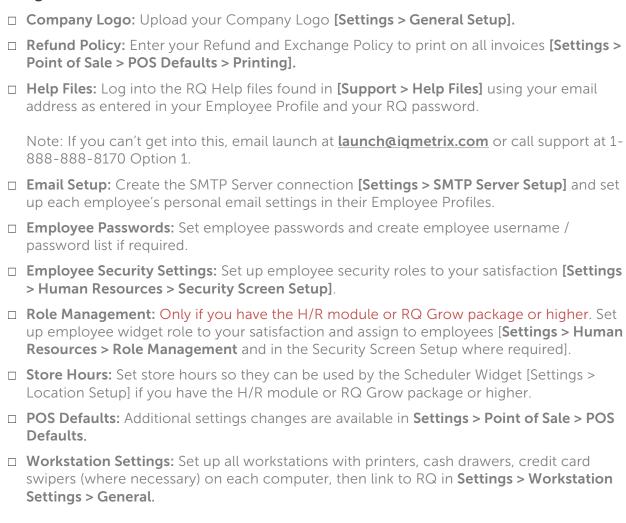


## Launch Stage 4 & 5 Client Check List

## Stage 4 Check List



## Stage 5 Check List

- ☐ **Install RQ:** Download and install RQ on each Workstation prior to Go Live.
- □ **Integrated Solutions:** Complete setup of all Integrated Solutions that require client setup such as Payment Integration, Precash, Handset Protection, etc. (See Help Files for specific instructions).
- □ Categories: New Categories for products can be added in Settings > Inventory > Product Category Setup.
- □ Add Inventory: Add any new product in Inventory using Right Click > Create Similar or send in an MS Excel template to Launch team at <a href="mailto:launch@iqmetrix.com">launch@iqmetrix.com</a> to import for you.



Note: Any new phones must also be added with prices to the Carrier Pricing Sheet [Inventory > Tools > Update Carrier Pricing Sheet].

- □ Remove Inventory: Remove any obsolete product using Inventory > Tools > Inventory Removal.
- ☐ **Inventory Quantities:** Use purchase orders (POs) to update your inventory quantities:
  - Create PO / Add Quantities: Go to Inventory > Purchase Order > New Purchase
    Order, add products and quantities, & click Commit.
  - Receive PO / Enter ESNs: Go to Inventory > Purchase Order tab > Receive to receive all inventory. ESNs and IMEIs will be entered here.
  - Quick Adjustments: For last minute adjustments, use the Inventory > Tools > Quantity Adjustment tool.
- □ **Cashin / Cashout:** Ensure that you can cash in and out.
- □ **Training**: Use the following training tools for yourself and your employees:
  - Training Videos: RQ Videos > RQ Basic Training 4.5.
  - o iQmetrix Campus: <u>campus.iqmetrix.com</u>- Basic Training Levels 1 & 2.
  - Reconcile Vendor Rebates Training: Available on live webinars at 2 pm CST on the 2nd Tuesday of each month. Register at <u>iqmetrix.webex.com/training.</u>
  - Help Files: RQ Help Files found in Support > Help Files.