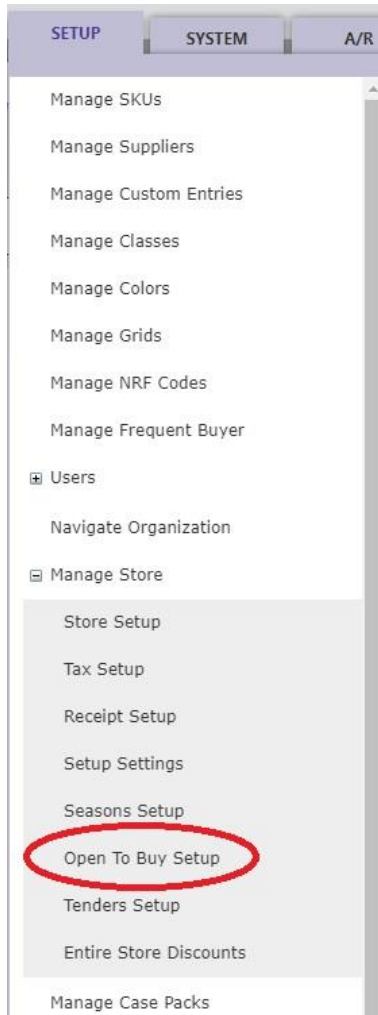


Setting Up RICS for File Export

This document outlines how to configure RICS POS system so that it can export data in a format compatible with the Retail Orbit import procedure.

Enabling the Management One connection

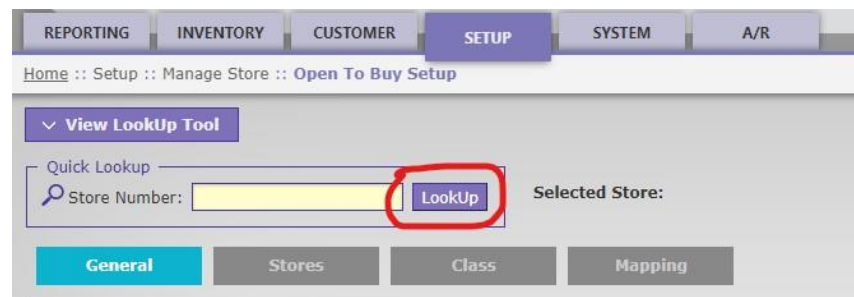
To get started, you will need to contact RICS support to let them know that you require the ability to export data for Management One. They will need to make some changes on their side so that you have access to the right tools inside of RICS. If it has been setup correctly, you should have a new menu option in Setup>Manage Store called "Open to Buy Setup". It is also required that the Client Setup in Retail Orbit has been completed.



To get your RICS POS ready for exporting of data to Retail Orbit, you will need to open the "Open to Buy Setup" as shown in the image to the left. In here you will define the Client Code being used in Retail Orbit, The Store Code(s) setup in Retail Orbit, and the Class Structure setup in Retail Orbit.

Once you click the Open to Buy Setup, you will need to select the location that you are setting up. While you can select a specific location (the 6 digit location code from RICS), it is recommended that you setup the RICS export at the company level (5 digit location code from RICS), so that you do not have to redo the setup each time you add a new location to RICS.

To select the company, simply click the "Lookup" button (as seen in the image below).



Once you have hit the Lookup button, you should see a list of your locations with the company listed as the first option (typically a 5 digit location code). Click the "Select" link beside the company location (as shown below)

REPORTING INVENTORY CUSTOMER **SETUP** SYSTEM A/R

Home :: Setup :: Manage Store :: Open To Buy Setup

Hide LookUp Tool

Store Code: Store Name: Store City:

NOTE: You can use % as a wildcard character in any of the lookup fields

Select	Store Code	Store Name
Select	88912	Management One Ltd
Select	889121	Management One Ltd - Tucson
Select	889122	Management One Ltd - Chicago

Quick Lookup
Store Number: Selected Store:

General Stores Class Mapping

From here you can start to define the Setup. First of all, under the General Button, you will need to define the client code that was setup in Retail Orbit, and then click the save button:

REPORTING INVENTORY CUSTOMER **SETUP** SYSTEM A/R

Home :: Setup :: Manage Store :: Open To Buy Setup

View LookUp Tool

Quick Lookup
Store Number: Selected Store: 88912 - Management One Ltd

General Stores Class Mapping

Information

Client:

Company:

Next you will want to setup the Locations that were setup in Retail Orbit. To do this, click the Stores Tab and enter in the Store Code. Remember to hit Save after!

