

Workstation Options ("Options For this Computer Only")

USER MANUAL

Version 4

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Workstation Options ("Options For this Computer Only")

About Company Information and Settings

Before you begin using Run.It!, you must set various options in the File Options, **Options For this computer only menu**. This menu allows you to set and control different parts of a specific computer

Accessing the Options

The Options menu allows you to customize your system and to set certain personal preferences. It enables you to set the guidelines for the operation of your Run.It! system.

This menu can be accessed from any of the Run.It! modules by doing the following:

1. Move to the desktop, and double-click the **Run.It! icon**. The main Run.It! menu is displayed.
2. Click the any Run.It! **module**. The Login screen is displayed.
3. Enter your user name and password and select **OK**. The main module window is displayed.
4. If you have not set any options for this computer, an information message is displayed. Select **OK**.
5. Move to the menu bar, and select **File**.
6. From the drop-down list of options, select **Options**. The Company Information and Settings window is displayed.
7. At the bottom of the window select **Options For this Computer Only**

Store Information	Receipts	Point of Sale	Inventory/Orders	Misc. Categories
General	Accounting/Tenders	Employees/Security	Analysis	Internet Sales

Current Store	
Store <input type="text" value="1"/>	
Store Name <input type="text" value="SMITH STORE"/>	Phone (1) <input type="text"/>
Address <input type="text"/>	Phone (2) <input type="text"/>
<input type="text"/>	Fax <input type="text"/>
City, State Zip <input type="text" value="new york"/> <input type="text" value="ny"/> <input type="text"/>	Internet Store <input type="text"/>

All Stores				
Store	Ship To	Phone	Fax	Bill To
1	Jeans World - New York	212-989-9877	212-989-9874	Jeans World - New York
2	Jeans World - Chicago	312-987-9870	312-987-9800	Jeans World - New York
3	Jeans World - Denver	504-659-9874	504-987-9874	Jeans World - New York
4	Jeans World -Atlanta	706-729-9877	706-729-9687	Jeans World -New York
5	Jeans World - Misson Viejo	609-982-9877	609-564-9874	Jeans World - New York
99	HEAD QUARTERS			

Printing the Currently Defined Options

This function prints all the current options you have setup in the system.

1. While viewing any window in any Run.It! module, move to the menu bar and select **File**.
2. From the drop-down list of options, select **Options Printout**.

3. In the Print Set Up Options dialog box, select one of the following: **Print to Report Printer** or **Print to Receipt Printer**.
4. When printing is complete, select **Exit** to close this dialog box.

General

1. From the menu, select **File, Options. Options For this Computer Only**, select **General tab**.

FIELD/BUTTON	DESCRIPTION
Merchandise Type	Select the default for either Sized or Non-Sized merchandise. When creating New styles, Purchase Orders, Transfers, Kits and Reports Run.It! will to permit only that merchandise type. Merchandise type can be changed in either Order.It! or Move.It! using task menu and selecting Edit, Sized or Non-Sized.
Show Advanced List	Displays by inventory information in the advanced list mode. To see markdown list information in advanced list mode this button must be selected to Yes
Tax on Freight	Add the selected tax amount to freight (shipping) charges on the sales receipt.
Tax on Alterations	Add the selected tax amount to alterations charges on the sales receipt

Add POS Devices

- From the menu, select **File, Options** and select the **Point of Sale** tab

Point of Sale Devices

Receipt Printer
Port: LPT1
Epson TM Series
Star SP300 Series
Other
None

Cash Drawer
Port: Receipt
Indiana
MS Cash Draw - Receipt Printer
MS Cash Draw - Serial
Other
None

Pole Display
Port: COM1
E-MAX Serial
Logic Controls Serial
Other
None

Mag Stripe
Other or None
IBM 4695

FIELD/BUTTON	DESCRIPTION
Receipt Printer	Select the port and the available receipt printer for this computer.
Cash Drawer	Select the port and the available cash draw for this computer
Pole Display	Select the port and the available Pole display for this computer
Mag strip	Select the port and the available Pole display for this computer

