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Retail-1<sup>®</sup> Point of Sale

***Stage 9.1***  
***P.O.S. User Manual***

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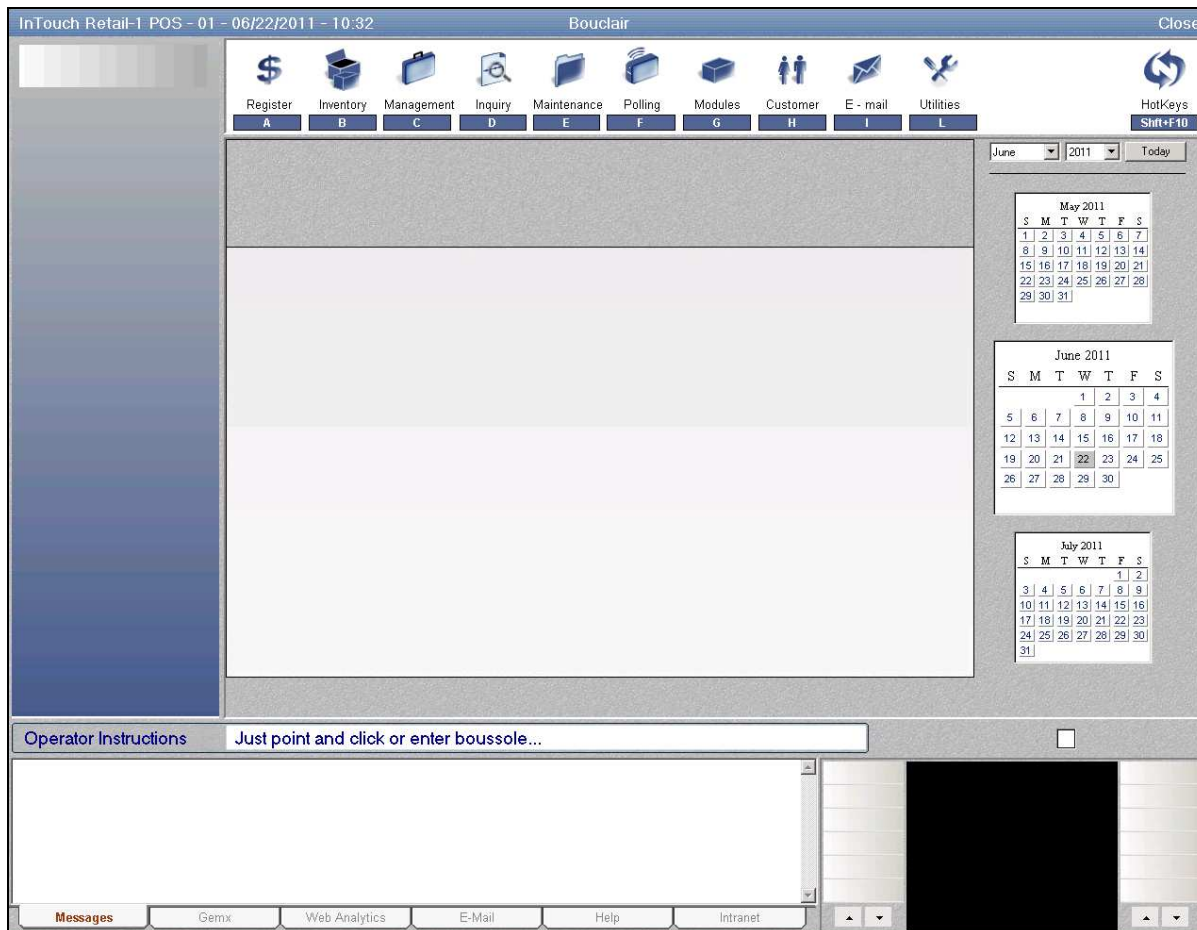
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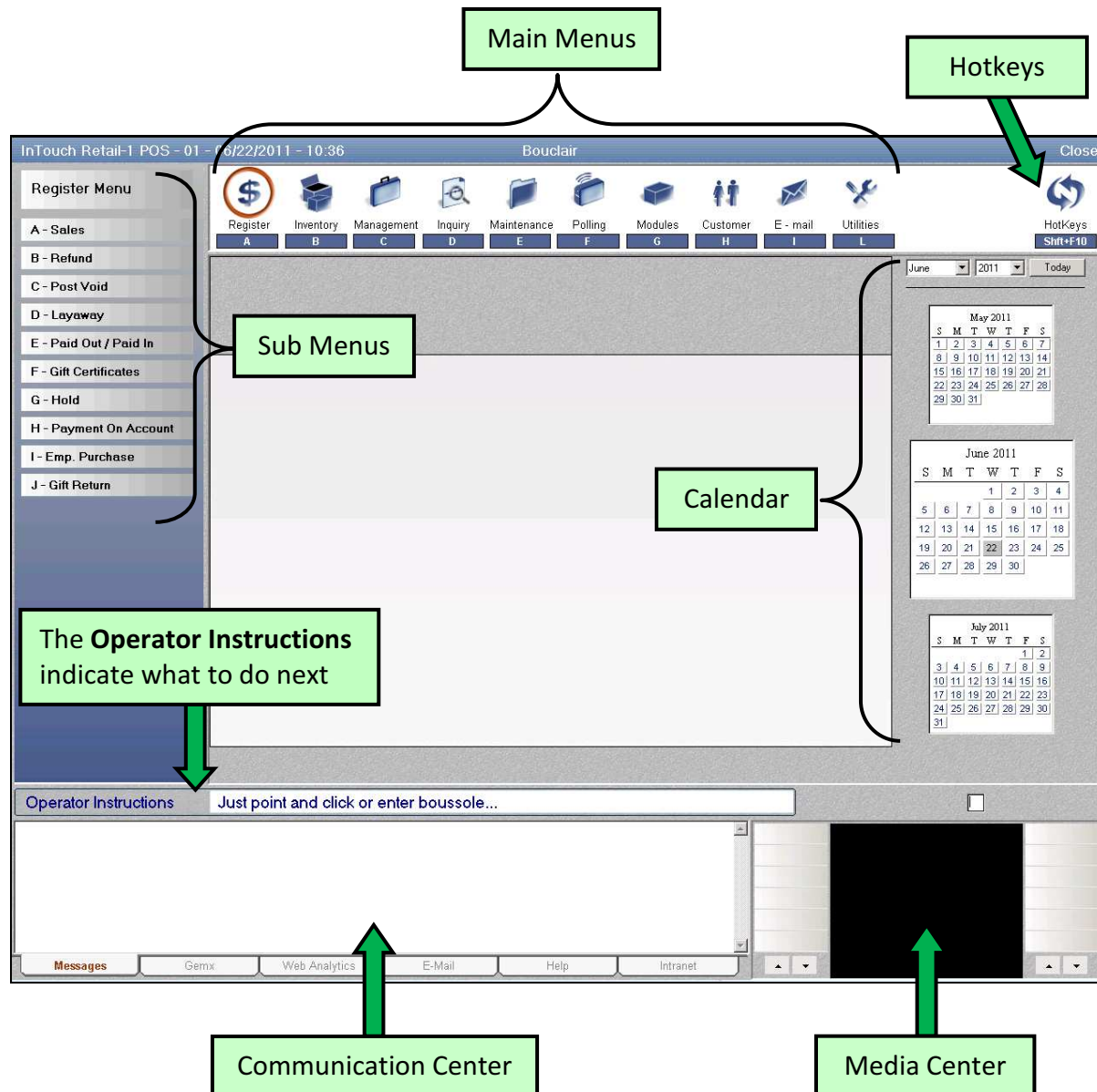
## 9.1.1 Getting Started with Retail-1® Point of Sale

### 9.1.1.1 Accessing Retail-1® Point of Sale

After launching the application, you will be show the following screen:



## 9.1.1.2 Navigation



### ***Tips for Navigation:***

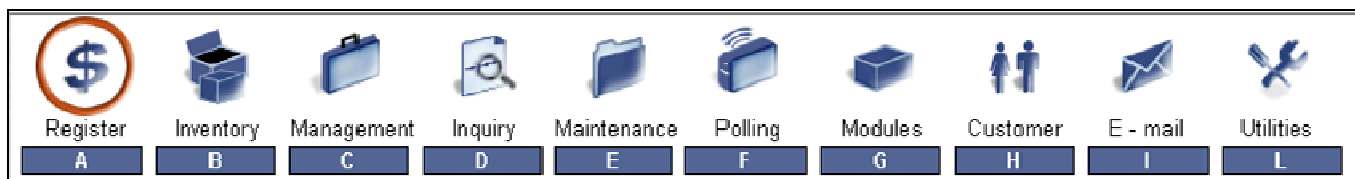
**"CAPS LOCK"** and **"NUM LOCK"** should always be on.

Your **mouse** is used to select options and move between menus.

The **keyboard** is used to type and to navigate within an open program in the working window.

### 9.1.1.3 Main Menus

The main menus are located along the top portion of the screen



<b>A- Register</b>	The majority of the POS functions will take place in this menu, including all sales, refunds, etc.
<b>B- Inventory</b>	Includes options such as inventory transfers and physical inventory counts
<b>C- Management</b>	Cash closing options, reports and other managerial functions
<b>D- Inquiry</b>	Inventory look-up by store, employee sales inquiries, etc.
<b>E- File Maintenance</b>	Data files related to this store (control file, employee file)
<b>F- Polling</b>	End of day reconciliation with head office
<b>G- Modules</b>	Training Mode, and any special modules that are active
<b>H- Customer</b>	Maintenance, purchase history, reports
<b>I- E-mail</b>	Messages between the store and the head office
<b>L- Utilities</b>	GSI support menus

### 9.1.1.4 Hotkeys

At the top right of the screen, you can select the **“Hotkeys”** button to access shortcut options.



After you click on **“Hotkeys”**, the menu options will change to show you the hotkey functions as follows:



The **hotkeys** are shortcuts to commonly used menus or functions of the POS system.

<b>Language</b>	<b>Shift+F1</b>	Changes the system language from English to French and vice versa
<b>Money Card</b>	<b>Shift+F2</b>	Shortcut to the “Money Card” menu (if installed)
<b>Punch Clock</b>	<b>Shift+F4</b>	Shortcut to the “Punch Clock” entry screen (if activated)
<b>Customer</b>	<b>Shift+F5</b>	Shortcut to the Customer Profile menu
<b>Inquiry</b>	<b>Shift+F6</b>	Shortcut to the Store Inquiry menu
<b>Images</b>	<b>Shift+F7</b>	Shortcut to the Imaging module (if installed)
<b>E-mail</b>	<b>Shift+F8</b>	Shortcut to the “Messages to be sent” menu
<b>Reprint</b>	<b>Shift+F9</b>	Reprints the last transaction

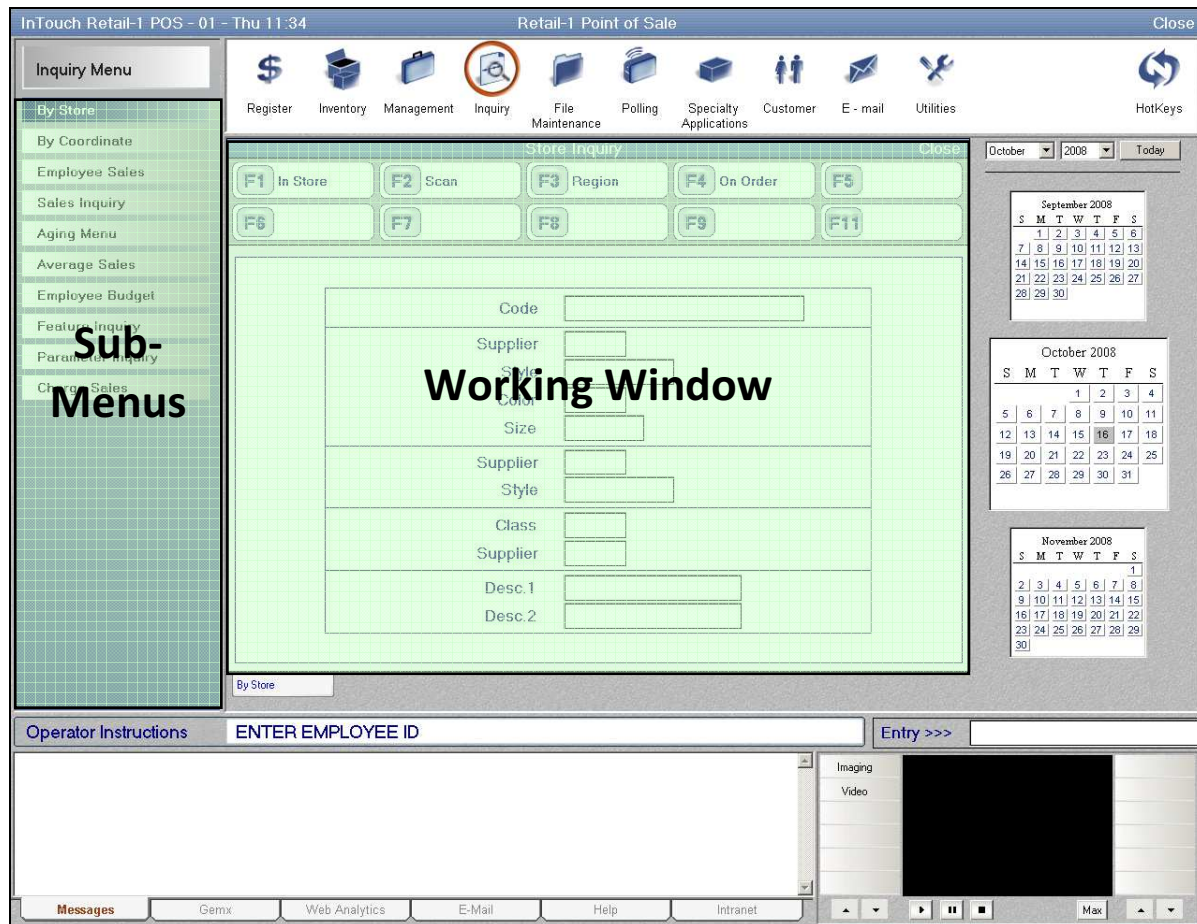
To exit out of the hotkey menu and return to the main menu, select the **“Main Menu”** button at the top right of the screen:



### 9.1.1.5 The Sub-Menus & Working Window

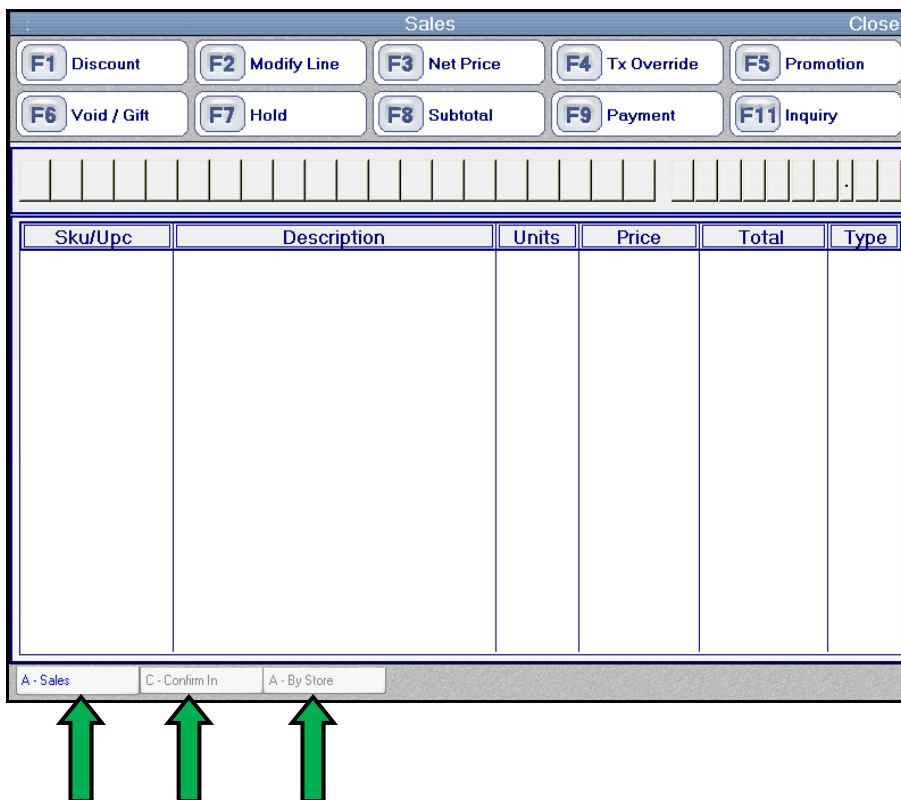
When you select one of the **sub-menus**, the related program will open in your **working window**.

In the example below, the Store Inquiry program is open.



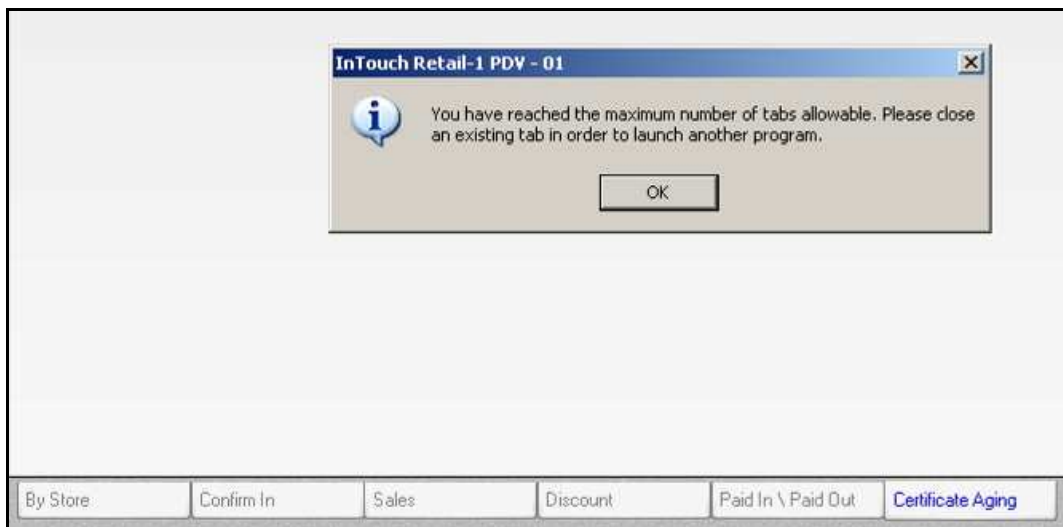


If you open more than one menu, the related program will appear in separate tabs within your working window.



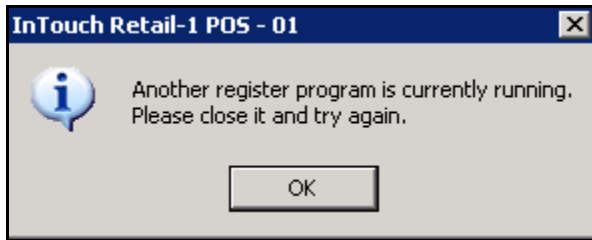
You can toggle/switch between all your open programs by selecting the desired tab at the bottom of the working window.

A maximum of six tabs can be open at once in your working window. If you try to open more than six, the following message will appear:





Due to file access restrictions, certain programs cannot be opened simultaneously. For example, you cannot have sales open at the same time as refund. Also, you cannot have the register program open more than one time - the following message will appear:

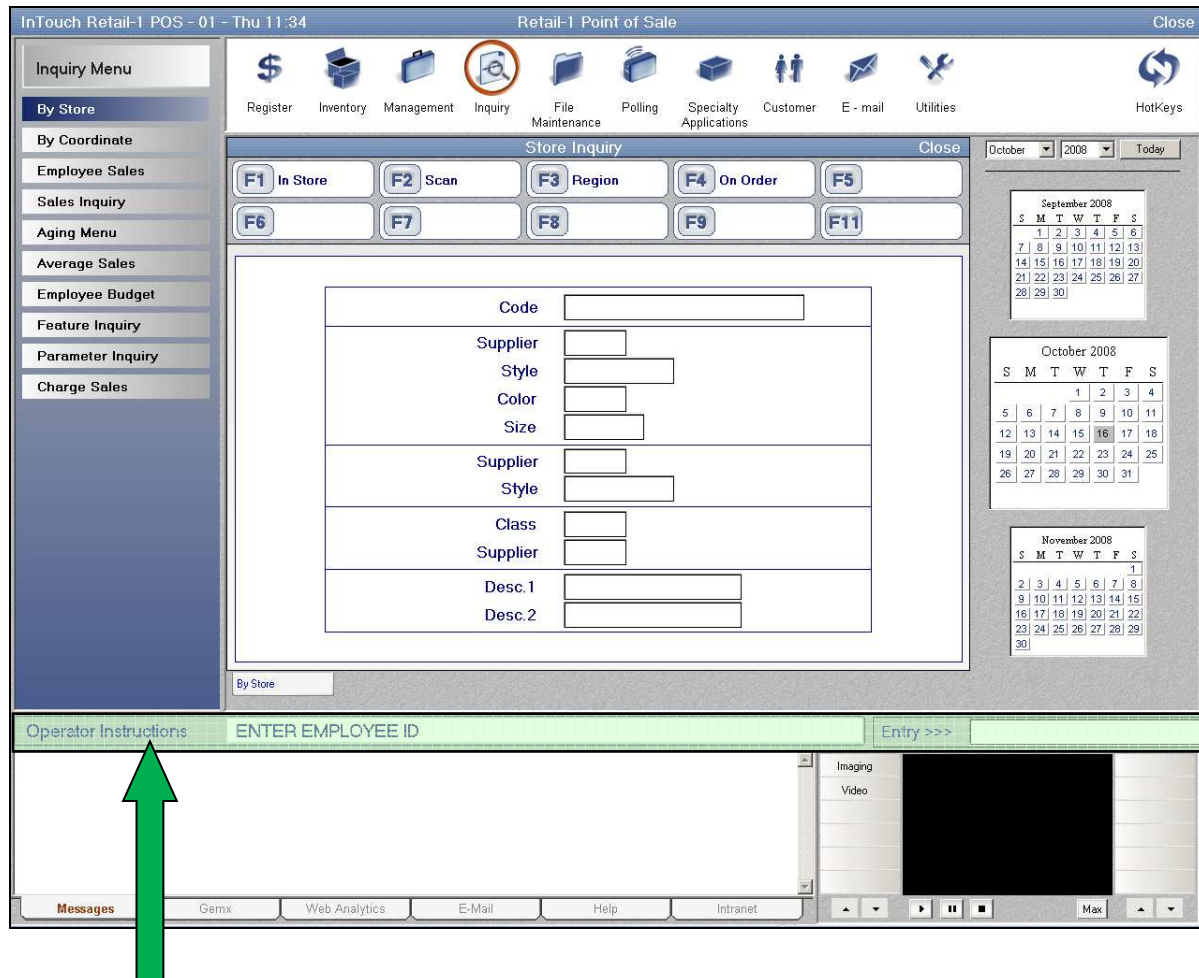


To return to the previous menu, select the “**Back**” button at the bottom of the sub-menus. You can also use the “**Escape**” key.

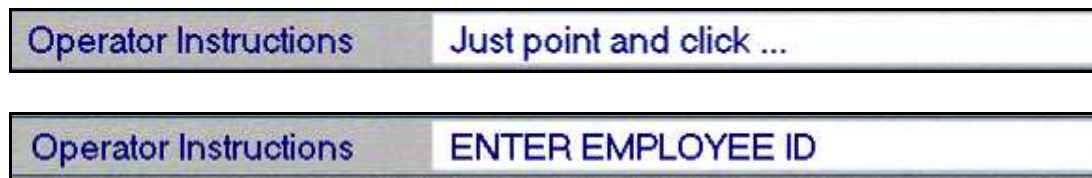


### 9.1.1.6 The Operator Instructions

The **Operator Instructions** (located below the sub-menus) will always indicate to you what to do next.



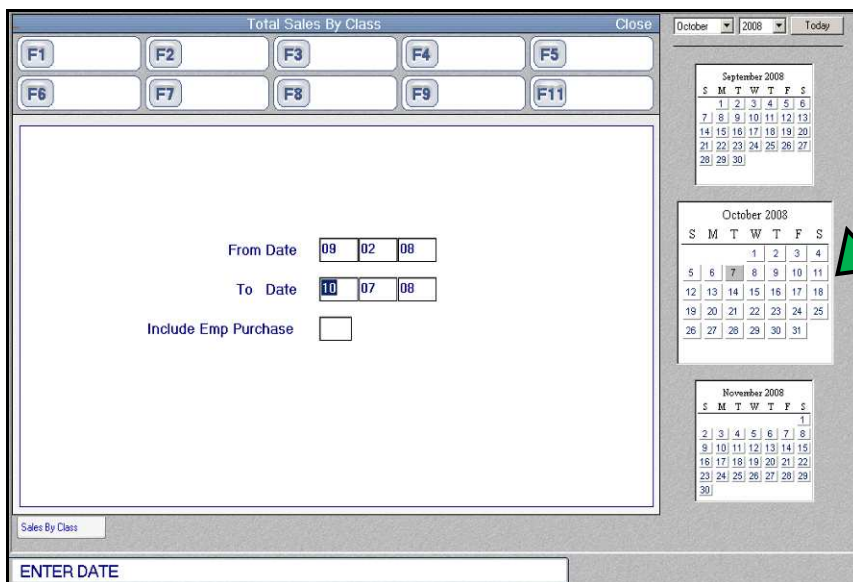
Here are some examples:



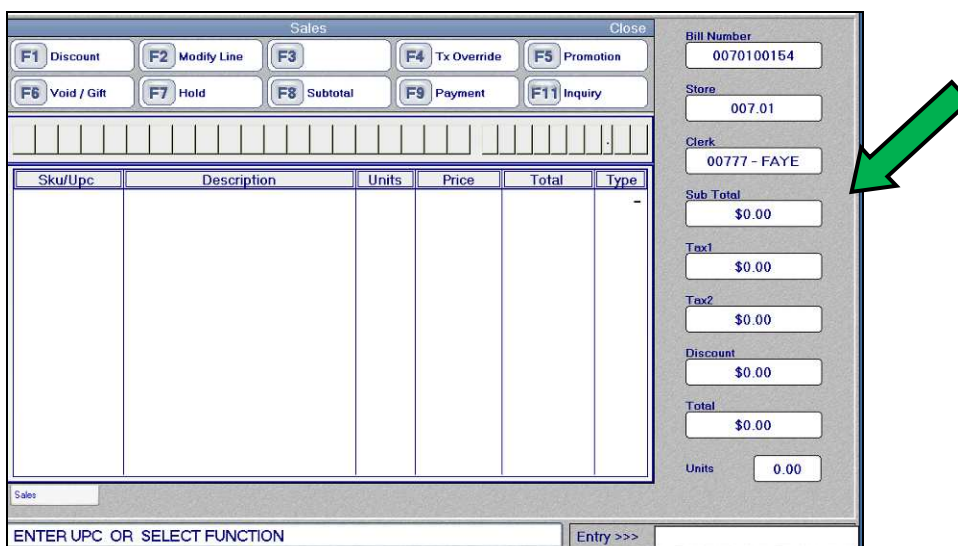
### 9.1.1.7 Calendar

The calendar (located on the right side of your screen) serves two purposes.

- (1) For your information. The current month is the default view and today's date will be highlighted. You will also be shown the previous and next months. You can go directly to a specific month/year by selecting it from the drop-down lists above the calendars.
- (2) To populate date fields in Retail-1®. To do so, double-click on the calendar date (instead of manually inputting dates). See example below:



When you are using specific functions in the system, for example, entering a sale, the calendar will change to display information for this transaction.



### 9.1.1.8 Common Functions in Retail-1®

**Enter key** moves the cursor forward one field on the current screen.

**Back Space key** moves the cursor backward in the current field, deleting the immediate left character in the field.

**Arrow keys** move you forward and backward in the current field without deleting any information.

**Escape key** is to go back to the previous screen/ menu.

**Cap locks** must be on at all times when using the Retail-1® application.

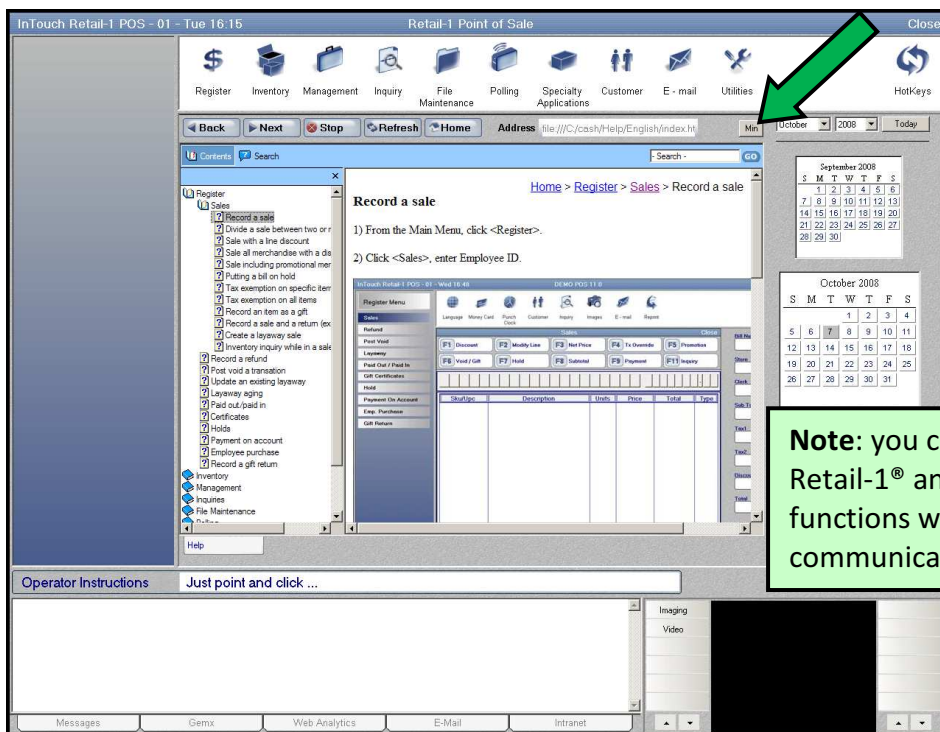
### 9.1.1.9 Communication Center



The option tabs in the communication center serve as shortcuts to specified websites or web pages.

Tab	Function
<b>Messages</b>	Scrolling message, special greeting (if active). See example above
<b>GemX</b>	Link to the Gem X website for Money Card (if active)
<b>Web Analytics</b>	Link to special reporting options (if active)
<b>E-Mail</b>	Link to your company's email (if installed)
<b>Help</b>	Access to "online help" – point of sale user manual
<b>Intranet</b>	Link to your company's intranet (if installed)

When you select a tab within the communication center, you can double-click to maximize the tab into your working window. See example below. Select "Min" to close the tab back down to the communication center.

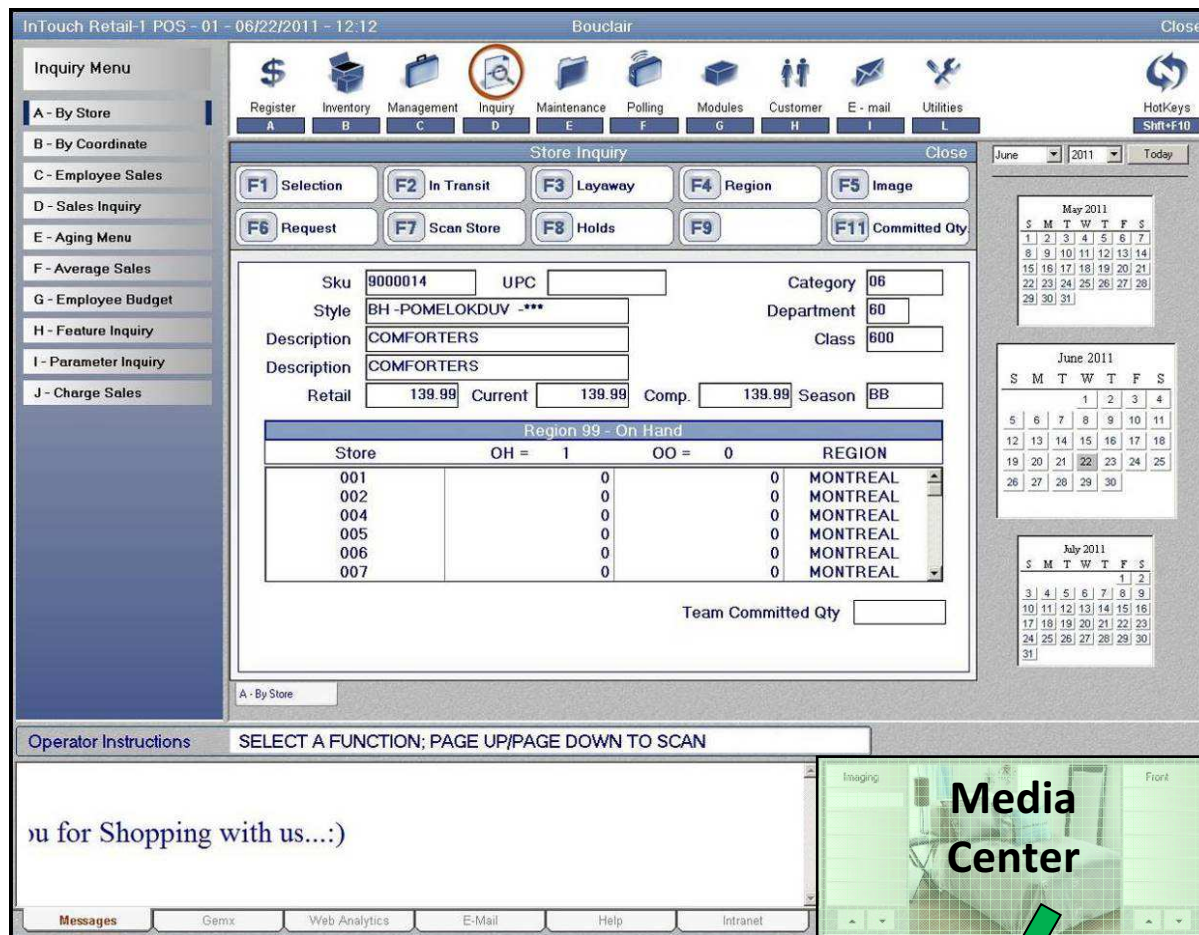


**Note:** you can still select menus in Retail-1® and proceed with certain functions while keeping communication center tabs maximized.



### 9.1.1.10 Media Center

When using the Retail-1® Imaging module, the **Media Center** will display product images when in the Inquiry by Store (Menu DA).

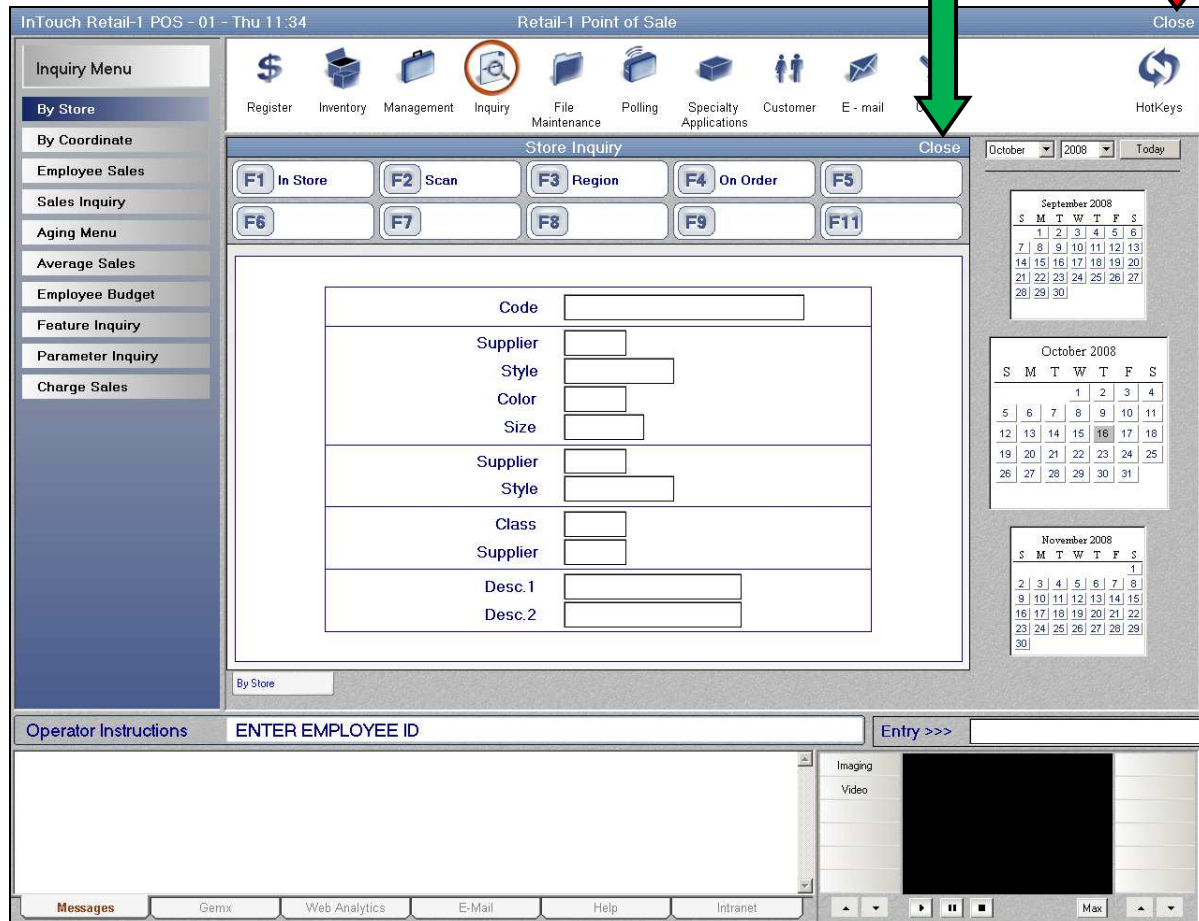


### 9.1.1.11 Exiting out of the Retail-1® application

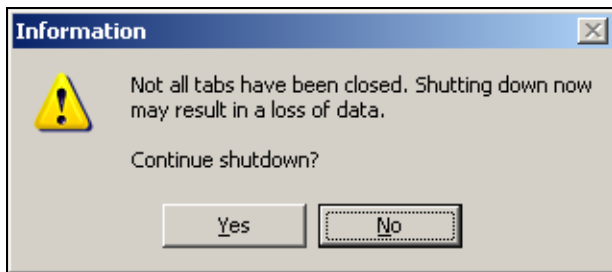
To close a menu, select the “Close” button for the selected program/tab. Make sure you select the correct “close” button.

This close button will close the entire P.O.S. application

This close button will only close the active tab/program



If you try to close the entire application without first closing all open tabs, the following message will be displayed.

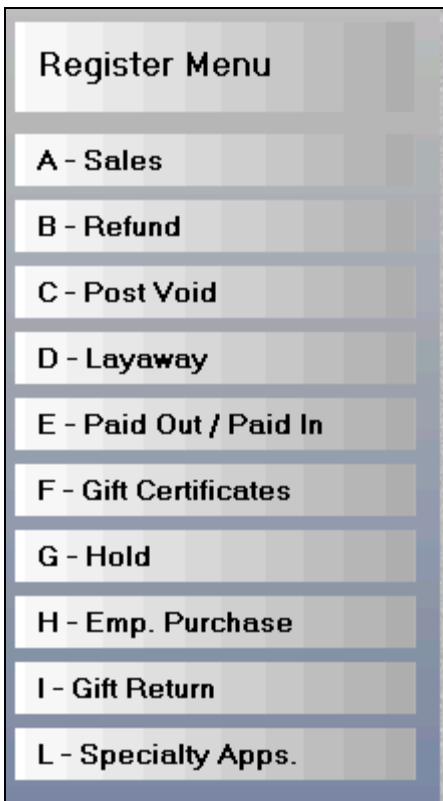


We recommend that you select "No" so you can go back in the software and close every open tab.

Depending on the settings your head office has established for your POS system, you may be forced to enter a password before you can exit Retail-1® POS.

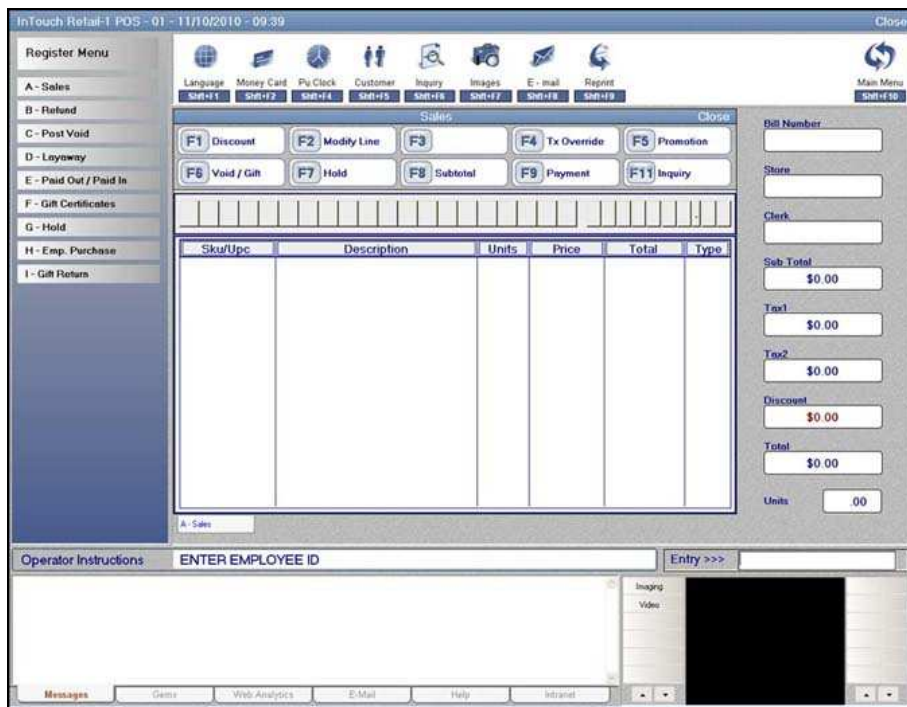


## 9.1.2 A- Register Menu



### 9.1.2.1 Sales

- 1) From the Main Menu, Select <**A-Register**>.
- 2) Select <**A - Sales**>, enter Employee ID.



- 3) Once the Customer window appears, enter Customer Information. If you do not wish to enter Customer Information, press <**Enter**> to bypass.
- 4) Manually enter or scan the SKU or UPC Code(s) of the item(s) being purchased. To change quantity or price, select <**F2 Modify**> after the item has been entered. Use the ↑ key to access the quantity field and make necessary changes.

**NOTE:** If a SKU or UPC is entered incorrectly, select <**F6 - Void/Gift**>, after the SKU or UPC has been entered. Use the ↑↓ keys to choose <Void Line>, when highlighted press <Enter>. Now use the ↑↓ keys to highlight the item you wish to void, then press <Enter> to void. If by mistake you enter a SKU twice into the system, simply follow through and complete the line before choosing <**F6 -Void/Gift**>.

- 5) Once all items have been entered, click on <**F9 Payment**> to proceed with the payment.
- 6) Select the letter corresponding to the specific method of payment being used by the customer.

**Cash:** Enter amount tendered

**Check:** Take necessary identification.

**Credit Card:** Take necessary identification.

**Bankcard:** Take necessary identification.

**US/CND Funds:** Displays US/CND Funds needed.

**Gift Certificate:** Enter Certificate Reference Number. When more than one method of payment is presented, (i.e., Cash and a Gift Certificate) enter the Gift Certificate as the first method of payment\*.

**Credit Notes:** Enter Credit Note Reference Number (Found in the center of the Credit Note). If invalid, enter Reference Number twice and the system will accept it if this option is turned on, then enter the amount of the Credit Note. When more than one method of payment is presented, (i.e., Credit Card and a Credit Note) enter the Credit Note as the first method of payment\*.

**\*Note:** In the system file (HBF), there is a field "Second Method of Payment for CN/GC/MC (Y/N)". If this field is set to N, you must enter the gift certificate/credit note as the first method of payment. If set to Y, it doesn't have to be the first method of payment.

**Layaway:** The system suggests a minimum deposit amount. This amount may be overridden

**Money Card:** Take necessary identification.

**NOTE:**

**[F2] Details:** Brings you back to the details of the receipt. You may add items by entering the additional SKUs or UPCs. You may void items by using the <F6 Void/Gift> Function and highlighting the line you wish to void

**[F3] Notes:** Use this option before completing the sale to add comments to the bill.

7) Enter the amount of the payment and press <Enter> to complete the transaction.

8) Press any key to process another sale.

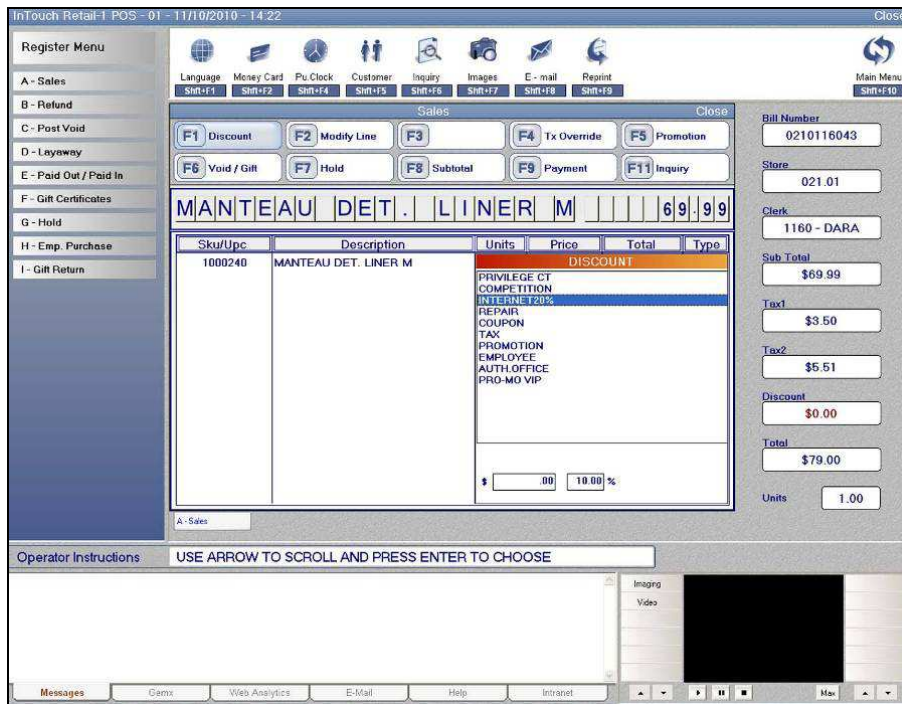
**NOTE:** At any time during the sale the receipt can be voided by pressing <Esc> and choosing a reason code for Voiding

### 9.1.2.2 Dividing a Sale between Two or More Associates

- 1) From the Main Menu, click <Register>.
- 2) Select <A - Sales>, enter Employee ID.
- 3) Instead of entering a SKU/UPC, enter an asterisk (\*) followed by the number of Employees having helped to sell the item(s) (ex. \*2,\*3... \*20).
- 4) A window will appear prompting for the Employee Codes, enter them.
- 5) Enter or scan the SKU or UPC code(s) of the items being purchased.
- 6) Repeat steps 3-5 if change in Employee is required.
- 7) Continue to the payment as above

**NOTE:** If you have multiple SKUs, enter all non-sharing ones first to reduce key strokes.

### 9.1.2.3 Sale with a Line Discount



The screenshot shows the InTouch Retail POS system interface. The top bar displays 'InTouch Retail POS - 01 - 11/10/2010 - 14:22'. The left sidebar contains a 'Register Menu' with options: A - Sales, B - Refund, C - Post Void, D - Layaway, E - Paid Out / Paid In, F - Gift Certificates, G - Hold, H - Emp. Purchase, and I - Gift Return. The main area is titled 'Gates' and features a grid of function buttons: F1 Discount, F2 Modify Line, F3, F4 Tx Override, F5 Promotion, F6 Void / Gift, F7 Hold, F8 Subtotal, F9 Payment, and F11 Inquiry. Below these buttons is a data entry field showing 'MANTEAU DET. LINER M' and a numeric keypad with '69.99'. A table lists the item details:

SKU/Upc	Description	Units	Price	Total	Type
1000240	MANTEAU DET. LINER M				

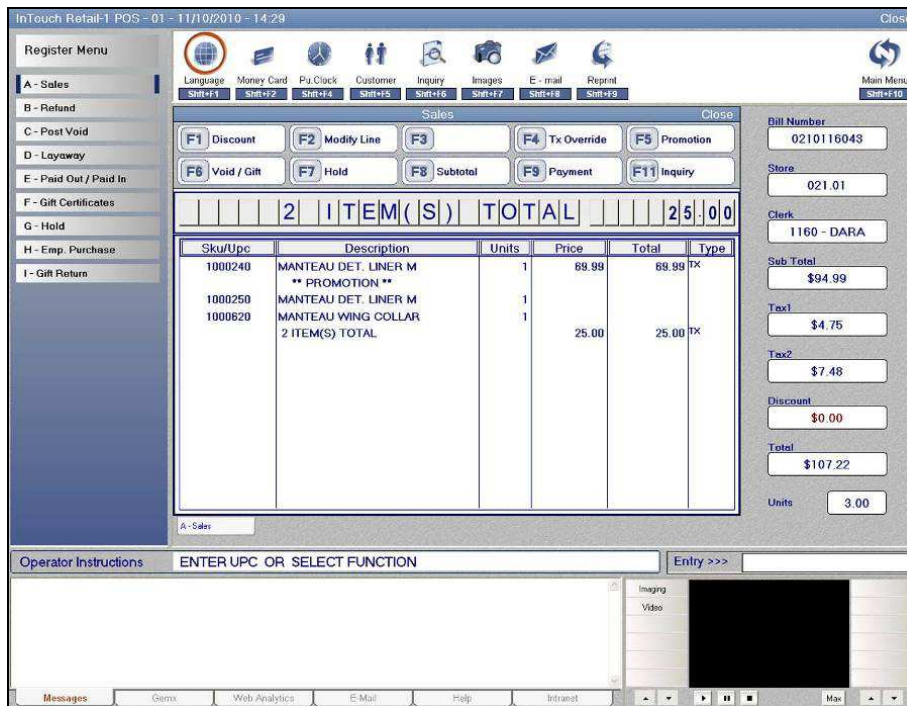
To the right of the table, a list of discount reasons is shown: PRIVILEGE CT, COMPETITION, INTERNET 20%, REPAIR, COUPON, TAX, PROMOTION, EMPLOYEE, AUTH.OFFICE, and PRO-MO VIP. The bottom right section displays transaction totals: Bill Number 0210116043, Store 021.01, Clerk 1160 - DARA, Sub Total \$69.99, Tax1 \$3.50, Tax2 \$5.51, Discount \$0.00, Total \$79.00, and Units 1.00. At the bottom, there is an 'Operator Instructions' bar with the text 'USE ARROW TO SCROLL AND PRESS ENTER TO CHOOSE' and a video player window.

- 1) In the Main Menu, click on <Register>.
  - 2) Select <A - Sales> and then enter the Employee's ID.
  - 3) Enter manually or with the scanner the UPC codes or SKU of the articles being purchased.
  - 4) Select <F1 Discount> after having entered the specific item to be discounted.
  - 5) Select the reason for applying the discount using the arrow keys (↑↓) or mouse and press <Enter>.
  - 6) Enter the amount of the discount in \$ or in % and then press the <Enter> key to apply.
  - 7) Enter the customer's remaining items (if need be) or click on <F9 Payment>.
- NOTE:** It is possible that a discounted transaction will require an authorization code to complete the process. This authorization code is determined by the Head Office.

### 9.1.2.4 Sale - All Discounted Merchandise

- 1) From the Main Menu, click on <Register>.
  - 2) Select <A - Sales> and then enter the Employee's ID.
  - 3) Enter manually or with the scanner the UPC codes or SKU of the articles being purchased.
  - 4) Once all of the items have been entered, click on <F8 Subtotal>.
  - 5) Select <A Discount>.
  - 6) Select the reason for applying the discount by using the arrow keys (↑↓) or mouse and press <Enter>.
  - 7) Enter the amount of the discount in \$ or in % and then press the <Enter> key to apply.
  - 8) Select <E Payment>.
  - 9) Select the letter corresponding to the specific method of payment being used by the customer.
- NOTE:** It is possible that a discounted transaction will require an authorization code to complete the process. This authorization code is determined by the Head Office.

## 9.1.2.5 Sale Including Promotional Merchandise



The screenshot shows the InTouch Retail POS interface. The top menu bar includes options like Language, Money Card, Po Clock, Customer, Inquiry, Images, E-mail, and Reprint. The left sidebar shows a Register Menu with options A-Sales, B-Refund, C-Post Void, D-Layaway, E-Paid Out / Paid In, F-Gift Certificates, G-Hold, H-Emp. Purchase, and I-Gift Return. The main window displays a Sales screen with a grid of items and a summary section on the right.

SkU/UpC	Description	Units	Price	Total	Type
1000240	MANTEAU DET. LINER M	1	89.99	89.99	TX
	** PROMOTION **				
1000250	MANTEAU DET. LINER M	1			
1000620	MANTEAU WING COLLAR	1	25.00	25.00	TX
	2 ITEM(S) TOTAL				

Summary section on the right:

- Bill Number: 0210116043
- Store: 021.01
- Check: 1160 - DARA
- Sub Total: \$94.99
- Tax1: \$4.75
- Tax2: \$7.48
- Discount: \$0.00
- Total: \$107.22
- Units: 3.00

**First Method** - Use when selling multiple items for one single price:

- 1) From the Main Menu, click <Register>.
- 2) Select <A - Sales>, enter Employee ID.
- 3) Select <F5 Promotion>, \*\*Promotion\*\* will appear.
- 4) Enter or scan the SKU or UPC Code(s) of the item(s) on Promotion.
- 5) When all items have been entered, click <F5 Promotion> to end the Promotion.
- 6) Enter the total amount for the Promotion.
- 7) Enter additional item(s) if any or click <F9 Payment>.

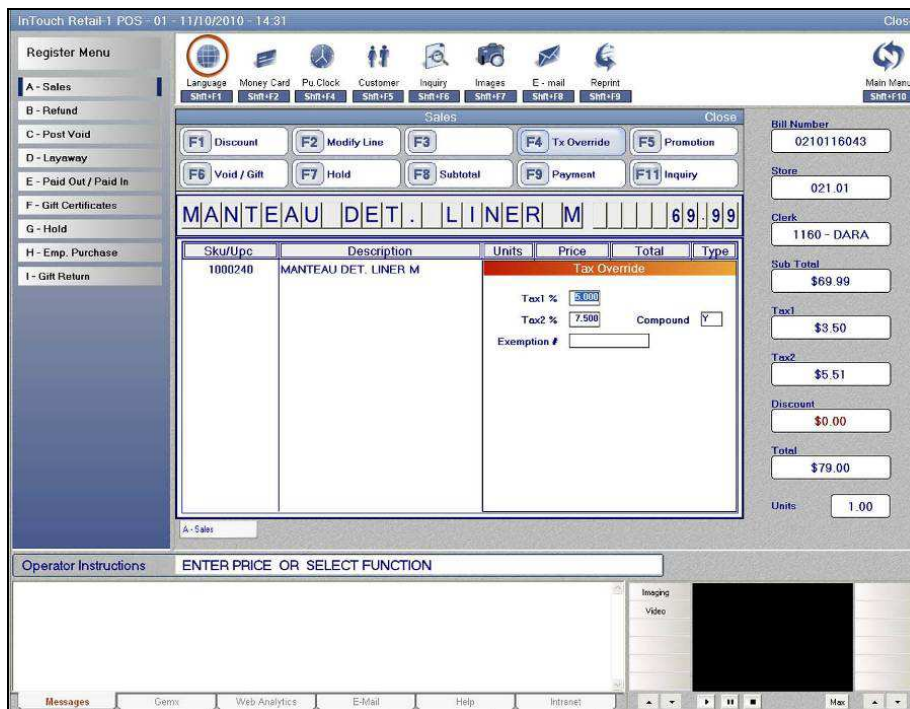
**Second Method** - Use to tag an item as a "gift with purchase":

- 1) From the Main Menu, click <Register>.
- 2) Select <A - Sales>, enter Employee ID.
- 3) Enter or scan the SKU or UPC Code of the item that is a "gift with purchase".
- 4) Select <F2 Modify Line>.
- 5) Select <F5 Promotion>.
- 6) Press <Enter> to accept.
- 7) The letter "P" will appear on screen beside the price of the item that is free. This amount will now appear as a discount on the payment screen.
- 8) Enter additional items or click <F9 Payment>.

### 9.1.2.6 Put a Bill on Hold

- 1) From the Main Menu, click <Register>.
- 2) Select <A - Sales>, enter Employee ID.
- 3) Enter or scan the SKU or UPC Code(s) of the item(s) being purchased.
- 4) Select <F7 Hold>; the receipt is now On Hold.
- 5) Proceed with the next sale(s).
- 6) To retrieve the Bill on Hold, Select <F7 Hold> when prompted for your Employee ID, instead of entering your Employee ID.

