

CES Touch



CES Touch User Guide

Version 1.0 (8.1.0 r2b31)

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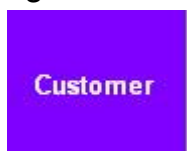
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About This Manual

This Manual tells you how to use CES Touch. It gives you information on how to set up and maintain your system and some general good practice advice. Any information you cannot find in this manual is covered in the Advanced User Manual, please speak to your Dealer.

This manual assumes that the target audience is familiar with PC s and their general use.

To make the manual user friendly; icons that you will see on your screen have been used e.g.



Keep an eye out for boxes like this as they contain tips and helpful hints!

Mix and Match is not included in this version as it is currently being rewritten
Handhelds, Location Stock, Accounts, Bookings and Scales will be included in the next release

Back Office

General Navigation

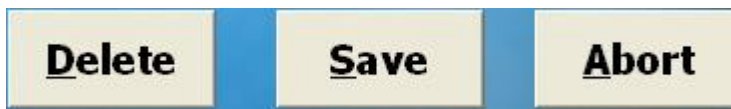


Top - takes you to the first record

Previous - takes you to the previous record

Next - takes you to the next record

Last - takes you to the last record



Delete - will delete the current record

Save – saves any changes made to the current record

Abort – exits the current record and does not save any changes



Exit – exits the CES Touch Software

Your Product Database

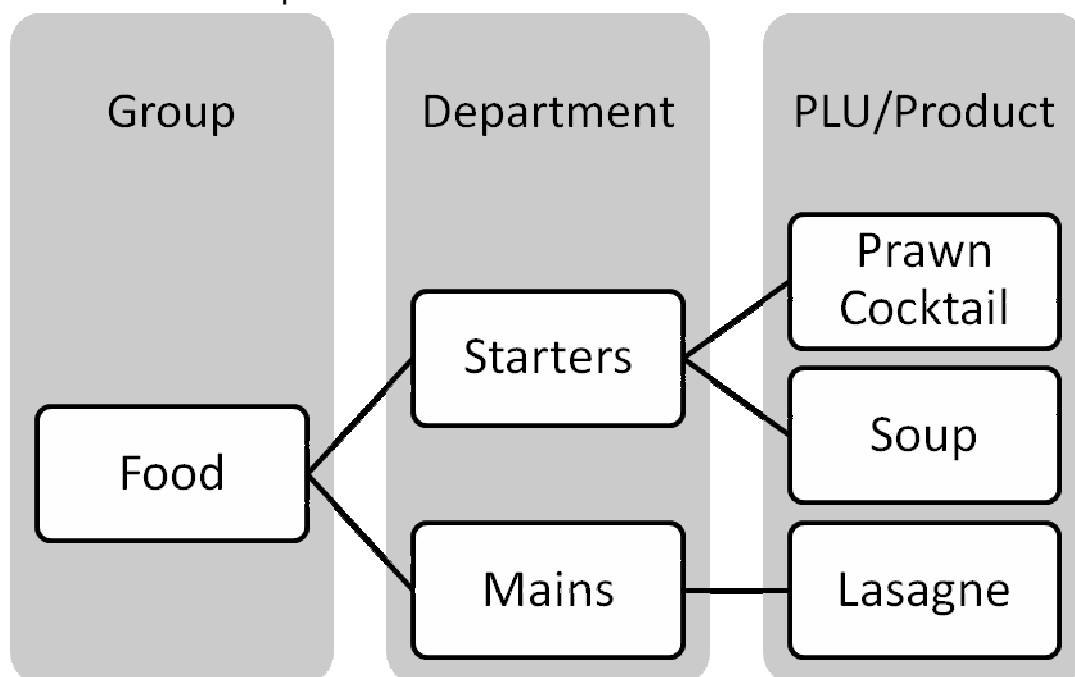
Your Product Database should be regularly maintained with key information such as cost and retail prices. The product database is divided into 3 areas; Groups, Departments and PLUs (products).

A 'Group' is a reportable area *e.g. Food*. A 'Department' is a reportable area within a 'Group' *e.g. Starters*.


To create a PLU you must have the Group and Department in place first *e.g. if we wanted to create 'Soup' we would need Food and Starters*.

Before you start to set up your system it is a good idea to decide how you would like your reports to look and devise a naming convention for your PLUs *e.g. 01001*, 01 may be the Department *e.g. Food* and 001 the first product *e.g. Soup* so the product will have a PLU of 01001 and a description of Soup. If being used in the Retail environment with scanner the PLU should be the barcode.

Other mandatory information for the product record is the supplier name; this can be created from the product record.



How to create a new PLU/Product

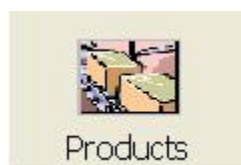
 You can also create products on the fly in sales mode – see Functions section

If you are using the stock control module as well please also refer to Stock In/Out section of the manual before saving the item.

- Select



- Select



A blank product record is displayed

Product Items

PLU

Description

Purchasing Prices

Case Qty Unit Cost

Case Cost Average Cost

Sales Price Levels

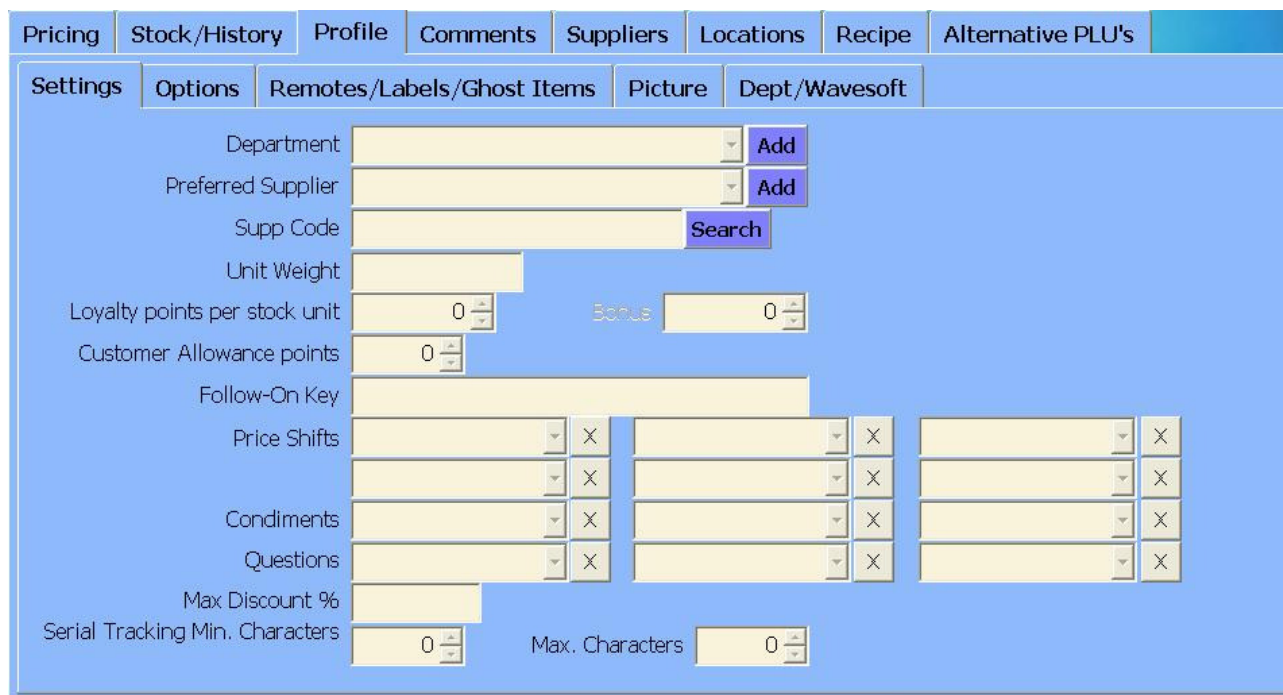
	Unit Of Sale	Quantity	Ex. Price	Inc. Price	Margin %	Profit
Price Level 1	<input type="text"/>	<input type="text"/>	£ 0.00	<input type="text"/>	0.0000	£ 0.00
Price Level 2	<input type="text"/>	<input type="text"/>	£ 0.00	<input type="text"/>	0.0000	£ 0.00
Price Level 3	<input type="text"/>	<input type="text"/>	£ 0.00	<input type="text"/>	0.0000	£ 0.00
Price Level 4	<input type="text"/>	<input type="text"/>	£ 0.00	<input type="text"/>	0.0000	£ 0.00
Price Level 5	<input type="text"/>	<input type="text"/>	£ 0.00	<input type="text"/>	0.0000	£ 0.00
Price Level 6	<input type="text"/>	<input type="text"/>	£ 0.00	<input type="text"/>	0.0000	£ 0.00
Volume	<input type="text"/>	<input type="text"/>	0.00			

VAT

Description Code Rate

- Enter the PLU number (barcode) or if not being used in conjunction with a scanner enter the name of the product – this is limited to 14 characters, defaults to uppercase and is shown on reports


- Press Enter, if you wish to create this product select Yes, if a product with the PLU already exists you will be taken to that record
- Enter the description of the product – this is limited to 30 characters and is shown on reports
- In the price levels section enter the retail price for the relevant sale sizes and price levels
- Select the 'Profile' tab



The screenshot shows the 'Profile' tab in the CES software interface. The top navigation bar includes tabs for Pricing, Stock/History, Profile (selected), Comments, Suppliers, Locations, Recipe, and Alternative PLU's. Below this, the 'Settings' sub-tab is active, showing various product configuration options:

- Department: A dropdown menu with an 'Add' button.
- Preferred Supplier: A dropdown menu with an 'Add' button.
- Supp Code: A text input field with a 'Search' button.
- Unit Weight: A text input field.
- Loyalty points per stock unit: A numeric input field set to 0.
- Bonus: A numeric input field set to 0.
- Customer Allowance points: A numeric input field set to 0.
- Follow-On Key: A text input field.
- Price Shifts: A table with three columns, each containing a dropdown menu, a checkbox (all checked), and a text input field.
- Condiments: A table with three columns, each containing a dropdown menu, a checkbox (all checked), and a text input field.
- Questions: A table with three columns, each containing a dropdown menu, a checkbox (all checked), and a text input field.
- Max Discount %: A text input field.
- Serial Tracking Min. Characters: A numeric input field set to 0.
- Max. Characters: A numeric input field set to 0.

- From the drop down list select the department the product belongs to
- From the drop down list select the supplier
- Select save

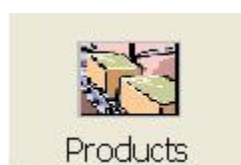
 If the Department or Supplier does not exist select 'Add' and you can add them straight in to the database

Editing existing Product


- Select




- Select



- Enter the PLU or description of the product or use the search boxes and press Enter
- The Product record is displayed, from here you can edit information such as prices, reporting department, name

	The PLU field cannot be edited
---	--------------------------------

- Once all changes have been made select Save

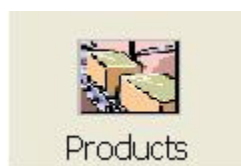
	Any changes made will take effect immediately
---	---

Deleting a Product

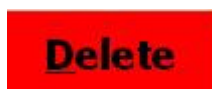
- Select




- Select




- Enter the PLU (or use the PLU and description search boxes) of the product to be deleted and press Enter
- Select



- The system will ask if you are sure Select Yes/No

	The deleted product can still be reported on historically
---	---

	If the PLU has more than one barcode use 'Alternative PLU's' tab to add the extra ones in – each barcode can have its own price
---	---

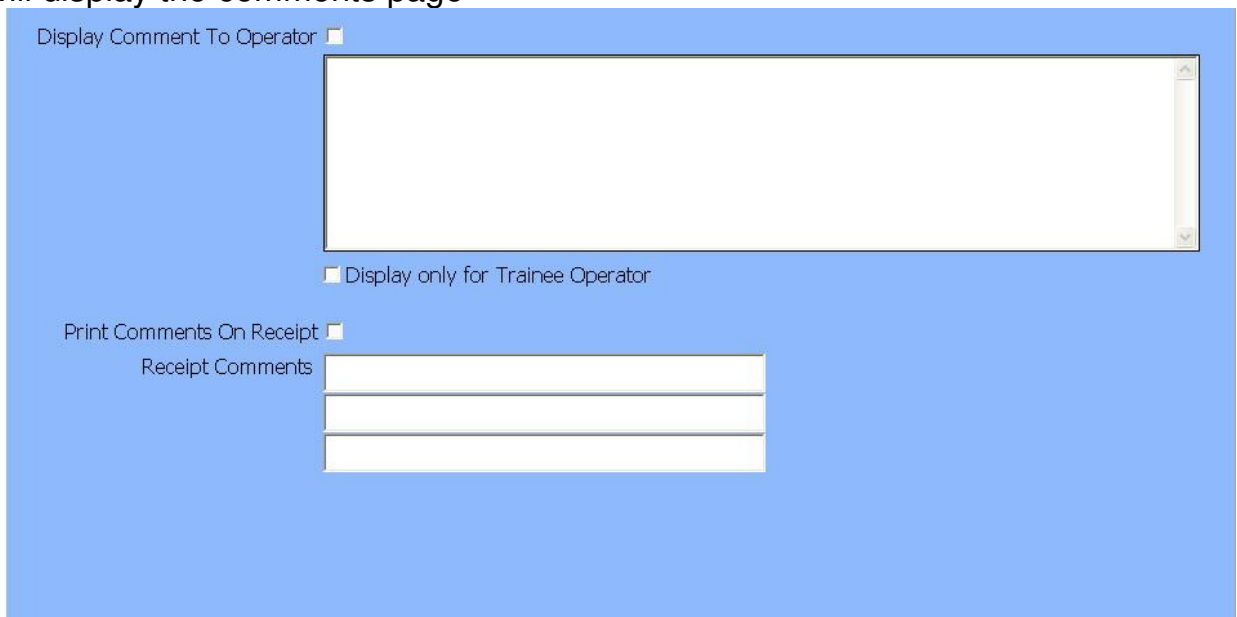
Add a comment

Comments are displayed on the terminal and/or customer receipts and are product specific

- Select

Comments

This will display the comments page



The screenshot shows a software interface for adding comments. It has a light blue background. At the top left, there is a checkbox labeled 'Display Comment To Operator'. To its right is a large, empty white text box with a vertical scrollbar. Below this text box is another checkbox labeled 'Display only for Trainee Operator'. Further down, there is a checkbox labeled 'Print Comments On Receipt'. Below this checkbox are three stacked, empty white text boxes labeled 'Receipt Comments'.

If the comment is to be displayed to the Operator only

- Tick the display comment to operator box
- Type text into the text box below

If the text is only for a Trainee Operator

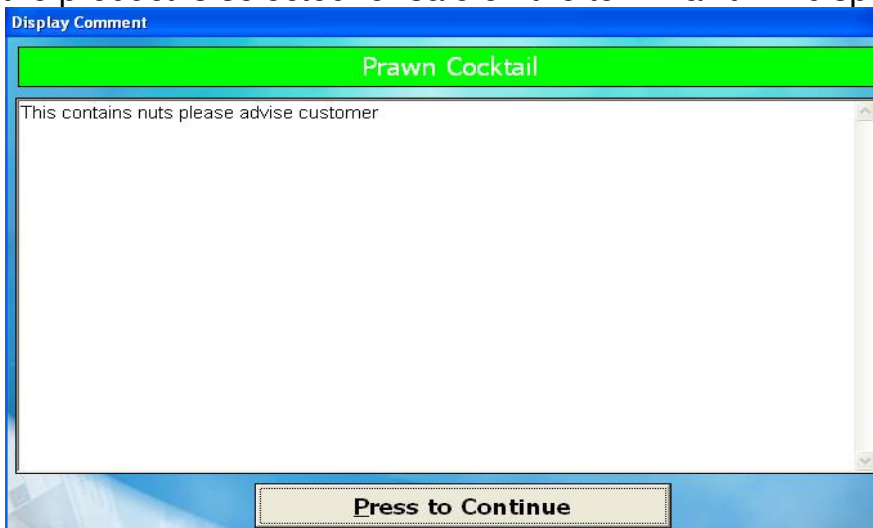
- Tick the display only for trainee operator box

If the comment is to print on a receipt

- Tick the print comments on receipt box


If the text is different type the text into the receipt comments lines

Once the product is selected for sale on the terminal it will display this screen



The screenshot shows a 'Display Comment' window. At the top, there is a blue title bar with the text 'Display Comment'. Below the title bar is a green header bar with the text 'Prawn Cocktail'. Underneath the header bar is a large white text box containing the text 'This contains nuts please advise customer'. At the bottom of the window is a yellow button with the text 'Press to Continue'.

Enable Compulsory Receipts for a Product

- Select
Options
- Tick
Compulsory receipt issue 

Every time this product is sold it will produce a receipt

Suppliers

Creating new Supplier

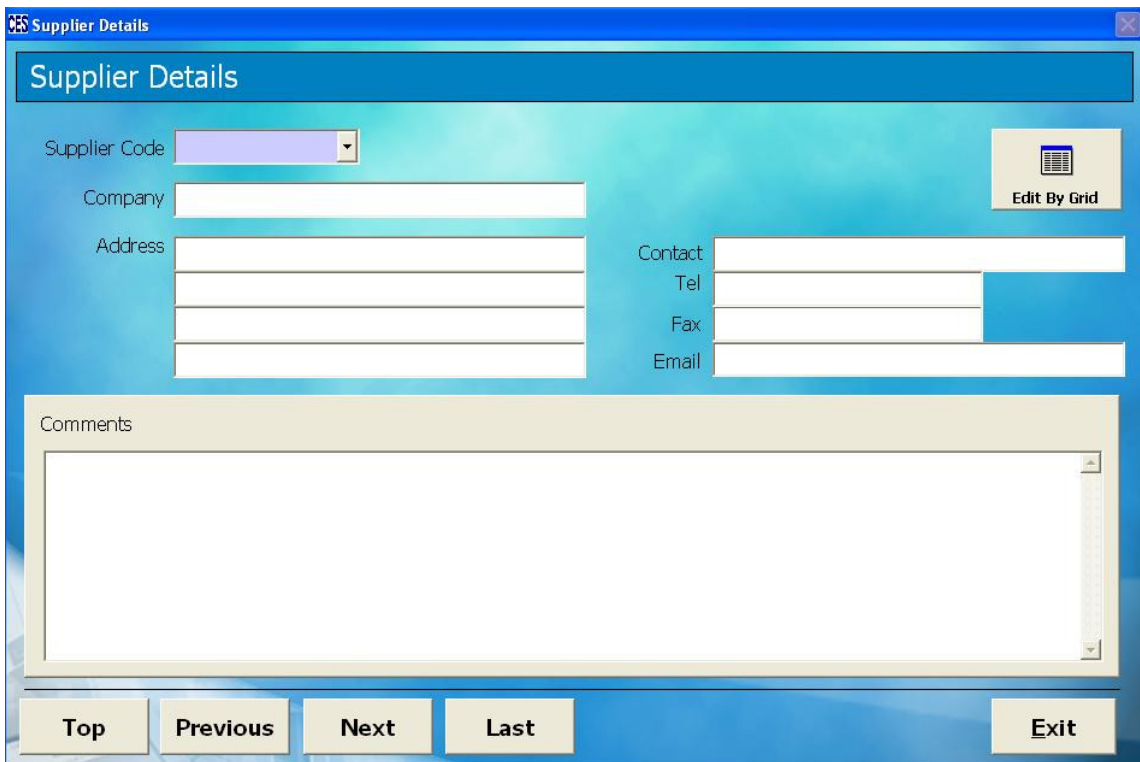
- Select



- Select



A blank Supplier record is displayed



- In the supplier code field enter in the unique supplier code – this can simply be 001 if your suppliers do not use codes
- Press Enter, if you wish to create this Supplier select Yes, if a Supplier with the code already exists you will be taken to that record
- Enter the company name in the company field



This is the only mandatory information; you can however fill in the other fields,

this information will be shown in the supplier list report.

Editing an existing Supplier

- Select



- Select



- From the drop down box select the supplier to be edited or type in the supplier code and press enter
- Edit the information as required
- Select Save

Deleting a Supplier

- Select



- Select



- From the drop down box select the supplier to be edited or type in the supplier code and press enter
- Select delete
- If you are sure you want to delete this supplier select Yes, if not select No

Condiments

Condiments are extra instructions that can be added to the profile of a product e.g. cooking instructions for a steak or size of shoe sold.