Adding a Printer

- From the menu, select **File, Options** and select the **Point of Sale** tab

Printer Setup

Receipts: LPT1 Timeout: []

Reports: HP LaserJet 2000 on \\TECHUTIL10\TechLeft []

Tickets (A): Generic / Text Only on LPT1: []

Tickets (B): Generic / Text Only on LPT1: []

Checks: HP LaserJet 2000 on \\TECHUTIL10\TechLeft []

Faxing: Microsoft Fax on FAX: []

Graphs: Lexmark Optra SC 1275 on \\Gm_nw411\COLOR_QUEUE []

Transfer Orders: HP LaserJet 2000 on \\TECHUTIL10\TechLeft []

Purchase Orders: HP LaserJet 2000 on \\TECHUTIL10\TechLeft []

Employee Barcodes: HP LaserJet 2000 on \\TECHUTIL10\TechLeft []

Mailing Labels: HP LaserJet 2000 on \\TECHUTIL10\TechLeft []

Statements: HP LaserJet 2000 on \\TECHUTIL10\TechLeft []

Receiving Statements: HP LaserJet 2000 on \\TECHUTIL10\TechLeft []

Receipts Settings

- From the menu, select **File, Options** and select the **Point of Sale** tab

General	Receipts	Receipt Printer	IC Verify	Sound and Color
POS Devices	Printing/Copies	Sell...It	Inventory	Move...It
Pay...It	Communications			

Receipt Starting Point			Receipt Paper Used			
Customer	Salesman	Barcode	40 Col	40 Short	8.5 by 5.5	8.5 by 11
Standard Transaction Type					Closeouts	
Receipt	Laywy	S/O	Gift Crt	Rental	Register	Cashier
Signature Lines		Actions			Printing Options	
<input checked="" type="checkbox"/> On Laywy and Spcl Ord Pickups <input checked="" type="checkbox"/> Sign on Returns <input checked="" type="checkbox"/> Sign on Credit Card Sales		<input checked="" type="checkbox"/> Pause and Show Change Due <input checked="" type="checkbox"/> Draw Opens On Charges <input checked="" type="checkbox"/> Ask to Print Receipt Every Time <input checked="" type="checkbox"/> Print Totals at Bottom of Receipt <input checked="" type="checkbox"/> Packing List with All Shipping			<input checked="" type="checkbox"/> Skip Line between Items <input checked="" type="checkbox"/> Print Comments on Receipt <input type="checkbox"/> Print Description on Receipt <input checked="" type="checkbox"/> Print Store Name and Titles <input checked="" type="checkbox"/> Barcode on Receipt	
Visual (On-Screen)						
<input type="checkbox"/> Show more lines (limit options)						

FIELD/BUTTON	DESCRIPTION
Receipt Starting Point	Select where you want the receipt starting point will default to for each sales transaction
Receipt Paper Used	Select the receipt paper that fits the format and printer you are printing receipts.
Standard Transaction Type	Select the default transaction type for each sales transaction.
Close Outs	Select the method of closeout for the cash draw.
Signature Lines	<ul style="list-style-type: none"> Select whether the Layaway and Special Order pickups will print a field for signatures on the receipt. Select whether Returns will print a field for signatures on the receipt. Select whether receipts will print a field for signatures for credit card transactions.
Visual (On Screen)	Select whether you want the screen to display more merchandise lines. If selected the other button will not be displayed for example other transaction types other than receipt.
Actions	<ul style="list-style-type: none"> Select Pause and Show Change Due if you want display the exact change amount after done button is selected. Select Draw Opens on Charges if you want draw to be open on charge card transactions - Select Ask to Print Receipt Every Time if you want to be asked after the done button is selected Select Print Totals at Bottom of Receipt if you want total details to printed at bottom of receipt Select Packing list with All Shipping if you want an additional shipping receipt to print for each shipping transaction.

