

## **SYSTEM REQUIREMENTS**

1. WINDOWS XP OR WINDOWS 7
2. SCREEN RESOLUTION MUST BE SET TO 1024 X 768
3. COM1 IS RESERVED FOR CUSTOMER DISPLAY

## **APPLICATIONS**

1. TAKE AWAYS
2. BARS
3. SUPERETTES
4. BOUTIQUES

## **FEATURES**

1. 100 GROUPS
2. ALLOWS FOR THE SALE OF COMBO PLUS WITH STOCK BEING DEDUCTED FROM THE INDIVIDUAL ITEMS THAT MAKE UP THE COMBO PLU
3. HAPPY HOUR BY TIME
4. HAS 50 TABS WHICH CAN BE RUN FOR ANY LENGTH OF TIME. NOT AFFECTED BY DAILY CASH UP.
5. 5 MODIFIERS
6. ALLOWS FOR THE USE OF UP TO 5 KITCHEN PRINTERS.
7. FACILITY FOR EXTERNAL CUSTOMER DISPLAY
8. ENHANCED REPORTING FEATURES TO SHOW STOCK BY BOTTLES , TOTS, HALVES, ETC

## RECEIPT PRINTER SETUP

1. Install your printer onto the computer using the drivers that came with your printer.  
(setup the printer in an Epson compatible mode)
2. If you do not have drivers for your computer, install the windows Generic/Text driver.  
(Be sure to set up the Generic/Text printer properties discussed elsewhere in this document.)
3. In the software click on **Settings** and **System Settings**.
4. Select the installed printer from the drop down list and double click on the printer name to select it. The selected printer will now appear under the **Receipt Printer** heading.
5. If a Generic/Text printer driver is used then under the **FLAGS** option tick the box that says **Use Generic/Text printer driver**. Make sure that this option is not ticked if you loaded the correct printer driver that came with your printer.

## KITCHEN PRINTER SETUP

1. Load the drivers for the printer as you would normally do.

If you do not have drivers, load the windows Generic/Text driver.

Follow the settings for Generic/Text Printer Property setup found elsewhere in this document

2. Print a test page to ensure that the drivers are loaded properly.

3. Now rename the printer to either KP1, KP2, KP3, KP4 or KP5.

( use capital letters for the KP names)

4. In the software there are 2 places for customer display setup. One is under the **PLU Maintenance** option where you would select which KP that PLU would go to.

The other setup is under the **System Settings** option which requires a once off setup. Here, next to each KP name you can give each one of them a description that would be printed out before each order. For example you can give KP1 a description of BAR and KP2 a description of KITCHEN. As mentioned previously these names need to be set just once during the initial setup of the software.

## Generic/Text Printer Property Setup

1. When using a Generic/Text printer driver the following properties must be set to enable the printer to feed the paper correctly, cut the paper and print the graphic logo that has been downloaded to the printer flash memory (optional).

(Please note that the commands used here are for Epson and Epson compatible printers)

2. Go to the printer properties of the Generic/Text printer-----Under the **General Tab**-----Go to **Preferences**-----Go to **Paper /Quality**-----Change the **Paper Source** option to **Cut Sheet**.
3. Under the **Advanced Tab**-----Go to **Printing Defaults**-----Go to **Paper /Quality**-----Change the **Paper Source** option to **Cut Sheet**.
4. Under the **Device Settings tab** make all options under the **Form to Tray Assignment** .....**NOT AVAILABLE**.
5. To cut the paper-----Under the **Printer Commands tab** enter the following under the **End Print Job** option:

**<0A0A0A0A1B>i**

(0A is the command for line feed. In the above example there are 4 X 0A commands which means that the paper will feed 4 line spaces before the auto cutter will fire to cut the paper. If you need more line feeds then add more 0A commands in the above example.)