Creating a new Condiment

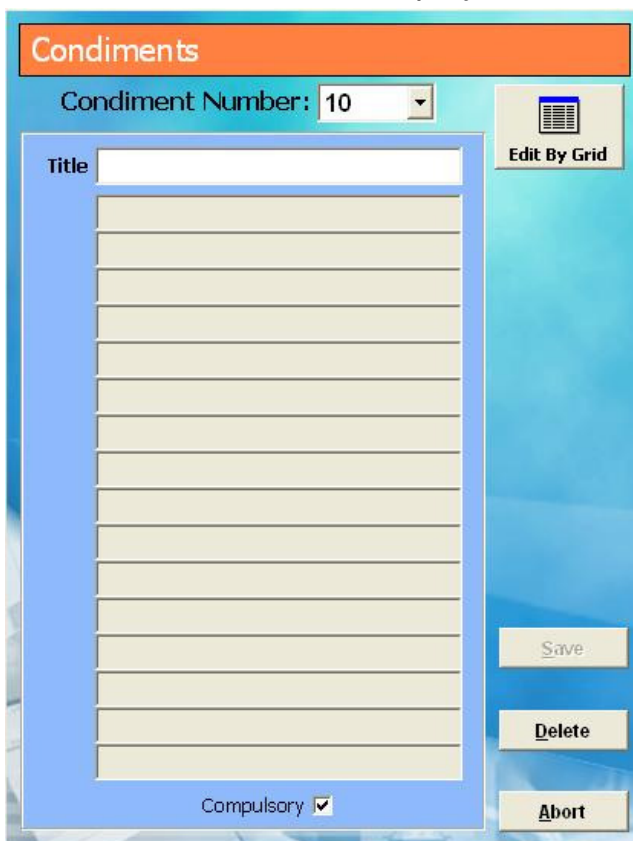
- Select



- Select




A blank Condiments record is displayed



- Enter the unique condiment number (you can see the last one used by looking in the drop down list)
- Press Enter, if you wish to create this Condiment select Yes, if a Condiment with the code already exists you will be taken to that record
- Enter the title of the condiment *e.g. Cooking Instructions or Shoe Colour*

- Press Enter
- In the first field type the first selection you would like to see in your list
- If this is not a compulsory selection remove the tick from the 'Compulsory' box
- Once all the options have been entered select Save, if you do not wish to Save this select Abort

 The options will be displayed on the till in the order they are entered in this list

Editing a Condiment

- Select



- Select



- From the drop down box select the Condiment to be edited or type in the condiment number and press enter
- Edit the information as required
- Select Save

Deleting a Condiment

- Select



- Select



- From the drop down box select the Condiment to be edited or type in the condiment number and press enter
- Select Delete, if the Condiment is attached to 1 or more products you will see the following message:



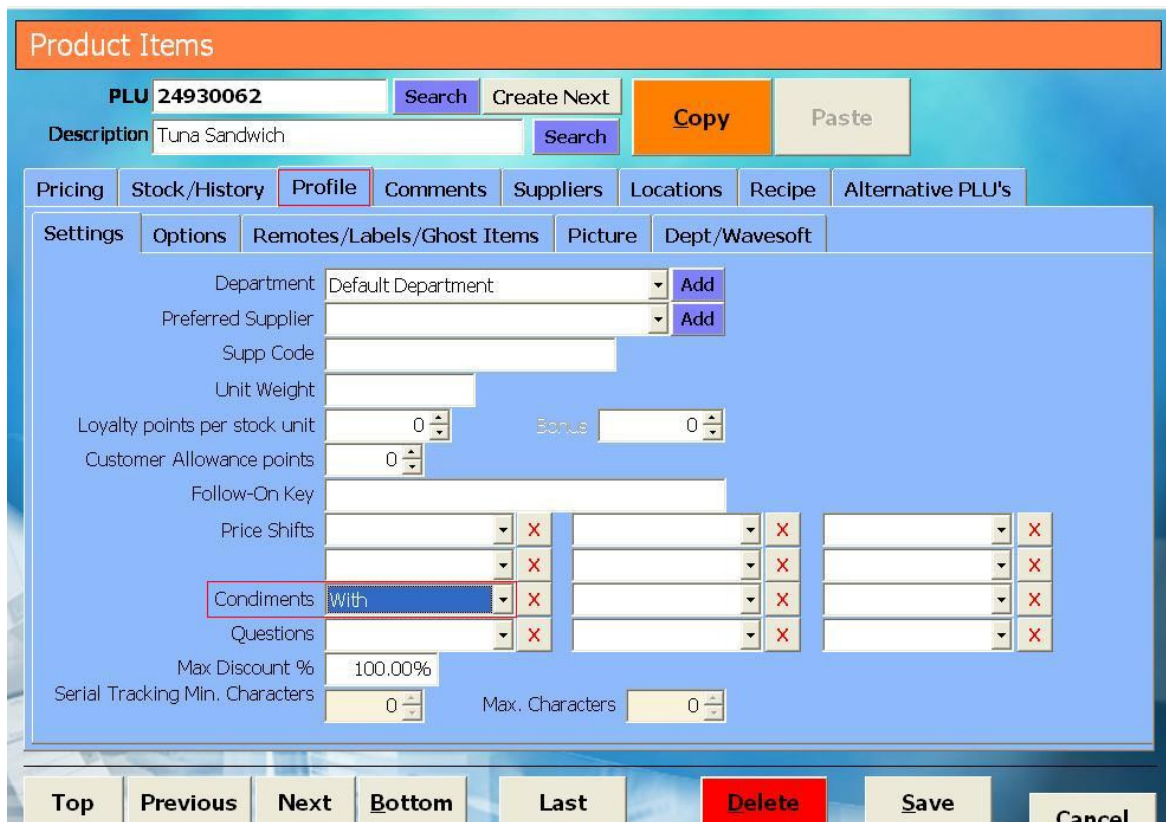
- If you are sure you want to delete it select Yes if not select No

Attaching a Condiment to a Product

- Select Products



- Find the product you wish to attach the Condiment to
- Select the 'Profile' tab
- In Condiments use the drop down selections to chose the options you wish to attach



Product Items

PLU **24930062** Search Create Next Copy Paste

Description **Tuna Sandwich** Search

Pricing Stock/History **Profile** Comments Suppliers Locations Recipe Alternative PLU's

Settings Options Remotes/Labels/Ghost Items Picture Dept/Wavesoft

Department Default Department Add

Preferred Supplier Add

Supp Code

Unit Weight

Loyalty points per stock unit 0 Bonus 0

Customer Allowance points 0

Follow-On Key

Price Shifts X X X

Condiments With X X X

Questions X X X

Max Discount % 100.00%

Serial Tracking Min. Characters 0 Max. Characters 0


Top Previous Next Bottom Last Delete Save Cancel


- Select Save


Removing a Condiment from a Product

- Select Products



- Find the product you wish to remove the Condiment from
- Select the 'Profile' tab
- In Condiments Select the  next to the option you want to remove
- Select Save

	You can have a maximum of 3 condiments attached to a product and each condiment can have a maximum of 16 options
---	--

	These print on remote printer tickets only.
---	---

Menus

Menus are buttons on the tills that display predefined products *e.g. all pasta dishes or all type of shoe*.

How to create a new Menu

- Select



- Select



- Enter the unique menu number (you can see the last one used by looking in the drop down list)
- Press Enter, if you wish to create this Menu select Yes, if a Menu with the number already exists you will be taken to that record
- Enter the title of the Menu *e.g. Pasta Dishes or Trainers*
- Press Enter
- With the cursor in the Option 1 field select 'Search Product'
- From the tree view select the 1st product you wish to be displayed in the menu
- Once all the products are listed select Save

To edit an existing Menu

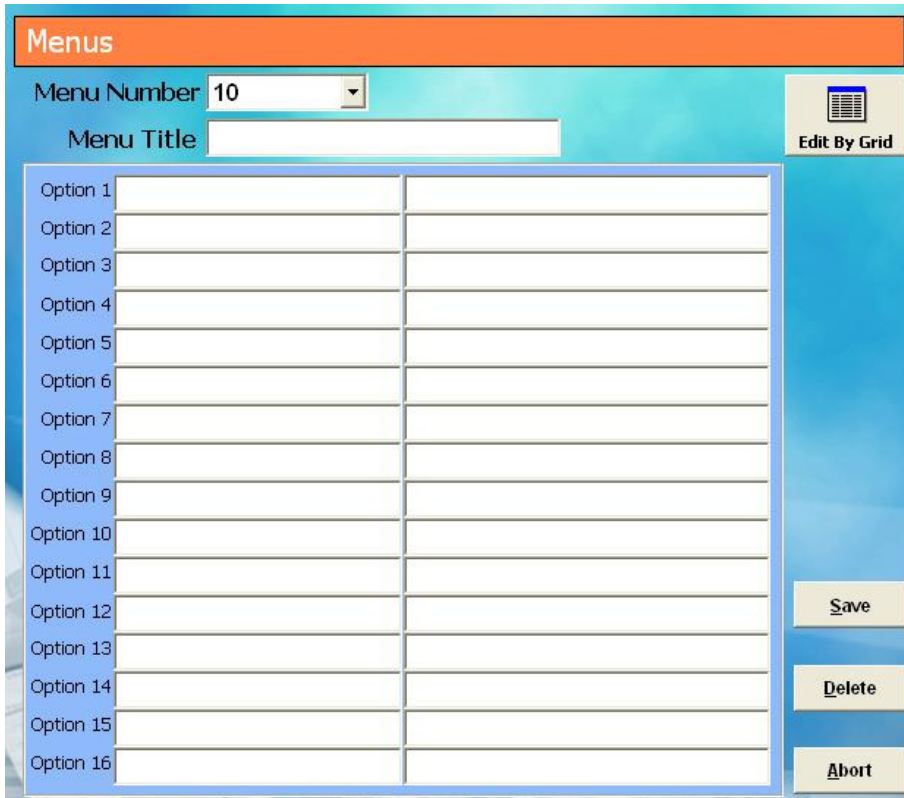
- Select



- Select



A blank menu record will be displayed



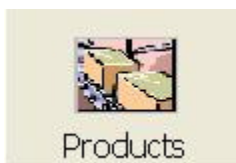
- From the drop down box select the Menu to be edited and press enter
- Edit the information as required
- Select Save



You can have a maximum of 16 options attached to a menu

To delete a Menu

- Select



- Select



- From the drop down box select the Menu to be edited and press enter
- Select Delete
- If you are sure you want to delete it select Yes if not select No

Questions

Questions can be used in several ways e.g. in the bar environment they can be used to prompt the user to check for ID when selling alcohol or in the retail environment to up sell; so if they are selling a pair of shoes would the customer like shoe polish?

To create a new Question

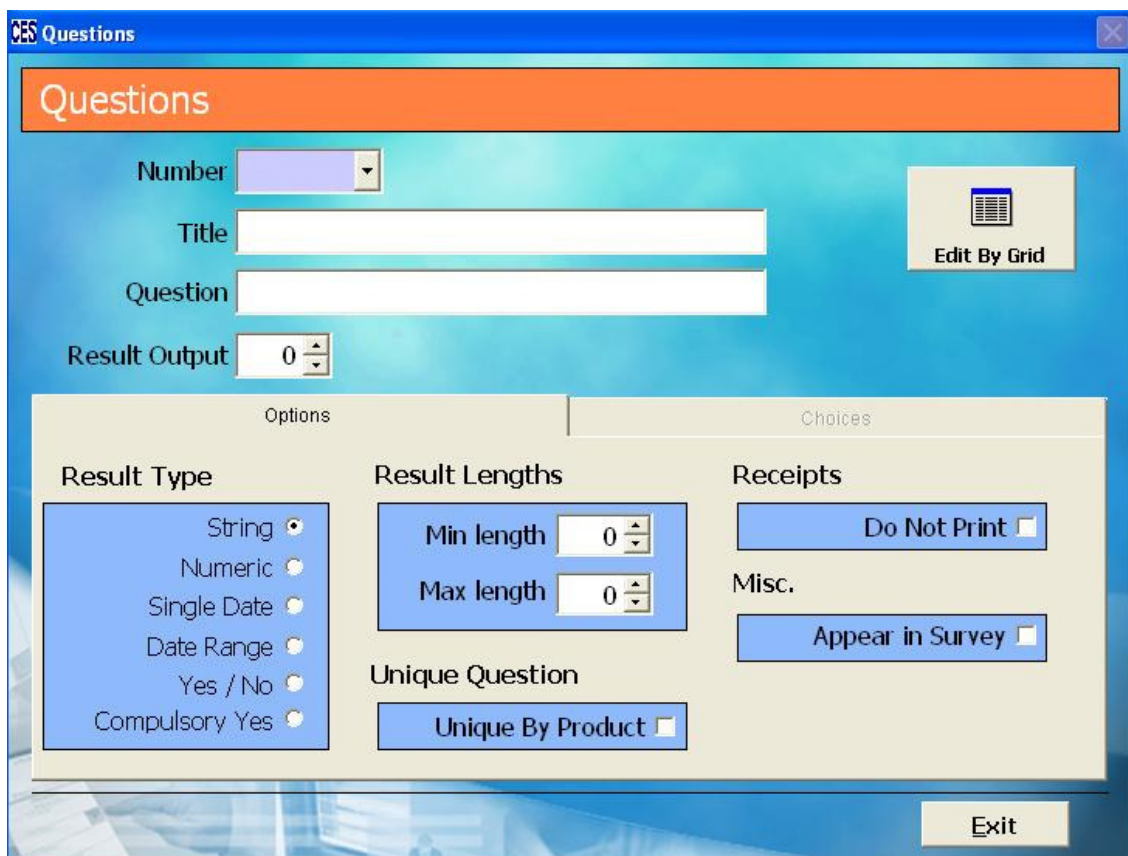
- Select



- Select



A blank Questions record will be displayed

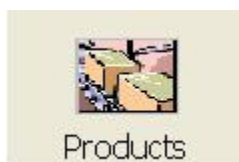


The screenshot shows the 'CES Questions' application window. It features a title bar with the 'CES Questions' text and a close button. Below the title bar is a large orange header with the word 'Questions'. The main area contains several input fields: 'Number' (a dropdown menu), 'Title' (a text box), 'Question' (a text box), and 'Result Output' (a numeric input field set to 0). To the right of these fields is a button labeled 'Edit By Grid' with a grid icon. Below the input fields is a tabbed interface with two tabs: 'Options' and 'Choices'. The 'Options' tab is active and contains three sections: 'Result Type' with radio buttons for String (selected), Numeric, Single Date, Date Range, Yes / No, and Compulsory Yes; 'Result Lengths' with 'Min length' and 'Max length' numeric input fields both set to 0; and 'Unique Question' with a 'Unique By Product' checkbox. The 'Choices' tab is also visible. At the bottom right of the window is an 'Exit' button.

- Enter the unique number (you can see the last one used by looking in the drop down list)
- Press Enter, if you wish to create this Question select Yes, if a Question with the number already exists you will be taken to that record
- Enter the title of the Question e.g. Over 18 or Shoe Polish?
- In the Question field type in the question or prompt
- Select the type of result to be entered *e.g. Yes/No or a number*
- In the result lengths select the minimum and maximum answer length
- Unique Question – does it ask once in the transaction or each item that has the question attached
- If this does not need to be printed on the receipt tick the Do Not Print box

Attaching a Question to a product

- Select Products



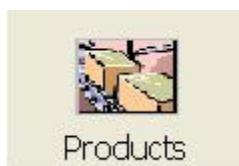
- Find the product you wish to attach the Question to
- Select the 'Profile' tab
- In Questions use the drop down selections to chose the options you wish to attach





- Select Save

To remove a Question from a Product

- Select Products



- Find the product you wish to remove the Question from
- Select the 'Profile' tab
- In Questions Select the  next to the option you want to remove
- Select Save

	You can have a maximum of 3 Questions attached to a product
---	---

Customer Display (Pole Display)

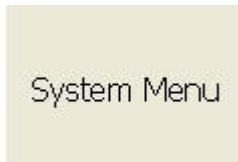
The customer display allows you to create messages to be shown at different statuses of a terminal

Create a message

- Select



- Select



- Select




This will show the Customer Display Messages Screen

Customer Display Messages

Sign On	Please use next till
Next Customer	Geller Business Machines
Reports Mode	Reports Mode
Back-Office	Back Office

Save **Exit**

- Enter the text you want to appear on the Customer Display depending on the status of the terminal

	You can have a maximum of 20 characters on each line
---	--

Saving Changes

- Select



If you do not wish to save changes made select



Operators

Operators are till users who are or are not given permission to carry out functions on the tills

To create a new Operator

- Select



- Select



A blank Operator record will be displayed

Operator Setup

Name NEW OPERATOR

Sign On Code

Password

Hot Code

Titles

Qualifications

Cash Drawer
☒ Drawer 1
 ☐ Drawer 2

Default Sales Screen 0

Display Button ☐

Training Operator ☐

Allow Screen Changes ☐

Allow reports ☐

Allow Back-Office ☐

**Allowed
Terminals**

**Sales Mode
Functions**

...

Save

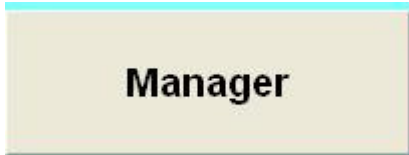
Delete

Abort

1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	Special
A	S	D	F	G	H	J	K	L	←	ENTER
Z	X	C	V	B	N	M	SPACE			

29


- Enter the Operator name and press Enter, if the name already exists you will be taken to the record, if not you will be asked if you wish to create the new operator
- Tick the 'Display Button' option if you want the operator name to appear on the log on screen



- Tick 'Allow Reports' if the user will be able to access POS reports
- Tick 'Allow Back Office' if the user will be able to access Back Office
- Enter a 'Sign On Code' to enable 'Manual Sign On'



- Enter a 'Password' to be used in conjunction with 'Manual Log On'
- If the operator is being assigned a

 Passwords are numerical and can have a maximum of 6 characters

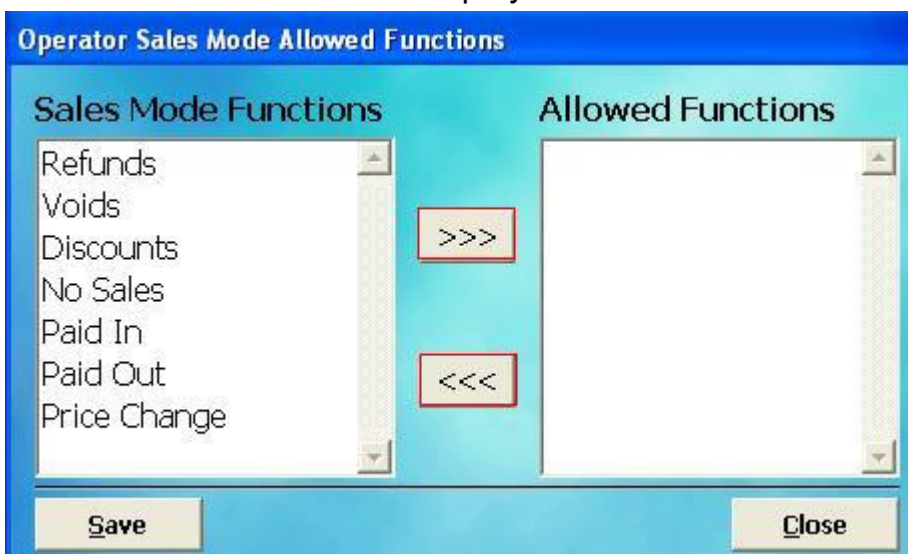
Sales Mode Functions – This is the option that gives operator permissions on the terminal when in Sales Mode

If the Operator is to be allowed to carry out 'Functions' on the tills:


- Select



The Allowed Functions screen is displayed



- From the window on the left, select the Function to be allowed

- Select the  to move the Function in to the Allowed Functions window
- Select Save

You have now successfully set up a new operator

To edit an existing Operator

- Select



- Select



A blank Operator record will be displayed

- From the drop down box select the Operator you wish to edit the details of
- Edit required information
- Select Save

To delete an Operator

- Select



- Select



A blank Operator record will be displayed

- Select the operator to be deleted from the drop down list
- Select delete

The Operator will be deleted from the Operator list

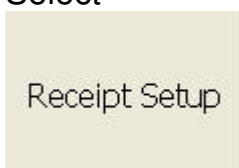
Receipt Set Up

Setting the Header and Footer for Receipts

- Select



- Select



This will display the Receipt Set Up screen

Receipt Setup

	Text	Print Size Option
Line 1	Geller Business Machines	Large (Double Width/Height) ▼
Line 2	Touch Software	Normal (Single Width/Height) ▼
Line 3	14-15 Fairway Drive	Normal (Single Width/Height) ▼
Line 4	Greenford	Normal (Single Width/Height) ▼
Line 5	UB6 8PW	Normal (Single Width/Height) ▼
Line 6		Normal (Single Width/Height) ▼

	Text	Print Size Option
Line 1	Thank You	Large (Double Width/Height) ▼
Line 2	Demonstration Copy	Large (Double Width/Height) ▼
Line 3	www.geller.co.uk	Normal (Single Width/Height) ▼
Line 4		Normal (Single Width/Height) ▼

Print
View
Save
Exit

- Type the desired text into the relevant fields and select the text size from the drop down boxes on the right
- Selecting Print will print a copy of the text
- Selecting View will display the text on screen as below

Geller Business Mach

Touch Software
14-15 Fairway Drive
Greenford
UB6 8PW

*** DEMO MODE ***

.....RECEIPT TEXT.....

*** DEMO MODE ***

Thank You
Demonstration Copy
www.geller.co.uk

- Selecting Save will save the changes made
- Exit will go back to the menu selection screen without saving changes



If you have made changes and they have not saved you may be in DEMO mode

Reason Menus

Reason menus are attached to various till functions by default. When doing a function on the till you are prompted for a reason *e.g. voiding an item the reason may be the order was incorrect*

To add a value to a reason type

- Select

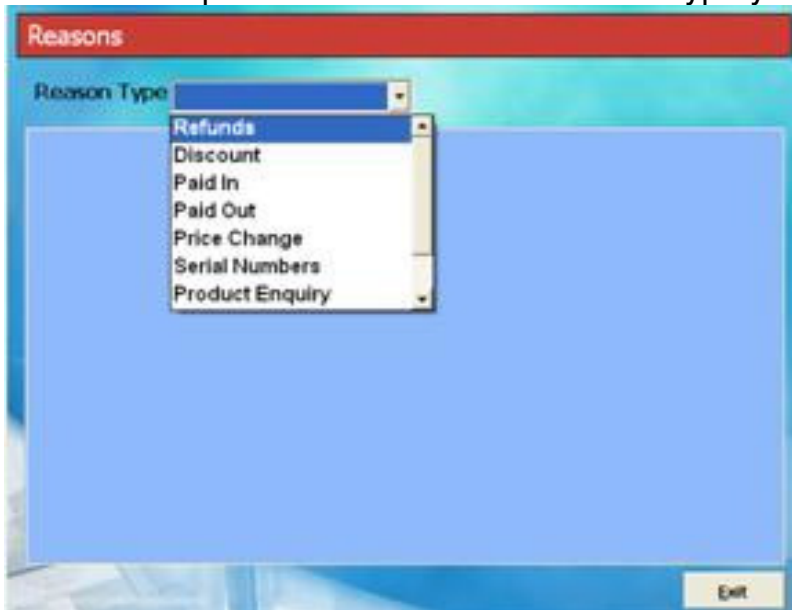


- Select

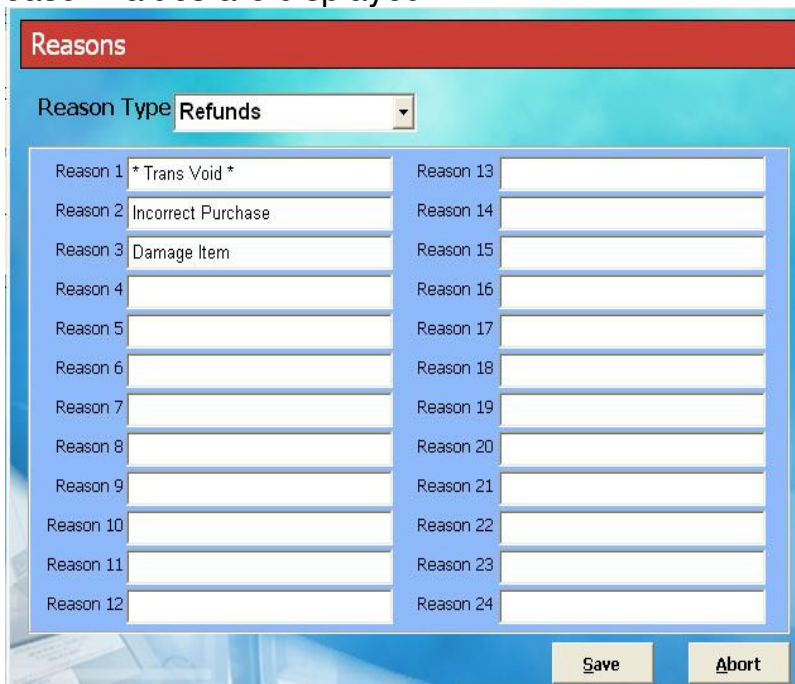


This displays the Reason Types Screen

- From the drop down list select the Reason Type you wish to add a value to



The Reason values are displayed



- In the Reason x boxes type in the reason for the Function *e.g. for a refund it may be 'undercooked', 'burnt' or 'damaged'.*
- Select Save to save the changes or Abort to go back to the previous page

To remove a reason

- Select

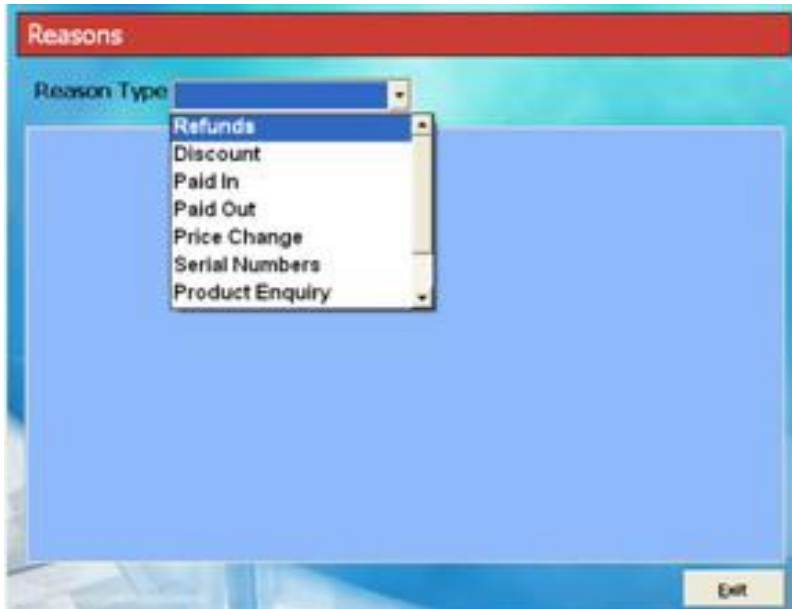


- Select

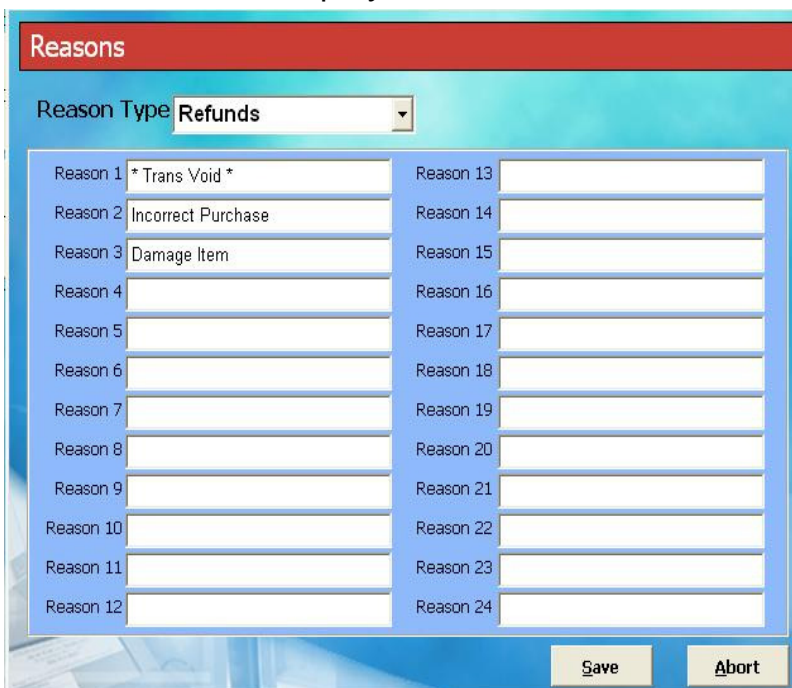


This displays the Reason Types Screen

- From the drop down list select the Reason Type you wish to remove the value from



The Reason values are displayed



Reason	Value
Reason 1	* Trans Void *
Reason 2	Incorrect Purchase
Reason 3	Damage Item
Reason 4	
Reason 5	
Reason 6	
Reason 7	
Reason 8	
Reason 9	
Reason 10	
Reason 11	
Reason 12	
Reason 13	
Reason 14	
Reason 15	
Reason 16	
Reason 17	
Reason 18	
Reason 19	
Reason 20	
Reason 21	
Reason 22	
Reason 23	
Reason 24	

- Delete the text
- Select Save

Sales Mode

Basic User Operations (Hospitality)

Sales Mode is the function which allows you to run a point of sale (till) from the Back Office machine, from Sale Mode you can carry out sales, process refunds manage tabs and tables amongst other things

The illustrations used in the Sales mode section may not reflect the layout of your tills exactly e.g. the colour, size and wording on the buttons may be slightly different depending on how your system has been configured.

