# Installation & Setup Manual

Revision 2.0

For Windows 95/98/NT/2000/XP
Registers & Servers

Updated
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# Table of Contents

# Technical Overview

This manual is intended for use by the technician(s) installing and configuring the SCANPlus software. Your technician should be thoroughly familiar with networking Windows based PC’s using TCP/IP on an Ethernet network and know how to setup File & Printer Sharing.

Before the SCANPlus software is installed, verify ALL computers meet the minimum hardware and software requirements, have Windows setup completely, and network connectivity tested from each computer.

Using the Network Neighborhood icon (Windows 9X) or My Network Places (Windows 2000/XP) you must be able to see and browse the files on all other computers that will run SCANPlus 3.02. In addition, all computers must all allow Full Access to the SCANPLUS folder. The SCANPLUS folder should always be on the root of the install drive.

After the SCANPlus software is installed on all systems, the technician and the manager/supervisor of the store must configure various options and features on the server and the registers before anyone can use this software. After SCANPlus is installed and configured on every system, you should logon at each register using the training ID (99) with a password of 999. This will force each register to update database files, clerk logon ID's, and other critical information that was configured from the server. You should always use the training ID when testing the systems.

# Hardware Requirements

You should NOT install SCANPlus on any computer that does not meet the minimal requirements specified below.

The minimal hardware required for SCANPLUS is as follows:

## Server

- Intel Pentium III 1 GHz
- 128 MB RAM
- 10 GB IDE HDD
- 32X CD-ROM
- 10/100 Ethernet Adapter
- PS/2 Mouse
- PS/2 Keyboard
- PCI or AGP Video Adapter
- 14" Monitor

## Register

- Intel Pentium III 400 MHz
- 64 MB RAM
- 4 GB IDE HDD
- 10/100 Ethernet Adapter
- PS/2 Mouse
- PS/2 Keyboard (only needed during software install & troubleshooting)
- PCI or AGP Video Adapter
- 14" Monitor
- POS Keyboard (TEC, PREH, CHERRY, POSIFLEX, LOGIC CONTROLS, ETC.)

# Software Requirements

All systems (server & registers) must be running the same version of SCANPlus and every computer must use a Microsoft Windows 98 or newer operating system.

## Server

- SCANPlus version 3.02
- Windows 98 Second Edition, Windows NT Workstation 4.0, Windows NT Server 4.0, Windows 2000 Professional, Windows 2000 Server, or Windows XP

## Register

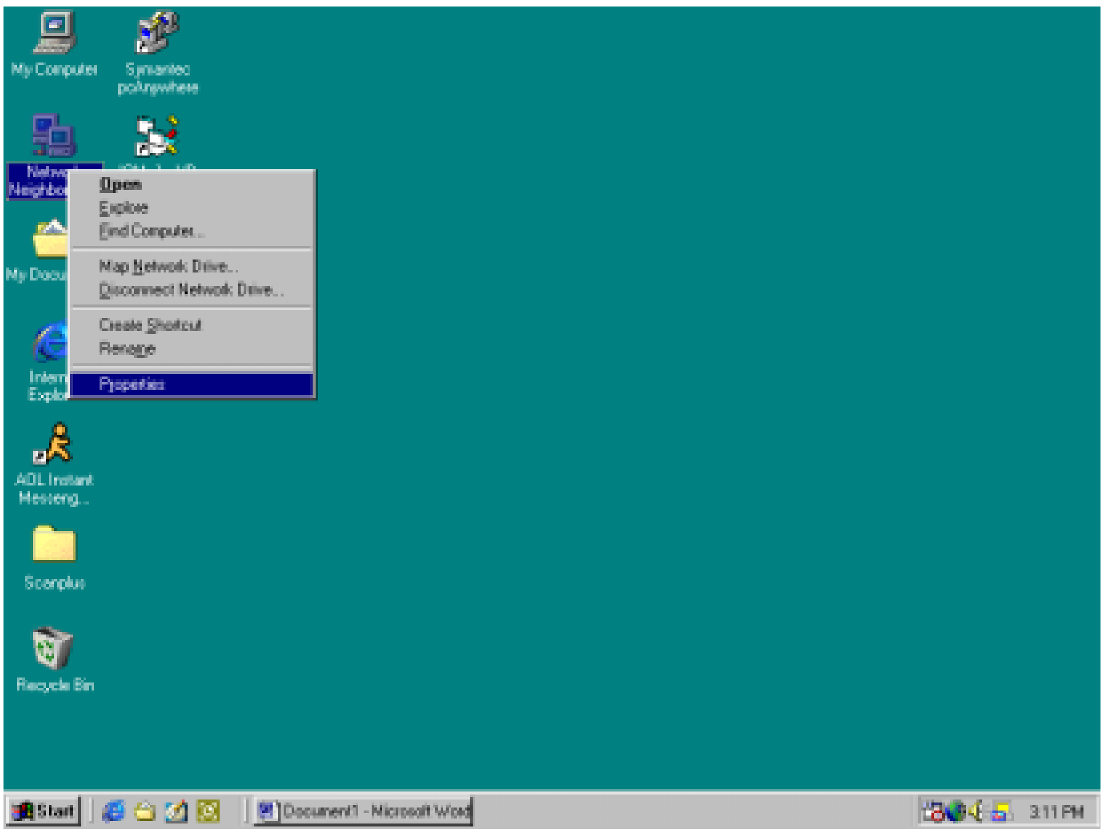
- SCANPlus version 3.02
- Windows 98 Second Edition, Windows NT Workstation 4.0, Windows 2000 Professional, or Windows XP

# Networking Installation & Configuration

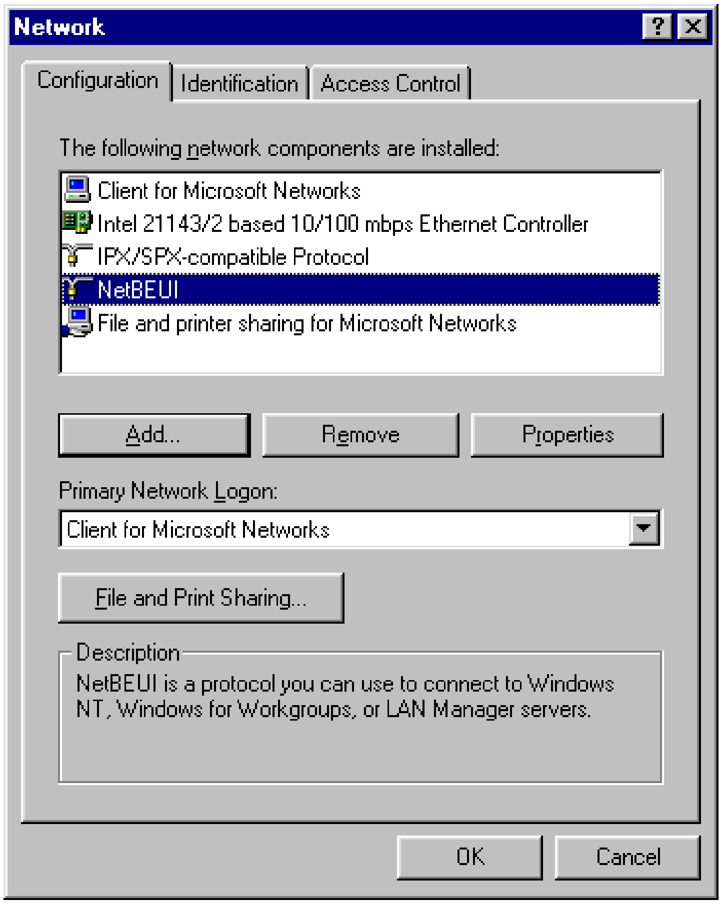
This section of the manual documents systematic instructions to setup your server and register(s) to use TCP/IP as their network protocol.

**Be sure to close all applications before beginning this process**

1. Right-click on “Network Neighborhood” and choose Properties. If the computer doesn’t have a Network Neighborhood icon then click on START | SETTINGS | CONTROL PANEL and then double-click on the Network icon.

