

House Family LP

Premier Jeweler Software

Software Overview



Contact Us:

Toll free phone support at
888-328-4202

8:00am – 4:30pm cst

Email support@hood-house.com
www.houseflp.com

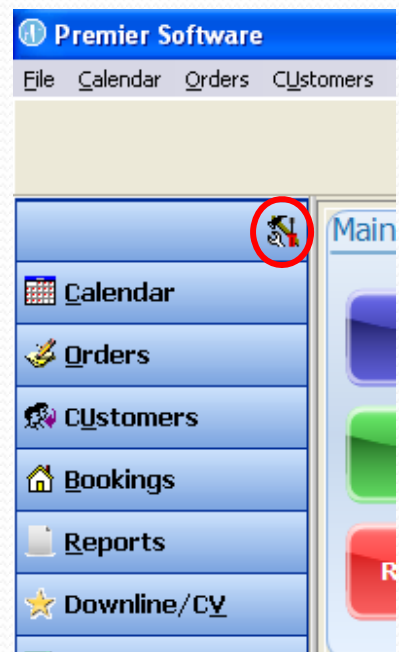
Notable New Features!

- Calendar & Reminders - You now have a weekly and monthly calendar and easy Reminders, similar to Microsoft Outlook or Google Calendar.
- Bookings - Enter Guest Lists and set reminders.
- Accounting - You can split payments and track which accounts expenses come from.
- Additional Downline Reports and tracking.
- Better details for Replacements and Exchanges - instant access to Customer purchases to track jewelry.
- Improved process for updating software.
- Increased Windows Vista and Windows 7 compatibility.
- Data is saved differently - Less chance of data problems.
- Expanded Help within software. Please go to Links/Maintenance regularly to Update Help so that you may always have the latest training information. If your software is not registered, you will not have help in your software. Download the PDF manual from our website.
- Updated Video Tutorials and other training resources are planned to add to House FLP website.

Set Up & Defaults

- The Setup area allows you to enter default information. All information entered in this area will be populated into various sections of the software, saving you time when entering your orders.
- This is your personal information which should be kept up-to-date.
- The information in your Setup can be changed at any time, but keep in mind, this section stores permanent information. Changes made in Setup will be reflected on the next new Home Show created. It does not change shows already created.
- Jewelers may now password protect their software. Find this under File / Password. There is a **\$10.00 recovery fee** and you will be asked for credit card information when you are contacted by phone.
- Under Help you can find our contact information as well as instructions for how to use the software (under Manual).

Now you can also know what version of the software you are using and where you have it located on your computer as well as what version of Windows you have.



Jeweler Info.

Jeweler # Jeweler Name Date Assigned J#

Address Optional Addr Line

City State Zip Code

Phone # Car 1 Car 2

Credit Card Default

Default Payment Method

Credit Card #

Expiration Date

Security Code

Credit Card Billing Address

Name

Address

Optional

City,St,Zip

Changing this information will not affect orders that already exist!

Order Defaults

<p>Sales Tax Defaults</p> <p>Tax Rate % <input type="text" value="7.25"/></p> <p><input checked="" type="checkbox"/> Shipping Taxable?</p> <p><input checked="" type="checkbox"/> Hostess Free Tax?</p> <p><input type="checkbox"/> Do Not Send Sales Tax.</p>	<p>Customer Shipping <input type="text" value="\$2.50"/></p> <p>Hostess Shipping <input type="text" value="\$4.00"/></p> <p>Cat. Hostess Shipping <input type="text" value="\$4.00"/></p> <p>Shipping Method <input type="text" value="UPS Ground"/></p>	<p>Homeshow Defaults</p> <p>Percent Free <input type="text" value="30"/></p> <p>Jeweler Fee <input type="text" value="\$8.00"/></p> <p>Bonus Cost <input type="text" value="\$3.00"/></p> <p>Bonus Award <input type="text" value="\$25.00"/></p>	<p>Catalog Plan Defaults</p> <p>Percent Free <input type="text" value="20"/></p> <p>Hostess Shipping <input type="text" value="\$4.00"/></p>
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Appearance

Odd Grid Line Color

Even Grid Line Color

SAMPLE GRID

Old	Item #	Description
▶	1224	TIMELESS
	1255	CELLINI
	1286	VANESSA
	1321	TOGETHER
	1329	HEARTFELT

Backup Reminder Frequency Days
(Set to zero for no reminders)

Category & List Maintenance

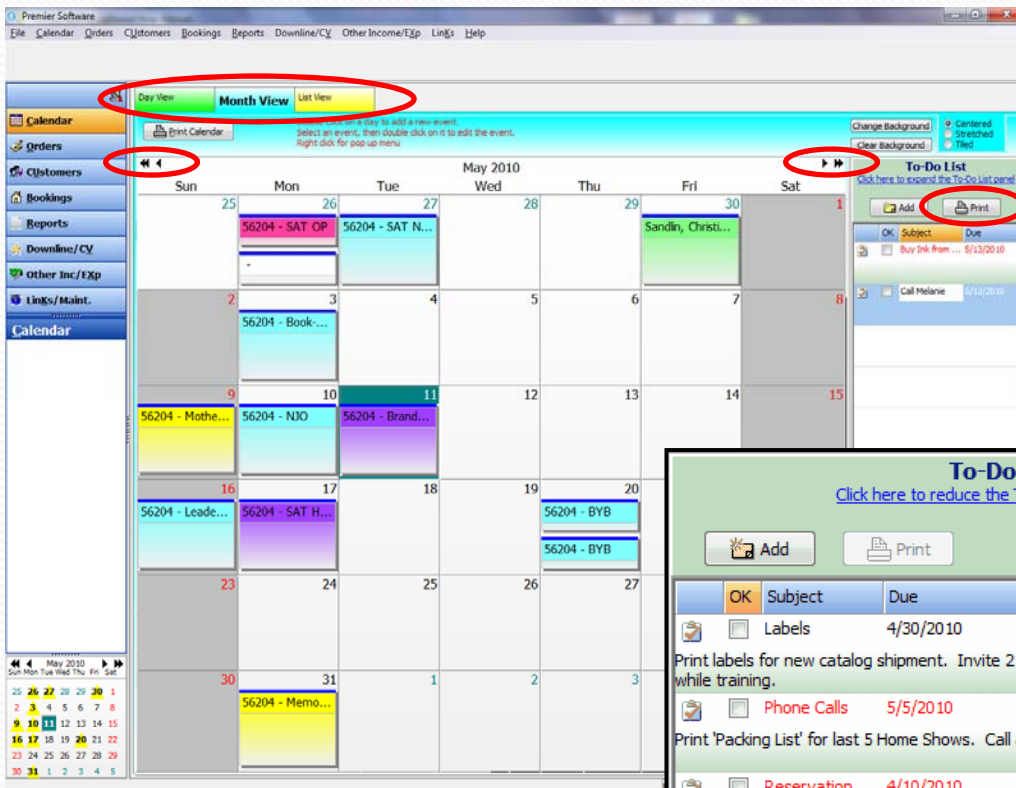
<p>Customer Categories</p> <p>Downline Email Friend Future Hostess Mail List Other Jewelers Past Hostess Preferred Custor</p> <p><input type="button" value="Add Category"/></p>	<p>Downline Categories</p> <p>100 HS Club 25 HS Club Amethyst Attended New J Attended NJO Emerald Has PJS Softwar Optional Packag</p> <p><input type="button" value="Add Category"/></p>	<p>Calendar Categories</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Booking</td> </tr> <tr> <td>2</td> <td>Home Show</td> </tr> <tr> <td>3</td> <td>Personal Appt</td> </tr> <tr> <td>4</td> <td>One-On-One</td> </tr> <tr> <td>5</td> <td>New Jew Orientation</td> </tr> </tbody> </table> <p><input type="button" value="Add Category"/></p>	Category	Description	1	Booking	2	Home Show	3	Personal Appt	4	One-On-One	5	New Jew Orientation	<p><input type="button" value="Jewelry List"/></p> <p><input type="button" value="Serve-Us-Store List"/></p>
Category	Description														
1	Booking														
2	Home Show														
3	Personal Appt														
4	One-On-One														
5	New Jew Orientation														