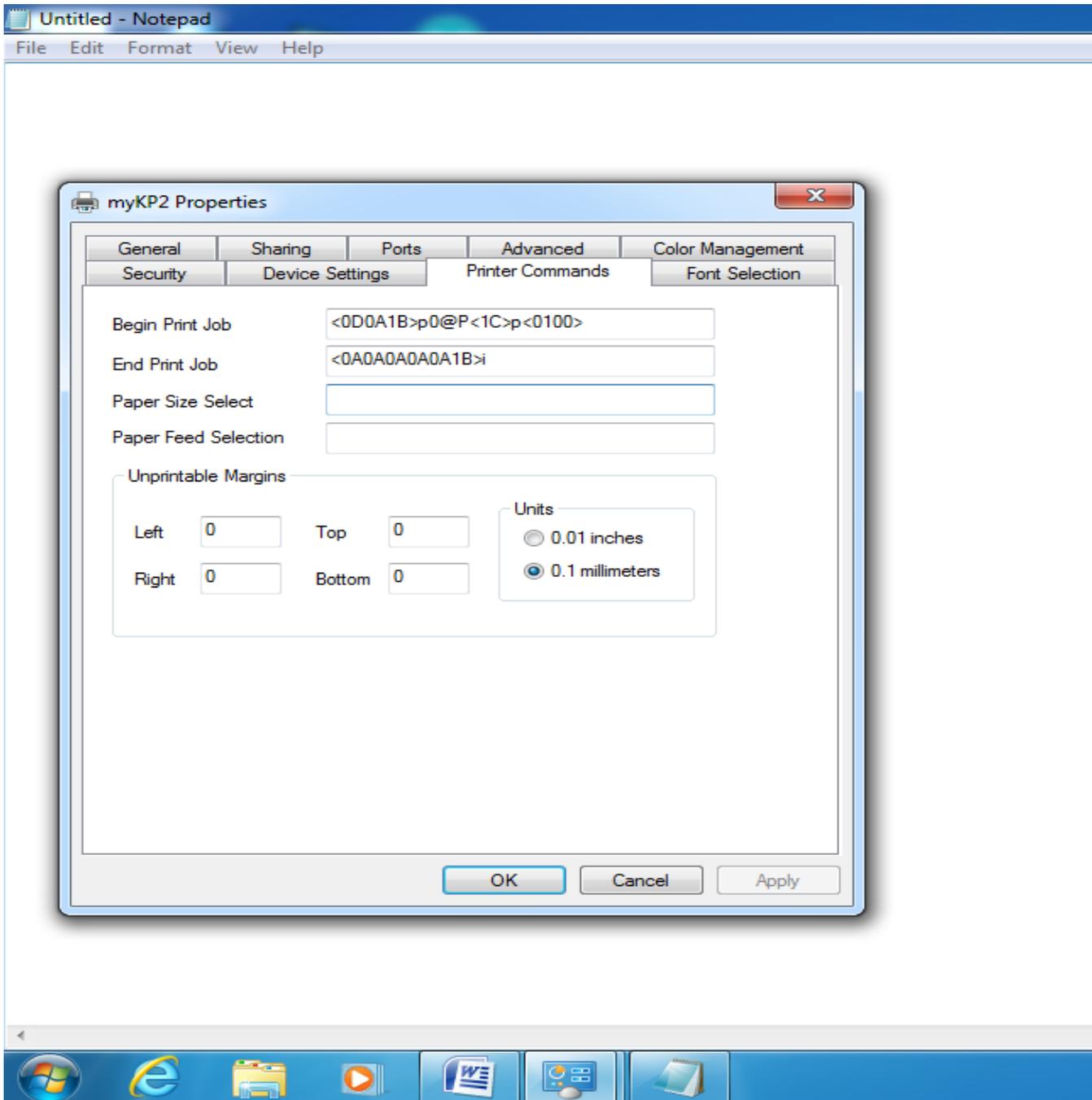
6. To print the internal logo stored in the flash rom of the printer-----Under the **Printer Commands Tab** enter the following string under the **Begin Print Job** option:

**<1C>p<0100>**

7. To kick the cash drawer-----Under the **Printer Commands Tab** enter the following string under the **Begin Print Job** option:

**<0D><0A><1B><70><30><40><50> OR <0D0A1B>p0@P**

In the following illustration both the Open Cash Drawer commands and the Graphic Logo print has been combined on one line.