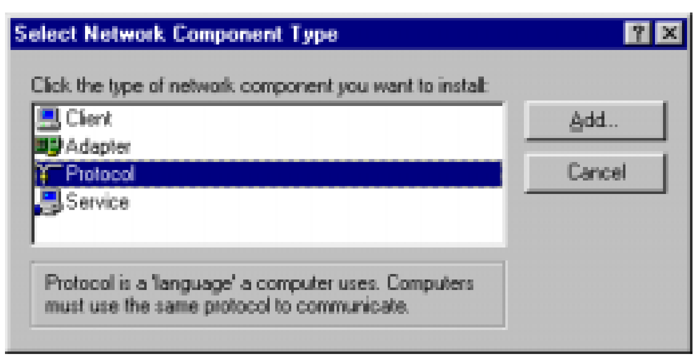


2. The following window will appear where you will now add the TCP/IP protocol and remove all other Protocols.

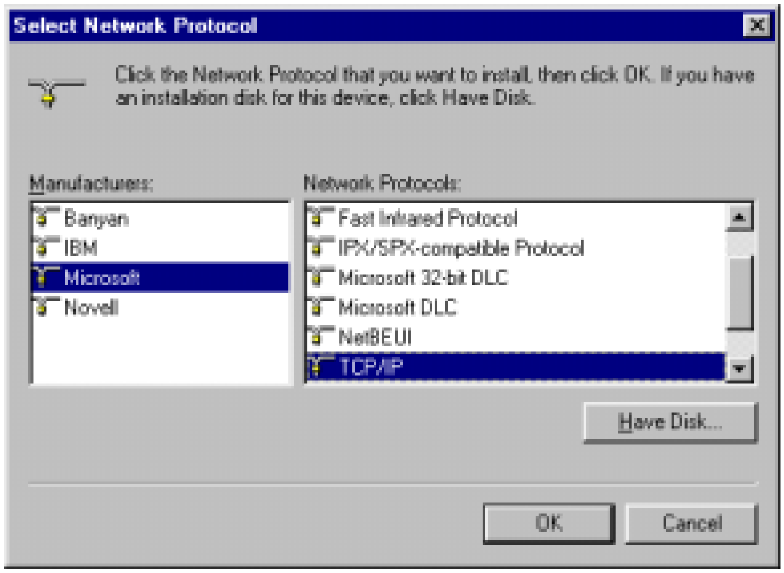



**IMPORTANT NOTE:** ONLY remove existing protocols – not the adapter or any other services. Newer computers may already have TCP/IP installed by default from the factory. Do NOT remove TCP/IP if it is already installed (Skip to step 2c).

a. Click ADD – click on Protocol – click the Add button on the Select Network Component Type dialog.

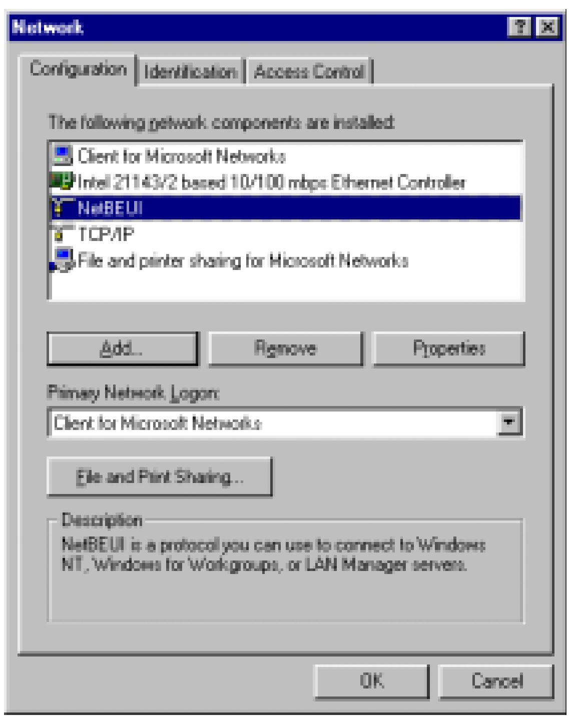


When the following dialog box appears, click on **Microsoft** on the left side of the window, then scroll down on the right, and click **TCP/IP** on the Select Network Protocol screen.



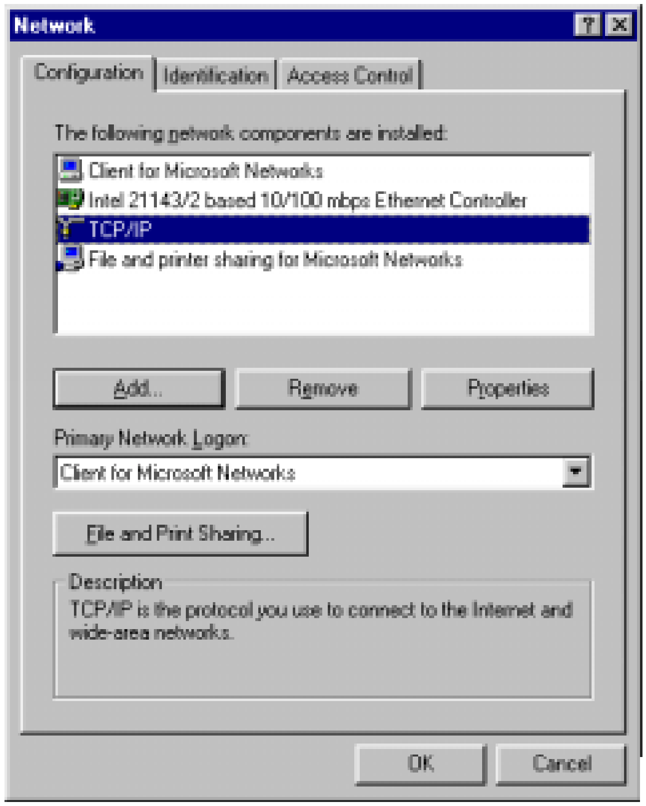

**Click OK**

Your network properties screen should now look like the one below

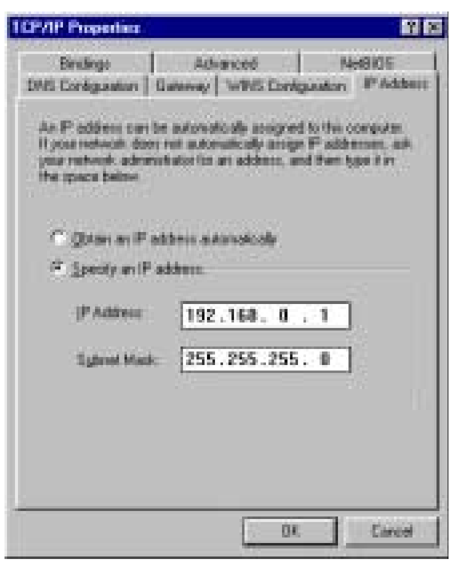



b. Click on **NetBEUI** and click the **REMOVE** button

c. Click on all other installed protocols and click **REMOVE** (i.e., IPX/SPX Compatible Protocol). NOTE: IPX/SPX and NetBEUI are the only two other protocols you should have listed on your computer. Once you have completed this step your screen should look like the picture below:

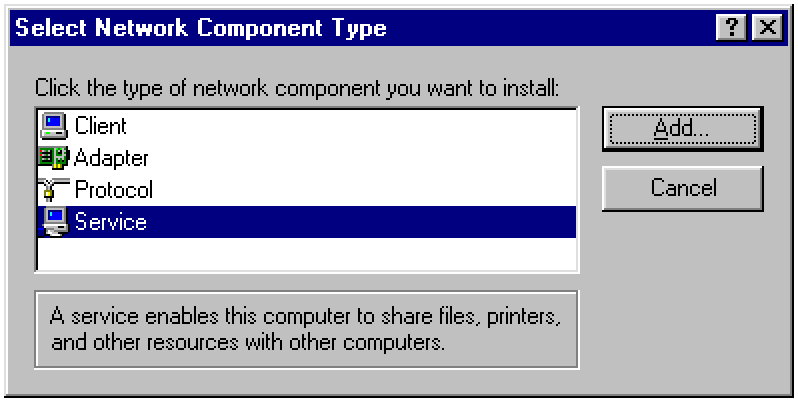



d. Click on **TCP/IP** and click the **PROPERTIES** button to assign a static IP address and Subnet Mask to each computer. Click on **Specify an IP address**.