Hostess Reminder Defaults

Reminder	Days	BeginTime	EndTime	Alarm	AlarmTimeBefore	AlarmTimeFrame	Cat #	Category
▶ Get Guest List	21	8:30:00 AM	8:40:00 AM	<input checked="" type="checkbox"/>	1 Day	1 Day	1	Booking
Home Show	0	7:00:00 PM	9:00:00 PM	<input checked="" type="checkbox"/>	2 Day	2 Day	2	Home Show
Mail Hostess Packet	14	8:30:00 AM	8:40:00 AM	<input checked="" type="checkbox"/>	1 Hour	1 Hour	1	Booking
Post-Show call to Hostess	-10	8:30:00 PM	9:00:00 PM	<input checked="" type="checkbox"/>	2 Hour	2 Hour	2	Home Show
Pre-Show call to Hostess	2	8:30:00 PM	8:40:00 PM	<input checked="" type="checkbox"/>	2 Hour	2 Hour	2	Home Show
Send Invitations	14	8:30:00 AM	8:40:00 AM	<input checked="" type="checkbox"/>	1 Day	1 Day	1	Booking

Calendar – Month View & To-Do List

- When you open the software, you will see the newly expanded, printable Calendar.
- The Calendar allows you to easily add events and help you manage your business.
- The Calendar has 3 views – Monthly, Daily/Weekly and List.
- The monthly view lets you see at-a-glance all of the events you have scheduled for that month.
- You can scroll back and forth between months.
- You can customize the background.
- A To-Do List is viewable in the Month view only.
- The To-Do list holds quick reminders for Tasks and is expandable for easy entry and reducible for more Calendar space.

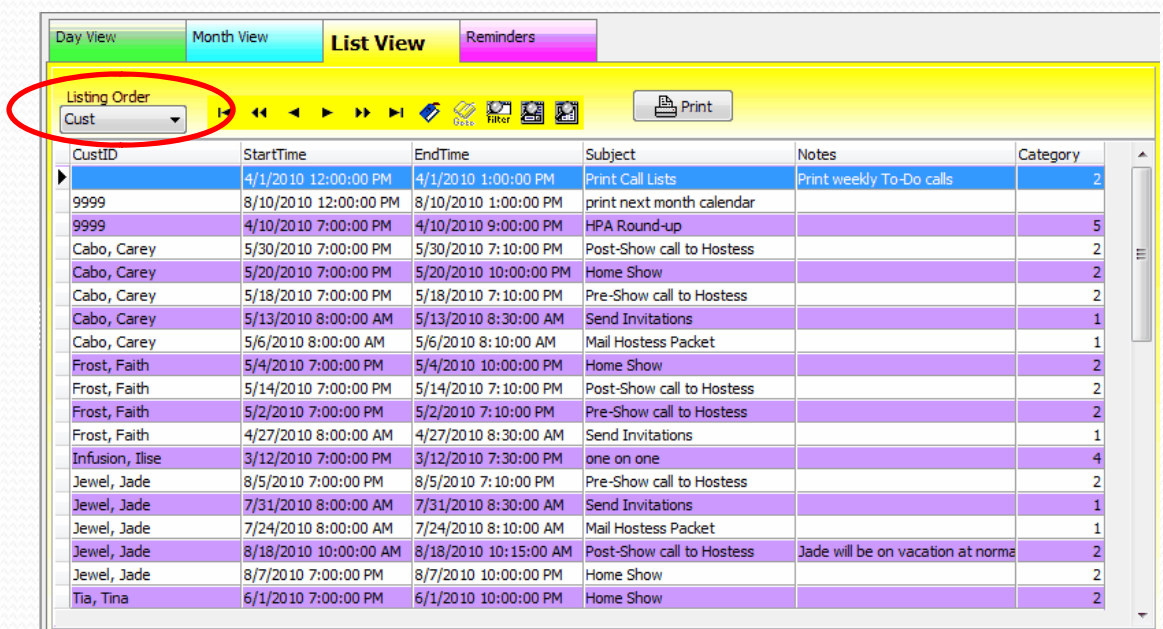
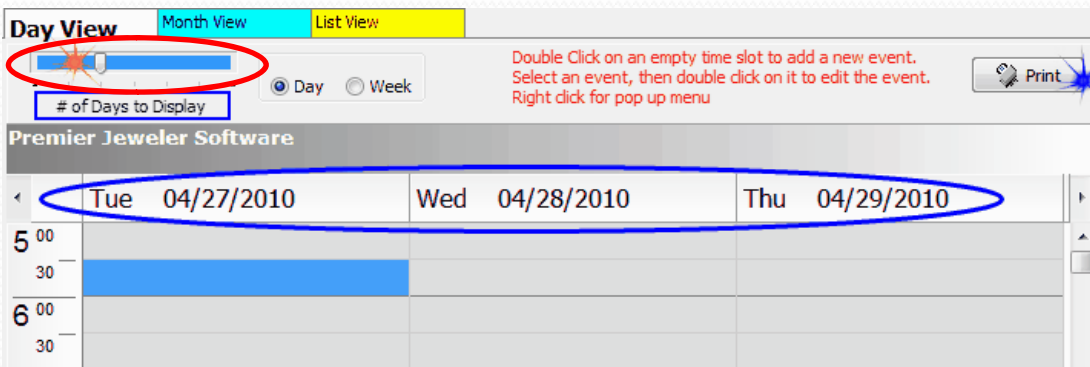


To-Do List
[Click here to reduce the To-Do List panel width](#)

OK	Subject	Due	Priority	Completion	Status
<input type="checkbox"/>	Labels	4/30/2010	Normal	0%	Not started
Print labels for new catalog shipment. Invite 2 new downlines over for a "sticker party" while training.					
<input type="checkbox"/>	Phone Calls	5/5/2010	High	50%	In progress
Print 'Packing List' for last 5 Home Shows. Call all outside Customers for Booking Contest.					
<input type="checkbox"/>	Reservation	4/10/2010	Highest	100%	Not started
Reserve hotel for Rally! Check email for downline room assignments.					
<input checked="" type="checkbox"/>	Catalog-Order	4/1/2010	Normal	100%	Not started
Order Catalog sets.					

