The Five-Minute User Guide to RPM

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Insights

Insights are the important messages relating to your store. They prevent you going Low in Stock or Out of Stock of key products. They report on new top products, good things done in-store and capital tied up in Dead Stock.

Depending on the type of Insight, you can email the insight to a colleague, view further information on product issues raised or add it to your 'To Do List' to deal with later.

Insights reveal, on a daily basis, the impact on your bottom line of making these suggested changes.

The Insights update daily, so it's important to have a staff member log in once a day, for just a few minutes, to see any important updates. Use the reports on an ad-hoc basis to see the performance of the store.

Branch A - Insights
Quality Depot
As at Friday 6th January 2023

	Out of Stock	▲ Sales
	You are out of stock of B1063 BUBBLE TIMER, a product ranked #81 in your store. An order of 57 unit(s) will provide 60 days cover.	+$3 per day
	Email this Insight...	

	Congratulations	
	Your store achieved the best Gross Margin % across the group with 58.8% last month.	
	Email this Insight...	

	Reorder	▲ Sales
	There are 14 group Top 100 products that should be reordered.	+$19 per day
	View Products... | Email this Insight...	

	Dead Stock	▼ Stock
	41% of stock is dead, worth $31,132 at cost.	-$31,132
	View Products... | Email this Insight...	

Scoreboard

The Scoreboard is an overview of how your store is doing relative to the average (or benchmark) of other stores within your group. It is colour coded. Red is below the average; Yellow is around the Average and Green is better than Average. This updates daily.

Branch A - Scoreboard
Quality Depot
For the 30 days to Friday 6th January 2023   🖶 Print Page

Overall Performance
Ranked 6th from 10 Stores

	Sales Growth		Gross Margin %		Dead Stock %	
Store Result	-17%	Rank From 10: 10th	59.0%	Rank From 10: 1st	41%	Rank From 10: 10th
Group Average	1%	Top Result: 13%	57.5%	Top Result: 59.0%	33%	Top Result: 26%
	✖ Fix	📈 Graph	✖ Fix	📈 Graph	✖ Fix	📈 Graph

	Average Sale		Products Per Customer		Average Product Price		Low Stock %	
Store Result	$26.80	Rank From 10: 7th	1.36	Rank From 10: 4th	$19.72	Rank From 10: 7th	27%	Rank From 10: 10th
Group Average	$27.43	Top Result: $29.26	1.35	Top Result: 1.51	$20.39	Top Result: $22.29	19%	Top Result: 13%
	✖ Fix	📈 Graph	✖ Fix	📈 Graph	✖ Fix	📈 Graph	✖ Fix	📈 Graph

KPI Definition

For further information on what a KPI means or how it is calculated, click on the blue link to see a definition of the KPI.
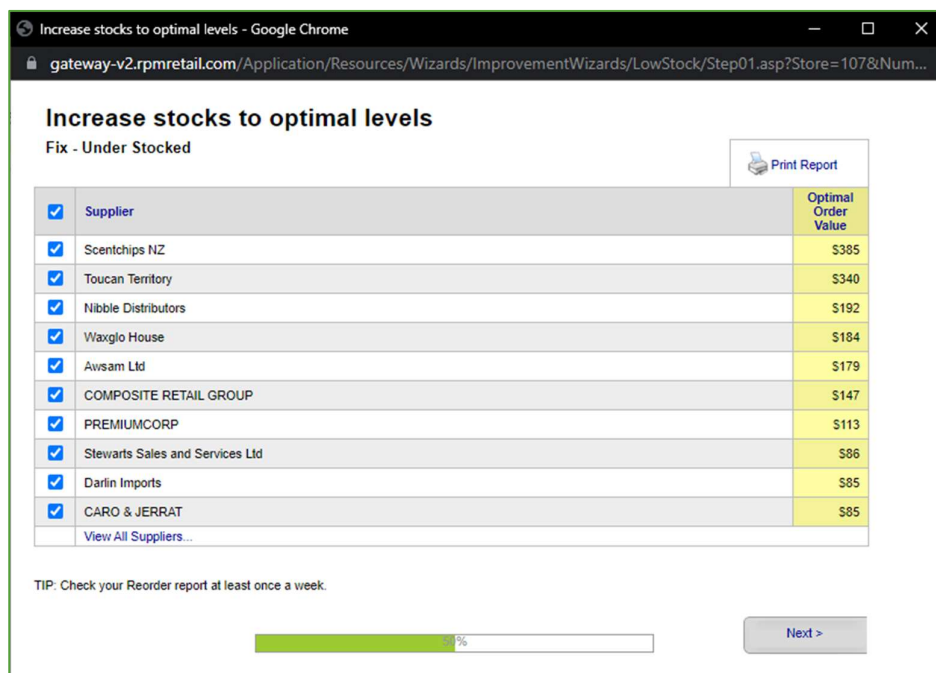
Fix Wizard

Once you have looked at the information on the scoreboard, click on the Fix Wizard of a KPI you would like to improve. The Fix Wizard will lead you through ways to improve your business performance, breaking it down to a Supplier or Category level.

You can print out any of the pages of the Fix Wizard by using the printer icon in the top right-hand corner. The Fix Wizard only focuses on the highest value Categories / Suppliers or Products. To view a full list of items, click on the link to View all.

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Graphs

From the Scoreboard, you can view the performance of a KPI over a three-month period by clicking on the Graph Icon. A new window will pop up to show you how your store compares with the average for the group.

