

Preparing for RFMS in the Cloud

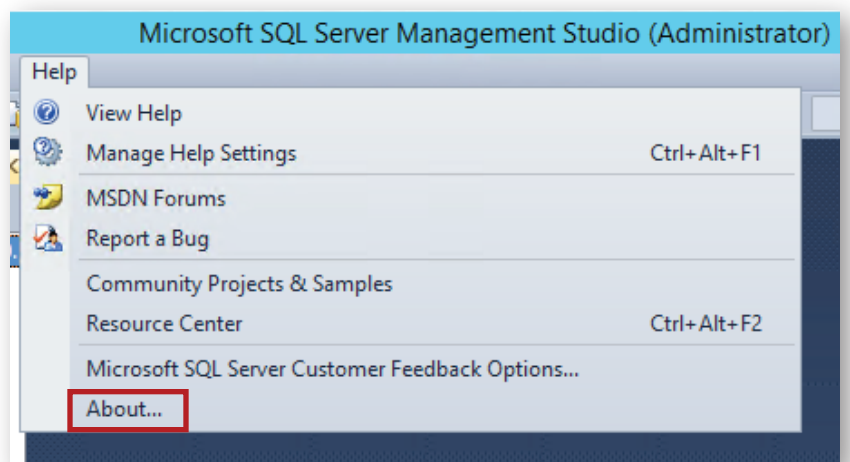
Before you can access RFMS, the leading business management software for the flooring business, there are a few steps you need to take in order to get set up for the cloud. You will need to fill out and send back the Isogent workbook and schedule your workstation set-up and cloud migration. Let us help walk you through what you will need and you will be enjoying on-the-go access for RFMS in no time.

RFMS Cloud Workbook

Finding Your Version of SQL

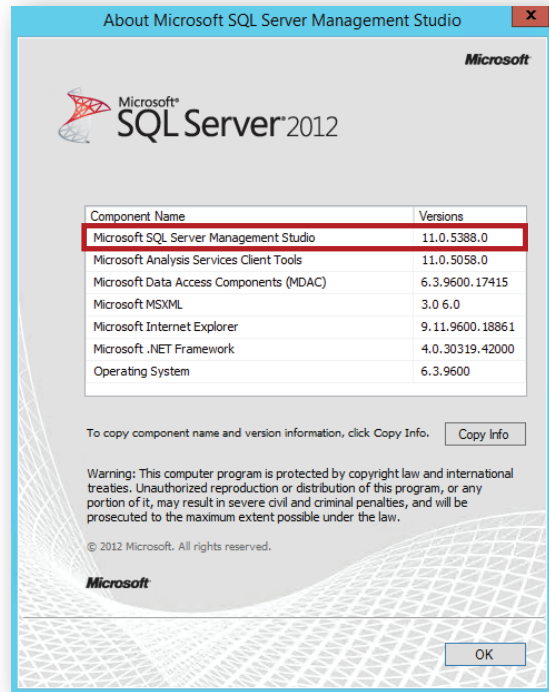
On page 2 of the RFMS Cloud Workbook, you need to provide what version of SQL Server you are currently running. While our example is shown in Microsoft SQL Server 2012, this process will be similar in other versions.

First, open Microsoft SQL Server Management Studio. From the top navigation bar, choose **Help**. Then, choose **About** from the dropdown.



This is the About screen for SQL Server Management Studio. The SQL version number that you need to provide is the Microsoft SQL Server Management Studio version.

And that's all you need to find your version of SQL.

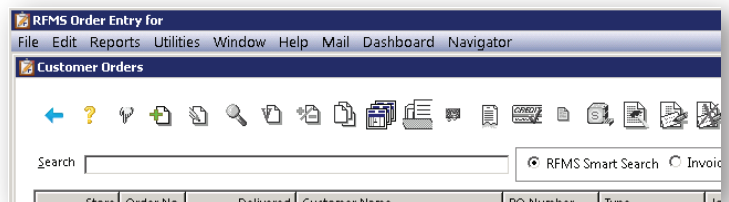
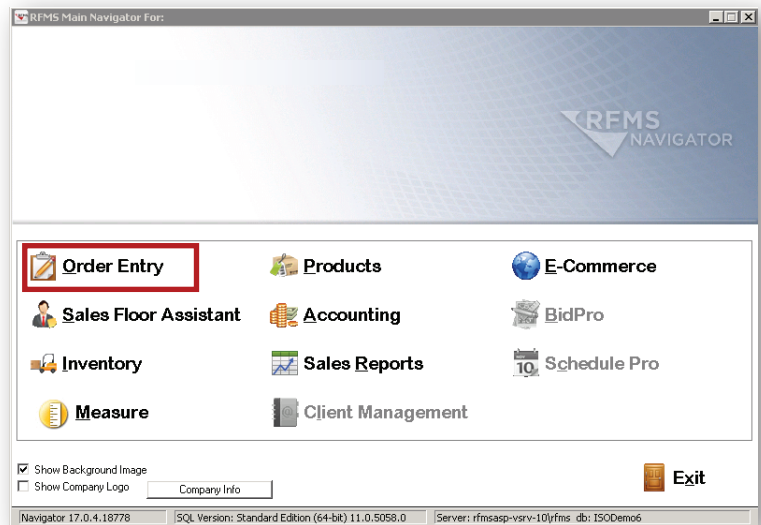