Calendar – Day, Week & List View

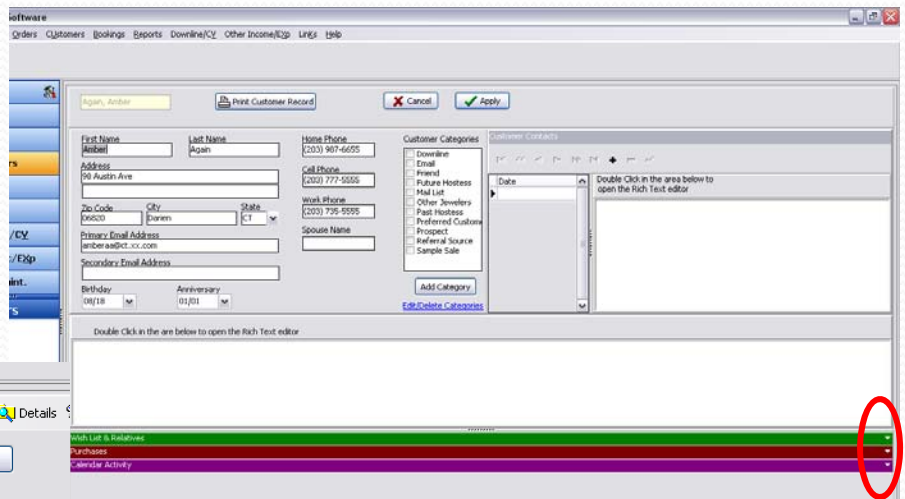
- Select the number of days you want to see (Day View tab).
- You can scroll through the days or weeks.
- On the List View tab, you can change the Listing Order to descending date order (Start) by clicking the down arrow.
- The small Calendar in the lower left corner is interactive with the large calendar.
- Click on a date you wish to see and the large Calendar on the right will show your chosen date.



Customers

The heart of your business

- All information tied to the Customer is stored in the software.
- You can now print the customer record.
- Custom Customer Categories allows you to sort through your customers. (Reports / Lists & Labels)
- Record customer contacts with date and time stamp makes follow-up easier.
- Wish Lists & Relatives - Keep a list of items a customer wants and a list of the people who will make purchases for the customer; husband, boyfriend, sister, Mom, friend etc.
- See and print a complete list of each purchase the customer has made with you and when the purchase was made. You can also reprint their order form. This is a great place to go when you receive a call from a customer regarding broken jewelry. You can quickly see everything she has ever purchased.
- Calendar Activity – Double click the Start Time to open the Event Screen and add an event to the calendar.



- Right click on the customer's name in the Customer List view to get Purchases, Wish List and Relative details as well as directions to their home through Map Quest or print return address labels to use when mailing out invitations for your Hostess.

Orders

The Foundation of your business

- **Customer Orders:** Home Show, Catalog Show, & Individual Order
- **Jeweler Orders:** Serve-Us-Store, Replacement/Exchange & Samples.
- All orders are shown in the Order List view, but can be sorted by type.
- You can start and send an order to Premier whenever you wish. It will not delete unless you manually delete it.
- For each order, Premier Jeweler Software keeps track of your CV, Retail, Profit, amount due Premier and when the show was sent to Premier.
- You can send the show to Premier via internet or print the show to fax or mail.
- Get directions and mileage information from within the show order. First click on directions to find out how many miles you traveled then click on Mileage to enter the total miles.
- Print labels or produce an email list for all customers of a show.
- Check the Help manual to see step-by-step instructions for entering a Home Show.

Type	Order #	Customer #	Order Date	CV Total	Retail Total	Profit	Due Premier	Transfer Attempt	File Name	Shipped to
1	20100506SP	Poteet, Suzanne	5/6/2010	\$358.50	\$717.00	\$344.50	\$488.60			Suzanne Poteet
1	20100416GC	Conger, Georgia	4/16/2010	\$493.50	\$816.90	\$303.40	\$635.25	4/26/2010	356204.2010426152455	Georgia Conger
1	20100408	Obermann, Barbara	4/8/2010	\$315.00	\$560.81	\$213.81	\$449.61	4/22/2010	356204.20104228347	Barbara Obermann
1	20100327DM	McConnon, Diane	3/27/2010	\$432.50	\$688.40	\$223.90	\$580.77	4/12/2010	356204.2010412121023	Diane McConnon
1	20100313SW	Williams, Susan	3/13/2010	\$809.50	\$1,354.40	\$524.90	\$1,033.32	3/26/2010	356204.20103268475	Susan Williams
1	20100220WJ	Thompson, Whitney	2/20/2010	\$282.00	\$502.60	\$199.60	\$389.86	2/25/2010	356204.2010225203939	Whitney Thompson
1	20100212AA	Adams, Arlene	2/12/2010	\$206.00	\$395.80	\$175.80	\$283.47	3/3/2010	356204.20103394113	Arlene Adams
1	20100206TR	Ryan, Terri	2/6/2010	\$328.50	\$536.40	\$183.90	\$456.36	2/16/2010	356204.20102167353	Terri Ryan
1	20100205AH	Hearne, Anna	2/5/2010	\$94.50	\$178.50	\$73.00	\$139.64	3/3/2010	356204.20103394816	Anna Hearne
1	20100130WH	Hall, Wanda	1/30/2010	\$277.50	\$516.00	\$214.50	\$397.52	2/10/2010	356204.201021083911	Wanda Hall
1	20100123SG	Garcia2, Sylvia	1/23/2010	\$140.50	\$236.00	\$78.50	\$208.76	2/7/2010	356204.20102792314	Sylvia Garcia2
1	20100122MK	Kervin, Michelle	1/22/2010	\$258.00	\$451.10	\$169.10	\$378.48	1/27/2010	356204.20102791817	Michelle Kervin
1	20100108AH	Hearne, Anna	1/8/2010	\$235.00	\$443.80	\$168.80	\$354.03	1/19/2010	356204.201011985751	Anna Hearne
1	20100103	Patino, Laura	1/3/2010	\$809.50	\$1,329.00	\$459.50	\$1,065.53	5/13/2010	356204.2010513174822	Jane Jeweler-Patino
1	20091205	Cushing, Lisa	12/5/2009	\$113.50	\$200.20	\$75.70	\$164.96	5/13/2010	356204.2010513172813	Lisa Cushing
1	20091120KR	Richards, Karen	11/21/2009	\$315.00	\$571.90	\$229.90	\$449.47	11/25/2009	356204.2009112562358	Karen Richards
1	20091119JE	Eppes, Jill	11/19/2009	\$283.50	\$500.00	\$198.50	\$388.55	11/24/2009	356204.2009112418131	Jill Epps
1	20091114RG	Garsee, Renee	11/14/2009	\$707.00	\$1,233.50	\$499.50	\$949.29	11/24/2009	356204.2009112418452	Renee Garsee

Order Transfer

You are connected with Premier Designs as jeweler 56204. Click here if this is not you. Otherwise, click on the 'Browse' button to select your order file to transfer.