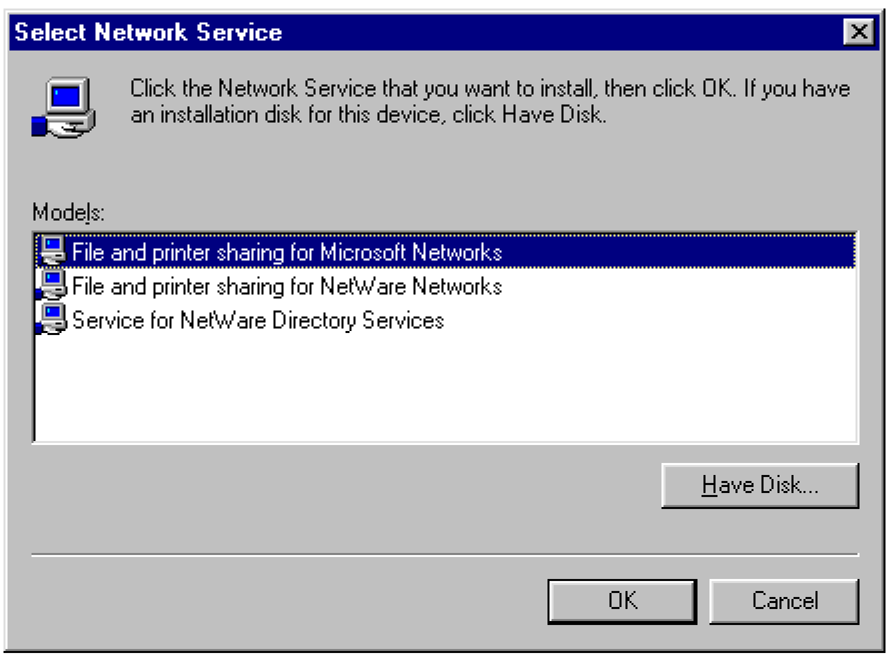
e. Specify an IP address and Subnet Mask and **click OK**. This will take you back to the main **Network configuration** dialog. *Refer to the Technician Notes and Sample Addressing table starting on page 13.*

f. Click on **ADD** and the following screen will appear.




g. Click **SERVICE** and click **ADD**.

h. Choose **File & Printer Sharing for Microsoft Networks** and **click OK**.

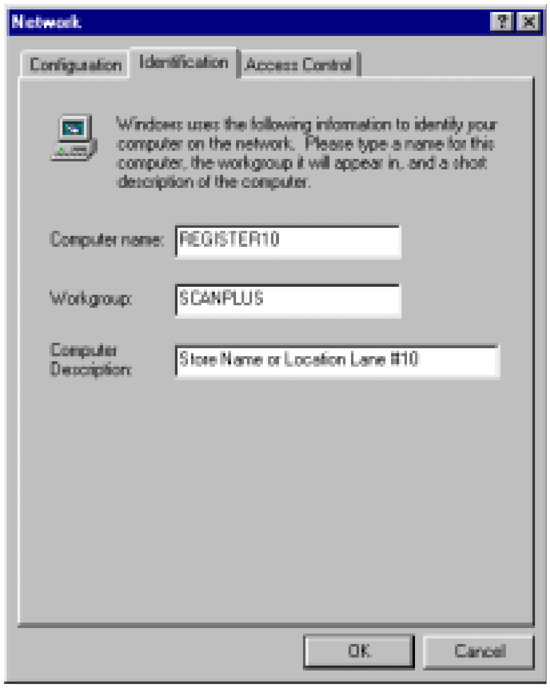



i. Verify that the **Primary Network Logon** is still *Client for Microsoft Networks*. If not, change it back by clicking on the drop-down arrow under Primary Network Logon.

j. Click on the **Identification** tab and specify the Register Name in the **Computer name** field. Refer to Sample Addressing section on page 10.

k. Enter the **Workgroup** name **SCANPLUS**

l. Enter the **Computer Description**. You can enter any description you wish here such as store name and/or location and lane number for example.




m. **Click OK.** At this point, you may be prompted for the location of the Windows CD-ROM. These files should be located on your C: drive. When prompted for the CD, enter the path to these files (usually **C:\WIN98**).

3. You will now be prompted to restart your computer. Answer **YES** to restart now. Once the computer restarts and this process have been completed on all servers and registers you will be able to continue with the SCANPLUS software installation.

# Technician Notes

Your range of IP address are 192.168.0.1 through 192.168.0.254. Do not change either of the first two numbers (i.e., 192 or 168), the third number “0” can be changed but it must also be the same on every computer. The only number that should be different on any PC or server is the last octet.

**Sample Addressing & Naming**

| Computer Name | TCP/IP Address / Subnet Mask |
|---|---|
| **SERVER1** | **192.168.0.1 / 255.255.255.0** |
| **REGISTER1** | **192.168.0.10 / 255.255.255.0** |
| **REGISTER2** | **192.168.0.11 / 255.255.255.0** |
| **REGISTER3** | **192.168.0.12 / 255.255.255.0** |
| **REGISTER4** | **192.168.0.13 / 255.255.255.0** |
| **REGISTER5** | **192.168.0.14 / 255.255.255.0** |
| **REGISTER6** | **192.168.0.15 / 255.255.255.0** |
| **REGISTER7** | **192.168.0.16 / 255.255.255.0** |
| **REGISTER99** | **192.168.0.100 / 255.255.255.0** |

# Server Software Installation

Before you begin the installation of SCANPLUS, your server name should be SERVER1. Do not use spaces, punctuation marks, or any other characters except (A - Z and 0 – 9).

If your organization has already devised a Naming Scheme different from the recommendations of SCANPlus, be sure the computer names are not longer than 15 characters and do not contain spaces, punctuation, symbols, or any other characters.

To begin the installation of SCANPLUS insert the CD into the CD-ROM drive on your server and complete the following instructions.

