

Before you start

Walked by _____

Teelucksingh's Furniture and General Store Ltd

Date _____

A SECTION, IN YOUR WORDS

"A section is basically just a group allocation of items based on how it is arranged in the store."

That is the test for every row you write. If the items sit together on the floor, it is a section. It does not have to match any catalogue category, and it does not have to be tidy.

1. **Write only what is really there.** These sheets are deliberately blank. Nobody here has guessed your section names, because a wrong list is harder to fix than an empty one.
2. **Name the floor at the top if it matters.** If a store has more than one floor, use one sheet per floor and write the floor name in the blank. If it is all one space, leave it empty.
3. **Name it the way your staff say it.** If they call it "the fridge corner", write that. Names can be changed later at any time, so do not stall on wording.
4. **You do not have to cover everything.** Anything you do not list stays in an "Unsectioned" holding area in the system, and can be sorted later without losing stock.
5. **Run out of rows?** Use a spare sheet at the back and write the store name on it.

WHAT HAPPENS TO WHAT YOU WRITE

Each row becomes a real section in the system, sitting under its store. Stock, counts, reorder levels and the register all read it. Nothing here changes a price or moves stock on its own.

Staff accounts are not part of this. Who looks after which section gets assigned later, at pilot or launch.

Main Store

Walked by _____

#87 High Street, Princes Town

Date _____

Floor _____

Only if this store has more than one. One sheet per floor.

SECTION NAME		WHAT IS IN IT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Furnishings Store

Walked by _____

#87 High Street, Princes Town

Date _____

Floor _____

Only if this store has more than one. One sheet per floor.

SECTION NAME		WHAT IS IN IT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Flagship Store

Walked by _____

#40 High Street, Princes Town

Date _____

Floor _____

Only if this store has more than one. One sheet per floor.

SECTION NAME		WHAT IS IN IT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Warehouse

Walked by _____

Corner St Croix and St James Street

Date _____

Floor _____

Only if it has more than one. One sheet per floor.

SECTION NAME	WHAT IS IN IT
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	

Spare sheet

Walked by _____

Store _____

Date _____

Floor _____

Only if this store has more than one. One sheet per floor.

SECTION NAME		WHAT IS IN IT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Spare sheet

Walked by _____

Store _____

Date _____

Floor _____

Only if this store has more than one. One sheet per floor.

SECTION NAME		WHAT IS IN IT
1		
2		
3		
4		
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14		