Printing Options

- Select Skip lines between lines to add space between items placed on the receipt
 - Select Printing Comment on Receipt if you want to have receipt comments to be printed. If selected notes for individual items will not be printed.
 - Select Print Description on Receipt if you want to have the item description printed
 - Select Print Store Name and Titles if you want that information to print on each
 - Select Barcode on Receipt if you want a barcode to printed at bottom of receipt. The barcode can be scanned to bring up receipts for Layaways. Special Orders and Returns.
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Receipt Printer

- From the menu, select **File, Options** and select the **Point of Sale** tab

General	Receipts	Receipt Printer	IC Verify	Sound and Color
POS Devices	Printing/Copies	Sell...It	Inventory	Move...It
Pay...It	Communications			

Receipt Printer		Logo	
Auto Cutter Code	<input type="text" value="27-105"/>	Download Logo to printer codes	<input type="text" value="29-42"/>
Font Code - Store Name (ON)	<input type="text"/>	Print Logo	<input type="text" value="29-47-0"/>
Font Code - Store Name (OFF)	<input type="text"/>	<input type="button" value="Select Image"/> <input type="button" value="Clear Image"/>	
Start of Receipt Code	<input type="text"/>		
Top Receipt Margin (Lines)	<input type="text"/>		
Left Receipt Margin (Columns)	<input type="text"/>		
<input checked="" type="checkbox"/> Form Feed on Receipts			

FIELD	DESCRIPTION
Receipt Printer	<ul style="list-style-type: none"> Auto Cutter Font Code-Store Name (On) Font Code (Off) Start at Receipt Code Top of Receipt (Lines) Left Receipt Margin (Columns) Left Receipt Margin (Columns) Form Feed on Receipts

LOGO

Enter message to print for each receipt type.

Download Logo to Print Codes
Print Log
Select Image
Clear Image

IC Verify

- From the menu, select **File, Options** and select the **Point of Sale** tab.

General Receipts Receipt Printer **IC Verify** Sound and Color

POS Devices Printing/Copies Sell...It Inventory Move...It

Pay...It Communications

Use IC Verify for Credit Card Processing

IC Verify Setup Information

IC Verify Request Directory

User (e.g. 001, 002, etc)

Process Checks

Check Processor

ATM with PinPad

IC Verify (.exe)

FIELD/BUTTON	DESCRIPTION
Use IC Verify for Credit Card Processing	Select IC verify to indicate that IC Verify will be the credit card processor.
IC Verify Setup information	<ul style="list-style-type: none"> IC Verify Request Directory – Enter IC Verify request directory User (eg. 001,002, etc) – Each computer must have a designated #. Check Processor – If a check processor is used select the check processor. ATM with PinPad – Future enhancement
IC Verify (.exe)	Select IC verify path.

Sound and Color

- From the menu, select **File, Options** and select the **Point of Sale** tab.

General	Receipts	Receipt Printer	IC Verify	Sound and Color
POS Devices	Printing/Copies	Sell...It	Inventory	Move...It
Pay...It	Communications			

Sounds

Sounds On

Announce Change

Announce Thank You

Cash Drawer Open Sound

None Announce Lifelike

Color2 for Advanced Lists

Brand	Style
1230	.
1201	01-80133-S
1201	01-80232-S

Buttons: Background, Selected

Colors for Standard Lists

Brand	Style
1230	.
1201	01-80133-S
1201	01-80232-S
1201	01-80240-S
1268	01S1154A

Buttons: Background, Title

FIELD/BUTTON	DESCRIPTION
Sounds	<ul style="list-style-type: none"> Select Sound On if you want sound to indicate the following messages: <ol style="list-style-type: none"> Announce Change Announce Thank you
Cash Draw Open Sound	<ul style="list-style-type: none"> Select cash draw open sound, select from Announce or Life like.
Color2 for Advance list	<ul style="list-style-type: none"> Select color 2 Background colors
Colors for Standard Lists	<ul style="list-style-type: none"> Select standard list colors

POS DEVICES

- From the menu, select **File, Options** and select the **Point of Sale** tab.