Getting to the RFMS System Information Screen

On page 3 of the RFMS Cloud Workbook, we ask that you attach a screenshot of the RFMS System Information Screen with the completed workbook.

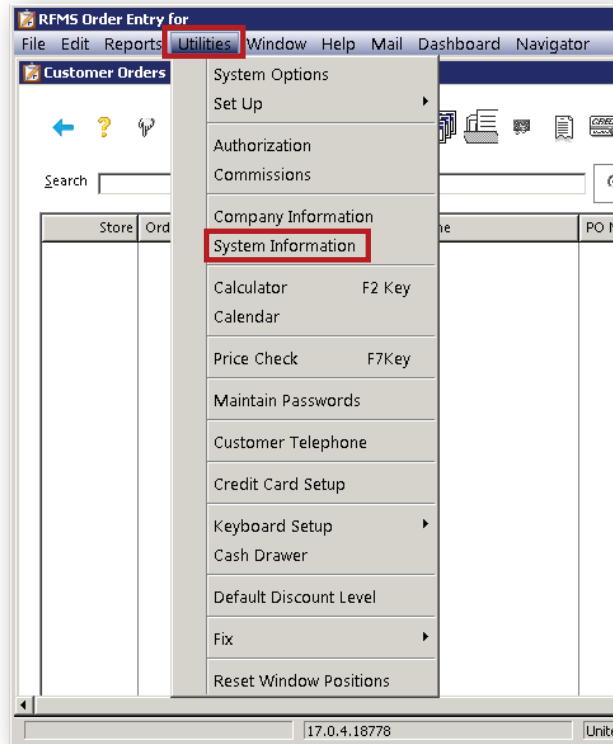
To get to the RFMS System Information Screen, you need to first open RFMS. This is the screen you should see when you first launch RFMS. From this screen, click on **Order Entry**.

The RFMS Order Entry screen will pull up.



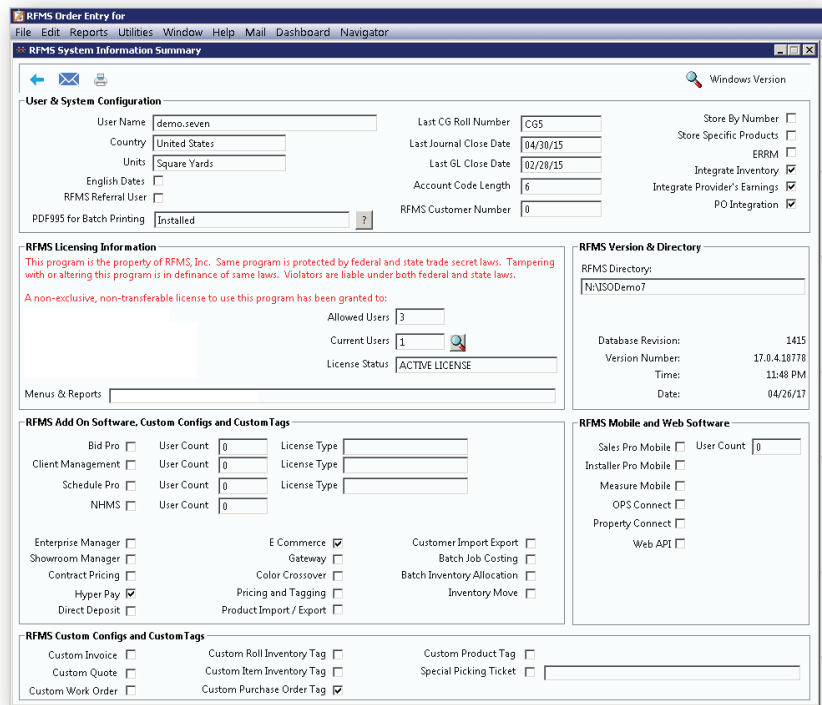
While on the RFMS Order Entry screen, choose **Utilities** from the top navigation bar and a dropdown will appear.