To access Sales Mode from the Back Office

- Select



- Select



An example of a typical Hospitality layout:

						Qty	Description	Price
Fosters	Stella	Kronen bourg	Carlsberg	XXXX	1/2 Pint			
John Smiths	Courage Best	Pedigree	Guinness	Guest Ale				
Vodka	Gin	Whisky	Jack Daniels	Barcardi	Double			
Pinot Noir	Cape Red	Vale Shiraz	Sauvignon Blanc	Semillion				
Coke	Diet Coke	Lemonade	Orange Juice	Evian Water	Food Screens			£0.00
			Main Menu	No Sale	CLR	7	8	9
£5	Paid In	Transfer Bill	Table Number	Void	Quantity	4	5	6
£10	Paid Out	Split Bill	Covers	Void All	Refund	1	2	3
£20	Receipt	FreeText	Table Store	Sign Off	Back Office	0	SUBTOTAL	

Signing on to the till

There are 4 main ways of signing on to a till

1. Dallas Key – this is a fob that is attached the till (usually on the card swipe)
2. Manual Sign On – this is a box for the operator to enter their Sign On code and confirm their password

Enter operator sign on code

3. Button Sign On – this is a displayed button on the Sign On screen, it will also prompt for a Password if the user has been allocated one



The image shows a software interface for a 'Manager' user. At the top is a title bar with the word 'Manager'. Below it is a red header bar with the text 'Manager Enter Password'. Underneath the header is a light blue rectangular input field. Below the input field is a numeric keypad with a 4x3 grid of buttons. The buttons are labeled: Row 1: 7, 8, 9; Row 2: 4, 5, 6; Row 3: 1, 2, 3; Row 4: 0, 00, B/S. At the bottom of the keypad are two buttons: 'Cancel' on the left and 'Confirm' on the right.

4. Swipe Card – User has a designated card to swipe on to the till with, this may be password protected

Making a Sale

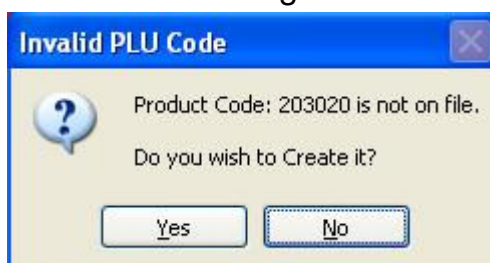
- Select the product to be sold from the keyboard layout



- The selected product and it's price will be displayed in the transaction screen

If the product is not recognised because it does not exist there is a setting that can be switched on to allow you to create products 'on the fly' in sales mode

You will see the following



- Select Yes

Enter the description, price and select the correct department

- Select Accept

The product will be pulled onto the transaction screen

Using the Quantity Button

The Quantity button can be used to sell multiples of a product

- Select the number to be sold from the number pad *e.g.6*
- Select



- Select the product



- The selected product and it's price will be displayed in the transaction screen

Selling with a Modifier

A Modifier is a button which allows a product to be sold at another size and or price
e.g. *Half Pint, Double or Childs Portion*


- Select the modifier button




- Select the Product



- The selected product and it's price will be displayed in the transaction screen

	The Product must have a price against the unit in price levels; if not you will receive the message below
---	---



	It is important that modifiers are used correctly because if you are using Stock as well it will affect the amount of stock that is deducted
---	--

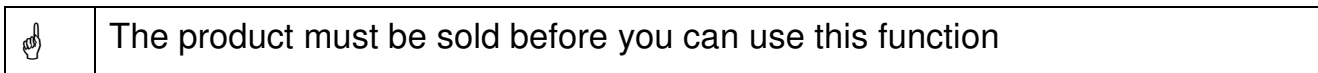
Free Text

This prints out on order printers and receipts but will not shown in the transaction pane

- Select



- Enter the text that you want to print beneath your product



Using a menu

A menu may be used when a number of items can be grouped together *e.g. all Starters* if you cannot fit the individual items onto the page

- Select the Menu button



The predefined list will be displayed



- Select the required product from the list or exit the menu
- The selected product and it's price will be displayed in the transaction screen

Selling Products with Condiments

Condiments are extras that can be added to a profile of a product.

- When a product with a Condiment is selected the Condiment window is displayed

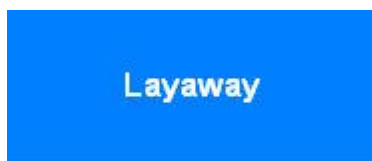


- Select the option required if the choice is not compulsory there will be an 'Exit' button displayed to leave the menu

Layaway

This function can be used to temporarily store a transaction; a 'Layaway' can be recalled by any operator

- Select



- The transaction will disappear and the main screen displayed

To recall a transaction that has been laid away


- Select



The Layaway recall screen is displayed

Layaway - Recall

Operator	Layaway	Items	Value	Time
MANAGER	00001	15	10.00	09:15



Abort

{UP} {DOWN} to select, {ENTER} = recall, {A} or {ESCAPE} to abort.

- Select the transaction to be recalled
- Select

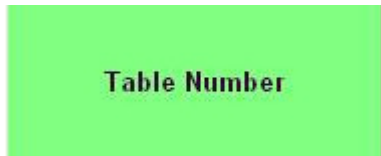


The transaction is recalled to the transaction pane as normal

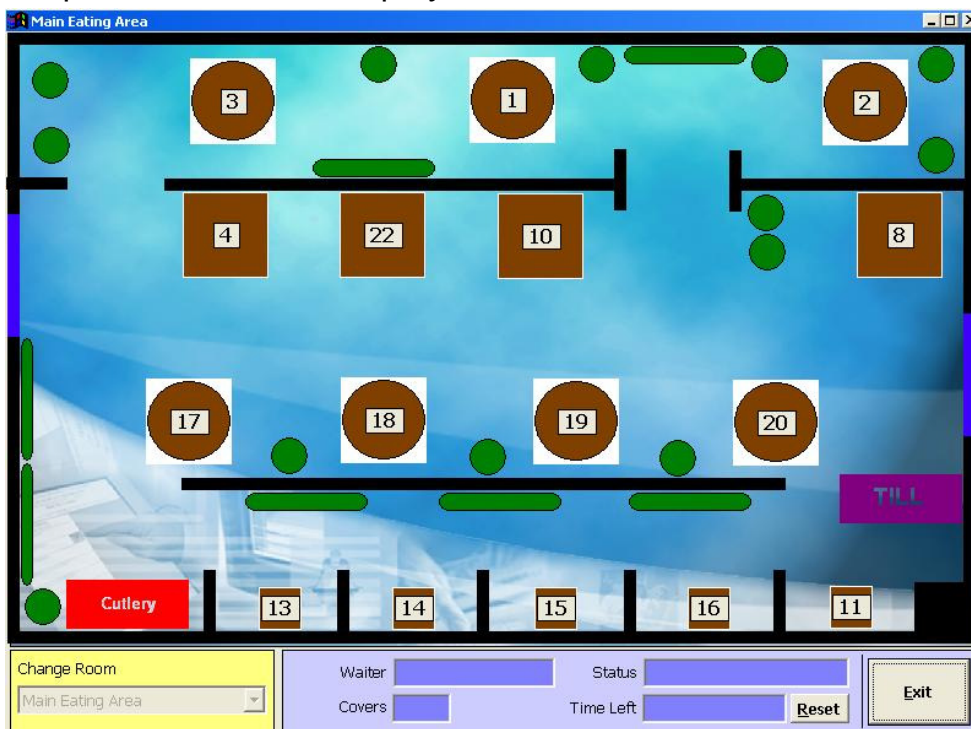
Storing to Tables/Tabs

Tables (with table planner) are used predominantly in the Restaurant environment
If you are in a transaction and want to store the products to a table:

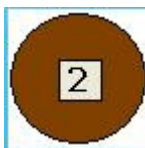
- Select



The table planner screen is displayed



- Select the table number



The following message will appear



- Select Yes

The following message will appear – this message will appear if you are opening the table in a transaction (with items being run through and not stored or cashed off)



- Select Yes
- Select



Table Status

When you view the table planner the table numbers may show in different colours; this is referred to as the table status; this is configurable



In this example

- Table 3 = Starters
- Table 1 = Main Course
- Table 2 = Deserts

When the table is stored you will be asked which status the table is; the list may look similar to this



- Select No Change if the table status remains the same
- If they are now having Dessert the Dessert status should be selected



Selecting the Abort option will take you back to the transaction – a status must be selected



It is also possible to configure table statuses to work with time limits, if this limit has been exceeded the table will flash

Covers

Covers can be used either in a table or in a normal transaction

- Select the number from the number pad
- Select



You can see the number of covers displayed at the top of the POS

001	01	10/01/2008	11:11	Manager	Covers: 6		
-----	----	------------	-------	---------	-----------	--	--



If you have the prompt setting switched on the system will automatically prompt for the number of covers

Splitting the Bill

Splitting the bill enables a table/tab to be split up into a number of bills that can be paid separately


- Recall the table
- Select





The Split Bill page is displayed


SPLIT BILL - Select Items


Item	Description	Qty	Value	Tag
1	Fosters	1	3.00	X
2	Bottle Coke	1	1.50	
3	Fosters	1	3.00	X
4	Bottle Coke	1	1.50	
5	Soup	1	3.00	X
6	Melon	1	3.50	
7	Fillet Steak	1	15.50	X
8	Roast Chicken	1	6.50	










SPLIT BILL

Tag All

CLEAR

Abort

- Select the items to be taken off of the current bill by clicking on the line
- Select



The products appear on the transaction screen the bill can now be paid

Moving products to another table

- Recall the table
- Select



The Split Bill page is displayed

SPLIT BILL - Select Items

Item	Description	Qty	Value	Tag
1	Fosters	1	3.00	X
2	Bottle Coke	1	1.50	
3	Fosters	1	3.00	X
4	Bottle Coke	1	1.50	
5	Soup	1	3.00	X
6	Melon	1	3.50	
7	Fillet Steak	1	15.50	X
8	Roast Chicken	1	6.50	

↑

↑

↓

↓

SPLIT BILL

Tag All

CLEAR

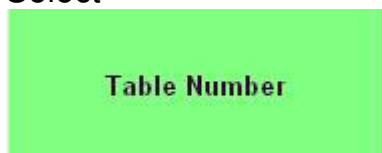
Abort

- Select the items to be taken off of the current bill by clicking on the line
- Select



The products appear on the transaction screen

- Select



- Select the table number you want to move the items to
- Store the table



Product Search

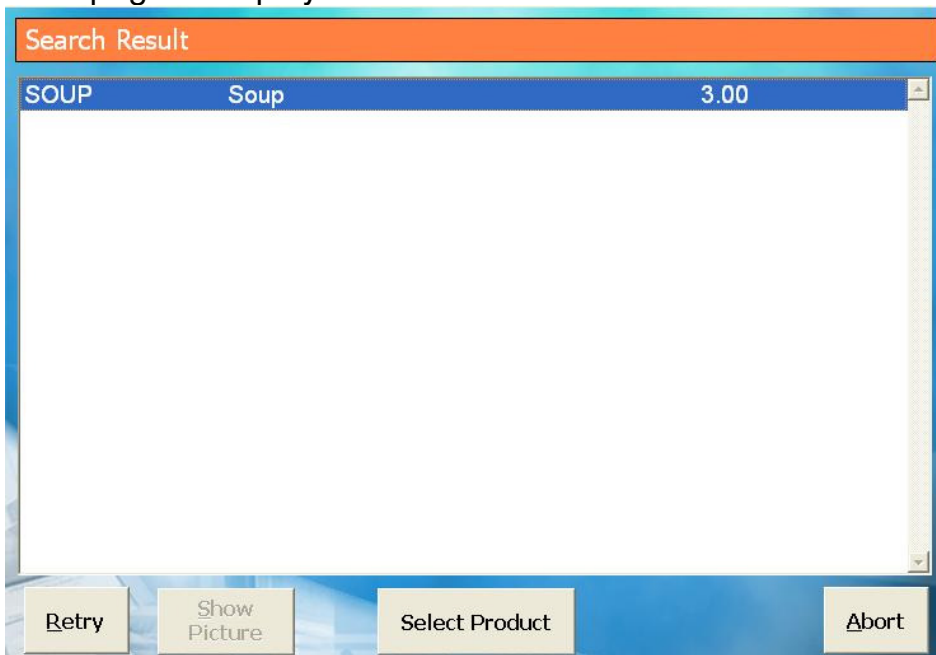
Product Search can be used when you cannot find a specific product on the terminal

- Select




- Enter at least one character of the PLU or description
- Select Enter

The results page is displayed



- To sell the product press the Select Product button
- Retry will take you back to the search entry page
- Abort will exit from the Product Search mode

	<p>If you cannot find the product using the search facility try un-ticking the 'Include Only Items In Stock'</p>
---	--

Product Enquiry

Product Enquiry can be used when you need to know certain details about a product; the information you see is configured by your dealer so every system will be different

- Select



The Product Enquiry – Stock Details Page will be shown

Enquiry - Stock Details

Product Enquiry - Stock Details

Fields	Information
Product Code	FILLET STEAK
Product Description	Fillet Steak
Group / Department	Dry / Starters
Current Stock	0.0000
Price 1	EACH 15.50
Price 2	NONE 0.00
Max Discount Allowed	0%
Operator Comments	
Date Last Sold	/ /
Date Last Order	/ /

Copy product into Sales Mode

Document Print

Clear

1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	Special
A	S	D	F	G	H	J	K	L	←	ENTER
Z	X	C	V	B	N	M	SPACE			

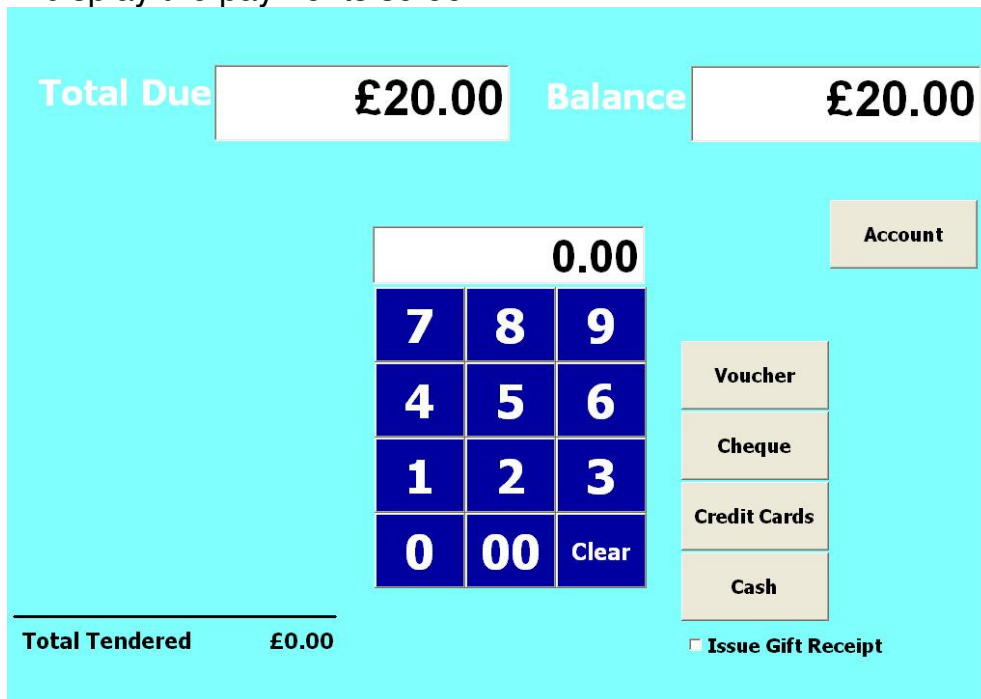
Paying a transaction

When all the items have been selected and you are ready to accept payment

- Select



This will display the payments screen



Using the numeric keypad enter the amount that is being tendered *e.g. 2000*

- Select the tender type from the right hand side *e.g. cash*



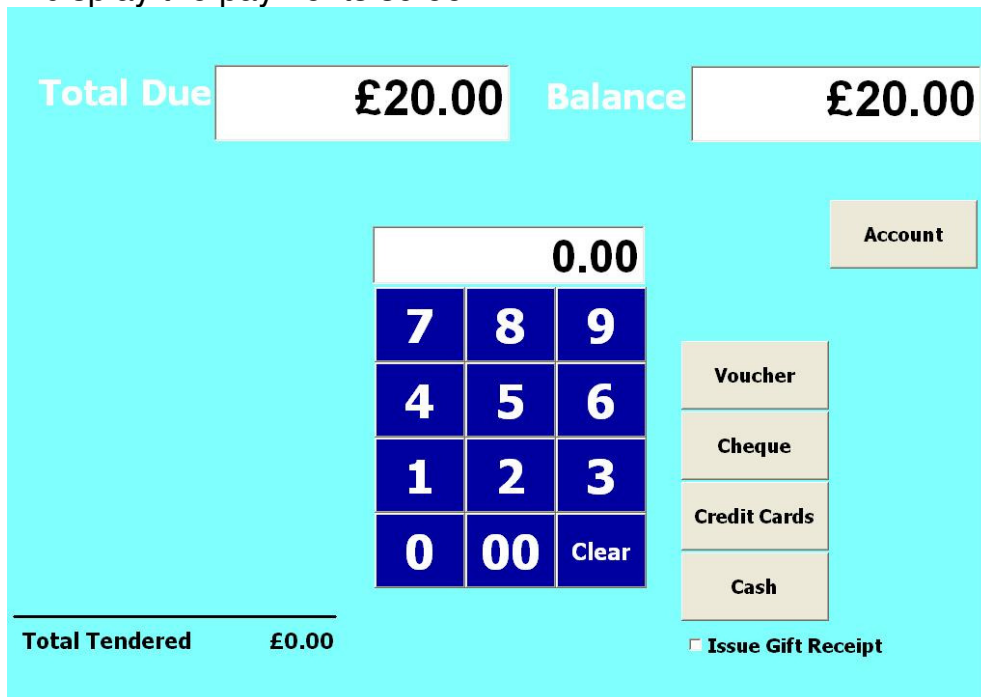
To accept multiple Tender Types

When all the items have been selected and you are ready to accept payment

- Select



This will display the payments screen



The payments screen displays the following information:

- Total Due:** £20.00
- Balance:** £20.00
- Account:** (empty field)
- 0.00** (displayed above the numeric keypad)
- Numeric Keypad:**

7	8	9
4	5	6
1	2	3
0	00	Clear
- Tender Type Selection:**
 - Voucher
 - Cheque
 - Credit Cards
 - Cash
- Total Tendered:** £0.00
- ☐ Issue Gift Receipt

Using the numeric keypad enter the amount that is being tendered *e.g. 500*

- Select the tender type from the right hand side *e.g. cash*



- Enter the next amount to be tendered *e.g. 1000*




- Enter the next amount to be tendered *e.g. 500*





Printing a Receipt

- Select



	<p>When in a transaction or an open table and receipt is selected a bill will be printed, if you have just signed in and receipt is selected the last receipt (for the terminal) will be printed</p>
---	--

	<p>You may have product countdown configured, this is a number displayed by the product that advises the user how many are in stock – it will only display if the figure is positive</p> 
---	---

Basic User Operations (Retail)

The illustrations used in the Sales mode section may not reflect the layout of your tills exactly e.g. the colour, size and wording on the buttons may be slightly different depending on how your system has been configured.

Sales Mode is the function which allows you to run a point of sale (till); from Sale Mode you can carry out sales, process refunds manage tabs and tables amongst other things

To access Sales Mode from the Back Office

- Select



- Select



An example of a typical Retail layout:

						Qty	Description	Price
Stationery	Books	Cards	Stamps	Beers	Toiletries			
Confectionary	Ice Cream	Magazines	Lottery	Spirits	Misc			
Toys	Food	Tapes	Cigarettes	Soft Drinks	Weighed Veg			
Videos	Drinks	Compact Disks	Groceries	Sandwiches	Weighed Fruit			
Tobacco		Barcode Items		Snack Pack		£0.00		
Account Payment	Account Status	Paid In	Paid Out	No Sale	CLR	7	8	9
Layaway		Price Change	Customer	Void	Quantity	4	5	6
Product Maintenance		Discount		Void All	Refund	1	2	3
Product Search	Product Enquiry	%	Amount	Sign Off	Back Office	0	SUBTOTAL	

Signing on to the till

There are 4 ways of signing on to a till

1. Dallas Key – this is a fob that is attached the till (usually on the card swipe)
2. Manual Sign On – this is a box for the operator to enter their Sign On code and confirm their password

Enter operator sign on code

3. Button Sign On – this is a displayed button on the Sign On screen, it will also prompt for a Password if the user has been allocated one



The screen displays a password entry interface for a Manager. It features a title bar with the word 'Manager'. Below the title bar is a red header with the text 'Manager Enter Password'. Underneath the header is a light blue rectangular input field. Below the input field is a numeric keypad with buttons for digits 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, 00, and B/S. At the bottom of the keypad are two buttons: 'Cancel' and 'Confirm'.

