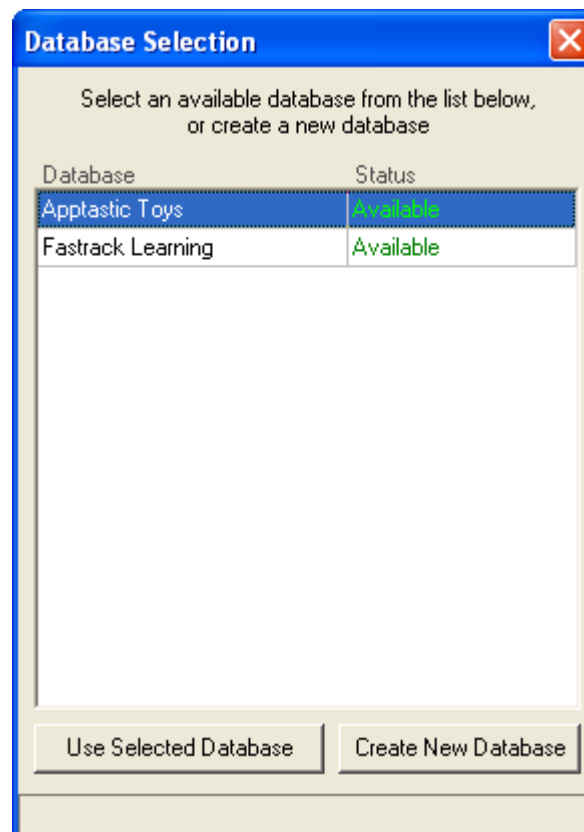
Click the **Update** button to proceed with the internet update immediately (recommended), or you can click **Cancel**.

Please refer to Updating Speed-Quote for more information about internet updates.

 **Warning!** It is very important to update Speed-Quote Toys R Us Edition from the internet on a regular basis. New versions of the Toys R Us quote forms may be released, rates may change, and the Speed-Quote software is updated periodically. By doing internet updates you will insure that your copy of Speed-Quote always has the latest quote forms, software, and rates.

3.1.2 Selecting a database

Speed-Quote will now ask you to select which database you would like to use (as seen below). This window is the first one you'll see after logging in to Speed-Quote, and is also available from the **File** menu within the program. If you have not yet created an initial database, see the installation chapter for instructions to create first database.



To select a database:

1. Select one of the available databases. You may click on a database to select it, or use the keyboard arrow keys to move up and down the list.
2. Click the **Use Selected Database** button (or press the *Enter* key on the keyboard).

You will also see the **Create New Database** button at the bottom right of the window. Click this button if you wish to create additional databases.

3.2 Creating master products

The main screen of Speed-Quote Toys R Us Edition always starts by displaying the Master Entry Sheet (as shown below).

 **Warning!** The Master Entry Sheet is very important, since it is used as the basis for all other quotes. By completely filling in the fields on the Master Entry Sheet, you will avoid hassles later when you create Toys R Us products.

Speed-Quote [Toys R Us Edition] Version 2.0 (Build 2) [Database: Appastatic Toys]

File Edit View Format Reports Tools Help

Master Data Entry Form 12345: Tricycle

General WEEE Addresses

TOYS R US **MASTER DATA ENTRY FORM** APPASTATIC SOFTWARE

BASIC ITEM INFORMATION Category: Bike Dashcode: Items in magenta boxes never show up on quotes

Item #	12345	Manufacturer Name	Appastatic Toys
Item Name	Tricycle	Main Item UPC #	6-27273-64273-9
Dashcode		Main Item EAN #	6-546676-543210
Short Description	A little red tricycle	Master Carton UPC #	6-54-98765-89546-7
General Item Comments	Durable metal frame construction with solid rubber wheels and glossy non-toxic paint	Does master contain a multiple item assortment?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

(If YES, please complete the UPC/EAN assortment section below)

DIMENSIONS, SHIPPING AND COSTING INFORMATION

Unit / Item	Height	Width	Depth	Units	Weight	Units / Pkg
Master	32.00	24.00	24.00	in	7.000	lbs
Inner	33.00	26.00	26.00	in	10.000	lbs
Assembled	32.00	24.00	24.00	in	7.000	lbs

SHIPMENT INFORMATION

Master Cube	12.9097	cu ft
Quantity in 20'	71	
Quantity in 40'	156	
Quantity in 40'HQ	165	
Quantity in 45'	213	
Item Country Origin	HK	
FOB Ship Point	HKG - HK	
Min. Order (Regular Qty)	500	
Date Avail. (Regular Qty)	05-Nov-04	
Min. Order (Minimum)	500	
Date Avail. (Minimum)	05-Nov-04	
US\$ Exchange Rate Used	1.0000	

PAYMENT & PRICING

F.O.B. Cost (LCL)	\$19.99
<small>All quotes calculated ones are based on the LCL cost</small>	
F.O.B. Cost (FCL)	\$18.50
Min. Inc. FCL	1000
Domestic Cost	\$24.99
HTS Number	1239.91.72.39
Duty Rate 1 (%)	1.50
Duty % Portion of FOB	1.00
HTS Number	1293.91.92.73
Duty Rate 2 (%)	1.75
Duty % Portion of FOB	2.00

Dom. Ship Point (City/State/Cp) Los Angeles, CA 955123

ITEM DETAILS INFORMATION

Newlines?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
TRU Evaluate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Assembly Required	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Batteries Included	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Batteries Required	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Battery Qty. / Type	
Battery Qty. / Type	
Min. Age Range (Yr) to	2 - 5
Age Category	3 YR
Gender	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> BOTH

Work In Progress by WARREN PRATTE on 07-Aug-09 11:45:03 AM

Information is entered into Speed-Quote by creating products for the Master Sheet. Once this step is complete, making products for Toys R Us becomes quick and easy!

3.2.1 Create new product



To create a new product on the Master Entry Sheet, press the Create New Product button on the main toolbar. Alternatively, you can also select this option from the **Edit** menu.

Create New Product

Every product is identified by a model number and optional dash code. As a result, each product must have a unique model number/dash code combination. Once the product is created, this information can never change.

Model Number (required) Dash code (optional)

12345 Red

Create Product Cancel

Type a model number to identify the product. Optionally, you can also enter a dash code. Each product must have a unique model number and dash code combination, and this information cannot be changed once the product is created.

For example, you could only have one product in your database with a model number of "12345"

without using a dash code. Using dash codes, however, you could have multiple products with a model number of "12345" accompanied by extra dash code information. For example, you could have "12345 : Red", "12345 : Blue", and "1234 : 001" all in the same database.


Speed-Quote will warn you if you try to create a product with a model number and dash code that already exists in the current database.

Once you have typed a unique model number (and optionally a dash code) for this product, click the **Create Product** button (or press the **Enter** key on your keyboard).

3.2.2 Entering information

Product information is entered in Speed-Quote by filling in the form on screen.

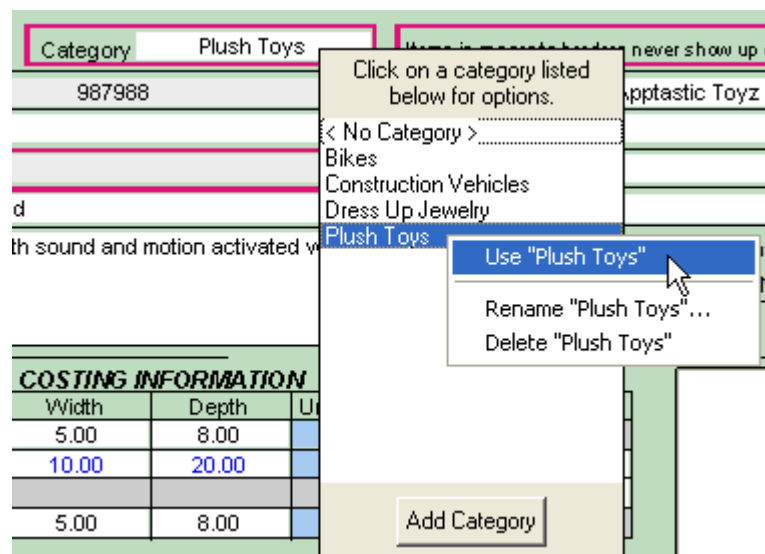
 **Warning!** Speed-Quote Toys R Us Edition allows you to type whatever you want in the form fields. It is your responsibility to ensure that the information you enter is correct, or your quotes will not be accurate.

 **Special Tip!** If you wish, you can also use the keyboard to move around the form. To move to the next field, press the **Tab** key on your keyboard. To move back to the previous field, hold down the **Shift** key and press **Tab**. If you want to jump directly to any field on the form, use the mouse pointer to click in the field.

3.2.2.1 Categories

Products on the Master Sheet can now be identified with an optional category. Categories are for your internal use, and do not appear on Toys R Us quote sheets.

Click on the category field to open the popup window (as seen below).



To create a new category, click the **Add Category** button at the bottom of the window. Type a name for the new category, and click the **OK** button.

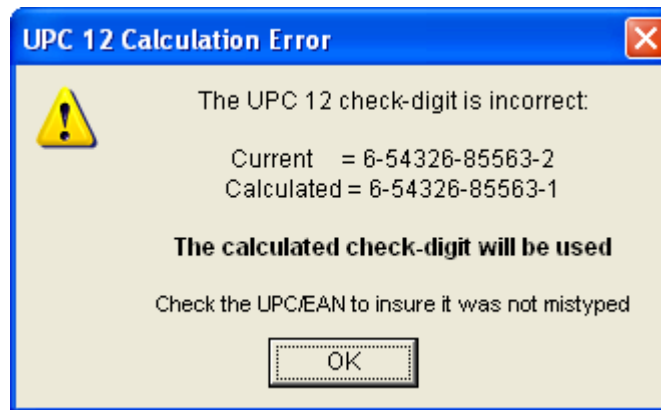
Categories you have added will appear in a list when the popup window opens. To select a category for this product, click on one of the categories listed and choose the **Use** option.

If you wanted to rename a category, select the a category from the popup list and choose the **Rename** option. The name will be changed automatically on **all** products set to that category.

If you wish to permanently delete a category, select the category from the popup list and choose the **Delete** option. This will delete the category from **all** products that reference it.

3.2.2.2 UPC and EAN

To enter a UPC number, type it into the field provided. If the check digit is incorrect, Speed-Quote will automatically correct it.



If you received this warning after typing the code (including the check digit), you should insure that the code is correct and was not mistyped. If you type a code minus the check digit, it will also be automatically calculated.



Special Tip! Some quote forms may provide a field that can accept varying code formats (ie. carton UPC 12 or UPC 14). In such cases, Speed-Quote will select the appropriate format based on the number of digits entered.

3.2.2.3 Popups

Some of the fields on Speed-Quote forms are not changed by typing in them. Instead some fields will popup a list of options when clicked (or when you attempt to type into them).

On the Master form, for example, the field "**Item Country Origin**" can be filled by clicking on the box and selecting from an option from the popup window (as seen below).

SHIPMENT INFORMATION		PAYMENT & PRI	
Master Cube	9240.0000 cin	F.O.B. Cost (LCL)	
Quantity in 40'	2952	All quote calculatio	
Quantity in 40'HQ	3584	F.O.B. Cost (FCL)	
Quantity in 45'	4120	Min for FCL	
Item Country Origin	CN		
FOB Ship Point	HKG - F		
Min. Order (English Only)	1000		
Date Avail. (English Only)	01-Nov-		
Min. Order (Multilingual)	2000		
Date Avail. (Multilingual)	30-Nov-		
US\$ Exchange Rate Used	1.2500		

China (CN)	
Hong Kong (HK)	
Americas	▶ fF
Asia	▶
Europe	▶
Middle East & Africa	▶ fF

Special Tip! Popup windows will also appear any time you try to type into a popup field. If you prefer using the keyboard, you can move up or down the popup list with the arrow keys. You can then select the highlighted option by pressing the **Enter** key. Alternatively, you can quickly select an option in a popup field by just typing the first letter (in this case **H** for Hong Kong).

3.2.2.4 Master picture

To change pictures on the Master Sheet, simply click on the picture box. A popup menu will appear allowing you to **Load Picture**, or if you already have a picture to **Delete Picture**.

Load Picture brings up a standard file requestor window. Speed-Quote can load pictures in BMP (Bitmap) or JPG (Jpeg) formats. If the picture you are loading is extremely large, it can be re-sized to save space and improve performance of the program (reducing load times for products). How pictures are re-sized is controlled by the preferences settings.