General	Receipts	Receipt Printer	IC Verify	Sound and Color
POS Devices	Printing/Copies	Sell...It	Inventory	Move...It
Pay...It	Communications			

<p>Pole Display</p> <p>Port <input type="text" value="COM1"/></p> <p>Line 1 Code <input type="text" value="33-35-49"/></p> <p>Line 2 Code <input type="text" value="33-35-50"/></p> <p>Ending Code <input type="text" value="13"/></p> <p>Baud <input type="text" value="9600"/> 9600</p> <p>Parity <input type="text" value="N"/> N</p> <p>Data <input type="text" value="8"/> 8</p> <p>Stop <input type="text" value="1"/> 1</p> <p style="text-align: right;">Example</p>	<p>Mag Stripe</p> <p>IBM 4695 Mag Stripe Filename <input type="text"/></p> <p><input checked="" type="checkbox"/> Reverse Expiration Date</p>	<p>Pin Pad</p> <p>Port <input type="text"/></p> <p>Baud <input type="text"/> 9600</p> <p>Parity <input type="text"/> N</p> <p>Data <input type="text"/> 8</p> <p>Stop <input type="text"/> 1</p> <p style="text-align: right;">Example</p>	<p>Cash Drawer</p> <p>Port <input type="text" value="Receipt"/></p> <p>Kick-Out Code <input type="text" value="27-112-0-25-255"/></p>
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FIELD/BUTTON	DESCRIPTION
Pole Display	<ul style="list-style-type: none"> See specific Product manual
Mag Strips	<ul style="list-style-type: none"> See specific Product manual
Pin Pad	<ul style="list-style-type: none"> Future Enhancement
Cash Draw	<ul style="list-style-type: none"> See specific Product manual

Printing Copies

- From the menu, select **File, Options** and select the **Inventory/Orders** tab.

General	Receipts	Receipt Printer	IC Verify	Sound and Color
POS Devices	Printing/Copies	Sell...It	Inventory	Move...It
Pay...It	Communications			

Receipts		Barcode Tickets	
Receipt Copies	<input type="text" value="1"/>	Ticket Copies	<input type="text" value="1"/>
On Account Receipt Copies	<input type="text" value="1"/>	Transfer Orders	
Payout Copies	<input type="text" value="1"/>	Transfer Copies	<input type="text" value="1"/>
Pickup Copies	<input type="text" value="1"/>		
Credit Card Copies	<input type="text"/>		
Laywy/Spc Ord Copies	<input type="text"/>		
Return Copies	<input type="text"/>		
Shipping Copies	<input type="text"/>		
Packing List Copies	<input type="text"/>		

FIELD/BUTTON	DESCRIPTION
Receipts	Select # of tickets to be printed by default for each transaction type
Barcode Tickets	Select # of barcode tickets by default to printed when tickets are print in barcodes reprint, transfer and purchase orders
Transfer Orders	Select # of copies of transfers to be printed by default.

Sell...It

- From the menu, select **File, Options** and select the **Inventory/Orders** tab.

General	Receipts	Receipt Printer	IC Verify	Sound and Color
POS Devices	Printing/Copies	Sell...It	Inventory	Move...It
Pay...It	Communications			

Hide Tender Types on Pay Screen		Quick Find
<input checked="" type="checkbox"/> Hide Cash	<input checked="" type="checkbox"/> Hide Custom (1)	<input checked="" type="checkbox"/> Start at Quick Find - Not Scanning
<input checked="" type="checkbox"/> Hide Amex	<input checked="" type="checkbox"/> Hide Custom (2)	<input checked="" type="checkbox"/> Skip Quantity on Quick Find
<input checked="" type="checkbox"/> Hide Master Card	<input checked="" type="checkbox"/> Hide Custom (3)	
<input checked="" type="checkbox"/> Hide Visa	<input checked="" type="checkbox"/> Hide Custom (4)	
<input checked="" type="checkbox"/> Hide Discover	<input checked="" type="checkbox"/> Hide Custom (5)	
<input checked="" type="checkbox"/> Hide Bank Card		
<input checked="" type="checkbox"/> Hide On Account		
<input checked="" type="checkbox"/> Hide Check		
<input checked="" type="checkbox"/> Hide Travelers Check		
<input checked="" type="checkbox"/> Hide Other		

FIELD/BUTTON	DESCRIPTION
Hide Tender Types on Pay Screen	Select which tenders you want to be displayed on the Pay window. When tender is checked it will not be displayed.
Quick Find	<ul style="list-style-type: none"> If Quick find is used, select Start at Quick find – not scanning, to begin transactions at the Quick find window. Select Skip Quantity on Quick Find if the quantity window is to be skipped in the Quick Find window.