4. Swipe Card – User has a designated card to swipe on to the till with, this may be password protected

Making a Sale

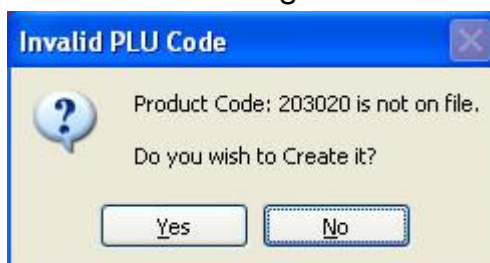
- Select the product to be sold from the keyboard layout



- The selected product and it's price will be displayed in the transaction screen

If the product is not recognised because it does not exist there is a setting that can be switched on to allow you to create products 'on the fly' in sales mode

You will see the following



- Select Yes

Enter the description, price and select the correct department

- Select Accept

The product will be pulled onto the transaction screen

Product code

Product Code can be used when you have memorised the PLU and it is quicker to type it in than look for the button or if the barcode is not scanning

- Enter the PLU e.g. 12345
- Select



The product and price appears in the transaction pane

Using the Quantity Button

- Select the number to be sold from the number pad *e.g.6*
- Select



- Select the product



- The selected product and it's price will be displayed in the transaction screen


Free Text

This prints out on order printers and receipts but will not shown in the transaction pane

- Select



- Enter the text that you want to print beneath your product

	The product must be sold before you can use this function
---	---

Using a menu

A menu may be used when a number of items can be grouped together *e.g. all Starters* if you cannot fit the individual items onto the page

- Select the Menu button



The predefined list will be displayed

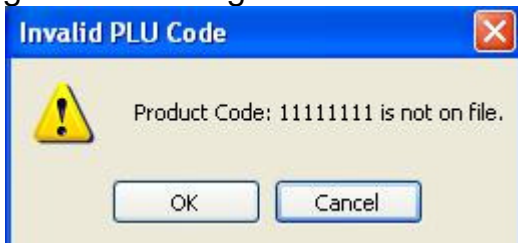


- Select the required product from the list or exit the menu
- The selected product and it's price will be displayed in the transaction screen

Using the scanner for products with barcodes

- From Sales Mode hold the product with the barcode across the beam from the scanner
- The product name and price appears in the transaction pane

If you get this message

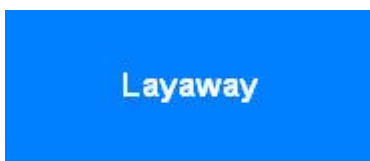


The barcode is not in the product record – add as a PLU

Layaway

This function can be used to temporarily store a transaction; a 'Layaway' can be recalled by any operator

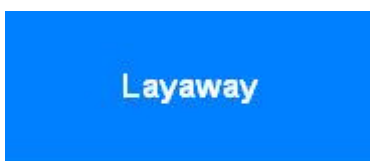
- Select



- The transaction will disappear and the main screen displayed


To recall a transaction that has been laid away:

- Select



The Layaway recall screen is displayed

Layaway - Recall				
Operator	Layaway	Items	Value	Time
MANAGER	00001	15	10.00	09:15



Abort

{UP} {DOWN} to select, {ENTER} = recall, {A} or {ESCAPE} to abort.

- Select the transaction to be recalled
- Select



The transaction is recalled to the transaction pane as normal

Product Search

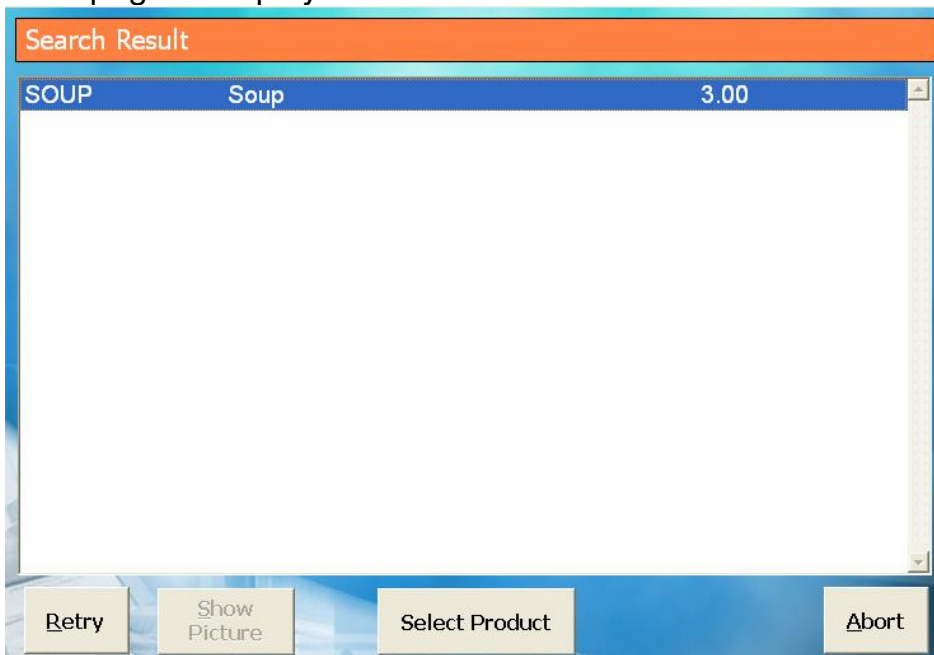
Product Search can be used when you cannot find a specific product on the terminal

- Select




- Enter at least one character of the PLU or description
- Select Enter

The results page is displayed



- To sell the product press the Select Product button
- Retry will take you back to the search entry page
- Abort will exit from the Product Search mode

 If you cannot find the product using the search facility try un-ticking the 'Include Only Items In Stock'

Product Enquiry

Product Enquiry can be used when you need to know certain details about a product; the information you see is configured by your dealer so every system will be different

- Select



The Product Enquiry – Stock Details Page will be shown

Enquiry - Stock Details

Product Enquiry - Stock Details

Fields	Information
Product Code	FILLET STEAK
Product Description	Fillet Steak
Group / Department	Dry / Starters
Current Stock	0.0000
Price 1	EACH 15.50
Price 2	NONE 0.00
Max Discount Allowed	0%
Operator Comments	
Date Last Sold	/ /
Date Last Order	/ /

Copy product into Sales Mode

Document Print

Clear

1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	Special
A	S	D	F	G	H	J	K	L	←	ENTER
Z	X	C	V	B	N	M	SPACE			

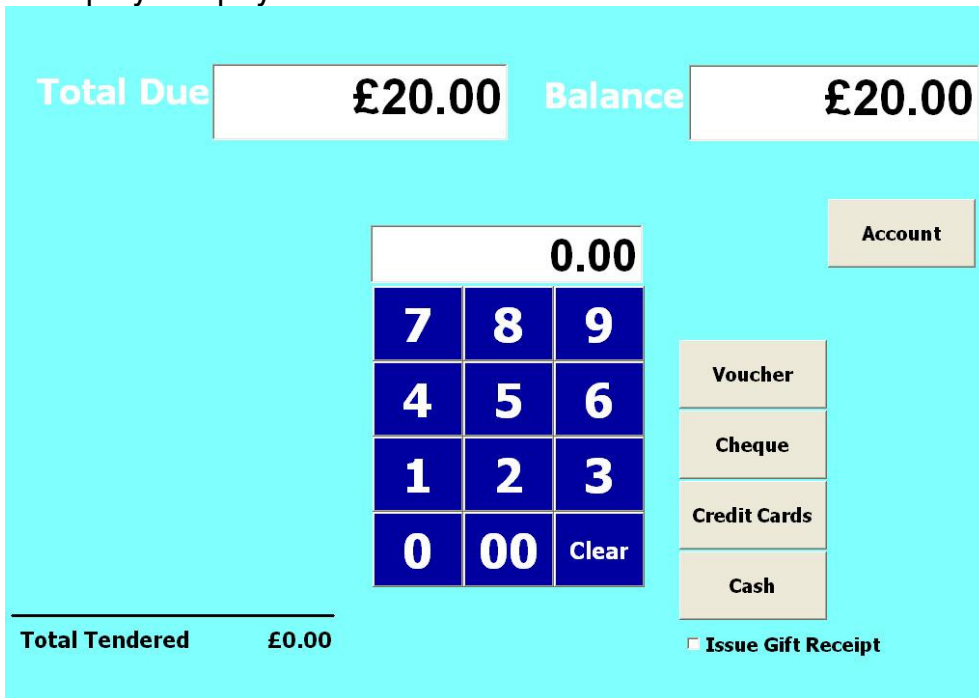
Paying a transaction

When all the items have been selected and you are ready to accept payment

- Select



This will display the payments screen



Using the numeric keypad enter the amount that is being tendered *e.g. 2000*

- Select the tender type from the right hand side *e.g. cash*



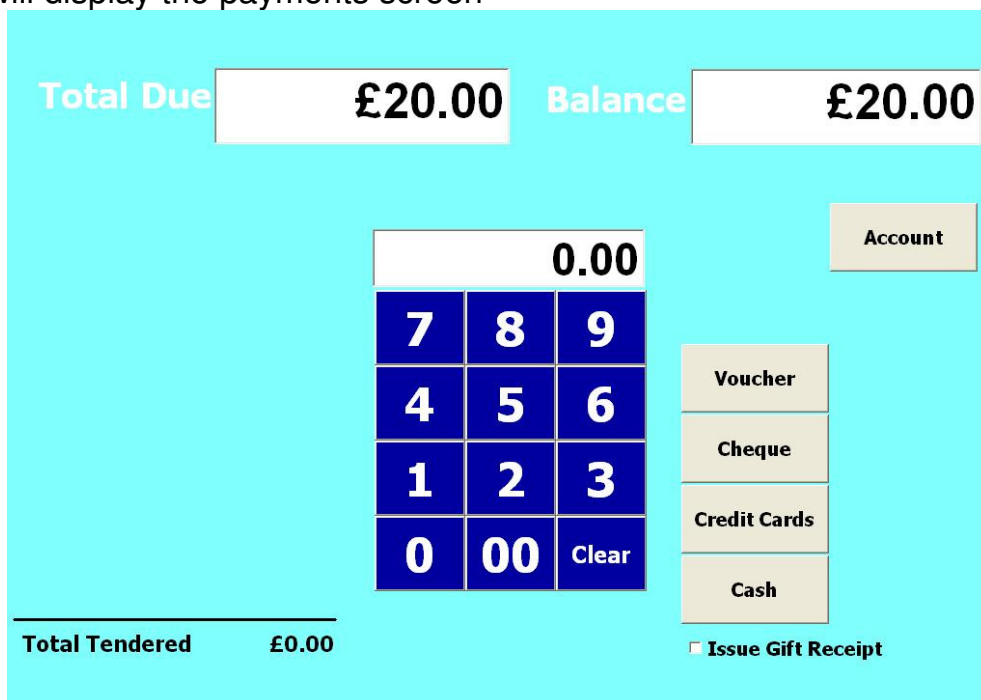
To accept multiple Tender Types

When all the items have been selected and you are ready to accept payment

- Select



This will display the payments screen

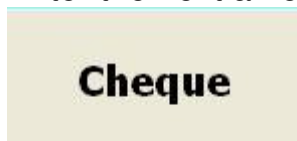


Using the numeric keypad enter the amount that is being tendered *e.g. 500*

- Select the tender type from the right hand side *e.g. cash*



- Enter the next amount to be tendered *e.g. 1000*



- Enter the next amount to be tendered *e.g. 500*



Printing a Gift Receipt

From the Subtotal screen select:

☐ **Issue Gift Receipt**

Printing a Receipt:

- Select

Receipt



When in a transaction or recalled lay away and receipt is selected a bill will be printed, if you have completed a transaction and receipt is selected then a receipt will be printed.



You may have product countdown configured, this is a number displayed by the product that advises the user how many are in stock – it will only display if the figure is positive

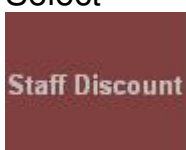
Fosters (144)

Functions

The illustrations used in the Sales mode section may not reflect the layout of your tills exactly e.g. the colour, size and wording on the buttons may be slightly different depending on how your system has been configured. Some of these functions may not be available depending on specifications given to your dealer

Fixed Discount

- Ring the items through
- Select

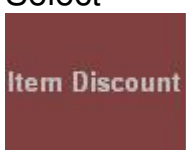


This will discount the transaction by the predefined amount

Item Discount

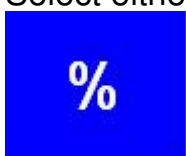
This will apply a discount to the last item on the transaction. You can either discount an item by %, sell for a reduced price or take an amount off

- Ring the item through
- Select



Enter the amount e.g. 10

- Select either



this will reduce the item selling price by 10%

Or



this will sell the item for 10p

Or



this will take 10p off of the selling price

All Discount (Subtotal Discount)

This may be configured to allow the items to be tagged individually but is usually set up to apply to all items in a transaction


- Ring the items through
- Select



Enter the percentage amount to be discounted

- Select



	Discount will only be applied up to the max discount percentage in the product record
---	---

Void/Void Entire Transaction

This will allow you to either remove an item or several items from a transaction or void the entire transaction

To remove 1 item or a selection of items

- Select



The void screen will be displayed

VOID - Select Items

Item	Description	Qty	Value	Tag
1	Fosters	1.0	3.00	X
2	Bottle Coke	1.0	1.50	X
3	Bottle Coke	1.0	1.50	X
4	Bottle Coke	1.0	1.50	
5	Bottle Coke	1.0	1.50	
6	Bottle Coke	1.0	1.50	

↑

↑

↓

↓

VOID

Tag All

CLEAR

Abort

- Tag the item/items to be removed
- Select

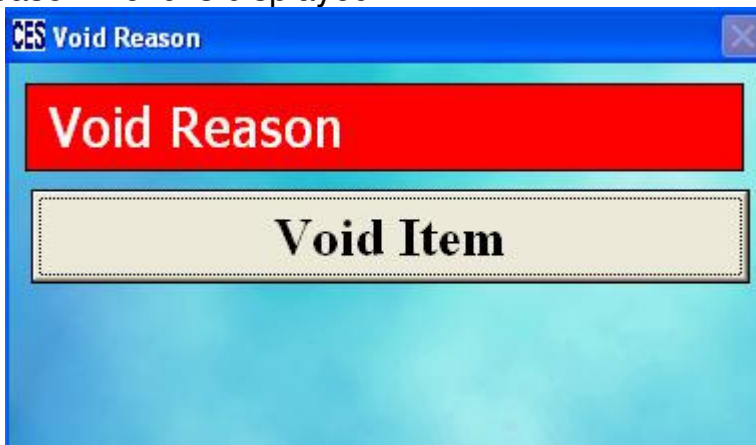


Void Entire Transaction

- Select



The reason menu is displayed



- Select the reason

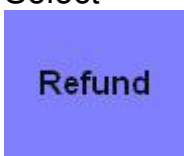


You may also have an error correct button which will allow 1 item to be removed or void last item which will remove the last item on the transaction

Refund Item

This will allow the operator to refund an item

- Select



- Select the product to be refunded

The item will be displayed in the transaction pane as a negative amount


Refund Current Transaction

This will allow the operator to refund all items on one transaction

- Ring the products through to be refunded
- Select



All the items in the transaction will be shown as a negative

	<p>The refund function will automatically add the product back in to stock.</p>
---	---

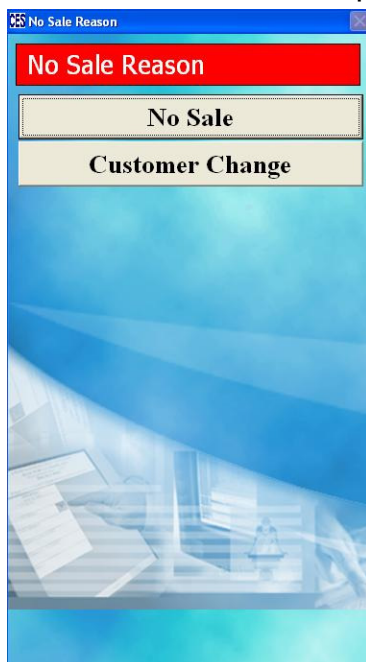
No Sale

The No Sale button is used to open the till drawer *e.g. to give a customer change* there is a reason menu attached to the function. You cannot do a No Sale in a transaction.

- Select



- Select the reason for opening the drawer



Paid Out

The Paid Out function is for accounting for monies that have left the till during the trading day *e.g. the window cleaner was paid, petty cash for the corner shop*, there is a reason menu attached to the function. This function cannot be done in a transaction

- Select



The Paid Out window is displayed



- From the drop down box select the reason for the function
- From the drop down box in the 'Tender Type' field select the method the person was given
- Type the amount in the 'Amount' field
- The free text field is for any extra notes you may want to add *e.g. if it was Petty Cash you could add milk into the free text field*
- No. Of Copies is the number of receipts you want to print once the OK button has been selected
- Select OK to save the 'Paid Out'

Paid In

The Paid In function is to account for monies that have been added to the till during the trading day *e.g. Float*, there is a reason menu attached to the function. This function cannot be done in a transaction

- Select



The Paid In window is displayed



- From the drop down box select the reason for the function
- From the drop down box in the 'Tender Type' field select the tender type of the money
- Type the amount in the 'Amount' field
- The free text field is for any extra notes you may want to add *e.g. if you added an extra float because you were unusually busy*
- No. Of Copies is the number of receipts you want to print once the OK button has been selected
- Select OK to save the 'Paid In'

Price Change

The Price Change Function is mainly used for reducing (but will increase as well) the price of a product outside of a discount *e.g. if an item is damaged and you wish to knock down the price.*

- Ring through the item you want to change the price of
- Select






The Price Change Window is displayed



The Price Change window is a blue dialog box with a title bar that says "Price Change". It contains a "New Price" field with a currency symbol (£) and the value "1.50", followed by a red "X" button. Below this is a "Reason" dropdown menu currently set to "Damaged Goods". At the bottom left is a numeric keypad with digits 0-9, a decimal point, and a "00" button. At the bottom right are "Ok" and "Cancel" buttons.

- Enter the price you want to charge in the 'New Price' field
- From the drop down box select the reason for the Price Change
- Select OK to change the price

	<p>This will always change the price of the last product in the transaction and does not change the price permanently (there is a setting that can do this so this may be switched on)</p>
	<p>You may have product countdown configured, this is a number displayed by the product that advises the user how many are in stock – it will only display if</p> <div data-bbox="518 1870 702 2016" data-label="Image">  </div> <p>the figure is positive</p>

Terminal Reports

Current Financial

Some of these reports will only appear if the feature is configured.

Report Name	Information
Current Financial	<ul style="list-style-type: none"> • Number and Value of Transactions • Nett Sales • Tender Type breakdown • Number of No Sales • Number and Value of Voids • Loyalty Point Issued • VAT Analysis
Group/Dept	<ul style="list-style-type: none"> • Group Value and Volume • Department Value and Volume
Product Sales	<ul style="list-style-type: none"> • Product Value and Volume • Overall total
Sales Commission	<ul style="list-style-type: none"> • Personnel Names • Band Rates • Transaction Count • Sale Value • Commission Value • Overall total Sale Value per User • Overall total Commission Value per User • Overall total Sale and Commission Value for all Users
Charge Sheet Status	<ul style="list-style-type: none"> • List of Open Tables Volume and Value • Overall Volume and Value
Mix and Match	<ul style="list-style-type: none"> • Mix and Match offers used • Number of times fired • Discount Given

Archive/Central – Sales

These Reports will only have data once the End of Day procedure has been done. Because they are period defined reports, once the report has been selected you will need to choose a start date and/or a finish date for the report. Certain reports may also ask for Terminals to be defined by a tick box, the default is set to all terminals.



Report Name	Information
Daily Sales	<ul style="list-style-type: none">• Number and Value of Transactions• Nett Sales• Tender Type breakdown• Number of No Sales• Number and Value of Voids• Loyalty Point Issued• VAT Analysis
Weekly Sales By Day	<ul style="list-style-type: none">• By Day for a 1 week period• Number and Value of Transactions• Nett Sales• Tender Type breakdown• Number of No Sales• Number and Value of Voids• Loyalty Point Issued• VAT Analysis
Consolidated Weekly Sales	<ul style="list-style-type: none">• 1 week period total values• Number and Value of Transactions• Nett Sales• Tender Type breakdown• Number of No Sales• Number and Value of Voids• Loyalty Point Issued• VAT Analysis
Sales By Period	<ul style="list-style-type: none">• User defined period totals• Number and Value of Transactions• Nett Sales• Tender Type breakdown• Number of No Sales• Number and Value of Voids• Loyalty Point Issued• VAT Analysis
Sales Commission	<ul style="list-style-type: none">• User defined period• User Sale Value• User Commission earned• Overall Sale Value• Overall Commission Value
Operator Sales	<ul style="list-style-type: none">• User Defined Period• By Operator• Number and Value of Transactions

- Nett Sales
- Tender Type breakdown
- Number of No Sales
- Number and Value of Voids
- Loyalty Point Issued
- VAT Analysis

Group/Dept

- User Defined Period
- Period Totals
- Group Value and Volume
- Department Value and Volume

Product Sales Report

- User defined period totals
- Product Value and Volume
- Overall total

Hourly Report

- Graphical representation of hourly sales by product count
- Graphical representation of hourly sales by sales value
- Graphical representation of hourly sales by transaction count

Mix and Match

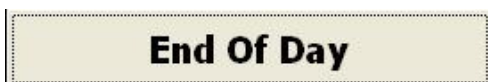
- User defined period totals
- Mix and Match offers used
- Number of times fired
- Discount Given

End of Day

Each till must be declared at the end of the day/shift.



- Select



Cash Declaration

This is configurable and may not be switched on – it allows you to reconcile your cash and drawer figure on each till at end of day. The amount declared is the total amount of cash, cheques, cards and 'other' tender types in the till and includes floats entered.

Tender Declaration

Cash Declaration

Cash			Non Cash		
	Count	Value		Count	Value
£100	0	£ 0	Cheques	0	£ 0.00
£50	0	£ 0	Credit Cards	0	£ 0.00
£20	0	£ 0	Others	0	£ 0.00
£10	0	£ 0			
£5	0	£ 0			
£2	0	£ 0			
£1	0	£ 0			
50p	0	£ 0.00			
20p	0	£ 0.00			
10p	0	£ 0.00			
5p	0	£ 0.00			
2p	0	£ 0.00			
1p	0	£ 0.00			
Cash Total:	0	£ 0.00			
Declaration Total:		£ 0.00			

7	8	9	Clear
4	5	6	
1	2	3	Enter
0	00	B/S	

Declare
Clear All
Abort

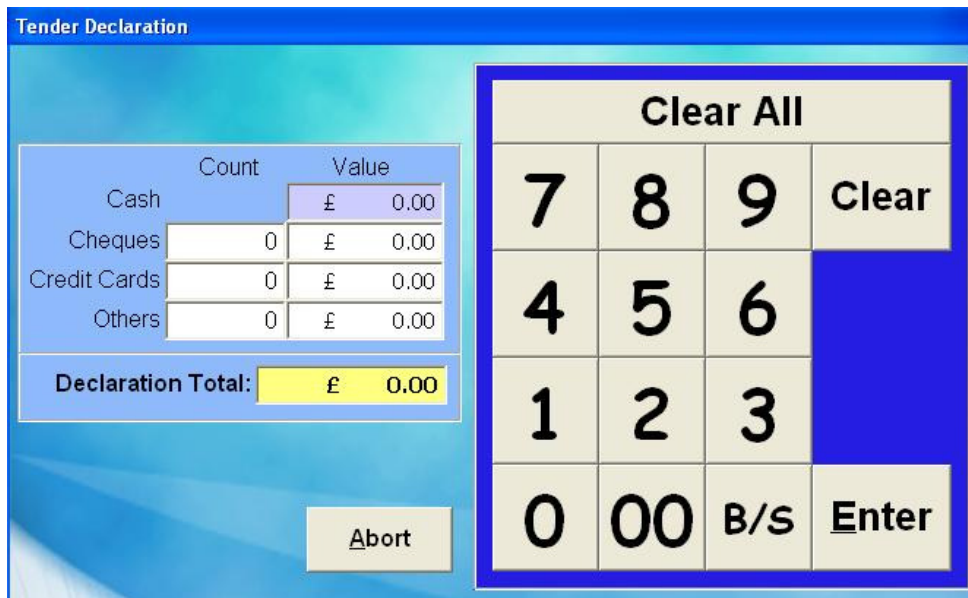
- Enter either the number of notes in the count box OR the value of the notes in the value box, in the non cash section enters the value against the tender

type; you may also enter the number as well but this is not mandatory. The cash and declaration totals will be automatically calculated.