From the dropdown select **System Information**.



This is the RFMS System Information Screen. This window includes licensing information, add-ons you have for RFMS, and other important information that we need to set up the cloud.

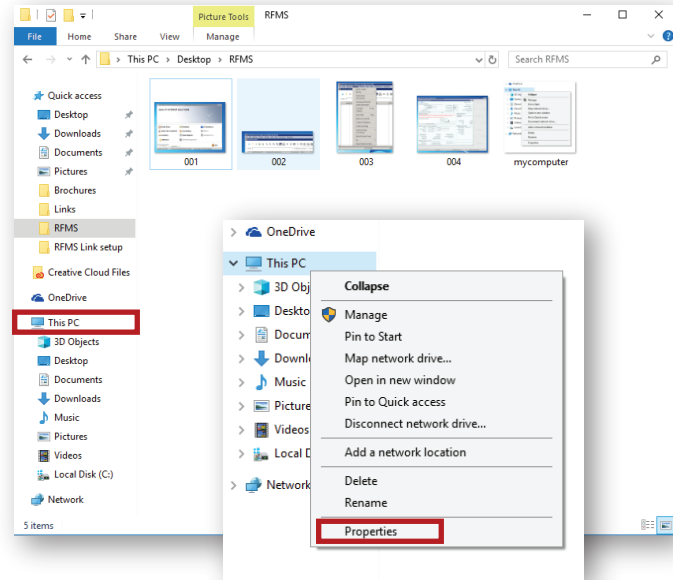
Please take a screenshot of this window and attach it with your completed workbook.



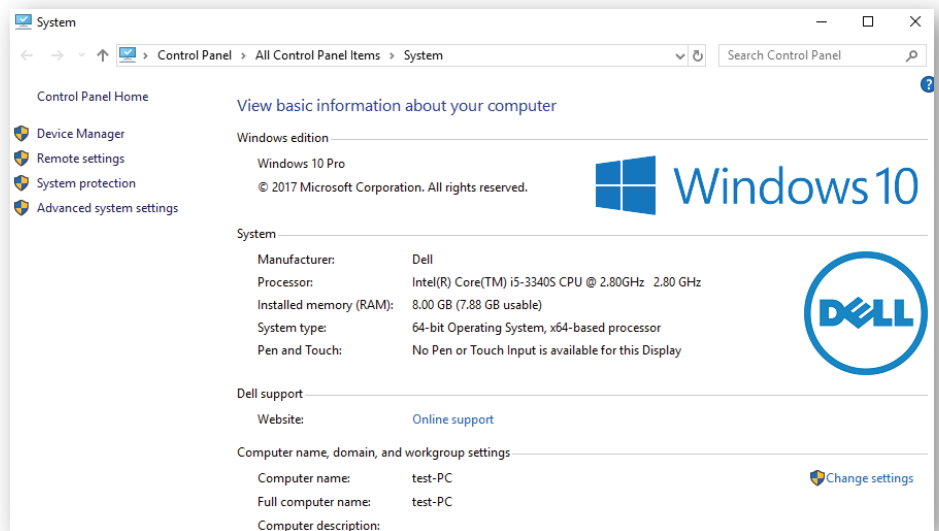
Finding Your Workstation Name

On the last page of the RFMS Cloud Workbook, we ask that you provide the workstation names of all computers that will have RFMS software installed on them. This is just the name of the PC.

To find the name of the computer, open **File Explorer**. From this screen, locate **This PC** in the left navigation pane. Right click **This PC** and choose **Properties** from the dropdown.



The System screen will appear. Your Computer Name can be found under the Computer name, domain, and workgroup settings group on this window. This is what you will need to provide for the workstation names in the RFMS Cloud Workbook.



Once you have completed the RFMS Cloud Workbook, send the workbook and the RFMS System Information Screen screenshot back to accounting@isogent.com.

Next Steps

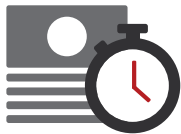
After completing and sending back the RFMS Cloud Workbook, the next steps are to schedule your workstation set-up with Isogent and your cloud migration with RFMS. Here are a few important details you should heed:



You **cannot** schedule your workstation set-up or migration until you complete the RFMS Cloud Workbook.



Workstation set-up must be scheduled with Isogent **before** scheduling your migration with RFMS.



Do **not** schedule your RFMS migration the day before payroll.



You need to contact RFMS to schedule your migration.

You are now on your way to having RFMS with the convenience of the cloud and Isogent support. If you have any questions about the workbook or workstation set-up, feel free to contact a representative at Isogent. With questions about cloud migration, call RFMS.