Order File: c:\premier\J56204

Transfer Order Now

[www.premierdesigns.com]
[I need Help!]
[Logout]

To transfer your order to Premier Designs, Inc. you need to create a new folder in your program folder. For more information, click on the 'Help' button.

1. Create your home show file in a program folder. For more information, click on the 'Help' button.
2. Once you have done this, click on the 'Browse' button to select your order file to transfer.
3. After you have selected your file, click on the 'Transfer' button. Once the credit card is declined, you will need to order in again or 2) receive the program again.

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File name: c:\premier\J56204_2010513174822

When sending a show to Premier you **DO NOT** need to search for a file name. The file is already copied to your clipboard.

- 1) Click the Browse button
- 2) Paste in the File Name field
- 3) Click Open

Customer & Hostess Orders

- It's easy to add a customer order to a show. The software will even automatically calculate any discounts given.
- If you sell an item from your kit, the software will track that too.
- The software also works with Premier promotions such as 50% Hostess Benefits, Double Hostess Bonuses, Gift With A Purchase, etc.
- You can add jewelry items to an order either by item number OR name and you will see a picture of the jewelry for easier identification.
- The order will be totaled for you at the bottom and can be printed.
- Click a button and you will be linked to ProPay to process a customer's payment.
- If this customer booked a show you can click BOOKED SHOW to add it to a list of all your bookings.
- If they were an order from outside the show, check the OUTSIDE ORDER box to track.
- Once all the customer info is entered you can see the Retail total of the show and the hostess free jewelry amount.
- The Calc Hostess 1/2 button a.k.a., the "Magic Button" will calculate the best choice of half-price items and the least out-of-pocket expense for the Hostess.
- The Packing List is a great tool for customer follow-up as well as letting the Hostess know who and what was ordered at her show. You can save it as a PDF and email it to her.

Home Show Edit

Hostess Order Print Order Collection Report Packing List Labels Directions Message Email

Profit: **\$344.00** c-Double Click to see details

Home Show

Hostess Info:
 10727 Russett
 Houston TX 77042
 (713) 787-5478
 suzanepotest@gmail.com

Shipping Info: Ship to Name:
 Address:
 City/State/Zip:
 Shipping Method: Additional Shipping \$
 Shipping Cost per Customer Order Form: \$2.50 Hostess Shipping: \$4.00

Phone #:
 Order #: **20100506SP**
 Date:
 Time:
 # of Guests:

Change Order #
Change Hostess

Tax/Payment/Bonus Info/Orders/Notes

Add Cust Edit Cust Del Cust Print Cust

Total Retail: **\$117.00** KX Sales: **\$0.00** Host Total Due: **\$27.18** Host # Items: **7**
 Free Credit: **\$265.10** KX Repl: **\$0.00** Host Annt Due: **\$0.00** Host Pymnt: **Check**

#	Customer ID	# Items	Retail	Total Due	Payment Method	Amount Due	Outside Ord	Sold KX	KX Repl
1	Thelmann, Carol	1	\$42.00	\$40.17	Check	\$0.00			
2	Fee, Sydney	2	\$57.00	\$44.41	MasterCard	\$0.00			
3	Ray, Beverly	3	\$111.00	\$122.86	MasterCard	\$0.00			
4	Stratton, Pal	1	\$39.00	\$44.92	MasterCard	\$0.00			
5	Pulest, Sherril	2	\$55.00	\$62.24	Check	\$0.00			
6	Jacobson, Cindy	4	\$145.00	\$159.67	Check	\$0.00			
7	Childs, Pat	1	\$59.00	\$66.57	Check	\$0.00			
8	Hurn, Barbara	3	\$91.00	\$101.21	Check	\$0.00			
9	Haddock, Brenda	1	\$21.00	\$26.26	Unpaid	(\$4.00)			
10	Jaffron, Betty	2	\$68.00	\$76.32	Check	\$0.02			
11	Isbell, Ewette	1	\$19.00	\$23.27	Check	\$0.00			

Packing List

Hostess: Hostess, Haley
 1-20100512 Free Credit: \$188.00
 Order Date: 6/12/2010
 Date Sent: () -

Haley Hostess
 2584 Hope Floats Cincinnati, OH 43220
 haley@gh.net () -

Item #	QTY	Description	Size	Transaction Type
30095	1	CATALINA		Hostess Free

Nancy Nightlife
 1325 Main St Fullerton, CA 92833
 nnn@ca.rr.com () -

Item #	QTY	Description	Size	Transaction Type
30430	1	SCOPHA		Retail
2001	1	ALPHA		Retail

Valerie Venable
 2210 Falling Waters Aberdeen, ID 83210
 val@venable.net () - Advanced Order

Item #	QTY	Description	Size	Transaction Type
20058	1	BECCORFID		Retail

Mimi Melt
 1515 Lake Ln Anchorage, AK 99502
 mmm@ak.uak.edu () -

Item #	QTY	Description	Size	Transaction Type
1524	1	OPERA		Retail
20110	1	PROMENADE		Retail

Pryton Pendant
 65 River Oaks Dr Honolulu, HI 96811
 tog@hona.hi () - Advanced Order

Item #	QTY	Description	Size	Transaction Type
1482	1	JEWEL	10	Retail
1539	1	SCOTTSDALE	12	Retail
20103	1	MICHA		Retail
30509	1	THREE OF A KIND		Retail
25147	1	FABULOUS FNDS		Retail
30542	1	FABULOUS FNDS		Retail
4345	1	FABULOUS FNDS		Retail

Payment Record & Collection Report

- Specify and keep a record of your customer's payments.
- There is now an option for multiple payments from customers. For example, if a customer paid with both cash and a check, you can record both.
- Print a Collection Report for each show that shows what each customer paid and how and if there is any amount still owed on any order. You can also generate a list under Reports /Account Receivable and see who owes you money.