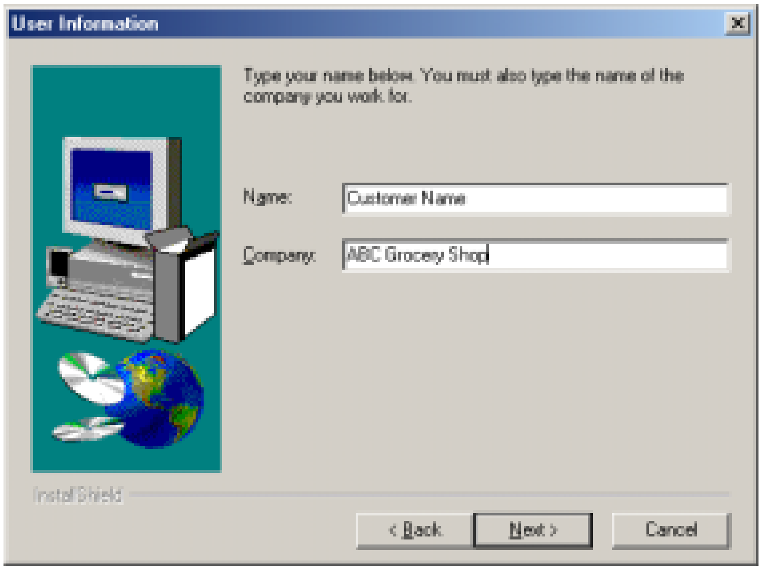
1. Click on **START | RUN**

2. Type **X:\SETUP.EXE** and **click OK** (X = the drive letter of your CD-ROM)

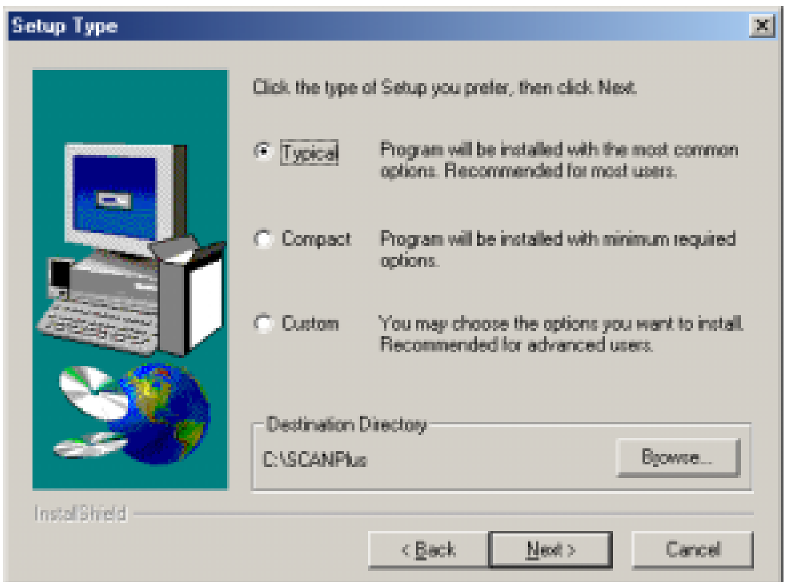

3. The SCANPLUS installation screen will now appear as below.

4. Click **NEXT**

5. Enter the customers name and company name.



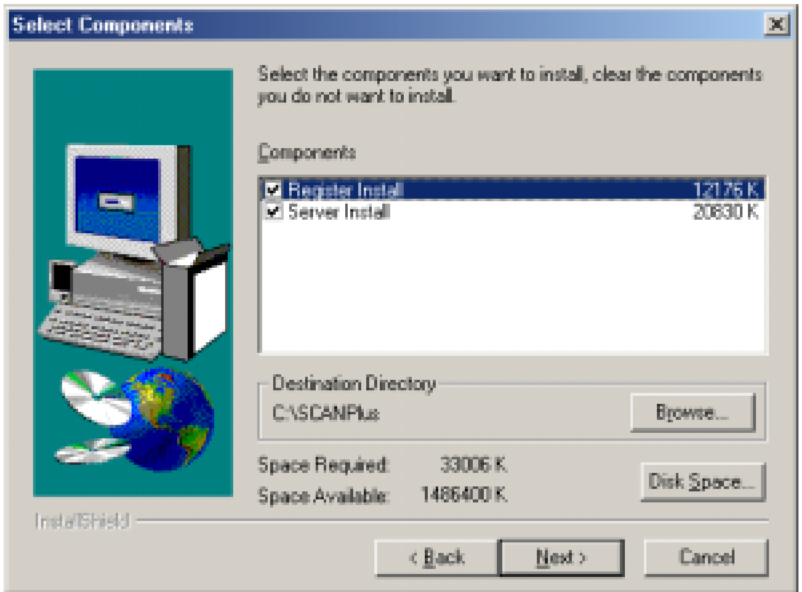

6. Choose the installation type.



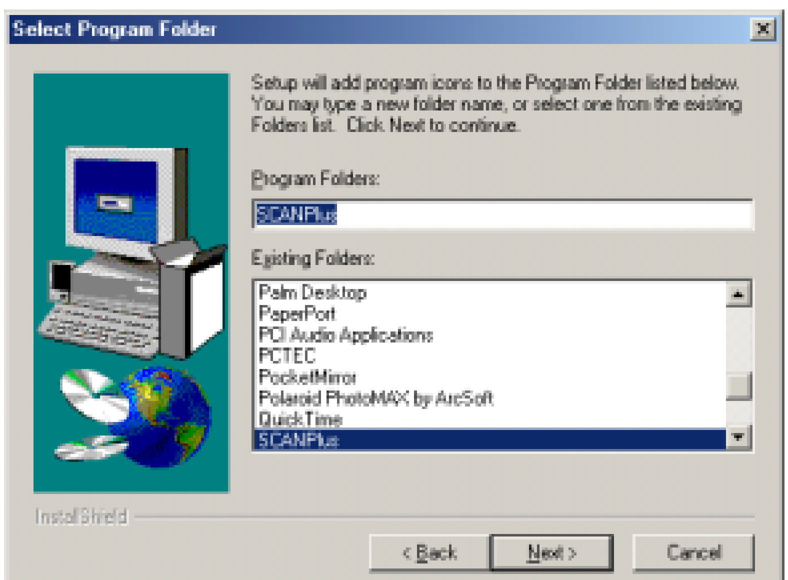

Typical = SERVER & Documentation only
Compact = SERVER only
Custom = REGISTER and/or SERVER (use this option to setup a register)

**Click Next**

7. Unless this is a Custom install, you will not see the screen shown below. When you are performing a custom install you should usually unselect the Server Install. In some cases, the customer may want to use the computer as a server and register.

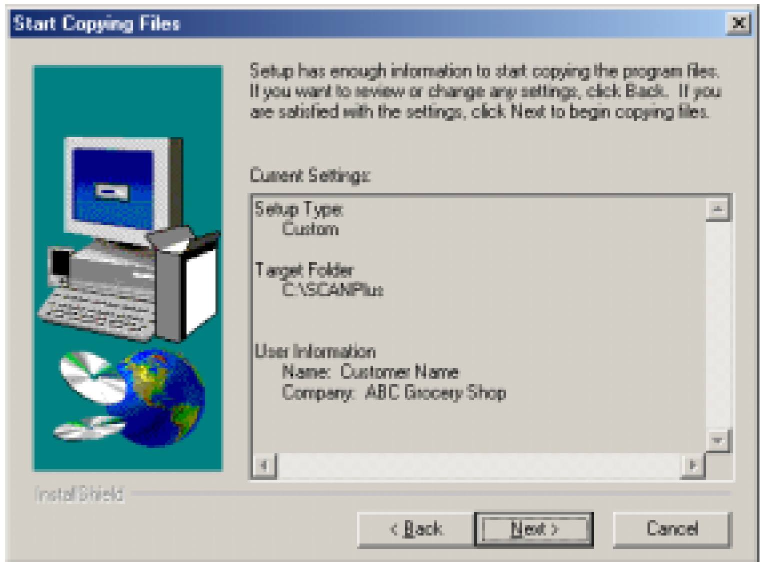



8. The next screen will prompt you to specify the name of the Program Group name to create on your Windows Start Menu. Click **NEXT**

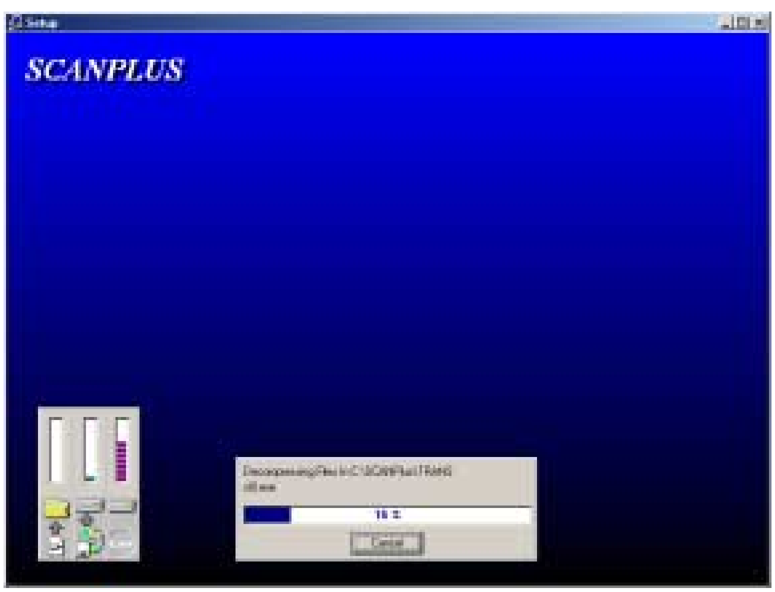



9. You will now see the summary screen before the installation begins copying the SCANPlus files onto your computer. This is your last chance to cancel the install

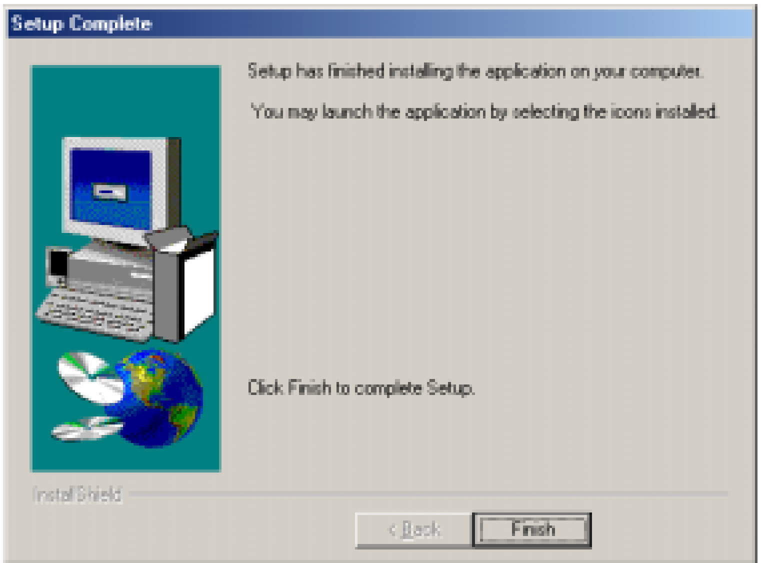
or go back and change anything. Review the information and click **NEXT** to proceed with the installation of SCANPLUS.