The above **Begin Print Job** command will kick the cash drawer and print the graphic logo stored in the flash rom of the printer.

## **Customer Display**

1. The software currently supports an Epson compatible customer display connected to COM1.

## SOFTWARE OPERATION

The very first time you run the software it will ask you to register the software.

To do this you would need to click on **SETTINGS** and the **LOGO** option.

Enter the Store Name ( Ensure that this information is correct as you cannot change this information once the software is registered).

Enter the rest of the details such as the address ,etc.

Supply your dealer with the **Store Name** and the **Serial Number**. A software key will be supplied to you which would need to enter into the **Software Key** field.

Now click on **Register Software**. The field below this will change from red to green with the words **Registered Version**.

Press **EXIT** twice to go to the main sales screen. Press **1**---Press **CLERK ID** and Press **1** again. You should now be logged in as Cashier 1

# SALES SCREEN



The sales screen comprises of the first 40 PLUs (i.e from PLU number 1 to 40) and Group 1 to 10 alongside it.

Using the Page Up and Page Down buttons next to the HOME button will allow you access to PLU 1 to PLU 200. On the HOME screen you will see PLUs 1 to 40. Pressing Page Down once will give you access to PLUs 41 to 80. Pressing Page Down again will give you access to PLUs 81 to 120. You can follow this procedure to view the first 200 PLUs.

## Groups:

A maximum of 100 groups can be set up on the system. On the HOME screen the first 10 groups are displayed. Using the green Page Up and Page Down buttons you can cycle through the 100 groups. Pressing any of the group buttons brings up the PLUs associated with that group which can be rung up by touching the required item on the screen. This is called the group search feature.

## Description of Buttons

**Fast PLU Buttons** – the first 200 PLUs can be accessed using the fast PLU buttons on the screen. Cycling through the 200 PLUs can be done using the Page Up / Page Down buttons.

**Group Search Buttons** – PLU items linked to a particular group can be accessed by pressing the corresponding group button on the screen. A maximum of 200 items linked to a particular group will be populated on the Fast PLU buttons. Accessing these 200 items is via the PLU Page Up / Page Down buttons (next to the HOME button). Cycling through the 100 groups can be done using the green Page Up / Page Down buttons.

**Modifier Buttons** – Alongside the Group Search Buttons are the 5 modifier buttons (pink buttons). They are labeled Modifier 1 to Modifier 5. Modifier 1 adds 1000 to the PLU number, Modifier 2 adds 2000 to the PLU number, Modifier 3 adds 3000 to the PLU number, Modifier 4 adds 4000 to the PLU number and Modifier 5 adds 5000 to the PLU number. Pressing Modifier 1 and then pressing any one of the fast PLU buttons adds 1000 to that PLU number...eg. Pressing Modifier 1 and PLU 1 will ring up PLU number 1001....Pressing Modifier 2 and PLU 1 will ring up PLU number 2001....Pressing Modifier 3 and PLU 1 will ring up PLU number 3001 and so on.

*An example of the use of modifier buttons would be as follows:*

If you had a pizza shop selling small, medium and large pizzas, you can start off your small pizzas from PLU number 1, medium pizzas from PLU 1001 and large pizzas from PLU 2001. We can for example create a Small Lamb Pizza as PLU 1. Now create Medium Lamb Pizza as PLU 1001 and a Large Lamb Pizza as PLU 2001. To ring up the small Lamb Pizza press the fast PLU button which should be on the top left hand side of the screen. This button corresponds to PLU number 1. To ring up the Medium Lamb Pizza press the Modifier 1 button and press Fast PLU 1 button i.e. the Small lamb Pizza button. This will ring up the Medium Lamb Pizza and likewise pressing the Modifier 2 button and the Small Lamb Pizza button will ring up PLU number 2001 which is the Large Lamb Pizza.