Delete Picture will remove the picture from the Master Sheet. Unless you override the picture for a retailer product, it will automatically use the picture of the corresponding Master product. As a result, when you delete the picture for a Master product it will also be removed for any retailer products that refer to it.

At the bottom of the popup menu will see the **Picture Size** indicated in pixels (horizontal x vertical). Pictures with more detail print well, but will be larger and slower to send in electronic formats. To keep picture size reasonable, you can set a preference for maximum picture resolution.

The rotate picture options allow you to correctly orient the picture.

3.2.2.5 Dimensions

Midway down the first page of the Master Entry Sheet you will find the **Dimensions, Shipping and Costing Information** area (as shown below).

DIMENSIONS, SHIPPING AND COSTING INFORMATION							
Unit / Item	Height	Width	Depth	Units	Weight	Units	Qty / Pcs
Master	12.00	8.00	6.00	in	1.250	lbs	
Inner	24.00	24.00	24.00	in	22.500	lbs	24
Assembled							1
	12.00	8.00	6.00	in	1.250	lbs	

You will notice that the some of the text in the dimensions is colored blue. Blue text means that this field causes a calculation to occur. In this case, the dimensions are used to calculate the cube. The

master dimensions and quantity pieces are also used to calculate the container quantities.

The units of measurement are set using popups. As you change the measurement type, the dimensions are automatically converted to the new units (as shown below).

DIMENSIONS, SHIPPING AND COSTING INFORMATION							
Unit / Item	Height	Width	Depth	Units	Weight	Units	Qty / Pcs
Master	1.00	0.67	0.50	ft			
Master	24.00	24.00	24.00	in			24
Inner							1
Assembled	12.00	8.00	6.00	in			

SHIPMENT INFORMATION		PAYMENT & PRICE	
Master Cube	8.0000 cft	F.O.B. Cost (LCL)	

You'll notice that the background color of the units boxes is light blue. This shows that the units have been set to a default value. Speed-Quote starts with defaults set to use imperial units. These default unit settings will be applied whenever you create a new Master product, but any changes you make manually from that point will be used.

If you prefer to use different units of measurement, click on the unit and use the popup menu to change it. You can then click with the **right** mouse button, and set the new unit as default (refer to the Setting defaults instructions for more information). From this point on, whenever you create a new Master product it will begin with the default units set.



Special Tip! You can use whatever units of measurement you are most comfortable with on the Master products, as these units will be converted automatically on Toys R Us products as necessary. For example, if your Master products are in metric, but a Toys R Us quote form requests imperial, all measurements will be automatically converted.



Warning! You must always enter Master pack measurements, weight, and number of units/master for every product. This information is used by Speed-Quote for important calculations. If you leave these fields blank the cube, ocean freight, and landed costs may be incorrect! Even if your item is not shipped in a master, you must still fill in these fields using your unit measurements and weights.

3.2.2.6 Dates

Click on a date field to popup a calendar window (such as the **Date Avail.** shown below).

Min. Order (English Only)	1000	Duty Rate 1 (%)	
Date Avail. (English Only)	01-Oct-05		
Min. Order (Multilingual)	2000		
Date Avail. Multilingual)	30-Nov-05		
US\$ Exchange Rate Used	1.2500		
		October, 2005	
		Sun	Mon
		Tue	Wed
		Thu	Fri
		Sat	
		25	26
		27	28
		29	30
		1	2
		3	4
		5	6
		7	8
		9	10
		11	12
		13	14
		15	16
		17	18
		19	20
		21	22
		23	24
		25	26
		27	28
		29	30
		31	1
		2	3
		4	5

The date currently set will be highlighted with a blue circle. You can select another day by clicking it on the calendar. To move to the next or previous month, click on the arrows in the top corners of the

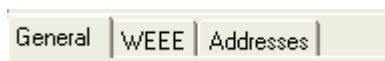
calendar. You can also click on the name of the month (on the top blue bar of the calendar window) to popup a month selection list. Finally, you can click the year (on the top blue bar) to set a different year.

You can change the display format of dates from the preference settings. Speed-Quote uses the format shown above (ie. 11-May-04) unless the preferences have been set to use the Windows regional format.

 **Warning!** Due to the requirements of Toys R Us quote forms, Speed-Quote does not support non-western date formats (ie. the Chinese calendar).

3.2.2.7 Additional pages

The Master Entry Sheet has multiple pages (as shown below).



The raised tab shows the current page. To change to a different page, click on one of the tabs.

 **Special Tip!** Always check forms for additional pages, and insure that information is filled in for all of them.

3.2.2.8 Checks and circles

Some fields, such as those in the **Item Detail Information** area on the Master Entry Sheet, are selected by a circles or checkmarks (as shown below).

ITEMDETAIL INFORMATION		
New Item?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
TRU Exclusive?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Assembly Required	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Batteries Included	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Batteries Required	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Battery Qty. / Type	2	AA
Battery Qty. / Type		
Mfr Age Range Fr./To	3	4
Age Category	3 - 4 YR	
Gender	M <input type="checkbox"/> F <input type="checkbox"/> Both <input checked="" type="checkbox"/>	

To set a checkmark or circle, click on the space provided. To uncheck or uncircle, simply click again.

Just like any other field, checkmarks and circles can be set to a default.

3.2.2.9 Memos

Certain fields, such as the "General Item Comments" on the Master Entry Sheet, are called a **memo**. Memo fields can contain multiple lines of text.

Short Description	A cute plush teddy bear toy
General Item Comments	Happy Teddy bear is a 12" plush toy with voice feature. Squeeze his belly to hear him giggle and say "I love hugs!".

Although you can only see a fixed number of lines (4 lines in the example shown above), if you keep typing in the field the memo will scroll up to allow you to enter more lines. To move up or down the lines in the memo, use the up/down arrow keys on the keyboard.

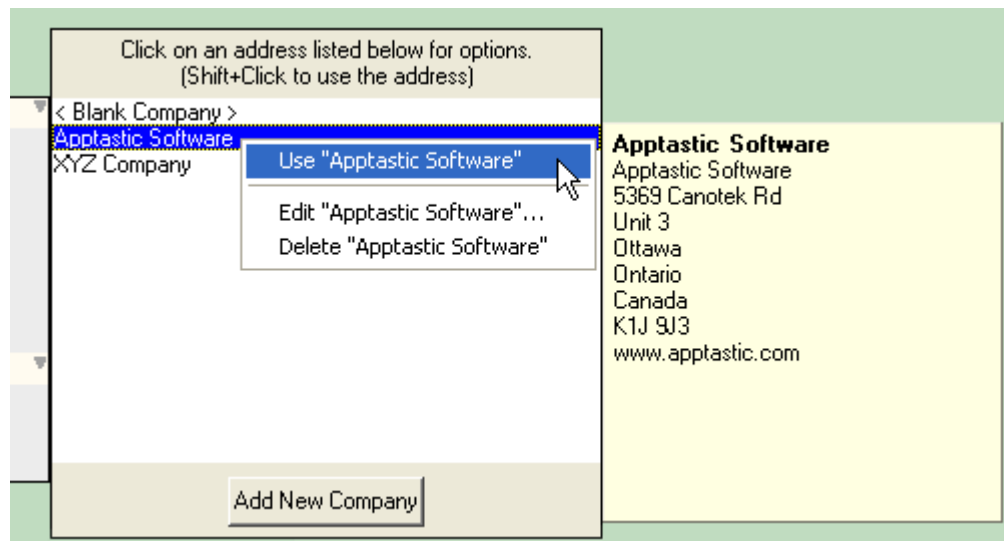
If you enter more lines of text than the memo can display, the background color will turn light purple. This color acts as a reminder that you are not able to see the full text contents in the field on screen.



Special Tip! Even though memo fields can hold lots of text, we strongly suggest you keep any descriptions as brief as possible. Some quote forms have very limited space, so longer memo text might not fit.

3.2.2.10 Addresses and contacts

Addresses and contacts in Speed-Quote work in a similar fashion to the Categories. From the **Addresses** page of the Master Entry Sheet, click on a **Company** or **Contact** field (colored beige) to open the address or contact popup window.



As you move the mouse pointer over the address or contact listed, a yellow box appears to one side showing you a preview.

To select an existing address or contact, click on it and choose the **Use** option (for example, *Use "Apptastic Software"* as shown above). To quickly select an address or contact, you can also hold down the Shift key while clicking on it.

The popup window also includes options for managing your addresses or contacts:

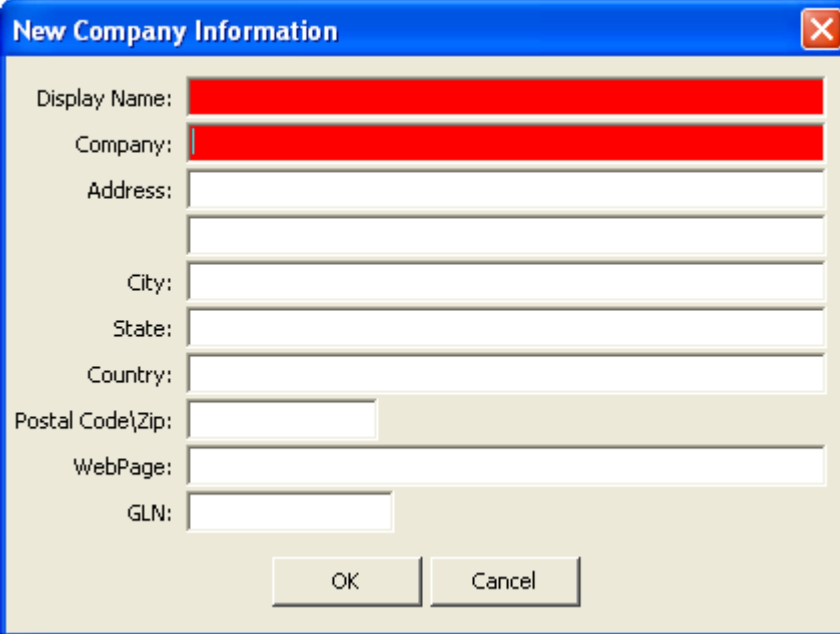
- Add - create a new address or contact
- Edit - change the information for an existing address or contact
- Delete - remove an existing address or contact



Special Tip! Address and contact information in Speed-Quote is shared. This means that if you add, delete, or edit address or contact information it will affect **all** Master products that refer to it. For example if you have a rep company called "Super Reps", if you updated their street address the change will be reflected on all Master products using "Super Reps".

3.2.2.10.1 Add new address or contact

Type a name for the company (box highlighted in red). By default the **Display Name** is set to the same thing as the **Company** name.



The screenshot shows a dialog box titled "New Company Information" with a close button (X) in the top right corner. The dialog contains several input fields: "Display Name:" (highlighted in red), "Company:" (highlighted in red), "Address:" (a multi-line text area), "City:", "State:", "Country:", "Postal Code|Zip:", "WebPage:", and "GLN:". At the bottom of the dialog are "OK" and "Cancel" buttons.

The Display Name is not used on quotes, and only appears in the address or contact popup window to help you distinguish between options. For example, if your company had offices in New York and Chicago you would create two addresses. For both addresses, however, the name of your company remains the same (for example "ABC Products Ltd."). To help you distinguish between the two addresses in the popup selection list, you can set a different Display Name for each (for example, "ABC Products - New York" and "ABC Products - Chicago").



Special Tip! Adding a new address or contact does **not** automatically assign it to a product on the Master Entry Sheet. You still need to set the information for the Master Entry Sheet products with the Use option.

3.2.2.10.2 Edit address or contact

Edit an existing address or contact by typing over the information shown.

Remember that address and contact information in Speed-Quote is shared. This means that when you edit an address or contact the changes will affect **all** Master products that refer to it. In the example shown below, if we set the street address to "5369 Canotek Rd" this change will appear on all Master Entry Sheet products that use the "Apptastic - North American Office" address.

The Display Name is not used on quotes, and only appears in the address or contact popup window to help you distinguish between options. For example, if your company had offices in New York and Chicago you would create two addresses. For both addresses, however, the name of your company remains the same (for example "ABC Products Ltd."). To help you distinguish between the two addresses in the popup selection list, you can set a different Display Name for each (for example, "ABC Products - New York" and "ABC Products - Chicago").