10. The installation program will now copy all program and data files, create the directory structure, create a program group under the Windows Start Menu, and create a SCANPLUS folder on the desktop area of your computer. Depending on which options you chose in the install will determine which icons are created.



11. The installation will now complete. Click **FINISH** on the screen shown below.




12. Installation of the SCANPLUS software is now completed on your server.

**Now you must configure the server and register options on every computer.**

# Setup Shared Drives on the Server & Registers

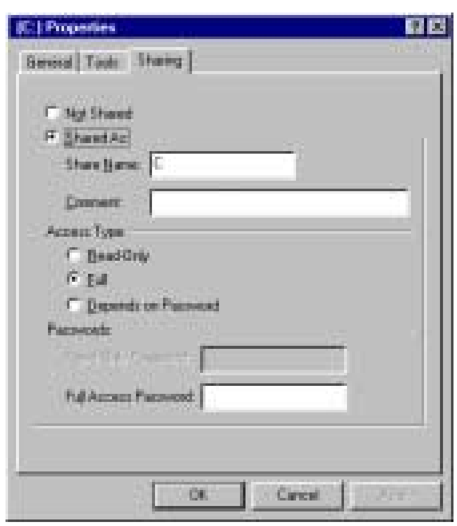
Sharing the C: drive on each computer is necessary for data exchange between the Server and the Registers. Without File Sharing SCANPlus will not work. The following instructions should be completed on every register and server. Complete these steps on the SERVER first or you will not be able to complete the additional steps required on each register.

> Technician Note
> *The instructions for setting up File & Printer Sharing are for Windows 98. If you need assistance setting up File Sharing for Windows NT, Windows 2000, or Windows XP please refer to your Windows documentation.*

1. Beginning with the Server first, Double-click on the **My Computer** icon on the Windows desktop.


2. **Right-click** on the **C:** drive icon and click **SHARING**.

3. Click on **Shared As** and enter **C** as the **Share Name**. Also, click on **Full** under the Access Type section and **click OK.**

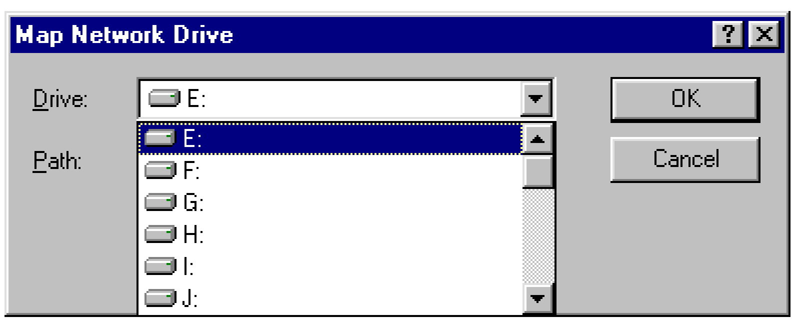


a. Only on each Register, double click on **Network Neighborhood**. This should provide a window listing all the computers on your network that have shared resources.


b. Locate the machine called **SERVER** and **double-click** that icon.

c. Right-click the **C** folder and choose **Map Network Drive.**

d. Select **Drive D:** (Note the computer used to create this manual already has drive D: used by the CD-ROM so it is not shown as an available drive letter to map to the server)




e. Check the **Reconnect at Logon** box

f. Click **OK**

4. Once the C: drive has been shared on each Server and Register, a drive must be mapped to every register from the Server as well. Using Network Neighborhood, verify all Registers are showing up, that the C: drive has been shared on every register by double-clicking on each computer, and then mapping a drive to every

register and making sure the Reconnect at Logon box is checked each time you map a drive.

NOTE: Reconnect at Logon is NOT the default and must be checked each time you map a drive before you click OK.

If you forget to check the Reconnect at Logon box, right-click the drive you just mapped (from My Computer) and choose **Disconnect**; then go back and map the drive again and check the Reconnect at Logon box.

# Register Software Installation

Now that you have completed sharing the drives on each register and server, you are now ready to complete the register SCANPLUS software installation.

The installation procedure for the Registers is the same as the Server installation; but you can copy the SCANPLUS installation CD to a shared folder on the Server and run the installation from the server so you can run multiple register installs simultaneously. For the registers to access the installation files and SERVER data files you must have already shared the C: drive on your server. *(Refer to the section above to share your server drive)*

Before you begin the installation of SCANPLUS, the Register's computer name should be REGISTERXX (where XX is any number between 01 and 99) and the network setup MUST have been completed. Do not use spaces, symbols, punctuation marks, or any other characters except (A - Z and 0 – 9).

If your organization has already devised a Naming Scheme different from the recommendations of SCANPlus, be sure the computer name is not longer than 15 characters.

## Copy Installation CD to the Server

The following instructions should be completed on the SERVER only.

1. From the Server, double-click on **My Computer**
2. From My Computer, **double-click on the CD-ROM drive containing the installation CD.**
3. Click **Edit | Select All**
4. Click **Edit | Copy** from the menu bar
5. Click the **UP** button on the toolbar to go back to the list of drives on My Computer
6. **Double-click the C: drive** icon
7. Locate and then **Right-Click** the **SCANPLUS** folder and click **PASTE**. This will copy the SCANPLUS installation file to the C:\SCANPLUS folder on the server.

## Installing SCANPLUS on the Register

From each register on your network you should be ready to start the installation of SCANPLUS by clicking on the **Start Menu**, clicking **RUN**, enter **D:\SCANPLUS\SETUP.EXE** and **click OK**. This will start the installation process by accessing the installation file(s) on the Server.

Once the SCANPLUS installation starts, refer to the Server Software Installation instructions beginning on page 14. You should follow the same instructions for installing SCANPLUS on each Register beginning with Step 3 of the Server Software installation.

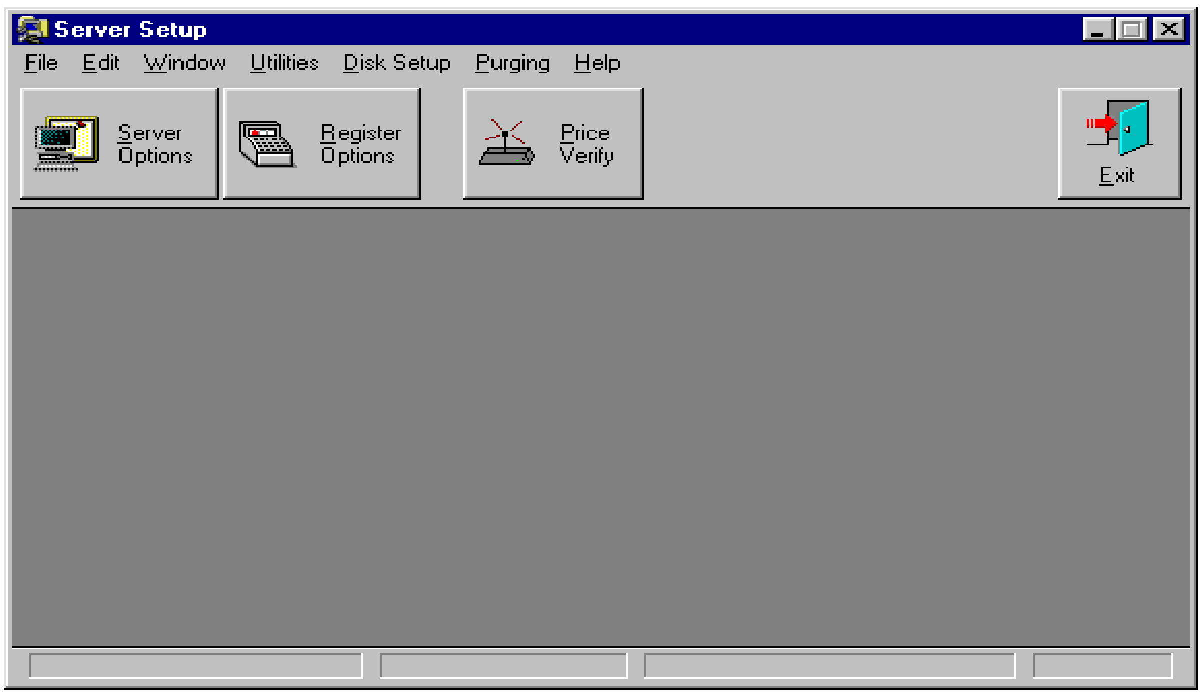
# Setting up Server & Register Options

**When configuring the SCANPLUS software the options and settings should be made on the Server first.** The SCANPLUS Server Setup program has features that allow it to send updates and system settings to each register