- Select



Or



	Count	Value
Cash		£ 0.00
Cheques	0	£ 0.00
Credit Cards	0	£ 0.00
Others	0	£ 0.00
Declaration Total:		£ 0.00

Abort

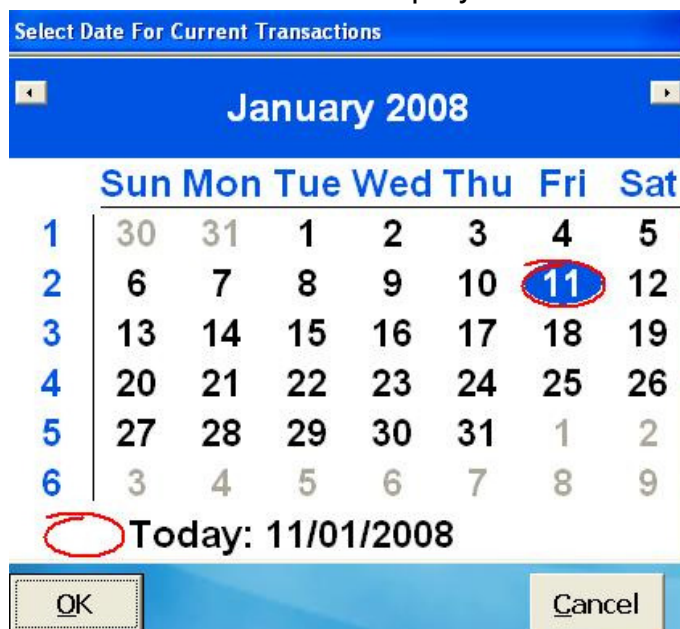
Clear All

7	8	9	Clear
4	5	6	
1	2	3	
0	00	B/S	Enter

- Select



The Select Date box is displayed



Select Date For Current Transactions

January 2008

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	30	31	1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31	1	2
6	3	4	5	6	7	8	9

Today: 11/01/2008

OK Cancel

- Select the date that the current transactions are to be date stamped with and press OK (when viewing reports the data the data will report under this date)

The end of day confirmation selection will appear



- Select Yes to confirm the date and to transfer the data; if no is selected the declaration is forgotten and the current financials remain in place



Declarations are configurable so they may use one of the examples above or none at all

Sales Review

Sales Review enables you to view either Central/Archive Sales or Current Local Sales from the Back Office, drill down into the transaction and reprint receipts. The default when launching the software will be Central/Archive (all sales up until the last end of day), once you have changed the criteria to be local (for the machine you are on) this will be the default until you exit and load the software again

Central/Archive Sales

- Select



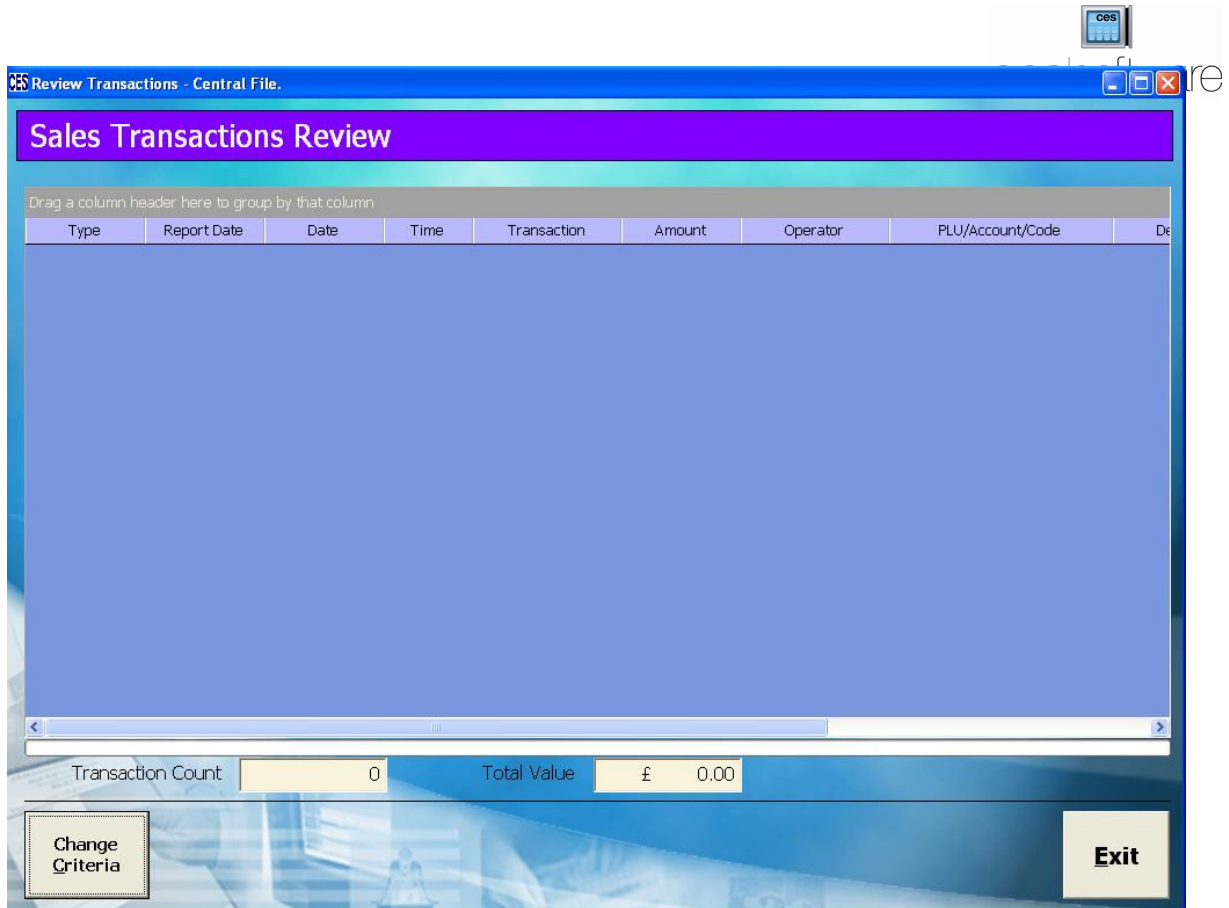
- Select



The Sales Transaction review screen will be shown

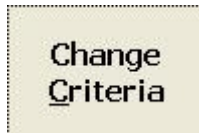


Note: the screen may show data if a search has been done and the software has not been closed



To find a transaction from a past date

- Select



The search criteria screen is displayed

Review Transactions Search Criteria

Sales Database

☒ Central / Archive Sales ☐ Current Local Sales

Operators

Operator: All Operators

Transaction Types

☒ Sales ☒ Refunds ☐ No Sale ☐ Voids
☐ A/C Pay ☐ Paid IN ☐ Paid Out ☐ Training
☐ Hotcodes ☐ Card Details ☐ Void All

Date / Time

Start Date: 22/01/2008 End Date: 23/01/2008

Start Time: 00:00 End Time: 23:59



Terminal Selection

☒ All Machines ☐ Range Of Machines

From: 1 To: 999

Transaction Values

Low: 0.00 High: 999999.99

 Search  Cancel



To be in Central/Archive Sales the End of Day process must have been done, the date chosen at end of day will be the date the sales will appear in reports

- Leave the default as Central/Archive Sales

Sales Database

☒ Central / Archive Sales ☐ Current Local Sales

- Select the Operator (if known) if not keep as All Operators

Operators

Operator: All Operators

- Select the Transaction Type or types you want to find

Transaction Types

☒ Sales ☒ Refunds ☐ No Sale ☐ Voids
☐ A/C Pay ☐ Paid IN ☐ Paid Out ☐ Training
☐ Hotcodes ☐ Card Details ☐ Void All

- Select the date or the date range of the transactions you want to view, if you want you can narrow this down by time by using the start and end time selections

Date / Time

Start Date End Date


Start Time End Time

- Chose the Terminals of the transactions you want to view, if you want to see Terminal 1 select Range of Machines and From 1 To 1

Terminal Selection

☒ All Machines ☐ Range Of Machines

From To


 The terminal is the till it was cashed off from

- Select the minimum and maximum value of the transactions you want to view, if you want to find all transactions leave the default as it is

Transaction Values

Low High

- Select



The Sales Transactions Review screen will be shown with the relevant data using the criteria above we will see all sales and refund transactions on all machines by all operators between 16/1 and 23/1

Sales Transactions Review								
Drag a column header here to group by that column								
Type	Report Date	Date	Time	Transaction	Amount	Operator	PLU/Account/Code	De
Sale	18/01/2008	18/01/2008	11:08	001-01-00001	89.00	Manager		
Sale	18/01/2008	17/01/2008	15:27	001-01-00002	43.00	Manager		
Sale	18/01/2008	18/01/2008	11:14	001-01-00003	21.00	Manager		
Sale	20/01/2008	18/01/2008	13:59	001-01-00004	300.00	Manager		
Sale	20/01/2008	18/01/2008	14:09	001-01-00005	600.00	Manager		
Sale	20/01/2008	21/01/2008	09:45	001-01-00006	9.00	Manager		
Sale	21/01/2008	21/01/2008	09:46	001-01-00007	9.00	Manager		
Sale	21/01/2008	21/01/2008	09:47	001-01-00008	300.00	Manager		
Sale	21/01/2008	21/01/2008	10:00	001-01-00009	95.00	Manager		
Sale	21/01/2008	21/01/2008	10:05	001-01-00010	21.00	Manager		
Sale	21/01/2008	21/01/2008	10:28	001-01-00011	12.00	Stuart		

Transaction Count	11	Total Value	£ 1,499.00
-------------------	----	-------------	------------

Change Criteria	Display Sale	Void Transaction	Print Listing	Print All Receipts	Receipt Document	HTML Export	Excel Export	Exit
-----------------	--------------	------------------	---------------	--------------------	------------------	-------------	--------------	------

- Highlight the transaction you want to view in more detail
- Select

Display Sale

The transaction detail will be shown

DUPLICATE



Print

Fosters	£3.00
Loyalty Points: 9	
Fosters	£3.00
Fosters	£3.00

Total:	£9.00

Paid By: Cash	£9.00
No Change Due	
21/01/2008 09:45	001-01-00006
MANAGER	

Continue

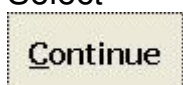
To Print a Copy Receipt

- Select



To exit from the detail view

- Select



To Print an A4 copy of the receipt

- Select



To void the transaction

- Select

**Void
Transaction**



Voiding the Transaction will remove it from the database – this functionality may be disabled

To Print the Search result List from the Receipt Printer

From the Search Result Screen

- Select

Print Listing

This will display the list of transactions

Date	Time	Transaction	Amount
18/01/2008	11:08	001-01-00001	89.00
17/01/2008	15:27	001-01-00002	43.00
18/01/2008	11:14	001-01-00003	21.00
18/01/2008	13:59	001-01-00004	300.00
18/01/2008	14:09	001-01-00005	600.00
21/01/2008	09:45	001-01-00006	9.00
21/01/2008	09:46	001-01-00007	9.00
21/01/2008	09:47	001-01-00008	300.00
21/01/2008	10:00	001-01-00009	95.00
21/01/2008	10:05	001-01-00010	21.00
21/01/2008	10:28	001-01-00011	12.00
Count:	11	Total:	1499.00

Print

Continue

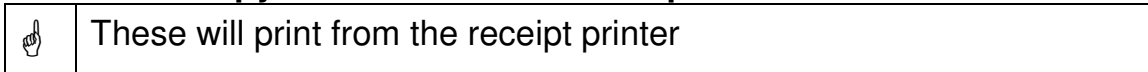
To print this

- Select



The continue button will exit back to the results screen

To Print a Copy Of a Selection Of Receipts



From the search results page

- Select



You will be asked to confirm that you want to print all of the receipts



If you do Press Yes if not Press No

To Export to HTML

- Select



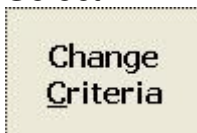
To Export to Excel:

- Select



To Change the Current Criteria:

- Select



Serial Tracking

Serial tracking is used to log details of products sold and to whom e.g. serial numbers of guns

Set up a product for serial tracking

In the product record on the 'Profile' and 'Options' tab

- Tick

Serial number tracking ☒

On the 'Settings' tab

- Set the minimum and maximum number of characters the serial number can have

Serial Tracking Min. Characters Max. Characters

Selling a Product with serial tracking

On the terminal

- Select the product to be sold

The serial tracking number screen is shown

Serial Number Tracking

Plu GUN


Description Gun

Enter Serial Number (5 - 8)

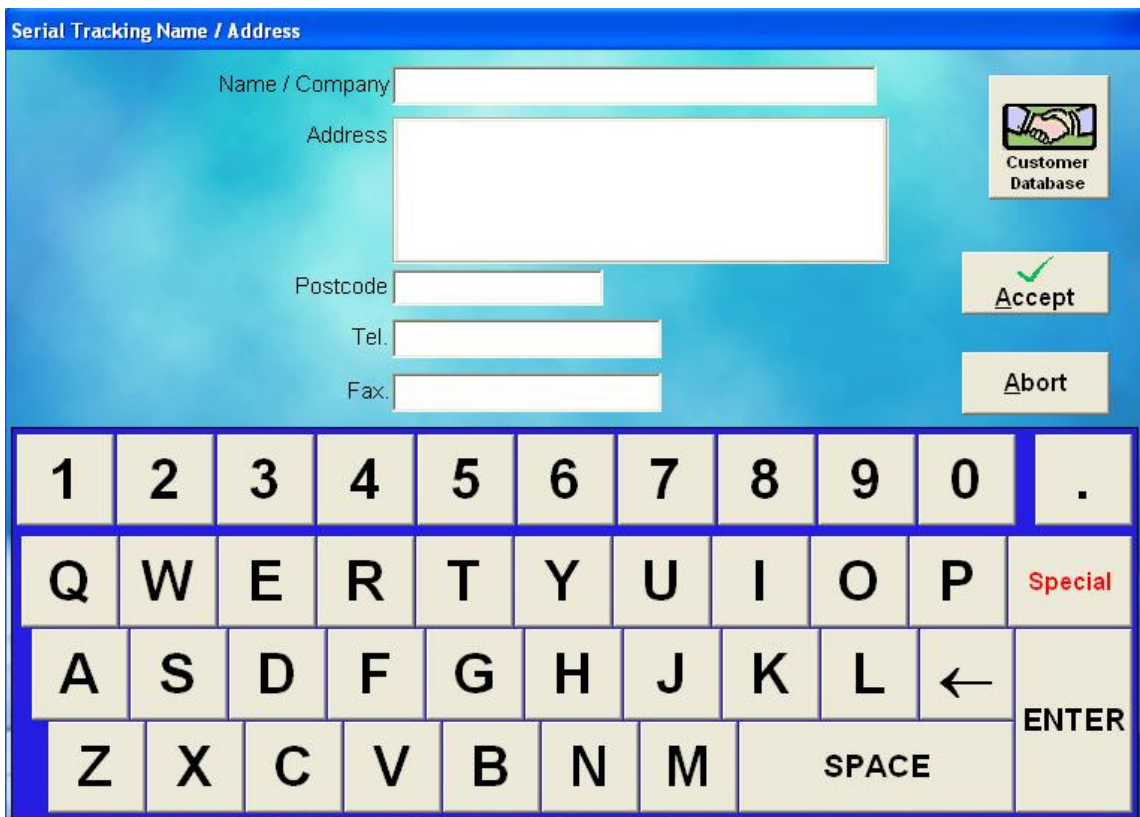
Cancel

1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	Special
A	S	D	F	G	H	J	K	L	←	ENTER
Z	X	C	V	B	N	M	SPACE			

- Enter the serial number using the keyboard on the screen
- Select the Enter key

 If the reason menus are switched on you will see a reason screen – select the appropriate reason – to add a new reason see the 'Reasons' section of the manual

When the Sub total button is pressed you will be asked for the customer details so they can be stored in the database



Serial Tracking Name / Address


Name / Company

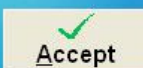
Address


Postcode

Tel.

Fax.


 Customer Database

 Accept

 Abort

1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	Special
A	S	D	F	G	H	J	K	L	←	ENTER
Z	X	C	V	B	N	M	SPACE			

- Enter the customer details

	If the customer already exists in the database you can use the 'Customer Database' button to find the customer
---	--

- Select the Accept button and the data will be stored

Once the transaction has been completed you can look up the information by using 'Serial Tracking'

Looking up Serial Tracking transactions

From the Back Office

- Select



- Select



The serial tracking screen is displayed

Serial Tracking

Date Time	Name	Address	Product / Description	Serial Number
18/01/2008 14:16	Dddddd		GUN Gun	1::TTTTG
18/01/2008 14:16	Dddddd		GUN Gun	1::YYYYYY
18/01/2008 14:00	333333		GUN Gun	1::12346

Records Found: 3

Date Ranges

Start Date: 01/01/2008

End Date: 18/01/2008

Sort By

☒ Date
☐ Name
☐ Plu

☐ Description
☐ Serial No.
☐ Receipt No.

Open Search

Name / Address / Plu / Description / Serial No. /
Price / Receipt No. / Comments

Exit



By default all transactions are displayed but you can narrow down the list by date range, sort by date, name, PLU, description, serial number and receipt number or use the open search for a specific transaction

Mail Merge Wizard

Mail merge wizard is a tool to export data held in the Account and / or Customer database to a csv file.

