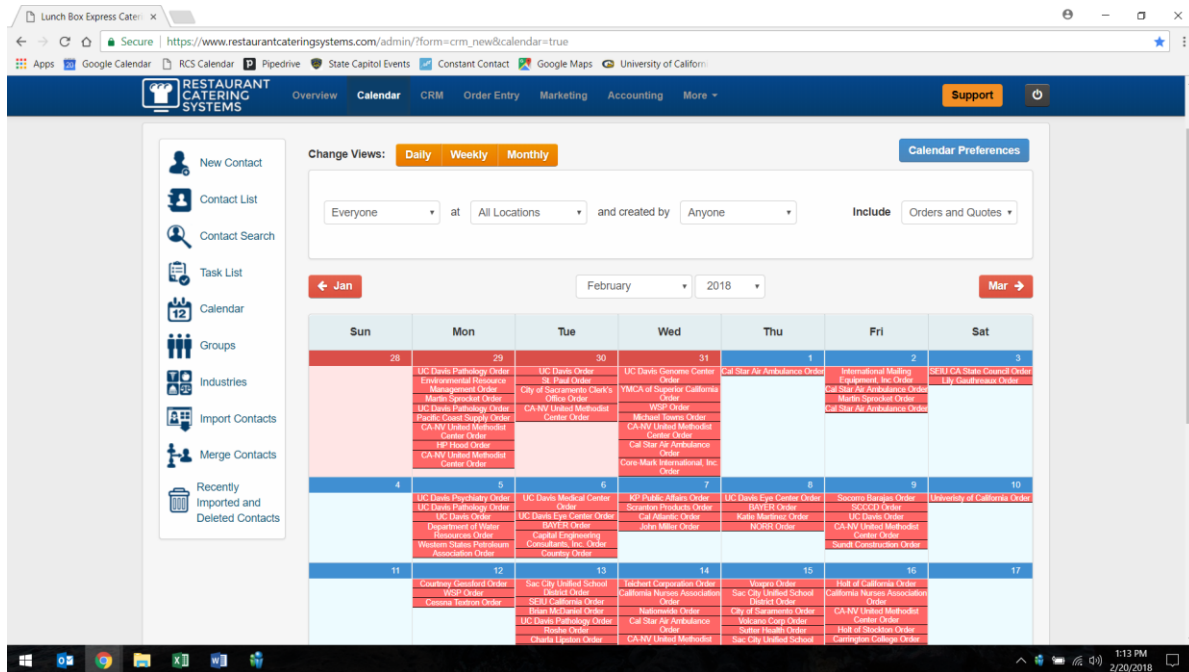


Finding Information in RCS

RCS is a wealth of knowledge, containing information about clients, companies, and jobs. There are several ways to access all of this information.

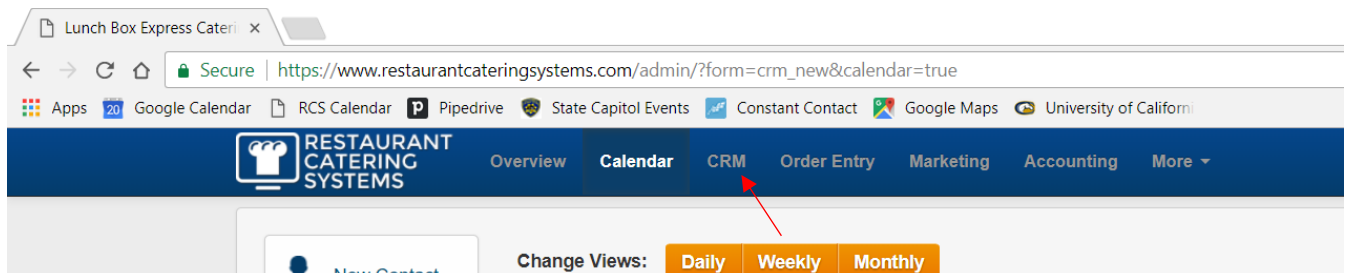
RCS CALENDAR

The calendar give us a picture of what the month at large looks like. Each red box is a link to a separate order. We primarily use the calendar to see how full we are for each day and decide if we need to create blackout dates. It is also helpful in creating routes for the delivery drivers.



CRM

The CRM tab will be most useful for finding customer and order information. CRM stands for Customer Relationship Management. This tab contains all of the information that we have compiled for each customer – their name, delivery addresses, phone numbers, email addresses, previous orders, and more. Access this tab by clicking “CRM” at the top of the RCS toolbar.



Once you are in the CRM tab, simply type the information you are looking for into the search box to access information we have on that client or job.