Special Tip! Editing an address or contact does **not** automatically assign it to a product on the Master Entry Sheet. You still need to set the information for the Master Entry Sheet products with the Use option.

3.2.2.10.3 Delete address or contact

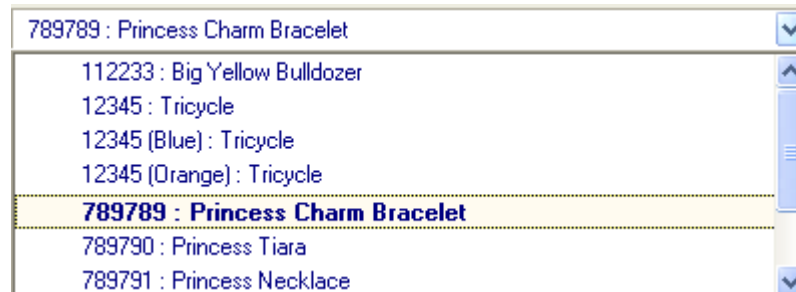
When you delete an address or contact, it will be removed from the current Speed-Quote database.



Warning! Remember that address and contact information in Speed-Quote is shared. This means that when you delete an address or contact it will be removed from **all** Master products that refer to it. In the example above, the address for "XYZ Company" will be deleted from all Master products that use this address.

3.2.3 Selecting products

Once you have created several products, you can select a product to work with by clicking on the **Products drop-down menu** at the top of the main screen.



From the drop-down list, click on a product displayed to select it. If a scroll bar appears on the right side of the drop-down list, there are more products available than can be displayed. Scroll up and down the product list by clicking on the up/down arrows, or by dragging the scroll bar. If you have a wheel on your mouse, it can also be used to scroll up and down the product list.



Special Tip! You can jump to a product in the drop-down list by typing the first characters of the model number. For example if you type the number 7, the list will jump to model numbers beginning with a seven.

You can also sort the product list to change how products are arranged in the drop-down menu. This allows you to view products grouped by category, status, last user, etc.

3.2.4 Duplicate product



To duplicate the currently selected product on the Master Entry Sheet, press the Duplicate Product button on the main toolbar. Alternatively, you can also select this option from the **Edit** menu.

Type a model number to identify the duplicated product. Optionally, you can also enter a dash code. Each product must have a unique model number and dash code combination, and this information cannot be changed once the product is created.

For example, you could only have one product in your database with a model number of "12345" without using a dash code. Using dash codes, however, you could have multiple products with a model number of "12345" accompanied by extra dash code information. For example, you could have "12345 : Red", "12345 : Blue", and "1234 : 001" all in the same database.

Speed-Quote will warn you if you try to give a duplicated product a model number and dash code that already exists in the current database.

Once you have typed a unique model number (and optionally a dash code) for this product, click the **Duplicate Product** button (or press the **Enter** key on your keyboard).

Duplicated products contain all the information of the original, with only the model number and dash code being different. From this point, you can change any information unique to this product. Duplication is a very handy feature if you want to create similar products.

3.2.5 Delete product



To delete the currently selected product from the Master Entry Sheet, click the **Delete Product from Speed-Quote** button on the main toolbar.



Warning! Since the Master Entry Sheet acts as the reference for all Toys R Us products, when you delete an item from the Master it is removed completely from Speed-Quote Toys R Us Edition! When you delete a product from the Master Sheet, it is deleted from **ALL** Toys R Us quote sheets as well!

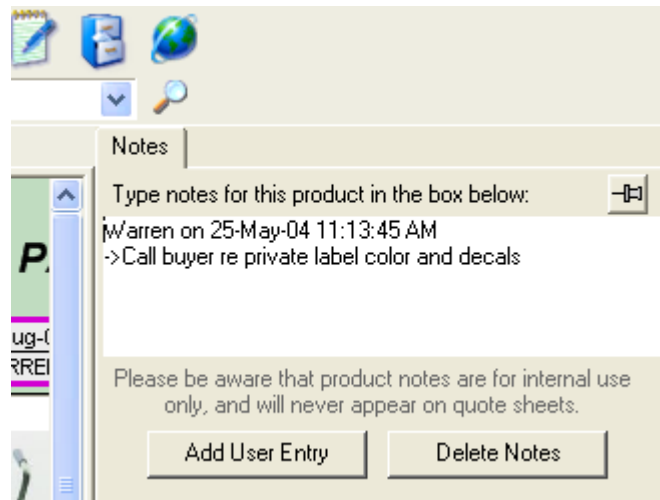
You can also delete products by selecting **Delete Products** from the **Edit** menu. From the sub-menu you can choose to delete the **Current Product** or **Selected Products**. If you choose to delete selected products, a window will appear with a list of all available products. Checkmark all the products in the list that you wish to delete, and click the **Delete Selected Products** button.

3.2.6 Product notes



Notes can be appended to any product by clicking the **Notes for current product** button on the main toolbar, or selecting **Product Notes** from the **Format** menu.

Notes are like post-it memos attached to your product. They are for your internal use only, and never appear on any of the submitted quote sheets.



When a product has notes attached, a vertical bar will become visible on the right side of the quote form. This sidebar will automatically expand and collapse to give you more room to see your quote pages. Just move your mouse over the sidebar to make it expand, or back to the quote sheet to make it collapse. If you want to keep the sidebar open all the time, click the **Pin Sidebar Window** button at the top right of the sidebar.

Type whatever information you wish in the notes area. When the **Add User Entry** button is clicked the user's name, date, and time will be appended to the notes. Click **Delete Notes** to remove all notes attached to the current product.

3.2.7 Setting defaults

What if you are using the same information on many products? For example, maybe your company or export information will be the same for all products. You don't want to keep re-typing the same information each time you create a new product.

Speed-Quote Toys R Us Edition provides an easy way to set a piece of information as the default. Default information will appear automatically on any product you create.

To set a default for any field, just click with the **right** mouse button on it. A popup menu will appear allowing you to use, set, and clear defaults:

- **Set Default:** sets the default to the value currently in the field.
- **Clear Default:** removes the default set for the field.
- **Use Default -> For Current Product:** applies the current default to the field
- **Use Default -> Apply to Selected Products:** this advanced feature will let you paste the current default value into selected products. A selection window will appear with a list of all available products. Checkmark the products to which you want the default applied.



Special Tip! You can quickly tell when a field has been set from a default because the background color will be blue.



Warning! Be cautious with the **Use Default -> Apply to Selected Products** feature. This function copies the default value into all the products you select, and will override any information previously entered in that field.

3.2.8 Add decimal places

Speed-Quote sets the number of decimal places visible for numeric and currency fields based on the requirements of the quote sheet. On the Master Entry Sheet, for example, the costing fields display 2 decimal places of precision.

PAYMENT & PRICING	
F.O.B. Cost (LCL)	\$9.99
All quote calculations are based on the LCL cost.	
F.O.B. Cost (FCL)	\$8.99
Min for FCL	1500
Domestic Cost	\$14.99



If you need greater decimal place precision, click the **Add decimal places for current product** button in the bottom right corner of the Speed-Quote screen. You can also do so by selecting **Add Decimal Places** from the **Format** menu. From the sub-menu you can choose to add decimal places for the **Current Product** or **Selected Products**. If you choose to add decimal places for selected products, a window will appear with a list of all available products. Checkmark all the products in the list that you wish to affect, and click the **Add Decimals to Selected Products** button.

Click on the arrows below to increase the number of decimal places used for numeric and currency fields

Add decimal places to numbers

Add decimal places to currency

From the Add Decimal Places window, click the arrows to increase the number of decimal places used for numeric and currency fields. Note that the number shown is **not** the amount of decimal places, but rather the number of decimal places that will be **added** to those already displayed on the quote sheet. So in the case of the costing fields on the Master Entry Sheet, adding 1 to the decimal places of currency will allow the selected product to display 3 decimal places of precision (the default 2 decimal places plus one added).

PAYMENT & PRICING	
F.O.B. Cost (LCL)	\$9.990
All quote calculations are based on the LCL cost.	
F.O.B. Cost (FCL)	\$8.990
Min for FCL	1500
Domestic Cost	\$14.990

As you can see, a product can never display *less* precision than the quote sheet was designed to show. It should be a rare case that you require additional decimal precision, but this feature exists for those instances.

3.3 Creating retailer products

With the Master Entry Sheet products created, you are now ready to start making Toys R Us products! You may be surprised to know that you have already done 99% of the work needed to create a retailer product. Because the Master Entry Sheet acts as a reference, the information it contains will automatically be transferred when you create a Toys R Us product.



Warning! Speed-Quote allows you to type whatever information you want in the form fields. It is always your responsibility to ensure that the information you enter is correct, or your product will not be accurate.

3.3.1 Selecting a retailer

To select a Toys R Us sheet to quote, click on the **Retailer drop-down menu** in the upper left corner of the main Speed-Quote screen (as shown below).



Slide the mouse pointer down the list and click on a sheet to select it. If a scroll bar appears on the right side of the drop-down list, there are more retailer sheets available than can be displayed. Scroll up and down the retailer list by clicking on the up/down arrows, or by dragging the scroll bar. If you have a wheel on your mouse, it can also be used to scroll up and down the retailer list. Some retailer sheets are grouped, so clicking on an item in the list with a + symbol will expand to display all the sheets available.



Special Tip! You can also move through the list using the up and down arrow keys on your keyboard, and pressing the Enter key to select a sheet. You can also type the first letter of a retailer name to jump to it in the list.

3.3.2 Creating a retail product

Click on the **Product drop-down menu** at the top of the main Speed-Quote screen (as shown below).



Products that are already created for this quote sheet are shown in blue, while products that have not been created are gray. To create a new product, click on one of the gray products listed.

3.3.3 Deleting retail products



To delete the currently selected retailer product, click the **Delete Product** button on the main toolbar.

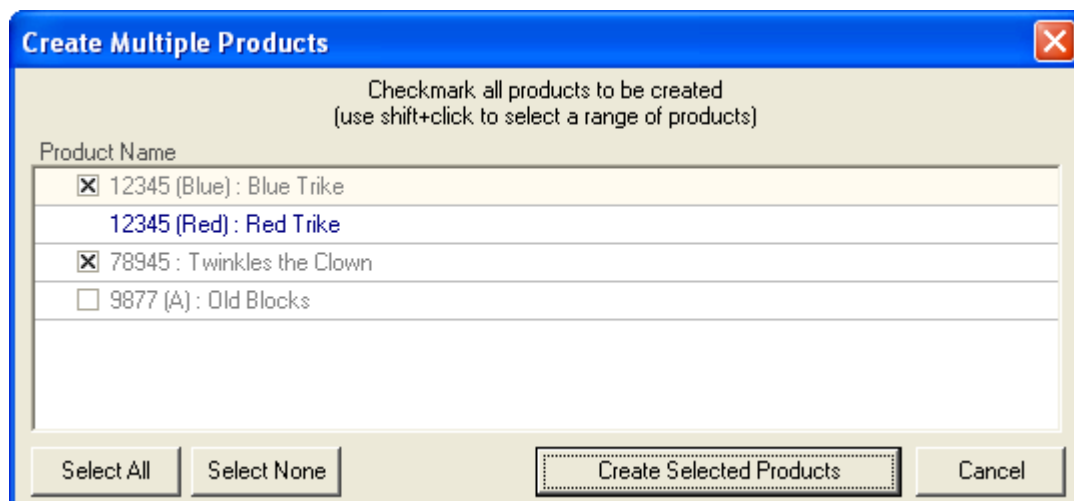
When you delete a Toys R Us product, it is only deleted from the current sheet (unlike deleting from the Master Entry Sheet which removes the product completely from Speed-Quote). When you delete a Toys R Us product, you can always create a product again for the sheet by selecting it from the **Product drop-down menu**.

You can also delete products by selecting **Delete Products** from the **Edit** menu. From the sub-menu you can choose to delete the **Current Product** or **Selected Products**. If you choose to delete selected products, a window will appear with a list of all available products. Checkmark all the products in the list that you wish to delete, and click the **Delete Selected Products** button.

3.3.4 Create multiple products



To create multiple products click the **Create Multiple Products** button on the main toolbar. Alternatively, you can also select this option from the **Format** menu.



Checkmark all the products you would like to create. Click **Select All** to checkmark all the products in the list, or **Select None** to clear the checkmark from all products. You can also checkmark a range of products by selecting a first product, then holding the **Shift** key on the keyboard while clicking the last product you wish to include.