To Export Data

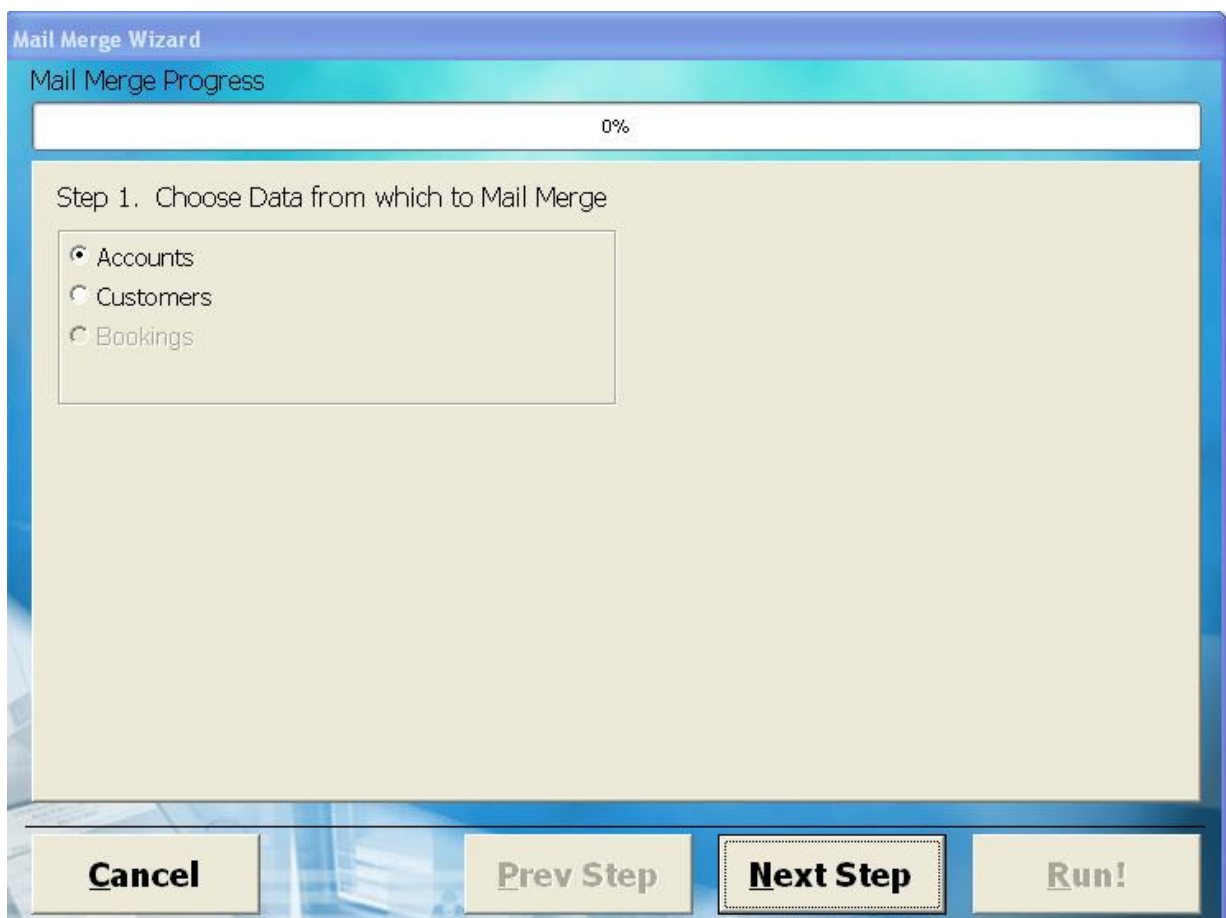
- Select



- Select

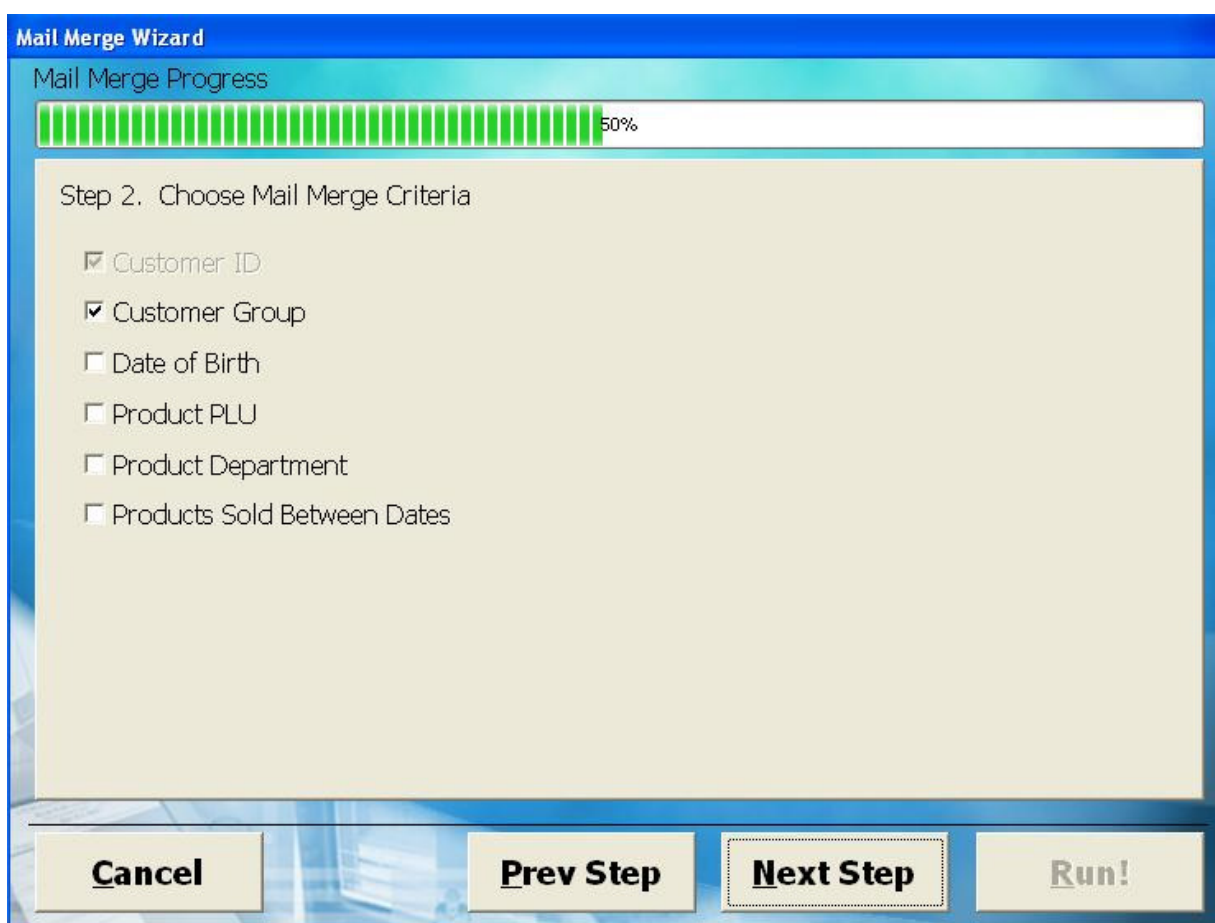


The mail merge wizard Step 1 page is opened



- Select the data group you want to capture the data from
- Select Next Step

Step 2 is displayed



Mail Merge Wizard

Mail Merge Progress

50%

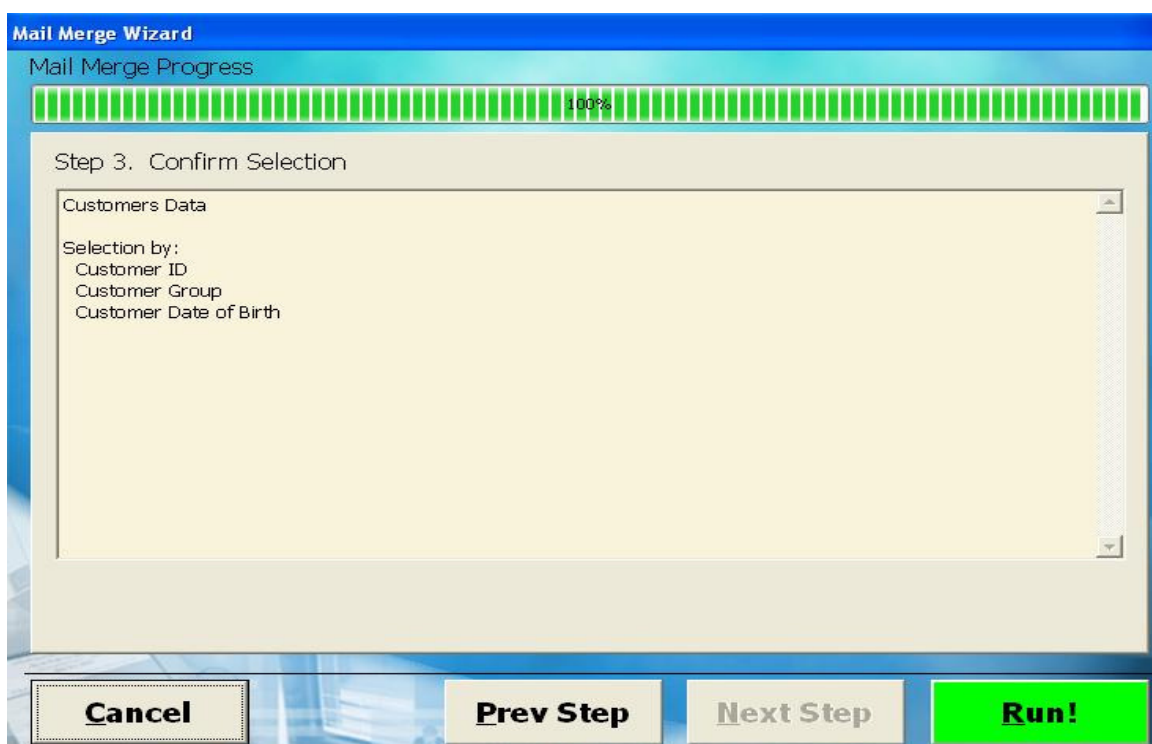
Step 2. Choose Mail Merge Criteria

- ☒ Customer ID
- ☒ Customer Group
- ☐ Date of Birth
- ☐ Product PLU
- ☐ Product Department
- ☐ Products Sold Between Dates

Cancel **Prev Step** **Next Step** **Run!**

- Tick the selection criteria you want to chose from
- Select Next Step

The mail merge confirmation selection screen is displayed



Mail Merge Wizard

Mail Merge Progress

100%

Step 3. Confirm Selection

Customers Data

Selection by:

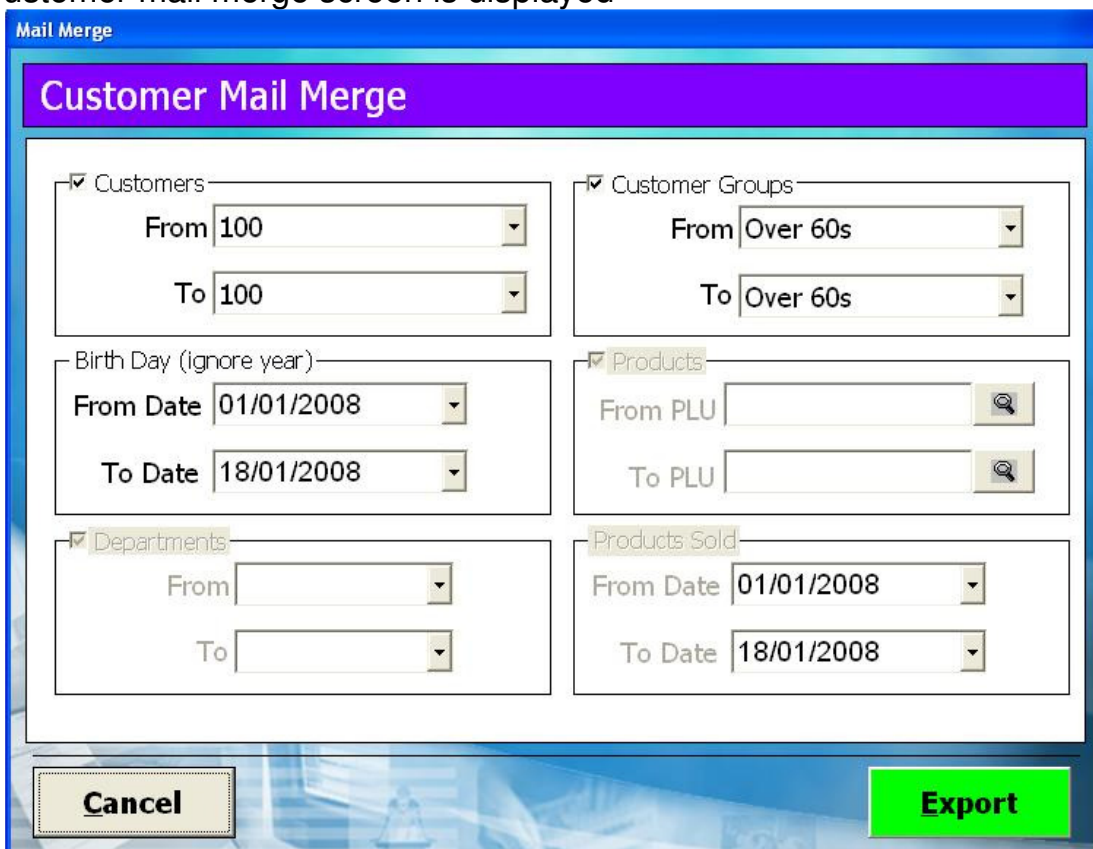
- Customer ID
- Customer Group
- Customer Date of Birth

Cancel **Prev Step** **Next Step** **Run!**

- Select

Run!

The Customer mail merge screen is displayed



The 'Customer Mail Merge' dialog box contains several sections for selecting criteria:

- Customers:** From 100, To 100
- Customer Groups:** From Over 60s, To Over 60s
- Birth Day (ignore year):** From Date 01/01/2008, To Date 18/01/2008
- Products:** From PLU, To PLU (with search icons)
- Departments:** From, To (empty dropdowns)
- Products Sold:** From Date 01/01/2008, To Date 18/01/2008

At the bottom, there are 'Cancel' and 'Export' buttons.

The search criteria you selected will be available

- Narrow down your customer criteria if relevant
- Select

Export

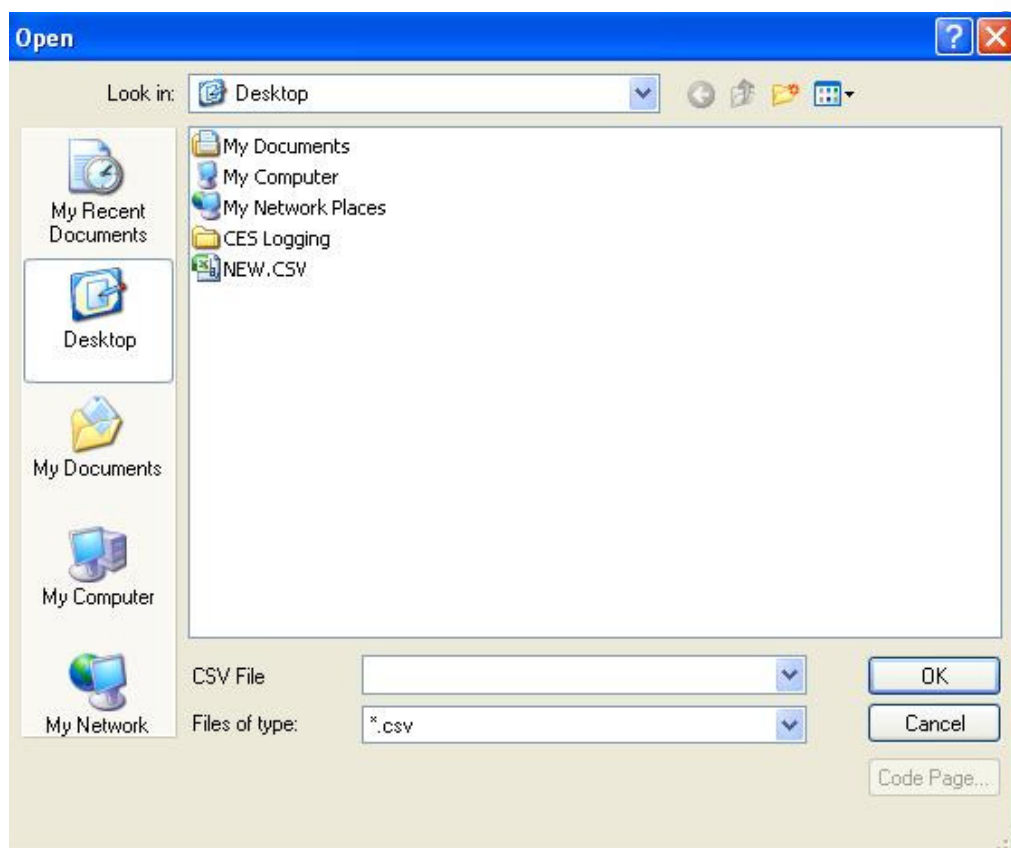
A message will appear advising the number of records found matching the criteria



The 'Export' dialog box displays a question mark icon and the text: 'There are 1 Records to Export, Proceed?'. It has 'Yes' and 'No' buttons at the bottom.

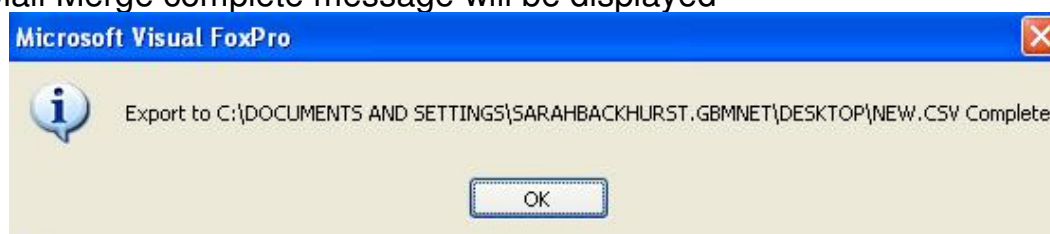
- If you want to proceed with the export press Yes, if not press no

If Yes is selected the following screen is displayed



- Select the path you wish to save the document to
- Enter the name of the document
- Select OK

The Mail Merge complete message will be displayed




- Select OK

The document can now be found in the location you chose to save it in

Commission

This is a feature that enables 'Users' to earn commission on sales made. Commission is set against a user in 'bands', these bands are set in £

 There are a maximum of 10 bands that can be set

Setting Up Personnel

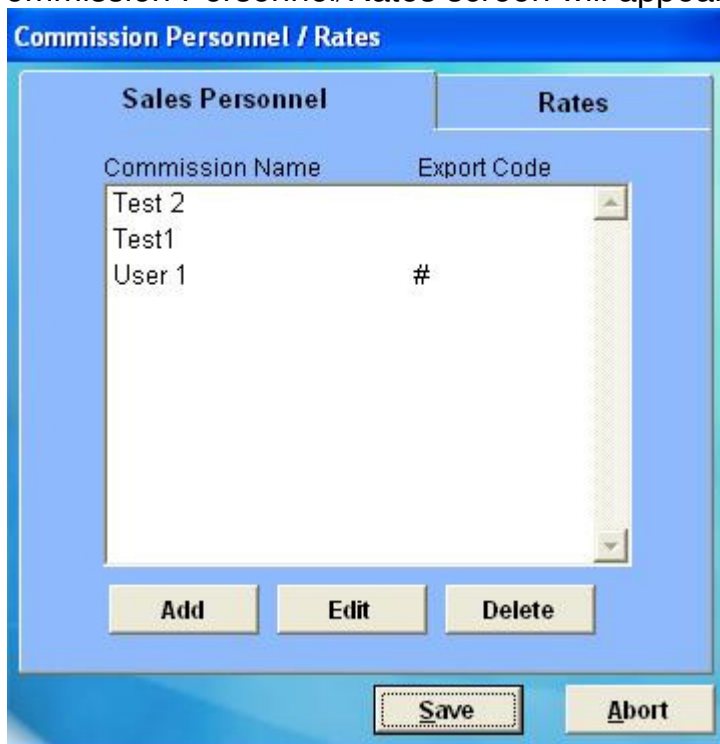
- Select



- Select



The Commission Personnel/Rates screen will appear

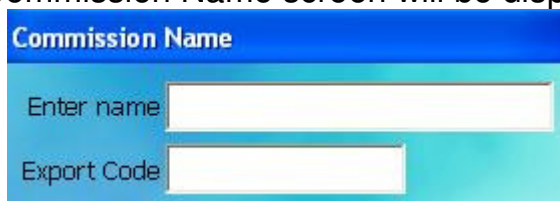


The screenshot shows the 'Commission Personnel / Rates' window. It has two tabs: 'Sales Personnel' (selected) and 'Rates'. Under 'Sales Personnel', there is a table with two columns: 'Commission Name' and 'Export Code'. The table contains three rows: 'Test 2', 'Test1', and 'User 1'. The 'Export Code' for 'User 1' is '#'. Below the table are three buttons: 'Add', 'Edit', and 'Delete'. At the bottom of the window are two buttons: 'Save' and 'Abort'.

- Select



The Commission Name screen will be displayed



The screenshot shows the 'Commission Name' window. It has a title bar 'Commission Name'. Below the title bar are two input fields: 'Enter name' and 'Export Code'.

- Enter the name of the user

- Press Enter twice

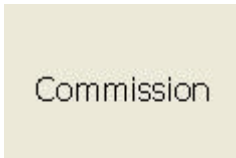
The name of the user will be added to the list

Deleting Personnel

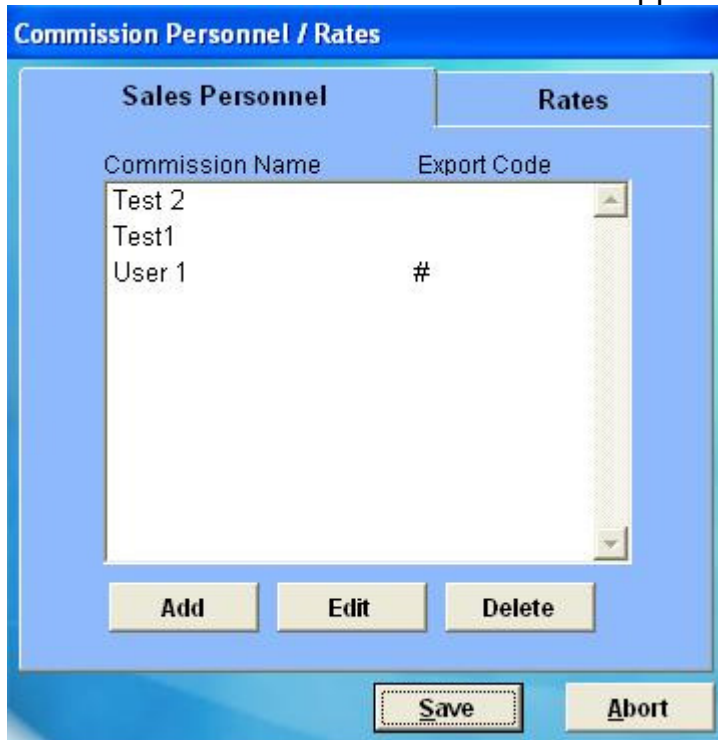
- Select



- Select



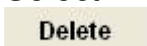
The Commission Personnel/Rates screen will appear



The screenshot shows the 'Commission Personnel / Rates' window. It has two tabs: 'Sales Personnel' (selected) and 'Rates'. Under 'Sales Personnel', there is a table with two columns: 'Commission Name' and 'Export Code'. The table contains three rows: 'Test 2', 'Test1', and 'User 1'. The 'Export Code' column has a '#' symbol in the third row. Below the table are three buttons: 'Add', 'Edit', and 'Delete'. At the bottom of the window are two buttons: 'Save' and 'Abort'.

Commission Name	Export Code
Test 2	
Test1	
User 1	#

- Highlight the name of the user you want to delete by clicking on it
- Select



Editing Personnel

- Select



- Select



The Commission Personnel/Rates screen will appear



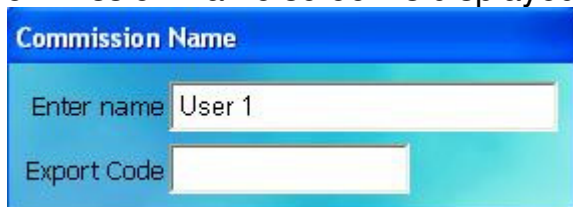
The screenshot shows the 'Commission Personnel / Rates' window. It has two tabs: 'Sales Personnel' (selected) and 'Rates'. Under 'Sales Personnel', there is a table with two columns: 'Commission Name' and 'Export Code'. The table contains three rows: 'Test 2', 'Test1', and 'User 1'. The 'Export Code' column has a '#' symbol in the third row. Below the table are three buttons: 'Add', 'Edit', and 'Delete'. At the bottom of the window are two buttons: 'Save' and 'Abort'.

Commission Name	Export Code
Test 2	
Test1	
User 1	#

- Highlight the name of the user you want to edit by clicking on it
- Select



The Commission Name screen is displayed



The screenshot shows the 'Commission Name' window. It has a title bar 'Commission Name'. Inside, there are two input fields: 'Enter name' with the text 'User 1' and 'Export Code' which is empty.

- Edit the required information
- Press Enter

Saving Changes

To save any additions or any changes made from the Commission/Personnel Rates screen

- Select




If you do not want to save the changes made

- Select



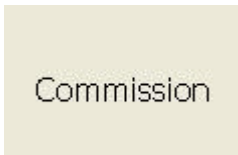
Setting Up Rates

 Rates are set for all personnel and all sales you cannot set up a rate for a particular product or user

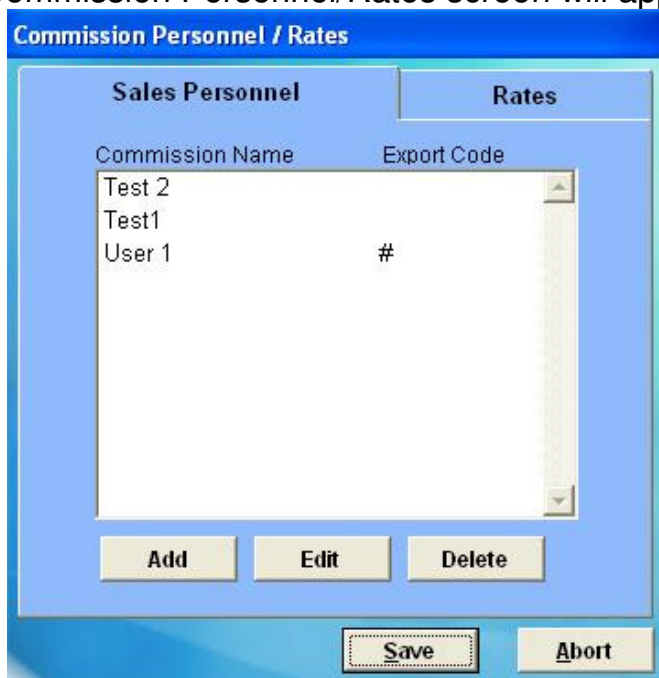
- Select



- Select



The Commission Personnel/Rates screen will appear



The screenshot shows the 'Commission Personnel / Rates' window. It has two tabs: 'Sales Personnel' and 'Rates'. The 'Rates' tab is active. Inside the window, there is a table with two columns: 'Commission Name' and 'Export Code'. The table contains three rows: 'Test 2', 'Test1', and 'User 1'. The 'Export Code' column has a '#' symbol in the third row. Below the table are three buttons: 'Add', 'Edit', and 'Delete'. At the bottom of the window are two buttons: 'Save' and 'Abort'.