### 9.1.2.7 Tax Exemptions on Specific Items



The screenshot shows the InTouch Retail POS interface. The top bar displays 'InTouch Retail - POS - 01 - 11/10/2010 - 14:31'. The left sidebar contains a 'Register Menu' with options: A - Sales, B - Refund, C - Post Void, D - Layaway, E - Paid Out / Paid In, F - Gift Certificates, G - Hold, H - Emp. Purchase, and I - Gift Return. The main area shows a 'Sales' screen with a 'Close' button. Below the 'Sales' header is a 'Tax Override' section with fields for 'Tax1 %' (set to 0.00), 'Tax2 %' (set to 7.500), and 'Exemption #' (empty). The 'Compound' checkbox is checked. The item list shows 'MANTEAU DET. LINER M' with a price of 69.99. The right sidebar displays transaction details: Bill Number (0210116043), Store (021.01), Clerk (1160 - DARA), Sub Total (\$69.99), Tax1 (\$3.50), Tax2 (\$5.51), Discount (\$0.00), Total (\$79.00), and Units (1.00). The bottom bar shows 'Operator Instructions' with the text 'ENTER PRICE OR SELECT FUNCTION'.

- 1) From the Main Menu, click <Register>.
- 2) Select <A - Sales>, enter Employee ID.
- 3) Enter or scan the SKU or UPC Code of the item that is tax-exempt.
- 4) Select <F2 Modify>.
- 5) Select <F4 Tx Override>.
- 6) Enter "0" for the Tax(es) which are exempt, press <Enter> to accept what does not change.
- 7) Enter the Tax Exemption #.
- 8) Press <Enter> at the price. That item will now register without tax.
- 9) Select <F9 Payment> and choose the Reason Code for Tax Override.

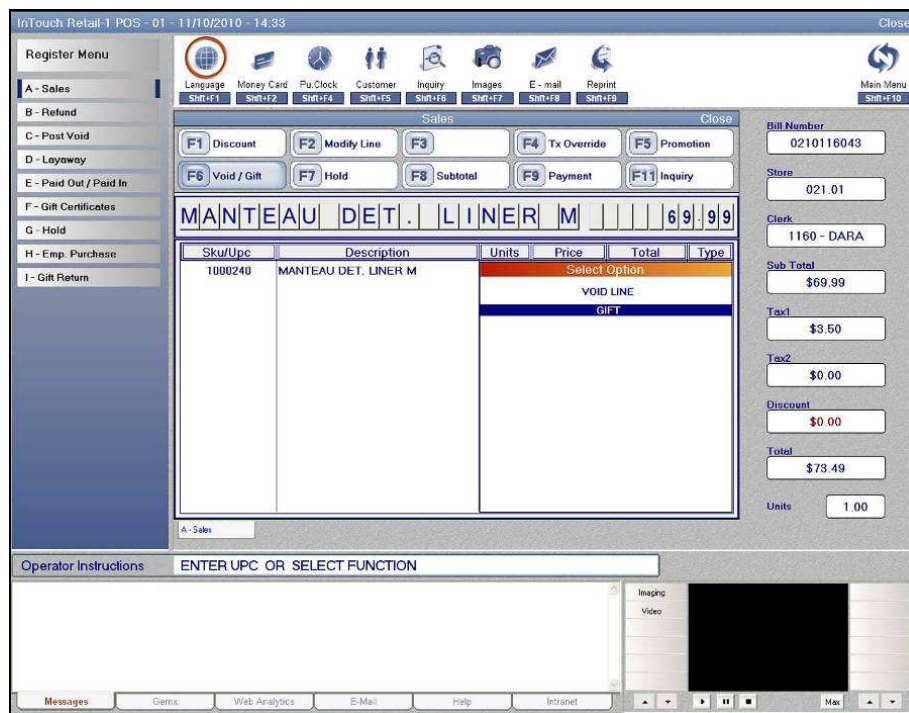
**NOTE:** The system will enforce Customer information when any type of Tax Exemption is given.



### 9.1.2.8 Tax Exemption on All Items

- 1) From the Main Menu, click <**Register**>.
  - 2) Select <**A - Sales**>, enter Employee ID.
  - 3) Enter or scan the SKU or UPC Code(s) of the item(s) being purchased.
  - 4) When all items have been entered, click <**F8 Subtotal**>.
  - 5) Select <**C Tx Override**>.
  - 6) Enter "0" for the Tax(es) which are exempt, press <**Enter**> to accept what does not change.
  - 7) Enter the Tax Exemption #.
  - 8) Select <**F9 Payment**> and choose the Reason Code for Tax Override.
- NOTE:** The system will enforce Customer information when any type of Tax Exemption is given.

### 9.1.2.9 Creating a Gift Receipt



- 1) From the Main Menu, click <**Register**>.
- 2) Select <**A - Sales**>, enter Employee ID.
- 3) Enter or scan the SKU or UPC Code(s) of the item(s) being purchased.
- 4) Select <**F6 Void/Gift**>.
- 5) A window will appear, use the ↑↓ keys to select "Gift" and press <**Enter**>.
- 6) Use the ↑↓ keys to highlight the item you wish to tag as a "Gift".
- 7) When the item is highlighted press <**Enter**>. A "G" will appear beside the Total Price of the item.
- 8) Tag as many items as you wish in the same manner.
- 9) When done click <**F9 Payment**>.

**NOTE:** The system will print a Regular Sales Receipt as well as Special Gift Receipt(s)-one for each item tagged. The Gift Receipt contains a Reference Number identifying the Gift item (price and both taxes). This Reference Number is to be used when the item is refunded at any location

### **9.1.2.10 Record a Sale and a Return (An Exchange)**

- 1) From the Main Menu, click **<Register>**.
- 2) Select **<A - Sales>**, enter Employee ID.
- 3) Enter or scan the SKU or UPC Code(s) of the item(s) being purchased.
- 4) Enter or scan the SKU or UPC Code of the item being returned.
- 5) Select **<F2 Modify Line>**.
- 6) Re-enter the price using a minus (-) sign, then press **<Enter>**.
- 7) Select **<F9 Payment>**

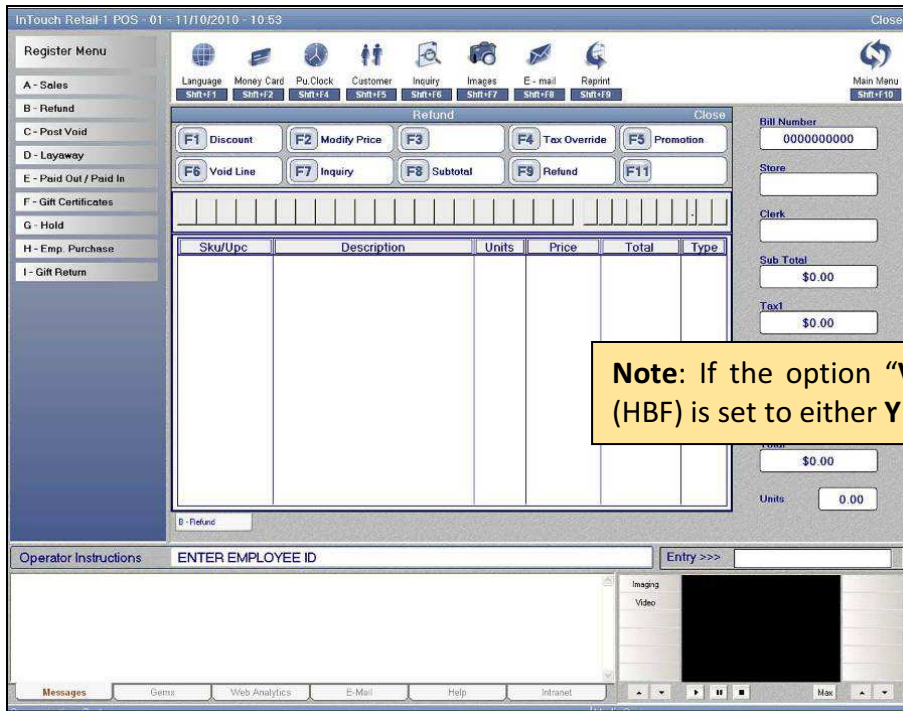
**NOTE:** If the Return amount is greater than the Purchase amount, an Authorization Code is required to complete the transaction

### **9.1.2.11 Create a Layaway Sale**

- 1) From the Main Menu, click **<Register>**.
- 2) Select **<A - Sales>**, enter Employee ID.
- 3) Enter or scan the SKU or UPC Code(s) of the item(s) being put on Layaway.
- 4) Select **<F9 Payment>**
- 5) Select **<M Layaway>**.
- 6) Enter Customer Information when prompted.
- 7) The system will display the suggested deposit amount.
- 8) If you wish to change the amount, enter the new amount and press **<Enter>**. If you do not wish to change the amount, press **<Enter>**.
- 9) Choose the method of payment.
- 10) Press **"Y"** for a duplicate copy of the receipt.

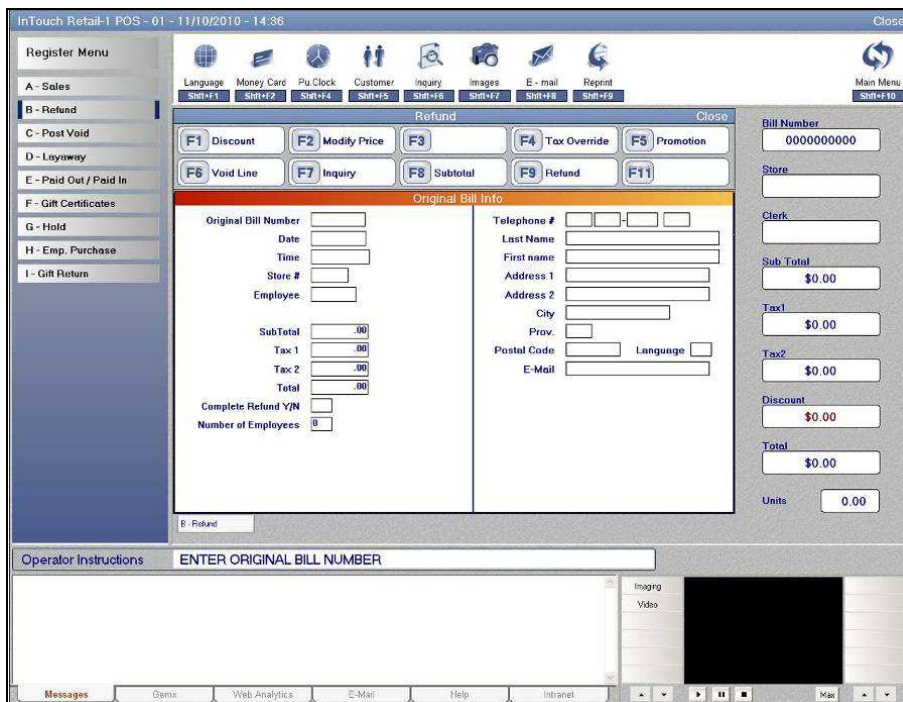


## 9.1.2.12 Record a Refund



**Note:** If the option "Valid Refund" in the system file (HBF) is set to either Y or P, see below for procedures.

- 1) From the Main Menu, click <Register>.
- 2) Select <B - Refund>, enter Employee ID.



- 3) Enter the Bill # of the original receipt.

InTouch Retail-1 POS - 01 - 11/10/2010 - 14.41

Close

Register Menu

A - Sales  
B - Refund  
C - Post Void  
D - Layaway  
E - Paid Out / Paid In  
F - Gift Certificates  
G - Hold  
H - Emp. Purchase  
I - Gift Return

Language Money Card Pu Clock Customer Inquiry Images E-mail Receipt  
Shift+F1 Shift+F2 Shift+F4 Shift+F5 Shift+F6 Shift+F8 Shift+F9

Main Menu  
Shift+F10

Refund Close

F1 Discount F2 Modify Price F3 F4 Tax Override F5 Promotion  
F6 Void Line F7 Inquiry F8 Subtotal F9 Refund F11

Original Bill Info

Original Bill Number 0210116044 Telephone # 819 631 3336 F6  
Date 11/04/10 Last Name GEMMAR  
Time 00.00 First name TEST  
Store # 021 Address 1  
Employee 1160 Address 2  
City  
Prov.  
Postal Code Language E  
E-Mail support@gemmar.com

SubTotal 69.99  
Tax 1 3.58  
Tax 2 5.51  
Total 79.00  
Complete Refund Y/N  
Number of Employees 0

Bill Number 0000000000  
Store  
Clerk  
Sub Total \$0.00  
Tax1 \$0.00  
Tax2 \$0.00  
Discount \$0.00  
Total \$0.00  
Units 0.00

Operator Instructions ENTER (Y)ES OR (N)O

Imaging Video

Messages Gemm Web Analytics E-Mail Help Internet

- 4) A question will be asked **"Complete refund (Y/N)"**. If you answer "Y" all SKU's that were on the original receipts will appear, if you answer "N" you will manually enter (or scan) the SKU/s.
- 5) Enter the Customer's information
- 6) Enter manually or scan the SKU or UPC Code(s) of the item(s) being returned. **Do NOT enter a negative price here.** The system already knows you are in the Refund Mode. If the customer is also making a purchase at the same time, complete the Refund, and then process the Sale in the Sales module.
- 7) Select **<F9 Refund>** to complete the Refund.
- 8) Enter the Reason Code for the Refund.
- 9) Select the appropriate method of Refund. Then press **<Enter>** to accept the amount.
- 10) Press any key to process the next Sale or **[N]** to process another Refund.

**“Valid Refund”:** This system file field (menu HBF) controls whether refunds are validated at the POS.

**N:** Refunds will work as usual – as per procedures described above.

**Y:** At the POS, the user will not be able to refund the same items twice when the original bill number exists at the store. The user will be able to select which items to refund for partial refunds or they can chose to do a complete refund. Once an item is refunded, they will not be able to refund it again. The same bill # cannot be fully refunded more than once. The user cannot dismantle ‘promotions’ for a refund. For example, if the Sale includes an F5-Promotion, all items in the F5 Promotion must be returned; the Promotion Package cannot be refunded individually.

**P:** Same as when set to Y but also allows the ability to refund items sold within a promotional package individually at the point of sale. This includes all promotions (the F5-Promo function at the POS and/or by the promotions created at head office in menu DOA).

**Note:** The advantages of this field at Y or P will only apply if the refund is done in the store where the initial sale took place. This also applies to employee purchase refunds in which the discounts are automatically calculated.

When **“Valid Refund”** is set to **Y** or **P**, the following screen will appear as soon as the transaction number is entered:

Original Bill Info			
Sku	Desc	Qty	Price
0000000	TEST 1	1	15.00 P
0000000	TEST 2	1	25.00
0000000	TEST 3	1	35.00

Telephone #	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>			
First name	<input type="text"/>			
Address 1	<input type="text"/>			
Address 2	<input type="text"/>			
City	<input type="text"/>			
Prov.	<input type="text"/>			
Postal Code	<input type="text"/>	Language	<input type="text"/>	
E-Mail	<input type="text"/>			

F1-Complete	F5-Update
-------------	-----------

Here you have the option to select **F1-Complete** for a complete refund, or you can select which item is to be refunded.

Capture customer information and complete the transaction as usual.

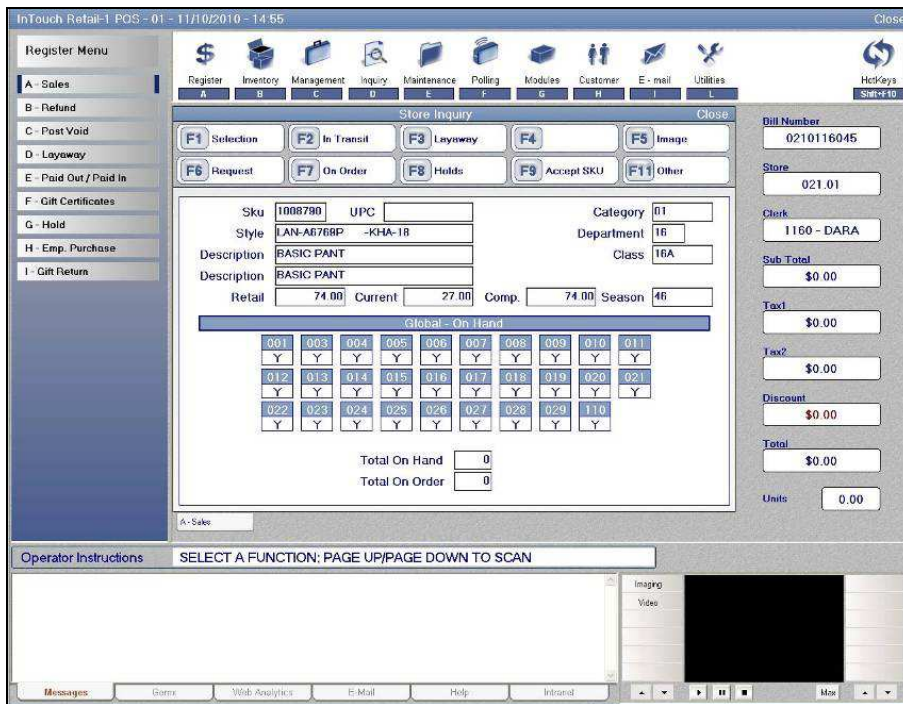
If the client returns with a transaction that was partially refunded, the screen will display the following message:

Original Bill Info	
Warning	
REFUND ALREADY PROCESSED	12/08/11 16:10 0010100006
CONTINUE (Y/N)	TEST (514)631-3336
<input type="checkbox"/>	11 TEST 2 25.00 T
	SUB-TOTAL 25.00
	Tax 1 1.25
	Tax 2 1.00
	-----
	TOTAL 27.25
	Cash 27.25
	CHANGE 0.00
	Items Total: 1
	REASON CODE FOR RETURN: 01
	DEFECTIVE
	X
	GSI TEST
	QC
	631-3336
	1397
	0010100005 Original Bill No.
	1397 Original Employee No.

If you answer **Y**, the following screen will appear and all items already refunded will appear in red and cannot be refunded again:

Original Bill Info			
Sku	Desc	Qty	Price
0000000	TEST 1	1	15.00
0000000	TEST 2	1	25.00
0000000	TEST 3	1	35.00
F5-Update			
REFUND		Telephone # <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> Last Name <input type="text"/> First name <input type="text"/> Address 1 <input type="text"/> Address 2 <input type="text"/> City <input type="text"/> Prov. <input type="text"/> Postal Code <input type="text"/> Language <input type="text"/> E-Mail <input type="text"/>	
ITEM ALREADY REFUNDED			

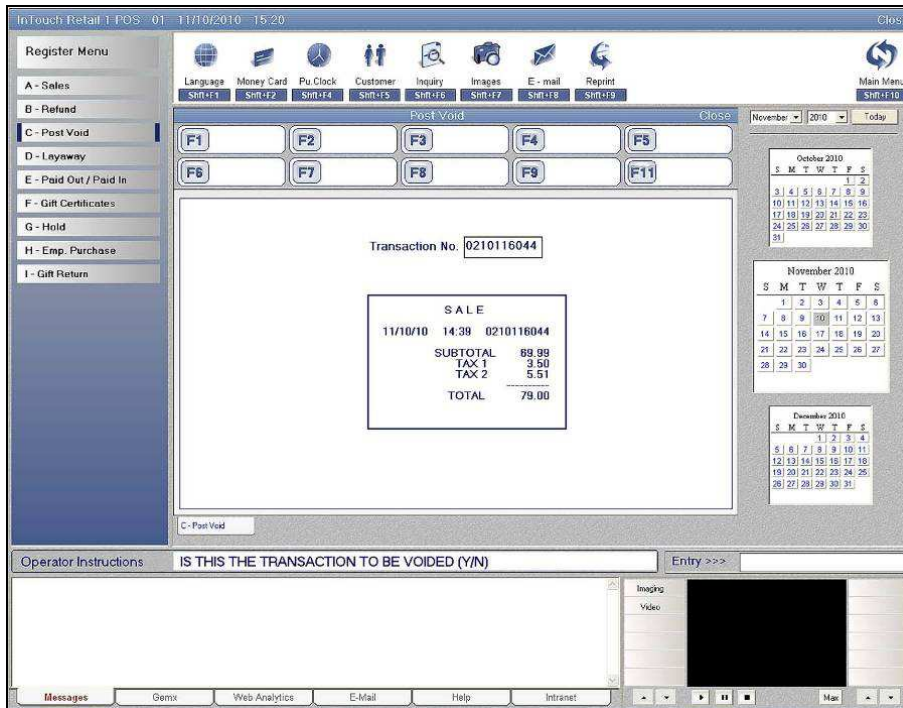
### 9.1.2.13 Inventory Inquiry While In a Sale



- 1) While in a sale click <F11 Inquiry>
- 2) See the "Inquiry" section of this manual under "Inventory By Store" for more details on the various search methods.
- 3) After having found the SKU, select <F9 Accept SKU> to accept the SKU and it will automatically appear in the entry box of the sale
- 4) Hit <Enter> to accept the SKU in the sale.



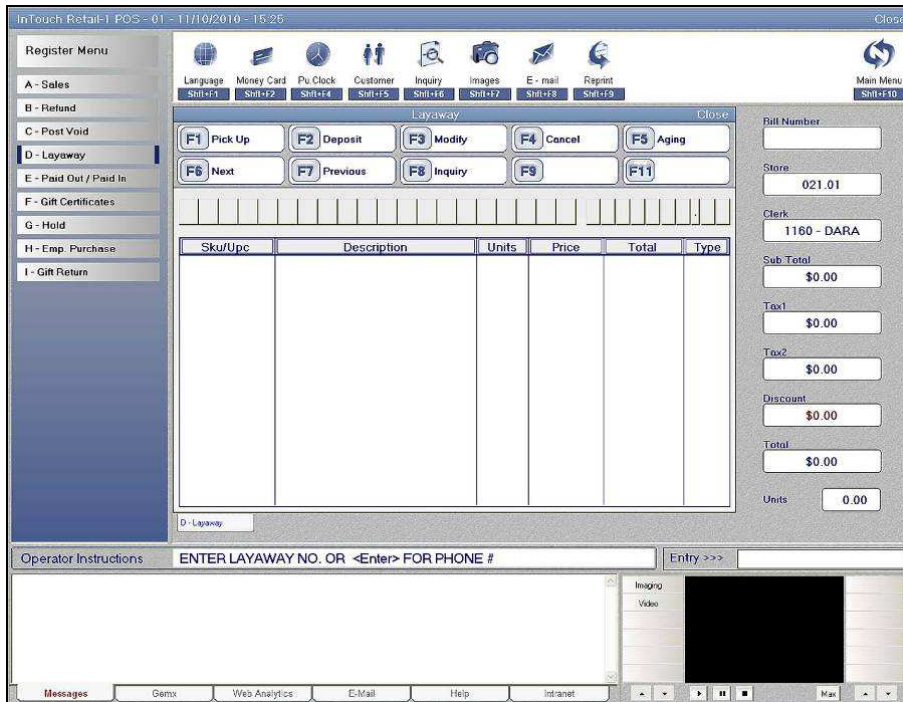
## 9.1.2.14 Post Void a Transaction



- 1) From the Main Menu, click <**Register**>
- 2) Select <**C - Post Void**> followed by the employee's ID
- 3) Enter the transaction number that you wish to void
- 4) The transaction will appear on screen and the system will ask if this “**IS THIS THE TRANSACTION TO BE VOIDED (Y/N)**”.
- 5) Enter <**Y**> and the transaction will be voided.

**NOTE:** You cannot Post Void a Layaway Transaction or a transaction that occurred before the last polling whether it was manual polling or end of day polling

## 9.1.2.15 Update an Existing Layaway



- 1) From the Main Menu, click <Register>
  - 2) Select <D - Layaway>, enter the Employee ID
- NOTE:** <F5 Aging> can be selected immediately after Step 2 for Aging on any/all Layaways
- 3) Enter Layaway Number (top right hand side of receipt). If unknown, press <Enter> once, and enter Customer Phone Number instead.

### 9.1.2.15.1 Layaway Pick Up

#### For full pick up – entire layaway

- 1) Select <F1 Pick Up>
- 2) Select <F1 Full>
- 3) Select the desired method of payment

OR

#### For partial pick up

- 1) Select <F1 Pick Up>
- 2) Select <F2 Partial>
- 3) Highlight the item (s) being Picked Up and press <Enter>. They will be tagged with an asterisk (\*).
- 4) Select <F9 Payment>
- 5) Select the desired method of payment.

### **9.1.2.15.2 Layaway Deposit**

- 1) Select <**F2 Deposit**>
- 2) Enter the amount
- 3) Choose method of payment.
- 4) Another receipt will be issued with the same Reference Number and the new balance amount.

### **9.1.2.15.3 Modify a Layaway**

Select <**F3 Modify**>, then:

#### **To Delete an Item(s)**

- 1) Select <**F6 Void Line**> and use the ↑↓ keys to select the item. Press <**Enter**> when the item is highlighted.
- 2) Select <**F9 Payment**> to record the Payment.

#### **To Add Regular Priced Item(s)**

- 1) Enter or scan the SKU or UPC Code(s) of the item(s).
- 2) Select <**F9 Payment**> to record the Payment.

#### **To Add Discounted Item(s)**

- 1) Enter or scan the SKU or UPC Code of the item.
- 2) Select <**F1 Discount**>.
- 3) Select the Reason for the Discount, enter the amount of Discount in \$ or %, and press <**Enter**>.
- 4) Repeat steps 1-3 as required.
- 5) Select <**F9 Payment**> to record the Payment.

#### **To Modify Price on SKUs Newly Entered**

- 1) Enter or scan the SKU or UPC Code(s) of the item(s).
- 2) Select <**F2 Modify Price**> to change the incorrect price.
- 3) Select <**F9 Payment**> to record the Payment.

#### **To Add Promotional Items**

See the "Sale Including Promotional Merchandise" section of this manual

#### **To Add Tax Exempt Items**

See the "Tax Exempt on Specific Items" section of this manual

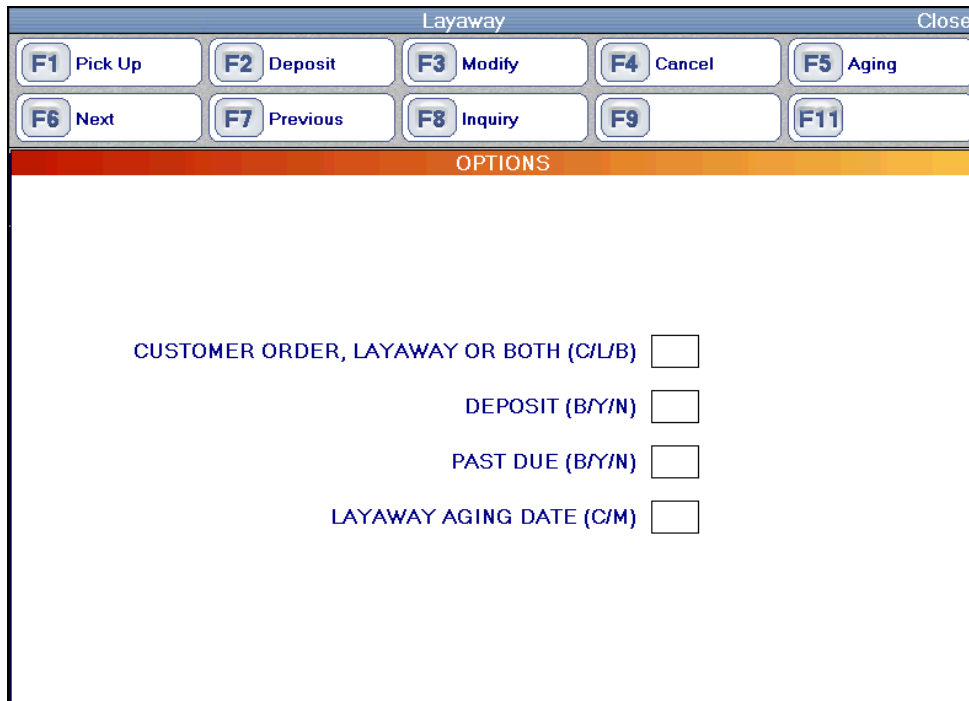
**NOTE:** If a Layaway is being Modified and Picked Up, first complete the modification and then go back into the Layaway and do the pickup



### 9.1.2.16 Layaway Aging

When you are in the layaway module you can select **F5 Aging**, and a box will appear with 4 options.

**Note:** This menu is also accessible thru menu DEC-Layaway Aging Inquiry.



The screenshot shows a software window titled "Layaway" with a "Close" button in the top right corner. Below the title bar is a row of function key buttons: F1 Pick Up, F2 Deposit, F3 Modify, F4 Cancel, F5 Aging, F6 Next, F7 Previous, F8 Inquiry, F9, and F11. Below these buttons is a section titled "OPTIONS" in orange. Under "OPTIONS", there are four checkboxes with labels: "CUSTOMER ORDER, LAYAWAY OR BOTH (C/L/B)", "DEPOSIT (B/Y/N)", "PAST DUE (B/Y/N)", and "LAYAWAY AGING DATE (C/M)".

#### Customer Order, Layaway or Both (C/L/B):

**C:** Displays only layaways that correspond to customer orders.

**L:** Displays only regular layaways.

**B:** Displays all existing layaways, whether they are customer orders or regular layaways.

Refer to [3.11.5 Customer Orders](#) for more details.

#### Deposit (B/Y/N):

**B:** Displays both layaways that have deposits and those that do not have deposits.

**Y:** Displays only layaways with deposits.

**N:** Displays only layaways with no deposit.

#### Past Due (B/Y/N):

**B:** Displays both layaways past due and those not past due.

**Y:** Displays only the layaways that are past due.

**N:** Displays only the layaways that are not past due.

#### Layaway Aging Date C/M:

**C:** The layaway aging date will be calculated from the original creation date.

**M:** The layaway aging date will be calculated from the last date of the modified layaway number.

Use the ↑↓ keys to view the Layaways.

Layaway Aging							Close
F1	F2	F3	F4	F5			
F6	F7	F8 Print	F9	F11			
Ref.No.	Phone	Name	Fst Act.	Lst Act.	0-30	Over	
1010136347*	829-8829	PILON, VANESSA	13/03/12	13/03/12		40.10	
1010136350	626-5555	F, B	13/03/12	13/03/12		0.11	
4080136376	631-3336	DOE, JANE	22/01/13	26/02/14		36.33	
4080136388*	631-3336	AMOROSA, NANCY	23/08/13	26/02/14		20.86	
4080136390*	631-3336	A, A	23/08/13	23/08/13		30.86	
4080136392*	631-3336	DOE, JANE	23/08/13	23/08/13		61.73	
4080136393*	631-3336	AMOROSA, NANCY	27/08/13	27/08/13		30.86	
4080136394*	631-3336	AMOROSA, NANCY	27/08/13	27/08/13		30.86	
4080136395*	631-3336	PATRICK, CASSIDY	27/08/13	27/08/13		30.86	
4080136396*	631-3336	A, A	27/08/13	27/08/13		30.86	
4080136397*	631-3336					30.86	
4080136398*	631-3336					30.86	
4080136399*	631-3336					61.73	
4080136400*	631-3336					61.73	
4080136421*	631-3336	A, A	23/08/13	26/02/14		44.38	H
4080136422*	631-3336	DOE, JANE	23/08/13	26/02/14		82.84	H
4080136423	888-8888	Amorosa, Nancy	26/02/14	26/02/14		98.35	
4080136424	888-8888	Amorosa, Nancy	26/02/14	26/02/14		37.91	
Total Due:		762.09	30 Days:	0.00	60 Days:	0.00	Over 60: 762.09

As asterisk (\*) will appear next to layaways that originated as customer orders.

The last column displays an “H” for layaways containing historical data. If you highlight a layaway with an “H” in the last column, you can then press **F7-History** to view the history details.

History for 4080136421		
Date	Time	Bill Number
23/08/2013	15:35	4080136389

Press **ESC** to close the history window.

To print a list of all the aging layaways in this list press **F8-Print**.

Here is an example of the printed list:

```

***GSI***
11450 Côte-de-Liesse
DORVAL QC
tel. 514-631-3336
04/02/15 12:34
LAYAWAY AGING

BILL NO.  PHONE #    NAME
Fst Act.  Lst Act.   30 Days   Over 30

*1020157384 514-524-1106 SERVICE CLIENT
19/08/13 03/07/14    0.00    231.39

*1020100249 514-525-8682 MARCHAND, FRAN
30/08/13 28/01/15    0.00    40.47

*1020157648 514-631-3336 Amorosa, Nancy
30/08/13 28/01/15    0.00    112.28

1020100382 514-631-3336 Amorosa, Nancy
12/02/14 12/02/14    0.00    601.34

1020100384 514-522-8916 FONTAINE, KATE
12/02/14 12/02/14    0.00    65.08

1020100401 514-555-5555 BEAUREGARD, ER
10/03/14 10/03/14    0.00    152.45

1020157404 514-626-9693 GAGNON, REJEAN
18/08/14 18/08/14    0.00    698.98

1020157629 514-656-5656 NAUDILLON, JIM
19/12/14 19/12/14    0.00    61.19

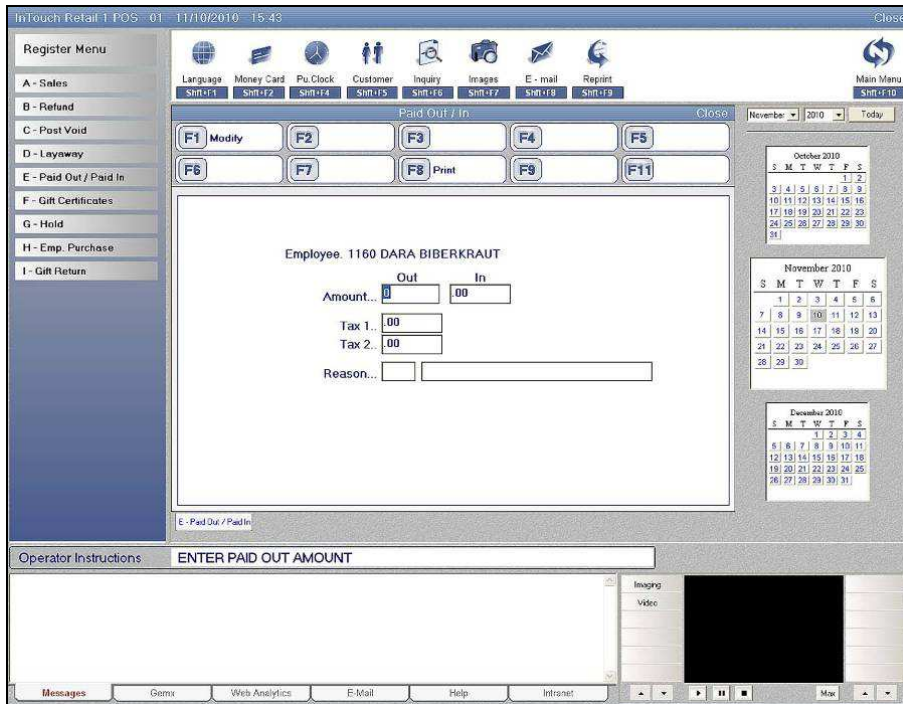
*1020157639 450-544-5454 ROBITAILLE, JU
28/01/15 28/01/15    209.99    0.00

*1020157640 450-522-8952 TAILLEFER, HAR
28/01/15 28/01/15    36.74    0.00

Total due    30 Days   Over 30
2209.89     246.73   1963.18

```

## 9.1.2.17 Paid Out/Paid In



- 1) From the Main Menu, click<Register>
- 2) Select <E - Paid Out/Paid In>, enter the Employee ID

### To Withdraw \$

- 1) Under “Out”, enter amount being withdrawn.
- 2) Enter Reason.
- 3) Select <F8 Print> to print or select <F1 Modify> to modify if necessary.

### To Deposit \$

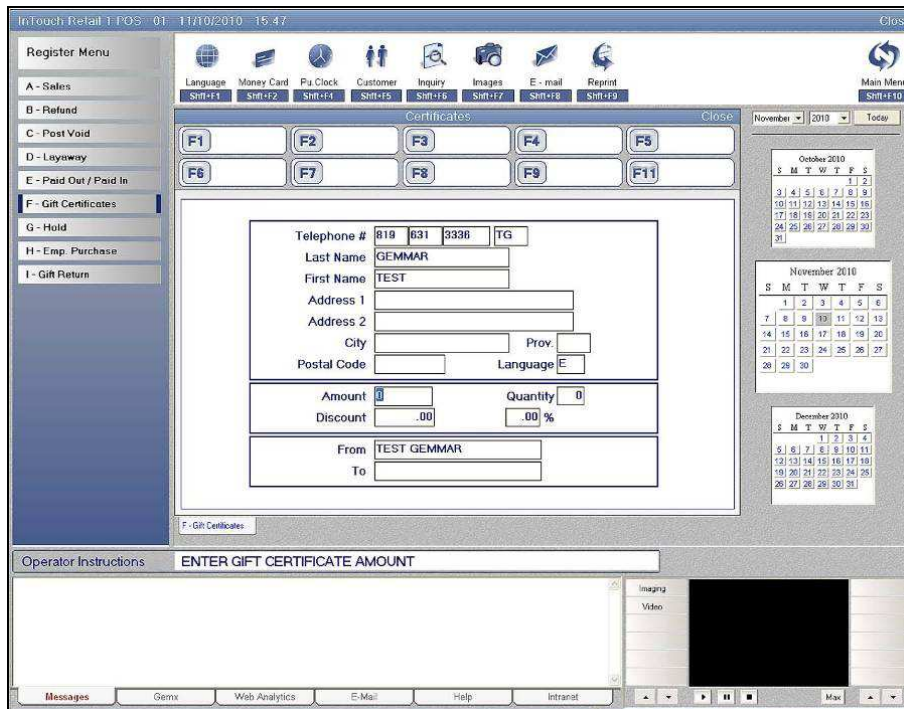
- 1) Under “In”, enter amount being deposited.
- 2) Enter Reason.
- 3) Select <F8 Print> or select <F1 Modify> if necessary.

### To Declare Taxes

- 1) Under “Out” enter amount Paid for the article(s).
- 2) Enter the amount of the Taxes Paid for the article(s).
- 3) Enter Reason.
- 4) Select <F8 Print> or select <F1 Modify> if necessary.

### 9.1.2.18 Gift Certificates

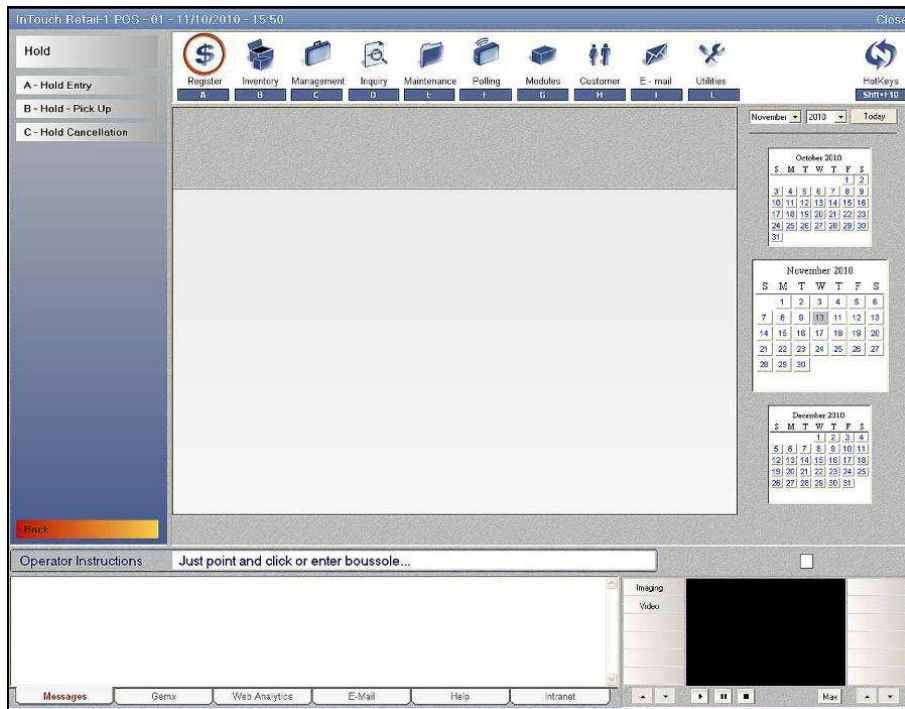
- 1) From the Main Menu, click<Register>
- 2) Select <F - Gift Certificates>, enter the Employee ID



- 3) Enter Customer Information.
- 4) In the "**Amount**" field, a window will appear displaying the denominations available in Gift Certificates.
- 5) Enter the quantities of the denomination(s) being purchased. Press <Enter> to close the window.
- 6) Enter a Discount in \$ or % (if necessary), press <Enter> to bypass.
- 7) Enter or bypass the "From" and "To" fields.
- 8) Enter the Reference Number(s) of the Certificate(s) sold.
- 9) Choose the form of Payment.

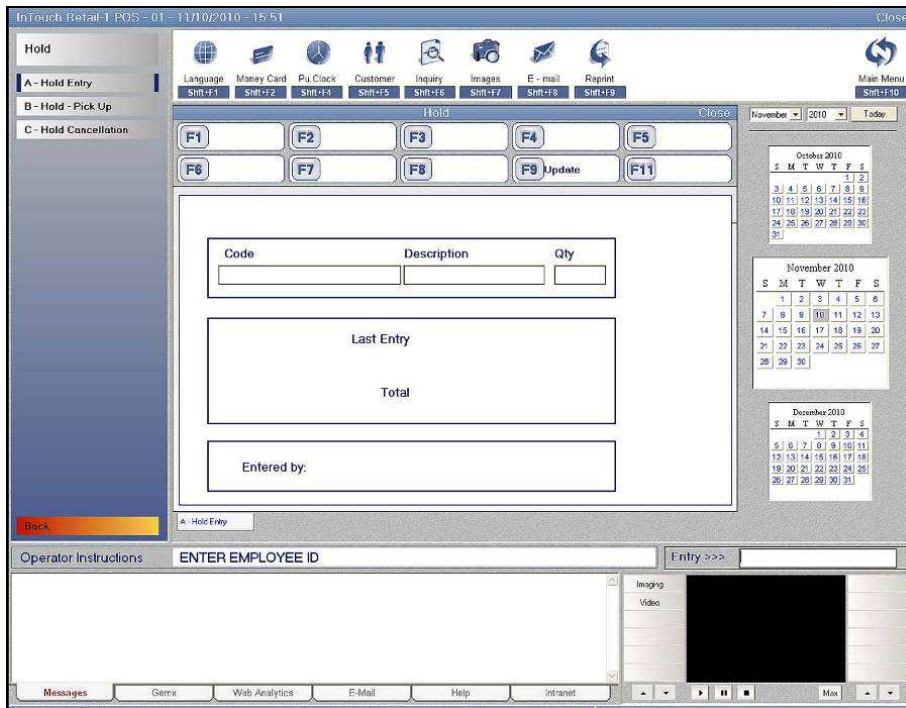
## 9.1.2.19 Holds

- 1) From the Main Menu, click<Register>
- 2) Select <G - Hold>





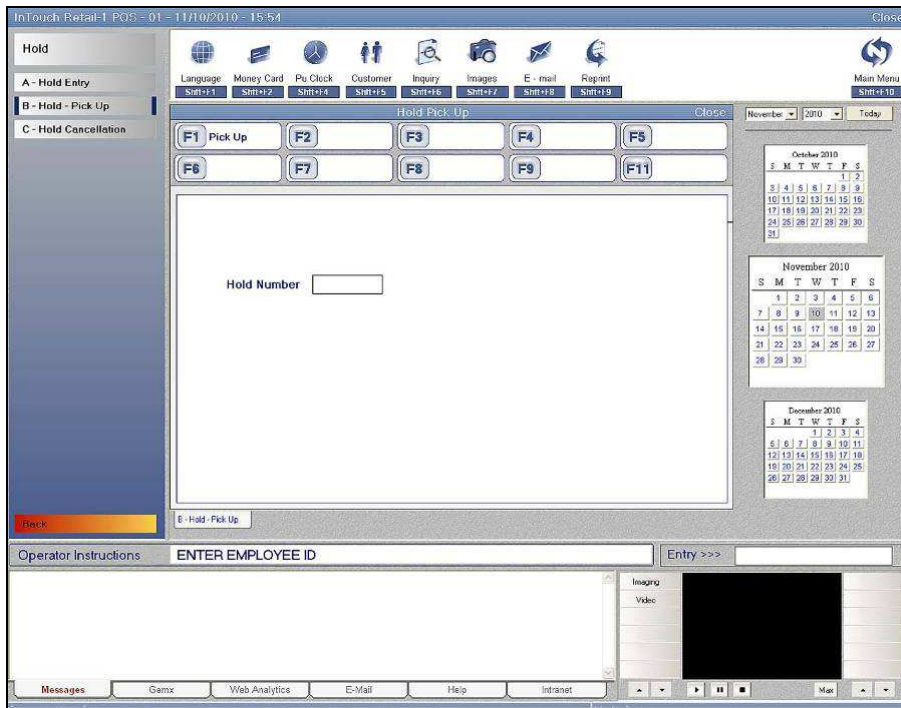
### 9.1.2.19.1 Hold Entry



- 3) Select **<A - Hold Entry>**, and enter Employee ID.
- 4) Enter Customer's Information.
- 5) Enter or scan the SKU or UPC Code(s) of the item(s) as well as the quantities.
- 6) Select **<F9 Update>** to save changes.
- 7) A **"Comments"** box will appear. If you choose to enter any additional information regarding this transaction, you can do so here, otherwise press **<Enter>** to bypass. Any "Comments" will print on the receipt [i.e.: you promise a 15% discount to the customer as long as he/she returns before 5:00pm to pick up the hold].
- 8) The system will now prompt you for an expiry date. Press **<Enter>** to accept the date displayed, or make necessary changes.
- 9) The receipt along with an automatic duplicate will print.

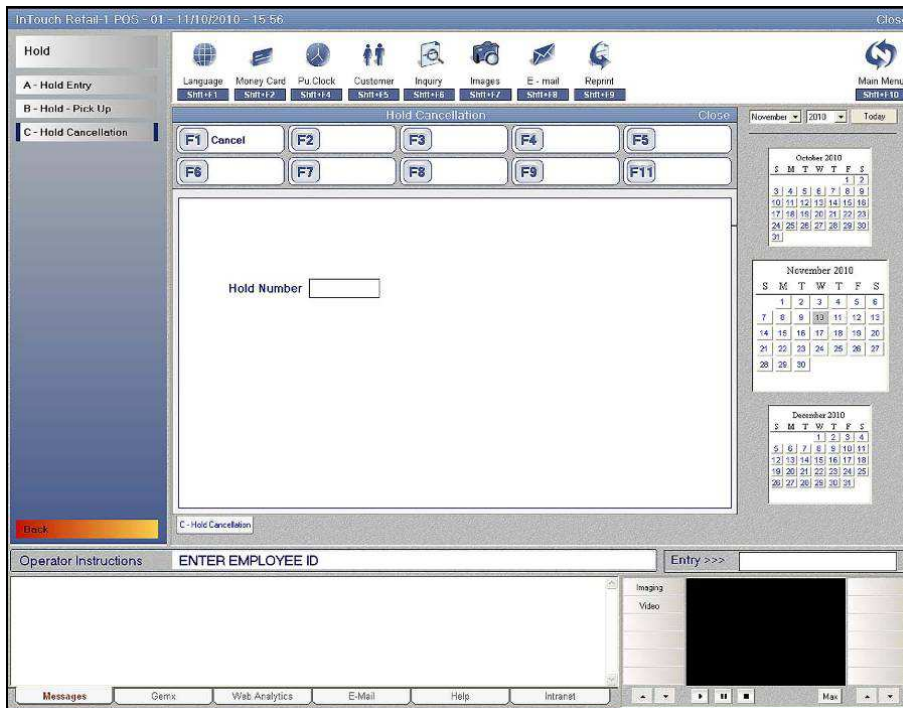


### 9.1.2.19.2 Hold – Pick Up



- 3) Select **<B - Hold - Pick Up>**, and enter Employee ID.
- 4) Enter the Hold Reference Number and select **<F1 Pick Up>**.
- 5) Any **“Comments”** created at the time of “Entry” will appear on the screen; press **<Enter>** to continue.
- 6) You will then be automatically taken into the Sales Function, with the SKU(s) from the Hold already inputted. Make any necessary modifications.
- 7) Select **<F9 Payment>**.
- 8) Choose the form of Payment.

### 9.1.2.19.3 Hold Cancellation

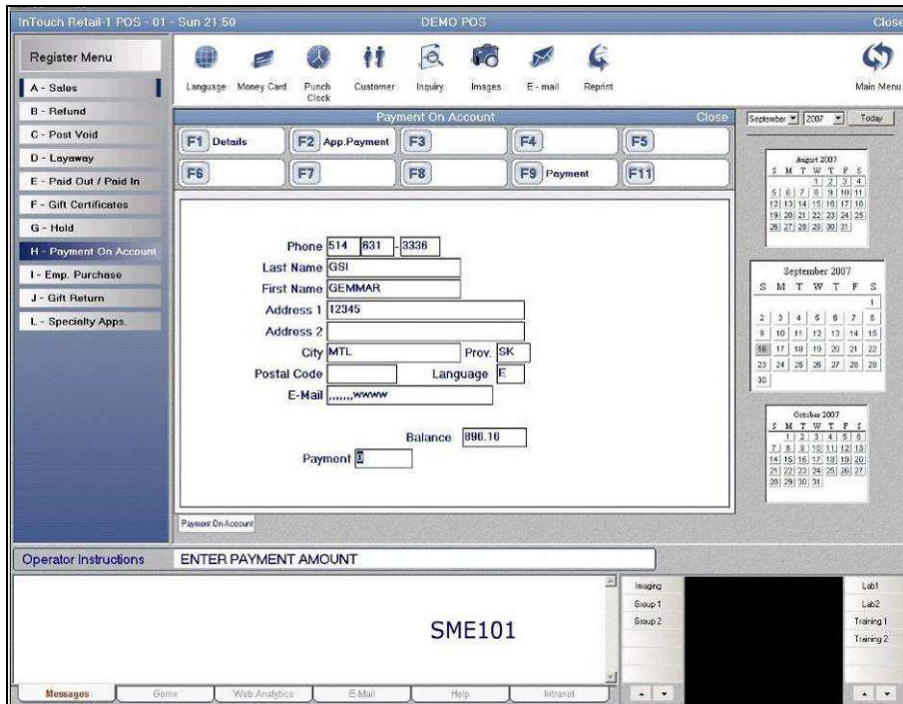


- 3) Select <C - Hold Cancellation>, enter Employee ID.
- 4) Enter the Hold Reference Number.
- 5) Select <F1 Cancel> to Cancel.

**NOTE:** Any holds that have expired will automatically print after Polling, allowing the cashier the opportunity to cancel them if necessary.

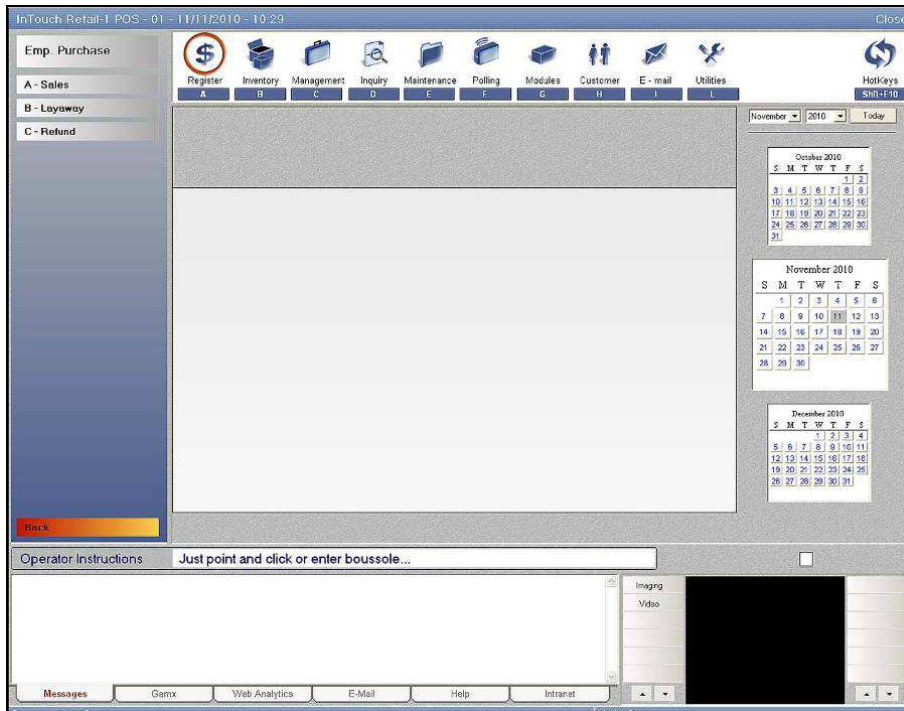
**NOTE:** No deposit is necessary for a Hold

## 9.1.2.20 Payment on Account – (Optional Module)



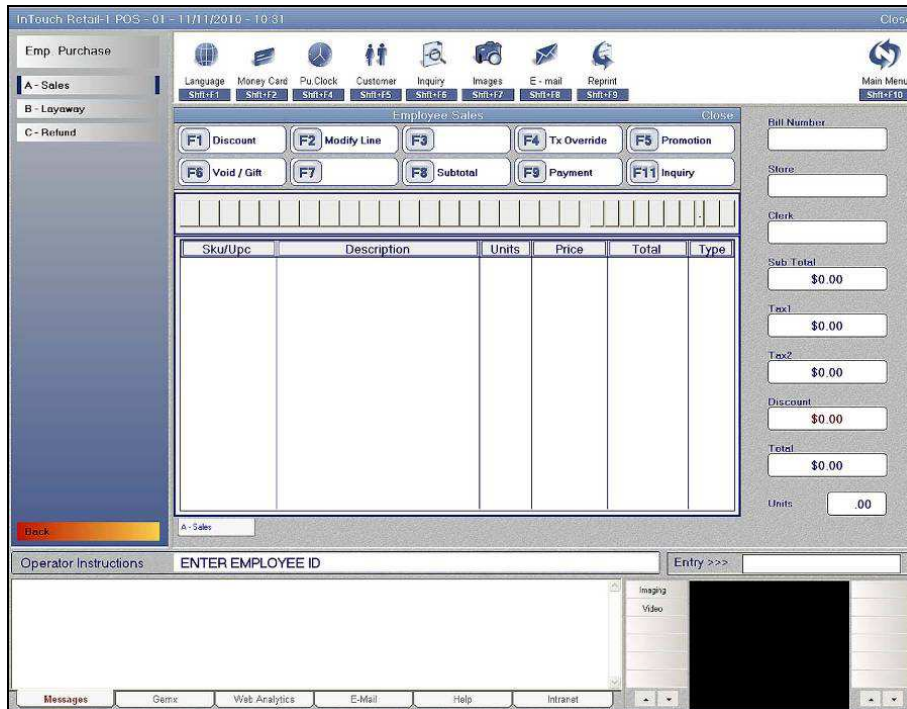
- 1) From the Main Menu, click<Register>
- 2) Select <Payment On Account>, enter Employee ID.
- 3) Enter Customer Information.
- 4) At "Payment" enter the amount the customer wishes to pay.
- 5) Once in the Payment field, the Employee can press <F2 App. Payment> to apply payment to a chosen bill. **NOTE:** If using Accounts receivable "pay by Invoice", a window will display the outstanding invoices from which the Employee can choose by using the↑↓. Once they have chosen the invoice select <F9 Update>.
- 6) Select <F9 Payment>
- 7) Choose the form of Payment.

## 9.1.2.21 Employee Purchase



### 9.1.2.21.1 Employee Purchase Sales

- 1) From the Main Menu, click <Register>
- 2) Select <H - Emp. Purchase>.



- 3) Select <A - Sales>, enter Employee ID.
- 4) In the window that appears, enter the Employee CODE of the Employee making the purchase.
- 5) Enter or scan the SKU or UPC Code(s). The discount will automatically be taken off the price(s).
- 6) Select <F9 Payment>.
- 7) Choose the form of Payment.

**NOTE:** All other functions are the same as a Customer Sale

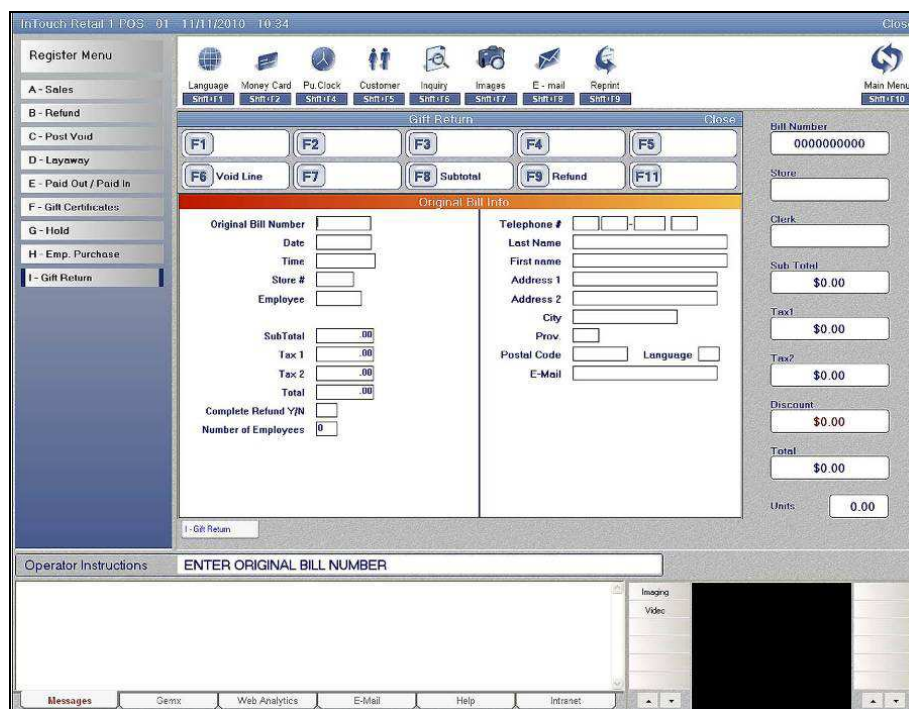
### 9.1.2.21.2 Employee Purchase Layaway

- 1) From the Main Menu, click<Register>
- 2) Select <H - Emp. Purchase>.
- 3) Select <B – Layaway>, enter the Layaway Reference Number.
- 4) Refer to the “Updating an Existing Layaways” section of this manual for the remainder of the process

### 9.1.2.21.3 Employee Purchase Refund

- 1) From the Main Menu, click<Register>
  - 2) Select <H - Emp. Purchase>.
  - 3) Select <C - Refund>, enter Employee ID.
  - 4) Refer to the "Record a Refund" section of this manual for the remainder of the process
- NOTE:** Unlike an Employee Sale, in Employee Refund you must enter the discount. It is not automatically deducted from the price!