Products colored gray have not been created for this Toys R Us sheet. Products colored blue have already been created.

Once you have checkmarked all the products, click the **Create Selected Products** button.

3.3.5 Entering retailer information

When a retailer product is created, the fields are filled using information from the Master Entry Sheet.

Whenever you create a retailer product, look for any blank fields and fill them as required. If a field contains the same information for all your products you can set it to default.

Speed-Quote also allows you to type over any information on a product. If you type over information that was transferred from the Master Entry Sheet, the background color will become yellow.



Warning! Speed-Quote allows you to type whatever information you want in the form fields. It is always your responsibility to ensure that the information you enter is correct, or your products will not be accurate.

3.3.6 Calculating costs

Speed-Quote can automatically calculate pricing. In the example below, you'll notice that the **FOB Cost** text is colored blue. This indicates that a calculation will happen when you change this value.

* FOB Price Each		\$9.99
Ocean Frt.		\$1.02
Duty %	5.714	\$0.04
Sub Total		\$11.05
7.50 % of Sub Total		\$0.83
Misc	0.00 % of FOB	\$0.00
Landed Cost Total		\$11.88
* Top FOB Ship Point and Country of Origin n		

Whenever you change a field with blue text, a calculation will happen when you press the **Enter** key or when you exit the field (by pressing the **Tab** key, or using the mouse to select a different field). In this example, if we type 14 as the **First Cost** and press the **Enter** key all the pricing will be re-calculated.

* FOB Price Each		\$14.00
Ocean Frt.		1.02
Duty %	5.102	\$0.05
Sub Total		\$15.07
7.50 % of Sub Total		\$1.13
Misc	0.00 % of FOB	\$0.00
Landed Cost Total		\$16.20
* Top FOB Ship Point and Country of Origin n		



Special Tip! Toys R Us sheets support multiple ocean freight rates. You must select the appropriate country of origin to insure that the calculations are correct. Always examine retailer sheets carefully for any **pricing** or **country of origin** options.



Warning! We advise that you check all calculations manually to insure that the landed cost is correct. Remember that Speed-Quote will not check the validity of the numbers you enter, so if the rates or costing values are incorrect your pricing will be wrong. As always, it is your responsibility to verify that all your product information is accurate.

3.3.7 Field coloration

The coloration of fields in Speed-Quote provide important information for working with products. You should note that these colors do not appear when the product is printed or exported to electronic formats (such as Excel or Adobe Acrobat PDF).

Calculation

Blue text indicates that the field triggers a calculation.

Reverse Calculation

Purple text indicates that the field triggers a reverse calculation.



Special Tip! Calculations happen automatically while you work. Press the **Enter** key when typing in a calculation or reverse calculation field to see an immediate calculation result (without exiting the control).

Normal

White is the normal background color for all fields.

Required

Red backgrounds mean that the fields are required by Toys R Us, and you cannot submit the product without filling them.

Warning

Yellow backgrounds are a warning. A yellow field means that there is a difference between the corresponding information on the Master Entry Sheet, or that the rates and loads set for the retailer do not match the value currently entered on the product. Whenever you override information that came from the Master, for example, you will see that the field turns yellow.

Default

Blue backgrounds mean that the values in the fields are being set by defaults.

3.3.8 Review multiple products



To help verify products, select the **Review Multiple Products** button on the main toolbar. Alternatively, you can also select this option from the **Format** menu. Products are also automatically reviewed whenever you print or export products to electronic formats (such as Excel or Adobe Acrobat PDF).

The review process looks to see if there are any products with potential issues that have never been checked by a user.

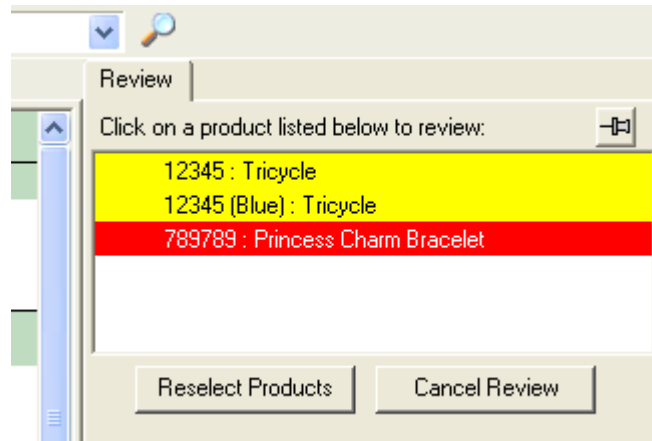
The issues reviewed are as follows:

- Master information has been updated more recently than the retailer product. For example, if you changed the Master dimensions for a product but never updated the retailer product to

match.

- Rate or load information for the retailer has been updated more recently than the product.
- Required fields are missing information, and therefore you cannot submit the quote to the retailer.

Products with review issues appear in a sidebar list. The sidebar list automatically expands and collapses to give you more room to see your quote pages. Just move your mouse over the sidebar to make it expand, or back to the sheet to make it collapse. If you want to keep the sidebar list open all the time, click the **Pin Sidebar Window** button at the top right of the sidebar.



Products highlighted in yellow contain warnings, while products highlighted in red are missing required information.

Click on a product in the review sidebar list to load it, and refer to the warning windows that appear for further information.

It is important to understand that the review process will not warn you about products you have already verified. The goal of review is to help you check your products, and to make you aware of changes that might otherwise have gone unnoticed.

For example, if you load a product with rates that do not match those set for the retailer you will receive a warning window. The warning window will give you the option to update the product with the retailer rates, or leave the rates as they are for the product. Once you make a choice, the product is considered to be reviewed by you and no further warnings will occur.

Another example would be to load a retail product and type over one of the fields with information from the Master. The field will turn yellow to indicate that it differs from the Master, but the product will NOT show up in reviews and you will NOT be warned the next time it loads. Since you chose to type over the Master information, Speed-Quote assumes this was an intentional change – and therefore requires no further review.



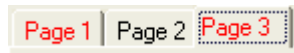
Special Tip! Speed-Quote considers a product to be reviewed if a user created the difference, or accepted a difference after being warned.

3.3.9 Required information missing

Some forms have required fields that must be filled.

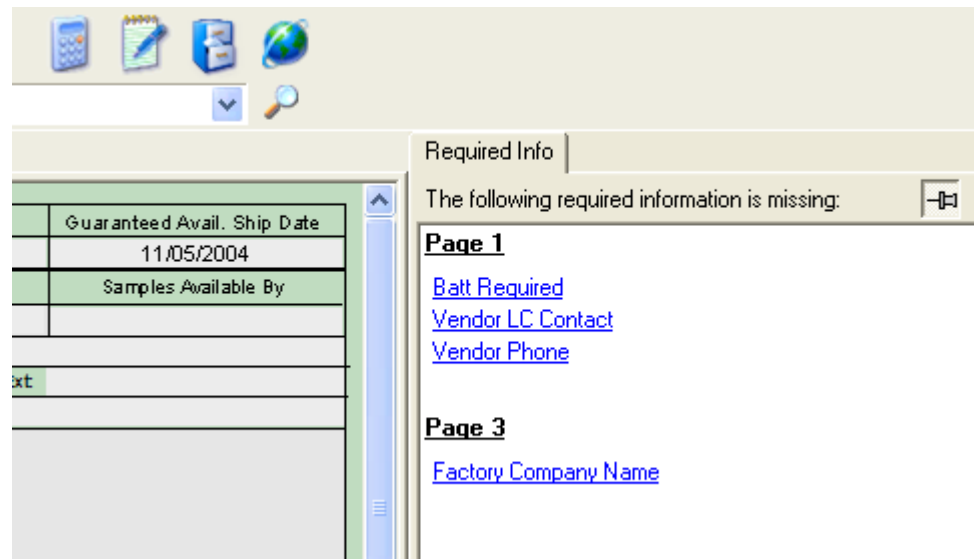
When a product is missing required information, the page tab will be highlighted in red (as shown

below). In this case, we know that there is required information that needs to be filled on pages 1 and 3.



When a product is missing required information, a vertical bar will become visible on the right side of the quote form. This sidebar will automatically expand and collapse to give you more room to see your quote pages. Just move your mouse over the sidebar to make it expand, or back to the quote sheet to make it collapse. If you want to keep the sidebar open all the time, click the **Pin Sidebar Window** button at the top right of the sidebar.

The sidebar will contain a **Required Info** tab listing all the fields that are missing required information.



Click on any of the blue field names listed to jump to that page and section of the form.



Special Tip! Fields are designated as **required** in Speed-Quote at the request of Toys R Us.

3.3.10 Update from master



To refresh products with information from the Master Entry Sheet, click the **Update from Master** button on the main toolbar. Alternatively, you can also select this option from the **Format** menu.

When retailer products are first created, they are filled as much as possible with information from the Master Entry Sheet. After creation, you are free to manually override any fields that were filled by the Master. **Update from Master** allows you to re-fill the product with the information from the Master Entry Sheet (which may have changed since the product was created).

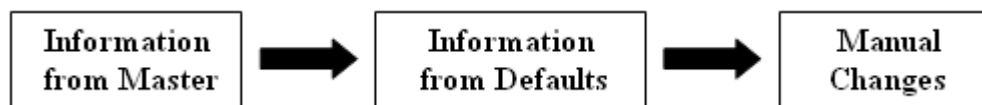
For the example below, we will manually change the **Contact** to "David Stephenson" and the **Fax** to "613-555-1212". The background color of these fields changes to yellow, indicating that the information is now different from the Master Entry Sheet.

Vendor Name:	Apptastic Software
Address 1:	5369 Canotek Road
Address 2:	Ottawa
Address 3:	Ontario, Canada
Zip/Postal:	K1J9J3
Contact:	David Stephenson
Phone #:	613-748-7066
Fax #:	613-555-1212
Contact Email:	support@apptastic.com

If we wanted to update the product with the information contained on the Master Entry Sheet, we can do so by clicking the **Update from Master** button. As you can see below, our manual changes are replaced by the information from the Master. Since the **Contact** on the Master is "Aaron McCaffrey", and the **Fax** is "613-749-6910", this is what the product now displays. The background color of these fields is also changed to white, indicating that there is no conflict with the values on the Master.

Vendor Name:	Apptastic Software
Address 1:	5369 Canotek Road
Address 2:	Ottawa
Address 3:	Ontario, Canada
Zip/Postal:	K1J9J3
Contact:	Aaron McCaffrey
Phone #:	613-748-7066
Fax #:	613-749-6910
Contact Email:	support@apptastic.com

Even though the Master Entry Sheet lists "amccaffrey@speed-quote.com" as the **Contact Email**, even after performing an **Update from Master** the **Contact Email** remains "support@apptastic.com". This is because the **Contact Email** is set to "support@apptastic.com" by default (indicated by the blue background color). If any defaults have been set for the retailer sheet, these defaults override the information that comes from the Master. The order of information flowing into a retailer product can be illustrated as follows:



There is another way you can update information from the Master without overwriting all your manual changes. You can update a single field with Master information by clicking with the **right** mouse button on it.

Vendor Name:	Apptastic Software	Vendor #:	
Address 1:	5369 Canotek Road	Curr Code:	
Address 2:	Ottawa		
Address 3:	Ontario, Canada		
Zip/Postal:	K1J9J3		
Contact:	David Stephenson		
Phone #:	613-748-7066		
Fax #:	613-749-6910		
Contact Email:	support@apptastic.com		
ToyQuote Registered to:	Speed-Quote Reg		

Use Master Value "Aaron McCaffrey"
 NO DEFAULT
 Set "David Stephenson" as Default
 Clear Default
 Edit Options

In the example above, the **Contact** is colored yellow indicating a difference from the Master. From the right click popup menu, you can see that the Master Entry Sheet contains "Aaron McCaffrey" for this field. Click the **Use Master Value "Aaron McCaffrey"** option to change "David Stephenson" to "Aaron McCaffrey".

3.3.11 Set status



To change the status of the current product, click on the **Status** button on the main toolbar. Alternatively, click with the left or right mouse button on the status information at the bottom left of the main window.