Commission Name	Export Code
Test 2	
Test1	
User 1	#

- Select

Rates

The rates page is displayed

	From Amount	To Amount	Rate (%)
Band #1	0.00	10.00	10.00
Band #2	10.00	100.00	20.00
Band #3	0.00	0.00	0.00
Band #4	0.00	0.00	0.00
Band #5	0.00	0.00	0.00
Band #6	0.00	0.00	0.00
Band #7	0.00	0.00	0.00
Band #8	0.00	0.00	0.00
Band #9	0.00	0.00	0.00
Band #10	0.00	0.00	0.00

- Enter in the band numbers the amounts and commission rates you want to implement

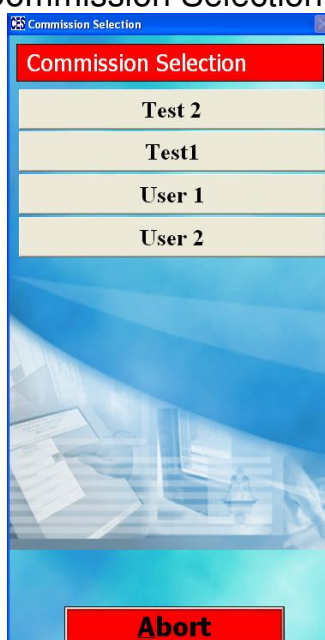
In this example a sale up to £10.00 will attract 10% and between £10.00 and £100.00 attracts 20%

Selling with Commission Set

- Select the products to be sold
- Select

SUBTOTAL

The Commission Selection screen is displayed



- Select the Person the commission is to be attributed to

In Reports and Current Sales you can view the Sales Commission Report

Current Commission Report				
21/01/2008 10:00				
Branch: 001			Terminal: 01	
=====				
Name				
Band	Rate	Count	Sales	Commission
=====				
User 1				
1>	10.00%	1	9.00	0.90
		1	9.00	0.90

User 2				
2>	20.00%	1	95.00	19.00
		1	95.00	19.00

=====				
Total:		2	104.00	19.90

For a summary of this Report please see the Reports section

Clock In/Out

This is a feature that enables Staff hours to be tracked; the staff member should 'clock in' at the beginning of their shift and 'clock out' at the end of their shift.

To Clock In

- Log on to the POS
- Select



This will register the Operator and the time the clock in function was selected; this is the start of their shift

To Clock Out

- Select



This will register the operator and the time the clock out function was selected; this is the end of their shift

In crystal reports you can run an operator hours report which shows the clock in/out times and the hours and minutes worked

Labels

There are two ways of printing shelf edge or product labels (barcodes) either from the product record (single product) or from database (multiple products).

Printing from the Product Record

- Select **Profile**
- Select **Remotes/Labels/Ghost Items**

In the Labels section



The 'Labels' section interface includes the following elements:

- Shelfedge label** checkbox and **Print Shelfedge** button
- Product label** checkbox and **Print Product** button
- Sales Label** text input field with a **Search** button and a **Reset** button
- Sales label printer** text input field with a **Search** button and a **Reset** button

- Select the button for the type of label required
Print Shelfedge or **Print Product**

Once you have selected the type of label you want to print the following screen will be shown



The 'Shelfedge Label - Export' screen displays the following information and controls:

- PLU** input field containing 'BOTTLE COKE'
- Description** input field containing 'Bottle Coke'
- Quantity** input field with a spinner set to '1'
- Buttons at the bottom: **Reset**, **Export**, and **Exit**

Or



The dialog box titled "Product Label - Export" has a blue header bar with the title. Below the header is an orange bar with the title "Product Label - Export". The main area is light blue and contains three input fields: "PLU" with the value "BOTTLE COKE", "Description" with the value "Bottle Coke", and "Quantity" with a spinner box showing the value "1". At the bottom, there are three buttons: "Reset", "Export", and "Exit".

The PLU and Description is carried through from the product record so this is the information that will print on the labels

- Select the Quantity of labels required

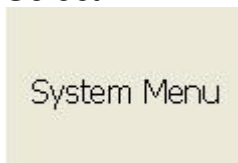
Printing from the Database

This is for printing labels for a whole department

- Select



- Select



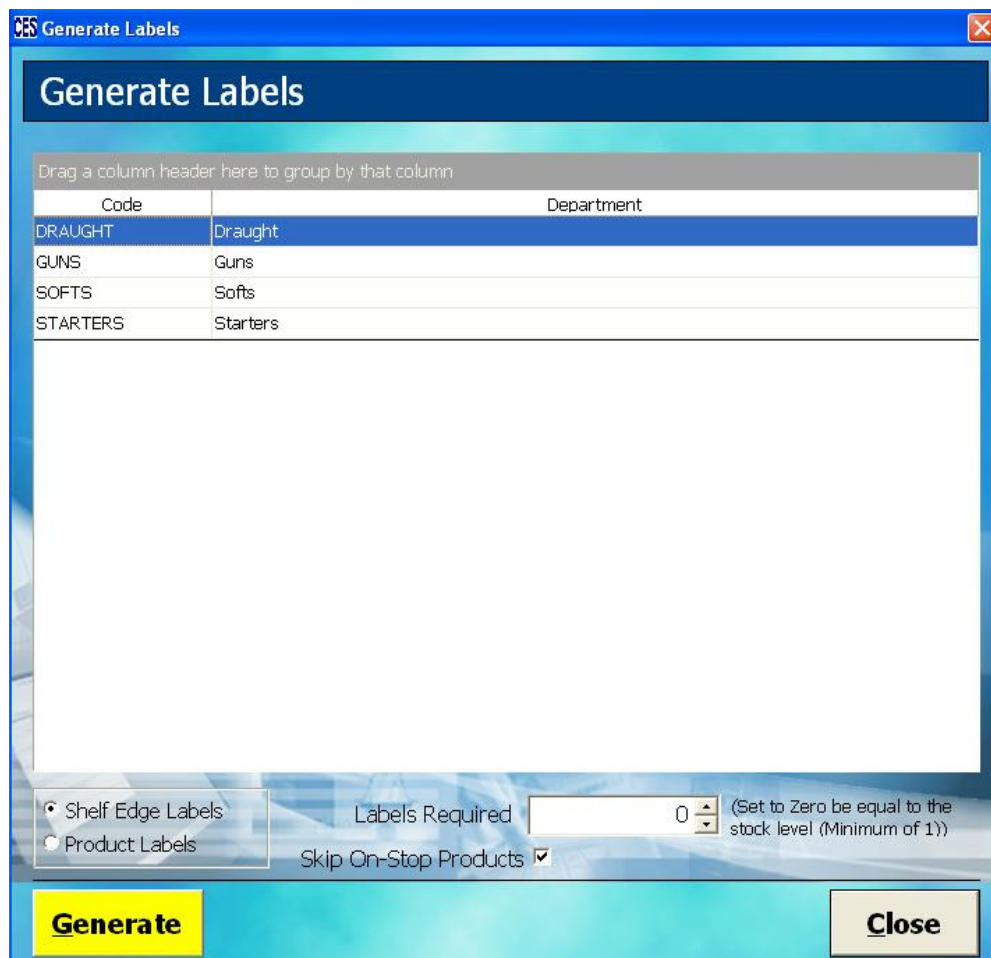
- Select



- Select



The generate labels screen will be shown



Generate Labels

Drag a column header here to group by that column

Code	Department
DRAUGHT	Draught
GUNS	Guns
SOFTS	Softs
STARTERS	Starters

☐ Shelf Edge Labels
 ☒ Product Labels

Labels Required: 0 (Set to Zero be equal to the stock level (Minimum of 1))

Skip On-Stop Products ☒

Generate **Close**

- Click on the Department you want to print labels for
- Select the type of label you want to print
 - ☐ Shelf Edge Labels
 - ☒ Product Labels
- Select the number of labels required
 - Labels Required: 3
- If you do not want labels for products marked as 'on-stop' tick the box
 - Skip On-Stop Products ☒
- Select

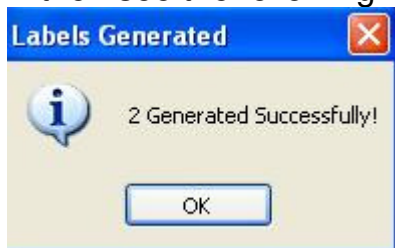
Generate

The following message will be displayed

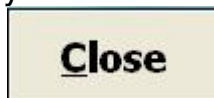


If correct Press Yes

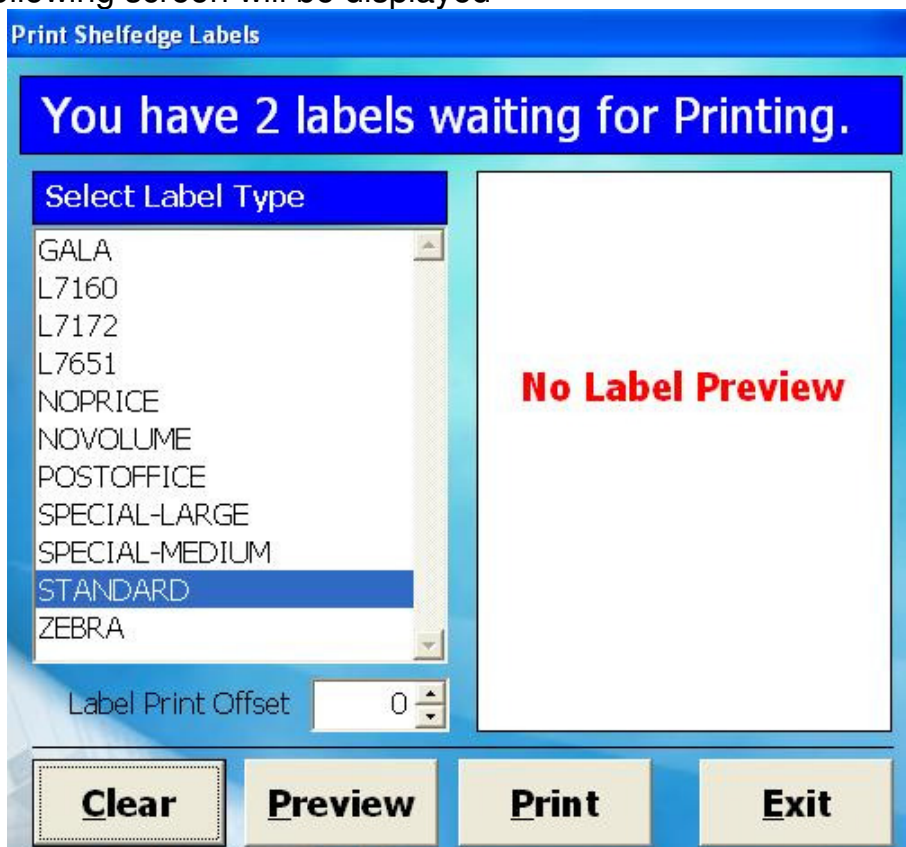
You will then see the following



Once you have selected all of your departments and number of labels select



The following screen will be displayed



- Select the label type from the list on the left
- To preview the labels select Preview
- To Print the labels select Print

Exit and Clear will take you back to the Database options screen

Credit Notes

Credit Notes are a form of refund by effectively putting the person in 'credit' and issuing a receipt for the credit amount

Issuing a Credit Note

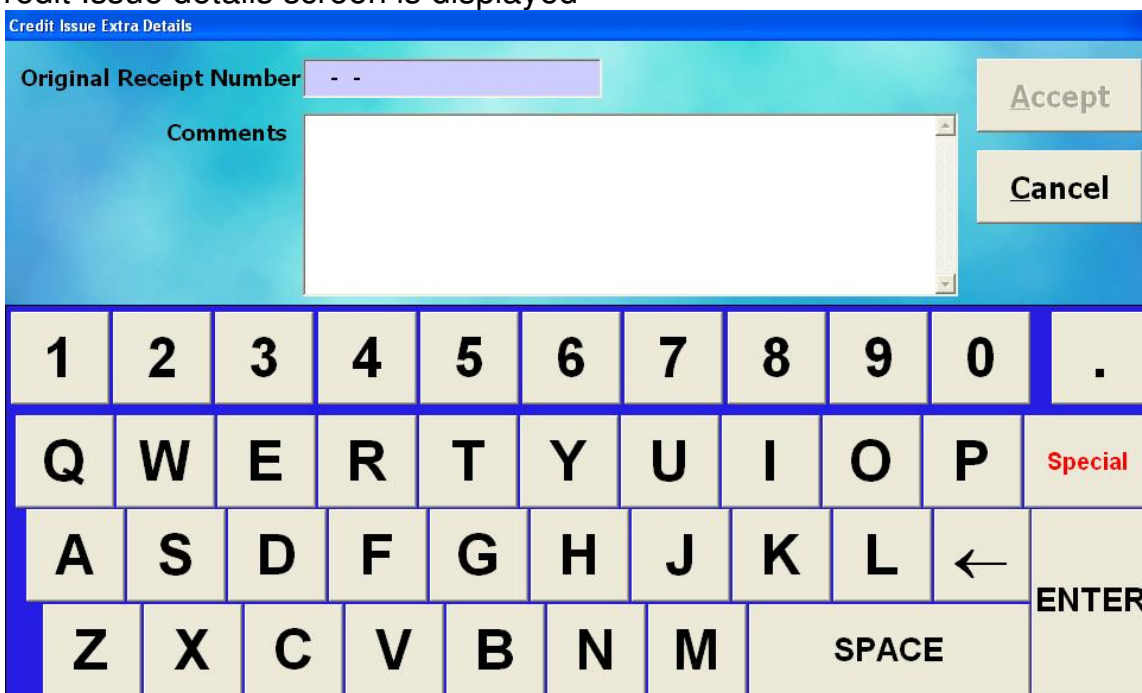
- Refund the items that you wish to issue a credit note for
- Select



- Select



The Credit Issue details screen is displayed



The screenshot shows the 'Credit Issue Extra Details' screen. It features a header bar with the title 'Credit Issue Extra Details'. Below the header, there is a section with two input fields: 'Original Receipt Number' (containing '-') and 'Comments' (empty). To the right of these fields are two buttons: 'Accept' and 'Cancel'. Below the input fields is a numeric keypad with buttons for digits 1-0, a decimal point, and a 'Special' button. Below the numeric keypad is a QWERTY keyboard layout with buttons for letters A-Z, a 'SPACE' button, and an 'ENTER' button.

- Enter the original receipt number
- Enter Comments as required
- Select



- Complete the transaction

Using/Redeeming a Credit Note

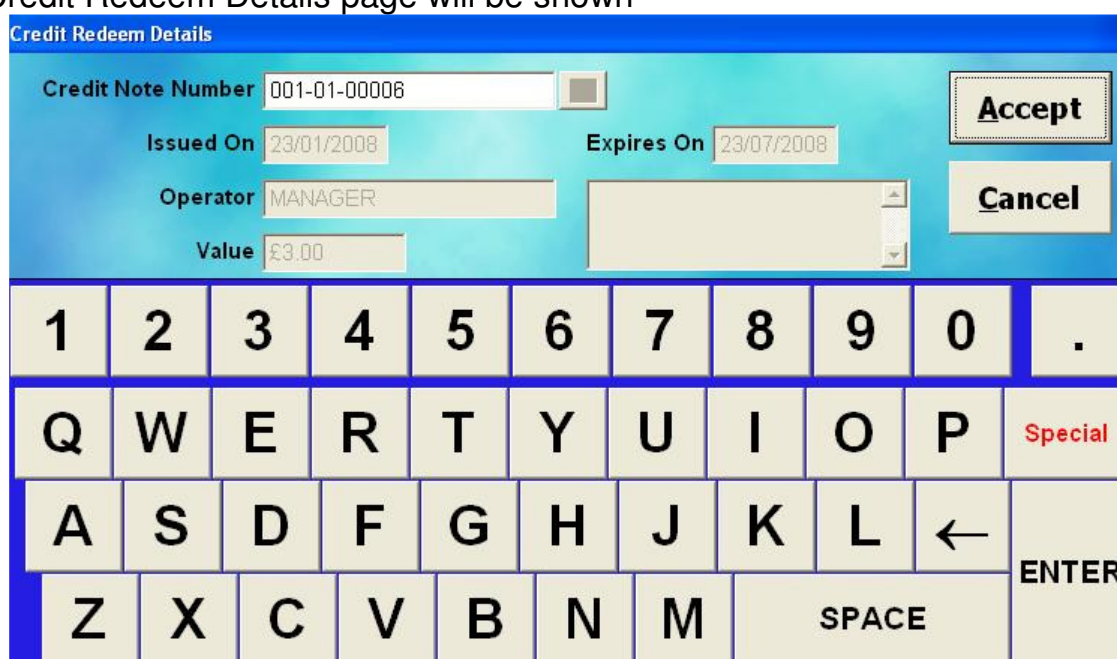
- Ring through the items on the transaction
- Select



- Select





The Credit Redeem Details page will be shown



The screenshot shows the 'Credit Redeem Details' form. It includes fields for 'Credit Note Number' (001-01-00006), 'Issued On' (23/01/2008), 'Expires On' (23/07/2008), 'Operator' (MANAGER), and 'Value' (£3.00). There are 'Accept' and 'Cancel' buttons. Below the form is a numeric keypad (0-9, .) and an alphanumeric keypad (QWERTYUIOP, ASDFGHJKL, ZXCVBNM, SPACE, ENTER).


- Enter the Credit Note Number

 The credit note number can be found on the credit note issue receipt or you can use the  as a search function, make sure you verify the details of the note you are redeeming

- Select



- Complete the transaction

 A credit note can be used as a Part Payment

Stock In/Out

To use the stock facility the products/PLUs must be set up, this manual assumes the product exists in the database and units of sale have been created. You can enter the stock details when creating the item; the process does not have to be done separately.

Setting up a Stock item

- Select



- Select



Find the product record you want to set as a stock item

Product Items

PLU MARS BAR Search Create Next

Description Mars Bar Search
Copy
Paste

Pricing
Stock/History
Profile
Comments
Suppliers
Locations
Recipe
Alternative PLU's

Purchasing Prices

Case Qty
Case Cost £

Unit Cost £
Average Cost

Sales Price Levels

	Unit Of Sale	Quantity	Ex. Price	Inc. Price	Margin %	Profit
Price Level 1	EACH	1.00	£ 0.43	£ 0.50	53.4900	£ 0.23
Price Level 2	NONE		£ 0.00		0.0000	£ 0.00
Price Level 3	NONE		£ 0.00		0.0000	£ 0.00
Price Level 4	NONE		£ 0.00		0.0000	£ 0.00
Price Level 5	NONE		£ 0.00		0.0000	£ 0.00
Price Level 6	NONE		£ 0.00		0.0000	£ 0.00
Volume			0.00			

VAT

Description

Code

Rate


- In the Case QTY enter the number of sale units in the case you purchase
e.g. in a box of 36 Mars Bars there are 36 items, in a 70cl bottle of Vodka selling at 25ml shots there are 28


- In the case cost enter the cost price of the case

The Unit cost will be calculated automatically

- In the Quantity field for each unit of sale and price level you have set up; enter the number taken from stock each time one is sold *e.g. if I have a unit of sale called double for vodka the quantity out of stock would be 2*
- In the Inc.Price field enter the price you sell the product for (if it is not already there)

The Profit, Margin and Ex.Price will be worked out automatically

	Make sure you have the correct VAT Rate applied
---	---

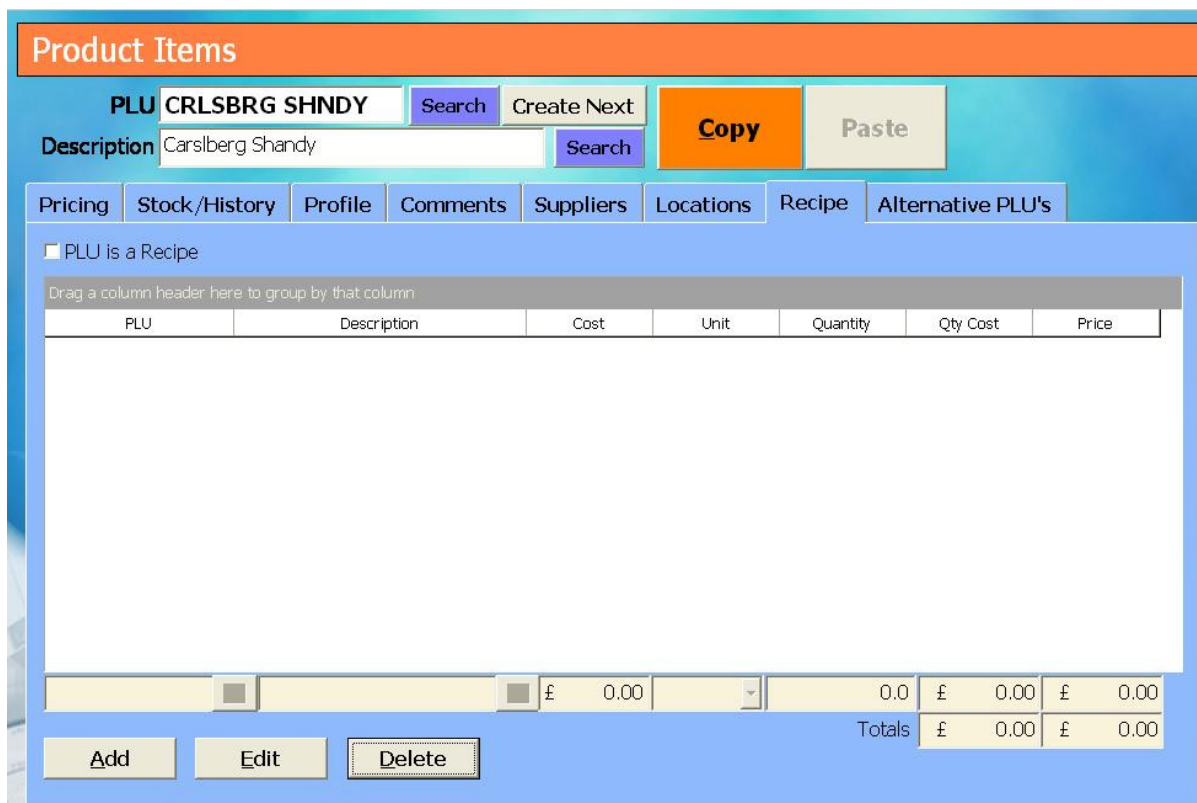
	Remember once you have set up your item for stock when you sell it will start deducting from stock levels and the system will allow you to run in a negative stock so you will need to do a count to ensure your figures are accurate
--	---

To set up a recipe item

A recipe item is used when selling a product that is made up of more than 1 item *e.g. Lager Shandy* so the Stock takes are accurate we must tell the system how much Lager and how much Lemonade is in the product.


- You must have your products Lager and Lemonade set up as above
- Add Carlsberg Shandy as a PLU
- Select **Profile**
- Select **Options**
- Tick **PLU is a Recipe** ☒
- Select **Recipe**

The recipe page is displayed



The screenshot shows the 'Product Items' window with the 'Recipe' tab selected. The 'PLU' field contains 'CRLSBRG SHNDY' and the 'Description' field contains 'Carlsberg Shandy'. The 'PLU is a Recipe' checkbox is checked. Below the tabs is a table with columns: PLU, Description, Cost, Unit, Quantity, Qty Cost, and Price. The table is currently empty. At the bottom, there are 'Add', 'Edit', and 'Delete' buttons, and a 'Totals' row showing £ 0.00 for Cost, 0.0 for Quantity, £ 0.00 for Qty Cost, and £ 0.00 for Price.

- Select **Add**

This enables the product selection box using the  select the first product you want to add as part of the recipe and press **Save**

CARLSBERG	Carlsberg	£	1.00	HALF	0.5	£	0.50	£	1.50
-----------	-----------	---	------	------	-----	---	------	---	------

In this example I have told the system I am taking Half of Carlsberg from stock – it has calculated the cost

- Select

Add

Find the second product you want to add, repeat this process until all constituent items have been added



If you cannot select the size you want to add to the recipe it is because it is not priced in the sales price levels section of the product record

Product Items

PLU CRLSBRG SHNDY **Search** **Create Next** **Copy** **Paste**

Description Carlsberg Shandy **Search**

Pricing **Stock/History** **Profile** **Comments** **Suppliers** **Locations** **Recipe** **Alternative PLU's**

☐ PLU is a Recipe

Drag a column header here to group by that column


PLU	Description	Cost	Unit	Quantity	Qty Cost	Price
CARLSBERG	Carlsberg	1.00	HALF	0.5	0.50	1.50
LEMONADE	Lemonade	0.20	EACH	1.0	0.20	1.20

CARLSBERG	Carlsberg	£	1.00	HALF	0.5	£	0.50	£	1.50	
						Totals	£	0.70	£	2.70

Add **Edit** **Delete**


Once you have saved the PLU the following message will be displayed

Update Recipe Cost


 Update Main Recipe (PLU) Cost Price?