**Fast Tender Keys** - There are 5 Fast Tender buttons on the POS. They are preset at R10, R20, R50, R100 and R200. Pressing any one of the fast tender keys will automatically cash off the sale and provide a change amount if in excess of the sale value. If the value of the fast tender key is below the sale value then "STILL DUE" together with the amount owing will be displayed.

**Receipt ON/OFF Button** – The Receipt On/Off button toggles between Receipt ON and Receipt OFF. Switching the receipt off will cause a slip not to be printed at the printer. However a receipt of the previous sale can be obtained by pressing the Buffer Print button.

**Buffer Print** – Issues a re-print of the previous sale.

**Clerk ID** – Used to log on a clerk. To log on as a clerk where the clerk ID is 1 and the password is 1234, do the following: **Press 1 – Press Clerk ID – Press 1234 – Press Clerk ID again.**

**No Sale** – Pressing the No Sale Button will cause the cash drawer to open.

**Price Shift** – The price shift button toggles between Price Shift and Price Shift Active. When price shift is active the sales screen turns light brown in colour to indicate to the user that all items in this sale are now sold at price level 2. Price Shift cannot be activated during a sale – can only be activated prior to a sale. Prices will automatically revert back to price level 1 once the sale is complete.

**PO** – The Paid Out button allows you to pay out money from the till for the purchase of items from a third party.

**Cancel Sale** – Pressing this button will cancel the current sale being rung up. N.B. once an amount has been tendered the sale cannot be cancelled.

**Tab Print** – Before a TAB can be cashed off the Tab must be printed. This would give a report of all the transactions rung up on this Tab. Only once the TAB has been printed will you be allowed to cash it off.

**Text** – The TEXT button allows a message to be added to the receipt and kitchen printer slip. This is generally used as a preparation message for the kitchen. An example of this would be if a burger is sold and the customer wants “less sauce” on the burger, you would ring up the burger, press the TEXT button, type in “less sauce” and press Enter on the virtual keyboard and then cash the sale off as normal. When the item is printed on the kitchen printer it will show *1 X Burger* and below that *\*\*\*Less Sauce\*\*\**

**Clear** – Cancels any information that is entered on the ten-key pad. Also clears error conditions.

**X** – Multiplies a PLU by the quantity entered. Also used to multiply the value of the monetary amount entered...eg. **2 x R2.00 and pressing the Open Department button.**

**Correction** – Cancels the registration of the last item rung up.

**Void** – Cancels the registration of a previously rung item within the same transaction. The system will not allow you to void an item that has not been rung up.

**Refund** – Displays the subtotal amount of the current sale.

## COMBO PLUs

1. A combo PLU is a PLU made up of other PLUs eg. BURGER, CHIPS and COKE
2. Here the BURGER, CHIPS and COKE are three separate PLUs but combined and rung up as one PLU
3. No stock is kept on the combo PLU but stock will be deducted from the individual PLUs linked to it.
4. It is possible to link a combo PLU to another combo PLU but this will work if only done on the primary or first combo PLU i.e the first combo PLU can have another combo PLU linked to it.
5. To set up a combo PLU follow these steps. Say for example we have only 4 PLUs on our system. PLU 1 is called Burger, Chips and Coke, PLU 2 is called Burger, PLU 3 is called Chips and PLU 4 is called Coke.
  - Under the PLU Maintenance screen for PLU 1 tick the option "This is a Combo PLU"
  - This would open up another box that would allow you to enter a PLU number and the quantity that needs to be deducted from that PLU. Here, we would need to populate those fields with the three PLUs that make up the combo PLU together with the quantities of each PLU to deduct.
  - In the first field we will enter PLU number 2 ( which corresponds to Burger) and in the minus field we will enter 1.
  - In the second field we will enter PLU number 3 ( which corresponds to Chips) and in the minus field we will enter 1.
  - In the third field we will enter PLU number 4 (which corresponds to Coke) and in the minus field we will enter 2.