### 9.1.2.22 Refund a Gift Receipt

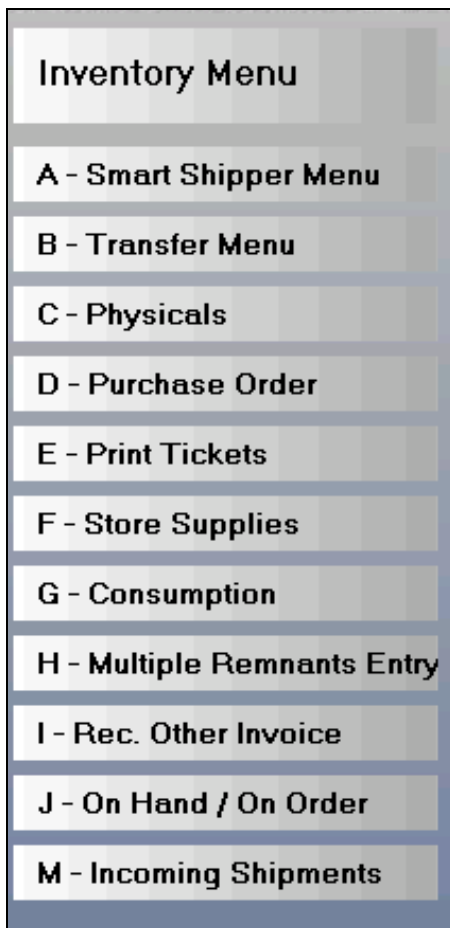


- 1) From the Main Menu, click<Register>
- 2) Select <I - Gift Return>, enter Employee ID.
- 3) Enter the Bill # and the Employees on the Original Sales Receipt, and then enter the Employee ID numbers.
- 4) Enter Customer Information.
- 5) Enter or scan the SKU or UPC Code of the Gift being returned.
- 6) A window will appear, in it, enter (scan) the Gift Reference Number.
- 7) Select <b> to complete the Refund and select the appropriate method of refund.

**NOTE:** You have the ability to return more than one Gift at a time. The system will refund the exact amount the customer paid for the Gift taking into account any and all Discounts or Promotions given at the time of the sale. The customer does not have to return the Gift to the same store it was purchased.

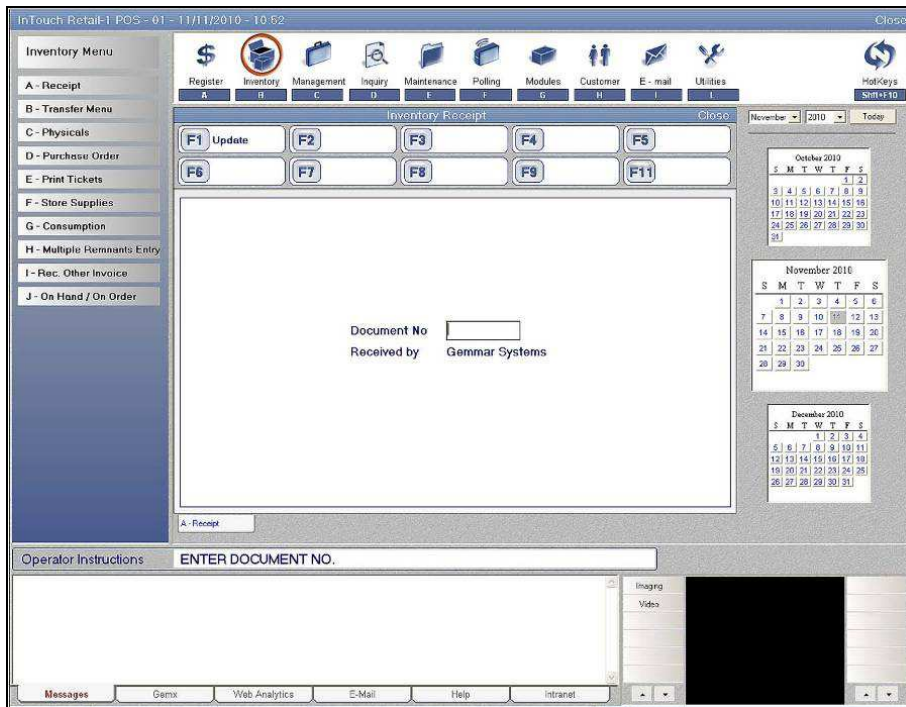


### 9.1.3 B- Inventory Menu



### 9.1.3.1 Receive Merchandise

- 1) From the Main Menu, select <Inventory>.
- 2) Select <A - Receipt>, enter Employee ID.



- 3) Enter Document Number to be received.

**Completed? (Y/N)**

**Enter "Y" if merchandise received matches exactly with Distribution Document.**

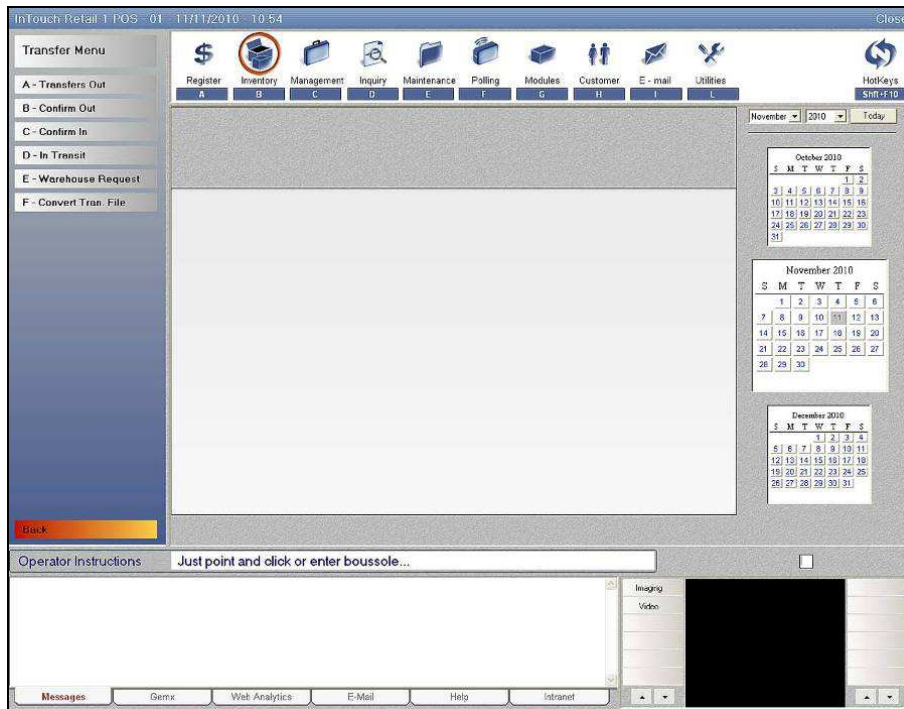
- 1) Attach printed slip to Document.

**Enter "N" if merchandise received does not match the Distribution Documents (Over or short).**

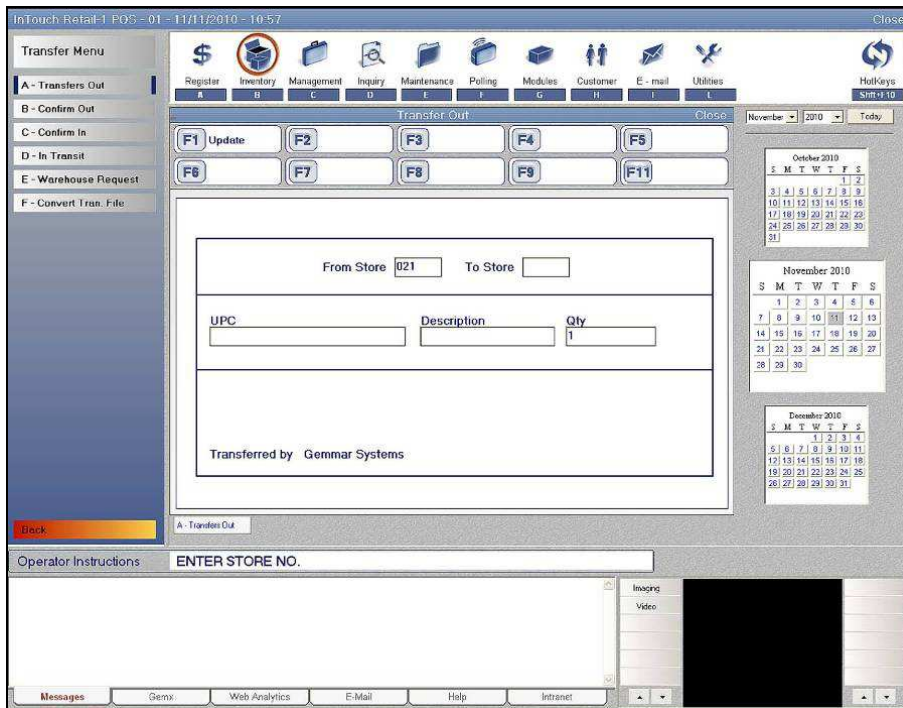
- 1) Attach printed slip to Document.
- 2) Enter or scan the SKU or UPC Code(s) of the merchandise that does not match and enter quantity "Short" or "Over".
- 3) Once complete, select <F1 Update>.

### 9.1.3.2 Transfer Menu

- 1) From the Main Menu, select <Inventory>.
- 2) Select <B - Transfer Menu>

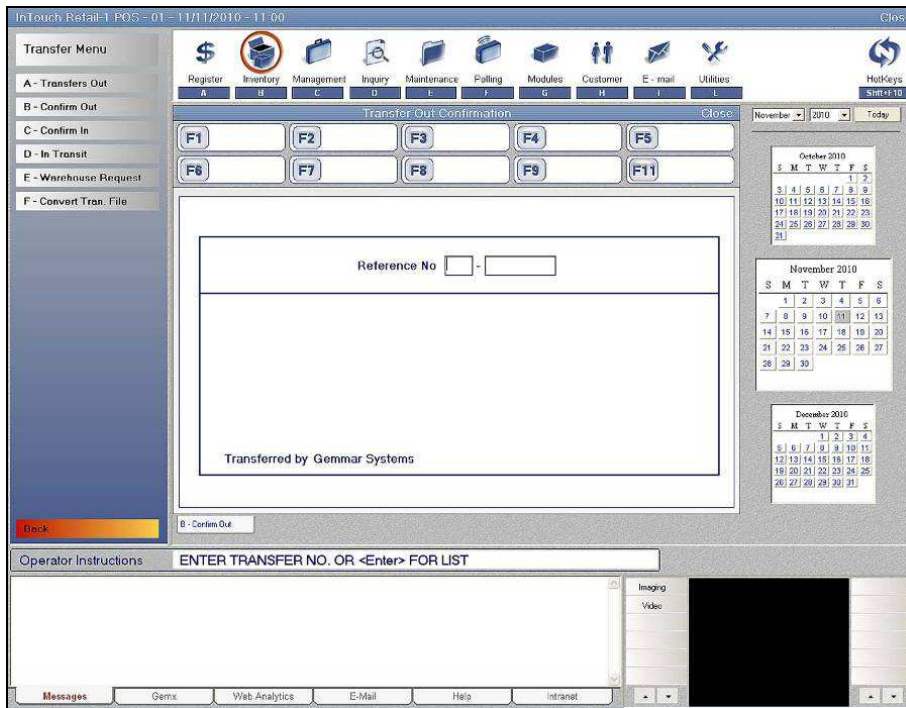


### 9.1.3.2.1 Transfer Out



- 1) Select **<A - Transfers Out>**, enter Employee ID.
- 2) Enter the **Store Number** where merchandise is being transferred.
- 3) Enter or scan the SKU(s) or UPC Code(s) of item(s) being transferred.
- 4) Enter the quantity being transferred or scan each item individually
- 5) Repeat steps 3 & 4 for each item being transferred.
- 6) Select **<F1 Update>** when the transfer is done.
- 7) Choose the reason for Transfer.
- 8) Enter **"Y"** for Duplicate Receipt or **"N"** if no duplicate is needed.
- 9) Attach one receipt to the merchandise being transferred. If a duplicate receipt was printed, keep it in the store for future reference.

### 9.1.3.2.2 Confirm Merchandise Being Transferred Out



The screenshot shows the 'InTouch Retail POS - 01 - 11/11/2010 - 11:00' window. The 'Transfer Menu' is open, showing options: A - Transfers Out, B - Confirm Out, C - Confirm In, D - In Transit, E - Warehouse Request, and F - Convert Tran. File. The 'Transfer Out Confirmation' window is displayed, featuring a 'Reference No' field and a 'Transferred by Gemmar Systems' label. The background shows the POS interface with various menu options and a calendar.

- 1) Select **<B - Confirm Out>**, enter Employee ID.
- 2) Enter Transfer Reference Number, or press **<Enter>** to open a window listing all Unconfirmed Transfers.

#### Completed? (Y/N)

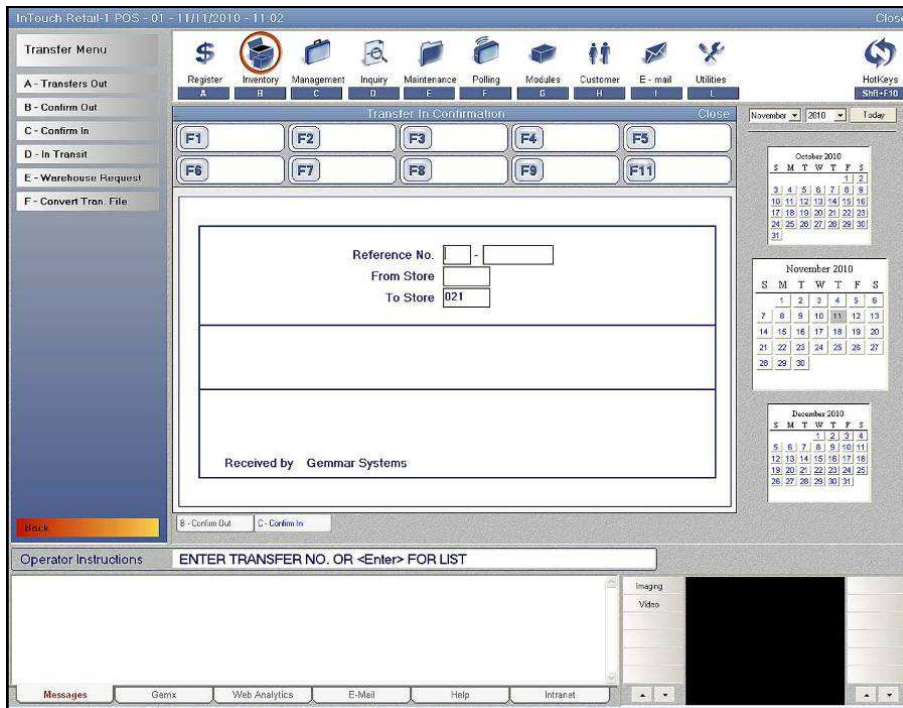
**Enter "Y" if all items requested are available to be transferred.**

- 1) A receipt will print "Transfer Completed", attach this to your Transfer Receipt.

**Enter "N" if unable to transfer all items as requested.**

- 1) A window will open, displaying the SKU(s) in the Transfer, allowing you to make the appropriate changes to the quantities. Enter the quantities you have available to transfer.
- 2) Select **<F9 Update>** when done.
- 3) Two receipts will print; the first receipt is a Variance Report, the second is the New Transfer Receipt.
- 4) Staple the Variance Report to the Original Transfer Receipt and send the New Transfer Receipt, along with the items, to the corresponding store.

### 9.1.3.2.3 To Confirm Received Merchandise



- 1) Select **<C - Confirm In>**, enter Employee ID.
- 2) Enter **Reference Number** of Transfer Received, or press **<Enter>** to open a window listing all Unconfirmed Transfers.
- 3) Enter the **Store Number** of where the merchandise came from.

**Completed? (Y/N)**

**Enter “Y” if merchandise received matches exactly with the transfer.**

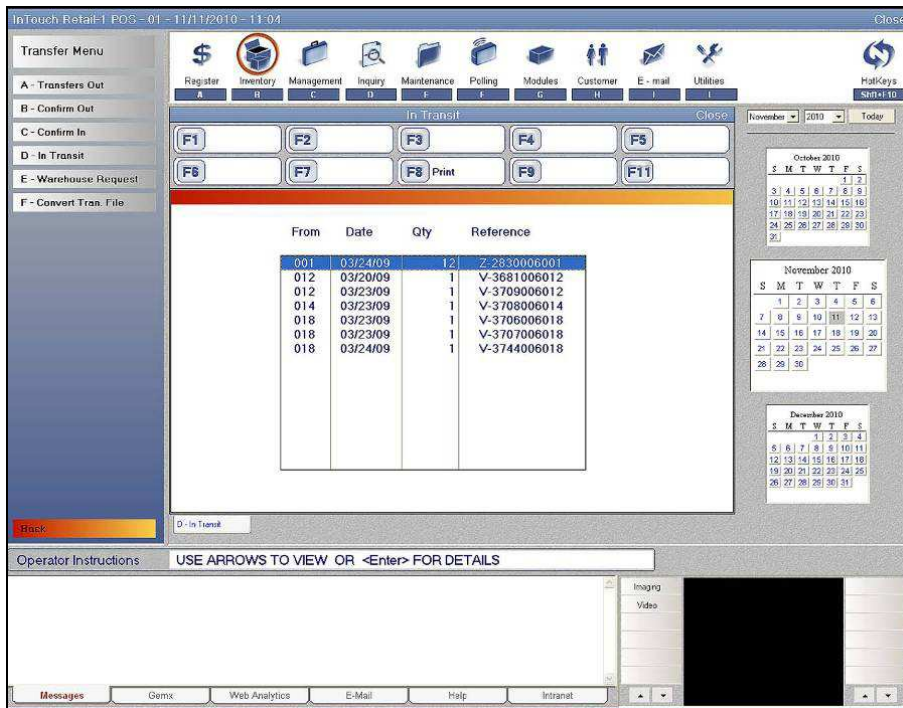
- 1) A receipt will print, “Transfer Completed”, attach this to the Transfer Receipt you received with the merchandise.

**Enter “N” if merchandise received does not match with the Transfer.**

- 1) Enter or scan the SKU(s) or UPC Code(s) of the merchandise that does not match and enter quantity “Short” or “Over”.
- 2) Select **<F9 Update>** when done.
- 3) A receipt will print, “Uncompleted Transfer”, defining the variance.
- 4) Sign and attach to the Transfer Receipt you received with the merchandise.

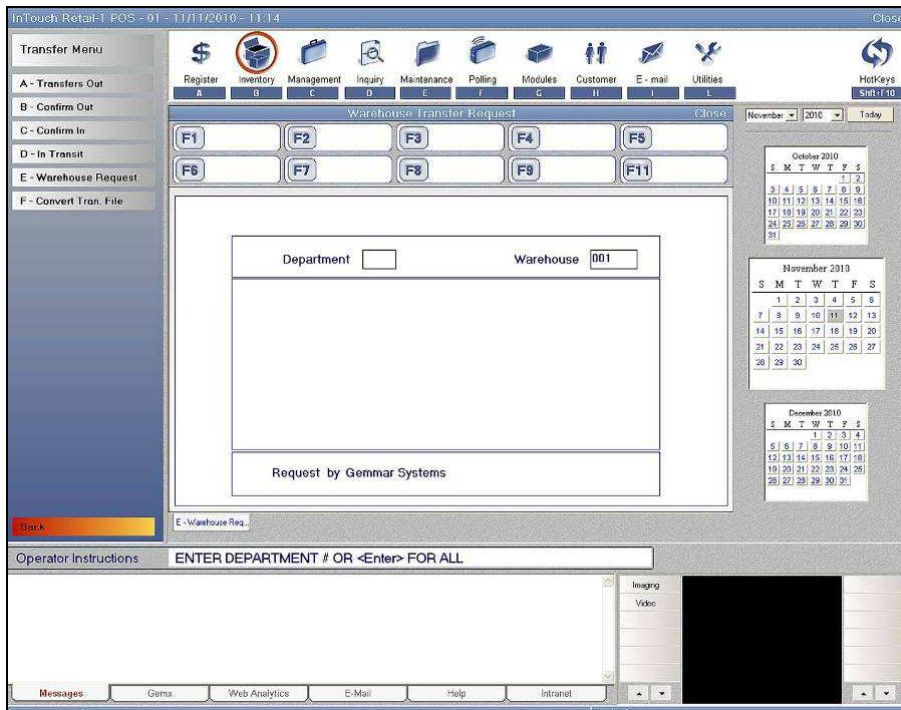


### 9.1.3.2.4 View Transfer(s) In Transit



- 1) Select **<D - In Transit>**, enter Employee ID.
- 2) A window will open listing all incoming Transfer(s).
- 3) Use the  $\uparrow\downarrow$  keys to highlight the Transfer you wish to inquire upon.
- 4) When it is highlighted, press **<Enter>** to view the Details of the Transfer.

### 9.1.3.2.5 Warehouse Request



- 1) Select **<E - Warehouse Request>**, enter Employee ID.
- 2) Enter Department Number.
- 3) Enter Warehouse Number.
- 4) Enter or scan the SKU(s) or UPC Code(s) you wish to request.
- 5) Enter quantity(s).
- 6) Select **<F9 Update>** when done.

### 9.1.3.2.6 Convert Transfer File

- 1) Select **<F - Convert Tran. File>**, enter Employee ID.
- 2) The system will now ask you if **'You are ready to Convert Y/N?'** If the download from the PDT is complete, answer **'Y'**. If the download is incomplete, answer **'N'**.

**NOTE:** May only be used in conjunction with the PDT Device

### 9.1.3.2.7 Outgoing Transit

Outgoing Transit
Close

F1

F2

F3

F4

F5

F6

F7

F8 Print

F9

F11

To	Date	Qty	Reference
010	29/09/10	3	Y-83NU010408
011	30/12/10	3	Y-83UA011408
833	13/10/11	75862	Y-83YX833408

**Note:** if the “Force Case” field is active, this menu will not be available.

Select **R-Outgoing Transit**, enter your employee ID.

The screen will display all the out-going transfers.

Use the arrow keys to highlight a specific transfer reference number and press **Enter** to view the details.

Outgoing Transit
Close

F1

F2

F3

F4

F5

F6

F7

F8 Print

F9

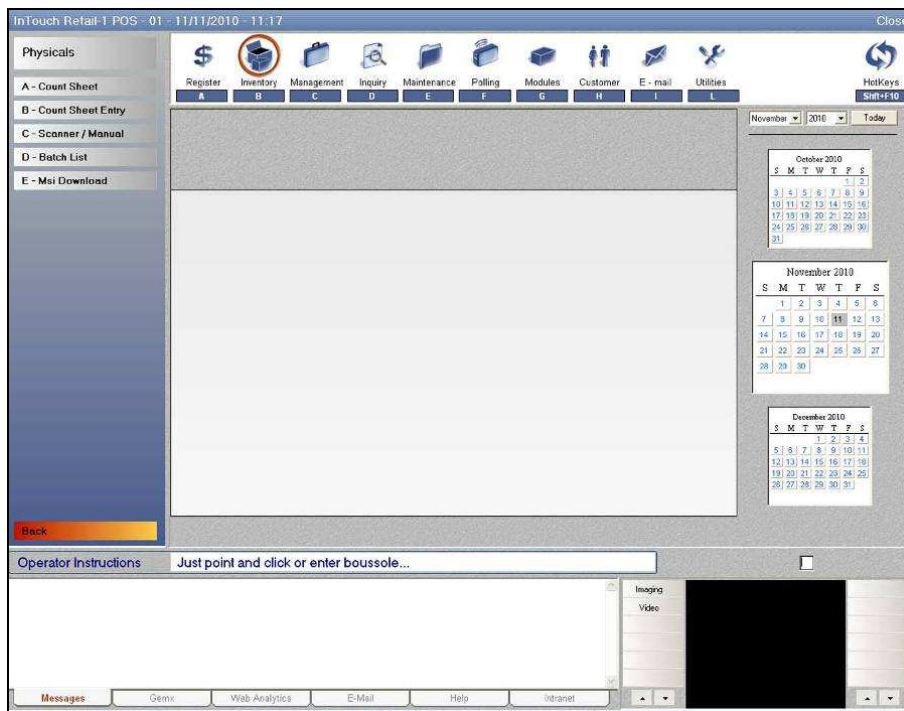
F11

**TRANSFER NO.:** Y83UA011408

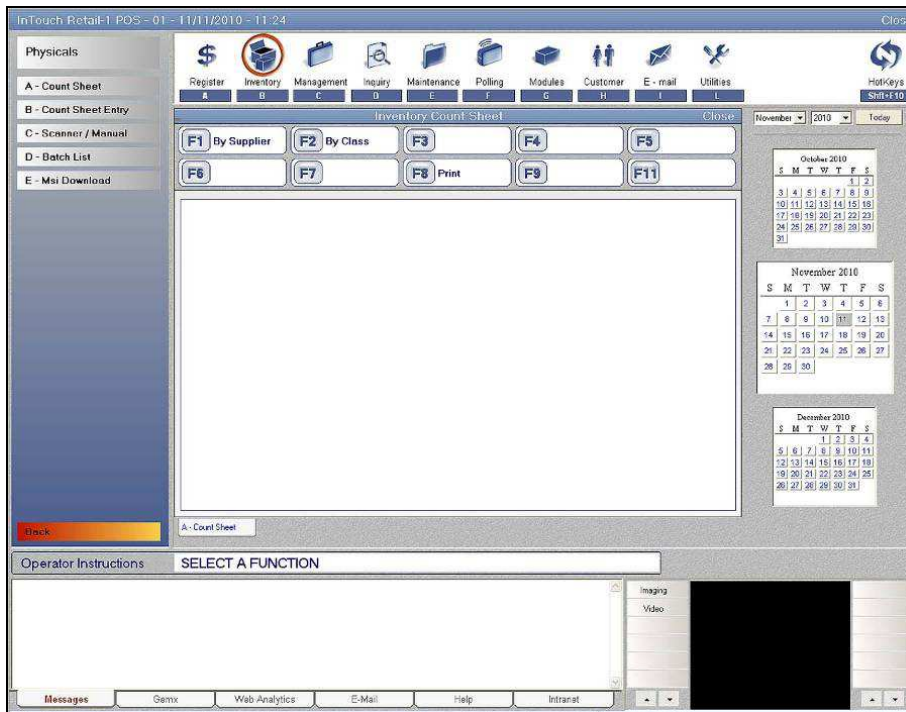
SKU	Description	Qty	Price
7561538	FULL ILLUSIONS	1	\$11.70
7194330	SATIN STAY UPS(RENFORCED TOI	1	\$10.00
7195810	Savon à lessive (petit format)	1	\$5.00

### 9.1.3.3 Physical Inventory

- 1) From the Main Menu, select <Inventory>.
- 2) Select <C - Physicals>



### 9.1.3.3.1 Prepare Count Sheet



Select <A - Count Sheet>, enter Employee ID.

#### <F1 By Supplier>

- 1) Enter Supplier
- 2) Enter Style

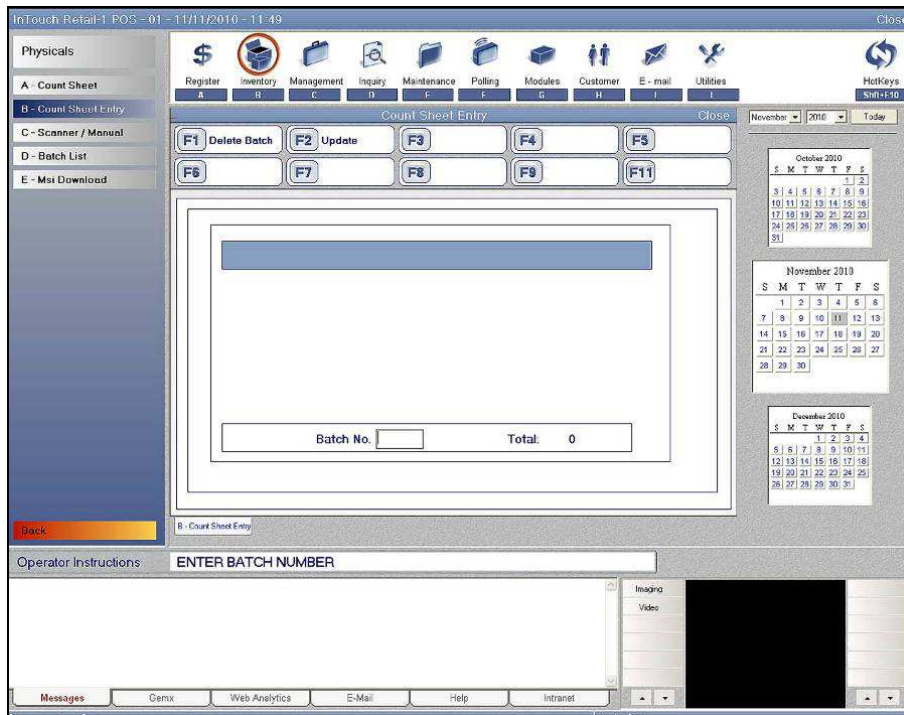
#### <F2 By Class>

- 1) Enter Department
- 2) Enter Class

#### <F8 Print>

Prints Count Sheet

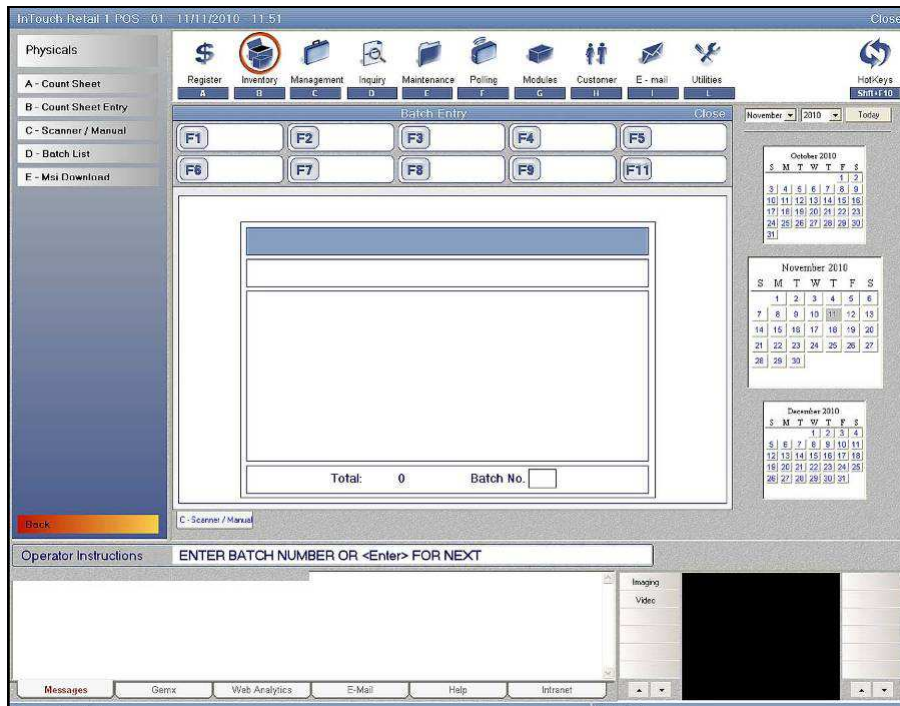
### 9.1.3.3.2 Count Sheet Entry



- 1) Select **<B - Count Sheet Entry>**, enter Employee ID.
- 2) Enter **Batch Number** on the Count Sheet.
- 3) Enter **quantities** for each item.
- 4) Select **<F2 Update>** when complete.



### 9.1.3.3.3 Scanner/Manual Entry



- 1) Select **<C - Scanner / Manual>**, enter Employee ID.
- 2) Enter **Batch Number** or press <Enter> for the system to assign a Batch Number.
- 3) Enter or scan the SKU(s) or UPC Code(s).
- 4) Enter Quantity(s) or scan each item
- 5) Select **<F9 Update>** when done.
- 6) Repeat Step 2- 5 for all consecutive Batches.

#### **<F1 Add>**

- 1) Enter or scan the SKU or UPC Code(s) to Add to the Batch.
- 2) Select **<F9 Update>** when done.

#### **<F2 Modify>**

- 1) Use the ↑↓ keys to select the SKU, make necessary changes to the quantity.
- 2) Select **<F9 Update>** when done.

#### **<F3 Delete>**

- 1) Use the ↑↓ keys to select the SKU to be Deleted and press <Enter> when it is highlighted. An asterisk (\*) will appear beside the item.
- 2) Repeat the above process for each SKU you wish to delete.
- 3) Select **<F9 Update>** when done.

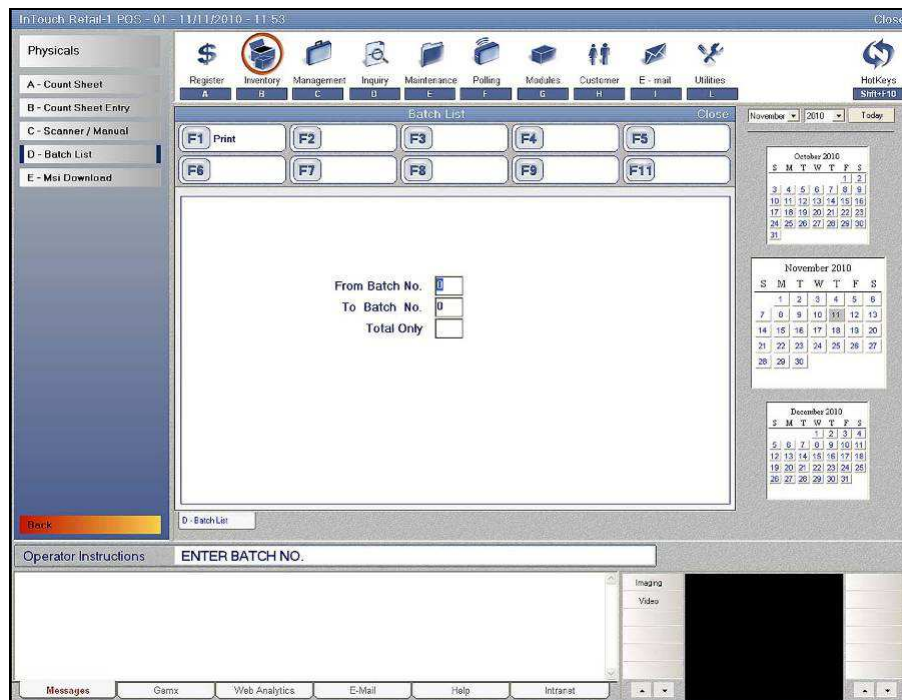
### <F4 View>

Use the ↑↓ keys to move through the Batch, in order to view which items the Batch may contain.

### <F8 Print>

Prints the Batch.

## 9.1.3.3.4 Batch List



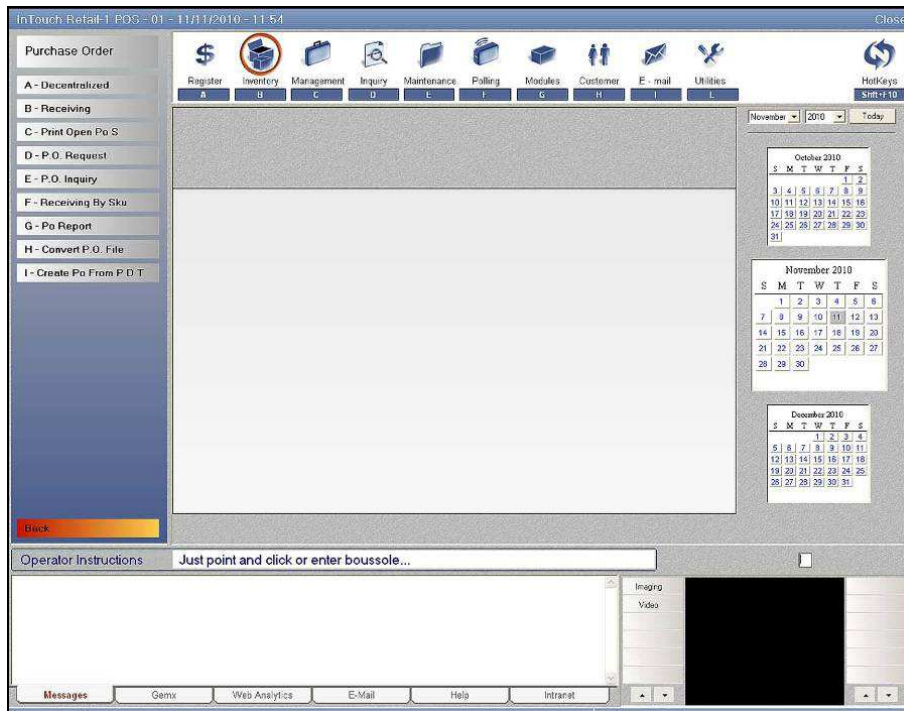
- 1) Select <D - Batch List>, enter Employee ID.
- 2) Enter the **Batch Numbers** you wish to print.
- 3) Select <F1 Print>.

## 9.1.3.3.5 MSI Download

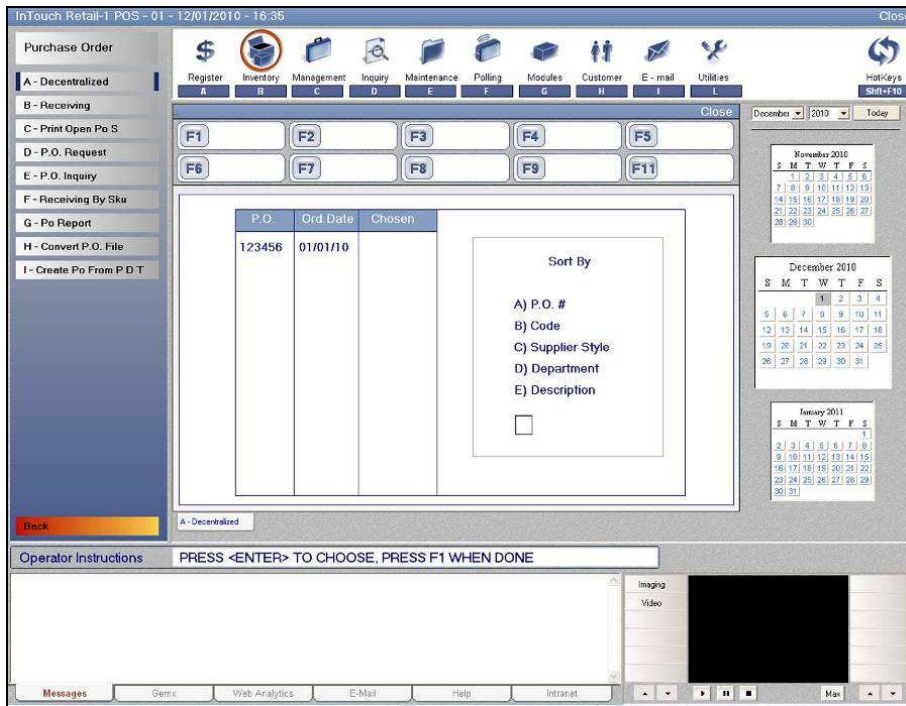
To be used after an MSI is downloaded into the POS.

### 9.1.3.4 Purchase Orders

- 1) From the Main Menu, select <Inventory>.
- 2) Select <D - Purchase Order>.



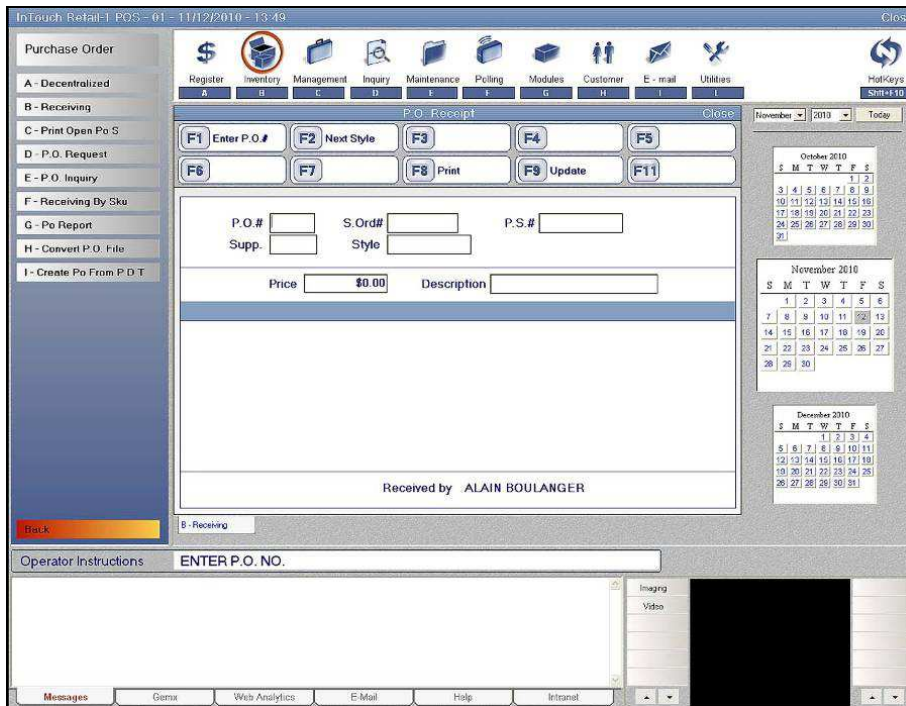
### 9.1.3.4.1 Decentralized Ordering (Entering a Purchase Order)



- 1) Select **<A - Decentralized>**, enter Employee ID.
- 2) Use the  $\uparrow\downarrow$  keys to highlight the P.O.# you wish to work with, then select **<F9>** when done.
- 3) Choose one of the options listed below, and depending on your choice, this is how the system will sort the P.O.:
  - A) P.O.#
  - B) Code
  - C) Supplier Style
  - D) Department
  - E) Description
- 4) Enter quantities to order.
- 5) Select **<F9 Update>** when done; a receipt will print listing the items you ordered and their quantities.

**NOTE:** Use at the store level to enter quantities for predetermined items in an existing Purchase Order at head office.

### 9.1.3.4.2 Purchase Order Receipt



- 1) Select **<B - Receiving>**, enter Employee ID.
- 2) Enter P.O. Number.
- 3) Enter the Packing Slip #.
- 4) Enter a specific Style Number or select **<F2 Next Style>** to toggle between the multiple styles existing on the P.O.
- 5) Enter specific quantities received, or select **<F3 Received as Ordered>**.
- 6) Once the quantities received are entered for each style, the system automatically updates this information and you will be asked if you want to print "Y" or "N".
  - "Y" will generate a report of the articles you have just received.
  - "N" will generate a copy of the entire purchase order with all of the quantities received that day.

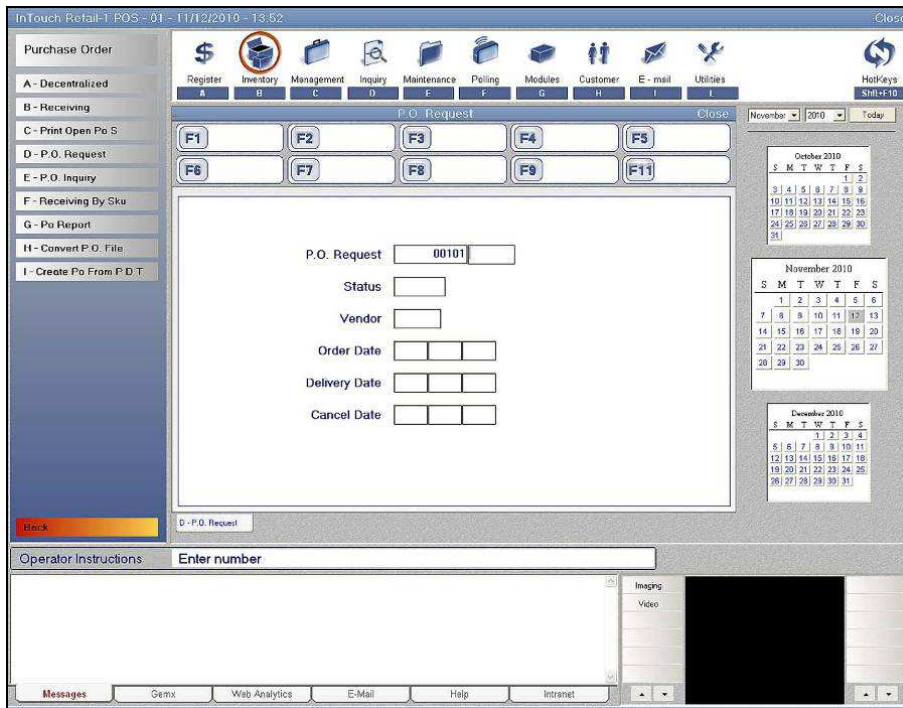
### 9.1.3.4.3 Print Open PO

Select **<C - Print Open Po S>**, enter Employee ID. All incomplete Purchase Orders will print.

**Note:** In versions 11.3+, we have added a selection by Supplier which will only print the purchase orders for the selected supplier. To print all suppliers, leave the field blank. The report will no longer print automatically; the user must select F8-Print when ready.



### 9.1.3.4.4 PO Request



Purchase Order  
 A - Decentralized  
 B - Receiving  
 C - Print Open Po S  
 D - P.O. Request  
 E - P.O. Inquiry  
 F - Receiving By Sku  
 G - Po Report  
 H - Convert P.O. File  
 I - Create Po From P.D.T

Register Inventory Management Inquiry Maintenance Polling Modules Customer E-mail Utilities  
 A B C D E F G H I L

P.O. Request Close  
 F1 F2 F3 F4 F5  
 F6 F7 F8 F9 F11

P.O. Request   
 Status   
 Vendor   
 Order Date   
 Delivery Date   
 Cancel Date

October 2010  
 S M T W T F S  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

November 2010  
 S M T W T F S  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

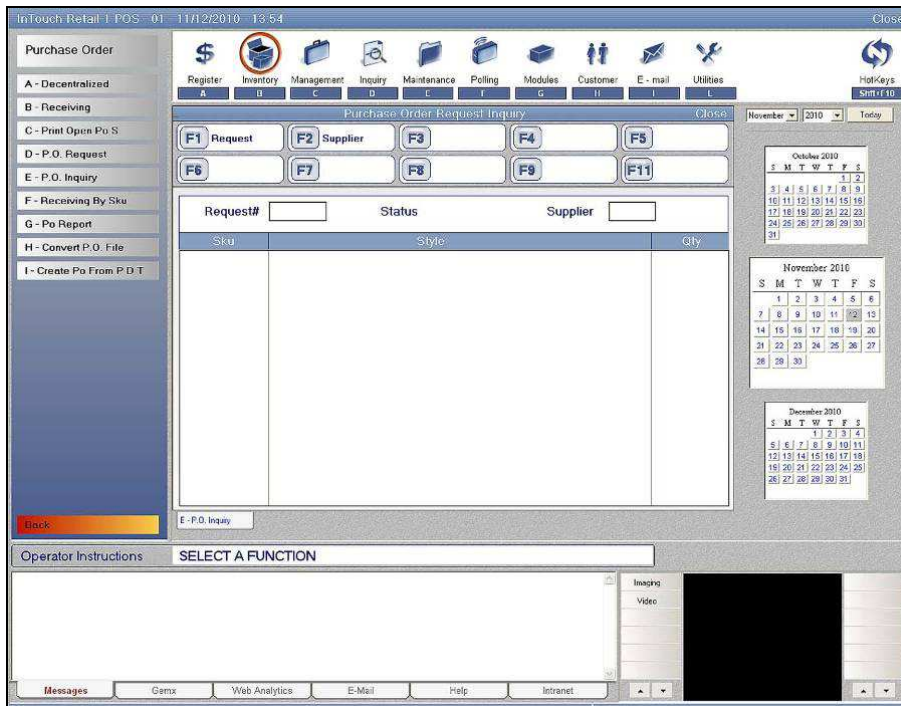
December 2010  
 S M T W T F S  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Operator Instructions Enter number  
 Messages Gemx Web Analytics E-Mail Help Intranet

- 1) Select <D - P.O. Request>, enter Employee ID
- 2) Press <Enter> for the P.O. Request #, and the system will assign a number.
- 3) Enter Vendor code or press <Enter> for selection.
- 4) Enter the required dates.
- 5) Enter the Product Code or press <Enter> for selection.
- 6) Enter quantity and press <Enter>.
- 7) Select <F1 P.O.> to print the Purchase Order when complete.

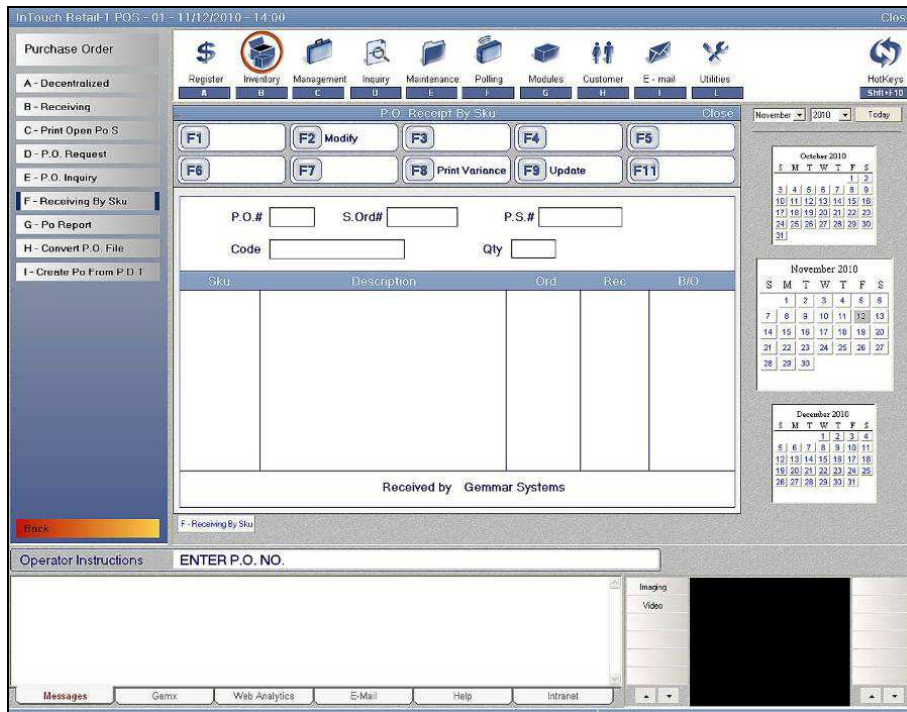


### 9.1.3.4.5 PO Inquiry



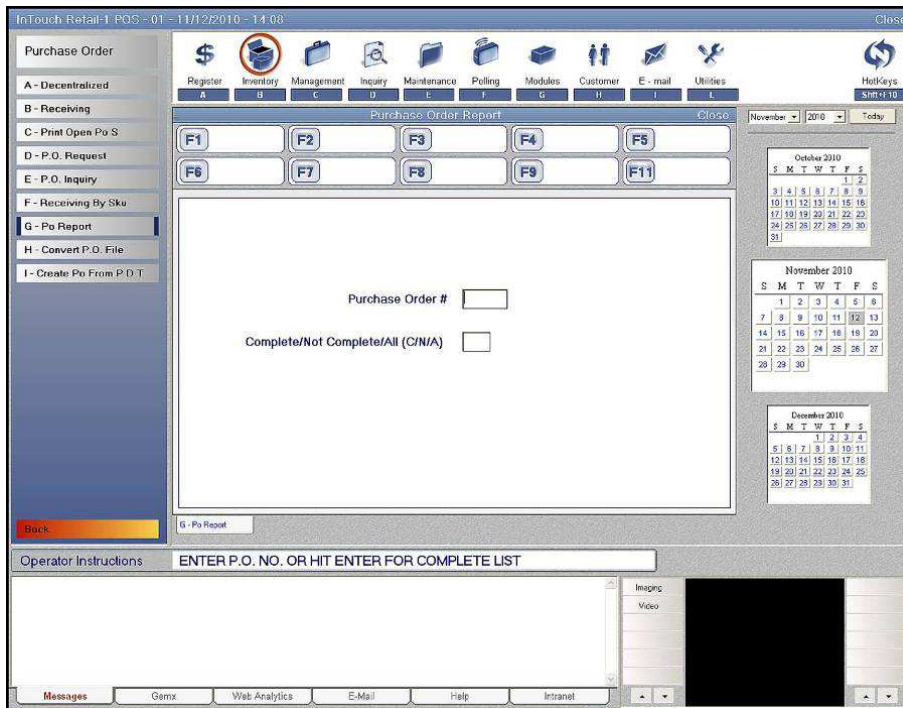
- 1) Select <E - P.O. Inquiry>, enter Employee ID
- 2) Select <F1 Request> for Purchase Orders by PO Number or <F2 Supplier> for Purchase Orders by Supplier
- 3) Enter Request # or Supplier # or press <Enter> to list Open P.O. Request(s).
- 4) If you pressed enter a box will pop open with all P.O. Requests for you to choose the Purchase Order by using the ↑↓ and then press <Enter>
- 5) Select <F8 Print>.

### 9.1.3.4.6 Receiving by Sku



- 1) Select <F - Receiving By SKU>, enter Employee ID
- 2) Enter P.O. Number.
- 3) Enter the Packing Slip #.
- 4) Enter or scan the SKU or UPC Code and the system will default a quantity received of one.
- 5) While receiving, if <F2 Modify> is selected, the system will bring the cursor back to the quantity received of the last SKU entered, allowing you to Modify the quantity.
- 6) When all items are entered, select <F9 Update> and a report will print of all of the items you have received.
- 7) While receiving, if <F8 Print Variance> is selected, the system will print a Variance Report of all items received to date.

### 9.1.3.4.7 PO Report



- 1) Select <G - PO Report>, enter Employee ID
- 2) Enter a specific P.O Number and the system will automatically print the P.O. you requested OR
- 3) Press <Enter> to have the system look through all existing Purchase Orders. Then choose between “C” for complete purchase orders, “N” for Incomplete or “A” for all purchase orders, depending on the needed results.

**Note:** in versions 11.3+, the UPC code will print on the report underneath the SKU.

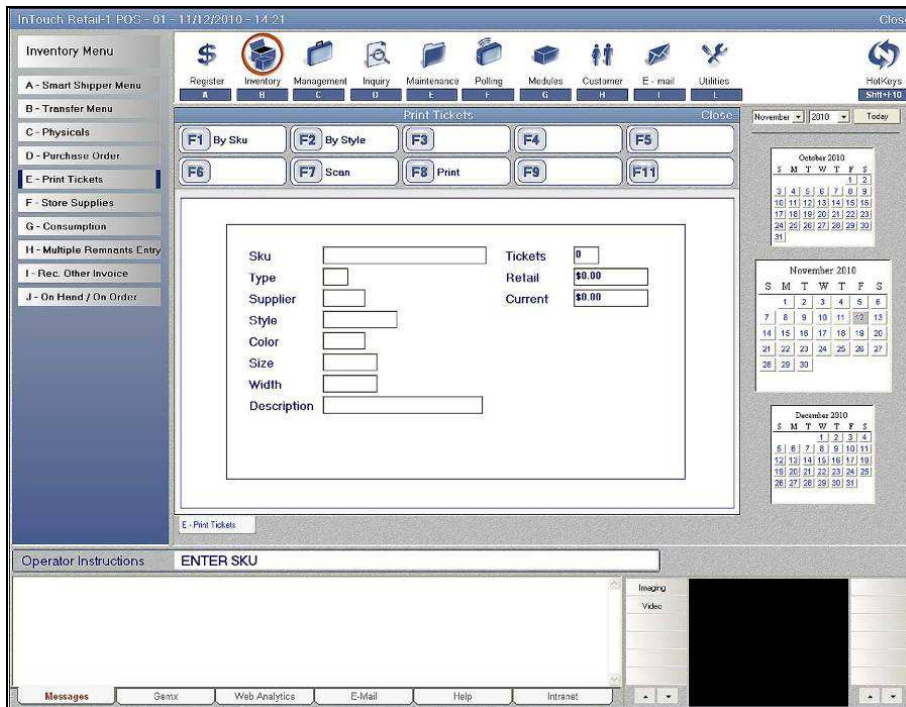
### 9.1.3.4.8 Convert P.O. File

- 1) Select <H - Convert PO File>, enter Employee ID
- 2) The system will ask you if ‘You are **ready to Convert Y/N?**’. If the download from the PDT is complete, answer ‘Y’. If the download is incomplete, answer ‘N’.