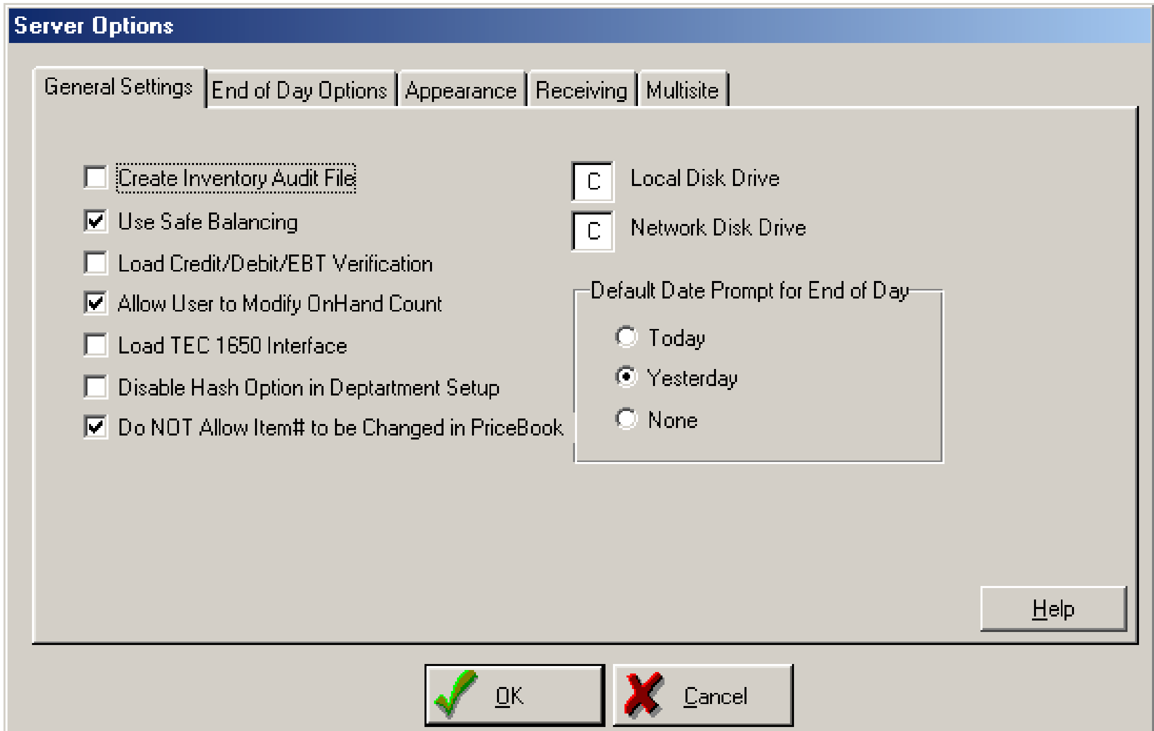
## Setting Server Options

From the server, open the SCANPLUS folder on the desktop and double-click on the **Server Setup** icon. This program will allow you to change settings for both the server and the registers.

When the program starts, click the **Server Options** button first.



## Server Options - General Settings




- Local Disk Drive & Network Disk Drive
  This setting should ALWAYS be set to **C** on the Server

- Default Date Prompt for End of Day
  This option will pre-select the date range for reports in the Financial Reporting application. Yesterday really means the previous weekday, not necessarily the previous workday. Unless the store is open 7 days a week you must manually select the correct date when running reports for a previous workday.

| | |
|---|---|
| Today | Current Workday |
| Yesterday | Previous Day |
| None | Force the user to select the date of the report. |

- Create Inventory Audit File
  This option provides security control for access to the Inventory PriceBook application. The user will be prompted for an ID and password when attempting to open the Inventory PriceBook. In addition, all changes, additions, and deletions will be recorded in an audit file.

- Use Safe Balancing
  Safe Balancing allows you to use the Safe Balancing option in the Financial Reporting section of SCANPLUS. This feature tracks all monies in and out of the store safe.

- Load Credit/Debit/EBT Verification
  Check this option if you will be using Credit/Debit Card verification at the registers. This feature is necessary for integrating SCANPLUS with verification systems such as Concord for example.

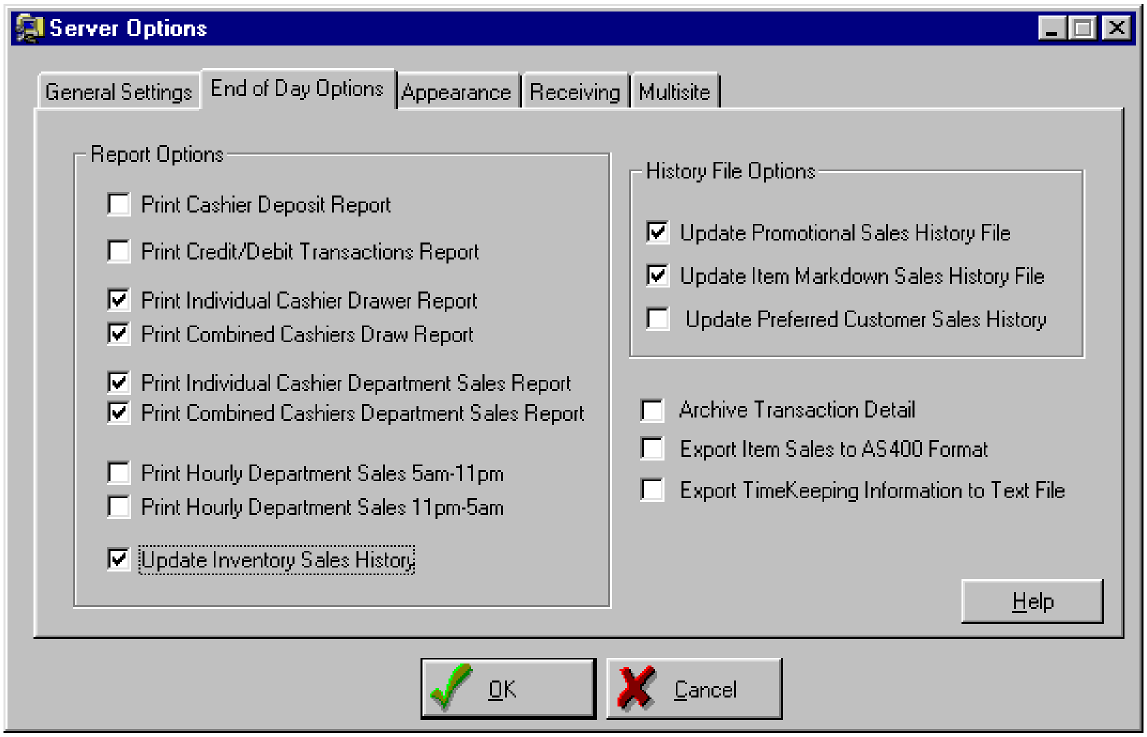
- Allow Users to Modify On Hand Count
  This feature allows users to change the On Hand Count from their register when completing a sale.

- Load TEC 1650 Interface
  Enable this option ONLY if you are using the TEC 1650 Registers. This option allows you to use the SCANPLUS software to retrieve from and send data to a TEC 1650 cash register connected to your server via a serial port.

- Disable Hash Option in Department Setup
  Checking this box will cause all department sales to be included in your total department sales (including Money Orders, Lottery, etc.). You should leave the Hash Option enabled and only check the Hash option when setting up departments that you do not want included in your total sales.

- Do NOT Allow Item # to be Changed in PriceBook
  Checking this box will allow users/managers to change a PLU/UPC code in the Inventory PriceBook after the item has been entered into the Inventory PriceBook.