Status can be set as follows:

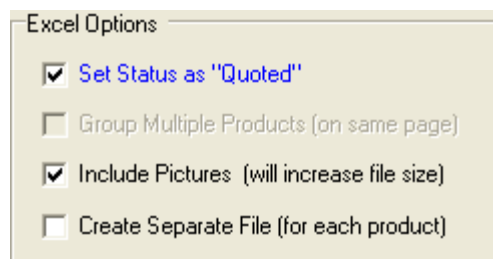
- **Work In Progress** – Information for the product can be changed.
- **Locked** - Prevents ANY changes to the product information (including updates to the rates or defaults). This status can be used to inform other users that you do not want the product information modified.
- **Quoted** - Prevents ANY changes to the product information (including updates to the rates or defaults). This status means that the product has been quoted to the retailer, and serves as a record of the information at the time of submission.

Whenever product information is modified or the status changed, the time is stored. You can use this information to see when the current product was changed.



You can also select **Set Status** from the **Format** menu. From the sub-menu you can choose to set status for the **Current Product** or **Selected Products**. If you choose to set the status for selected products, a window will appear with a list of all available products. Checkmark all the products in the list for which you want to set the status, and click the **Set Status for Selected Products** button.

For your convenience, whenever you print or export electronic quotes for submission to your buyer the status of all output products can be automatically set to quoted. Check the **Set Status as Quoted** box on the print or export options window.



Special Tip! You will find the status settings particularly useful when multiple people are sharing the same computer.

3.3.12 Retailer pictures

To change pictures on the retailer sheet, simply click on the picture box. A popup menu will appear allowing you to **Load Picture**, or to **Clear Picture**.

Load Picture brings up a standard file requestor window. Speed-Quote can load pictures in BMP (Bitmap) or JPG (Jpeg) formats. If the picture you are loading is extremely large, it can be re-sized to save space and improve performance of the program (reducing load times for products). How pictures are re-sized is controlled by the preferences settings.

Clear Picture will conceal the picture from the Master Sheet. This will make the picture box appear blank.

If you have changed the retailer picture to be different from the Master, the picture box background will be colored yellow. Just as the yellow coloration does for any field, this lets you know that the information (in this case the picture) is different from the information on the Master Sheet. When this is the case, the picture box popup menu will allow you to **Load Picture** or **Use Master Picture**.

Use Master Picture will restore the product using the picture from the Master Entry Sheet.

3.3.13 Print products

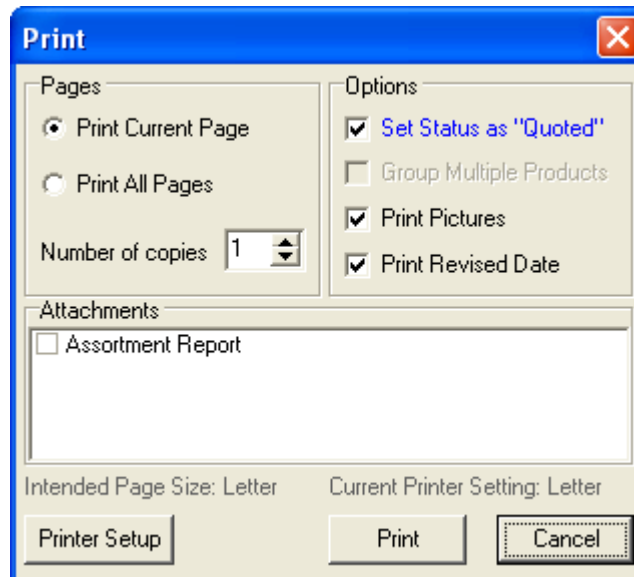


To print selected products, click the **Print Products** button on the main toolbar.

You will now be asked if the printed products are **For Buyer** or **Internal Use**. If the products are to be submitted to the buyer, Speed-Quote will do the following checks:

1. Will assure that the submission format selected is acceptable for the retailer. Your Toys R Us buyer may *only* accept quotes in a specific format, and sending an improper format (for example sending PDF instead of Excel) may result in rejection of your quotes.
2. Will perform a more rigorous review of the products being quoted, to insure that someone in your organization has approved any changes.
3. Will give the option to automatically set the status of products to quoted.

Once you have selected **For Buyer** or **Internal Use**, the printing options window will appear (as shown below). If you selected **For Buyer**, the **Set Status as 'Quoted'** option will be available. If you selected **Internal Use**, the **Set Status as 'Quoted'** is not relevant and will be disabled.



You may select among the following options:

- **Print Current Page** - prints only the page currently selected on screen. For example, if you are viewing page 2 of a 4 page quote, only page 2 will be printed for each selected product.
- **Print All Pages** - prints every page of the quote sheet for each selected product.
- **Number of copies** - prints duplicate quotes for each selected product.
- **Set Status as 'Quoted'** - will set the status of every product being printed to Quoted.
- **Group Multiple Products** - this option is available for multi-line retailer sheets (meaning that multiple products are printed on a single quote). In these special cases, you still see only one product per quote on screen. When you print, however, you are able to group multiple products on each quote.
- **Print Pictures** - select to print pictures.
- **Print Revised Date** - will add the revised date in fine print at the bottom of the quote.

Checkmark any listed report attachments that you wish to print (such as the Assortment Report). Attachments available vary depending on the retailer sheet.

Take note of the **Intended Page Size** versus the **Current Printer Setting**. If the retailer intends the form to be printed on legal size paper, but the current printer is set to use letter size paper, the quotes will not be in the correct format. You can change the paper type (as well as other printer options) by selecting the **Printer Setup** button.

When you are finished setting options, click the **Print** button. A window will appear with a list of all available products. Checkmark all the products in the list that you wish to print, and click the **Print Selected Products** button.

Before printing, all the selected products are reviewed. Once the review is complete and all products have been verified, the selected products are printed.



Special Tip! Speed-Quote has good backup features to protect your information - but you never know when lightning, floods, hardware failure, theft, or other disaster might strike. A paper copy gives you a permanent backup and allows you to re-enter information quickly should the need ever arise.

3.3.13.1 Printer setup

Select **Printer Setup** from the **File** menu to change printer settings. Alternatively, a **Printer Setup** button is available in the **Print options window**.

Printer setup will allow you to change properties such as the paper type, paper tray, print quality, etc. The options available will vary based on the printer you are using.

3.3.13.2 Print blank quote

To print a blank quote sheet, select **Print Blank Quote** from the **File** menu. Alternatively, you can use the Print Products button when no product is currently selected.

You may select among the following options:

- **Print Current Page** - prints only the page currently selected on screen. For example, if you are viewing page 2 of a 4 page quote, only page 2 will be printed.
- **Print All Pages** - prints every page of the quote sheet.
- **Number of copies** - prints the blank quote sheet a specified number of times.

You can change the paper type (as well as other printer options) by selecting the **Printer Setup** button.

3.3.14 Export products



To output selected products in electronic formats, click the **Export Products** button on the main toolbar.

When producing quotes for Toys "R" Us U.S. (import or domestic) or .COM, you will be presented with the option to export **For Buyer**, **For VIM**, or for **Internal Use**.

When quoting to your buyer, use the **For Buyer** option. This will create an Excel quote form that includes all the items you are submitting in a single file.

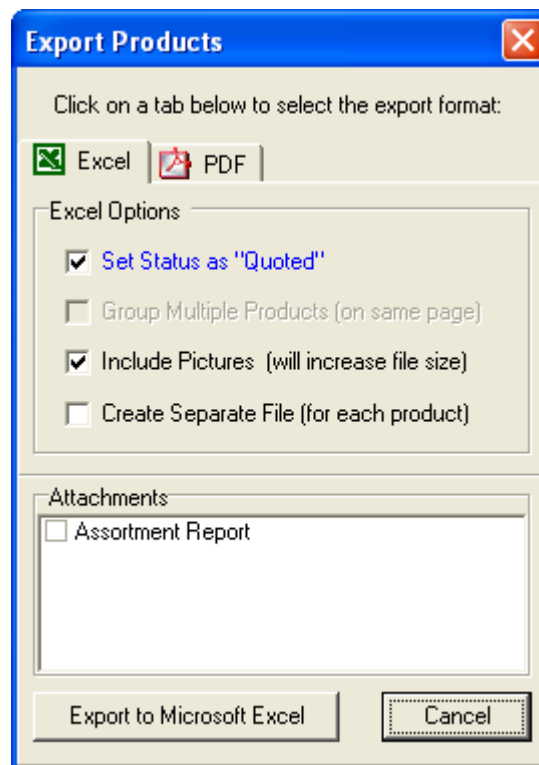
After the buyer has completed review of your quotes, for items being purchased use the **For VIM** export option. The resulting Excel files can be uploaded when using VIM so that you do not have to re-enter product information. Currently the VIM system only supports importing one product at a time. As a result, the Excel files exported by Speed-Quote for VIM will only contain a single product.

Non U.S. and .COM quote forms are presently not supported for upload to VIM (including the International Division, Canada, UK, France, and Japan). When using these forms, you will only be presented with the options to export **For Buyer** or for **Internal Use**.

If the products are to be submitted to the buyer or VIM, Speed-Quote will do the following checks:

1. Will assure that the submission format selected is acceptable for the retailer. Your Toys R Us buyer may *only* accept quotes in a specific format, and sending an improper format (for example sending PDF instead of Excel) may result in rejection of your quotes.
2. Will perform a more rigorous review of the products being quoted, to insure that a user has approved any changes.
3. Will give the option to automatically set the status of products to quoted.

Once you have selected **For Buyer**, **For VIM** (when applicable), or for **Internal Use**, the export options window will appear (as shown below). If you selected **For Buyer** or **For VIM**, only formats supported by Toys "R" Us will be available and the **Set Status as 'Quoted'** option will be enabled. If you selected **Internal Use**, all electronic formats will be available and **Set Status as 'Quoted'** will be disabled.



Click on the tab for the electronic format you wish to use, and select among the following options:

- **Set Status as 'Quoted'** - will set the status of every product being exported to Quoted.
- **Group Multiple Products** - this option is available for multi-line retailer sheets (meaning that multiple products are exported on a single quote). In these special cases, you still see only one product per quote on screen. When you export, however, you are able to group multiple products on each quote.
- **Include Pictures** - select to export pictures on the quotes, but be aware that pictures will significantly increase the size of files.
- **Create Separate File** - will make a new file for each product exported. This is required when quoting for VIM, since the system currently only supports uploading a single product at a time.

Checkmark any listed report attachments that you wish to include in the exported file (such as the Assortment Report). Attachments available vary depending on the retailer sheet. You should avoid using attachments when exporting for VIM, as they are presently not supported by the system.

When you are finished setting options, click the **Export** button. From the Save window, select a location on your hard drive where you can easily find the file. Type a name for the export file, and click the **Save** button. A window will appear with a list of all available products. Checkmark all the products in the list that you wish to export, and click the **Output Selected Products** button.

Before exporting, all the selected products are reviewed. Once the review is complete and all products have been verified, the selected products are exported to file. Locate the file you just created and open it in the appropriate program (such as Microsoft Excel or Adobe Acrobat Reader) to view, send it as an attachment to your buyer (using your preferred e-mail program), or use it to upload to the Toys "R" Us VIM system.



Warning! Always check with your buyer to determine acceptable submission formats!



Special Tip! Apptastic Software is continuing to work with Toys "R" Us to streamline the quote process. If you have any questions, please contact us.

4 Find a product



To quickly locate products, click the **Find a Product** button on the main toolbar. Alternatively, you can also select this option from the **Edit** menu.

Type a model number, dash code, and/or product name and click the **Find Product** button (or press the **Enter** key on your keyboard). If only one product matches the search criteria, it will be loaded immediately. If more than one product matches the search criteria, the sidebar will open with a list (as shown below). Click on a product in the find sidebar list to load it.

The sidebar list automatically expands and collapses to give you more room to see your quote pages. Just move your mouse over the sidebar to make it expand, or back to the sheet to make it collapse. If you want to keep the sidebar list open all the time, click the **Pin Sidebar Window** button at the top right of the sidebar.

You can also enter partial information to locate a group of products. For example, if you enter a model number of "12", all products beginning with those numbers will be found (for example "1234", "12a", "12-99", etc). Similarly if you entered a product name of "bear", any product with "bear" in the name would be found (ie. "Teddy Bear", "Funtime Family Bears", "Bear Christmas Ornament", etc).

