

# The Med-Book<sup>®</sup> Management System

*The Med-Book Management System is a complete, turn-key inventory management, point-of-sale, and decision support system developed especially for health sciences bookstores.*

*Health sciences bookstores are unique. They need an inventory management system that can accommodate not only reference books, and course-text books, but instruments and general merchandise items, as well. They need support for significant special order activity, and a system that can track books shelved in multiple locations within a store.*

*Matthews Medical Books understands health sciences bookstores. We designed a flexible system that helps you manage your store with less time and effort—simplifying everything from routine shipping, receiving, and returns tasks to complex sales analysis. This increased efficiency means you can stock more titles with less investment, improve customer service, and, ultimately, increase sales.*



Employee Owned for Better Service

## Training and Support –

*The Med-Book system is powerful, but not complicated. Time spent training staff is “down time” for your store. That’s why we made the Med-Book system easy to learn. The menu items are arranged intuitively, according to the way you work. Comprehensive on-screen help is available, and can be customized to reflect the unique policies and procedures of your store. In fact, by providing instant access to a wealth of product information, Med-Book makes the process of training knowledgeable and informed store personnel easier than ever.*

*You are never on your own with Med-Book. The Matthews team will set up your system, including: an IBM compatible PC; a tape backup; an external modem; report and label printers; and optional terminals and registers. Network configurations come Internet-ready.*

*Once the system is set up, we will work with you on-site until you and your staff are fully trained. Ongoing support is always available.*

## Find out More –

*These are just a few of the features of the Med-Book system. To learn more about Med-Book and what it can do for your store, contact your Matthews representative, or call us at 800 / MED-BOOK.*



### Matthews Medical Books

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Matthews Medical Books

# The Med-Book<sup>®</sup> Management System:

*A comprehensive management system designed specifically for health science bookstores.*

## **Improves Customer Service –**

*Because your customer is the core of your business, Matthews designed a system that takes customer service as seriously as you do.*

*Med-Book lets you access books by ISBN, author, keywords in title, subject, or department/course. You can determine quickly if you carry a particular title, whether it is in stock or on order, and where it is shelved in the store—even when your customer cannot recall the exact title. With access to the complete Matthews database of over 50,000 titles, you can provide your customers with the information they need, even on titles you do not stock.*

*Med-Book's tightly managed inventory turn means fewer out of stock situations, and enables you to carry more of the books that your customers want. When special orders do become necessary, Med-Book makes processing fast and easy. The customer database allows you to “remember” your regular customers, and to access their order information quickly by customer name.*

## **Flexible –**

*We wouldn't dream of telling you how to run your business. We recognize that each store operates differently. That's why we made Med-Book flexible enough to accommodate a wide variety of store environments.*

*If your store is large, Med-Book can easily keep track of stock shelved in multiple locations. If you have internet access, powerful communication capabilities keep you in touch with other locations, with the main campus store, or with your suppliers.*

*Because each store's pricing system may be different, Med-Book will calculate your store's selling prices using margin or markup calculation methods. Prices can be rounded to the nearest nickel, dime, or quarter.*

*If you wish to capture sales automatically at purchase, the Med-Book system offers a choice of integrated point-of-sale register configurations: a PC-based register with network connectivity, or an ADDS 4000 CRT with Epson receipt/slip printer and cash drawer.*

*Or, stores may choose to use their existing registers. Med-Book allows you to capture these sales through the use of simple barcoded labels that remove easily at checkout, to be scanned at a workstation later.*

*An optional general merchandise package is also available, which integrates with the point-of-sale system and incorporates the same powerful features of the main Med-Book system. With this package, items can be tracked by SKU, UPC, or ISBN.*

## **Tight Inventory Management–**

*Med-Book keeps track of your on-hand and on-order quantities to help eliminate out of stock situations. The system will even create a proposed order automatically, based on the minimum/maximum stocking quantities you establish for each item. NACS-approved purchase order forms are available for immediate printing; or, orders may be transmitted electronically, directly to Matthews warehouse computer. You receive immediate order confirmation right on your system.*

*When you need to make a purchasing decision, Med-Book provides an at-a-glance review of an item's purchase and sales history. Customizable reports make sales analysis easy—for example, identifying bestsellers according to sales rankings.*

*Inventory is an investment, and books that are not selling tie up capital and shelf space that could be used more profitably. Med-Book can automatically identify items that may need to be returned, according to criteria you specify. And, since all invoice information is kept for each title, matching items to return with the original invoice information is easy.*

## **Accurate and Efficient –**

*Time is money: Med-Book is designed to save you both, through the elimination of steps in the ordering, receiving, and returns processes.*

*Med-Book comes with information on over 1,200 vendors, direct from the Matthews database. By simply adding your store's data to the basic listings, you get quick access to valuable information such as your account number, vendor return policies, or average shipping time.*

*Once you have created a purchase order or return—either one generated automatically for you by the system, or one you create yourself using Med-Book's sales analysis tools—you can turn to the system's vendor database for the correct addresses for ordering, returns, permission to return, and payment.*

*Med-Book allows you to receive by PO or by book. Entering data by PO eliminates the need to enter the receiving date, invoice number and date, and discount for each book. To make things even more simple, automated receiving is available for books purchased from Matthews. By automating steps, Med-Book reduces the possibility for error, resulting in more accurate pricing and inventory information.*

*Once a shipment is received, the system automatically prints barcoded pricing labels for those items. Special orders are identified, and a pricing label with the customer's name and address is printed; course books also receive a special notation, which allows you to track course sales by requisition as course books are sold and processed.*

*As rush approaches, a listing of all requisitions entered can be printed to verify requisition data received and determine if course needs are being met. Shelf tags and lists can be printed to help students locate any needed texts, and to help staff stock more easily.*