Our combo PLU is now setup. Selling PLU 1 (Burger,Chips and Coke) will now remove stock from each of the individual items making up that PLU.

## Working with Pack Sizes

### Scenario One:

Say we have a bar and we sell liquor in tots and bottles. We want to decant the tots from the bottles and at the end of the day we want our stock report to give us stock in bottles and tots. We will use the bottle as our main stock item and when we sell tots it will deduct stock from the bottle.

### Solution:

We would need to create 2 PLUs. Here we will create **PLU 5 as Bottle Bells** and **PLU 6 as Tot Bells**.

PLU MAINTENANCE

**PLU NUMBER**

**PLU NAME**

**GROUP**

**COST PRICE (EXCL VAT)**

**PRICE 1**  **GP%**

**PRICE2**  **GP%**

**Stock Adjustment**  **Units**

**STOCK RATIO**  **Unit =**  **Sub Units**

**STOCK ON HAND**  **Sub Units**

**IMAGE FILE**

**This is a Combo PLU**

**STOCK LINK**

**QTY TO DEDUCT**

**Enable PLU Report Breakdown**

**PLU Report Breakdown**

Description	Sub Unit
TOTS	1
BOTTLES	30
	0
	0
	0

sub units to be from lowest to highest

**Kitchen Printer Selection**

NONE

KP1

KP2

KP3

KP4

KP5

**PRESET ITEM**

**VAT**

ADD NEW PLU

PREVIOUS

NEXT

DELETE

SAVE

EXIT

BUTTON COLOUR

RODUCTID	PRODUCTNAME	GROUP	COST	PRICE1	PRICE2	SOH	_SOLD_P1	_SO
1	OPEN DEPARTMENT	DAIRY	1	1	1	0	0	
2	BEER 24 PACK	ALCOHOL	120	240	240	65	0	
3	BEER 6 PACK	ALCOHOL	30	60	60	0	1	
4	BEER CAN	ALCOHOL	5	10	10	0	1	
5	BOTTLE BELLS	ALCOHOL	150	300	300	29	1	
6	TOT BELLS	ALCOHOL	5	12	12	0	1	
10	BURGER AND COKE	COMBOS	10	25	25	-2	2	
21	PIZZA	FOOD	15	30	30	0	0	
22	BOTTLE	FOOD	5	15	15	0	0	

In the above illustration the PLU number and the Stock Link number will be the same and the Qty to Deduct field will be 1. Since the bottle is the main stock item we need to tell the system how many tots there are in a bottle. This is done in the stock ratio field. Here we tell the system that **1 unit (bottle) gives us 30 sub units (tots)**. When we enter stock under Stock Adjustment, we need to enter the quantities in bottles. Pressing the SAVE button will now convert the bottles to tots and this will be seen in the Stock on Hand field which would now show the stock total in number of tots instead of bottles. Notice that the units next to this figure is in sub units i.e. tots.

If for example we put in 2 bottles under Stock Adjustment, Pressing SAVE will show the our Stock on Hand is now 60 sub units ( tots).

Although we have now converted our total stock holding to tots, when we do a STOCK report we would like to see our stock shown in bottles and tots.

This is done by ticking the Enable **PLU Report Breakdown** box. Here we need to tell the system how we want the stock to be broken down in the STOCK report. In this case we want to see the report in tots and bottles. In the first **Description** field we will enter the word Tots followed by the quantity represented by it, in this case it is 1, so in the **Sub Unit** field we will type in 1. In the next line under **Description** we will type in Bottles and in the **Sub Unit** field next to it we will type in 30 (meaning 30 tots = 1 bottle). Always start with the smallest sub unit quantity first, with the bigger sub unit quantities following below it, for example if we were selling beer as singles, six pack and cases then our **Description** and **Sub Unit** fields must be in the following order.