The model number, dash code, and product name search fields also accept the * wildcard character. Enter a * to indicate a placeholder for any text. For example, "*45" would search for any model number ending in 45 (ie. "1245", "7ab45", etc). If you entered a model number of "9*2", this would search for

any model number beginning with a 9 and ending with a 2 (ie. "9552", "9abc2", "912", etc). As a final example, entering a product name of "*app*" would find products containing the letters "app" *anywhere* within the name (ie. "Happy Monkey", "Apple Puzzle", "Action Hero Grappling Hook", etc).

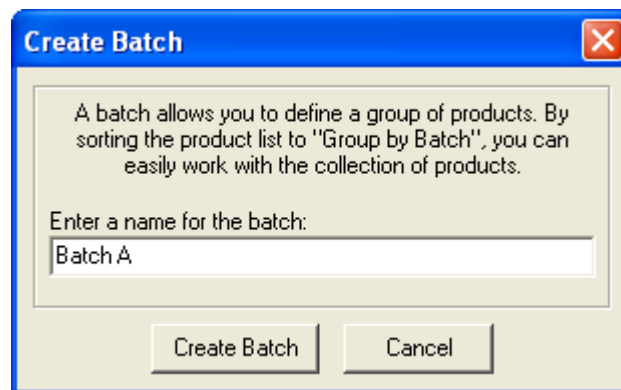


Special Tip! The **Find a Product** feature is valuable for creating subsets of products. Right click on the find sidebar to create a batch file of the products listed (see *Product Batch instructions for more information*).

5 Product batch

Products can be grouped by selecting **Product Batch** from the **Edit** menu. From the **Product Batch** sub-menu there are 3 options: **Load Batch**, **Clear Batch**, and **Create Batch**.

Create Batch first requests a name for the collection of products. Type a name for the batch, and click the **Create Batch** button (or press the **Enter** key).



A window will appear with a list of all available products. Checkmark all the products that you wish to be included in the batch, and click the **Add Selected Products to Batch** button. From the **Save Batch File** window, select a location on your hard drive where you can easily find the file. Type a name for the batch file, and click the **Save** button. The newly created batch file will be saved, and it will also become active and remain in effect until another batch file is created, loaded, or the current batch is cleared.

Load Batch displays a file requestor window to load a previously created batch file. Locate the desired batch file on your hard disk, and click the **Open** button. The batch file will become active, and will remain in effect until another batch file is created, loaded, or the current batch is cleared.

Clear Batch deactivates any currently loaded batch.



Warning! Batch files hold a list of model numbers and dash codes for selected products, but they do **not** contain any product data.

When the **Product drop-down menu** is sorted to Group by Batch, it is easy to work with all the products identified in the batch. Batch files are a great way to organize and work with a subset of products, and you can also e-mail batch files to your co-workers.



Special Tip! Batch files can also be created using the **Find a Product** feature. Click with the right mouse button on the find sidebar to create a batch file from the products listed (see *Find a Product instructions for more information*).

6 View master or retailer sheets



To quickly jump to the Master Entry Sheet, click the **View Master Sheet** button. Alternatively, you can also select this option from the **View** menu.

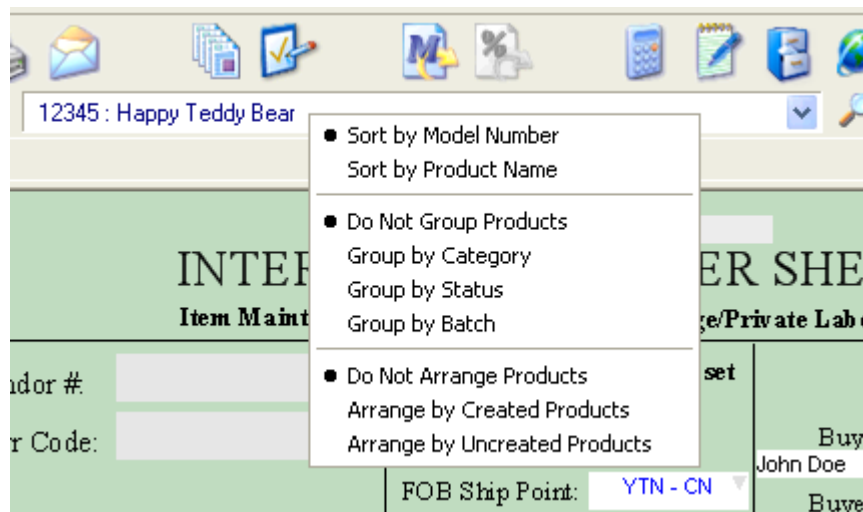


To quickly jump to the currently loaded retailer sheet, click the **View Retailer Sheet** button. Alternatively, you can also select this option from the **View** menu.

These options allow you to move easily between the Master Entry Sheet and the active retailer sheet.

7 Sort product list

The product drop-down list can be sorted in various ways. Click with the right mouse button on the **Products drop-down menu**, or select the **Sort Product List** option from the **View** menu.



You can sort your products by model number or product name. You can also choose to group products by category, status, or by batch. Finally, you can arrange the list to show all the created or uncreated products at the top of the list.



Special Tip! The sorting format will affect all windows that list products for selection (review, create multiple products, print, export, etc).

8 Show pictures

To show or hide pictures, click the **Show Pictures** option in the **View** menu.

When **Show Pictures** is checked, pictures will be visible on the quote sheet. When **Show Pictures** is not checked, the picture box on the quote sheet will appear gray.

9 Selecting recent sheets

Speed-Quote maintains a list of the last retailer sheets you've used in the **View** menu.

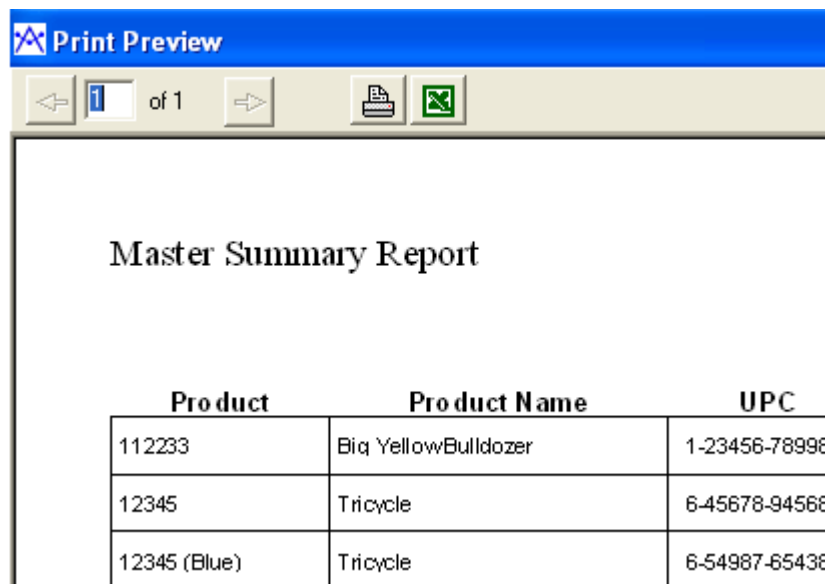


From the bottom of the **View** menu, you can select a recent sheet to load it. The list of recent sheets is saved, so even after you exit they will appear the next time you run Speed-Quote.

10 Reports

The **Reports** menu will contain menu options for **Retailer Reports** (when a retailer sheet is active) or **Master Reports** (when the Master Entry Sheet is active). The sub-menu will list any reports available for the currently active sheet.

For example, with the Master Entry Sheet displayed we can select **Reports -> Master Reports -> Summary Report**. From the **Select Products for Report** window, checkmark all the products you wish included in the summary report and click the **Generate Report** button. A report preview window will appear.



If the report has more than one page, you can move between the pages using the arrow buttons at the

top of the preview window. To print the report, click on the **Printer** button. To output the report to Microsoft Excel, click on the **Excel** button.



Special Tip! Some reports (such as the assortment report) can be attached to printed or exported products.

11 Profit calculator



To activate the Speed-Quote profit calculator, click the **Profit Calculator** button on the main toolbar. Alternatively, you can also select this option from the **Tools** menu.

The profit calculator is a handy tool when you need to work on your pricing. It includes a standard calculator, a calculation history, and special features for determining FOB, gross margin, and required ELC.

The profit calculator includes the following options:

- **History** - check this option to show or hide the calculator history. The history displays the calculations you perform, allowing you to compare values or keep track of a long series of numbers. To clear the displayed history, click the **Clear Calculator History** button.
- **Decimal Places** - click the arrows to change the number of decimal places used for calculations.

The profit calculator has 3 tabs along the top to select the mode of operation: Calculator (a standard calculator), GM and FOB (to calculate gross margin or FOB), and GM and Retail (to calculate gross margin or required ELC).

For example, click the **GM and FOB** tab at the top of the window (as shown below).

Apptastic Calculator		Calculator History
Calculator	GM and FOB	GM and Retail
Factory Cost	<input type="text" value="5.00"/>	FAC 5.00
FOB Cost	<input type="text" value="10.00"/>	FOB 10.00
Gross Margin %	<input type="text" value="50.00"/>	GM% = 50.00
-----		-----
Factory Cost	<input type="text" value="2.00"/>	FAC 2.00
Target GM %	<input type="text" value="50.00"/>	GM% 50.00
FOB Cost	<input type="text" value="4.00"/>	FOB = 4.00
-----		-----
Decimal Places: <input type="text" value="2"/> ◀ ▶		History <input checked="" type="checkbox"/>
		<input type="button" value="Clear Calculator History"/>

Type a factory cost and FOB cost. Each time you move to a new field the result is calculated (in this case, Gross Margin %). To try different values (without switching fields), just type a number and press the **ENTER** key on your keyboard. When you press **ENTER**, the new result is calculated and the

history display updated.



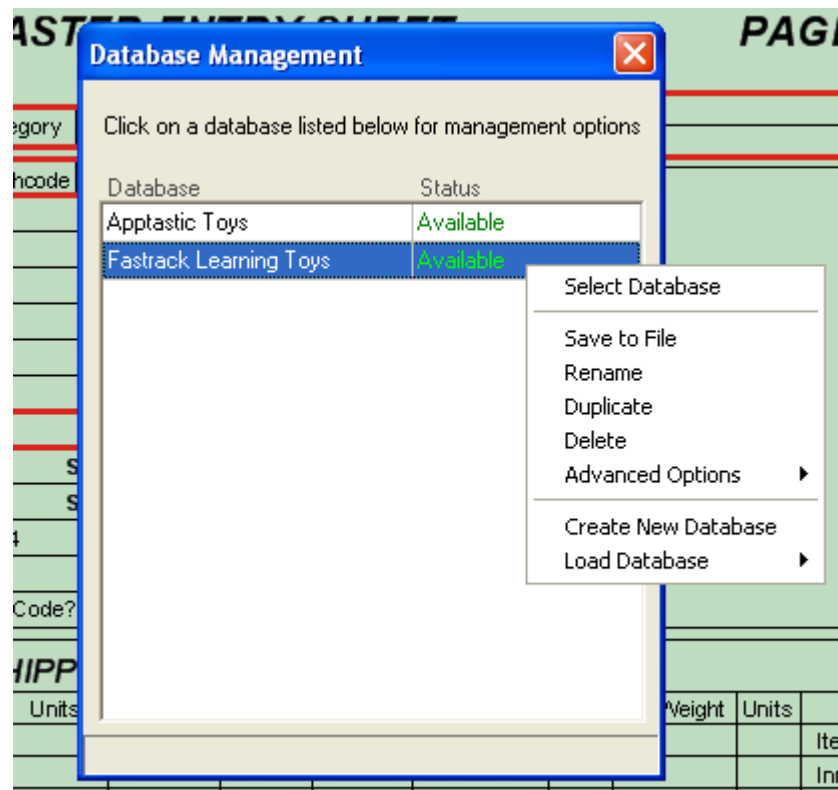
Special Tip! The values in the calculator are never transferred to products. The profit calculator is simply a tool you can use to figure out your pricing. Once the costing is decided, you must type the values into the appropriate fields on quote sheets.

12 Database management



To use database management features to organize and protect your information, click the **Database Management** button on the main toolbar. Alternatively, you can also select this option from the **Tools** menu.

The Database Management window lists all the Speed-Quote databases. Click on a database listed to popup a menu of applicable options.



From the popup menu, select what you want to do using the highlighted database:

- Select Database
- Save to File
- Rename
- Duplicate
- Delete
- Advanced Options

Two options do not apply to the highlighted database, but are always visible at the bottom of the menu: **Create New Database** and **Load Database**. You can also access these two options by clicking on a

blank (white) area of the **Database Management** list.