Branch B - Gross Margin %
Quality Depot
For the 90 Days to Friday, 6th January, 2023

Print Page

Legend: Quality Depot, Branch B
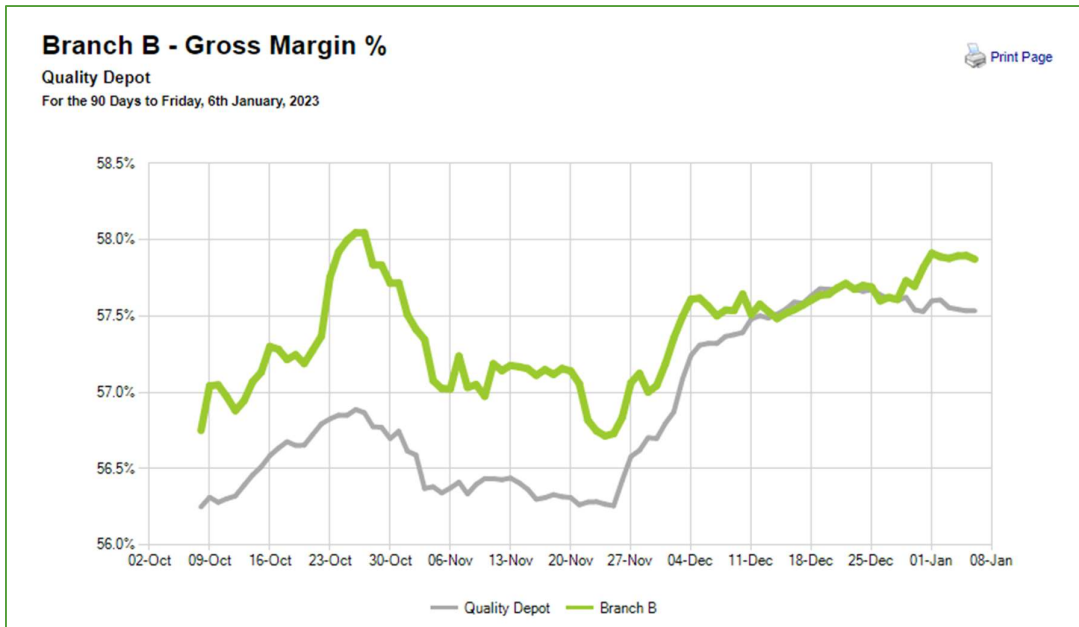
Reports – Action Reports

Action Reports help you to run your store quickly and efficiently. Each report title can be clicked on to run a report.

The description highlights how the information is displayed once it has been run. Use them when you do your re-ordering; need information on what other stores are stocking or when you need to evaluate your pricing.

Action Reports

Dead Stock
Products which have not sold, ranked by Stock on Hand $

Low Sales
Products where the Sales $ ranking is beneath the Group result

High Cost Products
Products that have an above average cost, ranked by Potential Margin

High Priced Products
Products priced higher than average, ranked by Additional Margin $

Low Priced Products
Products priced lower than average, ranked by Potential Margin

Group Top 20 Products Store Rankings
Group Top 20 Products showing my store ranking

Reports – Performance Reports

Performance reports are the detailed information on your business. Viewed biweekly or monthly they show the Sales and Stock performance of your store by Category, Supplier or Staff Member.

The Group Performance Reports show you the same sort of Category / Supplier information but from a group perspective. $ Figures are removed and the number of stores stocking a product are revealed.

Performance Reports

Store KPI Performance KPI metrics by Store for the past 30 days	**Store Stock Performance** Stock metrics by Store
Store Sales Performance Sales metrics by Store for the past 30 days	**Staff Sales Performance** Sales metrics by Staff member for the past 30 days

Report Functionality

Re-sort columns by clicking on the Column heading or drill down for more detail by clicking on a 'blue link' Use the icons on the top right-hand side to print. Export to Excel or change the focus (if the option exists).

Stores - Sales Performance

Quality Depot
For the 30 days ending Friday 6th January 2023
All Products,All Stores.

Export to Excel
Print Report
Help

	Store	Sales $	Share of Sales	Sales Growth	Gross Margin %	Products Sold	Average Product Price
1	Branch E	$40,950	19.0%	6%	57.4%	985	$21.75
2	Branch B	$25,464	11.8%	2%	57.9%	714	$21.08
3	Branch C	$25,121	11.7%	13%	57.0%	671	$20.85
4	Branch D	$22,181	10.3%	5%	56.7%	631	$20.56
5	Branch H	$19,507	9.1%	-5%	57.0%	629	$20.09
6	Branch I	$19,460	9.0%	11%	57.9%	595	$22.29
7	Branch G	$18,573	8.6%	-1%	57.7%	625	$19.37
8	Branch A	$16,053	7.5%	-17%	59.0%	528	$19.72
9	Branch J	$15,014	7.0%	-8%	57.3%	525	$18.15
10	Branch F	$12,883	6.0%	2%	58.4%	521	$17.48
	Total	$215,207	100.0%	1%	57.5%	2,413	$20.39

Freestyle

To access data going back 2 years, select the Freestyle view from the drop-down box in the top menu bar. For further information on the reports available within Freestyle, please see the Two-minute Freestyle User Guide

Keeping your data up to date.

If your store has not loaded information, you may notice a message under your scoreboard like this...

If you see this message, it means that the computer has been switched off at some point and missed the scheduled time to send information.

To rectify this:

1. Click on the Start button of the computer.
2. Select "All Programs" or "Programs."
3. Find RPM Retail on the list and click on this.
4. Select the Transfer to "RPM Option" to begin a transfer. Your store will be up to date the following morning.
5. Carry on with your normal day!