Inventory

- From the menu, select **File, Options** and select the **Inventory/Orders** tab.

The screenshot shows a software interface with a menu grid at the top. The 'Inventory' tab is highlighted. Below the menu, there are two main sections: 'Downloading Barcodes' and 'Barcode Tickets'. The 'Downloading Barcodes' section contains two buttons: 'Scan Barcode Only' and 'Scan Barcode and Qty'. The 'Barcode Tickets' section contains two rows of controls. The first row is for 'Ticket Printer Type (A)' with a dropdown menu showing 'Blaster', and buttons for 'Gap', 'Bar', 'Send Batch', and 'Ticket Type (A)'. The second row is for 'Ticket Printer Type (B)' with an empty dropdown menu and buttons for 'Gap', 'Bar', 'Send Batch', and 'Ticket Type (B)'.

FIELD/BUTTON	DESCRIPTION
Download Barcodes	When using a data collector select whether quantity # will be included when downloading barcodes.
Barcode Tickets	<ul style="list-style-type: none"> Select the ticket printer to used for printing tickets on both A & B.
Barcode Tickets	<ul style="list-style-type: none"> Select Gap if ticket printer will be reading gaps between when tickets are printed Select Bar if ticket printer will be reading the black bar between when tickets are printed Select batch when testing Monarch tickets Select the Ticket Type to be used for both A & B ticket printers.

Move It

- From the menu, select **File, Options** and select the **Inventory/Orders** tab.

The screenshot shows a settings window with a tabbed interface. The 'Move...It' tab is active. It contains two dropdown menus: 'Print Transfer Orders...' with 'ASK' selected and 'Printer for Transfer Orders' with 'Report' selected. Below this is the 'Order...It' section, which has a dropdown menu 'Make a Payable from Receiving ...' with 'Ask First' selected and a checked checkbox 'Alphabetize PO line items on-screen'.

FIELD/BUTTON	DESCRIPTION
Move.It	<ul style="list-style-type: none"> Select Print Transfer Orders and choose either Ask, Never or Always to indicate whether a transfer order will be printed Select Printer for Transfer to indicate which printer will be used for printing a Transfer Order.
Order.It	<ul style="list-style-type: none"> Choose either Ask, Never, or Always to indicate whether a payable will be made from Receiving. Select whether you want merchandise to be alphabetized on a purchase order.

Pay. It

- From the menu, select **File, Options** and select the **Inventory/Orders** tab.

General	Receipts	Receipt Printer	IC Verify	Sound and Color
PDS Devices	Printing/Copies	Sell...It	Inventory	Move...It
Pay...It	Communications			

Choose Check Type

Show Discounts Taken

Check	Stub	Stub
Stub	Check	Stub
Stub	Stub	Check

Do NOT Show Discounts Taken

Check	Stub	Stub
Stub	Check	Stub
Stub	Stub	Check

FIELD/BUTTON	DESCRIPTION
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Choose Check Type	Select the check format you want to use for payables. In addition, indicate whether the check stub will print with or without discounts.
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Communications

- From the menu, select **File, Options** and select the **Inventory/Orders** tab.

General	Receipts	Receipt Printer	IC Verify	Sound and Color
POS Devices	Printing/Copies	Sell...It	Inventory	Move...It
Pay...It	Communications			

Remote Support Program (.exe)
 

Internet Browser (.exe)
 

Background page (.htm)
 

Background Page Type
 Local File Internet

Sounds
 None Click Lifelike

FIELD/BUTTON	DESCRIPTION
Remote Support Program	Select the path to initiate PC Anywhere from the Main Run.It window.
Internet Browser	Select the path to initiate internet Browser where from the Main Run.It window
Back ground page	Future Enhancement
Back ground Page Type	Future Enhancement