- Create New Database
- Load Database

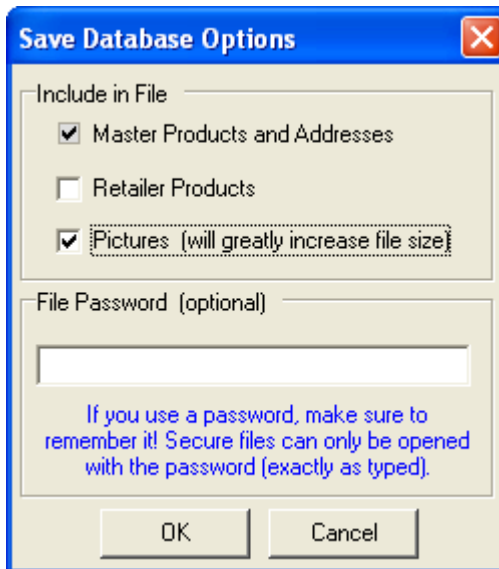
12.1 Select database

Select Database activates the currently highlighted database from the **Database Management** window.

This feature has the same effect as using the **Select Database** option from the **File** menu.


12.2 Save database to file

Save to File will create a single compressed file containing all the database elements. Compression makes the file size much smaller, allowing it to be efficiently backed up or transferred.




By default, only the Master Entry Sheet product information is saved. To include all the retailer products from this database, checkmark the **Retailer Product Quotes** option. Checkmark **Pictures** to include product images in the saved file, but be aware that doing so greatly increases the file size.

In order to protect the saved database from unauthorized access, you can type a password to encrypt the compressed file. Once you have selected all the save database options, click the **OK** button to proceed.

 **Warning!** If you save a file using a password, make sure you remember it. Secure files can **only** be opened with the password (exactly as typed, including any uppercase or lowercase characters). Apptastic Software **cannot** recover files for which the password has been lost!

From the **Save Database File** window, select a location on your hard drive where you can easily find the file. Type a name for the compressed database file, and click the **Save** button.

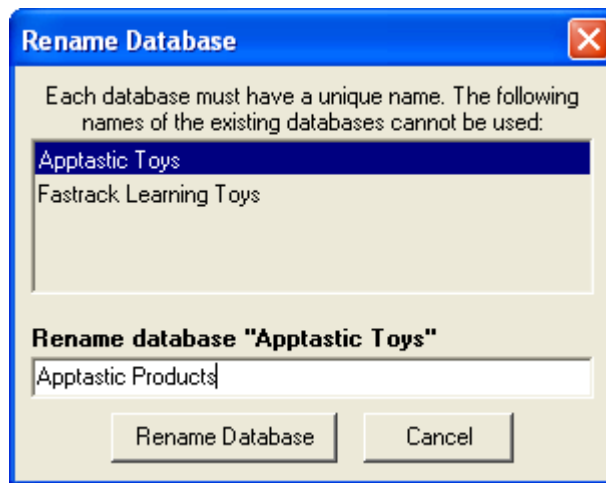
 **Special Tip!** We strongly advise that you backup your databases regularly to CD-ROM, DVD-R, tape, or other removable media and store them offsite. In the case of an emergency (harddisk crash, lightning, flood, fire, or theft), these backups will allow you to recover all your saved database

information.

12.3 Rename database

Rename allows you to change the name of a selected database.

The **Rename Database** window lists all the databases. This list helps you avoid naming conflicts with existing databases. In the example below, you could not rename to "Apptastic Toys" or "Fastrack Learning Toys". If there is a naming conflict, the existing database listed will highlight in red and you will be unable to proceed.

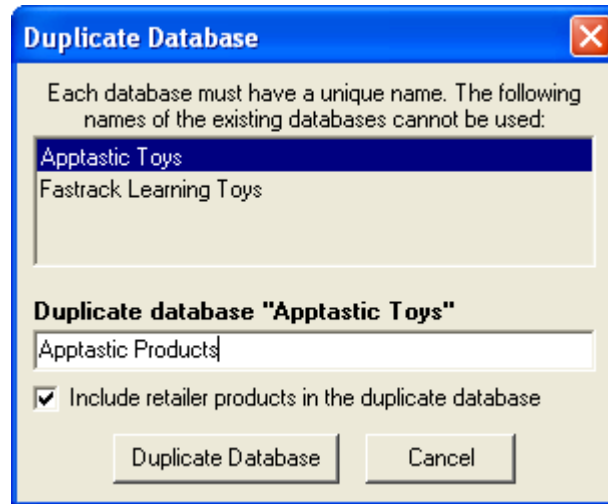


Type a unique name for the database and click the **Rename Database** button.

12.4 Duplicate database


Duplicate makes a copy of an existing database.

The **Duplicate Database** window lists all the databases. This list helps you avoid naming conflicts with existing databases. In the example below, you could not create a duplicate database named "Apptastic Toys" or "Fastrack Learning Toys". If there is a naming conflict, the existing database listed will highlight in red and you will be unable to proceed.



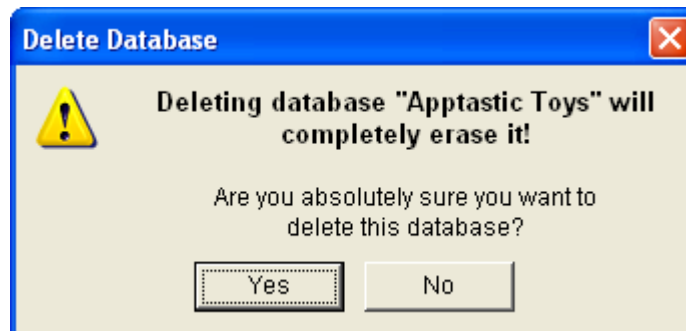
Checkmark **Include retailer products in the duplicate database**, otherwise the duplicate database will only contain product information from the Master Entry Sheet.

Type a unique name for the duplicate database and click the **Duplicate Database** button.

 **Special Tip!** Some Speed-Quote users like to keep a separate database each year (so their database only includes products for the current season). An easy way to clear out the retailer products for last season (while preserving the Master Entry Sheet information) is to use the **Duplicate Database** feature without checking the **Include retailer products in the duplicate database** option.


12.5 Delete database

Delete will completely erase the selected database.



Click the **Yes** button to erase the database and remove it from Speed-Quote.

 **Special Tip!** You cannot delete a database that is currently in use.

 **Warning!** The delete database function will erase a database and **everything** it contains - including the Master Entry Sheet information, pictures, and all retailer products! Be **absolutely** sure before deleting!

12.6 Advanced database options

Advanced Options exist for expert Speed-Quote users, and are not generally required (unless prompted by Apptastic Software technical support).

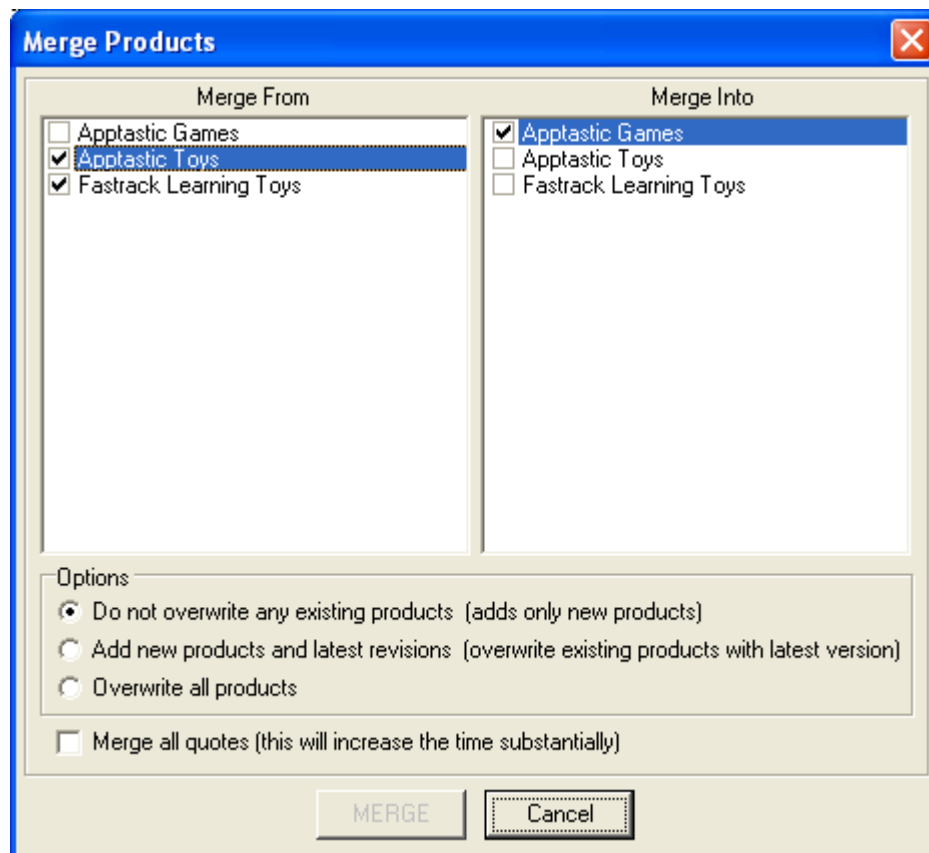
Advanced options include:

- **Merge databases** - combines the information from two or more databases.
- **Repair database** - corrects errors in database structures.

12.6.1 Merge databases

The Merge Databases feature allows you to combine the information for two or more databases together.

To merge items from one or more databases into a single database, check all the databases that you would like to combine from the left column ("Merge From") and check the database that you would like to merge this data into from the right column ("Merge Into").



There are three options for merging data:

- **Do not overwrite any existing products** - will only add items that do not already exist in the database to be merged into.
- **Add new products and latest revisions** - will add items that do not already exist and will replace items with older revision dates.
- **Overwrite all products** - will add items that do not already exist and will replace any items in the

Merge Into database, regardless of which item is more recent. This option is **not** recommended unless you are absolutely sure you understand why you chose this option instead of the other two.

Merge all quotes option can be checked if you wish to include all the information from quotes. If you do not check this option, only the information on the Master Entry Sheet will be merged. Please note that merging information for all quote sheets can be a time consuming process (depending on the size of your databases and the speed of your computer).

Under normal circumstances you should use the **Add new products and latest revisions** option for merging. Once you have selected the desired merge option, click the **MERGE** button to proceed.



Special Tip! Please note that if you select more than one Merge From database that they will be processed in alphabetical order.

12.6.2 Repair database

Repair Database attempts to correct certain errors in database tables. Depending on the database error reported, you may be asked to perform this function by an Apptastic Software support technician.

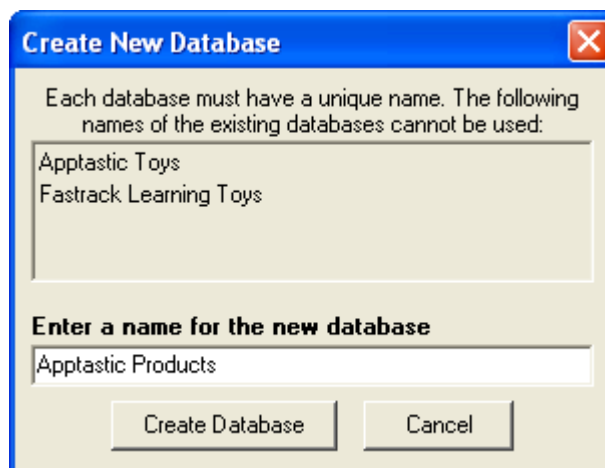


Warning! **Repair Database** should only be performed when prompted by Apptastic Software technical support. Using this feature incorrectly may cause problems in your database!

12.7 Create database

Create New Database makes a blank Speed-Quote database.

The **Create New Database** window lists all the databases. This list helps you avoid naming conflicts with existing databases. In the example below, you could not create a new database named "Apptastic Toys" or "Fastrack Learning Toys". If there is a naming conflict, the existing database listed will highlight in red and you will be unable to proceed.



Type a unique name for the new database and click the **Create Database** button.