## Server Options - End of Day Options




The Report Options provides a default setup for the End Of Day window in the Financial Reports Module. Each time the End Of Day window is accessed, whatever option is checked in this section, the same options in the Financial Reporting module will also be checked. The user will have the ability to override the defaults at run time but upon re-opening the End of Day windows, all defaults will be automatically reset.

The History File options if checked, will update the Promotional and Item Markdown sales history files.

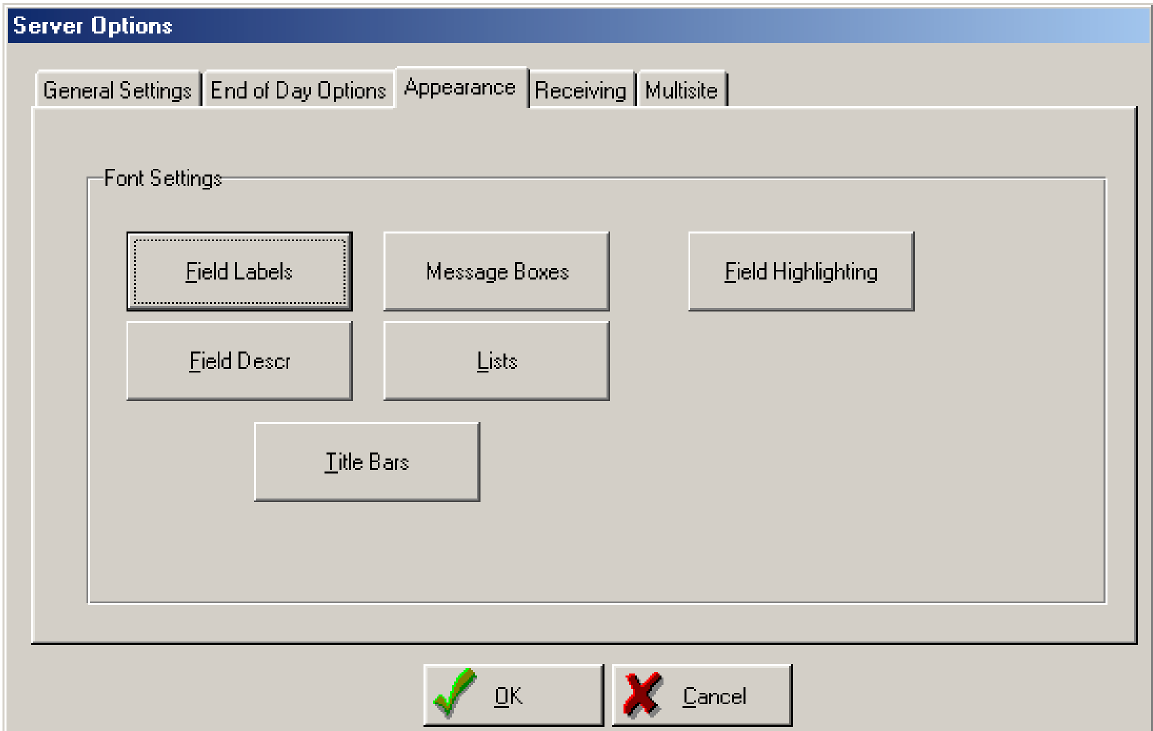
- Print Cashier Deposit Report - Default = checked
- Print Credit/Debit Transactions Report - Default = checked
- Print Individual Cashier Drawer Report - Default = checked
- Print Combined Cashiers Draw Report - Default = checked
- Print Individual Cashier Department Sales Report - Default = checked
- Print Combined Cashiers Department Sales Report - Default = checked

- Print Hourly Department Sales 5am-11pm - Default = checked
- Print Hourly Department Sales 11pm-5am - Default = checked
- Update Inventory Sales History - Default = checked

- Update Promotional Sales History File – Default = checked
- Update Item Markdown Sales History File – Default = checked

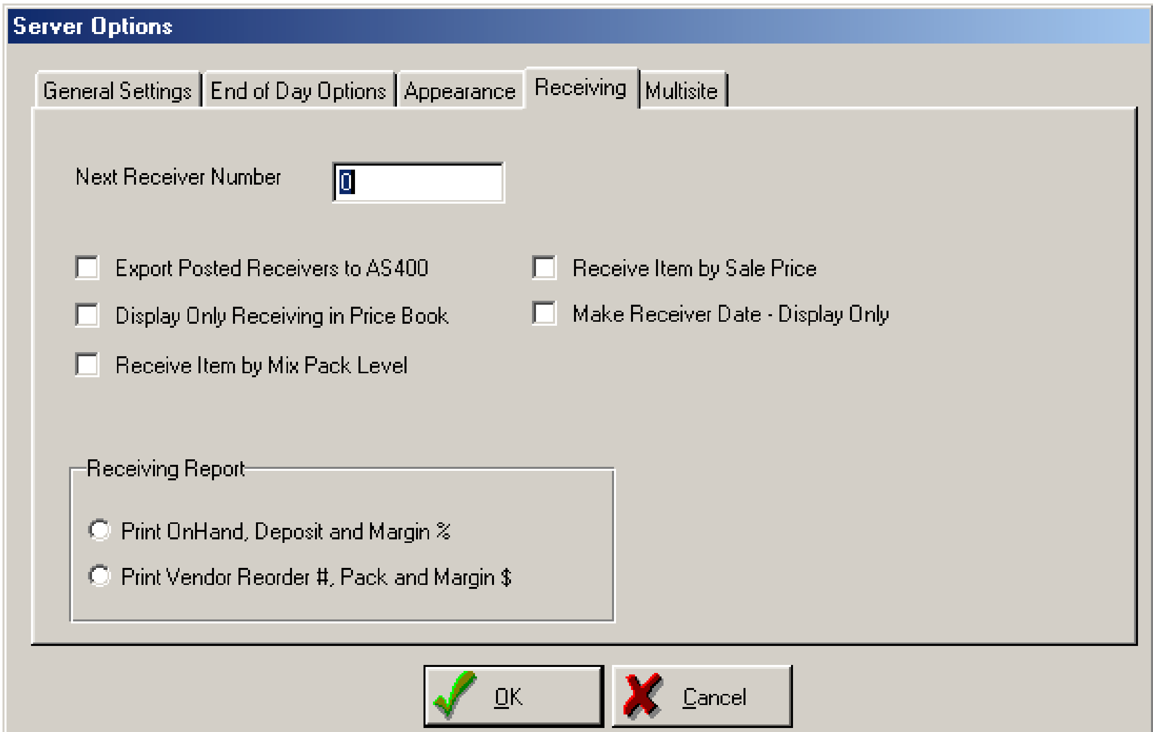
- Archive Transaction Detail
- Export Item Sales to AS400 format
- Export TimeKeeping Information to Text File

**Server Options - Appearance**




The appearance tab is used to modify the fonts, font sizes, and font colors used throughout the different application windows, dialog boxes, list boxes, and other items within SCANPLUS. You should not modify these settings unless it is necessary.

## Server Options - Receiving




The receiving options page affects how inventory is posted when received, and defines how prices are applied when new items are received into inventory.

- Export Posted Receivers to AS400
  This option will export all posted Receivers to a file compatible to import into an AS400.

- Display Only Receiving in Price Book (Multisite Option)
  This option disables the Inventory button, Maintenance menu, Price Verification menu, Multisite menu, and Utilities menu. This option prevents stores from changing anything using Inventory PriceBook.

- Receive Item by Mix Pack Level
  This option allows receivers to edit items received and assign the item(s) at the Mix Pack Level pricing thereby allowing the item(s) to be sold by each, or as a mix pack.