**NOTE:** May only be used in conjunction with the PDT Device

### 9.1.3.5 Print Tickets

- 1) From the Main Menu, select <Inventory>.
- 2) Select <E - Print Tickets>.

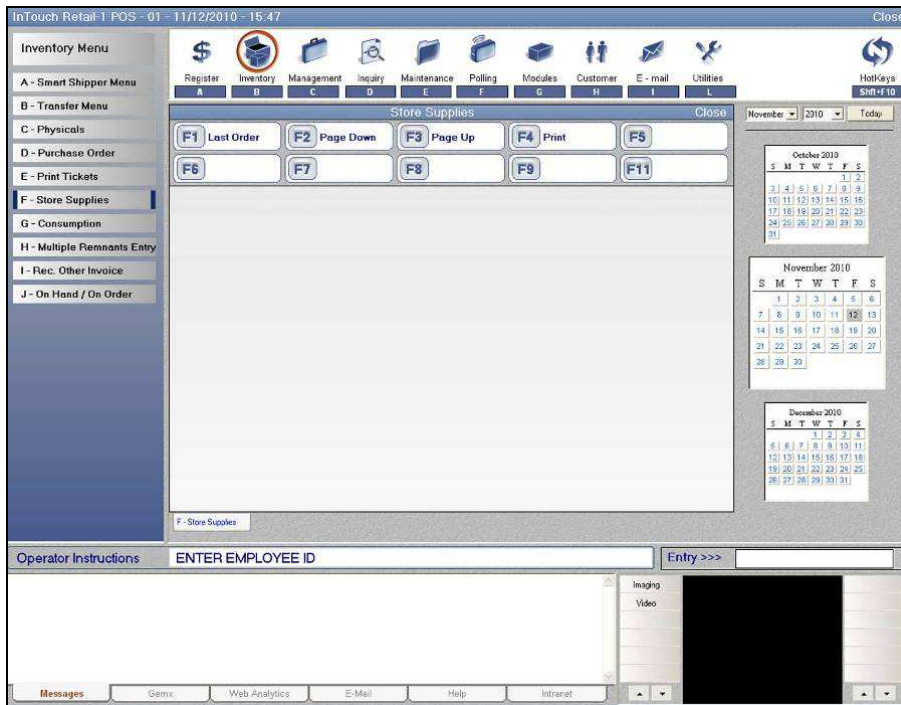


- 3) Enter the SKU or select <F7 Scan> and scan through the Inventory.
- 4) Selecting <F1 By Sku> or <F2 By Style> will alternate between SKU or Supplier fields.
- 5) Enter the quantity of tickets for that particular SKU.
- 6) Select <F8 Print>.

**NOTE:** May only be used in conjunction with a separate Ticket printer

### 9.1.3.6 Store Supply Ordering

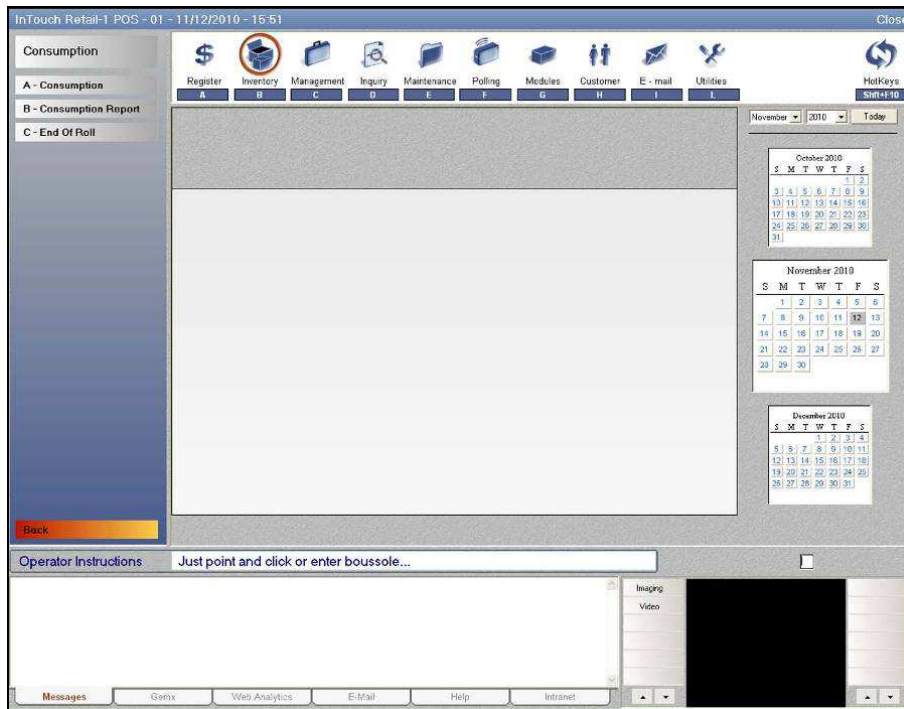
- 1) From the Main Menu, select <Inventory>.
- 2) Select <F - Store Supplies>.



- 3) Use the  $\uparrow\downarrow$  keys to move through the list; enter the necessary quantities for the items you wish to Order.
- 4) Select <F1 Last Order> on a certain item to see if and when it was Last Ordered.
- 5) Select <F4 Print> and a copy of your Order will print.

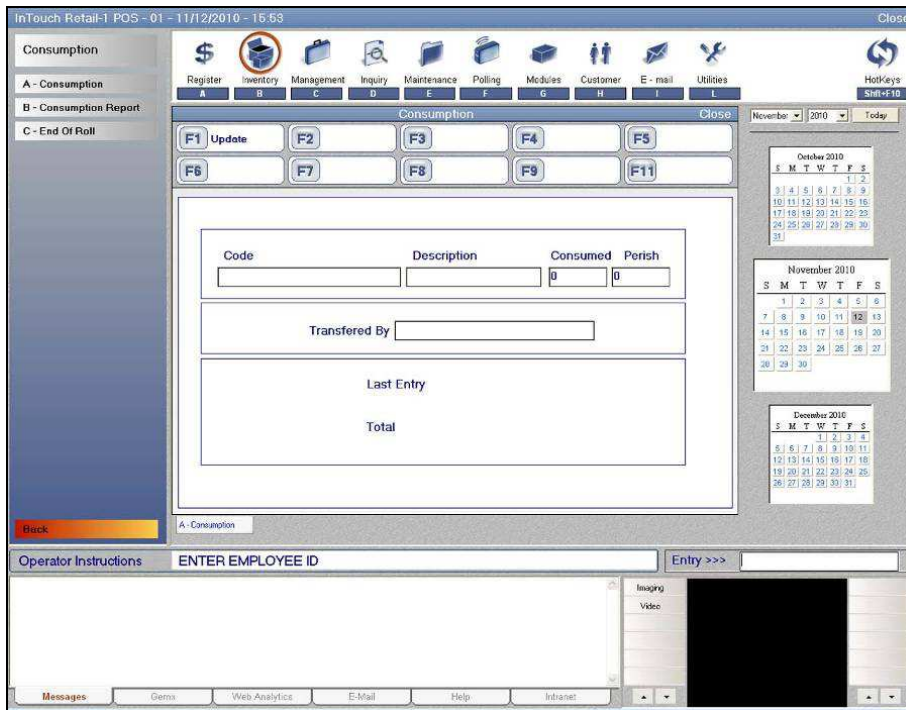
### 9.1.3.7 Consumption Menu

- 1) From the Main Menu, select <Inventory>.
- 2) Select <G - Consumption>.





### 9.1.3.7.1 Consumption



InTouch Retail-1 POS - 01 - 11/12/2010 - 15:53

Consumption

A - Consumption  
B - Consumption Report  
C - End Of Roll

Register Inventory Management Inquiry Maintenance Polling Modules Customer E-mail Utilities

HotKeys Shift+10

F1 Update F2 F3 F4 F5  
F6 F7 F8 F9 F11

Code Description Consumed Perish  
0 0

Transferred By

Last Entry

Total

Back

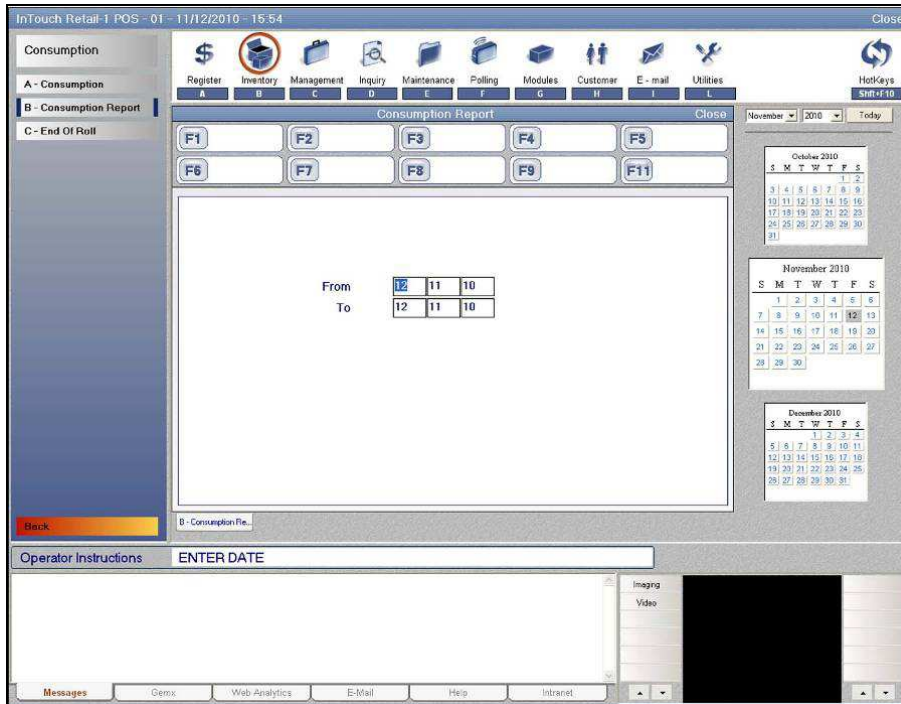
Operator Instructions ENTER EMPLOYEE ID Entry >>>

Messages Gemo Web Analytics E-Mail Help Intranet

October 2010  
November 2010  
December 2010

- 1) Select <**A - Consumption**>, enter Employee ID.
- 2) Enter or scan the SKU or UPC Code(s) and enter a quantity in either the “Consumed” or “Perished” Field. A **consumed** item is being used for in-store use and will be later sold whereas a **perished** item is not suitable for sale now and never will be.
- 3) Once everything is entered, press <**F1 Update**> and a Report will be generated.

### 9.1.3.7.2 Consumption Report



Consumption Report

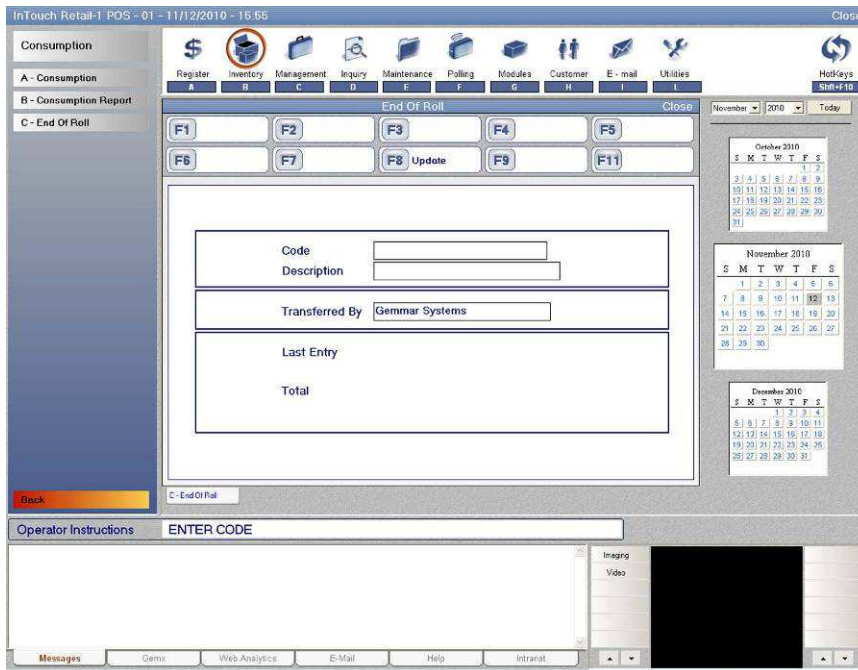
From: 12/11/10  
To: 12/11/10

Operator Instructions: ENTER DATE

- 1) Select <B - Consumption Report>, enter Employee ID.
- 2) Enter the dates for which you want a Report generated; this will print automatically.

### 9.1.3.7.3 End of Roll

**NOTE:** This is a special module for the Fabric industry

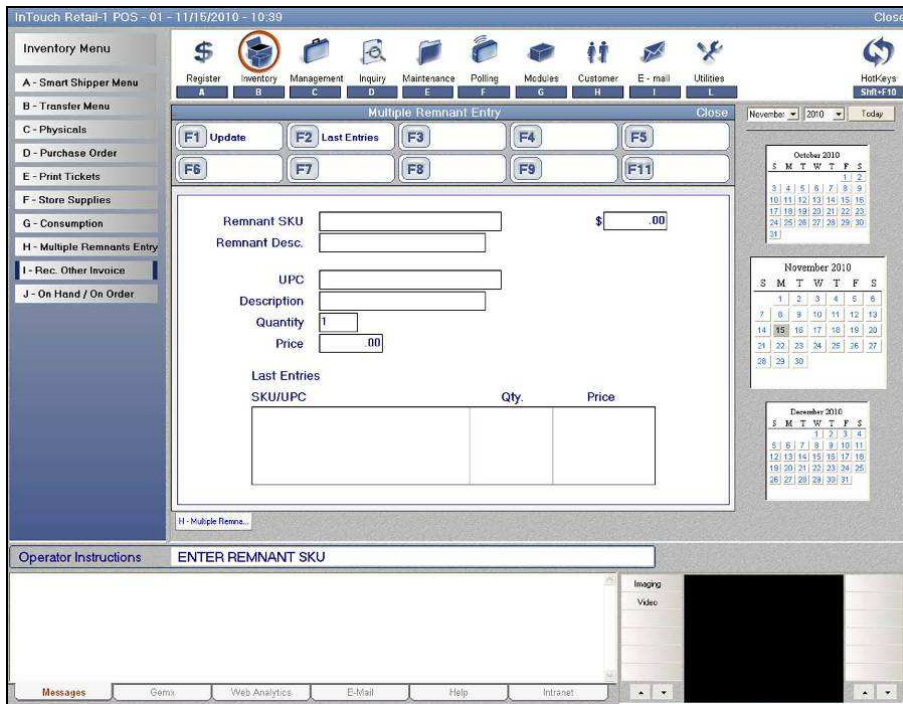


- 1) Select **<C - End of Roll>**, enter Employee ID.
- 2) Enter or scan the SKU or UPC Code(s) for the Rolls of Fabric that are at/near the end and cannot be sold.
- 3) When all items have been entered, select **<F8 Update>** and a Report of these items will automatically print.

### 9.1.3.8 Multiple Remnants Entry

**NOTE:** This is a special module for the Fabric industry and there is special setup required at Head Office (i.e.: Supplier RRR has to be created for the remnants, etc.)

- 1) From the Main Menu, select <Inventory>.
- 2) Select <H - Multiple Remnants Entry>.



InTouch Retail-1 POS - 01 - 11/16/2010 - 10:39

Inventory Menu

A - Smart Shipper Menu  
B - Transfer Menu  
C - Physicals  
D - Purchase Order  
E - Print Tickets  
F - Store Supplies  
G - Consumption  
H - Multiple Remnants Entry  
I - Rec. Other Invoice  
J - On Hand / On Order

Register Inventory Management Inquiry Maintenance Polling Modules Customer E-mail Utilities

Multiple Remnant Entry

F1 Update F2 Last Entries F3 F4 F5  
F6 F7 F8 F9 F11

Remnant SKU:  \$ .00  
Remnant Desc.:   
UPC:   
Description:   
Quantity:   
Price: .00

Last Entries

SKU/UPC	Qty.	Price
<input type="text"/>	<input type="text"/>	<input type="text"/>

Operator Instructions: ENTER REMNANT SKU

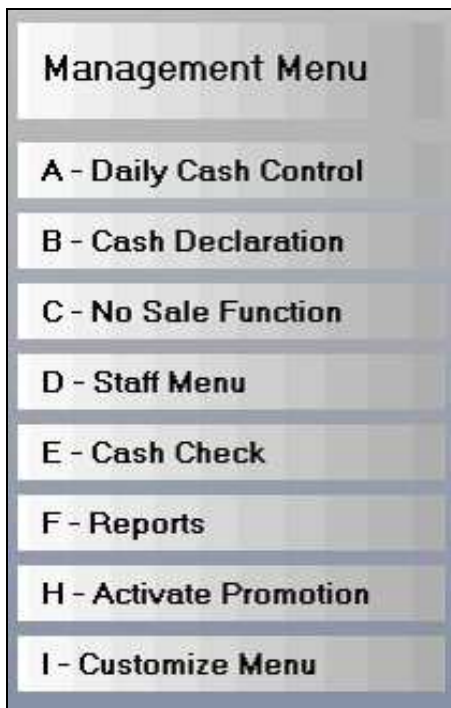
Messages Genu Web Analytics E-Mail Help Intranet

October 2010  
S M T W T F S  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

November 2010  
S M T W T F S  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

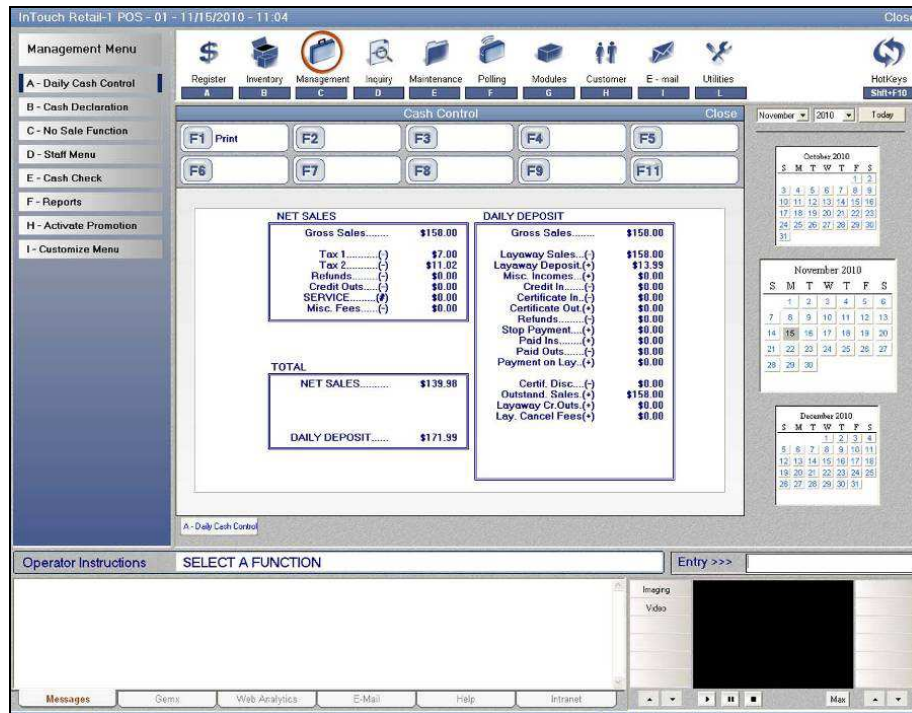
December 2010  
S M T W T F S  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 9.1.4 C- Management Menu



### 9.1.4.1 Daily Cash Control

- 1) From the Main Menu, select <Management>.
- 2) Select <A - Daily Cash Control>, enter Employee ID
- 3) Select <F1 Print> for the report.



**NET SALES**

Gross Sales.....	\$158.00
Tax 1.....()	\$7.00
Tax 2.....()	\$11.02
Refunds.....()	\$0.00
Credit Outs.....()	\$0.00
SERVICE.....()	\$0.00
Misc. Fees.....()	\$0.00
<b>TOTAL</b>	
NET SALES.....	\$139.98
DAILY DEPOSIT.....	\$171.99

**DAILY DEPOSIT**

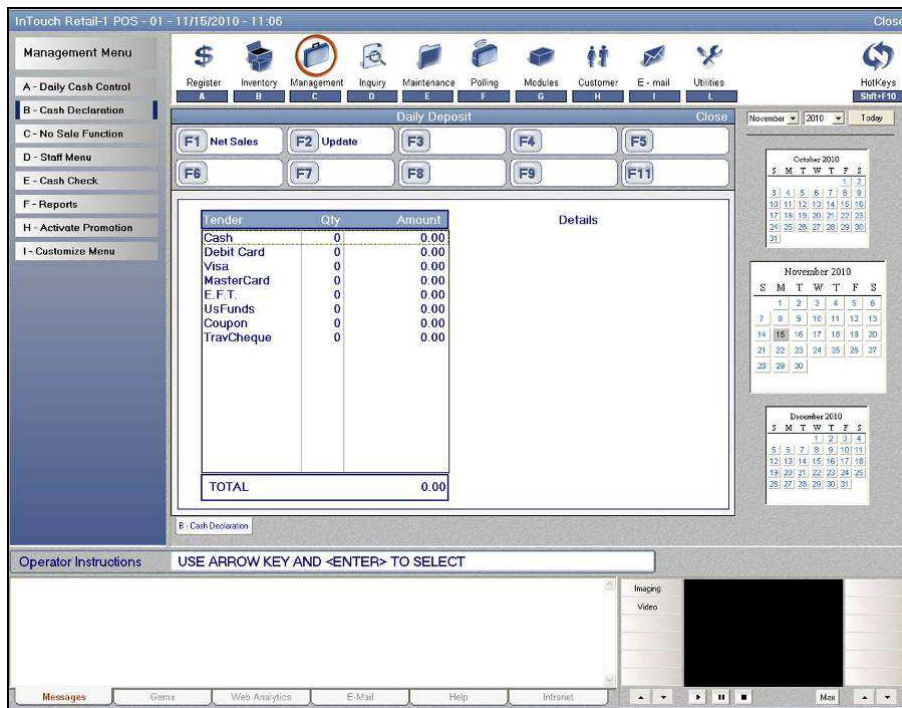
Gross Sales.....	\$158.00
Loyoway Sales.....()	\$158.00
Loyoway Deposit.....()	\$13.99
Misc. Incomes.....()	\$0.00
Credit In.....()	\$0.00
Certificate In.....()	\$0.00
Certificate Out.....()	\$0.00
Refunds.....()	\$0.00
Stop Payment.....()	\$0.00
Paid Ins.....()	\$0.00
Paid Outs.....()	\$0.00
Payment on Loy.....()	\$0.00
Certif. Disc.....()	\$0.00
Outstand. Sales.....()	\$158.00
Loyoway Gr. Outs.....()	\$0.00
Loy. Cancel Fees.....()	\$0.00

**Operator Instructions** SELECT A FUNCTION Entry >>>

**Messages** Games Web Analytics E-Mail Help Intranet



## 9.1.4.2 Daily Cash Declaration



The screenshot shows the 'Daily Deposit' window in the InTouch Retail-1 POS system. The window has a title bar with 'InTouch Retail-1 POS - 01 - 11/15/2010 - 11:06' and a 'Close' button. Below the title bar is a 'Management Menu' with options: A - Daily Cash Control, B - Cash Declaration (selected), C - No Sale Function, D - Staff Menu, E - Cash Check, F - Reports, H - Activate Promotion, and I - Customize Menu. The main area is titled 'Daily Deposit' and contains a table with columns 'Tender', 'Qty', and 'Amount'. The table lists various tenders: Cash, Debit Card, Visa, MasterCard, E.F.T., UsFunds, Coupon, and TravCheque, all with a quantity of 0 and an amount of 0.00. A 'TOTAL' row at the bottom shows 0.00. To the right of the table is a 'Details' section. The bottom of the window has an 'Operator Instructions' bar with the text 'USE ARROW KEY AND <ENTER> TO SELECT'. The bottom status bar includes buttons for Messages, Games, Web Analytics, E-Mail, Help, and Intranet, along with a video player interface.

Tender	Qty	Amount
Cash	0	0.00
Debit Card	0	0.00
Visa	0	0.00
MasterCard	0	0.00
E.F.T.	0	0.00
UsFunds	0	0.00
Coupon	0	0.00
TravCheque	0	0.00
<b>TOTAL</b>		<b>0.00</b>

- 1) From the Main Menu, select <Management>.
- 2) Select <B - Cash Declaration>, enter Employee ID
- 3) Use the ↑↓ to highlight the line "Cash", press <Enter> and a window will open up. Enter the amounts for each denomination and press <Enter> after each entry. If an error is made, use the ↑↓ keys to bring you to that entry and type in correct amount. Press <Enter> through to the end.
- 4) Use the ↑↓ to highlight the line "Check", press <Enter> to open up the window and then enter each check amount pressing <Enter> after each one. Press <Enter> through to the end. Do the same for Credit Cards, Coupons, Store Card, Etc.
- 5) For Travelers Checks and US/CDN Funds simply enter total amount received.

InTouch Retail-1 POS - 01 - 11/15/2010 - 11:12

Management Menu

- A - Daily Cash Control
- B - Cash Declaration
- C - No Sale Function
- D - Staff Menu
- E - Cash Check
- F - Reports
- H - Activate Promotion
- I - Customize Menu

Register Inventory Management Inquiry Maintenance Polling Modules Customer E-mail Utilities

Daily Deposit Report

October 2010

November 2010

December 2010

TYPES	REGISTER	DECLARATION	VARIANCE
Cash	1 \$279.00	1 \$278.75	\$0.25
Debit Card	1 \$79.00	1 \$79.00	
Visa	1 \$13.99	1 \$13.99	
MasterCard			
E.F.T.			
UsFunds			
Coupon			
TravCheque			
OPENING CASH	\$200.00	\$200.00	
DAILY DEPOSIT	\$171.99	\$171.74	\$0.25

Operator Instructions: PRESS <F9> TO CONFIRM DEPOSIT OR <F2> TO MODIFY

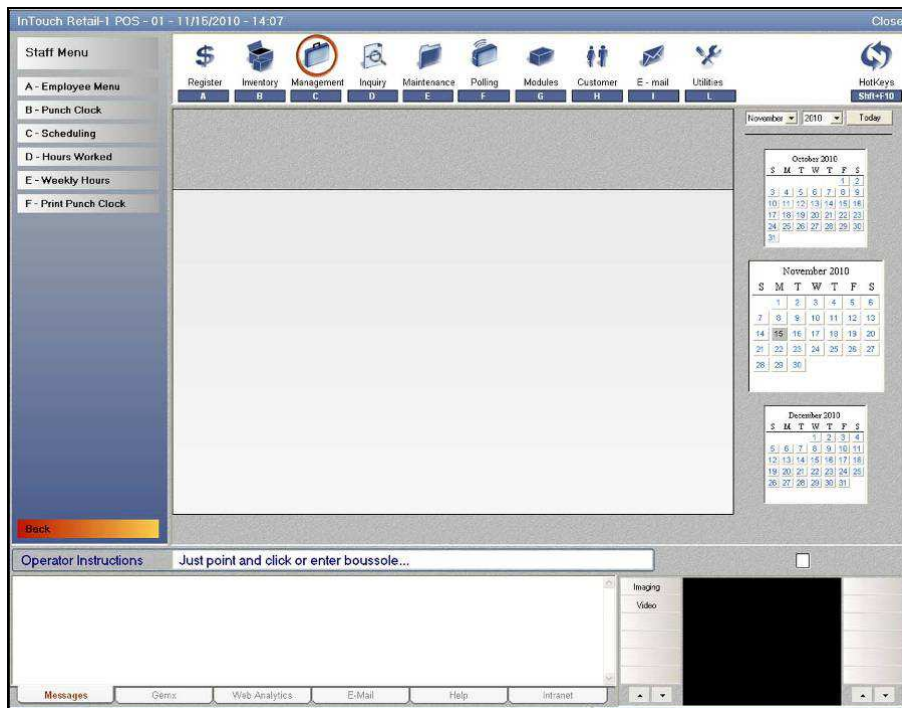
Messages: Gemix Web Analytics E-Mail Help Intranet

- 6) When all amounts have been registered for all of the necessary tender types, select **<F2 Update>**. A Report will print and the screen will display any/all Variances between the Declaration and the Register.
- 7) Press **[F2]** if any Modifications need to be made; make any/all necessary Modifications.
- 8) Press **[F9]** to confirm the deposit when all modifications have been made; Daily Deposit report will print.

### 9.1.4.3 No Sale Function (Open Cash Drawer)

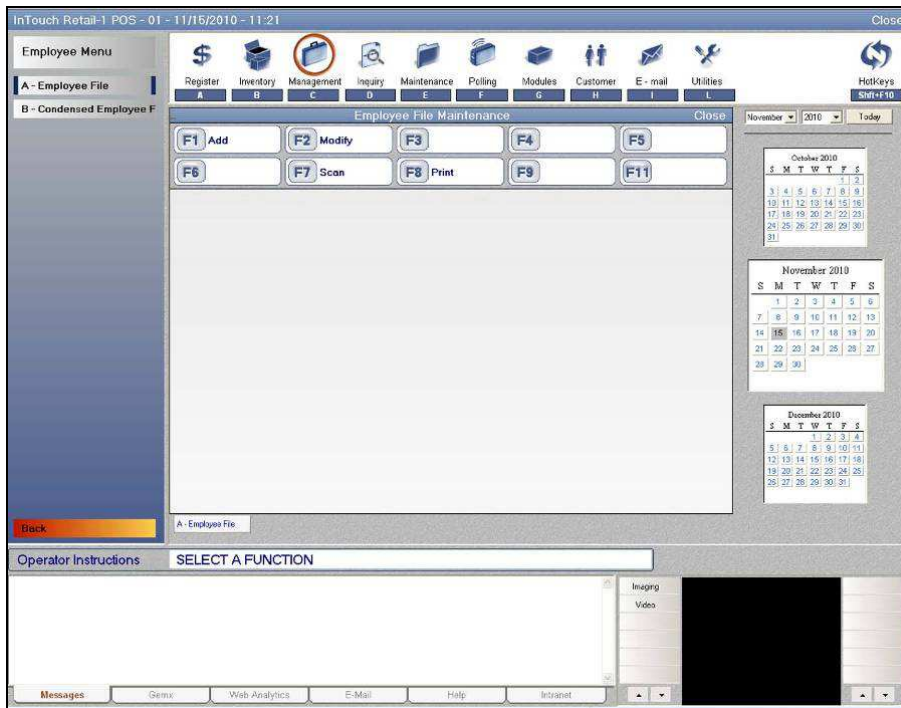
- 1) From the Main Menu, select **<Management>**.
- 2) Select **<C - No Sale Function>**, enter Employee ID
- 3) Cash drawer will automatically open; sign corresponding receipt; give "Reason".

## 9.1.4.4 Staff Menu



- 1) From the Main Menu, select <Management>.
- 2) Select <D - Staff Menu>, enter Employee ID

### 9.1.4.4.1 Employee File/ Condensed Employee File



Select <A - Employee Menu> and then <A - Employee File> or <B - Condensed Employee File> and enter Employee ID.

#### To Add a New Employee

- 1) Select <F1 Add>.
- 2) Enter Employee Information; enter through to the end

#### To Modify an Existing Employee

- 1) Select <F2 Modify>.
- 2) Enter Employee Code.
- 3) Make necessary modifications; enter through to the end

#### To Scan Through Employees

- 1) Select <F7 Scan>.
- 2) You can either press the space bar to see a list of all employees and then you the ↑↓ keys to highlight a particular employee or you can continue selecting <F7 Scan> to go through the employees.

#### To Print all Employees

Select <F8 Print>; a list will print of all Employees in the system.





- 3) Choose the appropriate Task using the  $\uparrow\downarrow$  keys, when highlighted press <Enter> to accept.
- 4) Press <ESC> to Exit.

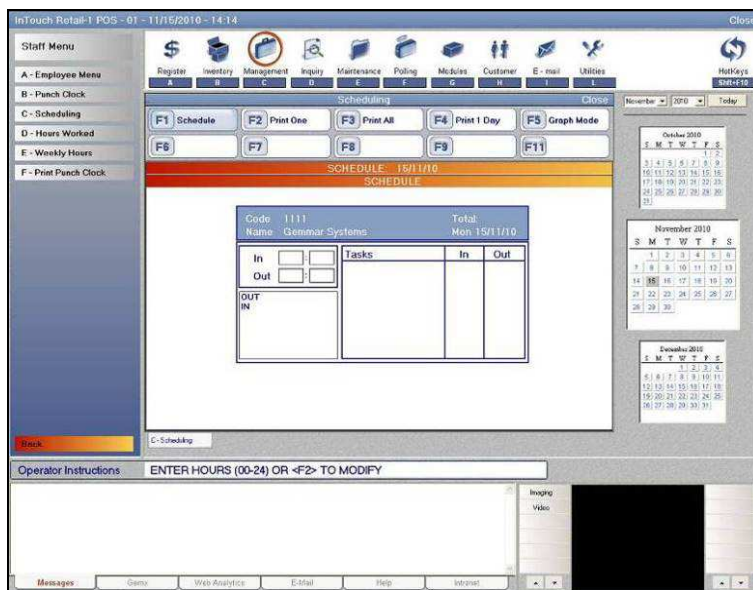
**NOTE:** Shift + F4 can be used to access the Punch Clock while in any Menu

### 9.1.4.4.3 Scheduling

- 1) Select <C - Scheduling> and enter Employee ID.
- 2) Enter the **Date** you wish to begin the schedule with

#### F1-Schedule

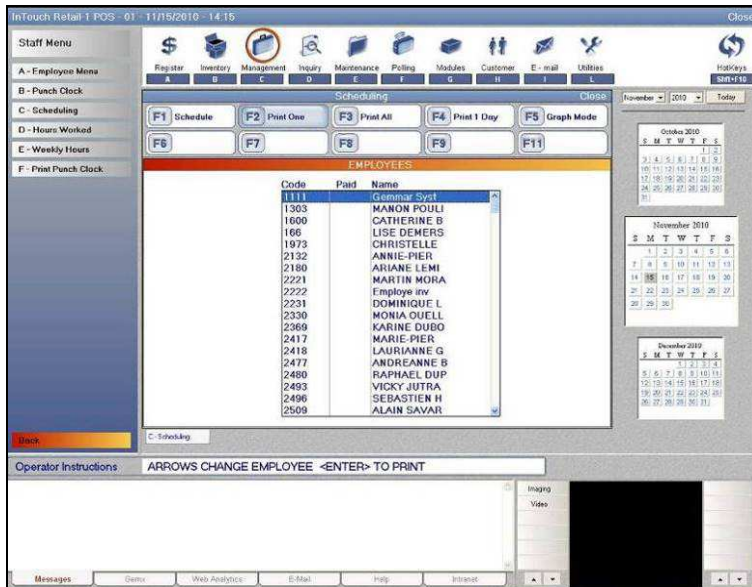
- 1) Select <F1 Schedule>.
- 2) Use the  $\rightarrow\leftarrow\uparrow\downarrow$  keys to highlight the Day and the Employee you wish to schedule hours for; when highlighted press <Enter>.
- 3) A window will open displaying the Employee's Name, CODE # and a choice of different Tasks to choose from.



- 4) Enter the appropriate time period (IN and OUT) using military hours, and choose a corresponding Task using the  $\uparrow\downarrow$  keys; when highlighted press <Enter> to accept.
- 5) Repeat the above process for each time period.
- 6) Press <ESC> when done scheduling for this Employee.
- 7) Repeat Steps 2 through 6 for each consecutive Employee/Day.



## F2-Print One Employee Schedule

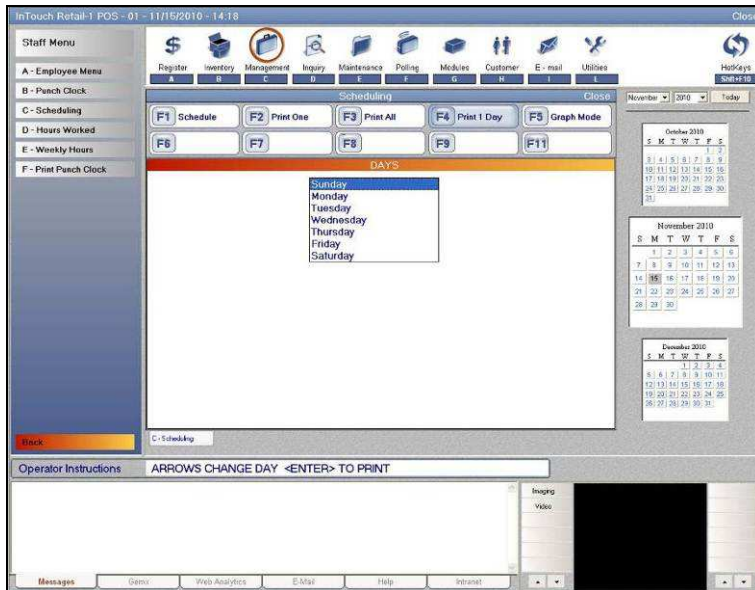


- 1) Select **<F2 Print One>**.
- 2) Use the  $\uparrow\downarrow$  keys to highlight the employee to be printed; press **<Enter>** to print  
This prints the Employee's Schedule for the entire week.

## F3-Print All Employee Schedules

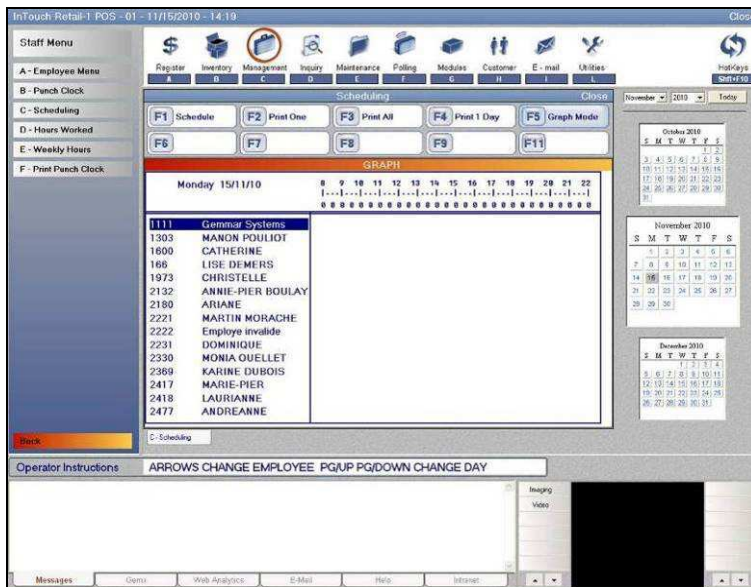
Select **<F3 Print All>**. – Automatically prints all Employees Schedules for the entire week

## F4-Print One Day



- 1) Select <F4 Print One Day>.
- 2) Use the ↑↓ keys to highlight the Day to be printed; press <Enter> to Print Employees' Schedules for the specified Day.

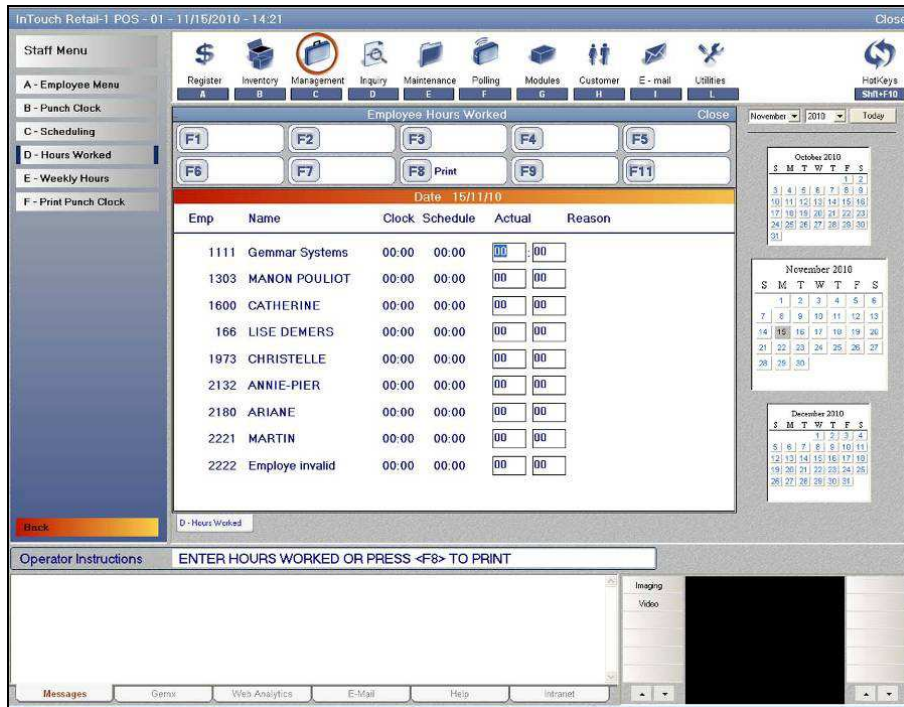
## F5-Graph Mode



- 1) Select <F5 Graph Mode>.
- 2) Use the ↑↓ keys to alternate Employee.
- 3) Use PG/UP & PG/DOWN to alternate days.

#### 9.1.4.4.4 Employee Hours Worked

- 1) Select <D - Hours Worked> and enter Employee ID.
- 2) Enter Date or press <Enter> to accept the Date displayed.



inTouch Retail-1 POS - 01 - 11/15/2010 - 14:21

Staff Menu

A - Employee Menu

B - Punch Clock

C - Scheduling

D - Hours Worked

E - Weekly Hours

F - Print Punch Clock

Register Inventory Management Inquiry Maintenance Polling Modules Customer E-mail Utilities

HotKeys Shift+F10

Employee Hours Worked

Date: 15/11/10

Emp	Name	Clock	Schedule	Actual	Reason
1111	Gemmar Systems	00:00	00:00	00:00	
1303	MANON POULIOT	00:00	00:00	00:00	
1600	CATHERINE	00:00	00:00	00:00	
166	LISE DEMERS	00:00	00:00	00:00	
1973	CHRISTELLE	00:00	00:00	00:00	
2132	ANNIE-PIER	00:00	00:00	00:00	
2180	ARIANE	00:00	00:00	00:00	
2221	MARTIN	00:00	00:00	00:00	
2222	Employee invalid	00:00	00:00	00:00	

Operator Instructions: ENTER HOURS WORKED OR PRESS <F8> TO PRINT

Messages Gemm Web Analytics E-Mail Help Internet

Imaging Video

- 3) Use the ↑↓ keys to highlight the Employee you wish to modify.
- 4) Enter the Actual Hours; when done press <Enter>.
- 5) In the window that opens, enter the appropriate Hours in Selling/Non-Selling Time Slots; press <Enter> when done.
- 6) Another window will open displaying various Reasons the Clock Hours do not match exactly with the Scheduled Hours. Use the ↑↓ keys to highlight the appropriate Reason and press <Enter> to accept.
- 7) Repeat Steps 3-6 for each consecutive Employee.
- 8) Press [ESC] when complete.

**NOTE:** Be sure that if the Punch Clock hours are higher than the Scheduled hours, you must make a correction in the Actual column. It is important that your manager confirm all of the hours before polling. If not, the information will be invalid to head office.

InTouch Retail-1 POS - 01 - 11/15/2010 - 14:24

Staff Menu

- A - Employee Menu
- B - Punch Clock
- C - Scheduling
- D - Hours Worked**
- E - Weekly Hours
- F - Print Punch Clock

Register Inventory Management Inquiry Maintenance Polling Modules Customer E-mail Utilities

Employee Hours Worked

Date: 15/11/10

Emp	Name	Clock	Schedule
1111	Gemmar Systems	00:00	00:00
1303	MANON POULIOT	00:00	00:00
1600	CATHERINE	00:00	00:00
166	LISE DEMERS	00:00	00:00
1973	CHRISTELLE	00:00	00:00
2132	ANNIE-PIER	00:00	00:00
2180	ARIANE	00:00	00:00
2221	MARTIN	00:00	00:00
2222	Employee invalid	00:00	00:00

SPLIT HOURS

Total: 11:50

Actual: 00:00 Approved: 00:00

Selling Time: 0:00 Non Selling Time: 0:00

Operator Instructions: ENTER HOURS WORKED

Messages: Gemm Web Analytics E-Mail Help Intranet

9) Enter the employee's hours worked for the day split between hours worked doing sales (Selling Time) and hours worked doing other non-sales tasks (Non Selling Time) if applicable.

InTouch Retail-1 POS - 01 - 11/15/2010 - 14:34

Staff Menu

- A - Employee Menu
- B - Punch Clock
- C - Scheduling
- D - Hours Worked**
- E - Weekly Hours
- F - Print Punch Clock

Register Inventory Management Inquiry Maintenance Polling Modules Customer E-mail Utilities

Employee Hours Worked

Date: 15/11/10

Emp	Name	Clock	Schedule
1111	Gemmar Systems	00:00	00:00
1303	MANON POULIOT	00:00	00:00
1600	CATHERINE	00:00	00:00
166	LISE DEMERS	00:00	00:00
1973	CHRISTELLE	00:00	00:00
2132	ANNIE-PIER	00:00	00:00
2180	ARIANE	00:00	00:00
2221	MARTIN	00:00	00:00
2222	Employee invalid	00:00	00:00

REASON

NORMAL

Operator Instructions: USE ARROW, <ENTER> TO PICK

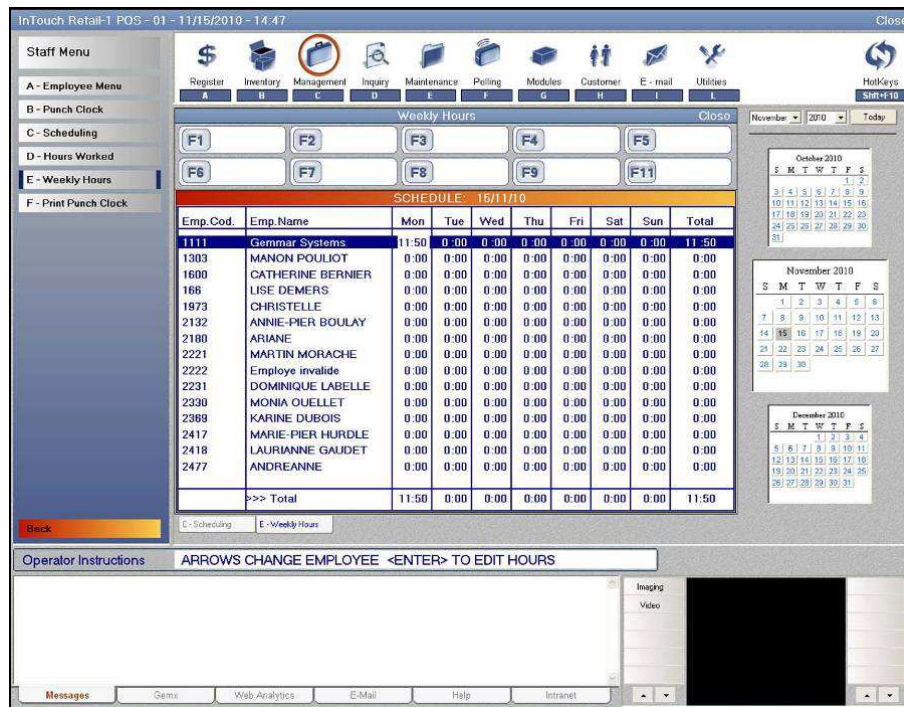
Messages: Gemm Web Analytics E-Mail Help Intranet

10) Select a reason code from the Payroll Break Down window for the employee hours (i.e.: Regular Hours, Overtime, etc.)



### 9.1.4.4.5 Weekly Employee Hours Worked

- 1) Select <E - Weekly Hours> and enter Employee ID.
- 2) Enter Date or press <Enter> to accept the displayed Date.



inTouch Retail-1 POS - 01 - 11/15/2010 - 14:47

Staff Menu

A - Employee Menu  
B - Punch Clock  
C - Scheduling  
D - Hours Worked  
**E - Weekly Hours**  
F - Print Punch Clock

Register Inventory Management Inquiry Maintenance Poling Modules Customer E-mail Utilities

Weekly Hours

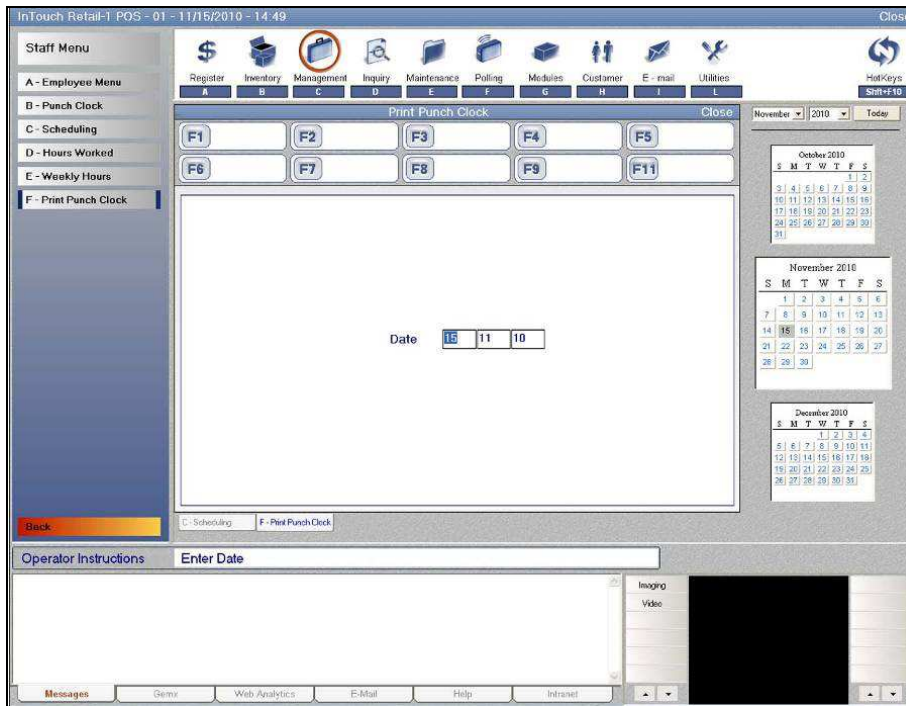
SCHEDULE: 10/11/10

Emp.Cod.	Emp.Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
1111	Gemmar Systems	11:50	0:00	0:00	0:00	0:00	0:00	0:00	11:50
1303	MANON POULIOT	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
1600	CATHERINE BERNIER	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
166	LISE DEMERS	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
1973	CHRISTELLE	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
2132	ANNIE-PIER BOULAY	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
2180	ARIANE	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
2221	MARTIN MORACHE	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
2222	Employe invalide	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
2231	DOMINIQUE LABELLE	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
2330	MONIA OUELLET	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
2369	KARINE DUBOIS	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
2417	MARIE-PIER HURDLE	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
2418	LAURIANNE GAUDET	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
2477	ANDREANNE	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
>>> Total		11:50	0:00	0:00	0:00	0:00	0:00	0:00	11:50

Operator Instructions: ARROWS CHANGE EMPLOYEE <ENTER> TO EDIT HOURS

- 3) Use the ↑↓ keys to highlight the employee (Emp.Cod. or Emp.Name) you wish to modify and press <Enter>.
- 4) Enter the Actual Hours in the window that opens, enter the appropriate Hours in Selling/Non-Selling Time Slots; press <Enter> when done.
- 5) Another window will open displaying various Reasons for the task. Use the ↑↓ keys to highlight the appropriate Reason and press <Enter> to accept.
- 7) Repeat Steps 3-6 for each consecutive Employee.
- 8) Press [F8] to Print.

#### 9.1.4.4.6 Print Today's Punch Clock

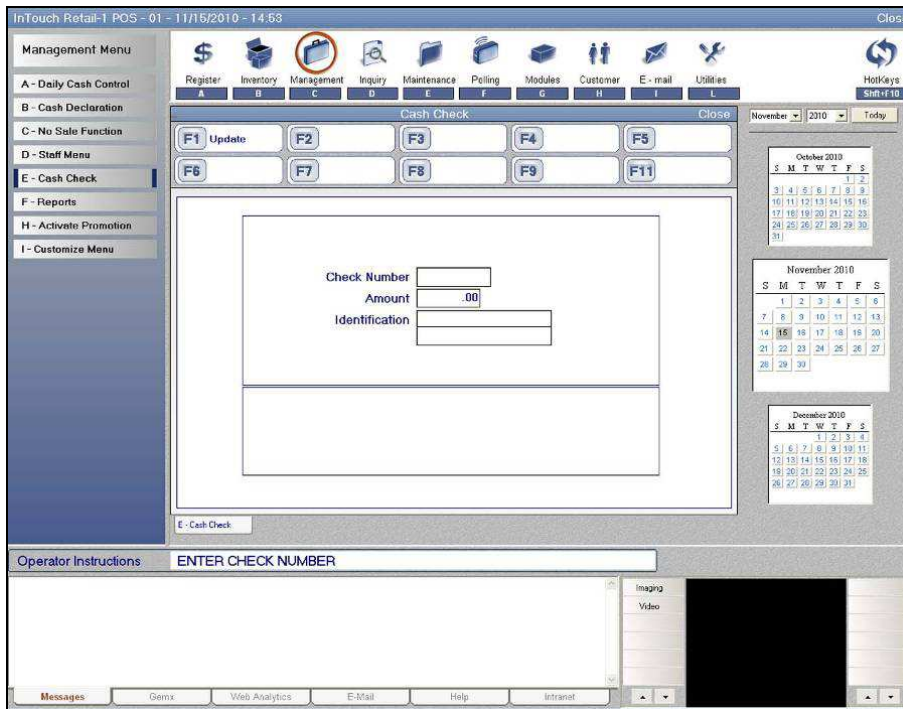


- 1) Enter Employee ID, Enter date
- 2) Select <Print Punch Clock> and today's Punch Clock Hours will print



### 9.1.4.5 Cashing a Check

- 1) From the Main Menu, select <Management>.
- 2) Select <E - Cash Check>, enter Employee ID



InTouch Retail-1 POS - 01 - 11/16/2010 - 14:53

Management Menu

- A - Daily Cash Control
- B - Cash Declaration
- C - No Sale Function
- D - Staff Menu
- E - Cash Check**
- F - Reports
- H - Activate Promotion
- I - Customize Menu

Register Inventory Management Inquiry Maintenance Pelling Modules Customer E-mail Utilities

Cash Check

F1 Update F2 F3 F4 F5  
F6 F7 F8 F9 F11

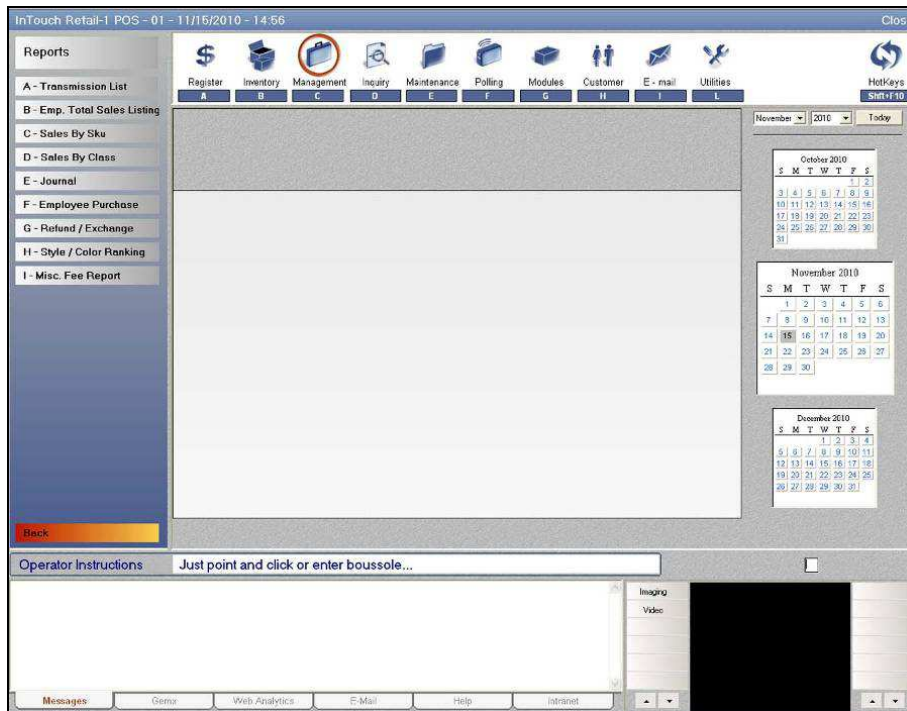
Check Number   
Amount   
Identification

Operator Instructions: ENTER CHECK NUMBER

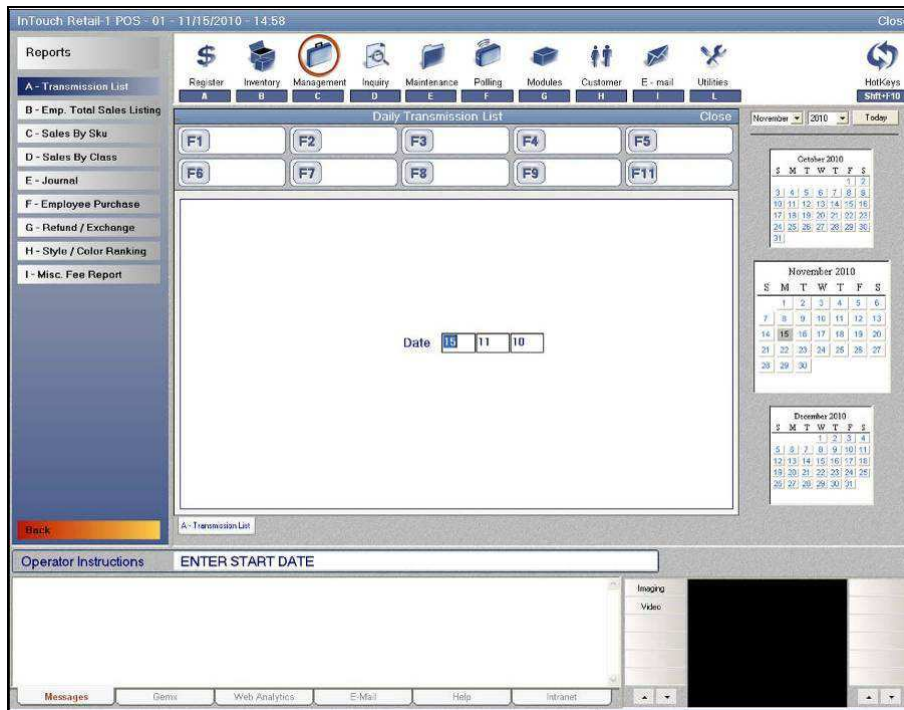
- 3) Enter Check Number.
- 4) Enter Amount of Check.
- 5) Enter Customer specifics on both lines.
- 6) Select <F1 Update> to Update Transaction.
- 7) Sign Receipt and attach to Check.