CustARScreen

Payment Record Frost, Faith

Phone # 806-343-4343 Cell Phone 806-343-2323 Work Phone

Sub Total \$59.00
Ins. & Handling \$0.00
Sales Tax 7.25 4.28

Total Due \$63.28
Unpaid Amount \$63.28

No Payment From Customer Recorded

Customer Payments

Transactions Recording Income

Num Account Type Transaction Amount Add Payment Close

Check Inc 0.00

Account

- Undeposited Funds
- ProPay-Undeposited
- Bank
- Cash

Type Transaction

- Check Inc
- CC Inc
- Cash
- Journal En

Total \$5:

7 8 9 +
4 5 6 - %
1 2 3 * C
0 +/- / =

Collection Report for 1-20100612

Hostess, Holly	Phone: (555) 303-1567	Cell: () -	Total
Total Paid			\$0.00
Amount Due			\$6.69
<hr/>			
Nightlife, Nancy	Phone: () -	Cell: () -	Total \$60.00
Total Paid			\$0.00
Amount Due			\$60.00
<hr/>			
Versatile, Valerie	Phone: () -	Cell: () -	Total \$30.88
9/12/2010	CC Inc	\$30.89	Total Paid \$30.89
Amount Due			\$0.00
<hr/>			
Mixit, Mimi	Phone: () -	Cell: () -	Total \$97.98
9/12/2010	CC Inc	\$97.98	Total Paid \$97.98
Amount Due			\$0.00
<hr/>			
Pendant, Peyton	Phone: () -	Cell: () -	Total \$310.98
9/12/2010	CC Inc	\$310.98	Total Paid \$310.98
Amount Due			\$0.00
<hr/>			
Profit from order - \$216.00			Total Cash: \$0.00
			Total Checks: \$30.89
			Total Credit Cards: \$408.96
			Other Payments: \$0.00
			Total Payments: \$439.85
			Total Uncollected: \$65.75

Reports Downline/CV Other Income/Exp Links Help

Customer Order Edit

Payments Uncollected \$117.45

Multi-Payment Single Payment Method

Customer: Silver, Holly

Name Holly Silver Home Phone (317) 222-5555

Address 7764 Silver Ripple Cell Phone () -

City, St Zip Indianapolis IN 46217 Work Phone (317) 666-5555

Primary Email Address hollyhope@in.com Birthday 07/04

Secondary Email Address Anniversary 03/30

Customer Categories: Downline, Email, Friend, Future Hostess, Mail List, Other Jewellers, Past Hostess, Preferred Customer

CUSTOMER NOTES
Double Click in the area below to open the Rich Text editor

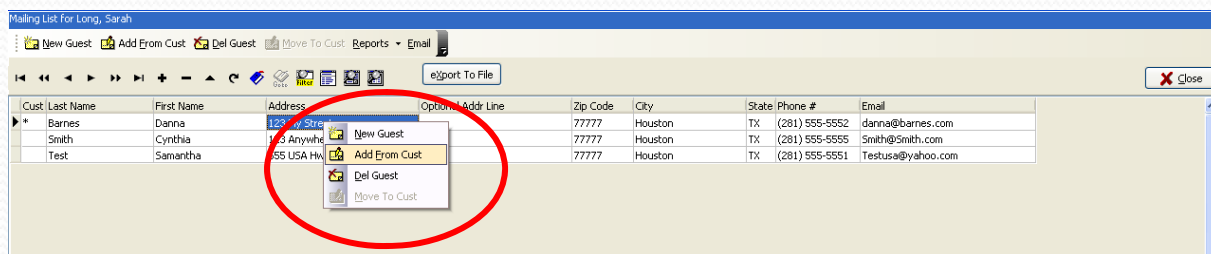
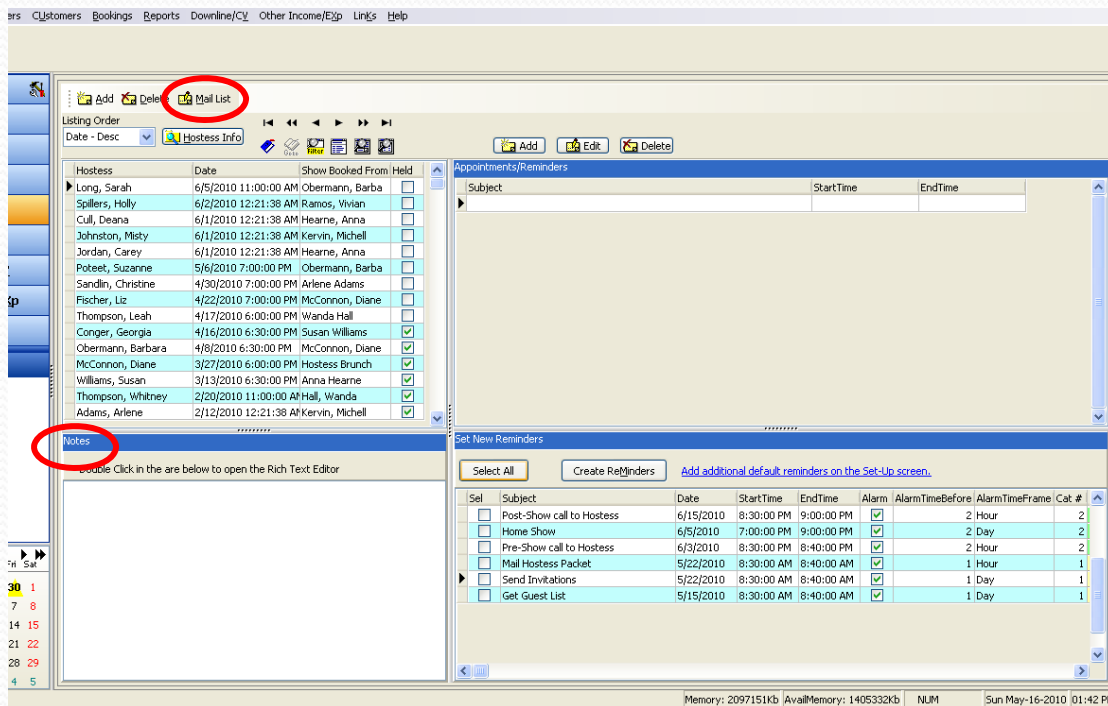
Item #	Qty	Size	Description	Retail	Total Retail	Cost	Date	Transaction Type	Type of Sale	Hostess
20073	1		CARAMEL LATTE - ent GP 17	\$68.00	\$68.00	\$34.00	7/15/2009	Retail	Normal Sale	Show, She
5682	1		BELLISSIMO - ASP 8"-8.75"	\$39.01	\$39.01	\$19.50	7/15/2009	Retail	Normal Sale	Show, She

Jeweler Orders

- The software not only tracks your show expenses like Jeweler Fees, cost of jewelry, etc, but will also keep track of your expenses with Jeweler Orders.
- If you order jewelry on Premier's website directly you will need to manually enter that order in you expenses.
- The Serve-Us-Store listing has pictures of each item for easier identification.
- Place Sample Orders and keep a record in your expenses.
- Replacement & Exchanges navigate like Premier's website. You can enter the order and then print the paperwork to put with the piece of jewelry you are mailing back to Premier. If your R/E order requires you to pay the \$5 fee you will need to manually click the Enter Expense button for that fee to be added in the expense section.