12.8 Load database

Speed-Quote can load databases from several file formats:

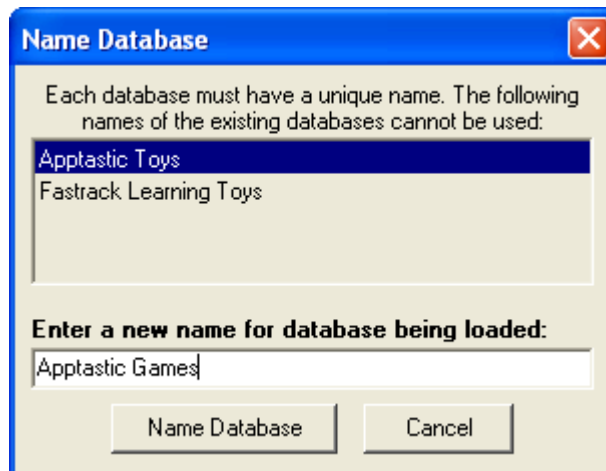
- **Load database from file** - loads a compressed Speed-Quote database file (created using the **Save to File** feature).
- **Import master data from CSV** - loads Master Entry Sheet information from a CSV file. The CSV file must be accompanied by a Speed-Quote CIS mapping file.

12.8.1 Load database from file

Load Database File imports a database from a compressed Speed-Quote file. The database file to load must be in Speed-Quote .SQZ format (created using the **Save to File** feature).

From the **Load Database File** window, select a compressed database file (.sqz) from your hard drive and click the **Open** button.

If the database being loaded already exists, the **Name Database** window will appear. This list helps you avoid naming conflicts with existing databases. In the example below, you could not load a database named "Apptastic Toys" or "Fastrack Learning Toys". If there is a naming conflict, the existing database listed will highlight in red and you will be unable to proceed.



Type a unique name for the database and click the **Name Database** button.

12.8.2 Import master data from CSV

Import Master Data from CSV loads Master Entry Sheet product information from a CSV file.

In order to import from CSV, there must also be an accompanying Speed-Quote CIS mapping file.

If you wish to use the **Import Master Data from CSV** functionality, please contact Apptastic Software. Please note that there is a charge to create CIS mapping files.

13 Updating



To update Speed-Quote, insure that your computer is connected to the internet and click the **Update from Internet** button on the main toolbar. Alternatively, you can also select this option from the **Tools** menu.



Warning! It is very important to update Speed-Quote Toys R Us Edition from the internet on a regular basis. New versions of the Toys R Us quote forms may be released, rates may change, and the Speed-Quote software is updated periodically. By doing internet updates you will insure that your copy of Speed-Quote always has the latest quote forms, software, and rates.

The update window will indicate the progress of the file downloads. Please be patient during the update process, as this may take several minutes (depending on the speed of your internet connection and the number of files being downloaded).

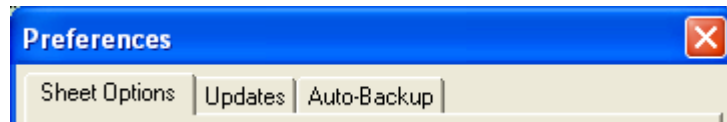
Speed-Quote will remind you to update periodically when you run the program.

Internet connection options (such as proxy server, http, and ftp) can be set with the **Internet Settings** option from the **Tools** menu (or using the **Preferences** window under the **Internet Updates** tab).

14 Preferences

To change Speed-Quote preferences, select **Preferences** from the **File** menu.

The **Preferences** window has several tabs that may be visible.



Click on a tab to see the following:

- **Sheet Options** - allows setting of picture, date, and default reminder options for quote sheets.
- **Updates** - settings for connecting to the internet for Speed-Quote updates.
- **Auto-Backup** - settings for backing up the current database on exit of Speed-Quote.

14.1 Sheet options

The **Sheet Options** tab of the **Preferences** window includes 3 groups of options: Picture Resize, Date Display, and Automatic Defaults.

Picture Resize gives you control over how Speed-Quote manages images on quote sheets.



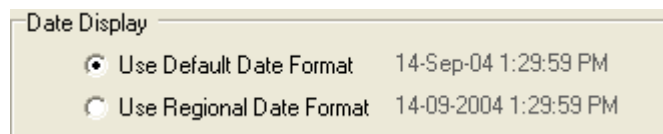
Very high resolution pictures can take up a lot of hard drive space, and slow the performance of Speed-Quote. Set the **Maximum Picture Size** to determine the largest pixel dimensions allowed before taking action. The default setting of 1200 pixels provides a good compromise between printed image quality and performance.

The action performed when a picture exceeds the maximum size is determined by the following setting:


- **Ask to resize** - as pictures that exceed the maximum size are loaded or saved, a window will appear asking if you would like to resize them (to fit within the maximum dimensions set).
- **Never resize my pictures** - ignores the maximum picture size settings, and allows the use of images of any dimension. You should be aware, however, that using extremely large pictures will greatly increase the hard drive space used and decrease the performance of Speed-Quote.
- **Always resize my pictures** - as pictures are loaded they are automatically resized to fit within the maximum dimensions.

If you connect to a Speed-Quote network server, pictures are downloaded to your local machine as you work to speed performance. Pictures downloaded from the network server are considered "cached". If you have limited hard drive space on your local machine, you can uncheck the **Cache Pictures** option (to prevent downloading of the images) or **delete cached pictures** (to remove all the local images from your hard drive). You should be aware, however, that turning off picture caching will decrease Speed-Quote performance and increase network traffic.

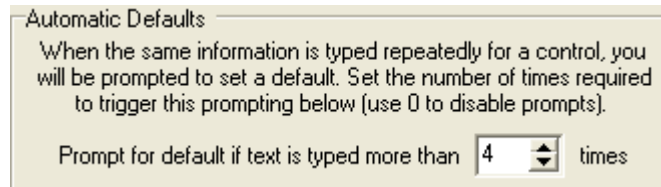
Date Display controls how dates appear on quote sheets.



By default, Speed-Quote uses a date format such as 1-Jan-05 1:30:22 PM. If you prefer using regional date formatting (controlled by your Microsoft Windows date settings), select the **Use Regional Date Format** option.

 **Warning!** Due to the requirements of retailer quote forms, Speed-Quote does not support non-western date formats (for example, the Chinese calendar).

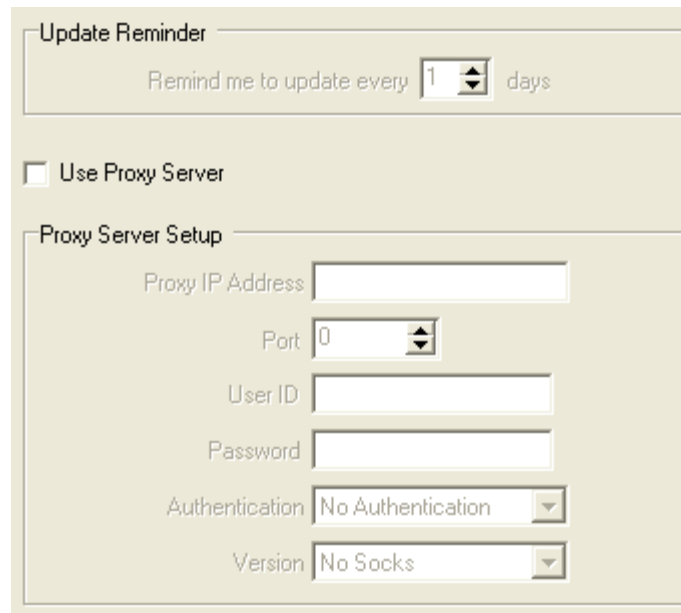
When you type the same information repeatedly into a control, you will be prompted if you would like to set a default. For example, if you type the brand name "Aptastic" on the Master Entry Sheet more than the number of times set in **Automatic Defaults** (in the case below, 4 times) you will be prompted to set a default. This feature helps reduce the amount you need to type in products by alerting you to instances where setting a default is beneficial.



Set the number for the **Automatic Defaults** reminder to whatever you consider appropriate. If you wish to disable **Automatic Defaults** reminders entirely, set the number to zero.


14.2 Updates

The **Updates** tab of the **Preferences** window provides options for connecting to the internet. Speed-Quote must connect to the internet in order to update with the latest quote forms, software, and rates for Toys R Us.



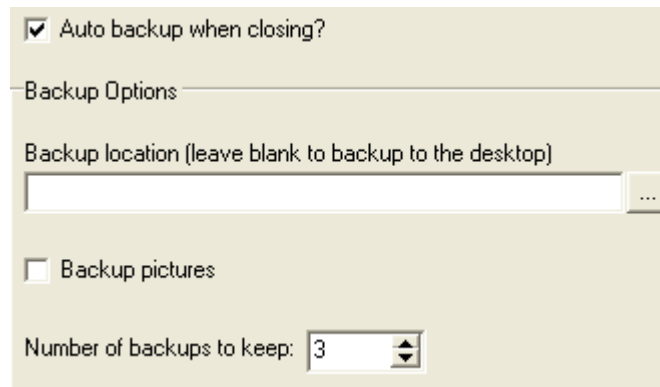
Speed-Quote Toys R Us Edition will remind you to update each day.

Depending on your connection, you may require proxy server information in order to access the internet. Please see your system administrator for proxy server settings.

 **Warning!** It is very important to update Speed-Quote Toys R Us Edition from the internet on a regular basis. New versions of the Toys R Us quote forms may be released, rates may change, and the Speed-Quote software is updated periodically. By doing internet updates you will insure that your copy of Speed-Quote always has the latest quote forms, software, and rates.

14.3 Auto-Backup

The **Auto-Backup** tab of the **Preferences** window provides options for making automatic backups of your databases when closing Speed-Quote (refer to Exiting for more information).



Check **Auto backup when closing** if you want Speed-Quote to automatically take a backup of the current database when closing the program.

If the **Backup location** is left blank, backups will be stored in a folder on the desktop. Otherwise, you can specify a specific directory to store the backup files.

Check **Backup pictures** if you wish item pictures to be saved in the backups, but be aware that this can consume considerably more disk space depending on the size and number of pictures.

Number of backups to keep indicates the number of generations of backups to store for a given database. So in the example above, backups of the database from the last 3 times you exited Speed-Quote will be saved (older backups will be overwritten).

15 Session information



To view information about the current database, user, and active sheet, select the **Session Information** option from the Help menu. Alternatively, you can click the **Session Information** button at the bottom right of the main window.

Session information lists:

- Database name (and the number of products it contains)
- User name
- Current sheet information (including company, sheet name, file name, version, and file date).

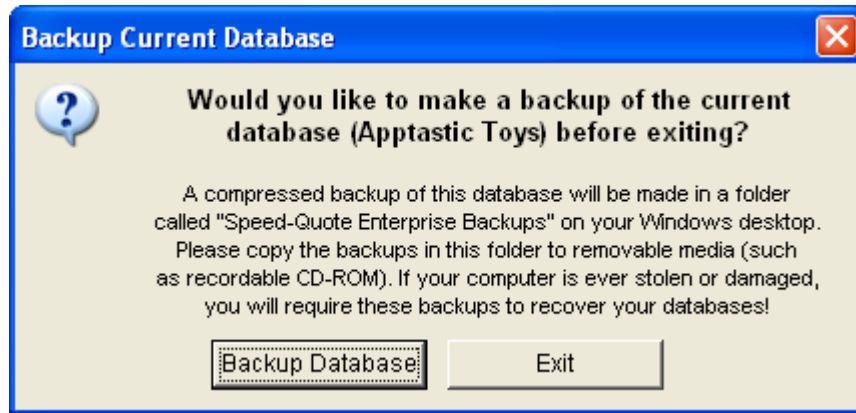


Special Tip! Session information is very useful for determining when a Toys R Us sheet was last updated.

16 Exiting


To exit Speed-Quote, select **Exit** from the **File** menu. Alternatively, click the **X** icon in the top right corner of the window (as standard for all Microsoft Windows applications).

On exit you will be presented with the option to backup the current database (as shown below). Select the **Backup Database** button to perform a backup, or select **Exit** to leave the program without backing up the current database.



Speed-Quote will *not* offer to perform a backup if there was an error (to prevent saving any errors into your backup databases). There is no risk to performing backups on exit, and we suggest that you do so routinely.

A compressed backup of the database will be made in the folder specified by the Auto-Backup preferences.

 **Special Tip!** We strongly advise that you backup your databases regularly to CD-ROM, DVD-R, tape, or other removable media and store them offsite. In the case of an emergency (hard drive crash, lightning, flood, fire, or theft), these backups will allow you to recover your saved database information.

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