## 9.1.4.6 Reports

- 1) From the Main Menu, select <Management>.
- 2) Select <F - Reports>



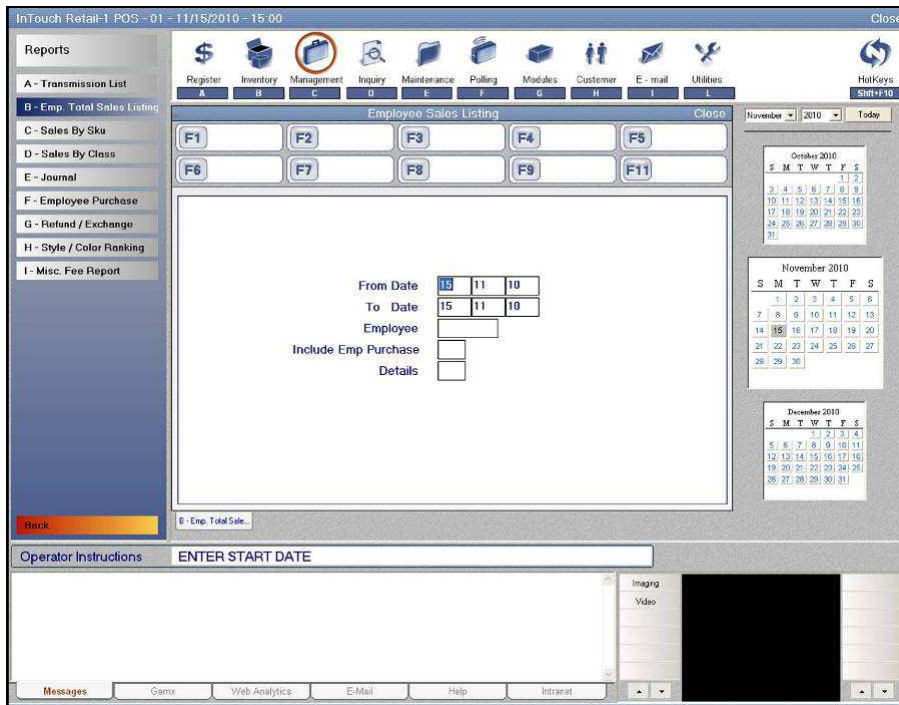
### 9.1.4.6.1 Daily Transmission Listing



- 1) Select <A - Transmission List> and enter Employee ID.
- 2) Enter the date you wish to print, the report defining each transaction will print automatically.

### 9.1.4.6.2 Employee Total Sales Listing

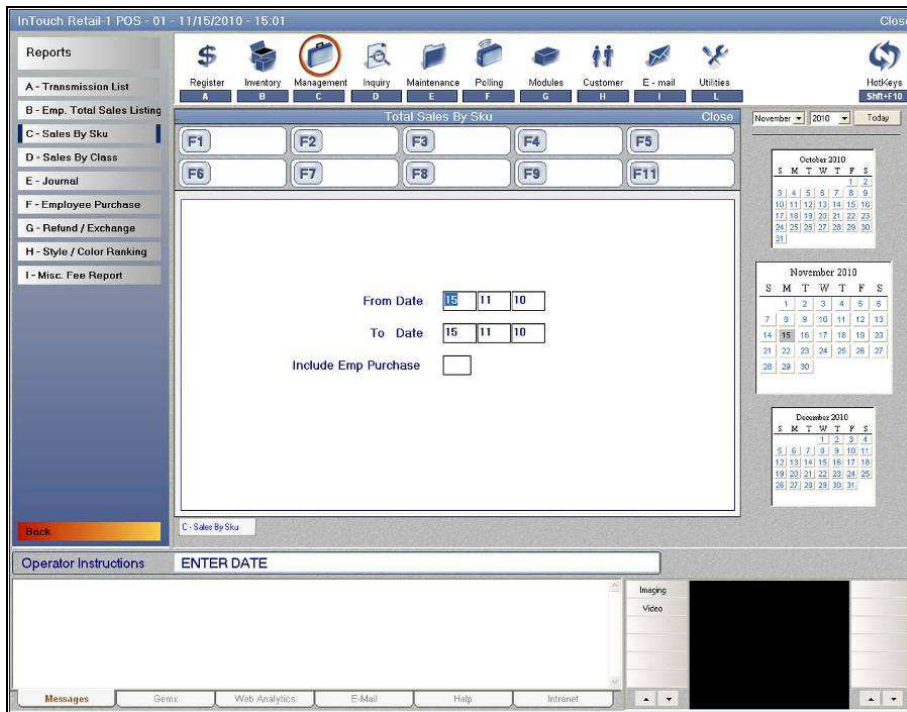
1) Select <B - Emp. Total Sales Listing> and enter Employee ID.



2) Enter Dates or press <Enter> to accept the Dates displayed.

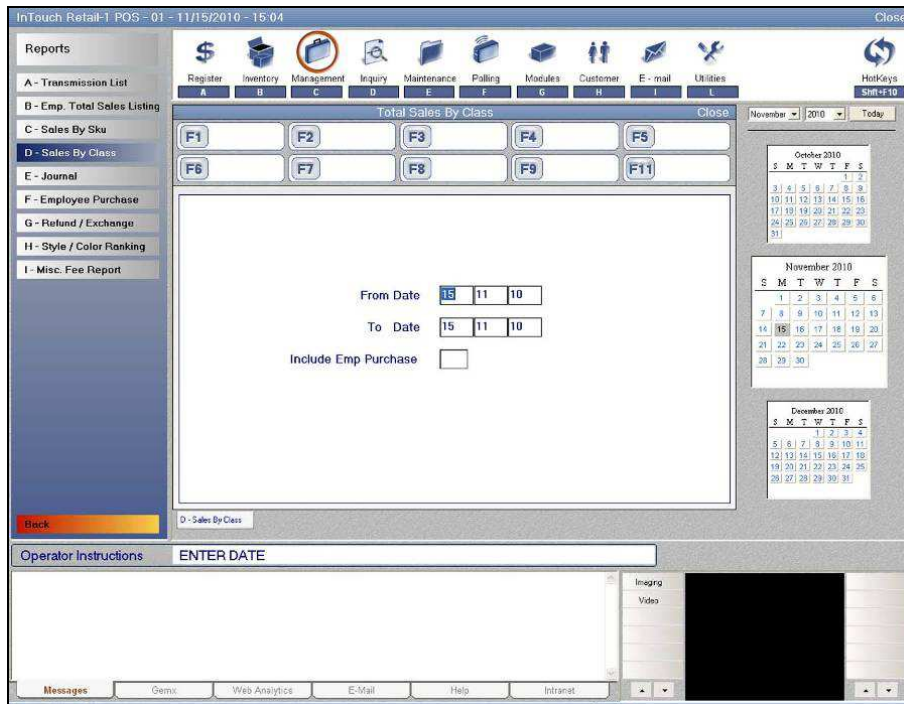
3) Enter the Employee Code of a specific Employee, or press <Enter> to print all Employees; a report will print listing the Employee(s) and their respective Net Sales Totals.

### 9.1.4.6.3 Total Sales by Sku



- 1) Select <C - Sales By Sku> and enter Employee ID.
- 2) Enter Dates or press <Enter> to accept the Dates displayed.
- 3) A window will open, enter in a specific SKU; a Total Units Sold amount will be displayed.
- 4) If you wish to print a report for all SKUs Sold, press <ESC> once.
- 5) Enter Dates or press <Enter> to accept the Dates displayed; a report listing all SKUs Sold will print.

#### 9.1.4.6.4 Total Sales by Class Listing



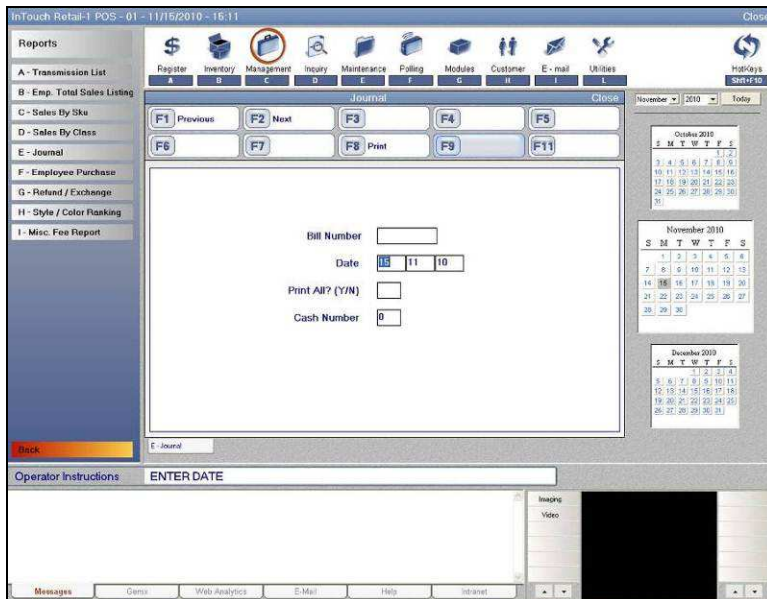
The screenshot shows the 'InTouch Retail-1 POS - 01 - 11/15/2010 - 15:04' window. The left sidebar lists reports: A - Transmission List, B - Emp. Total Sales Listing, C - Sales By Sku, **D - Sales By Class**, E - Journal, F - Employee Purchase, G - Refund / Exchange, H - Style / Color Ranking, and I - Misc. Fee Report. The top bar has icons for Register, Inventory, Management, Inquiry, Maintenance, Polling, Modules, Customer, E-mail, and Utilities. The main area is titled 'Total Sales By Class' and contains a 'From Date' field set to 15/11/10, a 'To Date' field set to 15/11/10, and an 'Include Emp Purchase' checkbox. To the right are three calendar views for October 2010, November 2010, and December 2010. The bottom of the window shows 'Operator Instructions' with the text 'ENTER DATE' and a 'Messages' bar at the very bottom.

- 1) Select <**D - Sales By Class**> and enter Employee ID.
- 2) Enter **Dates** or press <**Enter**> to accept the Dates displayed.
- 3) A report will print listing Total Sales by Class.



### 9.1.4.6.5 Journal

1) Select <E - Journal> and enter Employee ID.



InTouch Retail POS - 01 - 11/15/2010 - 15:11

Reports

- A - Transmission List
- B - Emp. Total Sales Listing
- C - Sales By Sku
- D - Sales By Class
- E - Journal
- F - Employee Purchase
- G - Refund / Exchange
- H - Style / Color Ranking
- I - Misc. Fee Report

Journal

Bill Number:

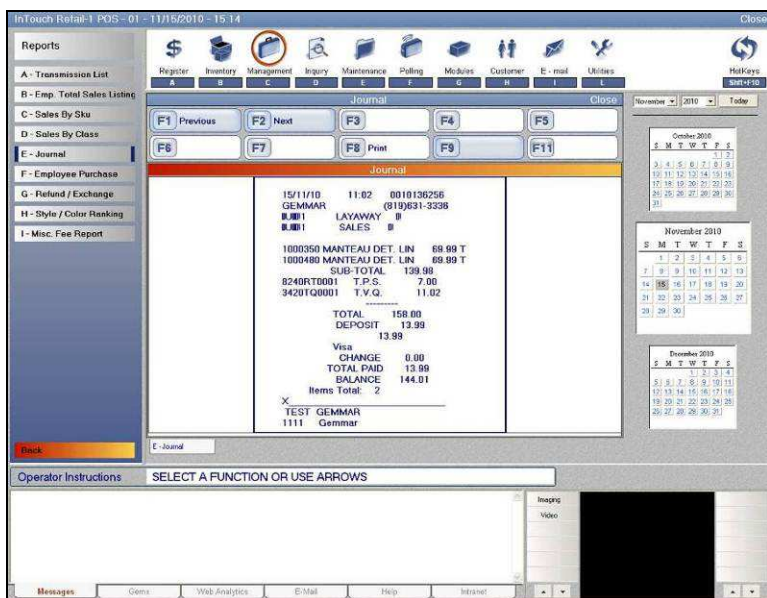
Date: 11/11/10

Print All? (Y/N):

Cash Number:

Operator Instructions: ENTER DATE

2) Enter Bill Number or press <Enter> for Date. If you press <Enter> on Bill Number and Date, it will default to today's date and you can make additional selections.



InTouch Retail POS - 01 - 11/15/2010 - 15:14

Journal

15/11/10 11:02 0010136256  
GEMMAR 019631-3338  
LAWAYWAY 0  
SALES 0

1000350 MANTEAU DET. LIN 68.99 T  
1000480 MANTEAU DET. LIN 68.99 T  
SUB-TOTAL 139.98  
8240RT0001 T.P.S. 7.00  
3420T0001 T.V.Q. 11.02

TOTAL 158.00  
DEPOSIT 13.99  
Visa 13.99  
CHANGE 0.00  
TOTAL PAID 13.99  
BALANCE 144.01  
Items Total: 2

X  
TEST GEMMAR  
1111 Gemmar

Operator Instructions: SELECT A FUNCTION OR USE ARROWS

3) You will be prompted to enter "Y/N" for **Print All:**

**Y**= if you wish to Print All Transactions.

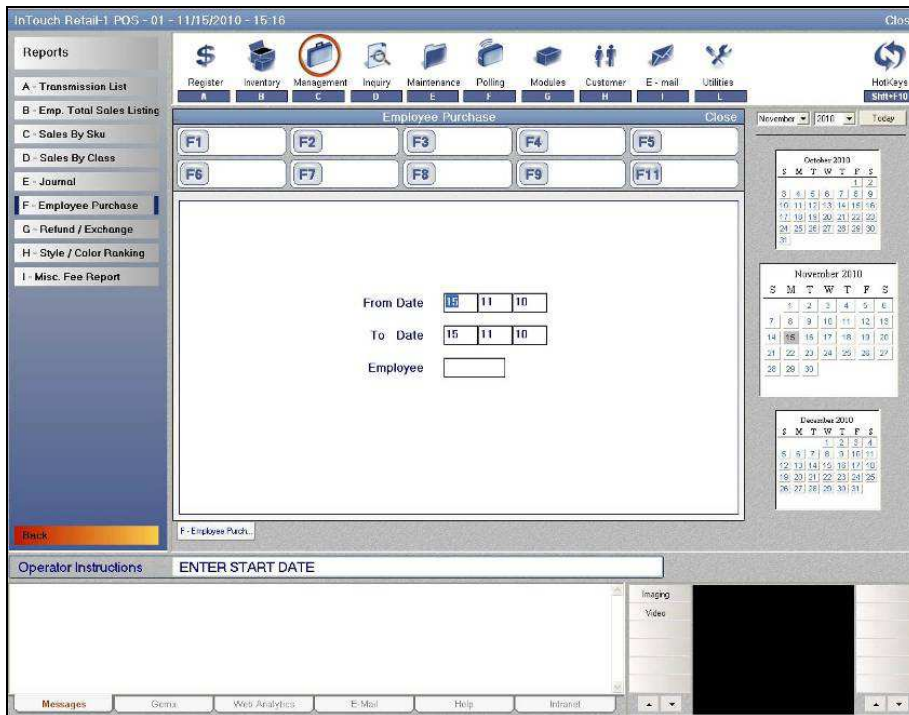
**N**= to Print only one Transaction.

4) To move from Bill to Bill, use the ↑↓ keys

5) Select <F8 Print> to Print.

### 9.1.4.6.6 Employee Purchase

1) Select <F - Employee Purchase> and enter Employee ID.



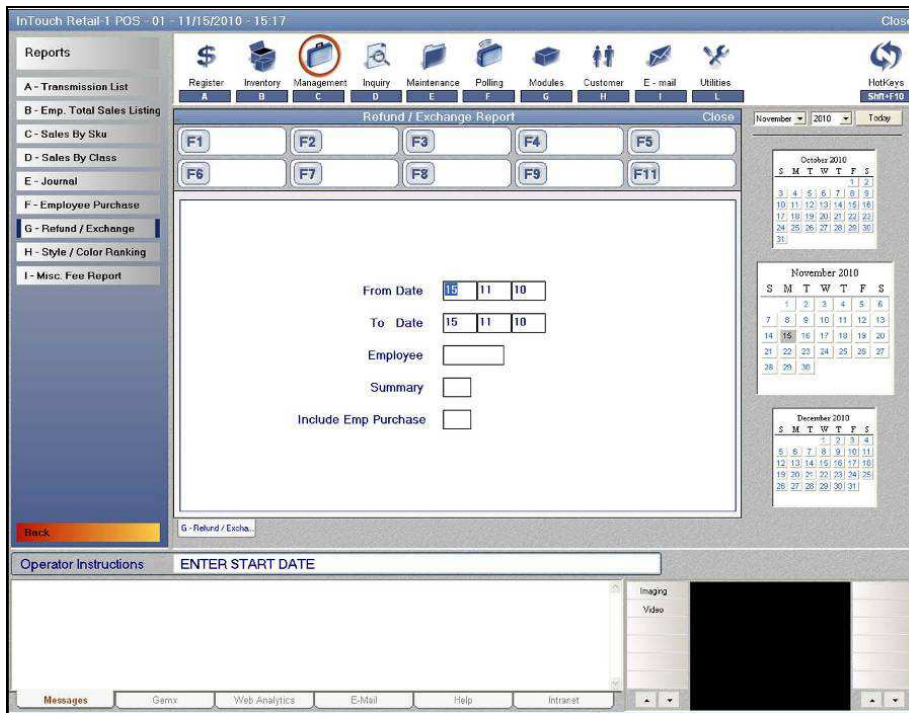
The screenshot shows the 'Employee Purchase' screen in the InTouch Retail POS system. The title bar indicates 'InTouch Retail-1 POS - 01 - 11/15/2010 - 15:16'. The left sidebar lists various reports, with 'F - Employee Purchase' selected. The main area contains a date range selection interface with 'From Date' set to 10/11/10 and 'To Date' set to 10/15/10. Below the date range is an 'Employee' field. The top menu bar includes options like Register, Inventory, Management, Inquiry, Maintenance, Polling, Modules, Customer, E-mail, and Utilities. The bottom status bar shows 'Operator Instructions' with the text 'ENTER START DATE'.

2) Enter Dates or press <Enter> to accept the Dates displayed.

3) Enter a specific Employee ID or press <Enter> to print all Employees; a Report will print listing the Employee(s) and their respective purchases.

### 9.1.4.6.7 Refund/Exchange

1) Select <G - Refund/Exchange> and enter Employee ID.



The screenshot shows the 'InTouch Retail-1 POS' interface. The title bar indicates the date and time: '01 - 11/15/2010 - 15:17'. The sidebar on the left lists various reports, with 'G - Refund / Exchange' selected. The main window displays the 'Refund / Exchange Report' form. This form includes fields for 'From Date' (set to 05/11/10), 'To Date' (set to 15/11/10), 'Employee' (empty), 'Summary' (checkbox), and 'Include Emp Purchase' (checkbox). To the right of the form is a calendar for November 2010, with the 15th highlighted. The bottom of the screen features an 'Operator Instructions' section with the text 'ENTER START DATE' and a 'Messages' bar at the very bottom.

2) Enter **Dates** or press <Enter> to accept the Dates displayed.

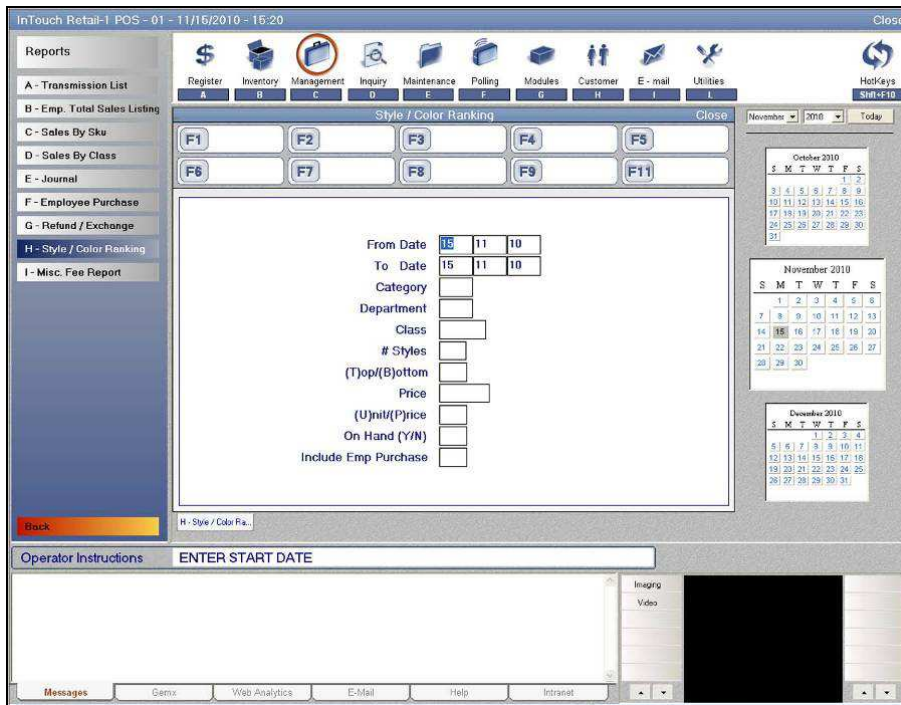
3) Enter "Y/N" for Summary.

**Y**= Only a Summary Report for the specified dates will print.

**N**= Both Detailed Report and Summary Report for the specified dates will print.

### 9.1.4.6.8 Style/Color Ranking

1) Select <H - Style/Color Ranking> and enter Employee ID.



The screenshot shows the InTouch Retail-T POS interface. The title bar reads "InTouch Retail-T POS - 01 - 11/15/2010 - 15:20". The left sidebar lists reports: A - Transmission List, B - Emp. Total Sales Listing, C - Sales By Sku, D - Sales By Class, E - Journal, F - Employee Purchase, G - Refund / Exchange, H - Style / Color Ranking (selected), and I - Misc. Fee Report. The main window is titled "Style / Color Ranking" and contains the following fields:

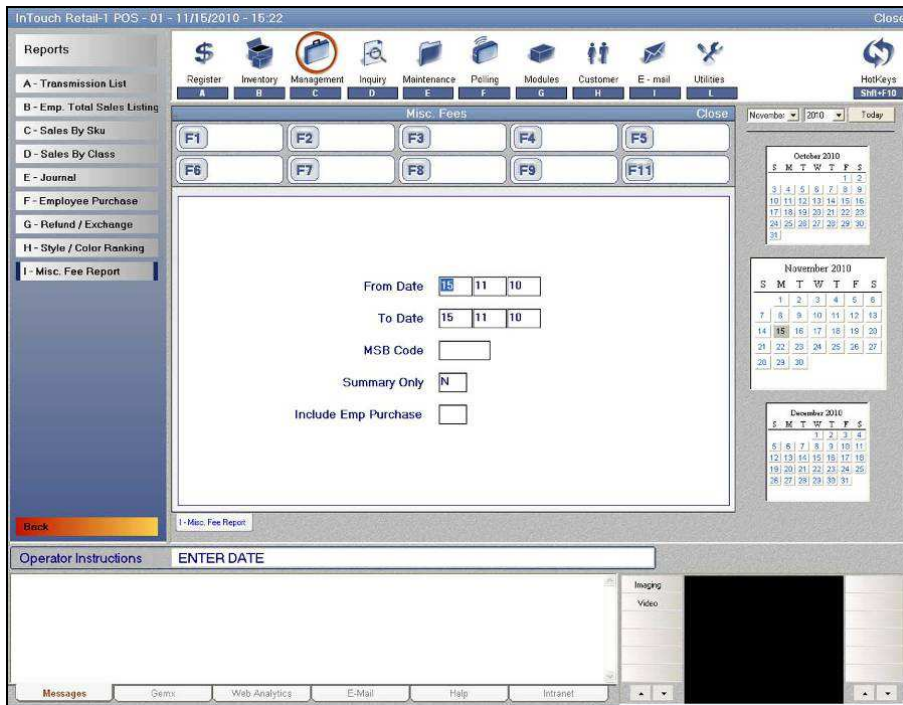
- From Date: 15 / 11 / 10
- To Date: 15 / 11 / 10
- Category: [ ]
- Department: [ ]
- Class: [ ]
- # Styles: [ ]
- (T)op/(B)ottom: [ ]
- Price: [ ]
- (U)nit/(P)rice: [ ]
- On Hand (Y/N): [ ]
- Include Emp Purchase: [ ]

At the bottom, there is an "Operator Instructions" section with the text "ENTER START DATE". The bottom status bar includes "Messages", "Genr", "Web Analytics", "E-Mail", "Help", and "Intrast".

- 2) Enter Dates or press <Enter> to accept the Dates displayed.
- 3) Enter a denomination for Category, Department, and Class or press <Enter> to bypass.
- 4) Enter the number of Styles to be printed out.
- 5) Enter either "T/B" to get either the top sales (best) or bottom sales (worse).
- 6) Key in a price or <Enter> through.
- 7) Enter either "U/P" to categorize either by units sold or revenue (Price).
- 8) Select only the styles on-hand (Y) or select all (N).
- 9) Enter (Y) to Include Employee Purchases or enter (N) to exclude them.
- 10) The Style/Color Ranking Report will now print.

### 9.1.4.6.9 Miscellaneous Fee Report

1) Select <I - Misc. Fee Report> and enter Employee ID.



- 2) Enter the From Date and To Date for which you want a report.
- 3) Enter the Miscellaneous Bill Code for which you want to report on or press <Enter> for all Miscellaneous Bill Codes.
- 4) Choose Y(es) or N(o) for Summary Only.
- 5) Choose Y(es) or N(o) to Included Employee Purchases.

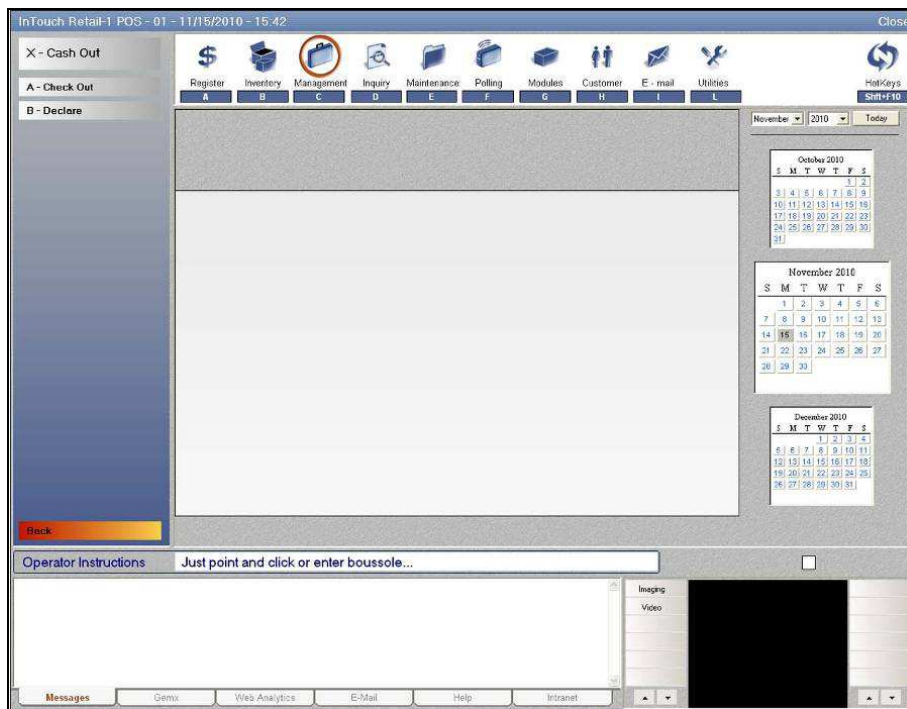
GEMMAR SYSTEMS INT. 11450 COTE DE LIESSE DORVAL QC H9P 1A9 tel. 514-631-3336			
22/10/07			12:52
Misc. Fee Report			
From: 22/10/07 To: 22/10/07			
MSB Code			
Summary Y			
Include Employee Purchase Y			
Sk	Description		
Date	Bill No.	Qty	Amount
A000001	Alterations		
22/00/07	3010100011	1	10.00
22/00/07	3010100012	1	10.00
TOTAL		2	20.00
S000001	Shipping		
TOTAL		1	5.00
GRAND TOTAL		3	25.00

GEMMAR SYSTEMS INT. 11450 COTE DE LIESSE DORVAL QC H9P 1A9 tel. 514-631-3336			
22/10/07			12:52
Misc. Fee Report			
From: 22/10/07 To: 22/10/07			
MSB Code			
Summary N			
Include Employee Purchase Y			
Sk	Description		
Date	Bill No.	Qty	Amount
A000001	Alterations		
22/00/07	3010100011	1	10.00
22/00/07	3010100012	1	10.00
TOTAL		2	20.00
S000001	Shipping		
22/00/07	3010100012	1	5.00
TOTAL		1	5.00
GRAND TOTAL		3	25.00



### 9.1.4.7 Multiple Cash out Menu (If Option Turned On)

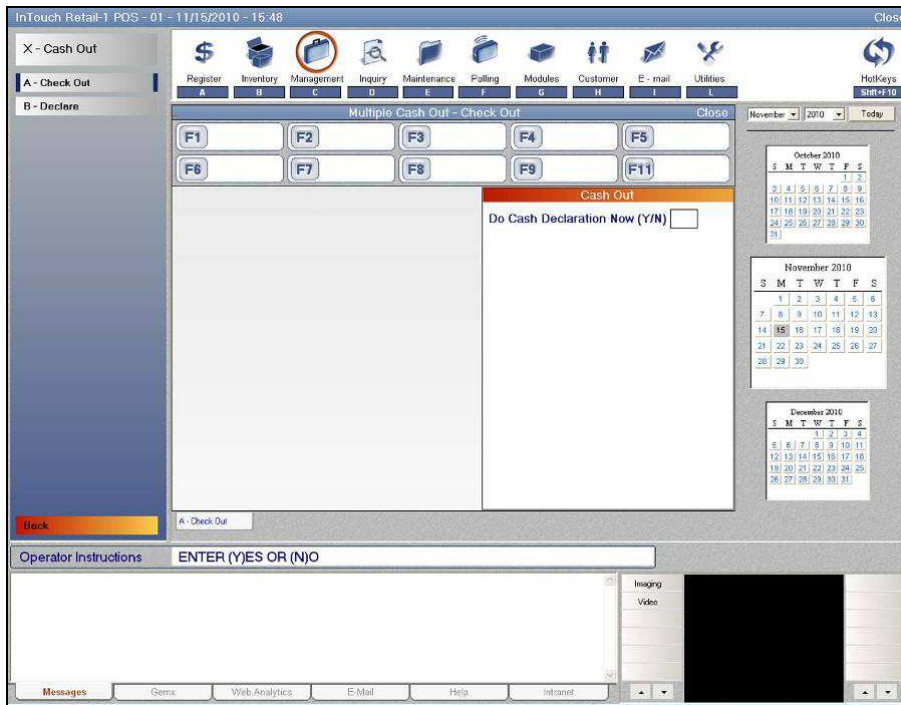
- 1) From the Main Menu, select <Management>.
- 2) Select <G - X-Cash Out>





### 9.1.4.7.1 Multiple Cash out – Check Out

1) Select <A - Check Out>, enter Employee ID.



2) The system will ask **Do Cash Declaration Now (Y/N)**:

**Y** = Generates a Deposit Slip with a Reference # and allows the cashier to access the Declaration right away, in order to enter his/her tender amounts.

**N** = Generates a Deposit Slip with a Reference # the cashier can use at a later time, once their till has been counted, to complete his/her Declaration.

If you chose N skip to next section (Multiple Cash Out - Declare).

**If you chose Y:**

3) Use the ↑↓ to highlight the line “Cash”, press <Enter> and a window will open up. Enter the amounts for each denomination and press <Enter> after each entry. If an error is made, use the ↑↓ keys to bring you to that entry and type in correct amount. Press <Enter> through to the end.

4) Use the ↑↓ to highlight the line “Check”, press <Enter> to open up the window and then enter each check amount pressing <Enter> after each one. Press <Enter> through to the end. Do the same for Debit and Credit Cards, Coupons, Store Card, Etc.

5) For Travelers Checks and US/CDN Funds simply enter total amount received.

InTouch Retail-1 POS - 01 - 11/15/2010 - 15:56

X - Cash Out

A - Check Out

B - Declare

Multiple Cash Out - Declare

F1 Net Sales F2 Update F3 F4 F5

F6 F7 F8 F9 F11

Tender	Qty	Amount	Details
Cash	0	0.00	
Debit Card	0	0.00	
Visa	0	0.00	
MasterCard	0	0.00	
E.F.T.	0	0.00	
UsFunds	0	0.00	
Coupon	0	0.00	
TravCheque	0	0.00	
<b>TOTAL</b>		<b>0.00</b>	

Operator Instructions: USE ARROW KEY AND <ENTER> TO SELECT

Messages: Search Web Analytics E-Mail Help Intranet

Imaging: Video

6) When all amounts have been registered for all of the necessary tender types, select <F2 Update>.

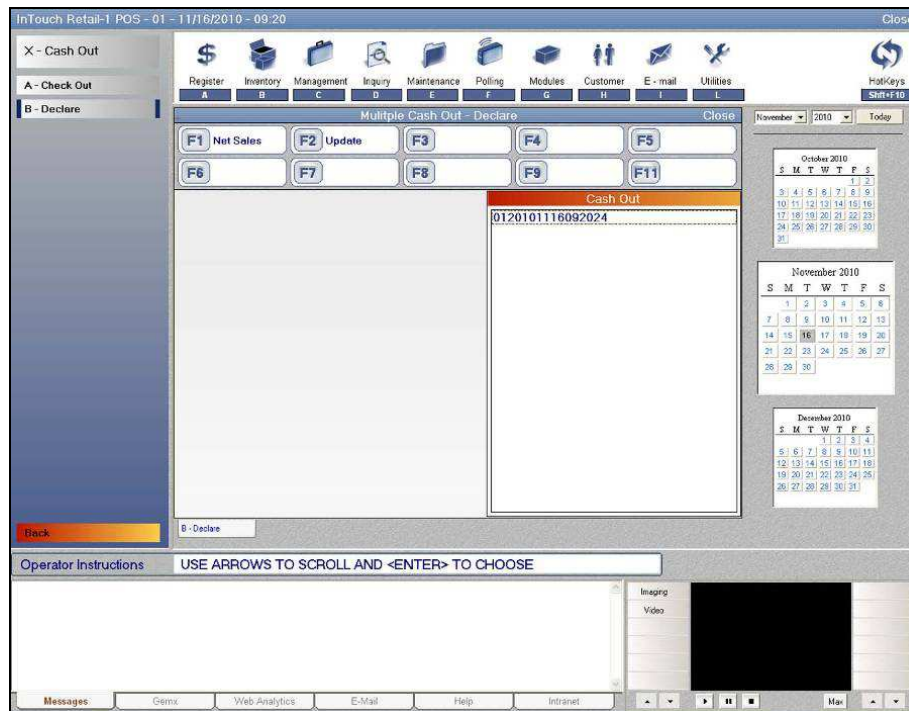
**NOTE:** In the operator instruction box it will say “Final Amounts will be confirmed when Store Settles”. This means at the end of the day when all X-Cash Outs are done the final total will be confirmed.

Each X-Cash Out is assigned a “Cash Out” number. A report will print with the Cash Out Number and it should be put with the cash to be confirmed at the end of the day.

### 9.1.4.7.2 Multiple Cash out - Declare

This is used when you have said No to “Do Declaration Now” in <A - Cash Out> above.

1) Select <B - Declare>, enter the same Employee ID used in previous step.



2) A window will open displaying reference #'s. Use the ↑↓ keys to highlight the necessary reference # from the list; when highlighted press <Enter> to accept.

3) Use the ↑↓ keys to highlight the line “Cash”, press <Enter> and a window will open up. Enter the amounts for each denomination and press <Enter> after each entry. If an error is made, use the ↑↓ keys to bring you to that entry and type in correct amount. Press <Enter> through to the end.

4) Use the ↑↓ keys to highlight the line “Debit Card”, press <Enter> to open up the window and then enter each amount pressing <Enter> after each one. Press <Enter> through to the end. Do the same for Checks, Credit Cards, Coupons, Store Card, Etc.

5) For Travelers Checks and US/CDN Funds simply enter total amount received.

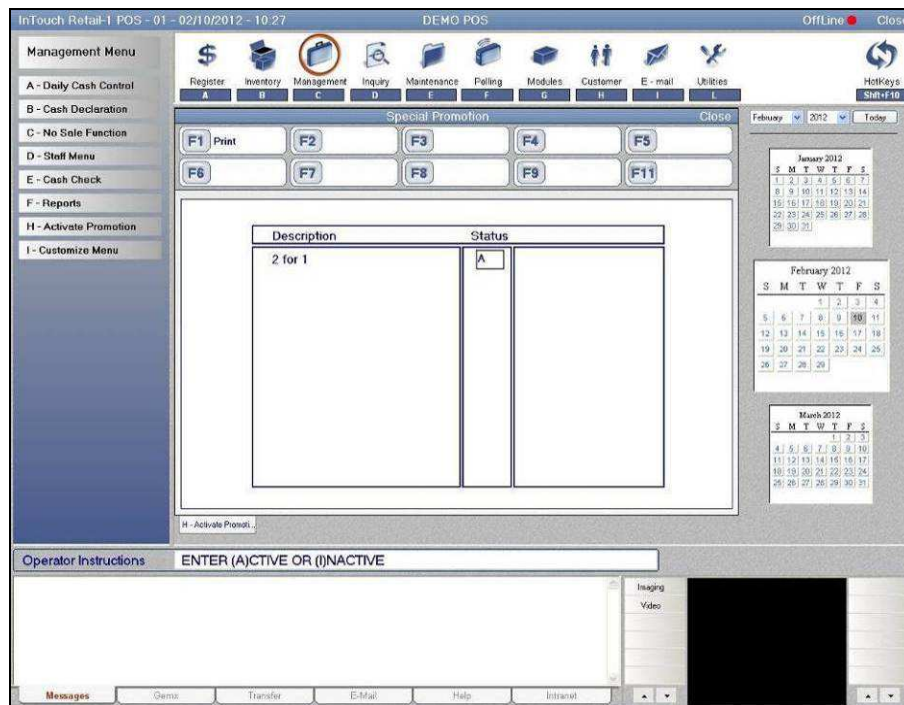
6) Select <F2 Modify> (If there is a Variance)

7) Press <F9 Deposit> (If there is No Variance)]. The reference # is not “complete”.

**NOTE:** The last cashier of the day, must, after completing his/her declaration, close the cash for the day by completing a Daily Cash Control and a Daily Cash Declaration. All reference #s must be complete at this stage, otherwise a printout of undeclared cashes with accompanying ref. #s will appear. With Multiple Cash Outs, the Daily Cash Control and Declaration are simply cumulative reports. The Daily Cash Control will continue to show sales throughout the day even when Cash Outs have been done. There is no input necessary for the Daily Cash Declaration. A final Declaration is automatically generated based upon the totals inputted for each Multiple Cash Out completed during the day.

### 9.1.4.8 Activate Special Promotion

- 1) From the Main Menu, select <Management>.
- 2) Select <G - Activate Promotion> and enter Employee ID



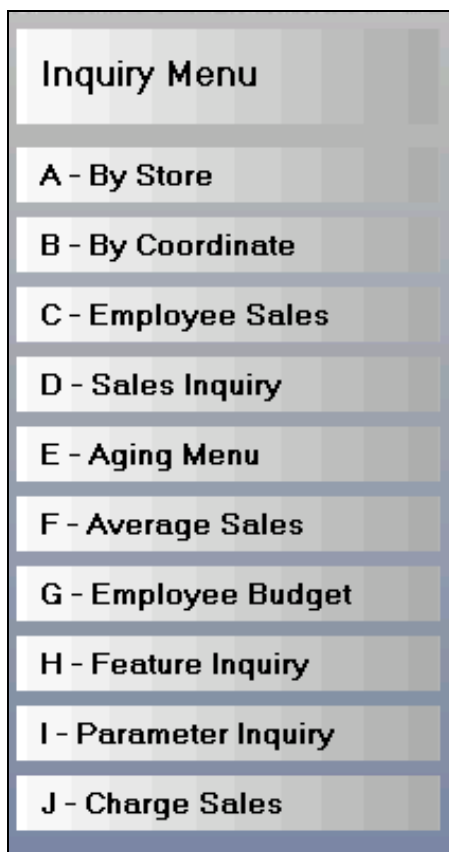
- 3) A window will open listing all Promotion Types. Use the ↑↓ keys to highlight a Promotion and enter  
**I = Inactive**; to de-activate a certain Promotion.  
**A = Active**; to activate a certain Promotion.
- 4) Select <F1 Print> to print.

### 9.1.4.9 Customize Menu

- 1) From the Main Menu, select <Management>.
- 2) Select <H - Customize Menu>

**NOTE:** These programs are set up by your Head Office, at your Head Office and any questions relating to items in this menu should be addressed to them.

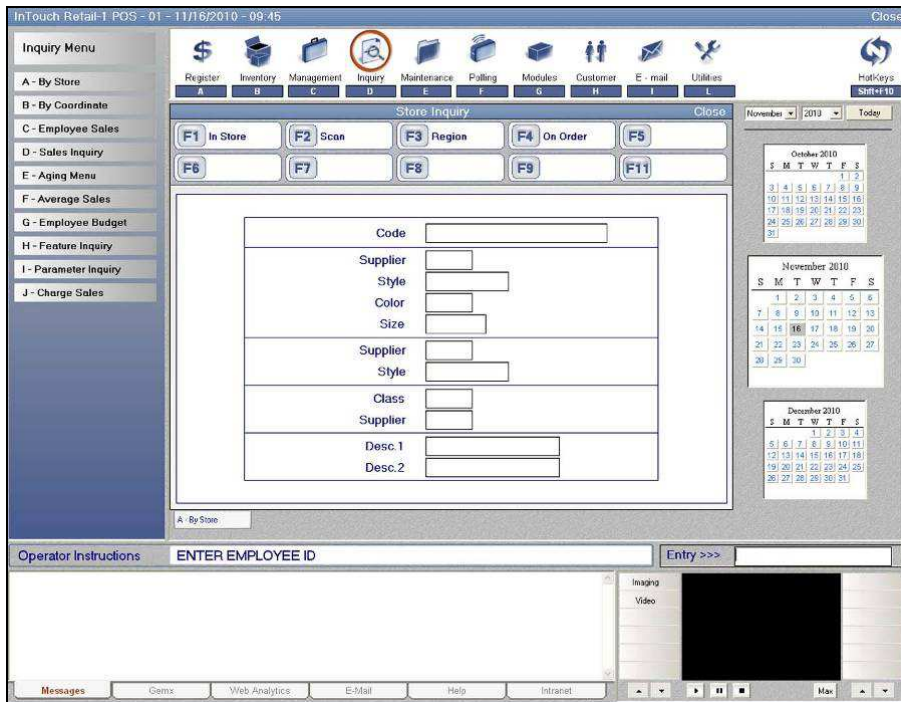
## 9.1.5 D- Inquiry Menu



### 9.1.5.1 Inventory Inquiry by Store

- 1) From the Main Menu, select <Inquiry>.
- 2) Select <A - By Store>, enter Employee ID

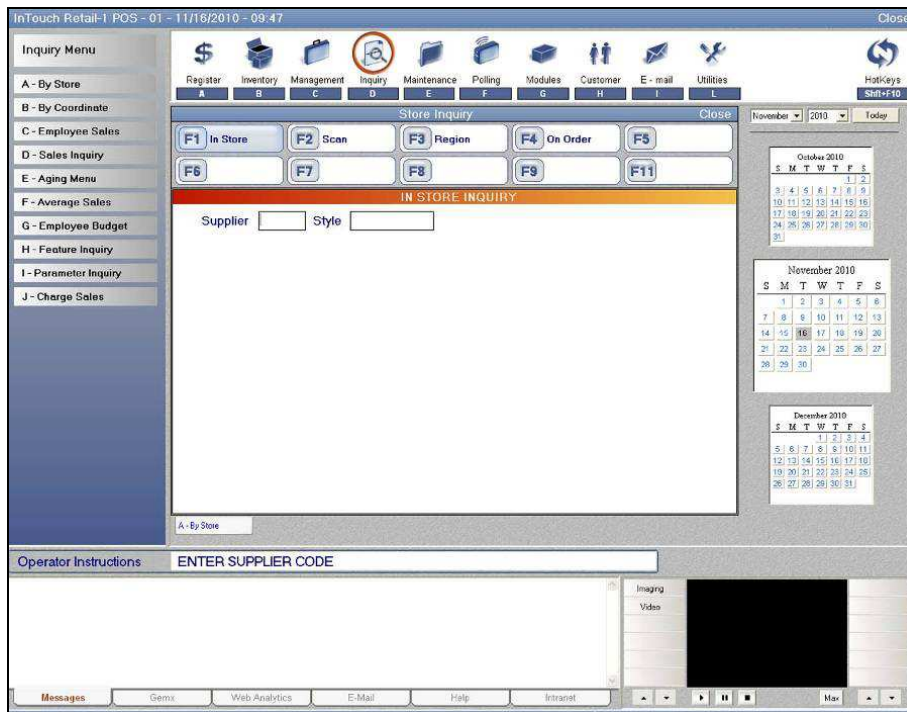
This screen is broken down into 5 different sections in which you can manually enter in the criteria or you can choose one of the following functions:



The screenshot displays the 'Inquiry Menu' screen in the InTouch Retail-1 POS system. The interface includes a top navigation bar with icons for Register, Inventory, Management, Inquiry (highlighted), Maintenance, Palling, Modules, Customer, E-mail, and Utilities. Below this is a 'Store Inquiry' section with function keys F1 through F11. The main area contains a form for entering criteria, including fields for Code, Supplier, Style, Color, Size, and Desc.1/Desc.2. On the right, there are three calendar views for October, November, and December 2010. At the bottom, there is an 'Operator Instructions' section with the text 'ENTER EMPLOYEE ID' and an 'Entry >>>' button. The bottom status bar shows 'Messages', 'Gemix', 'Web Analytics', 'E-Mail', 'Help', and 'Intranet'.



## F1-In Store



- 1) Enter **Supplier** Code.
- 2) Enter **Style**.
- 3) Displays inventory by Color and Size for the Style selected.

### <F2 Scan>

- 1) Displays first sequential SKU or UPC Code entry in Inventory.
- 2) PG/UP & PG/DWN will allow you to scroll through the various SKU/UPC Codes; moving forward and backwards respectively.

### <F3 Region> - only available if region inquiry is turned on

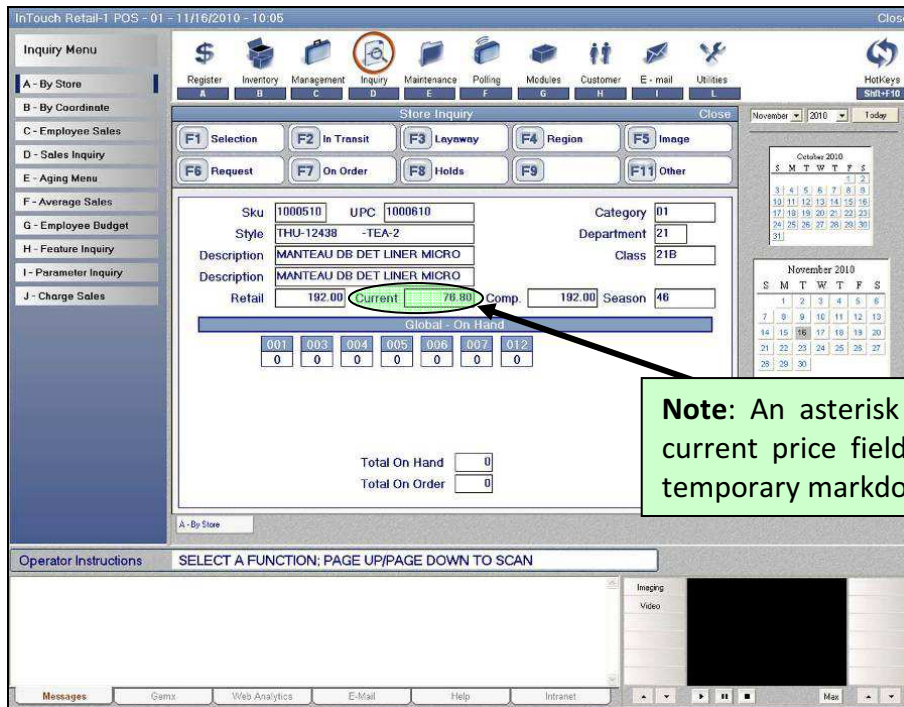
Enter Region # or press <Enter>, a window will open listing all Regions, use the ↑↓ keys to select the Region, press <Enter> to accept. Inventory Quantities listed will only be for the stores specified within the chosen Region.

### <F4 On Order>, <F4 On Hand>

Depending upon your Selection, either On Hand or On Order Quantities will be displayed.

### 9.1.5.1.1 Code

1) Enter the SKU or UPC Code.



#### <F1 Selection>

Enter a SKU or UPC Code and press <Enter> to view the information. Select <F1 – Selection> again to return to the previous screen to inquire upon another SKU or UPC Code.

#### <F2 In Transit>

This indicates if the SKU or UPC Code you are inquiring upon is presently being transferred to your store. A window will open displaying the corresponding Transfer Number(s) (excluding C-Transfers).

#### <F3 Layaway>

This indicates if the SKU or UPC Code you are inquiring upon has been put on Layaway. A window will open displaying the corresponding Layaway Number(s).

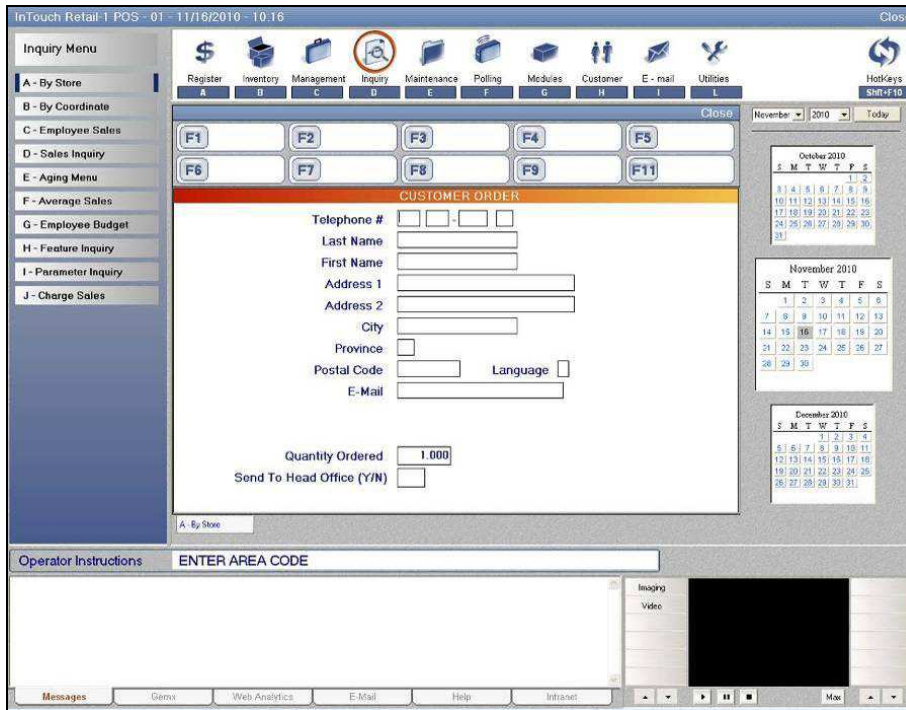
#### <F4 Region> - only available if region inquiry is turned on

Enter Region # or press <Enter>, a window will open listing all Regions, use the ↑↓ keys to select the Region, press <ENTER> to accept. Inventory quantities listed will only be for the stores specified within the chosen Region.

#### <F5 Image>

Select this key to display any Images attached to the SKU or UPC Code you have inquired upon.

## <F6 Request> - Customer Order



- 1) Enter **Customer** Information.
- 2) Enter **Quantity** Ordered
- 3) **Send Request to Head Office (Y/N):**
  - Y** = Will advise Head Office of your Request for the merchandise. Enter 'Comments' if necessary, if not press <Enter> to bypass.
  - N** = Will not advise Head Office of your Request for the merchandise.

InTouch Retail-1 POS - 01 - 11/16/2010 - 10:22

Close

Inquiry Menu

- A - By Store
- B - By Coordinate
- C - Employee Sales
- D - Sales Inquiry
- E - Aging Menu
- F - Average Sales
- G - Employee Budget
- H - Feature Inquiry
- I - Parameter Inquiry
- J - Charge Sales

Register Inventory Management Inquiry Maintenance Polling Modules Customer E-mail Utilities

Store Inquiry

Close

A Cash B Debit Card C Visa D MasterCard E CreditNote

F E.F.T. G UsFunds H Coupon I TravCheque J

K L M N O

Layaway Deposit 6.99

SKU	Description	Price
1000210	MANTEAU DET. LINER M	69.99

Payment

Layaway Deposit Amount 6.99

Sub Total \$69.99

Tax1 \$3.50

Tax2 \$5.51

Discount \$0.00

Total \$79.00

Units 1.00

Operator Instructions ENTER DEPOSIT AMOUNT

Imaging Video

Messages Games Web Analytics E-Mail Help Intranet

- 4) The system will display the suggested deposit amount, press **<Enter>** to accept the amount displayed.
- 5) If you wish to change the amount, enter the new amount and press **<Enter>**. If you do not wish to leave a deposit, enter "0" for the amount.
- 6) Choose the method of payment.
- 7) Press "Y" for duplicate, if required.

### <F7 On Order>

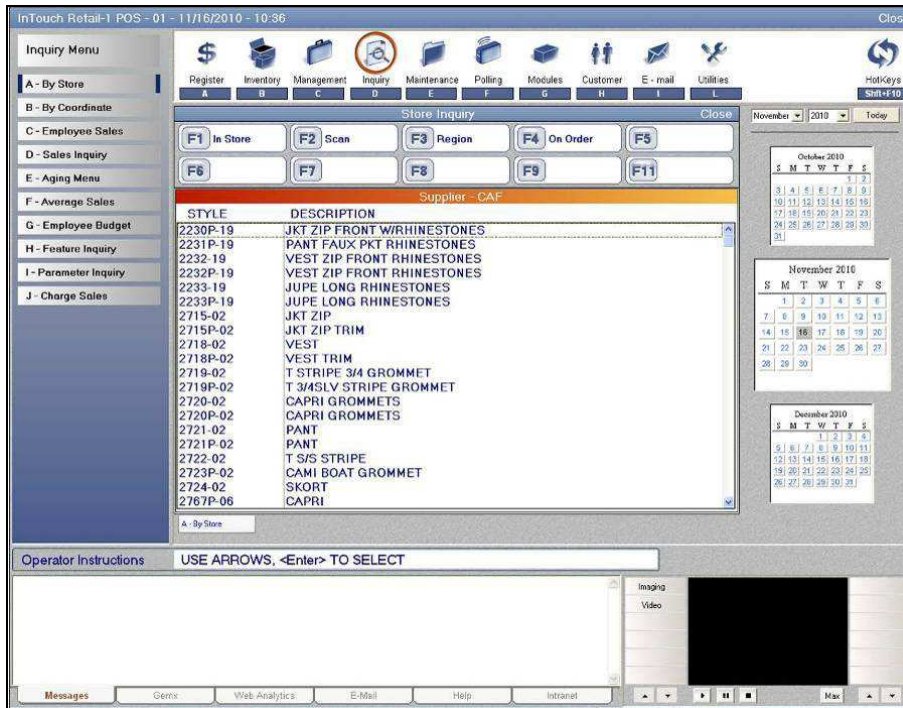
Depending upon your Selection, either On Hand or On Order Quantities will be displayed.

### <F8 Holds>

This indicates if the SKU or UPC Code you are inquiring upon has been put on Hold. A window will open displaying the corresponding Hold Number(s).