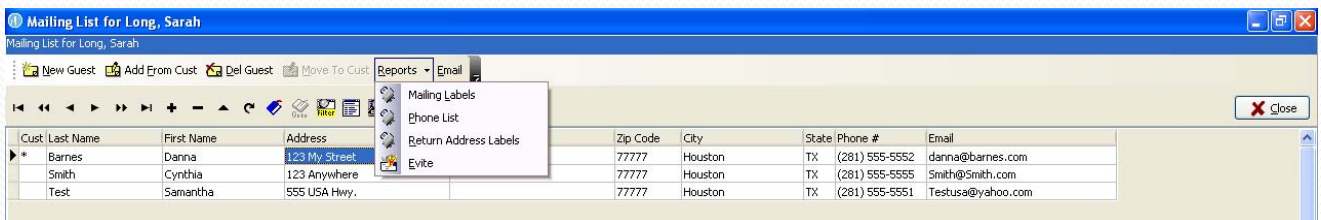
Bookings

- With the Bookings section of the software, it has never been easier to keep track of your Hostess Coaching, Guest List and invitations for shows.
- You can enter a booking date and time from within the Customer Order or by clicking ADD in the Bookings section.
- Once you have added the booking, click GUEST LIST and you can enter contact information for guests from your Hostesses Guest List. Right click to copy them from your Customer List or add them to your Customer List.
- The NOTES section is a great place to keep track of information about the show like when you mailed the invites, sent a thank you card, directions, etc.

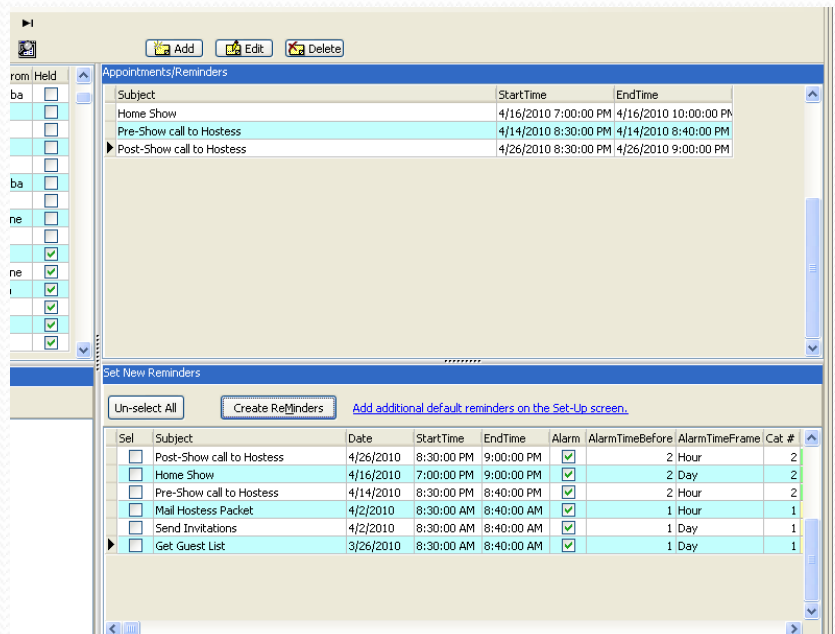


Booking Lists, Labels & Events

- From the GUEST LIST screen, click REPORTS to print return address labels for the Hostess or a phone list or mailing labels from her Guest List.
- Click EMAIL and the software will display the email addresses in a copy & paste format.



- You can create a custom checklist of reminders for Hostess Coaching each hostess. Select the reminders you want, click CREATE REMINDERS and they will show in the Appointments/Reminders box. Then click ADD to add them to the calendar.
- Add, edit or delete reminders at the bottom of the Set Up.



Reports

- Most of the reports in the software can be customized. Check Help at the top of your screen to see how to include the information you want in the report.

Financial Reports:

- The **Profit Loss** report gives you a list at-a-glance of your income and expenses and is a great report for your CPA or tax advisor to use when filing your Income Taxes.
- The **Income Tax** Report is patterned after Schedule C from the IRS. Each line has a number that corresponds to the Schedule C and you can track those expenses with the software when you manually enter them.
- The **Mileage Log**
- **Expense Transactions** prints a list of all expense transactions for a specified period of time.
- You can print a list of **Credit Card Transactions** for YOUR credit cards used to pay for Orders.· If only one card is used, all transactions will be listed under that one number.· If two or more are used during the time period, each transaction connected to a specified number will be listed under that card number.
- **Accounts Receivable** produces a list of all customers that have uncollected payments.

Home Show Reports

- **My Last 5 Shows** will produce a page that has your last 5 show's retail, profit and hourly wage and makes a great sponsoring tool.
- The **Gift List** is a list of the jewelry line by whatever price range you want to print. It's great to put in your guest folders during the holiday season or anytime you are promoting purchasing gifts.
- The **Outside Orders** list enables you to follow-up with all customers whom you did not meet at the show. Perhaps they are unfamiliar with the guarantee or you can send a note with their receipt and a coupon, or simply contact them and see if they were happy with their jewelry. You can use this time to begin building the relationship they missed since they weren't at the show. They may be great candidates for your Sample Sale but could not indicate interest on a Guest Survey. You can print a phone list, labels or an email list.
- **Last 4 Hostesses** is a great booking tool to use as your show showing what your last 4 hostesses show total was as well as the amount of free jewelry they earned and how many people attended her show.
- **Are You Curious** is a sponsoring tool you can include in your Hostess and Curiosity packets that shows how much free jewelry you have given away, the show total and what your net profit was for your last 10 shows. It even lists the average home show total and hourly wage.
- **Charting Your Progress** lets you see how close you are to achieving your goals! View this report monthly, quarterly and annually. You can see how many shows you've done, retail, profit, CV, fees you've paid, free jewelry and all your averages. You can also just check Wholesale Orders and Catalog Shows and track how many of those you have had. This is a great way to see how close you are to the next level of the Crown Jewel Program or the Home Show Club.
- **Top Sellers** generates a list of your top 25 sellers for any selected time period and lets you know what to keep showing at your shows. Show it to your new jewelers to help them choose what they should order from their Training Show. Top Sellers is the only Home Show Report that uses 'Field Arrangement' choices to customize the Report.