<b>Description</b>	<b>Sub Units</b>
<i>Singles</i>	1
<i>Six pack</i>	6
<i>Cases</i>	24

Now we move on to the Tot Bells PLU i.e. PLU number 6. This screen should look like the following once set up

PLU MAINTENANCE

PLU NUMBER: 6      STOCK LINK: 5

PLU NAME: TOT BELLS      QTY TO DEDUCT: 1

GROUP: ALCOHOL

COST PRICE (EXCL VAT): 5

PRICE 1: 12      GP%: 110.53

PRICE 2: 12      GP%: 110.53

Stock Adjustment: 0 Units      0 Sub units

STOCK RATIO: 1 Unit = 1 Sub Units

STOCK ON HAND: 0 Units

IMAGE FILE: NONE

This is a Combo PLU:

**Kitchen Printer Selection**

- NONE
- KP1
- KP2
- KP3
- KP4
- KP5

PRESET ITEM:

VAT:

ADD NEW PLU    PREVIOUS    NEXT    DELETE    SAVE    EXIT    BUTTON COLOUR

RODUCTID	PRODUCTNAME	GROUP	COST	PRICE1	PRICE2	SOH	%_SOLD_P1	%_SO
1	OPEN DEPARTMENT	MISC	1	1	1	0	0	
2	BEER 24 PACK	ALCOHOL	120	240	240	72	0	
3	BEER 6 PACK	ALCOHOL	30	60	60	0	0	
4	BEER CAN	ALCOHOL	5	10	10	0	0	
5	BOTTLE BELLS	ALCOHOL	150	300	300	301	0	
6	TOT BELLS	ALCOHOL	5	12	12	0	0	
7	STRAWBERRY MILKSHAKE	MILKSHAKE	10	20	20	0	0	
8	LIME MILKSHAKE	MILKSHAKE	10	20	20	0	0	
9	PANANITA MILKSHAKE	MILKSHAKE	10	20	20	0	0	

Here you will notice that the **PLU Number** is 6 but the **Stock Link** is 5 (which is Bottle Bells) and the **Qty to Deduct** is 1 (meaning deduct 1 tot from PLU 5 – Bottle Bells).

If this PLU was for Half Bells then the **Qty to Deduct** field would be 15 (meaning deduct 15 tots from PLU5 – Bottle Bells).

No stock will be entered for this PLU because the stock is done on PLU 5 (Bottle Bells).

## TAB SALES

The program allows you to run a maximum of 50 TABS i.e. account sales for customers.

These TABS can be run for any length of time and are not affected by the X and Z reports.

To open a tab press the OPEN TAB button. You will see the following screen open up.



The green buttons represent unused TABS and the PINK buttons are TABS that are in use. In the above example PETER and TOM have existing TABS and currently owe R25 and R66 respectively.

Pressing a green button (unused TAB) will prompt you for a person's name. Type in the customer's name and press ENTER. You will now be able to sell items on account to this customer. After items are rung up, press SAVE TAB to close this account sale. A double receipt will be printed together with a signature line. One copy is given to the customer and the signed copy stays with you to be filed away for reference purposes.

If the receipt is switched off, the TAB receipts will still be printed by default.

To cash off a TAB a bill must be printed first. This will print out all transactions associated with that TAB. To do this, press OPEN TAB, Select the TAB and press TAB PRINT.

A full transaction list will be printed out. Now press OPEN TAB again, Select the TAB in question and proceed with the normal TENDER operation to cash off this TAB. Once this TAB is cashed off the block occupied by this TAB will change from PINK to GREEN, indicating that it is available for use again.