### 9.1.5.1.2 Supplier/Style/Color/Size

- 1) Press <Enter> until you are at the first 'Supplier' field.
- 2) Enter the **Supplier** Code.
- 3) Enter Style/Color/Size if known, if not press <Enter> to bypass these fields
- 4) A box will pop up asking **(G)roup** or **(R)egular**. Group is only used if you are using Sub-SKUs. R for Regular is a popular selection.
- 5) If you bypassed the Style/Color/Size fields a window will then pop up listing all styles for this supplier.



- 6) Use the ↑↓ keys to select the Style you wish to inquire on and then press <Enter> to view the information at the color/size level
- 7) Refer to above section "CODE" for details concerning the same functions.

### 9.1.5.1.3 Supplier/Style

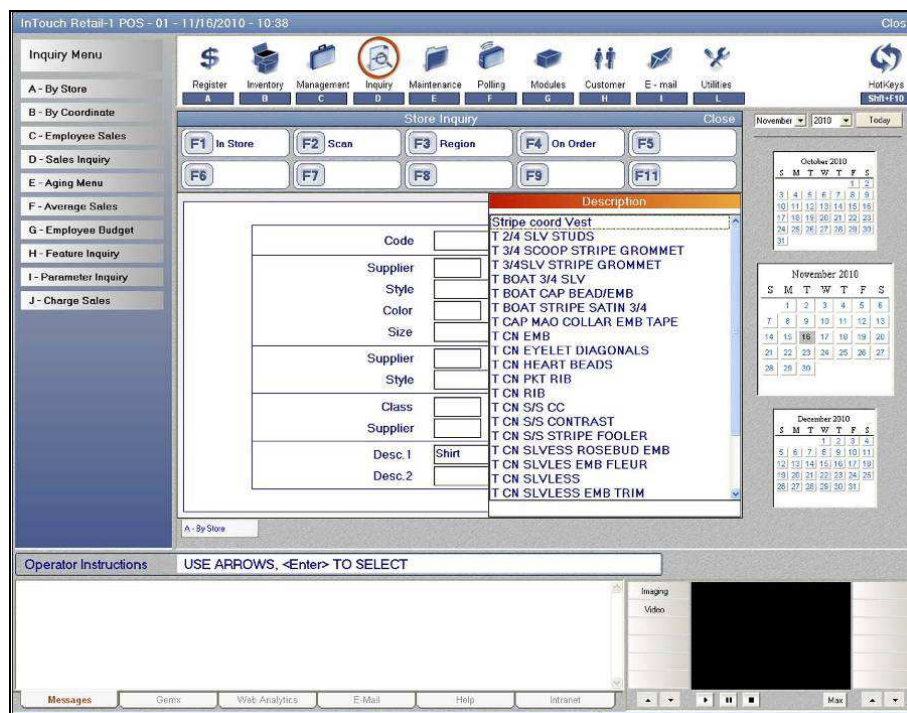
- 1) Press <Enter> until you are at the second 'Supplier' field
- 2) Enter the **Supplier** Code.
- 3) Enter the Style if known, if not press <Enter> to bypass this field
- 4) A window will pop up asking **(G)roup** or **(R)egular**. Group is only used if you are using Sub-SKUs. Most often R for Regular will be the choice.
- 5) If you bypassed the Style field a box will then pop up listing all styles for this supplier.
- 6) Use the ↑↓ keys to select the Style you wish to inquire on and then press <Enter> to view the information at the color/size level.
- 7) The same functions as "CODE" (above) will then be available to you.



### 9.1.5.1.4 Class/Supplier

- 1) Press <Enter> until you are at the 'Class' field.
- 2) Enter the **Class Code**.
- 3) Enter the **Supplier Code** if known, if not press <Enter> to bypass this field.
- 4) If you bypassed the Supplier field, a window will then pop up listing all styles for this class.
- 5) Use the ↑↓ keys to select the Style you wish to inquire on and then press <Enter> to view the information at the color/size level.
- 6) The same functions as "CODE" (above) will then be available to you.

### 9.1.5.1.5 Desc 1/Desc 2

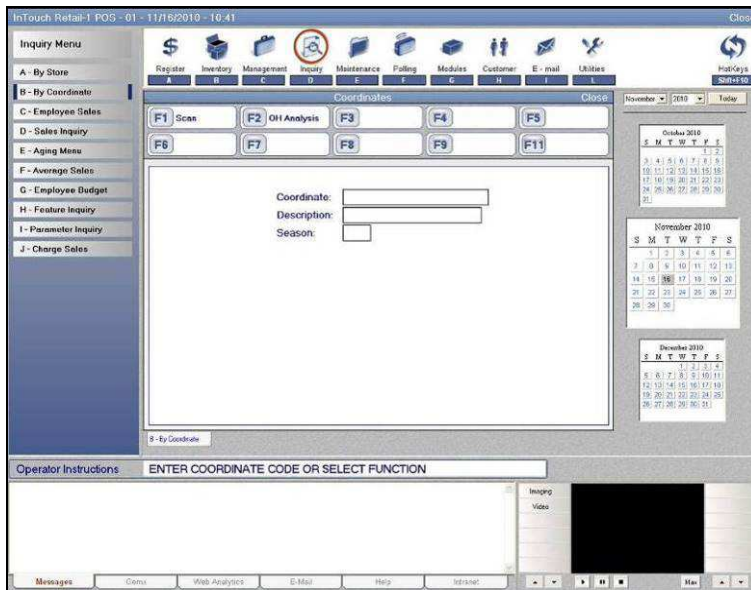


- 1) Press <Enter> until you are at the 'Desc. 1' or the 'Desc. 2' field.
- 2) Enter a short description.
- 3) A window will then pop up listing all styles that have this description.
- 4) Use the ↑↓ keys to select the Style you wish to inquire on and then press <Enter> to view the information at the color/size level.
- 5) The same functions as "CODE" (above) will then be available to you.



## 9.1.5.2 Inventory Inquiry by Coordinate

- 1) From the Main Menu, select <Inquiry>.
- 2) Select <B - By Coordinate>, enter Employee ID



InTouch Retail-1 POS - 01 - 11/16/2010 - 10:41

Inquiry Menu

- A - By Store
- B - By Coordinate**
- C - Employee Sales
- D - Sales Inquiry
- E - Aging Menu
- F - Average Sales
- G - Employee Budget
- H - Feature Inquiry
- I - Parameter Inquiry
- J - Change Sales

Register Inventory Management Inquiry Maintenance Pulling Modules Customer E-mail Utilities

Coordinates

F1 Scan F2 OH Analysis F3 F4 F5  
F6 F7 F8 F9 F11

Coordinate:   
Description:   
Season:

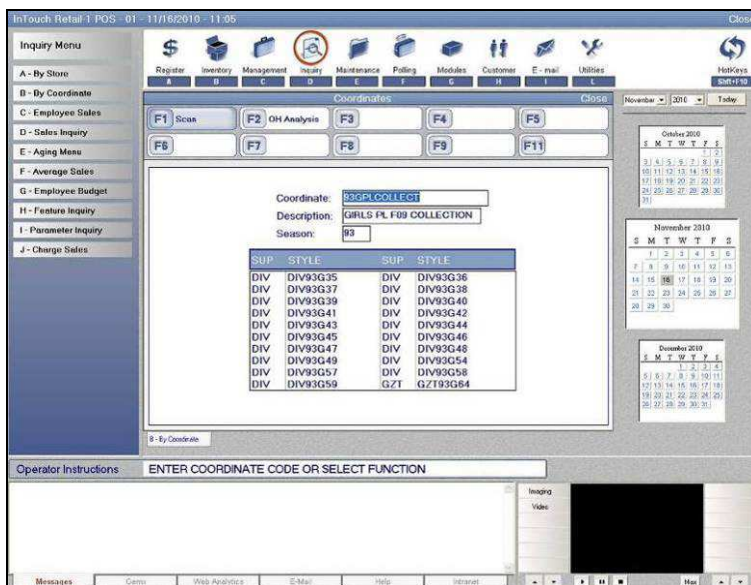
Operator Instructions: ENTER COORDINATE CODE OR SELECT FUNCTION

Imaging Video

Messages Comm Web Analytics E-Mail Help Internet

### <F1 Scan>

Displays the available Coordinates.



InTouch Retail-1 POS - 01 - 11/16/2010 - 11:05

Inquiry Menu

- A - By Store
- B - By Coordinate**
- C - Employee Sales
- D - Sales Inquiry
- E - Aging Menu
- F - Average Sales
- G - Employee Budget
- H - Feature Inquiry
- I - Parameter Inquiry
- J - Change Sales

Register Inventory Management Inquiry Maintenance Pulling Modules Customer E-mail Utilities

Coordinates

F1 Scan F2 OH Analysis F3 F4 F5  
F6 F7 F8 F9 F11

Coordinate: **93GPLCOLLECT**  
Description: **GIRLS PL F09 COLLECTION**  
Season: **93**

SUP	STYLE	SUP	STYLE
DIV	DIV93G35	DIV	DIV93G36
DIV	DIV93G37	DIV	DIV93G38
DIV	DIV93G39	DIV	DIV93G40
DIV	DIV93G41	DIV	DIV93G42
DIV	DIV93G43	DIV	DIV93G44
DIV	DIV93G45	DIV	DIV93G46
DIV	DIV93G47	DIV	DIV93G48
DIV	DIV93G49	DIV	DIV93G54
DIV	DIV93G57	DIV	DIV93G58
DIV	DIV93G59	GZT	GZT93G64

Operator Instructions: ENTER COORDINATE CODE OR SELECT FUNCTION

Imaging Video

Messages Comm Web Analytics E-Mail Help Internet

## <F2 OH Analysis>

Use the ↑↓ keys to view items On Hand for a specified Coordinate code.

Close

F1

F2

F3

F4

F5

F6

F7

F8

F9

F11

Coordinate:

Description:

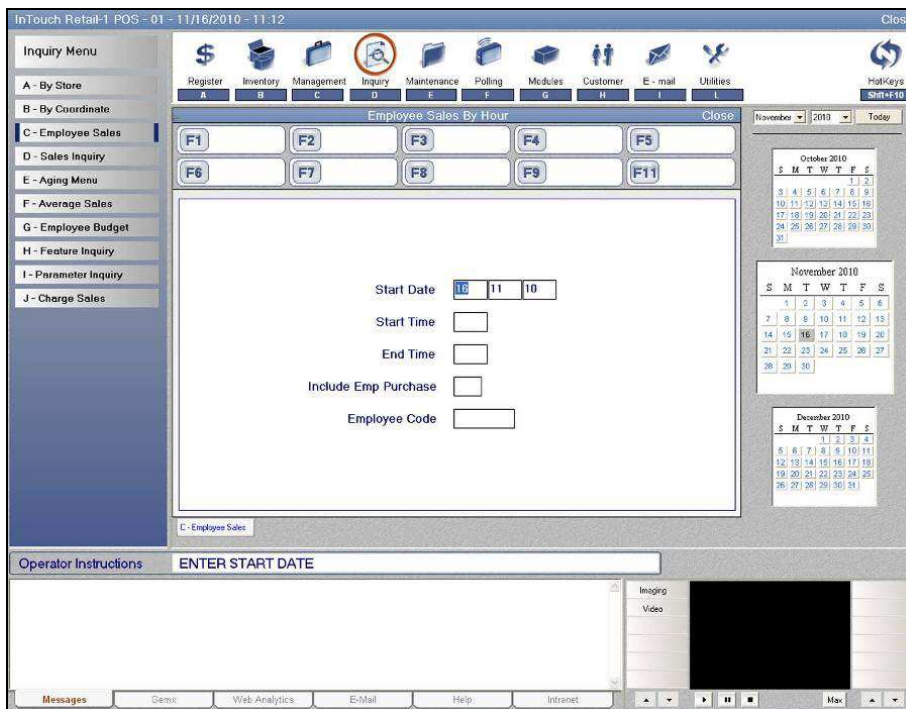
Season:

COLOR	SIZE	ON HAND	SUP	STYLE	DESCRIPTION	SKU
01	14.5	0	HBG	6504LE	DR SHIRT/HBG/65	6074420
01	15.0	0	HBG	6504LE	DR SHIRT/HBG/65	6074430
WHITE	14.0	0	HBG	6500DA	DR SHIRT/HBG/65	5594510
WHITE	14.5	0	HBG	6500DA	DR SHIRT/HBG/65	5594520
WHITE	15.0	0	HBG	6500DA	DR SHIRT/HBG/65	5594530
WHITE	15.5	0	HBG	6500DA	DR SHIRT/HBG/65	5594540
WHITE	15.75	0	HBG	6500DA	DR SHIRT/HBG/65	5594550
WHITE	16.0	0	HBG	6500DA	DR SHIRT/HBG/65	5594560
WHITE	16.5	0	HBG	6500DA	DR SHIRT/HBG/65	5594570
WHITE	17.0	0	HBG	6500DA	DR SHIRT/HBG/65	5594580
WHITE	17.5	0	HBG	6500DA	DR SHIRT/HBG/65	5594590

By Coordinate

### 9.1.5.3 Employee Net Sales per Hour

- 1) From the Main Menu, select <Inquiry>.
- 2) Select <C - Employee Sales>, enter Employee ID



The screenshot shows the 'Employee Sales By Hour' window in the InTouch Retail POS system. The window has a title bar 'InTouch Retail-1 POS - 01 - 11/16/2010 - 11:12'. On the left is an 'Inquiry Menu' with options: A - By Store, B - By Coordinate, C - Employee Sales (selected), D - Sales Inquiry, E - Aging Menu, F - Average Sales, G - Employee Budget, H - Feature Inquiry, I - Parameter Inquiry, J - Charge Sales. The top of the window has a toolbar with icons for Register, Inventory, Management, Inquiry (circled), Maintenance, Polling, Modules, Customer, E-mail, and Utilities. Below the toolbar are function keys F1 through F11. The main area contains the following fields:

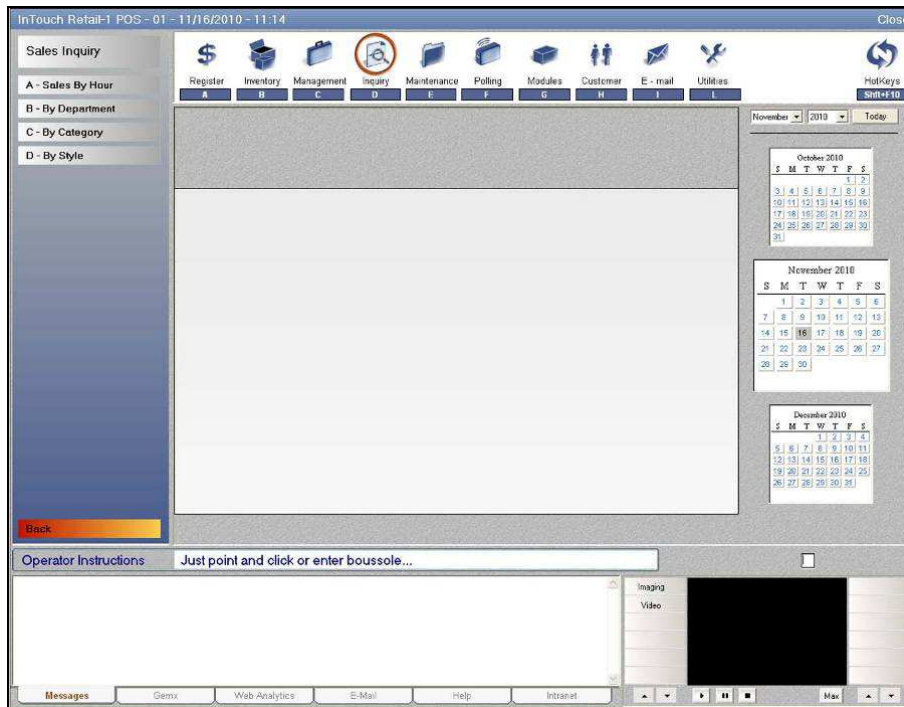
- Start Date: 10/11/10
- Start Time: [empty box]
- End Time: [empty box]
- Include Emp Purchase: [empty checkbox]
- Employee Code: [empty box]

On the right side, there are three calendar views for October 2010, November 2010, and December 2010. The bottom of the window has a status bar with 'Operator Instructions' and 'ENTER START DATE'. The bottom-most bar includes 'Messages', 'Genus', 'Web Analytics', 'E-Mail', 'Help', 'Intranet', and a 'Max' button.

- 3) Enter the **Date** or press <Enter> to accept the date displayed.
- 4) Enter the start and end times.
- 5) Answer (Y)es or (N)o to Include Employee Purchases in the results.
- 6) Enter a specific Employee Code or press [F3] for next employee.
- 7) The employee's net sales per hour period will be displayed.

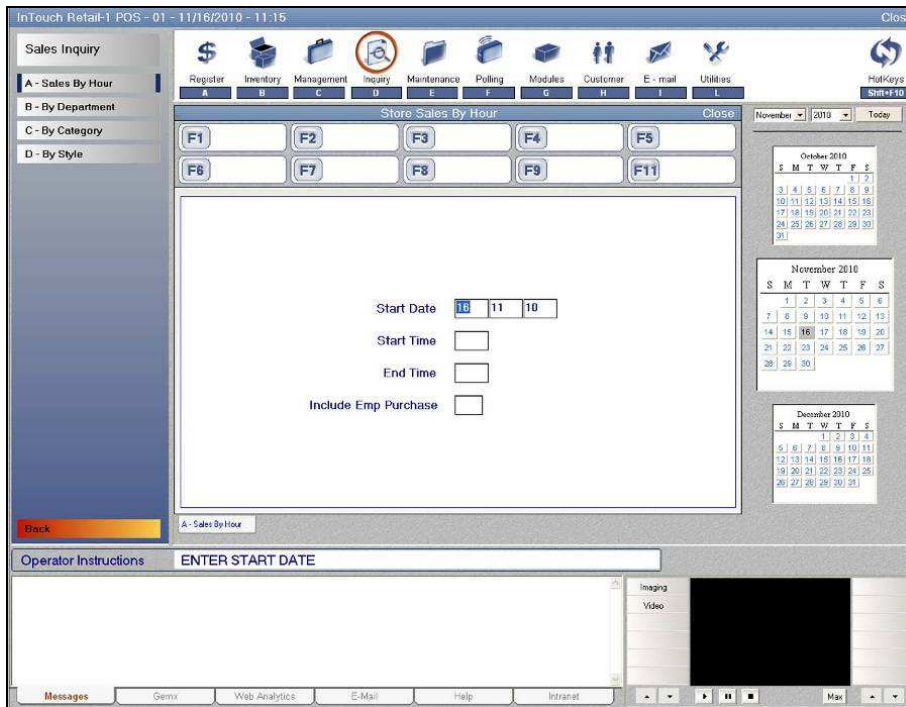
## 9.1.5.4 Sales Inquiry Menu

- 1) From the Main Menu, select <Inquiry>.
- 2) Select <D - Sales Inquiry>



### 9.1.5.4.1 Store Net Sales by Hour

1) Select <A - Sales By Hour> followed by the Employee ID

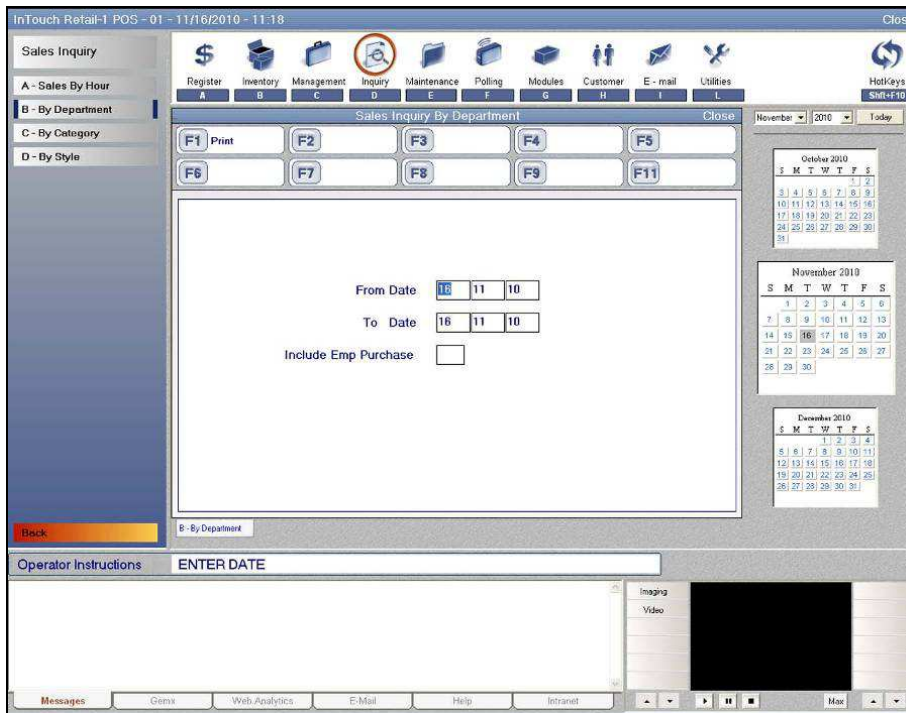


The screenshot shows the 'InTouch Retail-1 POS' interface. The 'Sales Inquiry' menu on the left has 'A - Sales By Hour' selected. The main area is titled 'Store Sales By Hour' and contains a grid of function keys (F1-F11). Below the grid, there are input fields for 'Start Date' (set to 10/11/10), 'Start Time', 'End Time', and a checkbox for 'Include Emp Purchase'. On the right, there are three calendar views for October, November, and December 2010. The 'Operator Instructions' section at the bottom displays 'ENTER START DATE'.

- 2) Enter Start Date or press <Enter> to accept the date displayed.
- 3) Enter the Start Time and End Time.
- 4) Answer (Y)es or (N)o to Include Employee Purchases in the results.
- 5) The store's net sales per hour will be displayed.

### 9.1.5.4.2 Sales Inquiry by Department

1) Select <B - By Department> followed by the Employee ID



2) Enter the **From Date and To Date** or press <Enter> to accept the dates displayed.

3) Answer (Y)es or (N)o to Include Employee Purchases in the results

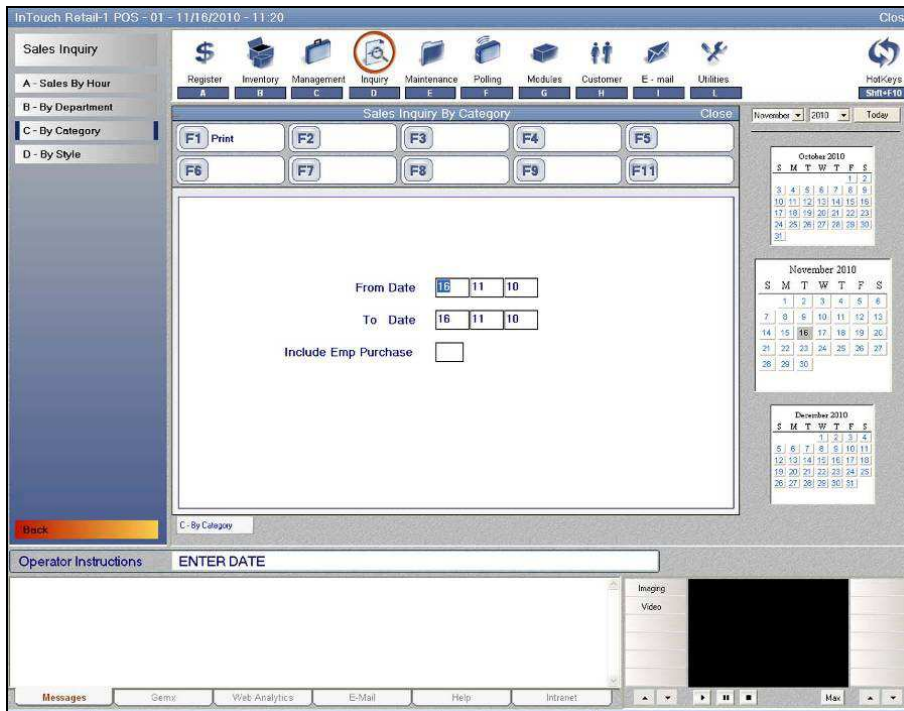
4) Total sales by department will be displayed, including quantity sold.

5) Select <F1> to print.



### 9.1.5.4.3 Sales Inquiry by Category

1) Select <C - By Category> followed by the Employee ID



The screenshot shows the 'Sales Inquiry by Category' window in the InTouch Retail-1 POS system. The window title is 'InTouch Retail-1 POS - 01 - 11/16/2010 - 11:20'. The sidebar on the left has 'C - By Category' selected. The main area shows a date range from 'From Date 10/16/10' to 'To Date 11/10/10'. There is a checkbox for 'Include Emp Purchase' which is currently unchecked. The bottom of the window shows 'Operator Instructions' with the text 'ENTER DATE'.

2) Enter the **From Date** and **To Date** or press <Enter> to accept the dates displayed.

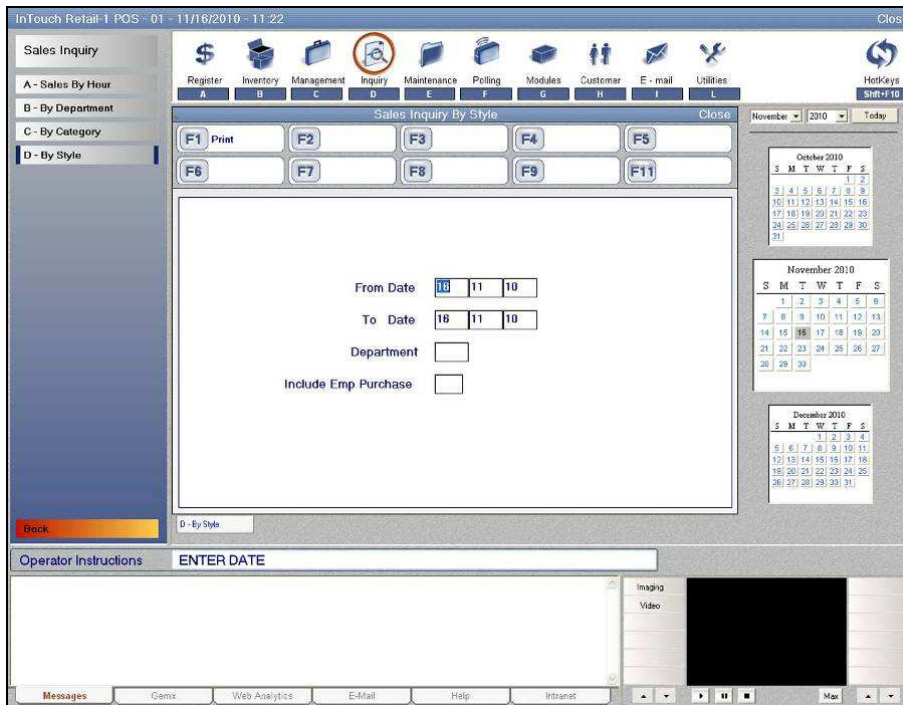
3) Answer (Y)es or (N)o to Include Employee Purchases in the results

4) Total sales by Category will be displayed, including quantity sold

5) Select <F1> to print

#### 9.1.5.4.4 Sales Inquiry by Style

1) Select <By Style> followed by the Employee ID



The screenshot shows the 'Sales Inquiry By Style' window in the InTouch Retail-T POS system. The window title is 'InTouch Retail-T POS - 01 - 11/16/2010 - 11:22'. The left sidebar has four options: 'A - Sales By Hour', 'B - By Department', 'C - By Category', and 'D - By Style' (which is selected). The main area contains the following fields and controls:

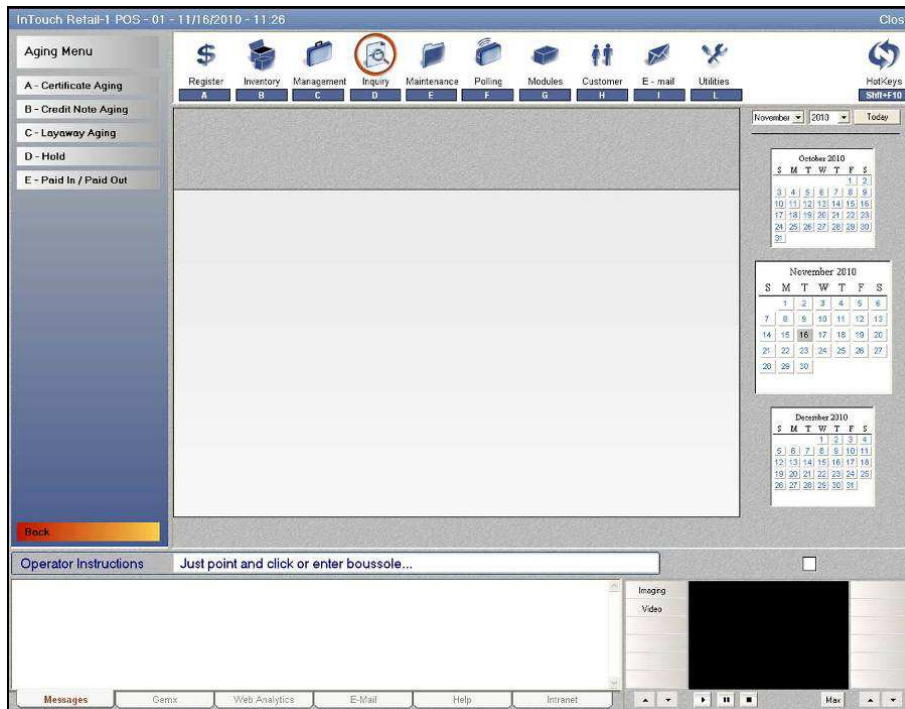
- Function keys: F1 Print, F2, F3, F4, F5, F6, F7, F8, F9, F11.
- From Date: 10/11/10
- To Date: 10/11/10
- Department: (empty field)
- Include Emp Purchase: (checkbox)

On the right side, there are three calendar views for October 2010, November 2010, and December 2010. The bottom status bar shows 'Operator Instructions: ENTER DATE'.

- 2) Enter the From Date and To Date or press <Enter> to accept the dates displayed.
- 3) Enter a specific department code or press <Enter> for all
- 4) Answer (Y)es or (N)o to Include Employee Purchases in the results
- 5) Total sales by Style will be displayed, including quantity sold
- 6) Select <F1Print> to print

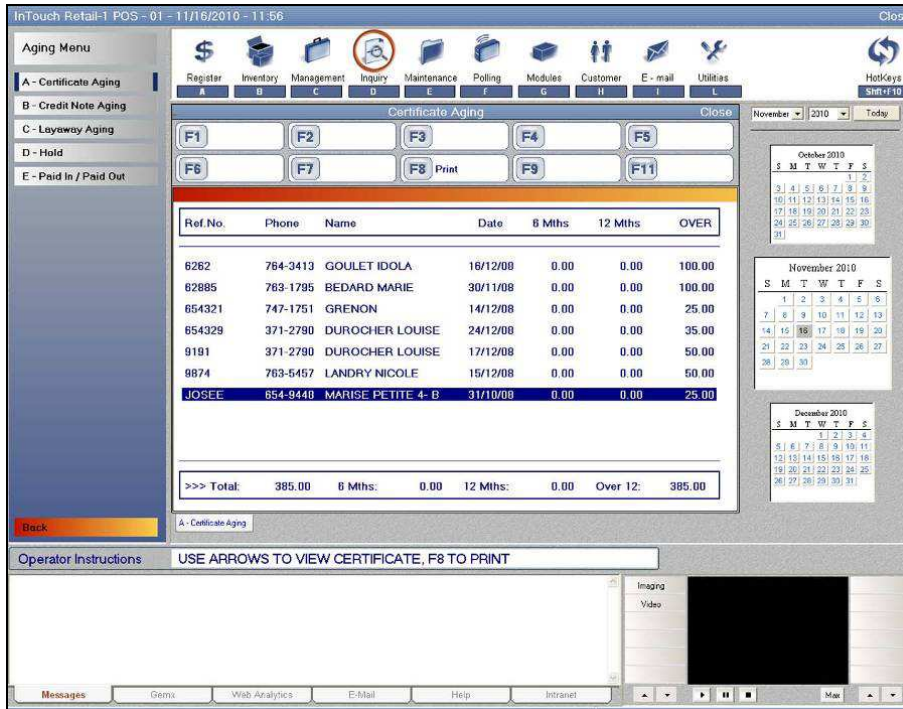
## 9.1.5.5 Aging Menu

- 1) From the Main Menu, select <Inquiry>.
- 2) Select <E - Aging Menu>



### 9.1.5.5.1 Outstanding Gift Certificate Aging (If option is turned on)

- 1) Select <A - Certificate Aging> followed by the Employee ID
- 2) Enter the Certificate Number, or press <Enter> to enter Customer Phone Number.
- 3) Press <Enter> one more time to list all outstanding Gift Certificates.



InTouch Retail-1 POS - 01 - 11/16/2010 - 11:56

Close

Aging Menu

A - Certificate Aging

B - Credit Note Aging

C - Layaway Aging

D - Hold

E - Paid In / Paid Out

Register Inventory Management Inquiry Maintenance Polling Modules Customer E-mail Utilities

HotKeys Shift+F10

Certificate Aging

Close

November 2010 Today

Ref. No.	Phone	Name	Date	6 Mths	12 Mths	OVER
6262	764-3413	GOULET IDOLA	16/12/08	0.00	0.00	100.00
62885	763-1795	BEDARD MARIE	30/11/08	0.00	0.00	100.00
654321	747-1751	GRENON	14/12/08	0.00	0.00	25.00
654329	371-2790	DUROCHER LOUISE	24/12/08	0.00	0.00	35.00
9191	371-2790	DUROCHER LOUISE	17/12/08	0.00	0.00	50.00
9874	763-6457	LANDRY NICOLE	15/12/08	0.00	0.00	50.00
JOSEE	654-9448	MARISE PETITE 4-B	31/10/08	0.00	0.00	25.00
>>> Total:				385.00	6 Mths: 0.00 12 Mths: 0.00 Over 12:	385.00

October 2010

November 2010

December 2010

Back

Operator Instructions

USE ARROWS TO VIEW CERTIFICATE, F8 TO PRINT

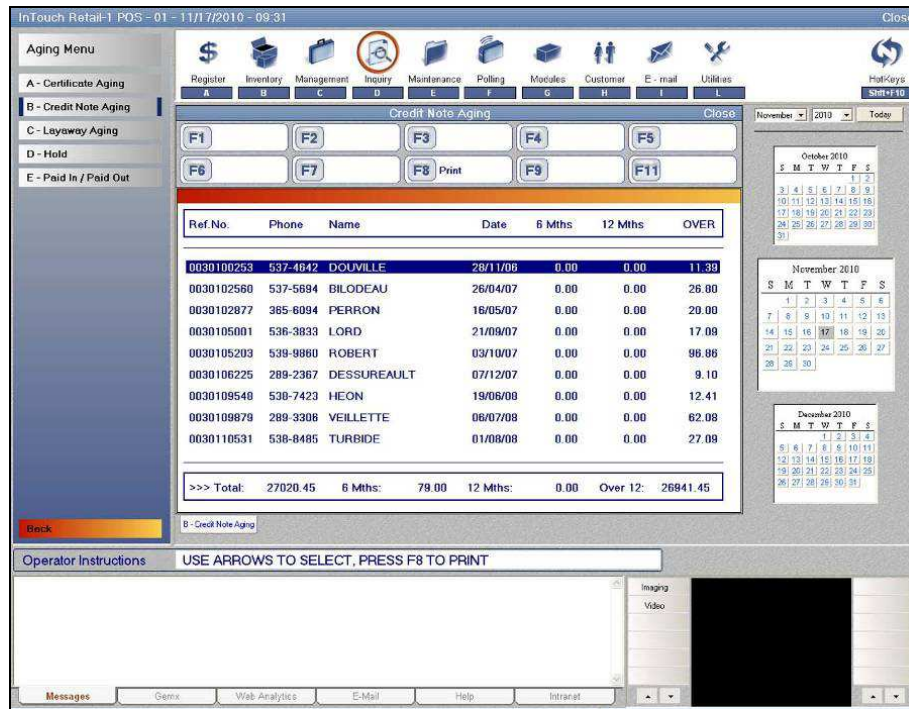
Imaging Video

Messages Games Web Analytics E-Mail Help Intranet

- 4) Use the ↑↓ keys to view gift certificates.
- 5) Press <F8> to Print.

### 9.1.5.5.2 Outstanding Credit Note Aging (If option turned on)

- 1) Select <B - Credit Note Aging> followed by the Employee ID
- 2) Enter the Credit Note Number, or press <Enter> to enter Customer Phone Number.
- 3) Press <Enter> one more time to list all Outstanding Credit Notes



InTouch Retail-1 POS - 01 - 11/17/2010 - 09:31

Close

Aging Menu

- A - Certificate Aging
- B - Credit Note Aging**
- C - Layaway Aging
- D - Hold
- E - Paid In / Paid Out

Register Inventory Management Inquiry Maintenance Polling Modules Customer E-mail Utilities

Hotkeys Status

Credit Note Aging

Close

November 2010 Today

October 2010

November 2010

December 2010

Ref. No.	Phone	Name	Date	6 Mths	12 Mths	OVER
0030100253	537-4842	DOLVILLE	28/11/08	0.00	0.00	11.39
0030102580	537-5694	BILODEAU	26/04/07	0.00	0.00	26.00
0030102877	365-6094	PERRON	16/05/07	0.00	0.00	20.00
0030105001	536-3833	LORD	21/08/07	0.00	0.00	17.00
0030105203	539-9880	ROBERT	03/10/07	0.00	0.00	98.86
0030106225	289-2367	DESSUREAULT	07/12/07	0.00	0.00	9.10
0030109540	538-7423	HEON	19/06/08	0.00	0.00	12.41
0030109879	289-3308	VEILLETTE	06/07/08	0.00	0.00	62.08
0030110531	538-8485	TURBIDE	01/08/08	0.00	0.00	27.09
>>> Total:				27020.45	6 Mths: 78.00 12 Mths: 0.00 Over 12: 26941.45	

Back

Operator Instructions USE ARROWS TO SELECT, PRESS F8 TO PRINT

Imaging Video

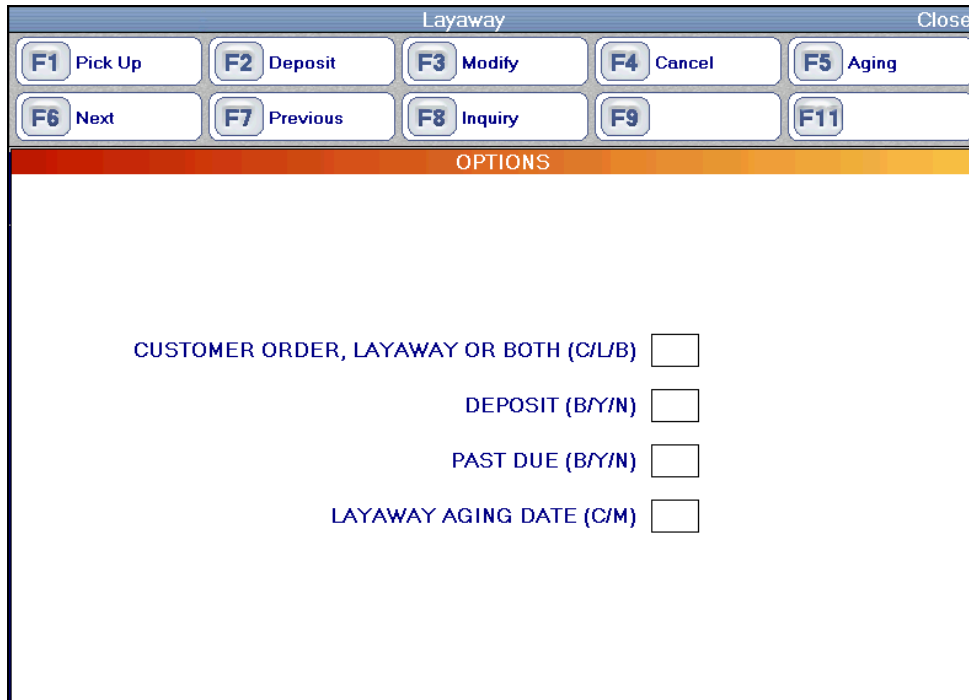
Messages Games Web Analytics E-Mail Help Intranet

- 4) Use the ↑↓ keys to view Credit Notes.
- 5) Press <F8> to Print.

### 9.1.5.5.3 Outstanding Layaway Aging

When you are in the layaway module you can select **F5 Aging**, and a box will appear with 4 options.

**Note:** This menu is also accessible thru menu DEC-Layaway Aging Inquiry.



Layaway Close

F1 Pick Up   F2 Deposit   F3 Modify   F4 Cancel   F5 Aging  
F6 Next   F7 Previous   F8 Inquiry   F9   F11

**OPTIONS**

CUSTOMER ORDER, LAYAWAY OR BOTH (C/L/B) ☐

DEPOSIT (B/Y/N) ☐

PAST DUE (B/Y/N) ☐

LAYAWAY AGING DATE (C/M) ☐

#### Customer Order, Layaway or Both (C/L/B):

**C:** Displays only layaways that correspond to customer orders.

**L:** Displays only regular layaways.

**B:** Displays all existing layaways, whether they are customer orders or regular layaways.

Refer to [3.11.5 Customer Orders](#) for more details.

#### Deposit (B/Y/N):

**B:** Displays both layaways that have deposits and those that do not have deposits.

**Y:** Displays only layaways with deposits.

**N:** Displays only layaways with no deposit.

#### Past Due (B/Y/N):

**B:** Displays both layaways past due and those not past due.

**Y:** Displays only the layaways that are past due.

**N:** Displays only the layaways that are not past due.

#### Layaway Aging Date C/M:

**C:** The layaway aging date will be calculated from the original creation date.

**M:** The layaway aging date will be calculated from the last date of the modified layaway number.



Use the ↑↓ keys to view the Layaways.

Layaway Aging							Close
F1	F2	F3	F4	F5			
F6	F7	F8 Print	F9	F11			
Ref.No.	Phone	Name	Fst Act.	Lst Act.	0-30	Over	
1010136347*	829-8829	PILON, VANESSA	13/03/12	13/03/12		40.10	
1010136350	626-5555	F, B	13/03/12	13/03/12		0.11	
4080136376	631-3336	DOE, JANE	22/01/13	26/02/14		36.33	
4080136388*	631-3336	AMOROSA, NANCY	23/08/13	26/02/14		20.86	
4080136390*	631-3336	A, A	23/08/13	23/08/13		30.86	
4080136392*	631-3336	DOE, JANE	23/08/13	23/08/13		61.73	
4080136393*	631-3336	AMOROSA, NANCY	27/08/13	27/08/13		30.86	
4080136394*	631-3336	AMOROSA, NANCY	27/08/13	27/08/13		30.86	
4080136395*	631-3336	PATRICK, CASSIDY	27/08/13	27/08/13		30.86	
4080136396*	631-3336	A, A	27/08/13	27/08/13		30.86	
4080136397*	631-3336					30.86	
4080136398*	631-3336					30.86	
4080136399*	631-3336					61.73	
4080136400*	631-3336					61.73	
4080136421*	631-3336	A, A	23/08/13	26/02/14		44.38	H
4080136422*	631-3336	DOE, JANE	23/08/13	26/02/14		82.84	H
4080136423	888-8888	Amorosa, Nancy	26/02/14	26/02/14		98.35	
4080136424	888-8888	Amorosa, Nancy	26/02/14	26/02/14		37.91	
Total Due:		762.09	30 Days:	0.00	60 Days:	0.00	Over 60: 762.09

As asterisk (\*) will appear next to layaways that originated as customer orders.

The last column displays an “H” for layaways containing historical data. If you highlight a layaway with an “H” in the last column, you can then press **F7-History** to view the history details.

History for 4080136421		
Date	Time	Bill Number
23/08/2013	15:35	4080136389

Press **ESC** to close the history window.

To print a list of all the aging layaways in this list press **F8-Print**.

Here is an example of the printed list:

```

***GSI***
11450 Côte-de-Liesse
DORVAL QC
tel. 514-631-3336
04/02/15 12:34
LAYAWAY AGING

BILL NO.  PHONE #    NAME
Fst Act. Lst Act.   30 Days   Over 30

*1020157384 514-524-1106 SERVICE CLIENT
19/08/13 03/07/14    0.00    231.39

*1020100249 514-525-8682 MARCHAND, FRAN
30/08/13 28/01/15    0.00    40.47

*1020157648 514-631-3336 Amorosa, Nancy
30/08/13 28/01/15    0.00    112.28

1020100382 514-631-3336 Amorosa, Nancy
12/02/14 12/02/14    0.00    601.34

1020100384 514-522-8916 FONTAINE, KATE
12/02/14 12/02/14    0.00    65.08

1020100401 514-555-5555 BEAUREGARD, ER
10/03/14 10/03/14    0.00    152.45

1020157404 514-626-9693 GAGNON, REJEAN
18/08/14 18/08/14    0.00    698.98

1020157629 514-656-5656 NAUDILLON, JIM
19/12/14 19/12/14    0.00    61.19

*1020157639 450-544-5454 ROBITAILLE, JU
28/01/15 28/01/15    209.99    0.00

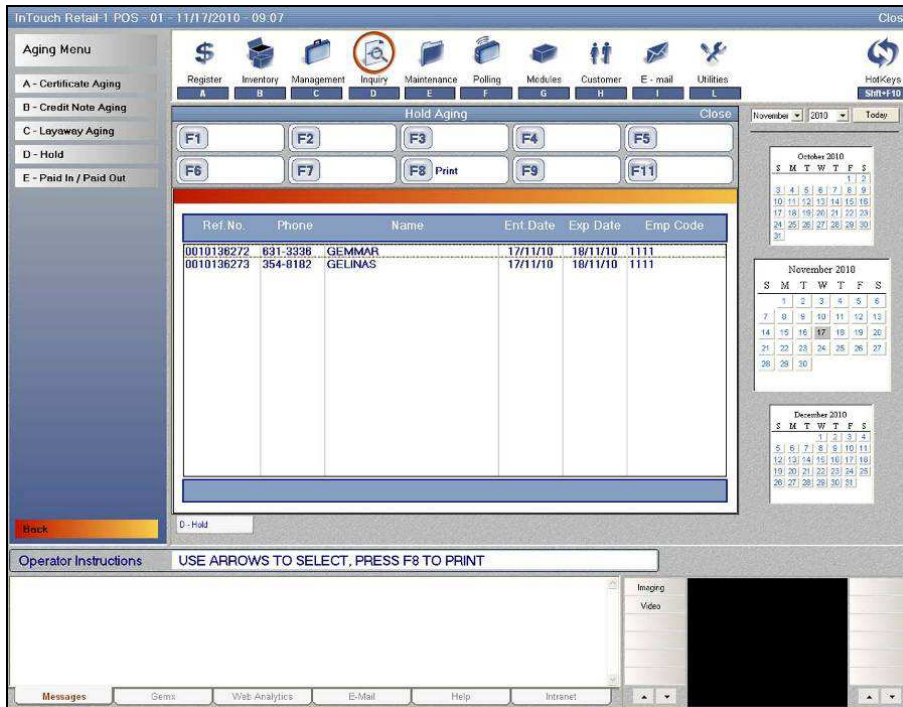
*1020157640 450-522-8952 TAILLEFER, HAR
28/01/15 28/01/15    36.74    0.00

Total due    30 Days   Over 30
2209.89      246.73    1963.16

```

#### 9.1.5.5.4 Outstanding Hold Aging

- 1) Select <D - Hold>
- 2) A list of all Holds will be displayed



Ref. No.	Phone	Name	Ent. Date	Exp. Date	Emp. Code
0010136272	631-3336	GEMMAR	17/11/10	18/11/10	1111
0010136273	354-8182	GELINAS	17/11/10	18/11/10	1111

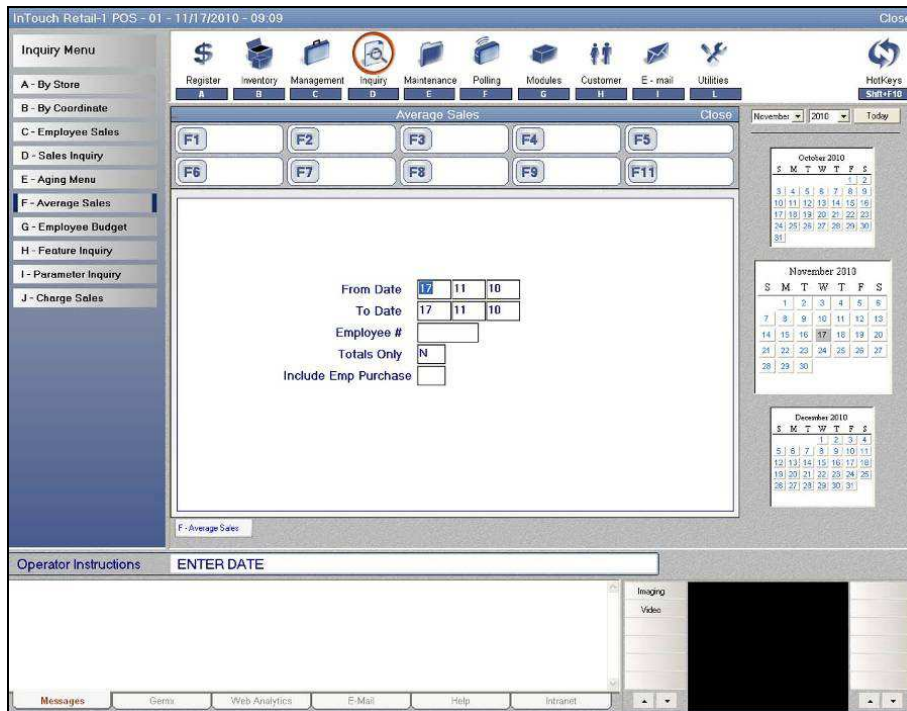
Use the ↑↓ keys to view holds.  
Select **F8** to print

#### 9.1.5.5.5 Paid In/Paid Out Inquiry

- 1) Select <E - Paid In/Paid Out>
- 2) Select:
  - <F1 In> to view Paid In's
  - <F2 Out> to view Paid Out's
  - <F3 All> to view both Paid In's and Paid Out's

### 9.1.5.6 Average Sales

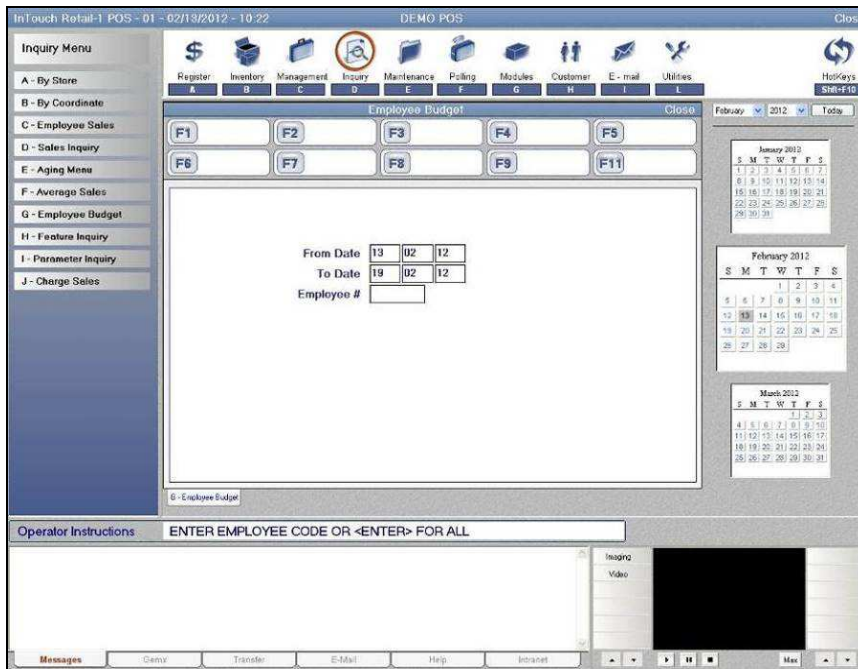
- 1) From the Main Menu, select <Inquiry>.
- 2) Select <F - Average Sales> followed by Employee ID



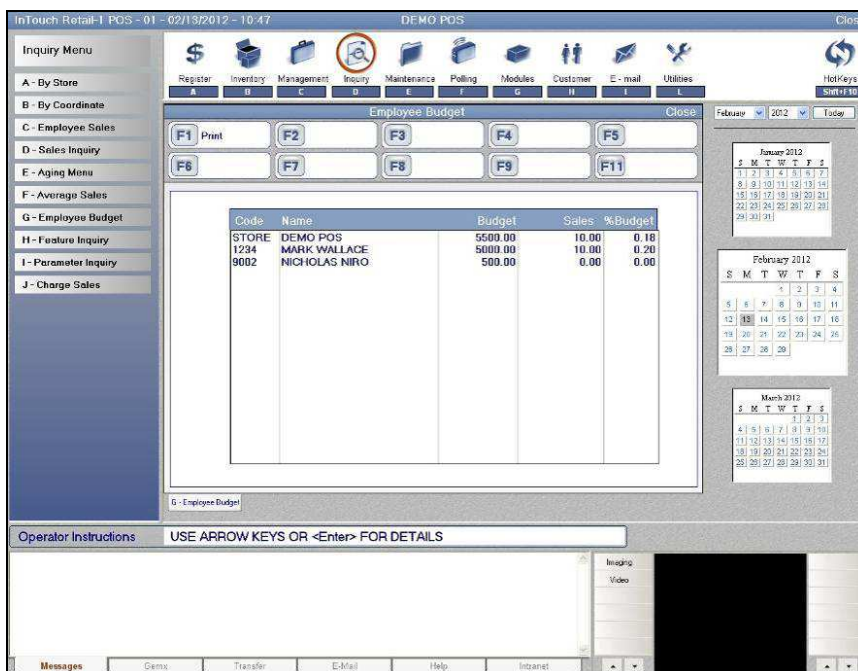
- 3) Enter required **Dates**.
- 4) Enter a specific Employee Code or press <Enter> to list all.
- 5) **"Totals Only Y/N"**
  - Y=** Will only Print/Display the last recorded transaction date for the employee(s) for the dates requested
  - N=** Will Print/Display all information for all employees for the dates requested
- 6) If you had entered through the Employee #, use the ↑↓ keys to move from one employee to another.
- 7) Press <F2> to zoom to a specific employee code or the store totals
- 8) Press <F1> to print

### 9.1.5.7 Employee Budget

- 1) From the Main Menu, select <Inquiry>.
- 2) Select <G - Employee Budget> followed by Employee ID



- 3) Enter the From and To Dates.
- 4) Enter a specific Employee Code or press <Enter> to list all.



Code	Name	Budget	Sales	%Budget
STORE	DEMO POS	5500.00	10.00	0.18
1234	MARK WALLACE	5000.00	10.00	0.20
9002	NICHOLAS NIRO	500.00	0.00	0.00



- 5) To move from one Employee to another use the ↑↓ keys.  
 6) Press <Enter> to see Budget details for an Employee.