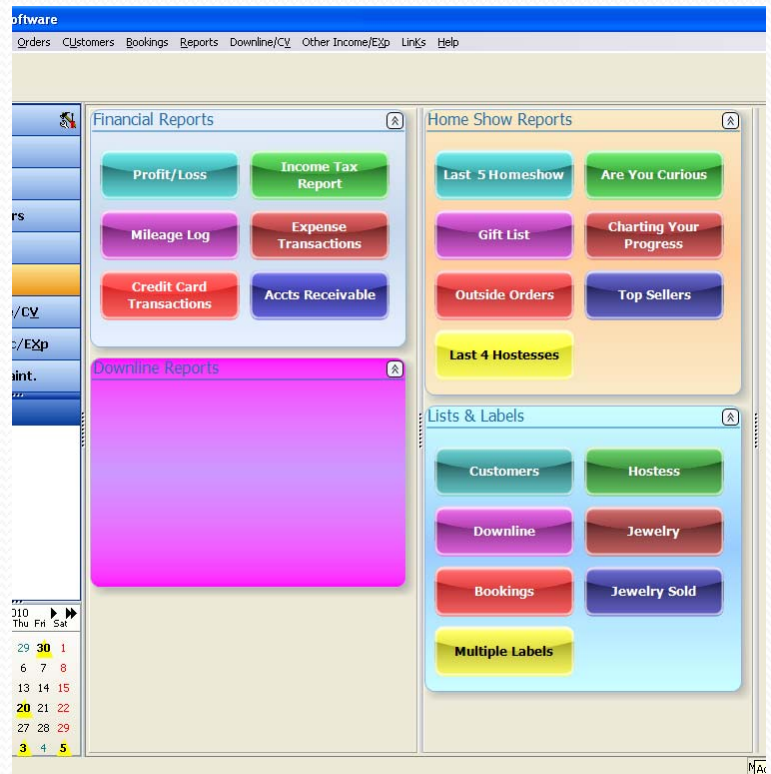
Reports – Lists & Labels

Lists & Labels:

- **Customers** lets you sort your Customer List by Purchases Made, Customer Categories and by customer's Birth or Anniversary month. Create labels, a phone list or an email list for mass emailing.
 - **Purchases Made:** Create a list of customers who purchased a certain number of items or certain amount of retail. Use this information to secure more bookings or to acknowledge your Preferred Customers.
 - **Customer Categories:** Quickly create a mailing list for hostess specials, sample sales or your own specials. Make sure you check the appropriate categories when you input your customer's info. You can export these lists to an Excel spreadsheet. This is a great way to keep track of who responds back to you and who attends your events. If you don't get any response after multiple tries you can decide whether or not to uncheck the box and keep your list size manageable.
 - **Birthday / Anniversary:** If you enter a customer's anniversary and/or birthday you can generate a list each month of customers to contact. You can offer a special to them for their special month.
- **Downline** will take you back to the Downline/CV section.
- **Bookings** lets you print a list of all your bookings for a specified date range and includes any Reminders that have been added.
- **Multiple Labels** enables you to print as many of the same label as you wish and lets you choose from where on the label sheet to start printing. You can print address size labels for mailing or messages or return address size for .
- **Hostess Report** allows you can analyze your home shows by changing the way you list this data. By changing the Listing Order to sort by Retail you can see your shows from smallest to largest retail. If you list by name you can see who has hosted multiple shows for you. You can also list by Free Credit and Profit. You can do a year end hostess newsletter. These lists give a simple way to recognize top hostesses in these categories.

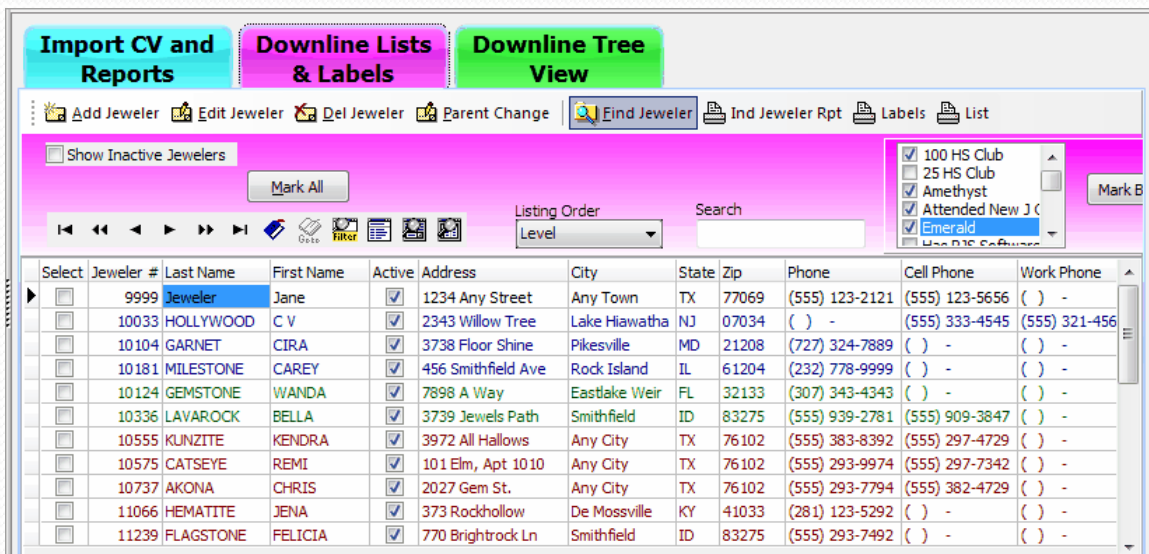
Reports – Lists & Labels Continued

- **Jewelry:** Shows the complete Premier Designs Jewelry line. Look at the current jewelry, new items that were added, retired items or what is in your kit.
 - To mark items for your kit, choose Current Line under Type Of List and then click the In Kit box for items you own. You can also mark a special/additional kit.
 - Print a list of all the items in your kit by choosing Jeweler's Kit under Type Of List and see how many pieces you own as well as the total retail amount.
 - This is where you can print labels for your jewelry tags. You can also print jewelry tags for new jewelers.
 - You can filter the list by jewelry type, metal, closure and stone.
- **Jewelry Sold:** See how many of an item you have sold in a specified date range.
 - This helps you determine whether or not to sell your sample at your sample sale (even if it is not being retired).
 - See who has purchased an item that now has an additional piece available from the new line. You can contact those customers and let them know that a matching item is now available for the piece they have. Get additional bookings by offering them that item for free when they book a show.
 - Or contact customers who own a piece of a set that is being retired and see if they would like to purchase the rest of the set before it is discontinued.



Downline / CV

- See your downline at a glance color coded for 1-3 levels. Sort by name, level, Renewal date, Jeweler number, etc.
- Print a list or labels for all or certain jewelers.
- Keep vital information on your Jewelers like renewal, birth and promotion dates awards achieved and so much more! It makes acknowledging these special days and achievements so much easier.



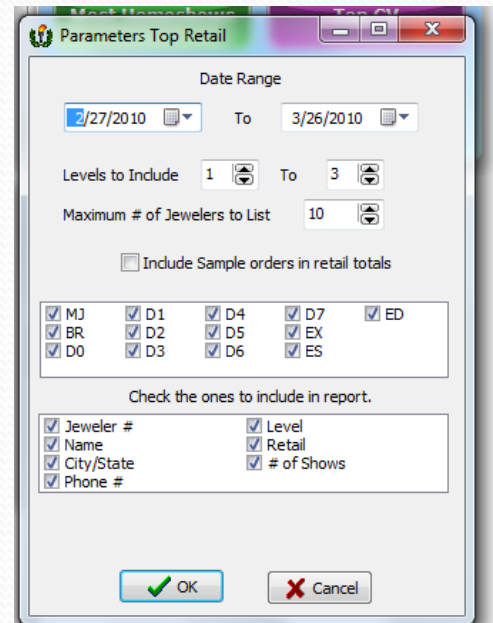
Down Line Tree View lets you add, edit or delete jewelers .

- **Individual Jeweler Report:** A great tool to get a snapshot of the activity of an individual Jeweler in your 10-10-10. The report shows each order a Jeweler has done for the specified date range as well as their retail, CV, gross profit, average retail and which Jewelers they have sponsored and when. (NOTE: a new feature in Premier V is that you can list yourself in your downline as level 0 and run reports on yourself. You can also still access Charting Your Progress under Reports/Home Show Reports to get a list of your shows, retail, CV, etc. for a specified date range)

Downline Reports

Import CV and Reports:

- Import your CV from Premier's website into your software and have your downline's activity at your fingertips to track and run reports.
- You can go back and import data for the last 24 months. However, when downloading data, be sure to download the most recent month last so your Downline Tree reflects the current active Jewelers.
- Use View CV Report to see which reports you have already imported.
- As a Jeweler, Builder or Designer you are interacting with Jewelers you personally sponsored. The reports available in your software are essential to helping you keep up with all 3 levels and determine who to work with closely.
- Any of these reports can be customized to include the info you want and can be saved in PDF, Rich Text, Excel, etc. allowing you to copy & paste or reorganize the data.)
- Jeweler Summary: Have a complete list by any date of your entire 10-10-10 that is exportable to an Excel spreadsheet.
- Home Show club: Print a list of downline activity by home show retail.
- Activity Report (Builder & Above): Track the activity of your Builders and above. Use this to review their goals and see where you can help them and to analyze where your business is the strongest in your 10-10-10. The Builder and Above Report allows you to see if there is a Builder or Designer that has inactivity that would send her backwards in the Leadership Program. (NOTE: The data on this report is dependent on what you manually enter into the software.)
- New Jewelers: Choose any date to create a list of all the new jewelers in your Premier Family that show on your CV report. (Only the Jeweler's name, J#, start date and phone number will show just like on the CV report. To copy a Jeweler's contact information from your customer database, right-click on her name and choose Copy from Cust) The Family Tree lets you see each Jeweler in your Premier Family 10-10-10 and which leg they are in (You can include 4-6th levels but you must keep them marked ACTIVE to do so.)
- The Family Tree allows you to see each leg of your business as its own Family and thus helps so much in personal contests and contacts for each leg. This report lists their name, level, contact info, start date, B-day and Anniversary)
- Top Retail, Most Homeshows, Top Sponsor, Top CV, Home Show Club: A great customizable tool for your monthly, quarterly or annual recognition in your 10-10-10 including busy bees, shows over \$1000, and more. It's also a great tool when creating recognition for your newsletter. (You can really only include your 10-10-10. Sometimes 4-6th levels will show when they do on Premier's CV report, but only the first \$1000 CV will be included in the data.) Choose desired parameters (date range, levels to include, # of Jewelers to list, Jeweler status to include and what info you want on the report).



Other Income / Expense

- The software will automatically enter any fees or items purchased through the software in expenses. Any items purchased on the Premier Web Site do need to be entered manually into expenses.
- Enter Expenses is where you will manually enter your expenses for your business that are not already being tracked by the software through orders such as office supplies, postage, jewelry samples purchased at special discounts and renewal fees for your business and software. You must select an Expense Account for the expense to print on the Profit/Loss report.
 - Add New Acct - If you do not see an account choice that applies, you may click this button to add a new expense category. However, you must assign the new category a tax line based on the Schedule C from the IRS for it to print on the Income Tax report.
 - Multi-Split - This section may be used if you want to split an expense receipt between 2 or more expense categories. Example: You have a Wal-Mart receipt for giveaway items for Home Shows and also copy paper. Click the Multi-Split button, enter both categories with appropriate categories and amounts, and save. The 'Split Total' box must equal the 'Amount' box.
- Other Income is where you will manually enter income for your business that is not already being tracked by the software through orders such as commission checks and jewelry certificates.
- Mileage – enter all mileage for your business. There is no need to enter a rate; if you enter the correct date for the Mileage item, the appropriate rate will automatically show.
- Journal Entry and Make Deposit are some of the advance account features of the software.

Enter Expense

Payment Account Bank

Expense Transaction

Chk Num or Transaction ID

Date 4/14/2010

Payee

Memo

Amount 0

Transaction Type

Credit Card

Check

Cash

Expense Acct

Add New Acct

Multi-Split

Save & New Save & Close Cancel

Add Category to Chart of Accounts

Category Name

Account Type

Bank

Asset

Credit Card

Liability

Income

Expense

Tax Line #

OK Cancel

Links / Maintenance

Maintenance:

- You need to use a 1G flash drive to frequently **BACK UP** your data.
- You can use your software on multiple computers, but you need to take the data back and forth between the computers. When you **RESTORE** your data to another computer, it merges with the data already there.
- If your data is acting funny, click **REPAIR DATABASE** to reset your data.
- Jewelry & Serve-Us-Store can be maintained from here as well as in Set-Up. House FLP provides updates for jewelry and SUS items, but if, for example, you need to place an order before the update is done, you can manually enter a jewelry or SUS item.
- If you find that your data space is large for your computer, you can compact the database.

Links:

- When you first get the software, update Images and Help right away. This information does not automatically download with the Demo. (Images are the pictures of the jewelry. You won't have them if you don't update).
- The Software needs to be updated occasionally for maintenance and Premier promotions. This is where you perform those updates.
- Update your help manual occasionally and use it frequently. It has Frequently Asked Questions and Hot Tips too.
- Links are provided for other key sites.
- Please contact us with any ideas or suggestions you may have. We really do care about your comments.

Thank You!

New/Expanded Features coming in Premier V

- How many active jewelers you have and which have been inactive in the past 30-60-90 days, etc.
- Option to keep 4th-6th level always active
- CV & Retail together in Downline reports
- Mass Email button for downline (and home shows)
- Promotions Report
- List of Activity Review Dates (based on our data entry)