The screenshot shows a software interface with a top navigation bar containing tabs for REPORTING, INVENTORY, CUSTOMER, SETUP, SYSTEM, and A/R. Below the navigation bar is a breadcrumb trail: Home :: Setup :: Manage Store :: Open To Buy Setup. A 'View LookUp Tool' section includes a 'Quick Lookup' area with a search icon, a 'Store Number' input field, and a 'LookUp' button. To the right of this section, it says 'Selected Store: 88912 - Management One Ltd'. Below the lookup tool are four tabs: General, Stores, Class, and Mapping. The 'Stores' tab is active, showing a 'Stores' section with an 'OTB Store Number' input field containing the value '001'. At the bottom of the interface are two buttons: 'Clear' and 'Save'. The 'Save' button is circled in red.

Finally, you will need to setup the Class Structure that was setup in Retail Orbit. To do this, click the Class Button, which will reveal an OTB Class window. In here you can Put the Class Code and the Class Description and hit the "Save Class" button to make that available for mapping. You will the class structure starts to populate on the Right-Hand side as you save each class. When you have entered all class codes, hit SAVE on the bottom:

REPORTING INVENTORY CUSTOMER **SETUP** SYSTEM A/R

Home :: Setup :: Manage Store :: **Open To Buy Setup**

View LookUp Tool

Quick Lookup
Store Number: **LookUp** Selected Store: 88912 - Management One Ltd

General Stores **Class** Mapping

OTB Class

Class:

Description:

Save Class

OTB Class	Description		
105	Men's Tech Running Neutral		
115	Men's Tech Running Stability/Trail		
125	Men's Non-Tech Athletic		
205	Wmn's Tech Running Neutral		
215	Wmn's Tech Running Stability/Trail		
225	Wmn's Non-Tech Athletic		
300	Men's Casual/Dress Footwear		
310	Men's Sandals		
329	Men's Hey Dudes		
330	Men's ESD Static Dissipative		

[Next](#)

Clear **Save**

Now that you have all the Retail Orbit defined pieces setup in RICS, you can create the mapping so that the RICS export knows how to group the reporting for export. To do this, click on the Mapping button.

You will see that there is a drop-down menu for the OTB class. This is the list of class codes that you just finished setting up. Simply Select the class you want to set mapping for, and click on the "RICS Class" drop down mapping to browse and select the RICS class (or classes) that will map to the M1 Class that you just selected. Hit OK, and then click "Add Mapping". Once you have mapped all RICS classes to an OTB class, you should then hit the Save button at the bottom:

Home :: Setup :: Manage Store :: Open To Buy Setup

View LookUp Tool

Quick Lookup
Store Number: Selected Store: 88912 - Management One Ltd

General Stores Class **Mapping**

Class Mapping

OTB Class: 105

RICS Class:

- Mens
 - Mens Athletic Shoes
 - Mens Walking
 - Mens Training
 - Mens Running
 - Mens Sport
 - Mens Trail
 - Mens Minimal
 - Mens Tech Running
 - Neutral
 - Stability
 - Motion Control
 - Mens Basketball
 -
 - Mens Cleats
 - Barefoot Running

Filter:

OTB Class	Description	RICS Class
105	Men's Tech Running Neutral	Mens : Mens Athletic Shoes : Mens Tech Running : Neutral <input type="button" value="X"/>

Congratulations, once you have hit save at the bottom, you are all done and ready to run an export out of RICS! This will be outlined in another knowledge base article that can be found here:

<https://support.retailorbit.com/hc/en-us/articles/14337416289051-Exporting-Data-Out-of-RICS>