Employee Budget
Close

F1 Print

F2

F3

F4

F5

F6

F7

F8

F9

F11

Budget Details for 1234 MARK WALLACE

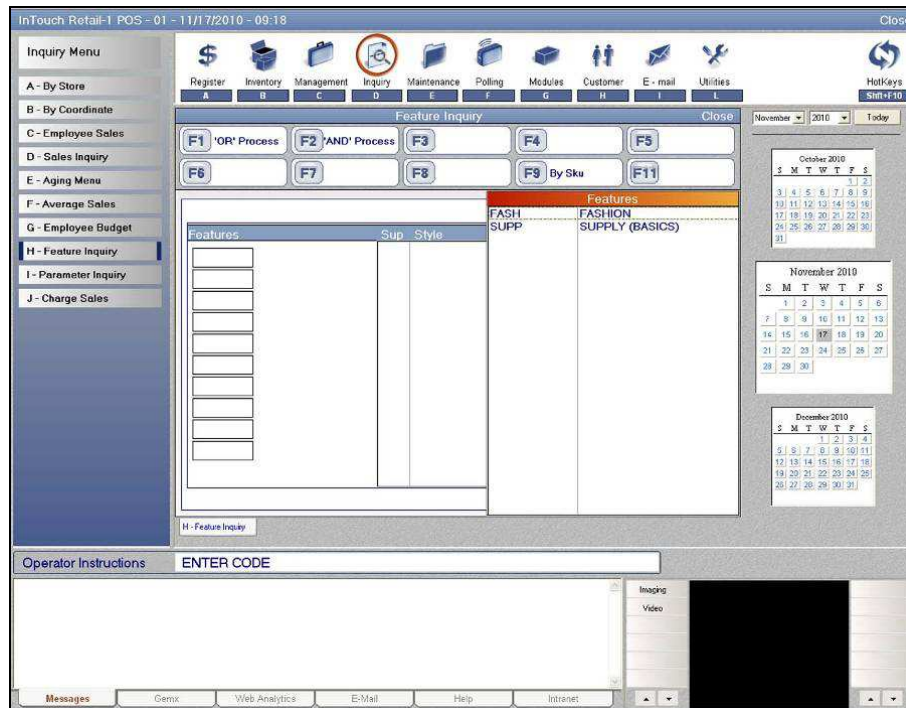
Date	Budget	Sales	%Budget
13/02/12	5000.00	10.00	0.20
14/02/12	5000.00	0.00	0.00
15/02/12	8000.00	0.00	0.00
16/02/12	7000.00	0.00	0.00
17/02/12	8000.00	0.00	0.00
18/02/12	10000.00	0.00	0.00
19/02/12	10000.00	0.00	0.00
Total	52000.00	10.00	0.02

- 7) Press <F1> if you wish to print



### 9.1.5.8 Feature Inquiry

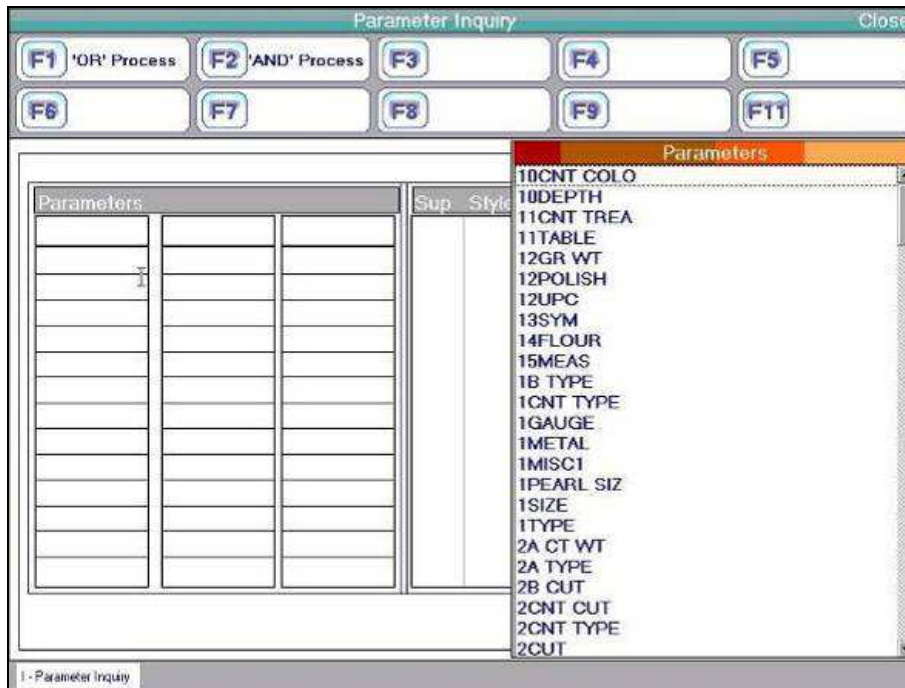
- 1) From the Main Menu, select <Inquiry>.
- 2) Select <H - Feature Inquiry> followed by Employee ID



- 3) Enter a specific Feature Code, or press <Enter> to have a window with available features to choose from. Use the ↑↓ keys to highlight a Feature in the window and press <Enter> to accept it.
- 4) Once all of your Features have been entered, select either <F1 'Or' Process> or <F2 'And' Process> to have the system begin the Search.
  - <F1 'Or' Process> will bring up information where at least one of the features entered will match the supplier/style displayed.
  - <F2 'And' Process> will bring up information where all the features entered will match the supplier/style displayed
- 5) Select <F9 By Sku> to see the information at the SKU level instead of the Supplier/Style Level
- 6) To move from one Style or SKU to another use the ↑↓ keys.
- 7) Press <Enter> once a Style or SKU is highlighted and you will be brought to the Store Inquiry screen with all of the same options as the inquiry 'By Store'.

### 9.1.5.9 Parameter Inquiry

- 1) From the Main Menu, select <Inquiry>.
- 2) Select <I - **Parameter Inquiry**> followed by Employee ID
- 3) Enter a specific Parameter Code or press <Enter> to bring up a list of parameters to inquire on

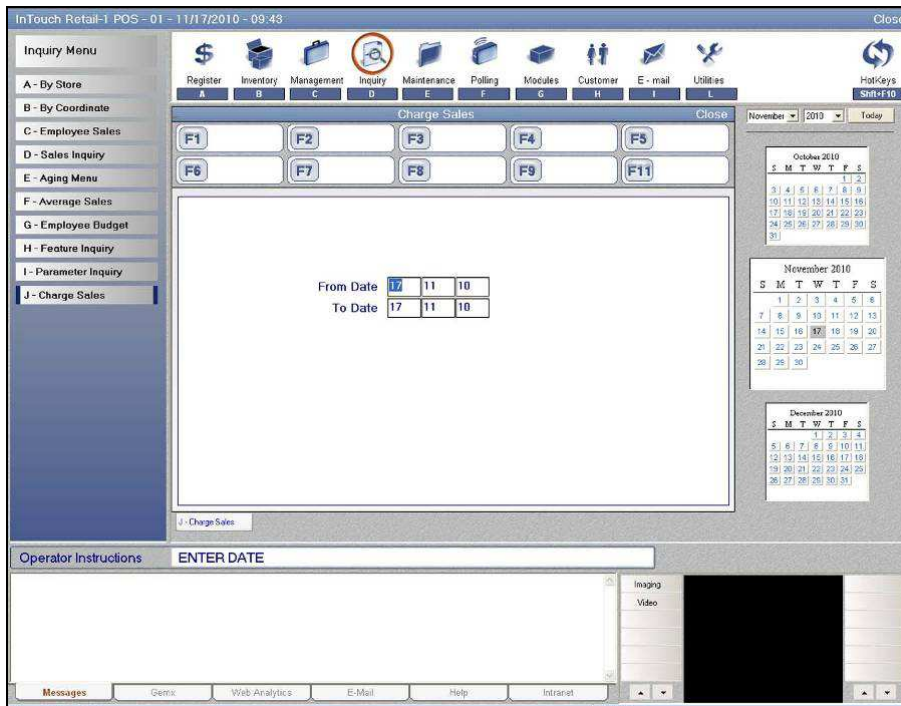


- 4) After entering the Parameter, enter the Range you want to view within this Parameter.
- 5) Once all of your Parameters and respective Ranges have been entered, press either <F1 'Or' Process> or <F2 'And' Process> to have the system begin the Search.  
 <F1 'Or' Process> will bring up information where at least one of the Parameters and Ranges entered will match the Supplier / Style displayed.  
 <F2 'And' Process> will bring up information where all of the Parameters and Ranges entered will match the Supplier / Style displayed.

### 9.1.5.10 Charge Sales

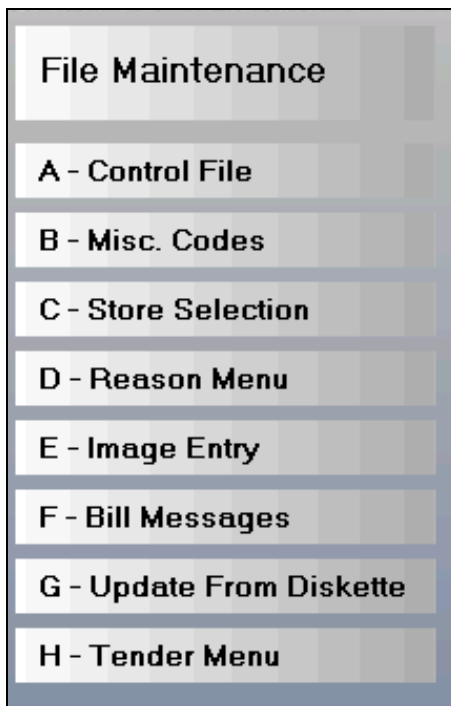
**NOTE:** This is a custom report that works in conjunction with a special module that was designed for a customer.

- 1) From the Main Menu, select <Inquiry>.
- 2) Select <J - Charge Sales> followed by Employee ID



- 3) Enter the **From and To Dates** for the report and the report will print.

## 9.1.6 E- Maintenance Menu



### 9.1.6.1 Control File

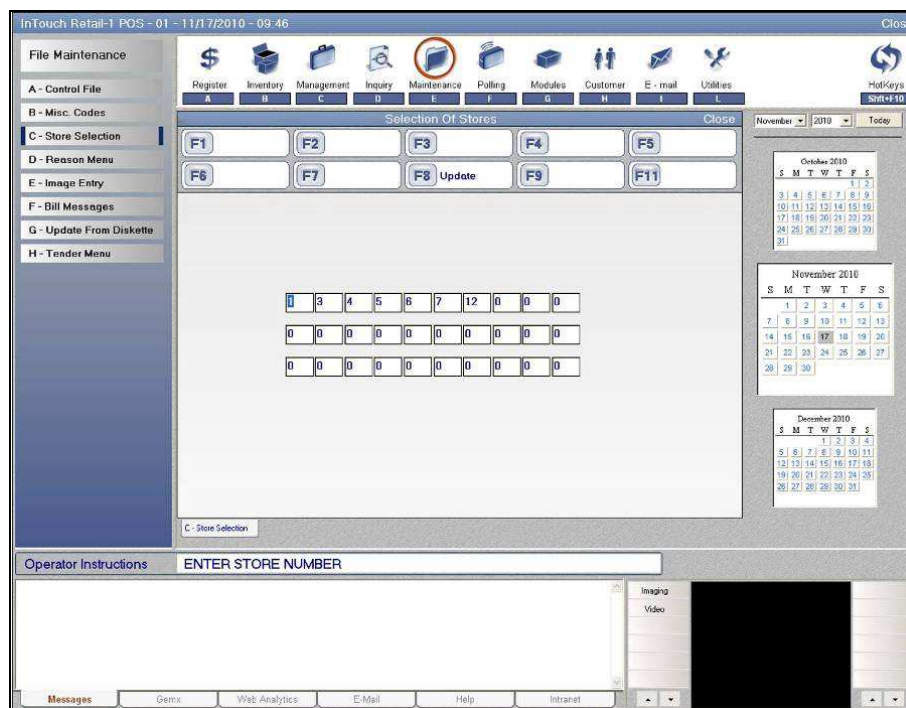
This function is completely maintained by Head Office. The POS should not have to access it. If any modifications are required, please contact the proper Head Office personnel or GSI Support.

### 9.1.6.2 Miscellaneous Bill Codes

This function is completely maintained by Head Office. The POS should not have to access it. If any modifications are required, please contact the proper Head Office personnel.

### 9.1.6.3 Store Selection

- 1) From the Main Menu, select <Maintenance>.
- 2) Select <C - Store Selection> followed by Employee ID



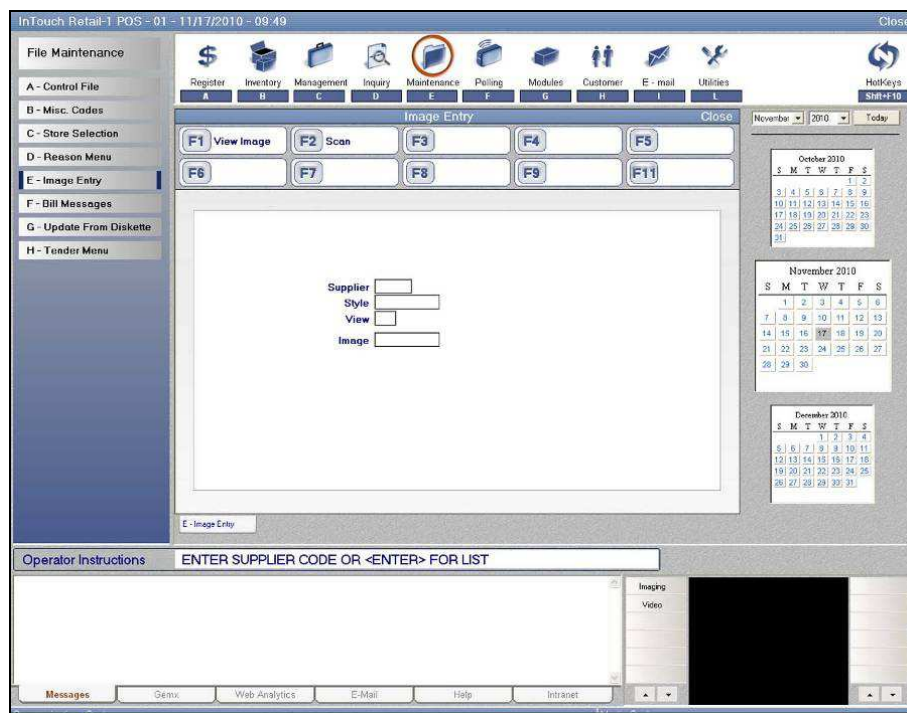
- 3) Enter the necessary store numbers
- 4) Press <F8 Update> when complete

### 9.1.6.4 Reason Menu

This function is completely maintained by Head Office. The POS should not have to access it. If any modifications are required, please contact the proper Head Office personnel.

### 9.1.6.5 Image Entry by Style

- 1) From the Main Menu, select <Maintenance>.
- 2) Select <E - Image Entry> followed by Employee ID



- 3) Enter Supplier Code or press <Enter> and a window will open displaying a list of Supplier Code(s). Use the ↑↓ keys to select a Supplier/Style and press <Enter>. The Image of the article will appear on screen.

#### [F1] View Image

Displays the Image for the Supplier and Style entered.

#### [F2] Scan

Allows you to scan through the available Suppliers and Styles with Images attached to them.



### **9.1.6.6 Bill Messages**

This function is completely maintained by Head Office. The POS should not have to access it. If any modifications are required, please contact the proper Head Office personnel.

### **9.1.6.7 Update from Diskette**

- 1) From the Main Menu, select <File Maintenance>.
- 2) Select <G - Update From Diskette> followed by Employee ID
- 3) When the Message "Please insert Update Diskette in Drive A:  
Press any key when "ready"" appears please insert Disk #1; Insert any consecutive disks as required.

### **9.1.6.8 Tender Menu**

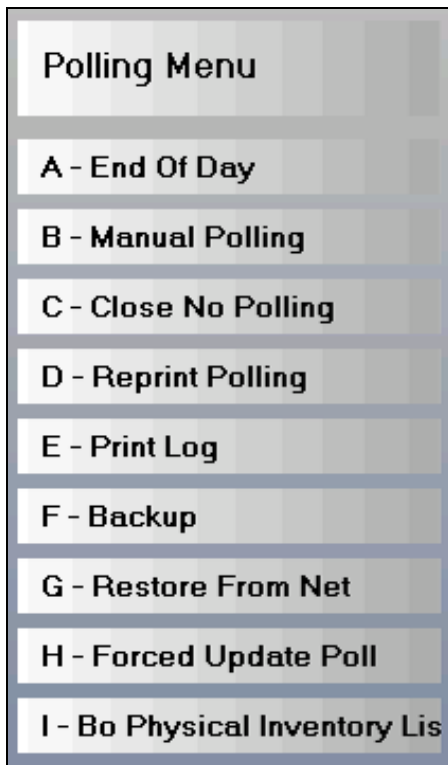
#### **9.1.6.8.1 Tender Maintenance**

This function is completely maintained by Head Office. The POS should not have to access it. If any modifications are required, please contact the proper Head Office personnel or GSI Support

#### **9.1.6.8.2 Exchange Rate**

This function is completely maintained by Head Office. The POS should not have to access it. If any modifications are required, please contact the proper Head Office personnel or GSI Support

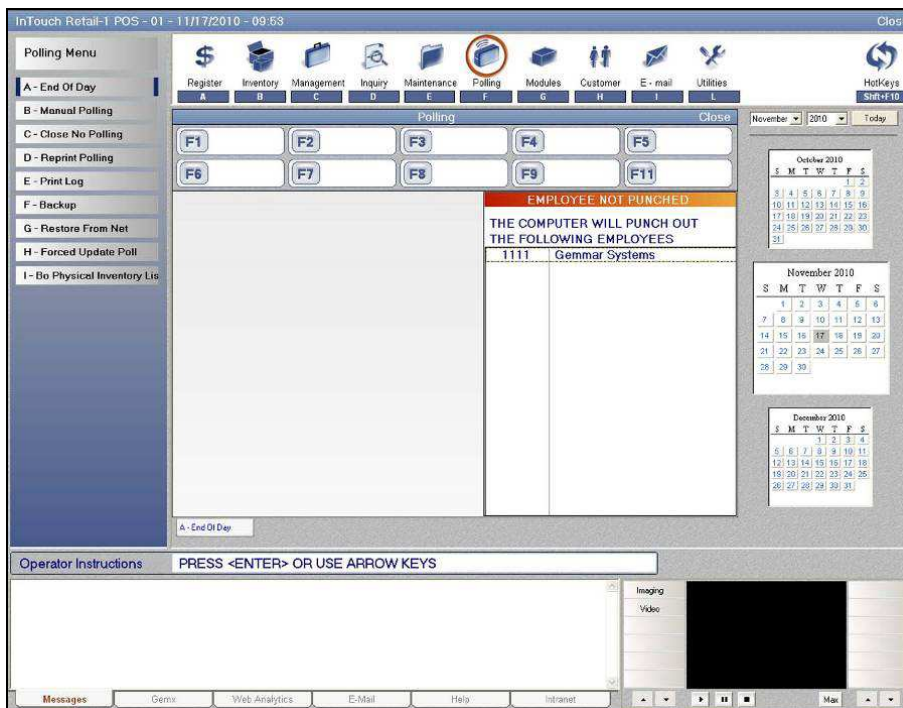
## 9.1.7 F- Polling Menu



### 9.1.7.1 End of Day

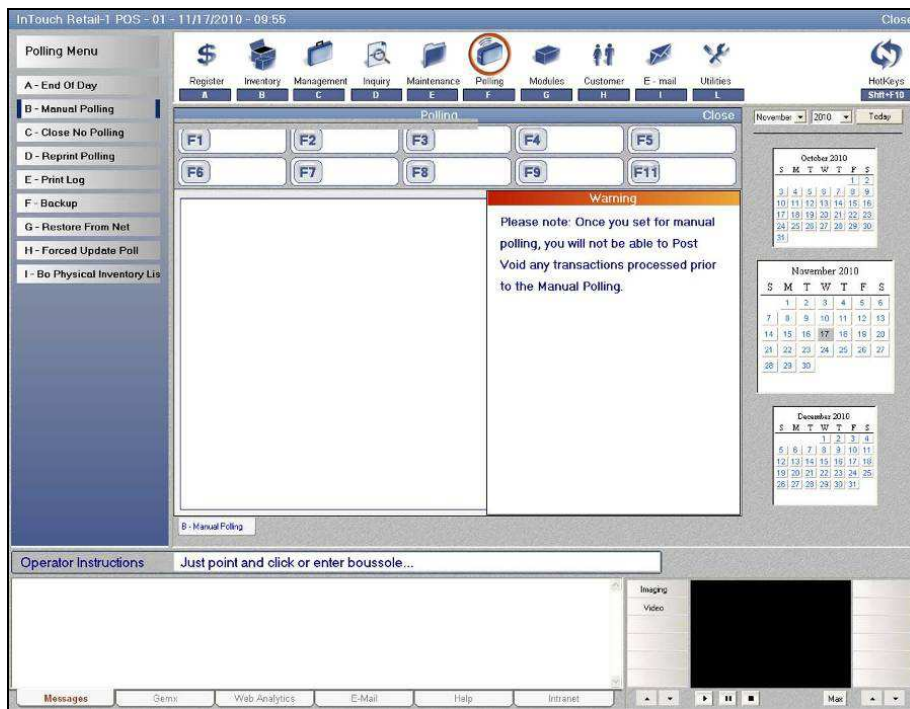
- 1) From the Main Menu, select <Polling>.
- 2) Select <A - End of Day>

**NOTE:** At this point, the system will open a window displaying any employees not punched out. Press <Enter> and the system will automatically punch out those employees and go into polling.



## 9.1.7.2 Manual Polling

- 1) From The Main Menu, Select <Polling>.
- 2) Select <B - Manual Polling>



- 3) A Window Will Pop Up Warning You That Any Transactions Processed Prior To Manual Polling Cannot Be Post Voided. Press <Enter> and the System Will Automatically Go Into Manual Polling

### 9.1.7.3 Close No Polling

- 1) From the Main Menu, select <Polling>.
- 2) Select <C - Close No Polling>

**NOTE:** In a network or peer-to-peer environment this function should be used by all Cashes before putting the designated polling cash into polling (usually Cash 01) when setting up for Polling each night

### 9.1.7.4 Reprint Polling

Use this function when the printer jams and you do not receive your reports from polling

- 1) From the Main Menu, select <Polling>.
- 2) Select <D - Reprint Polling>
- 3) Enter the **Date** for the Reports of Markdowns, Transfers and Punch Clock Hours you wish to have printed. These Reports will then automatically print.

### 9.1.7.5 Backup

**NOTE:** Do not use unless instructed by GSI Support

- 1) From the Main Menu, select <Polling>.
- 2) Select <F - Backup>

### 9.1.7.6 Restore from Net

**NOTE:** Do not use unless instructed by GSI Support

- 1) From the Main Menu, select <Polling>.
- 2) Select <G - Restore From Net>

### 9.1.7.7 Forced Update Poll

**NOTE:** Do not use unless instructed by GSI Support

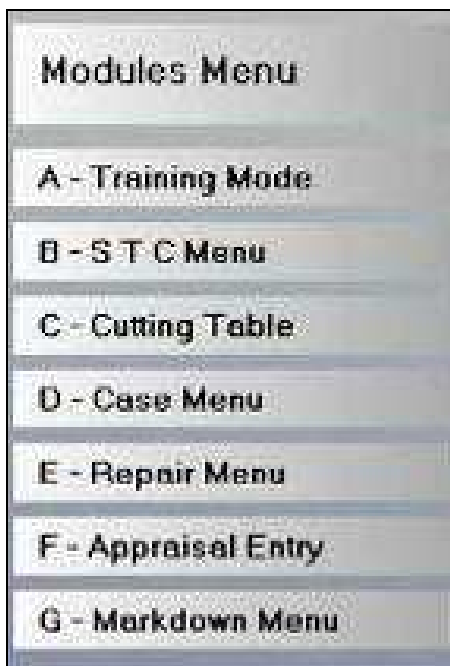
- 1) From the Main Menu, select <Polling>.
- 2) Select <H - Forced Update Poll>

### 9.1.7.8 Head Office Physical Inventory Count Sheet

This is used to reprint a Physical Inventory count Sheet that was sent from Head Office through polling, if necessary.

- 1) From the Main Menu, select <Polling>.
- 2) Select <I - Bo Physical Inventory>

## 9.1.8 G- Modules Menu





### 9.1.8.1 Training Mode

- 1) From the Main Menu, select **<Modules>**.
- 2) Select **<A - Training Mode>**
- 3) Enter an Authorization Code.
- 4) "Training Mode" will now flash at the top of the screen. You may now process any/all transactions. These transactions will not affect your regular cash register.
- 5) To exit the Training Mode, press **<Close>** until this is displayed:  
**'Are You Sure you want to exit Training Mode Y/N'.**  
If you answer 'Y', you will be returned to the regular Main Menu.

### 9.1.8.2 Store Traffic Counter

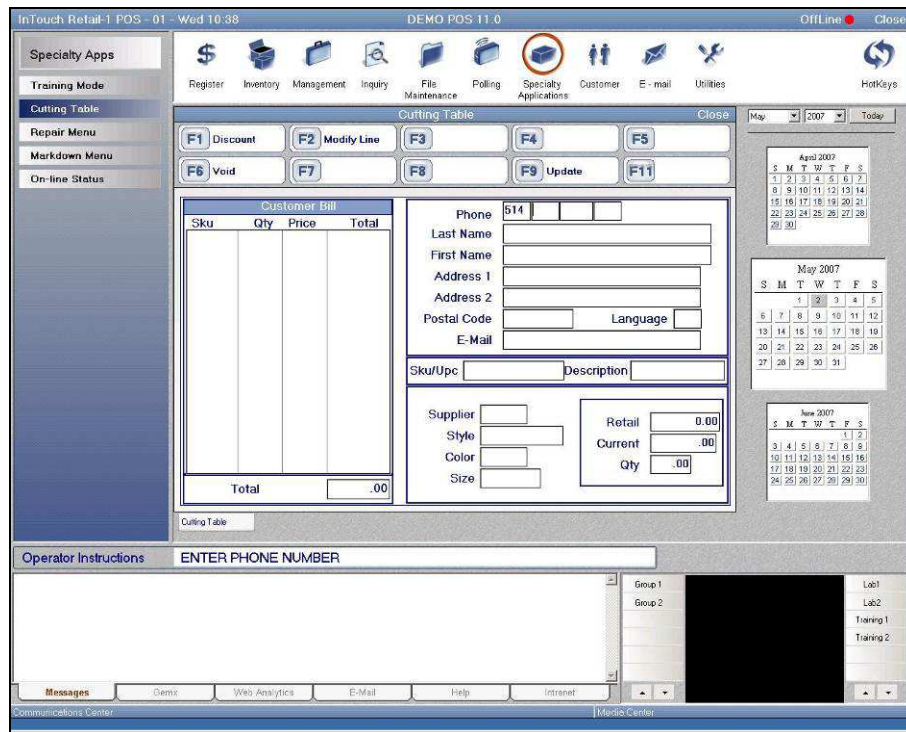
**NOTE:** This function may only be used in conjunction with either a Bunyard-Malenfant or Prodco Store Traffic Counter

- 1) From the Main Menu, select **<Modules>**.
- 2) Select **<B – STC Menu>** followed by your Employee ID
- 3) Enter the Start Date you wish to have the Store Traffic Counter display information for and this information will then be displayed.
- 4) If you press **<F1>**, this will display the information for the **next day** within the seven day week.
- 5) If you press **<F2>**, this will display the information for the **previous day** within the seven day week.
- 6) If you press **<F3>**, this will display the information **totals for the entire week**.

### 9.1.8.3 Cutting table

**NOTE:** This function is used in the Fabric Industry

- 1) From the Main Menu, select <Modules>.
- 2) Select <B - Cutting Table>

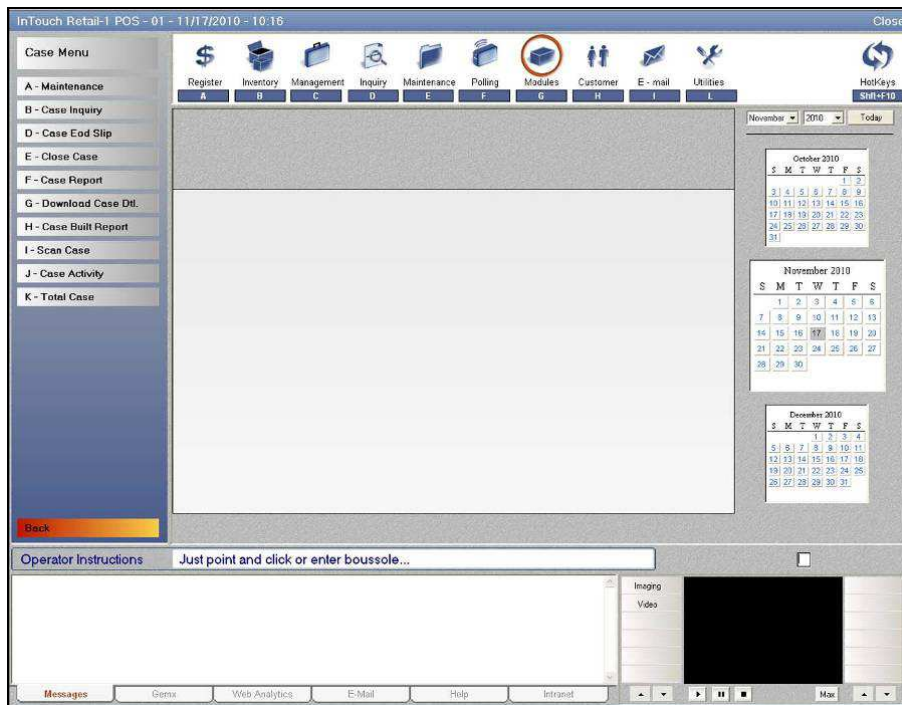


- 3) You must enter the **Customer Information**, this cannot be bypassed.
- 4) Enter or scan the **SKU** or **UPC** Code.
- 5) Enter the **quantity** and press <Enter> to accept it.
- 6) If you wish to apply a Discount to the last item entered, you must press <F1 Discount> prior to pressing <Enter> to accept the quantity. Select the **Reason** for the Discount using the ↑↓ keys.
- 7) Enter **amount of Discount** either in \$ or %, then press <Enter> to accept.
- 8) To modify an existing SKU, press <F2 Modify>, and use the ↑↓ keys to highlight the specific SKU. Once highlighted, press <Enter> to accept. The system will now allow you to modify the quantity and the price for that SKU.
- 9) To void an existing SKU, press <F6 Void>, and use the ↑↓ keys to highlight the specific SKU. Once highlighted, press <Enter> to accept. That SKU has been voided.
- 10) When all items have been entered, press <F9 Update>. A Cutting Table Receipt will automatically print.
- 11) To **add** to this existing Cutting Table Receipt, simply re-access the Cutting Table Module using the same Customer Information, and enter in any new SKU(s), pressing <F9 to Update> when done.
- 12) To **pick-up** the Cutting Table Receipt, use the Sales Module. Enter the same Customer Information from the creation of the Cutting Table Receipt, and the SKU(s) will automatically be inputted on the Sales Screen. Make any necessary modifications.

## 9.1.8.4 Case Menu

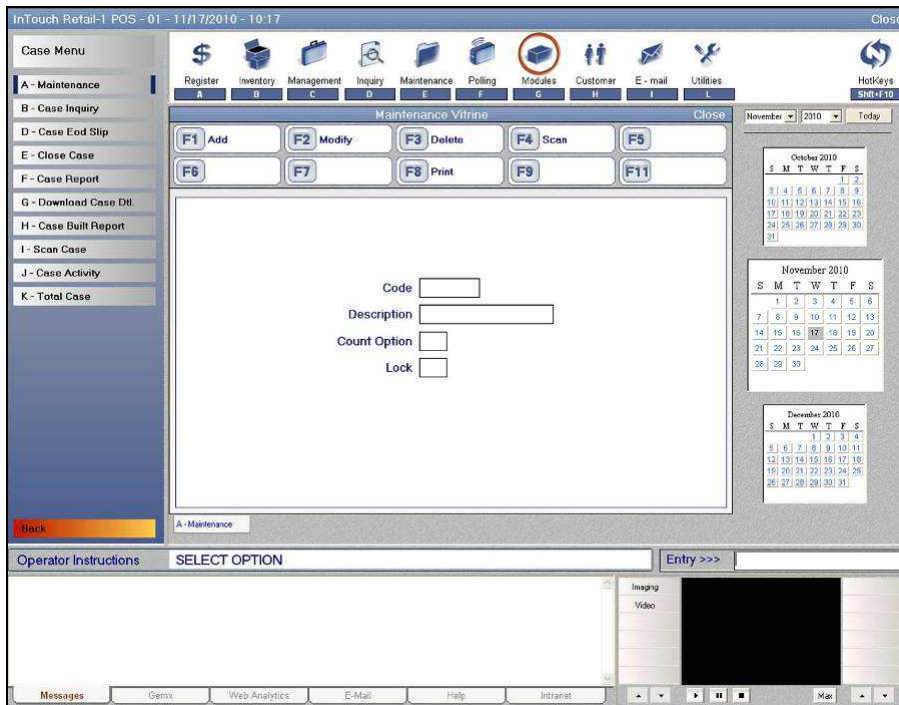
**NOTE:** This menu is for the Jewelry Industry and requires daily jewelry case counts.

- 1) From the Main Menu, select <Modules>.
- 2) Select <Case Menu>



### 9.1.8.4.1 Case Maintenance

1) Select <A - Maintenance>. This screen allows you to create or modify Case Codes



This maintenance is created and controlled by head office. It contains a listing of all cases in the system. It is only for inquiry purposes; therefore you cannot make any changes. You can only view and/or print.

The following explains each of the fields:

**Code:** The case number

**Description:** The description of the case

**Count Option (Y/N):**

**Non Selling (Y/N):** Whether items from this case can be sold at the POS. Therefore, you cannot sell any items that are in a case that is flagged as Non Selling "Y".

**Type:** The type of case. A case can be flagged as one of the following:

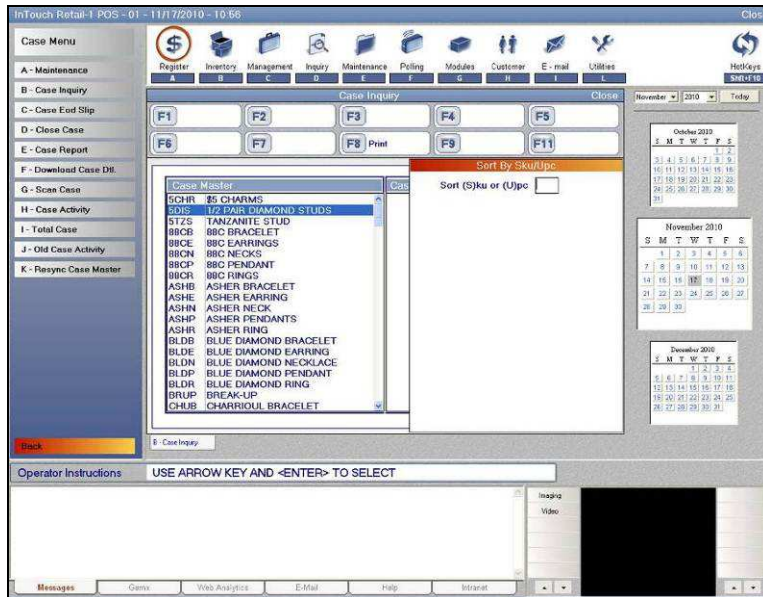
- M** – Merchandise
- T** – Trade In
- L** – Layaway
- K** – Break-up
- D** – Build
- H** – Hold

Select **F4-Scan**, and press enter to view the cases.

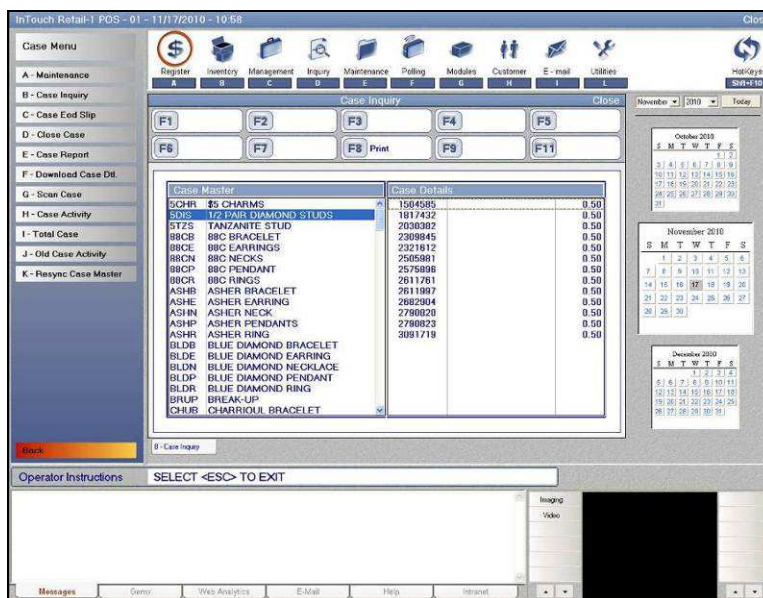
Select **F8-Print** if you wish to print a list of this maintenance.

### 9.1.8.4.2 Case Inquiry

- 1) Select **<B - Case Inquiry>**. In this menu, you can view the contents of a case.
- 2) Select whether you prefer to see the case contents listed by SKU number or by UPC number. Enter **S** for SKU or **U** for UPC.
- 3) Use the arrow keys to select the case. Press **<Enter>** to accept.



- 4) The SKUs/UPCs within the selected case will appear on the right side. You will also see the description and the on hand quantity.



Select **F8-Print** to print a list if required

### 9.1.8.4.3 Case EOD Slip

Select <C - Case EOD Slip>. When you select this option, the system will automatically print the “End of Day” case count slip.

This can be used to enter individual case counts at the end of each day for example.

The list includes the case number, the case description and a space where you can write the quantity for each case.

When you have completed the counts, the next step is to go to the Close Case menu to enter your case counts in the “Close Case” menu.

GEMMAR SYSTEMS INT.  
11450 COTE DE LIESSE  
DORVAL QC  
H9P 1A9  
tel. 514-631-3336

22/10/07 14:06

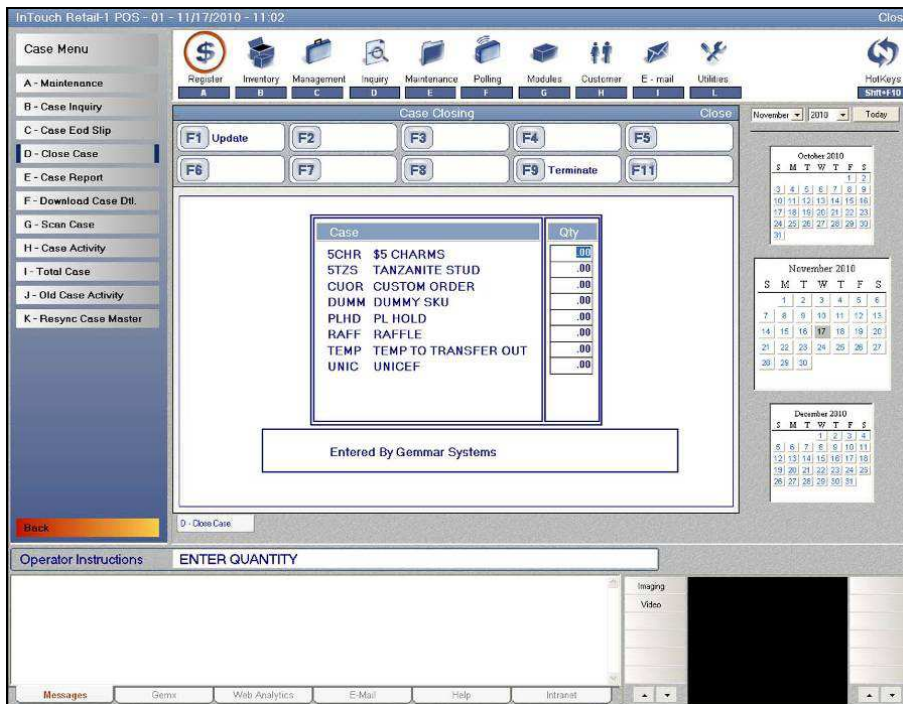
**CASE COUNT SLIP**

CASE	CASE DESCRIPTION	Qty
----	-----	---
2002	GOLD	_____
2003	SILVER	_____



#### 9.1.8.4.4 Close Case

1) Select <D - Close Case>. After you enter your employee ID, the system will display the following window:




Case Closing

Case	Qty
5CHR \$5 CHARMS	.00
STZS TANZANITE STUD	.00
CUOR CUSTOM ORDER	.00
DUMM DUMMY SKU	.00
PLHD PL HOLD	.00
RAFF RAFFLE	.00
TEMP TEMP TO TRANSFER OUT	.00
UNIC UNICEF	.00

Entered By Gemmar Systems

Operator Instructions: ENTER QUANTITY

2) You are shown a list of all cases that have inventory. Enter the total quantity for each case. See example below.




Case Closing

Case	Qty
1111 BIG GAZOO	2.00
1560 NUCO CHARMS	5.00
2010 GOLD RINGS	10.00
3530 SEMI-PREC BRACELETS	1.00
6001 WITTNAUER WATCHES	7.00
6007 MICHELE STRAPS	3.00

Entered By VOJTA CUMICEK

Operator Instructions: ENTER QUANTITY

- 3) Select **F9-Terminate** to print a list of the case quantities you've entered so far if required. Note that if you have not entered any quantities at all, and you select F9, the system will print a blank report.
- 4) When you have completed entering the counts for all cases, select **F1-Update**. You will be asked to select the type of print out:



Case	Description
1111	BIG GAZOO
1560	NUCO CHARMS
2010	GOLD RINGS
3530	SEMI-PREC BRAC
6001	WITTAUER WATC
6007	MICHELE STRAPS

Entered By VOJTA CUMICE

Type of print out

A - Print All

B - Print Balanced

U - Print Unbalanced

Option

**A-Print All** – To print the counts for all cases

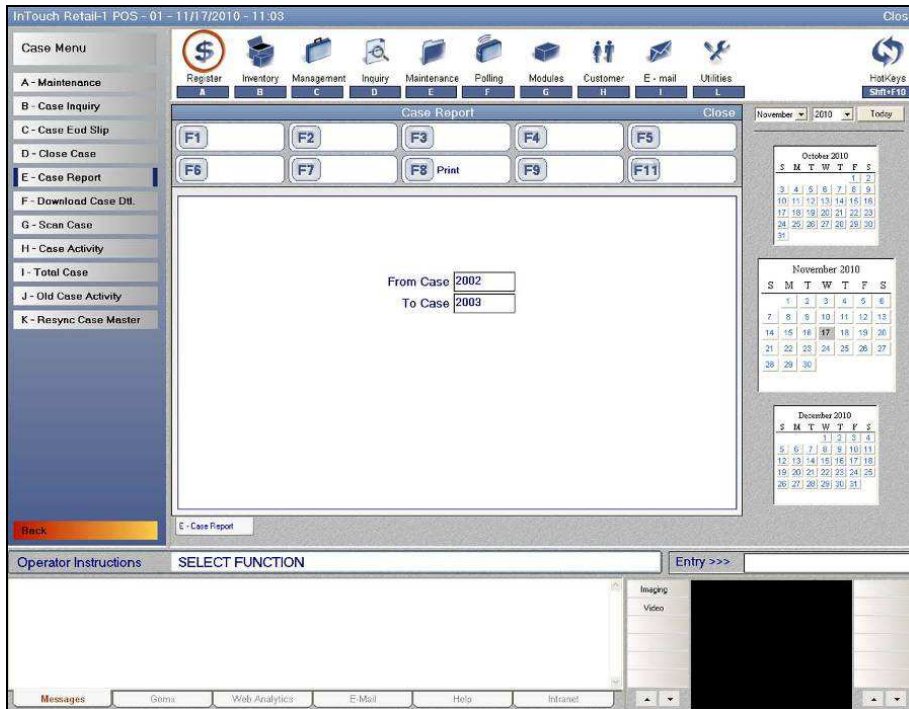
**B-Print Balanced** – To print only the case(s) for which the count(s) balanced

**C-Print Unbalanced**- To print only the case(s) for which the count(s) was not balanced

Select the option according to your needs and the report will automatically print.

### 9.1.8.4.5 Case Report

- 1) Select <E - Case Report>. In this option, you can print out the details of specific cases.
- 2) Enter the case number or range of case numbers you wish on the report. Select **F8-Print**.
- 3) The report will show each case (as per the range of case number you indicated), the SKU(s)/UPC(s) within and the quantity for each item. There is also a total quantity by case.

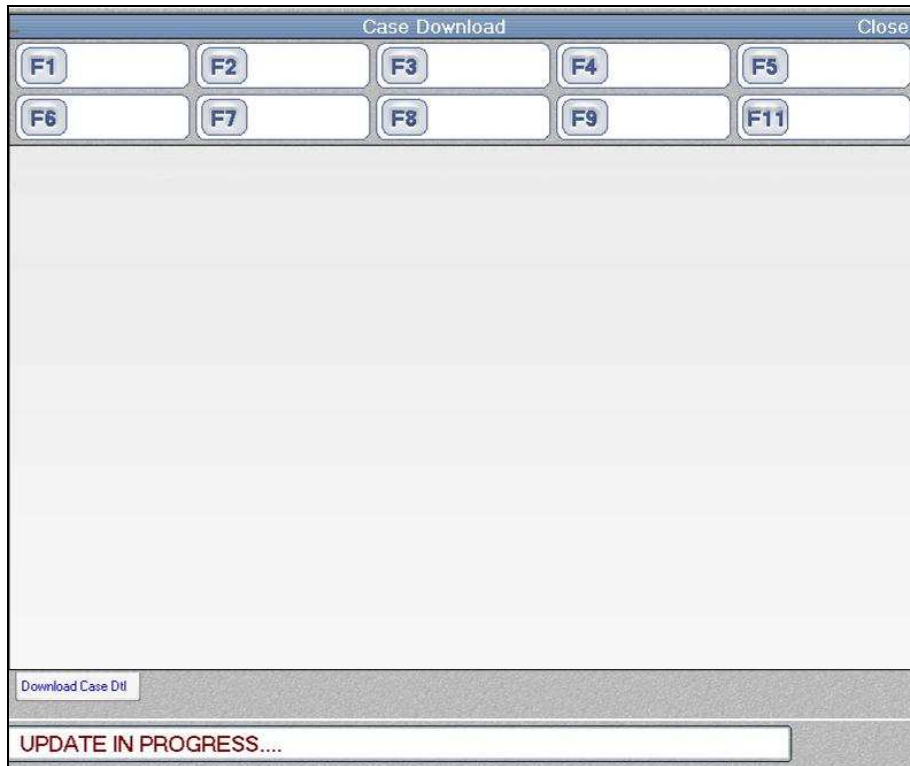


CASE REPORT		
From:1111	To:3333	
1111	faye	
CODE	DESCRIPTION	QTY
----	-----	---
0000101	AutoPPK 10061-BGE	1
Total Quantity in Case		1.00
2222	GOLD	
CODE	DESCRIPTION	QTY
----	-----	---
0000102	AutoPPK 1234567-BLK	1
Total Quantity in Case		1.00
3333	SILVER	

#### 9.1.8.4.6 Download Case Details

You should only use this option if instructed to do so by your Head Office. This program is used to create physical inventory records to send to your Head Office.

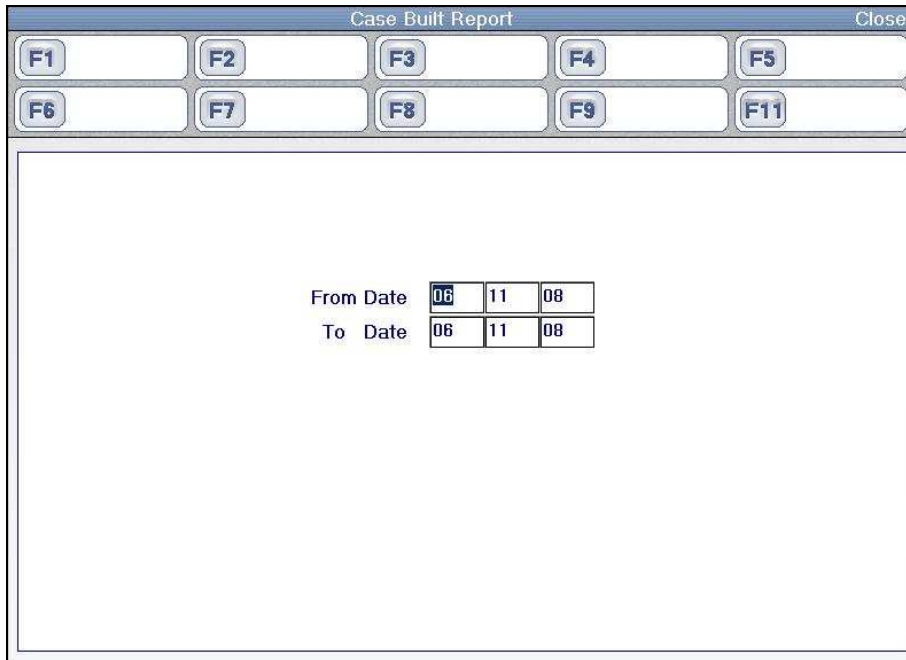
Select <F - Download Case Dtl>



After you enter your employee ID, the download will automatically start. You will see “UPDATE IN PROGRESS” in the operator instructions. A window will also appear to display the percentage completion of the file download.

#### 9.1.8.4.7 Case Built Report

- 1) Select <G - **Case Built Report**>. In this menu, you can print a list of case items that were built.
- 2) Select the “From” and “To” dates or press enter to accept only today’s date.



From Date	06	11	08
To Date	06	11	08

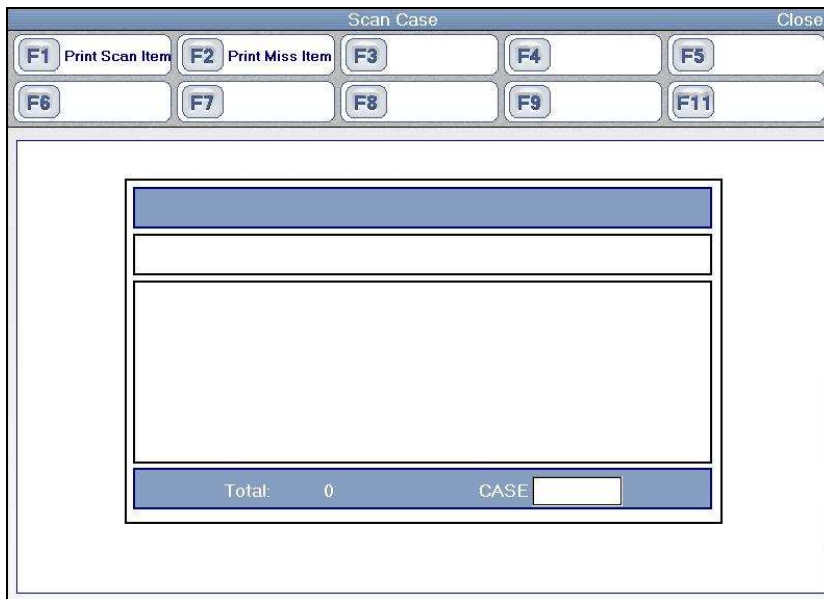
A list will automatically print showing you the following:

- Date
- Bill number
- Customer
- Type
- Status
- Sku
- Sku description

If there are no builds in your system, a receipt will print indicating “NO BUILDS FOUND”

#### 9.1.8.4.8 Scan Case

1) Select <H - Scan Case>. In this inquiry, you can view the entered case counts (from the Close Case menu)



2) Enter the case number. Your cursor will then go to the SKU/UPC field.

3) One by one, scan/enter the items, the quantity and press enter. The entries will then appear in the bottom portion of the screen.

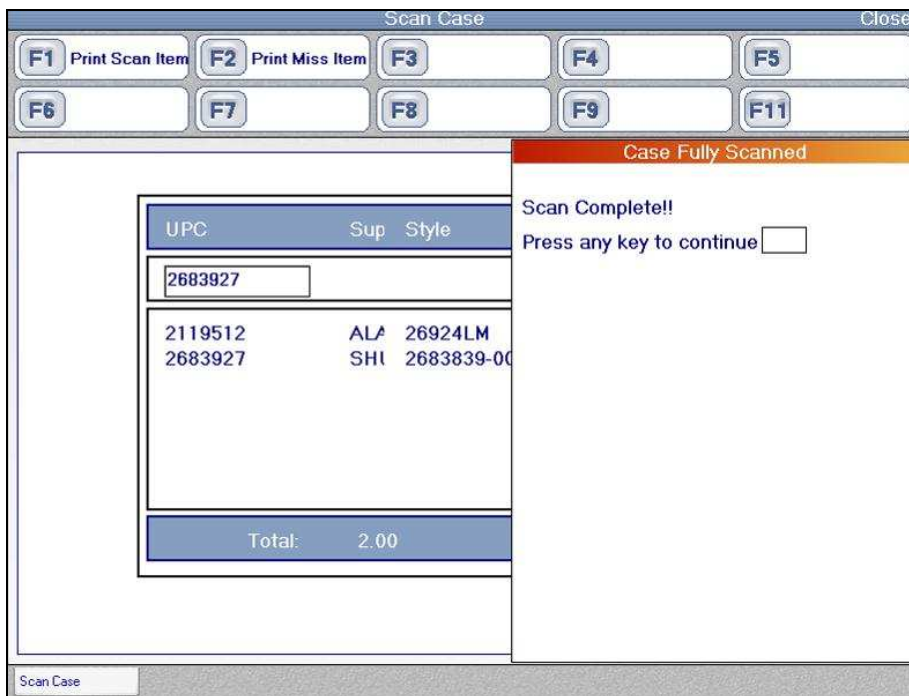


UPC	Sup	Style	Description	Qty
1322848	NAC	1304722-0001	PEARL 14K ONYX/MO	1.00

If the item scanned is not part of the case, a message will appear in the operator instructions: "Incorrect Entry".



If all the items that are part of the case have been scanned, the following window will appear to advise you that you have completed scanning the entire case:



The screenshot shows a software window titled "Scan Case" with a "Close" button in the top right corner. Below the title bar is a row of function keys: F1 Print Scan Item, F2 Print Miss Item, F3, F4, F5, F6, F7, F8, F9, and F11. The main area of the window is divided into two sections. On the left, there is a table with columns "UPC", "Sup", and "Style". The table contains the following data:

UPC	Sup	Style
2683927		
2119512	ALA	26924LM
2683927	SHI	2683839-00

Below the table, there is a "Total:" label followed by the value "2.00". On the right side of the window, there is a red banner that says "Case Fully Scanned". Below the banner, the text "Scan Complete!!" is displayed, followed by "Press any key to continue" and a small square button.

Press any key to continue.

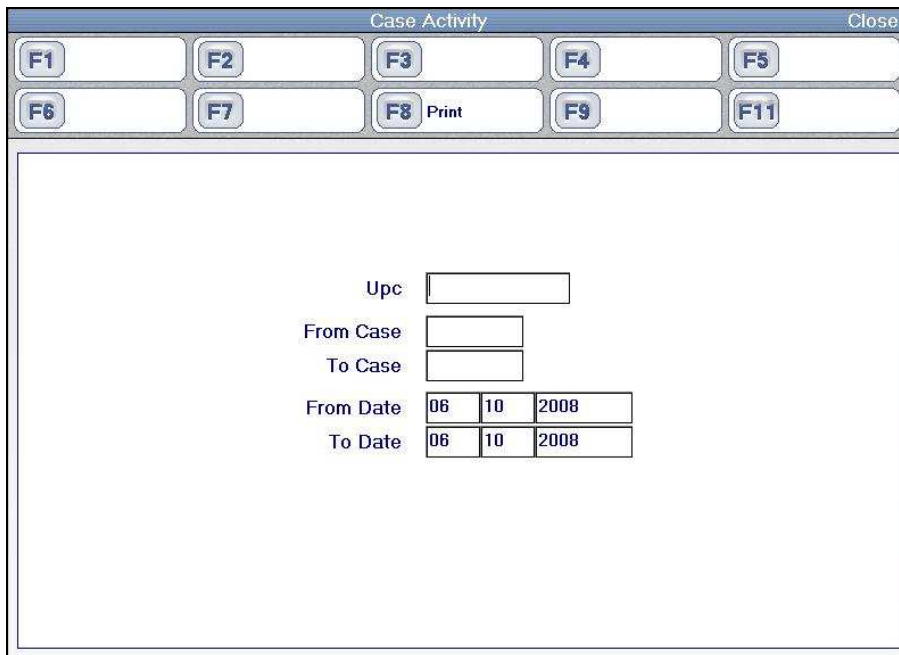
**F1-Print Scan Item** – To print what has been scanned so far.

**F2-Print Missing Item** – To print what has not been scanned yet, therefore only the missing items.

**NOTE:** This Scan Case menu does not affect the Close Case menu. Therefore, the scan case function can be executed several times a day without interfering with the Case Closing.

### 9.1.8.4.9 Case Activity

1) Select <Case Activity>. This option is useful if you want to see all the activity (sales, transfers, etc.) for certain cases between specific dates.



Case Activity

Close

F1 F2 F3 F4 F5

F6 F7 F8 Print F9 F11

Upc:

From Case:

To Case:

From Date: 06/10/2008

To Date: 06/10/2008

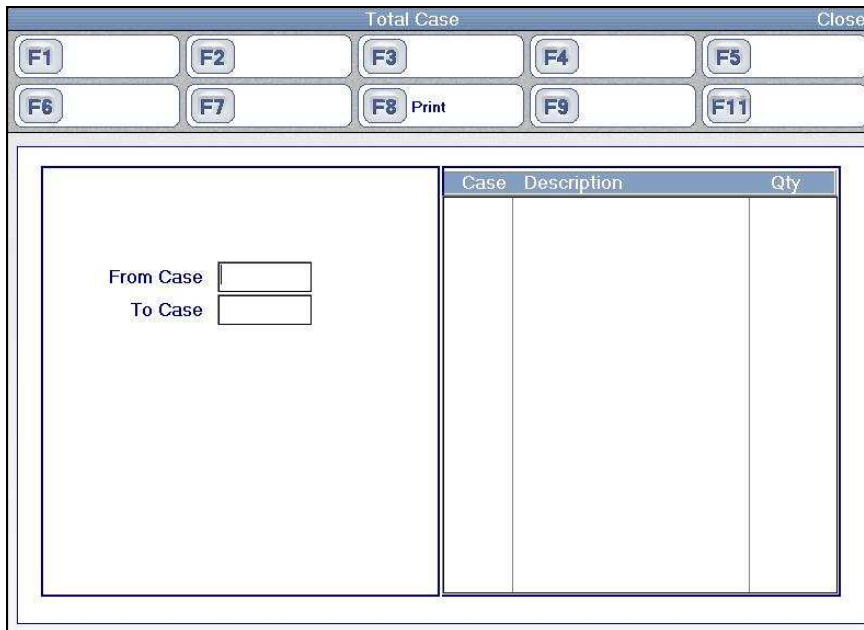
- 2) Scan/Enter the **UPC/SKU** if you just want the activity for a particular item, or press enter to bypass to widen your selections;
- 3) Enter the **"From Case"** number
- 4) Enter the **"To Case"** number
- 5) Enter the **"From"** and **"To" Dates**, or press enter to accept only today's date.
- 6) Select **F8-Print** to print a list of case activity

The report will show you the following information by case:

- Sku
- Bill number or type of transaction
- Date & Time
- Quantity

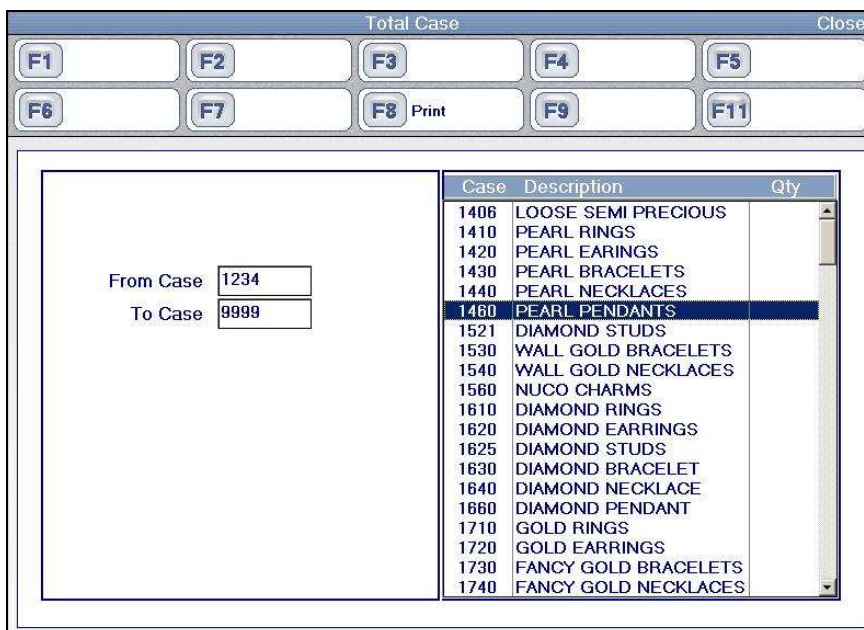
### 9.1.8.4.10 Total Case

1) Select <Total Case>. This option allows you to see how many total units you have per case.