Yes **No**

- Select Yes

	Updating the main recipe cost price means that the system will work out the cost price based on the items and quantities you have added to the recipe item
---	--

The Margin and Profit fields on the front of the product record will be updated

72.5500	£ 1.85
---------	--------

Stock Orders

Stock orders can be used to record incoming stock which has not yet been received/orders placed with suppliers. This is not a mandatory part of the Stock In process as 'Goods In' can be created as deliveries are received. These orders can be faxed or sent electronically to Suppliers in some cases.

To create a new Order manually

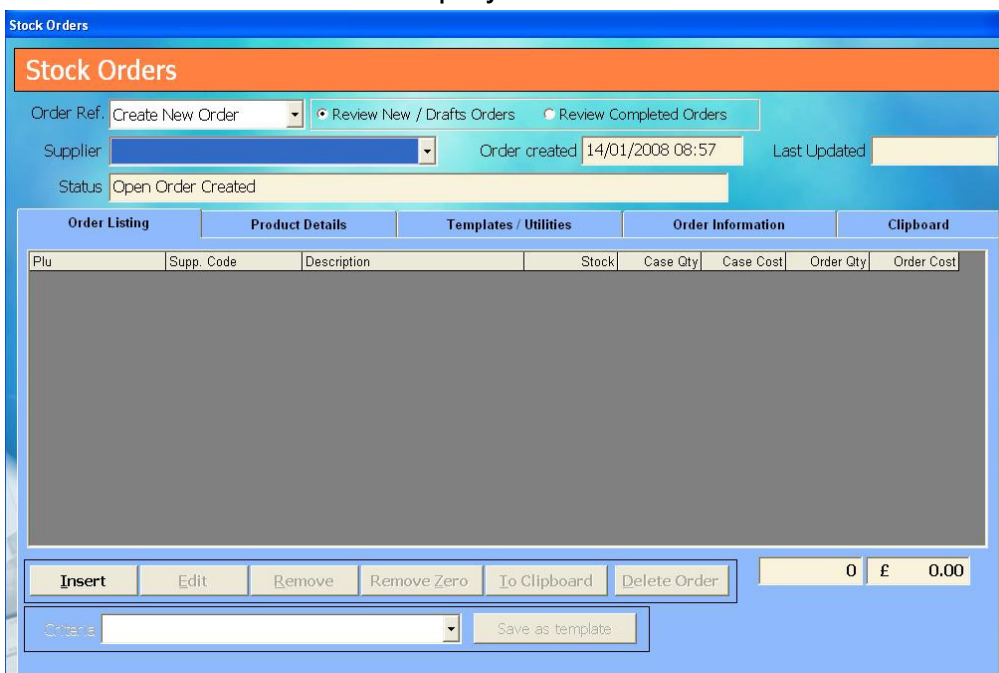
- Select



- Select



A blank Stock Orders screen is displayed

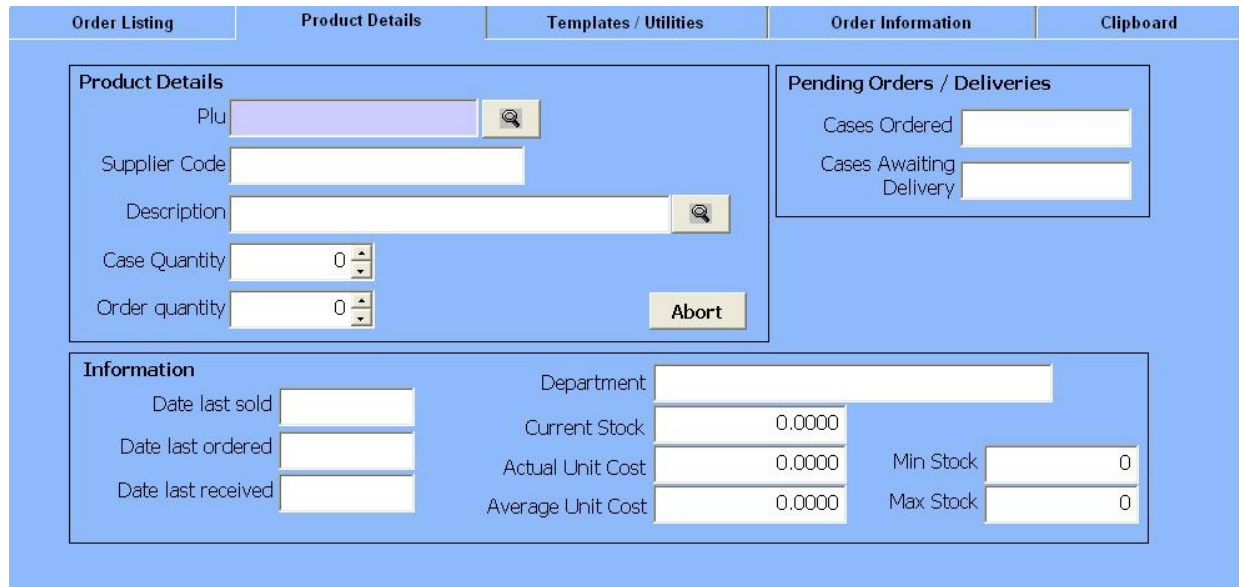



The screenshot shows the 'Stock Orders' window. At the top, there's a title bar 'Stock Orders' and a header bar 'Stock Orders'. Below the header, there are several fields: 'Order Ref.' with a dropdown menu set to 'Create New Order', 'Supplier' with a dropdown menu, 'Order created' with a date/time field showing '14/01/2008 08:57', and 'Last Updated' with an empty field. There are also radio buttons for 'Review New / Drafts Orders' (selected) and 'Review Completed Orders'. Below these fields is a 'Status' field showing 'Open Order Created'. The main area is a table with columns: 'Plu', 'Supp. Code', 'Description', 'Stock', 'Case Qty', 'Case Cost', 'Order Qty', and 'Order Cost'. The table is currently empty. At the bottom, there are buttons: 'Insert', 'Edit', 'Remove', 'Remove Zero', 'To Clipboard', and 'Delete Order'. There is also a 'Criteria' dropdown and a 'Save as template' button. On the right side, there are fields for '0', '£', and '0.00'.

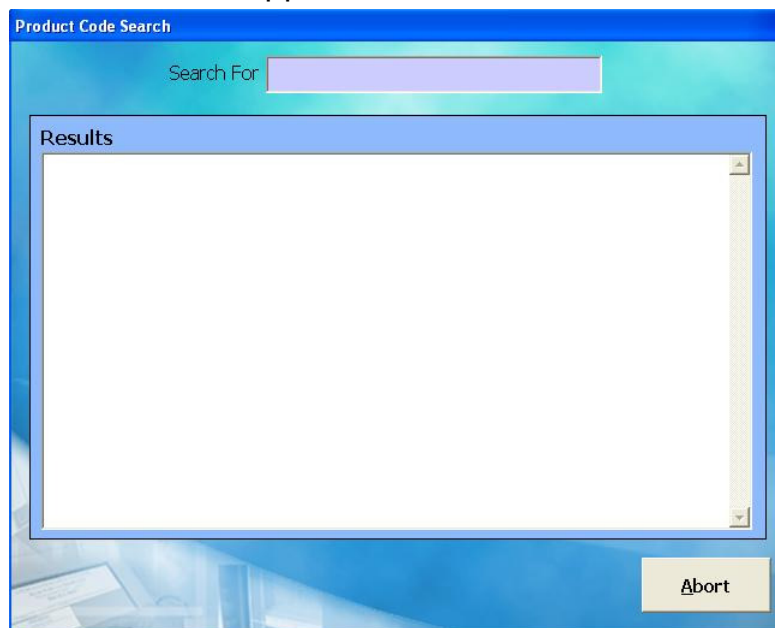
- From the drop down box in the 'Order Ref' field select 'Create New Order'
- From the 'Supplier' drop down box select the supplier you are ordering the products from
- Select




A new screen will appear



- In the PLU field enter the PLU field of the first product you want to add to the list and enter, if you do not know the full PLU press the  and the product search box will appear



- In the Search for field enter a minimum of 1 character of the product you are searching for the search will find any product with that character in *e.g. if you enter 'o' as the search it will find 'Orange', 'Fosters' and 'Coke Bottle' as they all contain the letter 'o'*. Select 'Accept' to confirm the product

 You can also use the Supplier Code to find the item you are looking for

- Enter the number of cases you want to order in the 'Order Quantity' field
- Select

Insert



The product is displayed on the Order page with the quantity and cost



If the cost is 0.00 there is no cost price set against the product record

If you want to keep this as an Open Order that can be added to and quantities changed select

Save

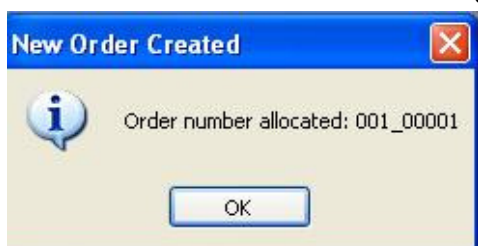
- Once all products and Quantities for this supplier are added and the order is complete select

Finalise



Once the Finalised option is selected the order figure is updated and in the product record the order amount will be increased

The Order Number Allocation message will appear



- Select OK

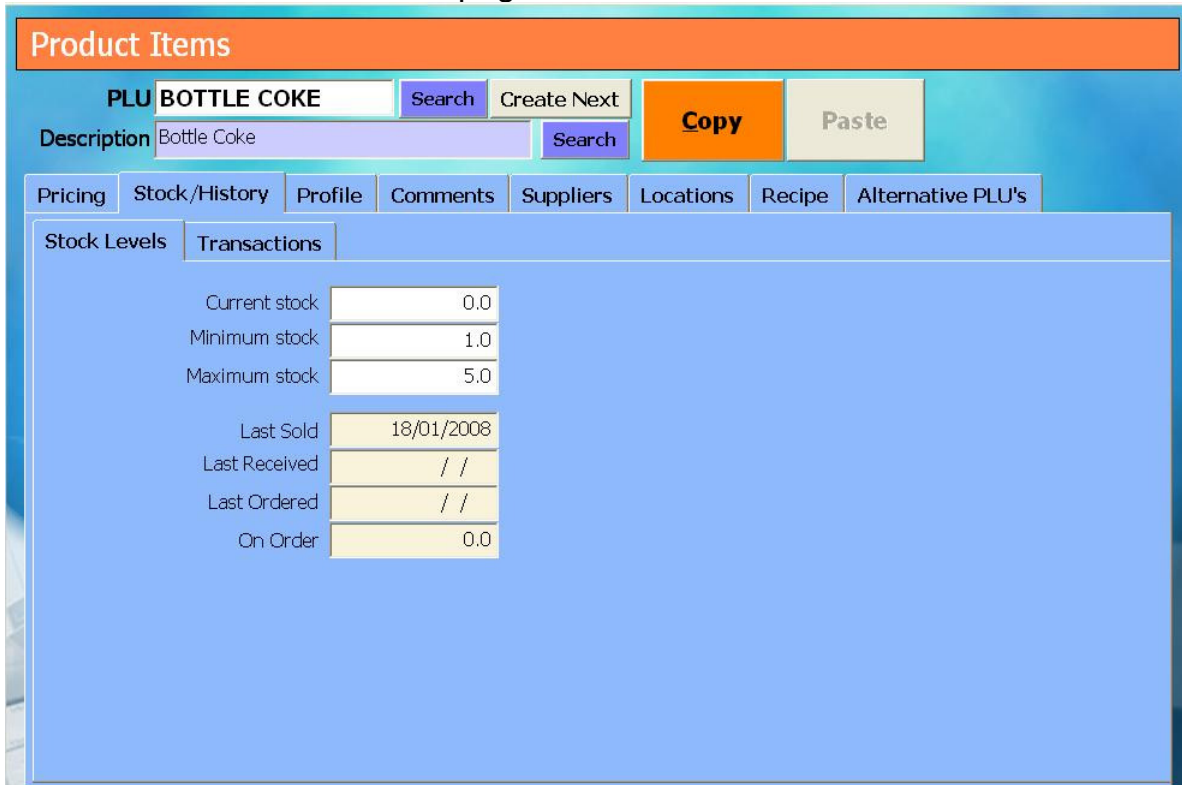
Setting a Product to use min and max criteria

Minimum and Maximum are levels set in the system for reordering purposes *e.g. if my min level is 5 and my max level is 10 and I have 7 in stock my reorder figure will be 3*

Find the product record of the product you want to set min and max levels for

- Select Stock/History

This will default to the Stock Levels page



The screenshot shows the 'Product Items' interface for 'BOTTLE COKE'. The 'Stock/History' tab is selected, and the 'Stock Levels' sub-tab is active. The form displays the following fields:

Current stock	0.0
Minimum stock	1.0
Maximum stock	5.0
Last Sold	18/01/2008
Last Received	/ /
Last Ordered	/ /
On Order	0.0

- In the minimum Stock field enter the minimum stock holding you want for this product
- In the maximum stock field enter the maximum stock holding you want for this product



The Quantities are based on UNITS not CASES

To Book an Order into Stock

- Select



- Select

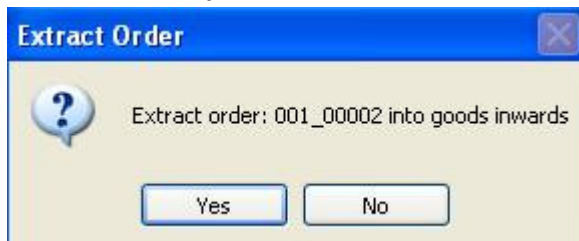


The order will not appear in the Select Orders list until it has been 'Finalised'

The Select Orders screen will appear



- Highlight the Order from the list
- Confirm that you wish to extract the Order to Goods Inwards



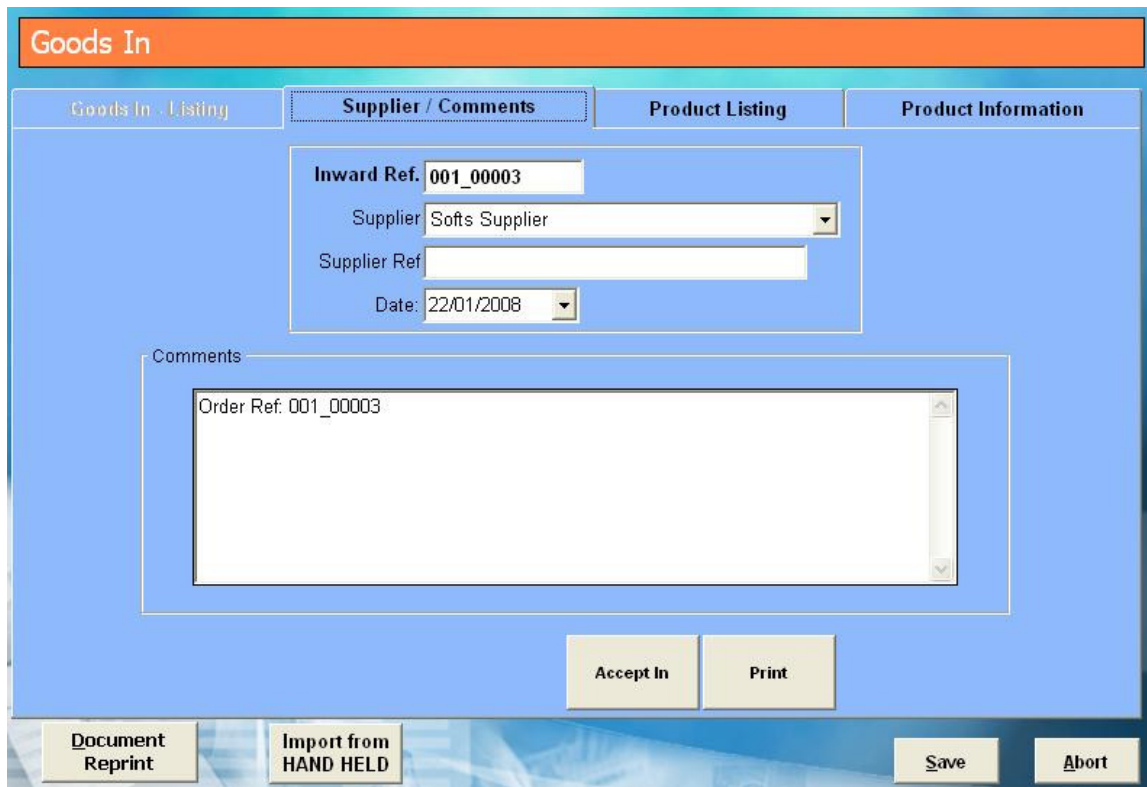
- Confirm that you wish to extract the Order to Goods Inwards

The Goods in Number allocation message is shown



- Select OK to confirm the number

The Goods In screen is displayed



The "Goods In" screen features a blue header bar and four tabs: "Goods In - Listing", "Supplier / Comments", "Product Listing", and "Product Information". The "Supplier / Comments" tab is active, showing a form with the following fields:

- Inward Ref.**: 001_00003
- Supplier**: Softs Supplier (dropdown menu)
- Supplier Ref**: (empty text field)
- Date**: 22/01/2008 (dropdown menu)
- Comments**: A large text area containing "Order Ref: 001_00003".

At the bottom of the form are two buttons: "Accept In" and "Print". The bottom of the screen has a blue bar with four buttons: "Document Reprint", "Import from HAND HELD", "Save", and "Abort".

- Enter the Supplier Reference number in the field if required
- Select the Product Listing tab

No	Plu	Supp Code	Description	Case Qty	Case Cost	Ordered	Delivered	Outstand	In
1	BOTTLE COKE		Bottle Coke	36	36.00	1		1	0

☒ Sort by Line No.
 ☐ Sort by PLU
 ☐ Sort by Supplier Code
 ☐ Hide Completed Lines

Add Item Edit Item Del Item Accept Outstand Accept All Outstand Accept In Print Total Cost: 0.00

Document Reprint Import from HAND HELD Save Abort

If the delivery was correct:

- Select **Accept All Outstand**
- Select **Accept In**

The accept goods in message will be shown

Accept Goods

! Accept the goods listed.
 This will update the stock items listed with the quantities received.
 A goods inwards receipt will be generated.
 Proceed?

Yes No

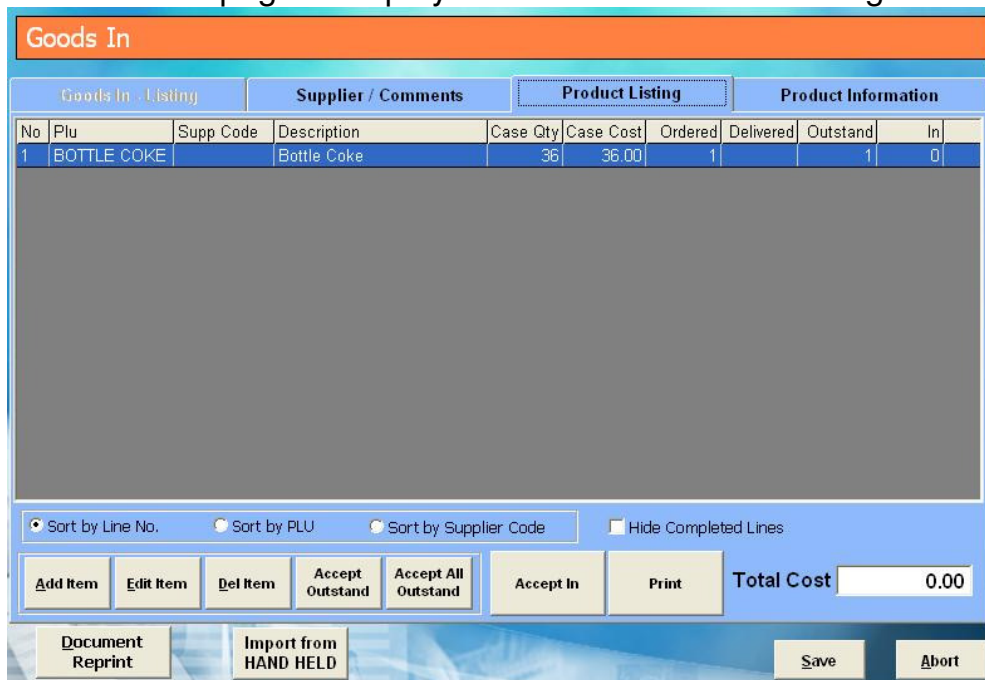
If the product and amounts were received say Yes, if not say No, assuming you select Yes, you will be asked if you want to print a goods in document



The Goods in page will be displayed again but the Order you have just booked in will not be there

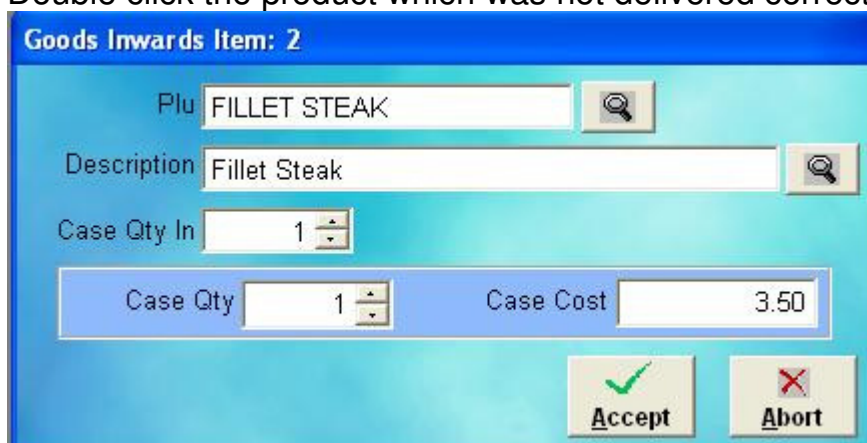
If the delivery Qty or Cost was incorrect:

When the Goods In page is displayed select the Product Listing tab



No	Plu	Supp Code	Description	Case Qty	Case Cost	Ordered	Delivered	Outstand	In
1	BOTTLE COKE		Bottle Coke	36	36.00	1		1	0

- Double click the product which was not delivered correctly



From here you can change

- The Case Qty In = number of cases delivered
- Case Qty = if the case size was different from the standard
- Case Cost = if the case cost is more or less than in the product record

Once you have made the required changes

- Select



The product listing page is displayed with the changes reflected

If you do not want to save the changes made

- Select



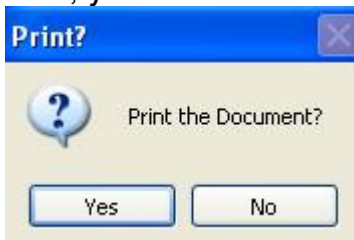
- Select



The accept goods in message will be shown



If the product and amounts were received say Yes, if not say No, assuming you select Yes, you will be asked if you want to print a goods in document



The Goods in page will be displayed again but the Order you have just booked in will not be there

Deleting an Item

From the Product Listing page highlight the product to be deleted

- Select



The product will be deleted from the order

Adding an Item


From the Product Listing page


- Select





The following search box is displayed


Goods Inwards Item: 1

Plu 

Description 

Case Qty In 

Case Qty  Case Cost

 **Abort**

Use the PLU or Description field to search for the product you want to add to the delivery, once the product has been selected the Case Qty and Case Cost will be read through from the product record

- In the Case Qty In field select the number of cases delivered
- Select



ERROR: stackunderflow
OFFENDING COMMAND: ~

STACK: