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| **Information** | **Details** |
| Title | Dynamics 365 ERP System Go-Live - Department Specific Changes and Instructions |
| Purpose | To communicate the specific changes and instructions for each department |
| Audience | All Fast Fashion 1 Team members |
| Channels | Email |
| Reviewers | Project Manager, IT Lead, HR Manager |
| Approval | CEO, Project Manager |
| Timing | Day of Go-Live |
| Key Messages | Department-specific changes, Instructions for Go-Live |
| Call to Action | Follow the instructions, Report any issues encountered |
| Attachments | None |
| Department Impacts | Finance, Sales and Marketing, Design, Fit and Test, Supply Chain |

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| --- | --- |
| **Email Information** | **Details** |
| To |  |
| From |  |
| Subject |  |
| Date |  |

Dear Fast Fashion 1 Team,

Today, we have migrated to our new ERP system - Dynamics 365. **Please read below for key specific changes you'll notice in each department:**

**Finance Department**

* **New Link for Access:** Access Dynamics 365 ERP system through this link: [Insert Link].
* **Changes in Chart of Accounts:** We have restructured the chart of accounts for better classification and tracking. Check the revised chart here: [Insert Link].
* **New Process for Reviewing Financials:** The procedure for reviewing financials in Dynamics 365 has been simplified and made more comprehensive. Follow this tutorial: [Insert Link].

**Sales and Marketing Department**

* **New Link for Access:** Dynamics 365 ERP system can be accessed using this link: [Insert Link].
* **New Process for Customer Data Management:** The process for managing customer data has been enhanced. Check out the guide here: [Insert Link].
* **New Process for Sales Reporting:** Sales reporting now follows a streamlined process. Detailed instructions can be found here: [Insert Link].

**Design Department**

* **New Link for Access:** You can access Dynamics 365 ERP system using this link: [Insert Link].
* **Digital Design Catalog:** The new ERP system allows you to upload and manage design assets digitally. Here's how you do it: [Insert Link].
* **Design Collaboration:** Collaborate with your team directly on the platform. Here's a guide: [Insert Link].

**Fit and Test Department**

* **New Link for Access:** Access the Dynamics 365 ERP system using this link: [Insert Link].
* **Integrated Fit and Test Workflow:** Track and manage fitting schedules and testing results all in one place. Here's how: [Insert Link].

**Supply Chain Department**

* **New Link for Access:** Access the Dynamics 365 ERP system using this link: [Insert Link].
* **Real-Time Inventory Management:** Access to real-time inventory information across all our stores and warehouses. Learn how to use this feature here: [Insert Link].
* **End-to-End Supply Chain Visibility:** Track every product from design to delivery using the new ERP system. Learn how here: [Insert Link].

**Reminder: Your Go-Live Day Actions**

1. **System Restart:** Begin your day with a system restart to implement all necessary updates.
2. **First Login:** Use your new credentials to log into the new Dynamics 365 ERP system.
3. **Data Verification:** Confirm successful data migration.
4. **System Usage:** Begin using Dynamics 365 for your regular tasks, following new procedures in the training materials.
5. **Report Any Issues:**

* Login problems: [LoginSupport@FastFashion1.com]
* Data-related queries: [DataSupport@FastFashion1.com]
* Technical issues: [TechSupport@FastFashion1.com]

We appreciate your patience and cooperation during this exciting transition. As always, we're here to support you, so don't hesitate to reach out if you have any questions or need assistance.

Best Regards,

[Your Name]

[Your Position]

Fast Fashion 1