Case	Description	Qty
------	-------------	-----

2) Enter the “From” and “To” Case numbers. A list will appear on the right side showing the case number, the case description and the quantity for the range of cases you selected.



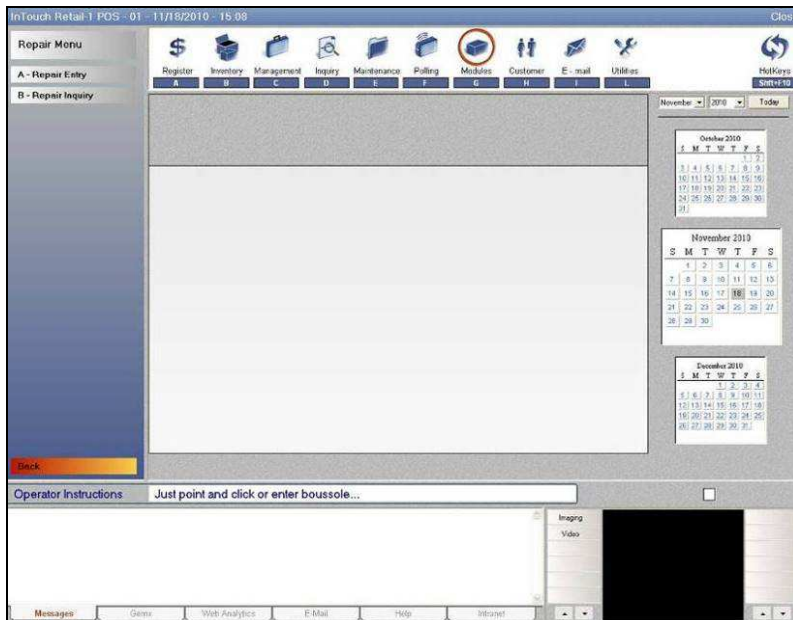
Case	Description	Qty
1406	LOOSE SEMI PRECIOUS	
1410	PEARL RINGS	
1420	PEARL EARRINGS	
1430	PEARL BRACELETS	
1440	PEARL NECKLACES	
1460	PEARL PENDANTS	
1521	DIAMOND STUDS	
1530	WALL GOLD BRACELETS	
1540	WALL GOLD NECKLACES	
1560	NUCO CHARMS	
1610	DIAMOND RINGS	
1620	DIAMOND EARRINGS	
1625	DIAMOND STUDS	
1630	DIAMOND BRACELET	
1640	DIAMOND NECKLACE	
1660	DIAMOND PENDANT	
1710	GOLD RINGS	
1720	GOLD EARRINGS	
1730	FANCY GOLD BRACELETS	
1740	FANCY GOLD NECKLACES	

3) You can navigate on screen to view the information or you can use the option F8-Print to get a printed list. The list will show you the case number, the case description, and the total quantity by case.

## 9.1.8.5 Repair Menu

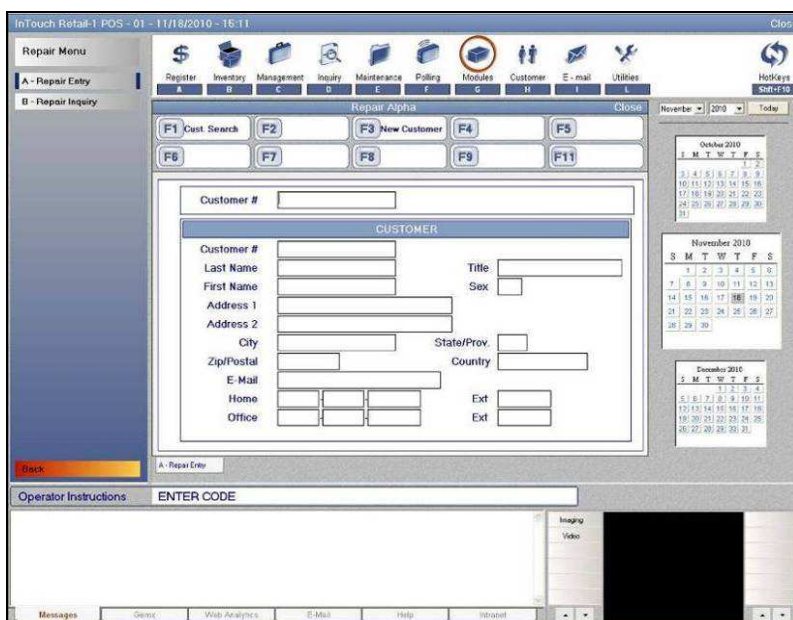
**NOTE:** These functions are a gateway to a Visual Basic Module which allows the user to access a Jewelry Repair System. These functions cannot be used without the Visual Basic Module in place.

- 1) From the Main Menu, select <Modules>.
- 2) Select <E - Repair Menu>



### 9.1.8.5.1 Repair Entry

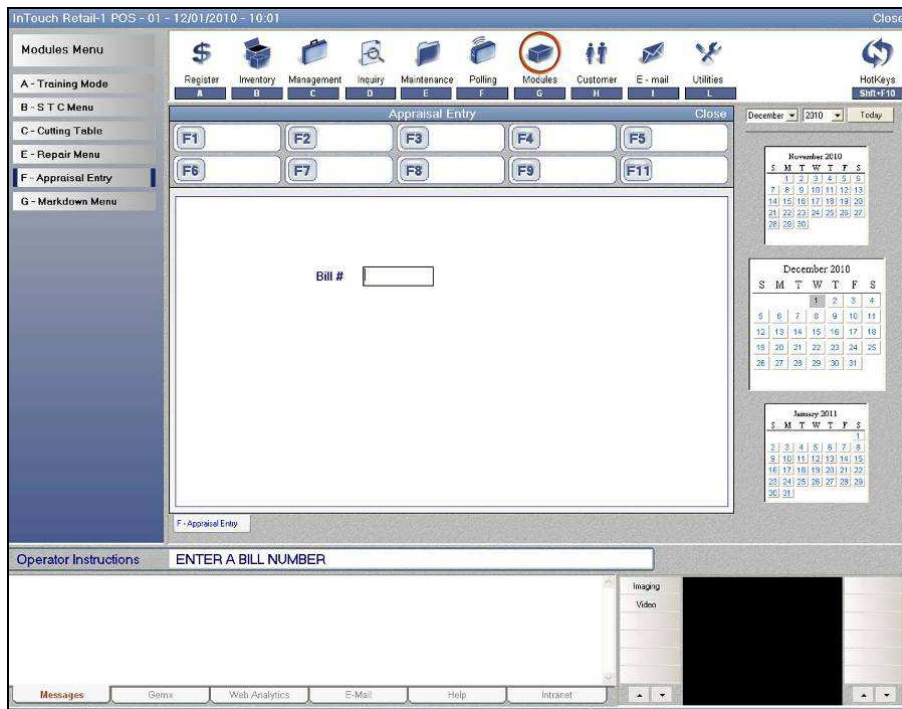
- 1) Select <A - Repair Entry>



## 9.1.8.6 APPRAISAL

**NOTE:** This menu is for the Jewelry Industry

- 1) From the Main Menu, select <Modules>.
- 2) Select <F – Appraisal Entry>



The screenshot shows the InTouch Retail-1 POS interface. The title bar indicates the date and time: 12/01/2010 - 10:01. The interface includes a top menu bar with icons for Register, Inventory, Management, Inquiry, Maintenance, Polling, Modules (highlighted), Customer, E-mail, and Utilities. Below this is a 'Modules Menu' sidebar with options: A - Training Mode, B - S.T.C Menu, C - Cutting Table, E - Repair Menu, F - Appraisal Entry (selected), and G - Markdown Menu. The main window is titled 'Appraisal Entry' and contains a grid of function keys (F1-F11). Below the grid is a large text area with the label 'Bill #' and an input field. To the right of the main area are three calendar widgets for November 2010, December 2010, and January 2011. At the bottom, there is an 'Operator Instructions' section with the text 'ENTER A BILL NUMBER' and a video player area.





- 2) Enter the batch number that appeared on your report and the item(s) being marked down will show on the screen
- 3) You must enter through the complete markdown screen in order to update the markdowns. This notifies Head Office through polling that you have reviewed the list.
- 4) Once complete, press <F1 – Update> and a Markdown Complete Report will print.

```

WOODLAWN SHOE CITY
1800 WOODLAWN DRIVE
BALTIMORE MD
21207
tel.
10/23/07 14:57

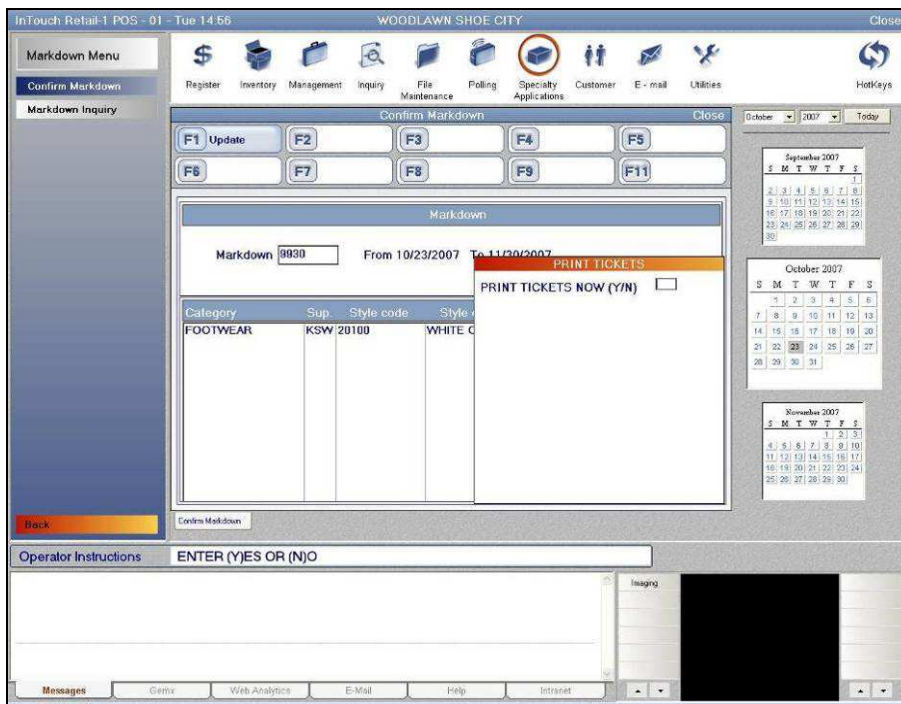
MARKDOWN COMPLETE

STYLE CODE
DESCRIPTION

MARKDOWN BATCH:9930

KSW-20100 -WHT
WHITE CLASSIC LOW
OLD PRICE NEW PRICE TIC.QTY O.H.
29.99 29.99 48 36
  
```

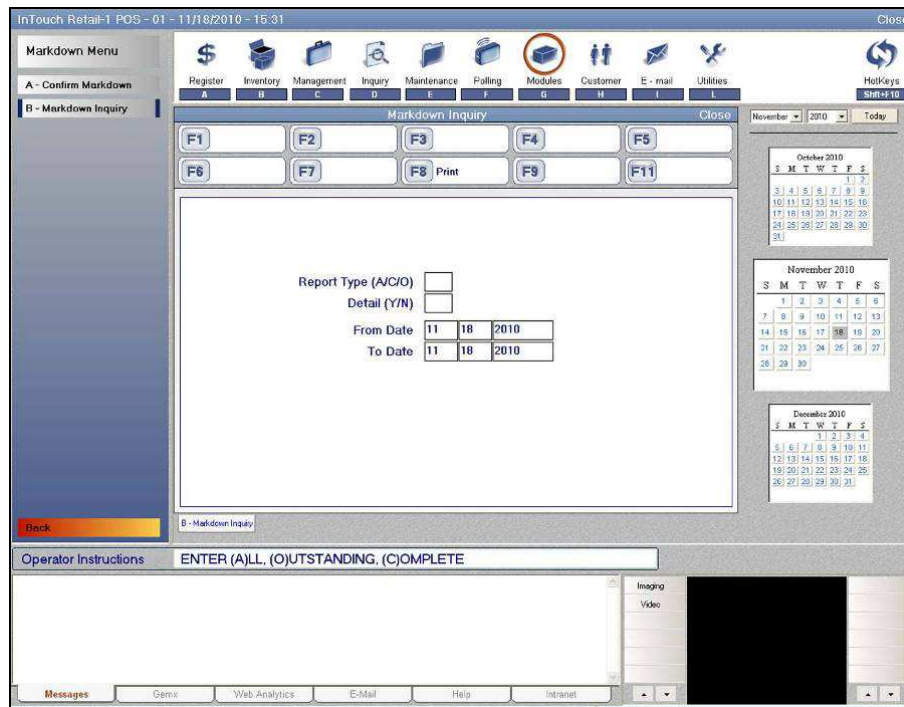
- 5) If you have a ticket printer installed on your register, you will be prompted if you wish to print tickets or not. If you do not wish to print tickets enter N, if you wish to print tickets enter Y.



### 9.1.8.7.2 Markdown Inquiry

This option is used to generate reports on Markdowns.

1) Select **<B - Markdown Inquiry>** and enter Employee ID



2) Enter the report type you wish to run

**A** = All markdowns for the dates selected

**O** = Outstanding (not confirmed) markdowns for the dates selected

**C** = Completed markdowns for the dates selected

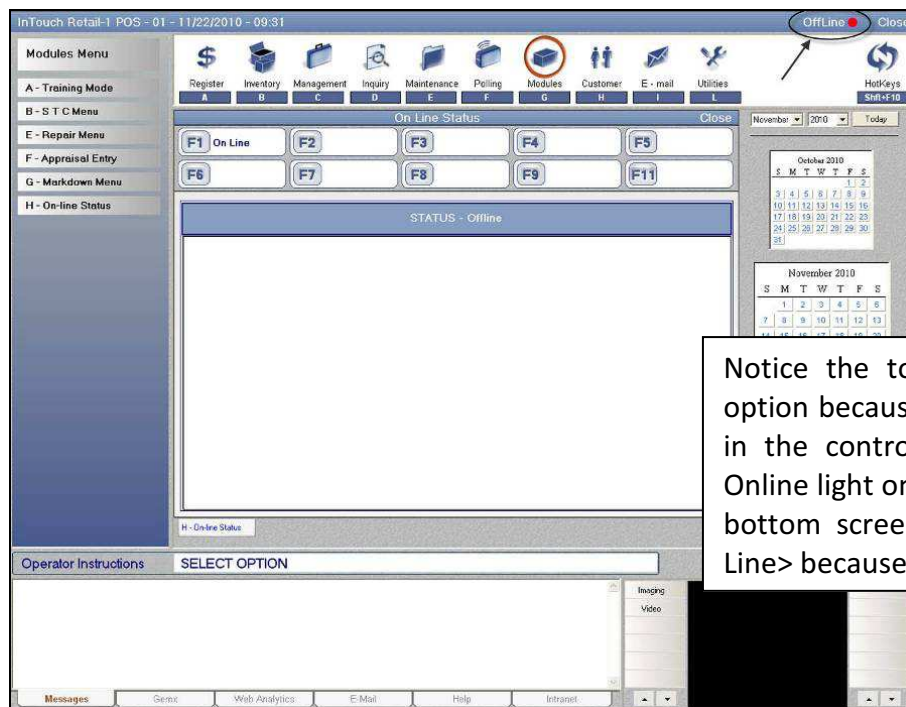
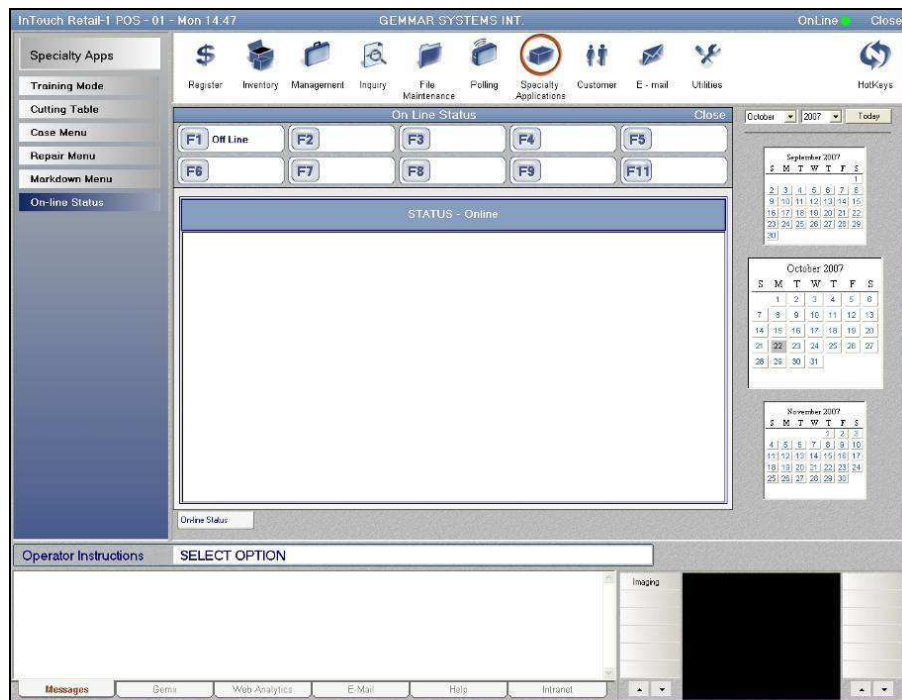
3) Enter Y for Details or N for a Summary

4) Enter the From Date and To Date you wish to report on.

5) Select **<F8 print>** to print your report.

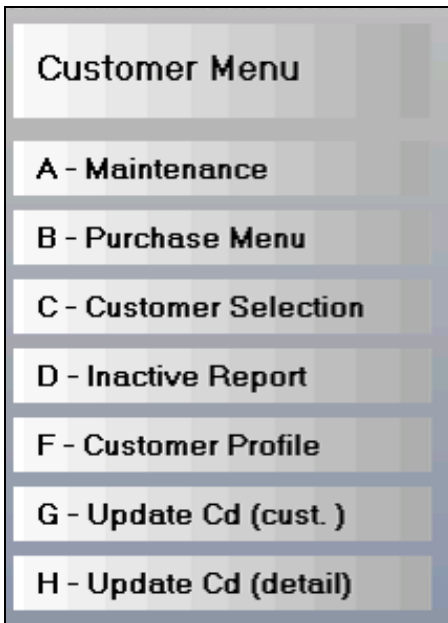
## 9.1.8.8 On-Line Status

- 1) From the Main Menu, select <Modules>.
- 2) Select <F - On-Line Status>



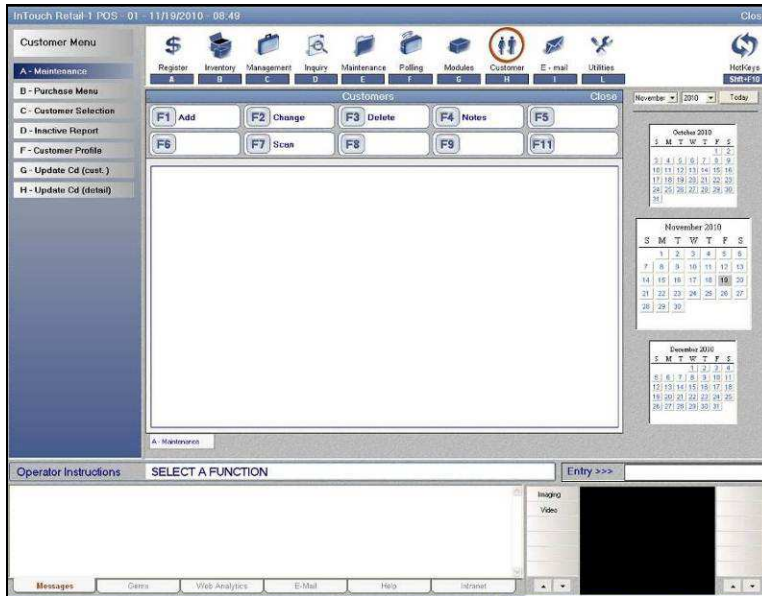
Notice the top screen has <F1 – Off Line> option because the system is online (if flagged in the control file, you should see a green Online light on the top right of the screen). The bottom screen has the option for <F1 – On Line> because it is presently offline.

## 9.1.9 H- Customer Menu



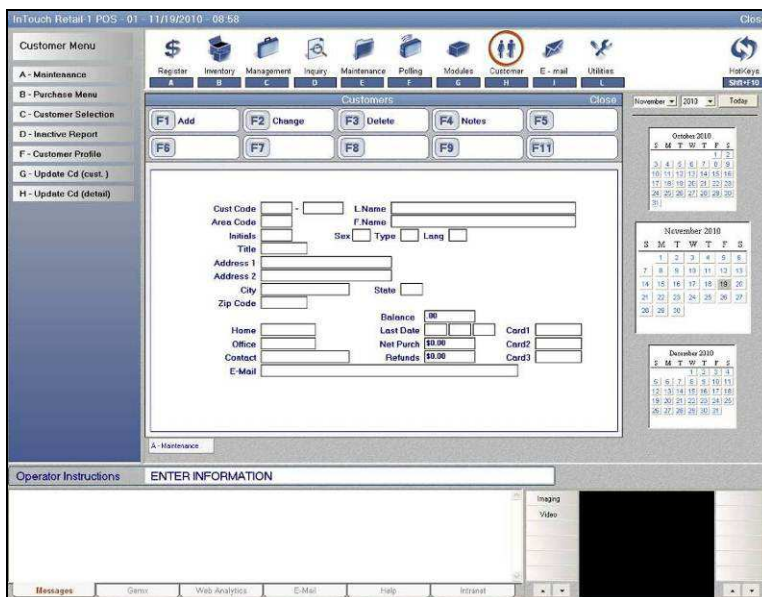
### 9.1.9.1 Customer Maintenance

- 1) From the Main Menu, select <Customer>.
- 2) Select <A - Maintenance> Followed by Employee ID



#### 9.1.9.1.1 Add a New Customer

- 1) Select <F1 Add>



- 2) Enter necessary Customer Information

#### **9.1.9.1.2      *Modify an Existing Customer***

- 1) Select <**F2 Change**>
- 2) Enter Customer Phone Number or press <**F1**> to search for the customer
- 3) Make necessary Modifications and then press <Enter> until the cursor returns to the Customer Phone Number field.

**NOTE:** You may modify any/all Customer Information except, the Phone Number and the Name (both first and last names).

#### **9.1.9.1.3      *Delete a Customer***

- 1) Select <**F3 Delete**>
- 2) Enter Customer Phone Number or press <**F1**> to search for the customer
- 3) Press <**Enter**>
- 4) Answer “Y” to “Delete Customer (Y/N)” when prompted.

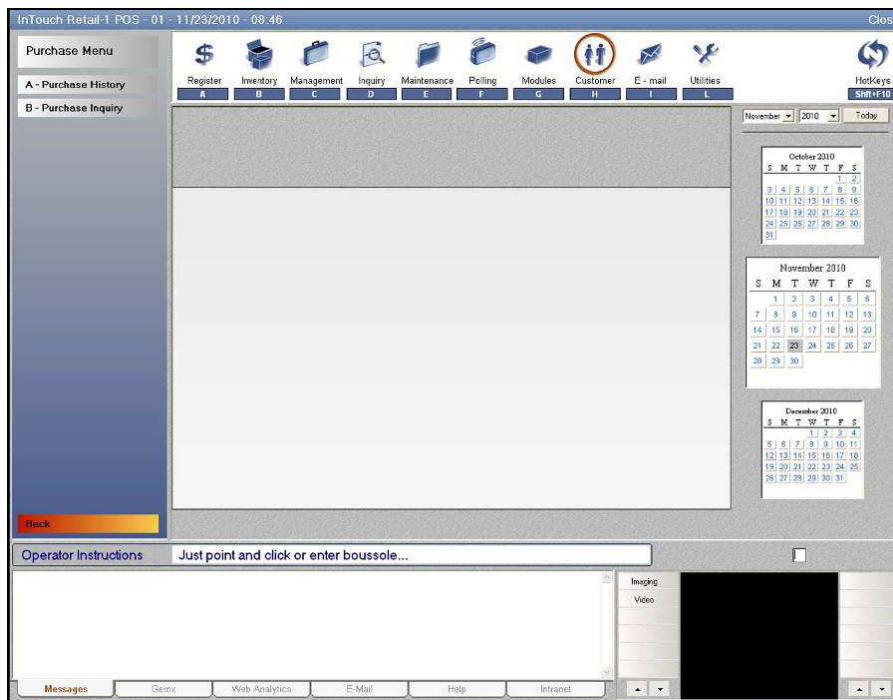
#### **9.1.9.1.4      *Customer Notes***

- 1) Select <**F4 Notes**>
- 2) Enter Customer Phone Number or press <**F1**> to search for the customer
- 3) View notes



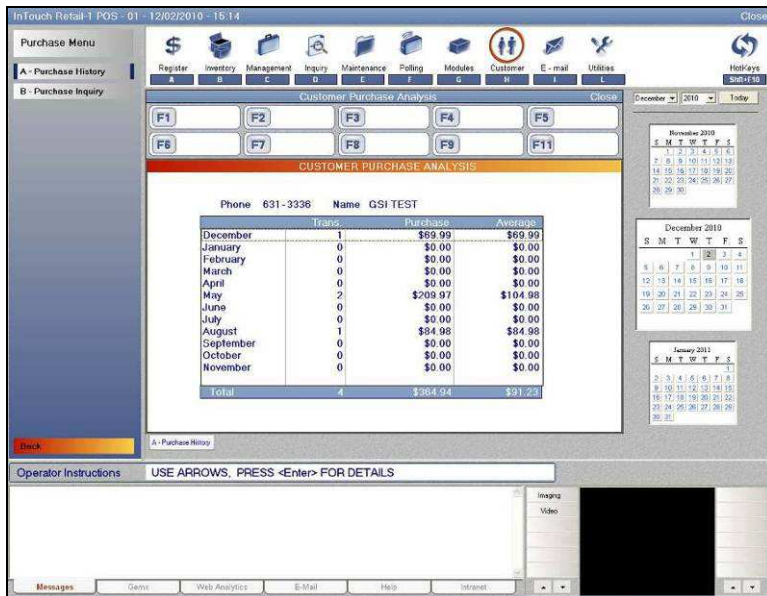
## 9.1.9.2 Customer Purchase Menu

- 1) From the Main Menu, select <Customer>.
- 2) Select <B - Purchase Menu> followed by Employee ID



### 9.1.9.2.1 Customer Purchase History

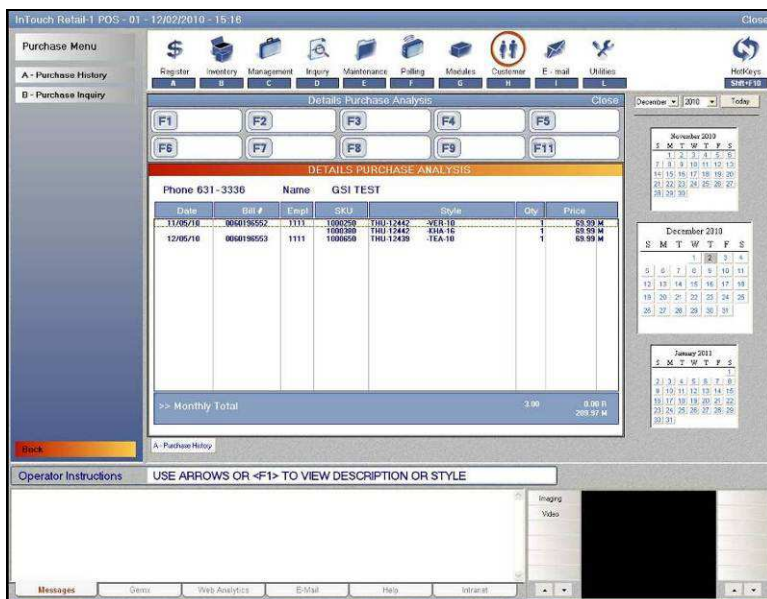
- 1) Select <A - Purchase History> followed by Employee ID
- 2) Enter Customer Phone Number or press <F1> to search for the customer
- 3) Select <F3> History and a list of purchases by month will appear



Phone 631-3336 Name GSI TEST

Month	Trans	Purchase	Analysis
December	1	\$69.99	\$69.99
January	0	\$0.00	\$0.00
February	0	\$0.00	\$0.00
March	0	\$0.00	\$0.00
April	0	\$0.00	\$0.00
May	2	\$209.97	\$104.98
June	0	\$0.00	\$0.00
July	0	\$0.00	\$0.00
August	1	\$84.98	\$84.98
September	0	\$0.00	\$0.00
October	0	\$0.00	\$0.00
November	0	\$0.00	\$0.00
<b>Total</b>	<b>4</b>	<b>\$364.04</b>	<b>\$391.28</b>

- 4) Use the ↑↓ keys to highlight the specific Month and press <Enter> and you will see the details of the purchases



Phone 631-3336 Name GSI TEST

Date	Unit #	Emp	Qty	Style	Qty	Price
11/05/10	9050190552	1111	1000250	THU-12442 -VER-10	1	\$8.99 M
12/05/10	9050190553	1111	1000300	THU-12442 -EVA-16	1	\$8.99 M
			1000650	THU-12439 -TEA-10	1	\$8.99 M
<b>&gt;&gt; Monthly Total</b>						<b>3.00 \$36.00 M</b>

- 5) Select <F1> to toggle between Style # and Style Description

#### **9.1.9.2.2     *Customer Purchase Inquiry***

- 1) Select <Purchase Inquiry> followed by Employee ID
- 2) Enter Customer Code/phone number
- 3) You will be shown a list of classes that the customer has purchased from and subsequent recommend current styles.
- 4) Use the ↑↓ keys to highlight a class and then choose either <F1 Purchased>, <F2 Recommend> or <F3 View Image>

##### **<F1 Purchase>**

Will show you the customer's purchase for the class selected. Use the ↑↓ keys to highlight the style and press <ENTER> to view the image.

##### **<F2 Recommend>**

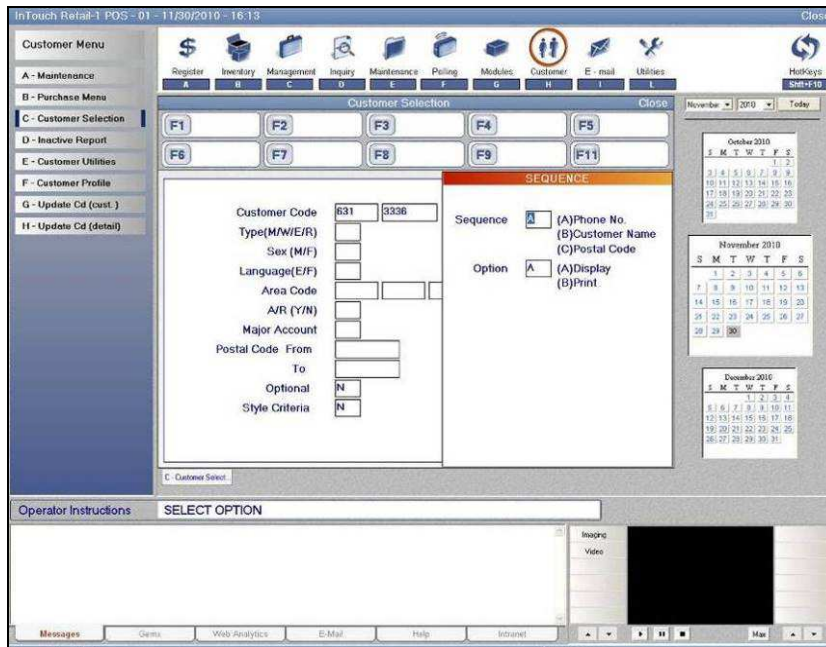
Will show you a list of styles in the class selected based on this customer's history. Use the ↑↓ keys to highlight the desired supplier/style and press <ENTER> to view the size ranges available.

##### **<F3 View Image>**

Will display the image of the item highlighted.

### 9.1.9.3 Customer Selection

- 1) From the Main Menu, select <Customer>.
- 2) Select <C - Customer Selection> followed by Employee ID



- 3) Inquiry Options (you may inquire upon one, many or none of these parameters)

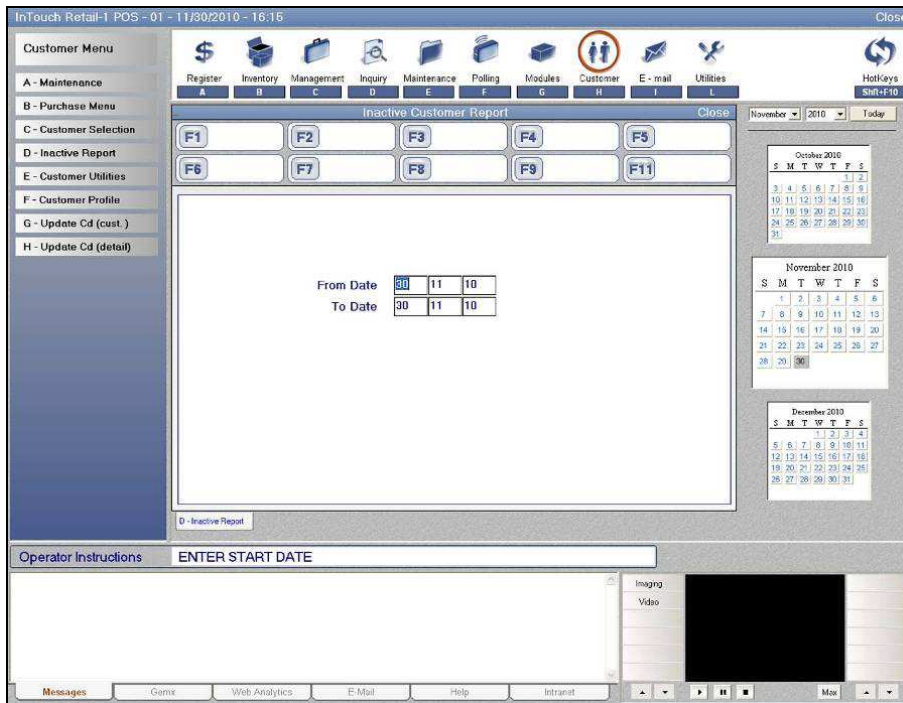
- Phone Number
- Type (Mailing, Wholesale, Retail, Employee)
- Sex (Male, Female)
- Language (English, French)
- Area Code
- Accounts Receivable (A/R)
- Postal Code
- Optional Criteria
- Style Criteria

**Example: Inquiry on all customers who purchased style ABCD from supplier XYZ**

- 1) Press <Enter> until you are at the **style** criteria field
- 2) Enter **Y** for yes. **NOTE:** once you have entered wither Y/N for Style Criteria, a Sequence window will open (see print screen above) asking you to choose fields for the report.
- 3) Enter **supplier** XYZ
- 4) Enter **style** ABCD and press <Enter>
- 5) Press <F2> to display the next customer

### 9.1.9.4 Inactive Customer Report

- 1) From the Main Menu, select <Customer>.
- 2) Select <D - Inactive Report> followed by Employee ID



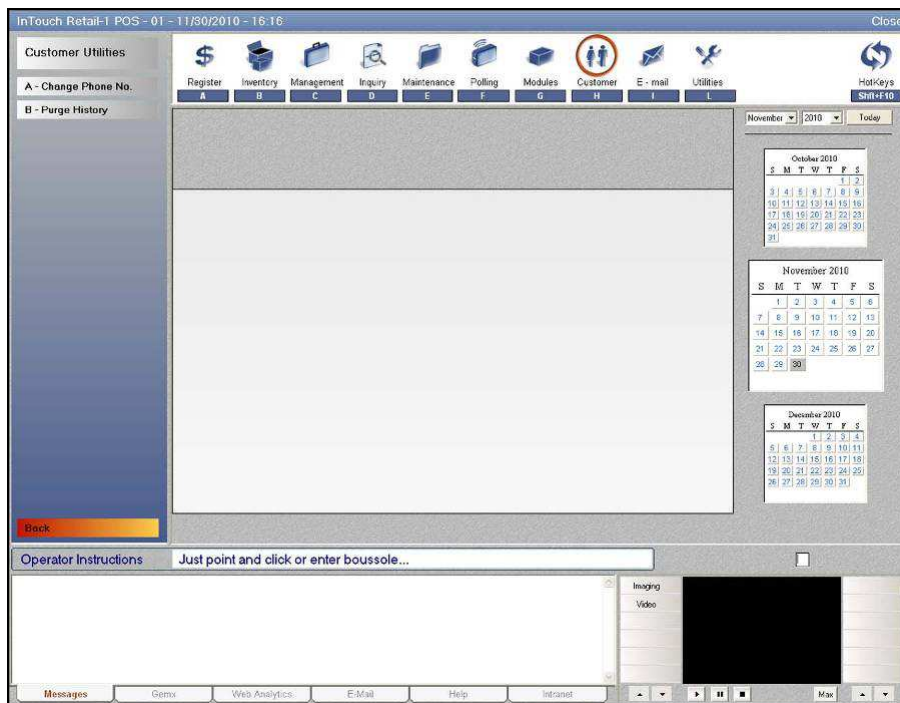
From Date: 30/11/10  
To Date: 30/11/10

- 3) Enter the **Start Date** and the **End Date**.
- 4) A report will be generated based on these Dates with any Inactive Customers.

**NOTE:** Be very careful, this can generate a very large report and may take quite some time!

## 9.1.9.5 Customer Utilities

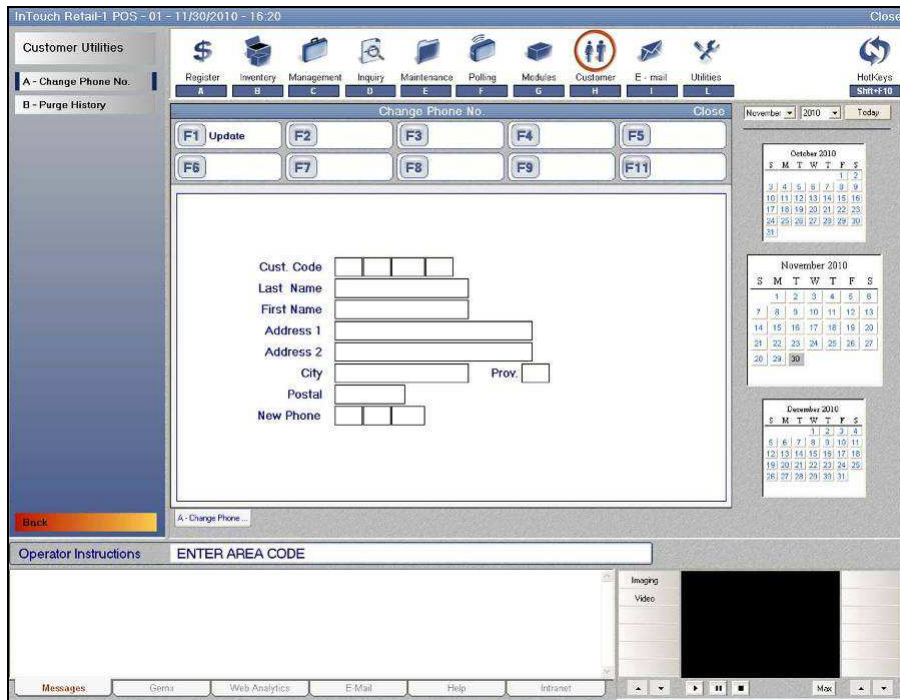
- 1) From the Main Menu, select <Customer>.
- 2) Select <E - Customer Utilities> Followed by Employee ID





### 9.1.9.5.1 Change Customer Phone Number

1) Select <A - Change Phone No.> followed by Employee ID



InTouch Retail-1 POS - 01 - 11/30/2010 - 16:20

Customer Utilities

A - Change Phone No.

B - Purge History

Change Phone No.

F1 Update F2 F3 F4 F5 F6 F7 F8 F9 F11

Cust Code

Last Name

First Name

Address 1

Address 2

City Prov.

Postal

New Phone

Back

A - Change Phone...

Operator Instructions ENTER AREA CODE

Imaging Video

Messages Gemma Web Analytics E-Mail Help Intranet

2) Enter customer phone number (**Customer Code**), initials, and details.

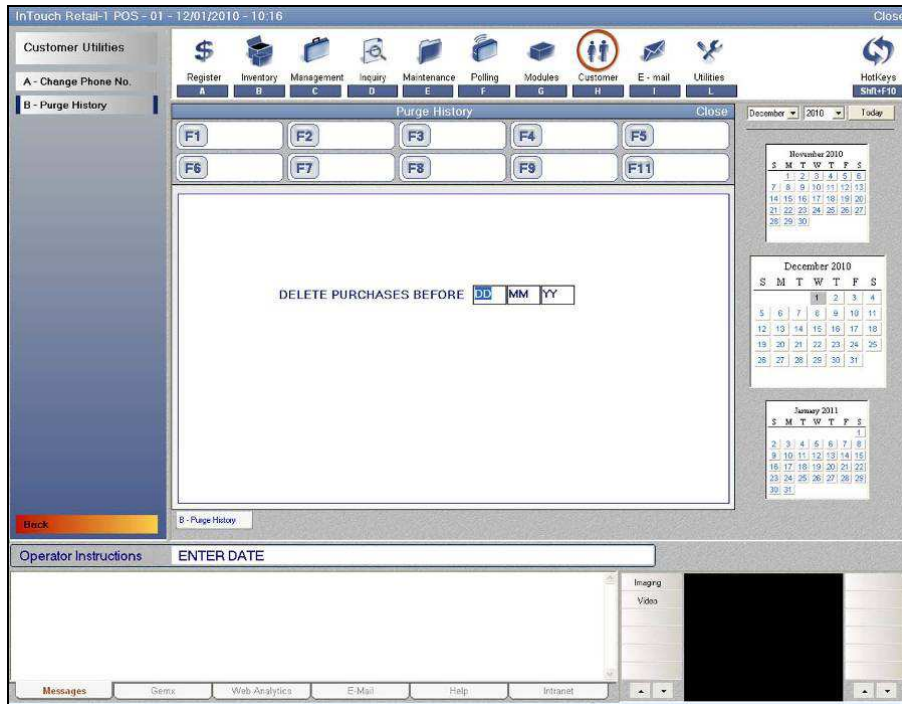
3) Enter **new** phone number.

4) Press <**F1 Update**> when done.

### 9.1.9.5.2 *Purge Customer History*

**NOTE:** This function should only be used with authorization from Head Office

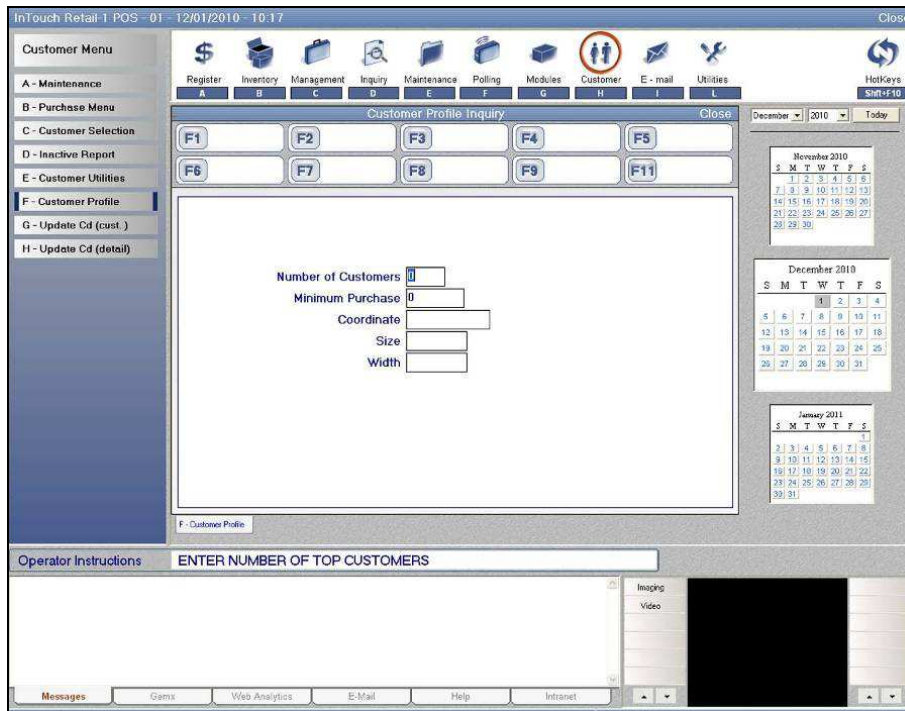
- 1) Select <**B - Purge Customer**>
- 2) Enter Password (supplied by Head Office).



- 3) Enter Date, and the system will purge all Customer Purchase History on and before this Date.

### 9.1.9.6 Customer Profile

- 1) From the Main Menu, select <Customer>.
- 2) Select <F - Customer Profile> followed by Employee ID



- 3) Enter a specific **Number of Customers**, or press <Enter> to bypass.
- 4) Enter a **Minimum Purchase amount**, or press <Enter> to bypass.
- 5) Enter a specific **Coordinate** group, or press <Enter> to bypass.
- 6) Enter a specific **Size**, or press <Enter> to bypass.
- 7) Enter a specific **Width**, or press <Enter> to bypass.
- 8) Based upon your selections, the system will list all Customers that fit the criteria. Using <PG Up> or <PG Down>, you can move up and down through this list.

If you wish to print this list, press <F1 Print> and you will receive a printout.

### **9.1.9.7      Update CD (Customer)**

- 1) From the Main Menu, select <Customer>.
- 2) Select <G - Update Cd (cust.)> followed by Employee ID

**NOTE:** This function should only be used with authorization and instructions from Head Office

### **9.1.9.8      Update CD (Detail)**

- 1) From the Main Menu, select <Customer>.
- 2) Select <H - Update Cd (Detail)> followed by Employee ID

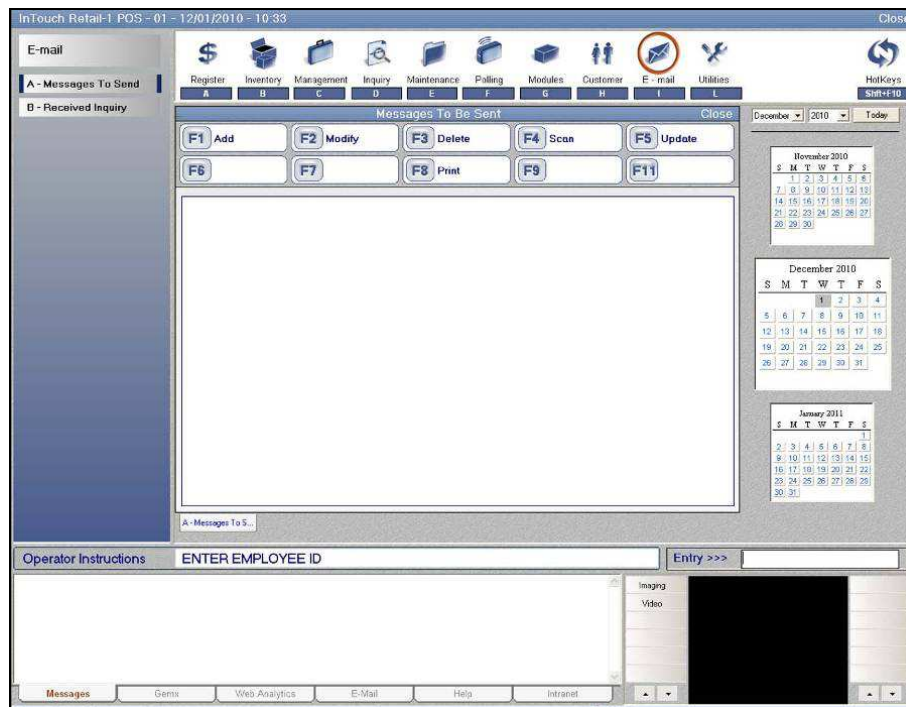
**NOTE:** This function should only be used with authorization and instructions from Head Office

## 9.1.10 I- E-Mail Menu



### 9.1.10.1 Send E-Mail Messages

- 1) From the Main Menu, select <Email>.
- 2) Select <A - Messages to Send> followed by Employee ID



#### <F1 ADD>

- 1) Enter the Name/Department of the person the Message is for, or press <Enter> to display a list of all available Names/Departments. Use the ↓↑ keys to highlight the desired Name/Department and press <Enter> to accept.
- 2) Enter the Subject of the Message.
- 3) "Hot E-Mail Y/N":  
Y = The Message is Urgent.  
N = The Message is not Urgent.
- 4) "Confidential Y/N":  
Y = The Message can only be viewed by the person it has been sent to.  
N = Anyone can view this Message.
- 5) Enter the Message.
- 6) Press <F5 Update> when done.

#### <F2 MODIFY>

- 1) A window will open displaying a Summary of all Messages, specifying if the Message is Confidential or Non-Confidential.
- 2) Use the ↑↓ keys to highlight the Message to be Modified, press <Enter> to accept.
- 3) Modify the Message as necessary, press <F5 Update> when done.



**<F3 DELETE>**

- 1) A window will open displaying a Summary of all Messages, specifying if the Message is Confidential or Non-Confidential.
- 2) Use the ↑↓ keys to highlight the Message to be Deleted, press <Enter> to accept.
- 3) Press <F3 Delete>; Answer “Y” to Delete when prompted.

**<F4 SCAN>**

- 1) A window will open displaying a Summary of all Messages, specifying if the Message is Confidential or Non-Confidential.
- 2) Use the ↑↓ keys to highlight the Message you wish to Scan, press <Enter> to accept.

**<F5 UPDATE>**

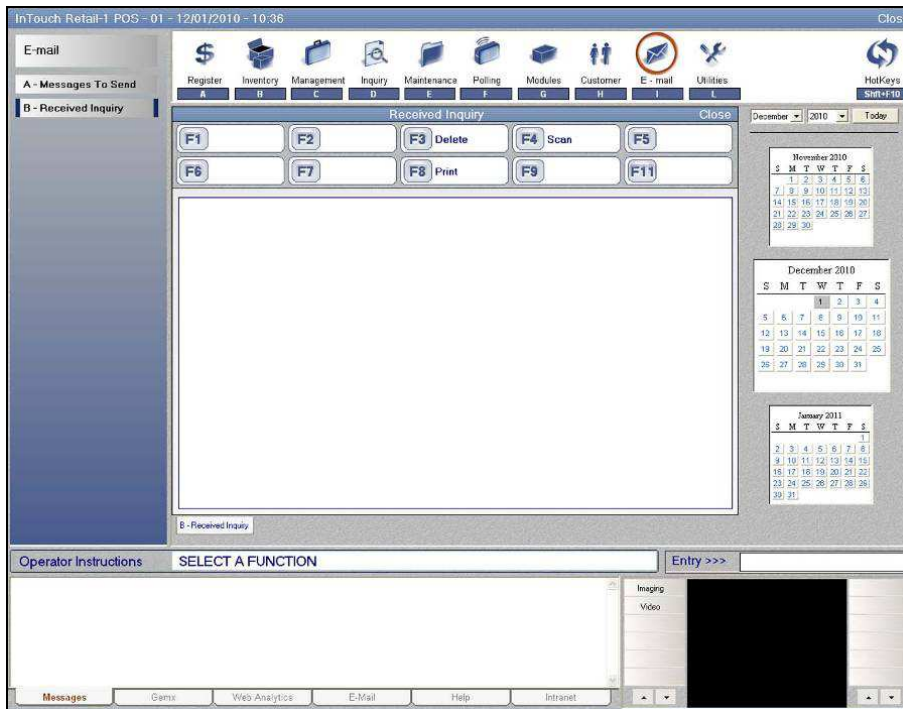
Updates the Message after you have created or modified it.

**<F8 PRINT>**

- 1) A window will open displaying a Summary of all Messages, specifying if the Message is Confidential or Non-Confidential.
- 2) Use the ↑↓ keys to highlight the Message to Print, press <Enter> to accept.
- 3) Press <F8 Print>.

## 9.1.10.2 View Emails Received

- 1) From the Main Menu, select <Email>.
- 2) Select <B - Received Inquiry> followed by Employee ID



### <F3 DELETE>

- 1) A window will open displaying a Summary of all Messages, specifying if the Message is Confidential or Non-Confidential.
- 2) Use the ↑↓ keys to highlight the Message to be Deleted, press <Enter> to accept.
- 3) Press <F3 Delete>; Answer "Y" to Delete when prompted.

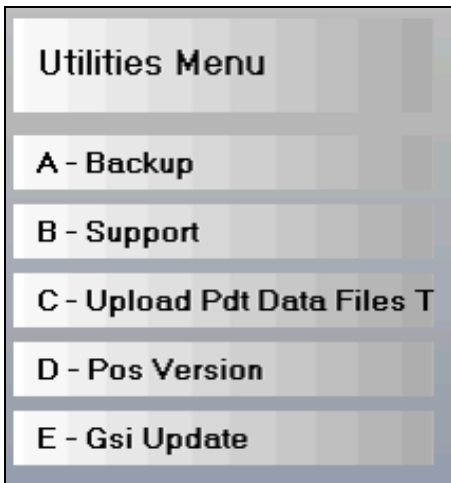
### <F4 SCAN>

- 1) A window will open displaying a Summary of all Messages, specifying if the Message is Confidential or Non-Confidential.
- 2) Use the ↑↓ keys to highlight the Message you wish to Scan, press <Enter> to accept.

### <F8 PRINT>

- 1) A window will open displaying a Summary of all Messages, specifying if the Message is Confidential or Non-Confidential.
- 2) Use the ↑↓ keys to highlight the Message to Print, press <Enter> to accept.
- 3) Press <F8 Print>.

## 9.1.11 L- Utilities Menu

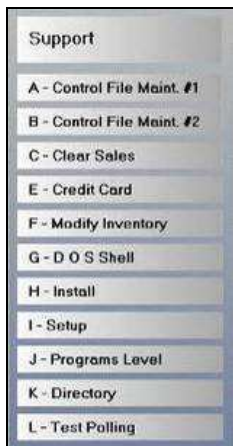


### 9.1.11.1 Backup

This is no longer used and will be removed

### 9.1.11.2 Support

- 1) From the Main Menu, select <Utilities>.
- 2) Select <Support>



These Functions are completely maintained by Head Office and GSI Support. The POS should not have access to it. If any modifications are required, please contact the proper Head Office personnel or GSI Support.

### 9.1.11.3 Upload PDT Files

This is another method used for Physical Inventories. Please see the Physical Inventory manual for more information

- 1) From the Main Menu, select <Utilities>.
- 2) Select <Upload PDT Files>

### 9.1.11.4 POS Version

This is no longer used and will be removed

### 9.1.11.5 GSI Update

This is no longer used and will be removed

## Document Revisions

Date	Init.	Revision	Segment	Issue #
Mar 21, 2012	P.C.	New document created & formatted to current standards (text + images) Segment numbering for topics Added topic "Getting Started with Retail-1® Point of Sale"	9.1.1	315538
Mar 22, 2012	P.C.	Corrected formatting problem with Calendar topic Corrected formatting for printing (page alignment)	9.1.1.7	315538
June 11, 2012	P.C.	Moved revisions table to end of document and out of table of contents		314820
June 14, 2013	P.C.	Add note that an asterisk (*) will appear next to the current price field for a SKU/style that has a temporary markdowns (DA-Store Inquiry)	9.1.5.1	319713
		Added note v11.3+ has supplier selection option in the Print Open PO menu	9.1.3.4.3	329495
		Added note v11.3+ UPC code will print on report under the SKU in the PO Report.	9.1.3.4.7	329496
June 18 2013	P.C.	Added note re: "Second Method of Payment for CN/GC/MC (Y/N)" when using gift certificates and credit notes.	9.1.2.1	257845
		Corrected procedures for closing training mode.	9.1.8.1	331839
Oct. 4, 2013	P.C.	Added new menu "BBR-Outgoing Transit"	9.1.3.2.7	333811
Feb. 4, 2015	P.C.	Updated Layaway aging screen shot, revised procedural information and added printed example of report.	9.1.2.16	337039
			9.1.5.5.3	346321
Mar. 16, 2015	P.C.	Added procedures when "Valid Refund" (HBF) is at Y or P.	9.1.2.12	353953
Mar. 25, 2015	P.C.	Formatting updates		353953