- Receive Item by Sale Price

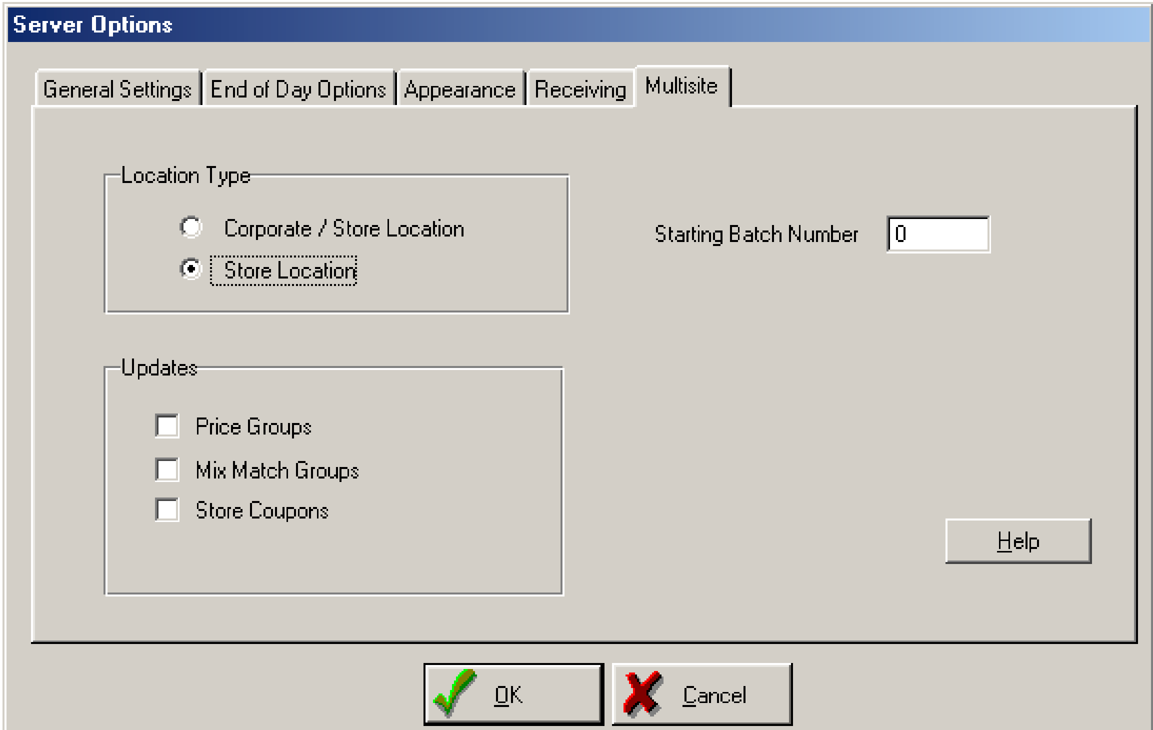
  This option causes a received item to be entered into the PriceBook at the sale price if the item is currently on sale.

- Make Receiver Date – Display Only

- Print OnHand, Deposit and Margin %

- Print Vendor Reorder #, Pack and Margin $

## Server Options - MultiSite




- Location Type

  Select Corporate/Store Location if this site is where the price changes batches are going to be created and sent to other stores. The Store Location is the Destination Store that receives all changes from the Corporate Site. The Store Location will not have the ability to create item batches.

- Starting Batch Number

  This number represents what the name of the next Batch File that will be called. For example, if the number is 10, the next Batch File name will be called B11.DAT. All Batch Files will be located in the SCANPLUS\BATCH folder.

- Updates

  If any of these items are checked, then existing Mix Match Groups, Price Groups and/or Coupons are replaced by the Corporate Batch Updates.

  Price Groups, Mix Match Groups and Store Coupons are always added to the Destination store if these Groups and Coupons don't exist. For example, if an item that is assigned to Price Group #100 is sent to a store from Corporate, and the Destination store does not have a Price Group #100, the Batch will update the Destination store Price Group and will send it down to the Registers.

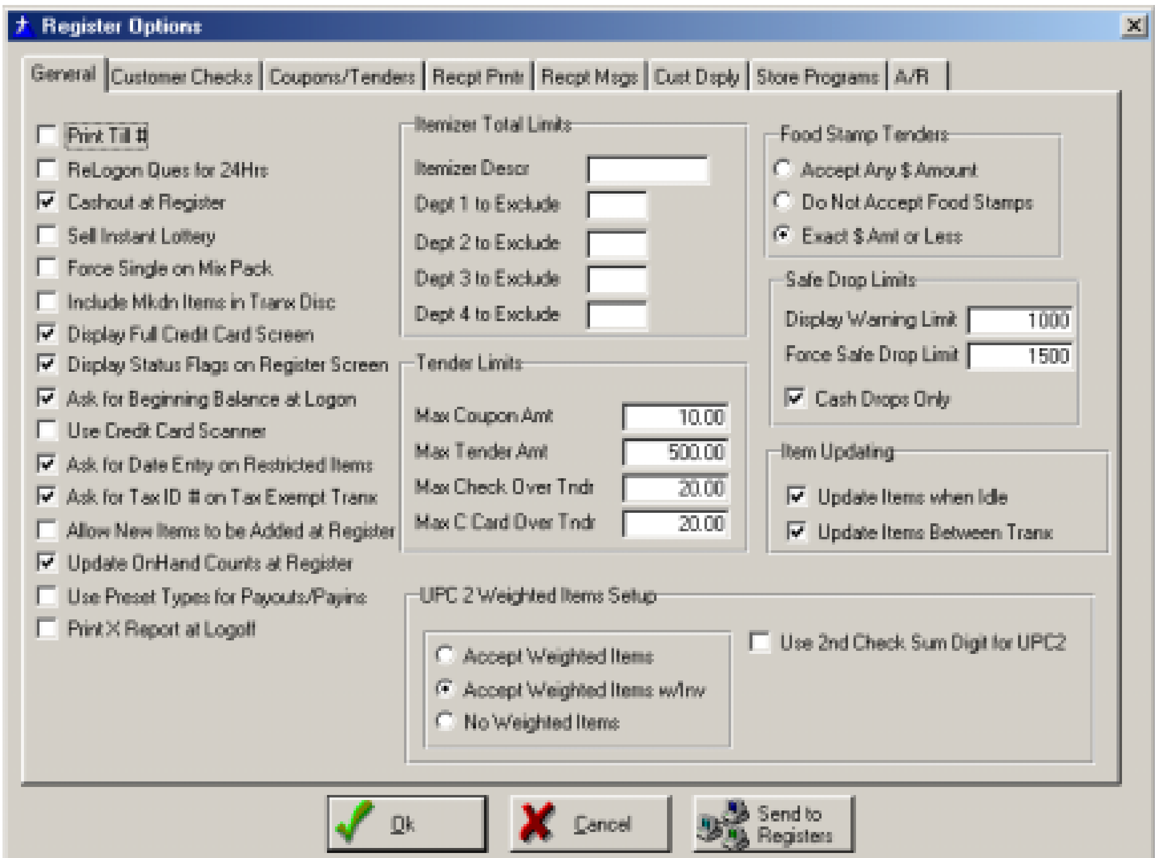
If the groups or coupon #'s already exist, the Multisite System will overwrite the existing Group or Coupons only if the File Option is checked.

If the File Options are not checked, the corporate site needs to take care when sending items that are assigned to Group #'s that represent a price that may be different from the Destination Stores. For example, Corporate may send an item assigned to Price Group #2100 which is set at $1.25 and the Destination store has a Price Group #2100 set at $1.35. In this case, the Destination store will continue to sell the item at $1.35.

# Setting Register Options

From the server, open the SCANPLUS folder on the desktop and double-click on the **Server Setup** icon. This program will allow you to change settings for both the server and the registers. When the program starts click on the **Register Options** button.

**Register Options - General Settings**




- Print Till #

  Checking this option will cause the Register Till # to be printed when the cashier logs onto and off the register

- Re-Logon Queues for 24 Hours

  If you are operating a 24 hour store or a store that may require cashiers to logon after midnight then check this option to force cashiers to choose which End-of-Day they are logging on for after midnight.

- CashOut at Register

  This option prompts the cashier to Declare their total cash, checks, and credit card receipts upon logging off the register each day.

- Sell Instant Lottery
  Checking this option allows your store to sell Instant Lottery. This requires a special department setup with the Hash option enabled.

- Force Single on Mix Pack
  Prevents the customer from buying just one item at the mixed pack price which may or may not be discounted.

- Include Mkdn Items in Tranx Disc
  Setting this option causes any item that has been marked-down to include that markdown in addition to any transaction discount.

- Display Full Credit Card Screen
  Set this option to cause the entire Credit Card screen to be displayed when selecting Credit Card as the payment type at the end of a sale.

- Display Status Flags on Register Screen
  Use this feature to display status flags (i.e. Taxable, Food Stamp, etc.) at the register when the clerk is ringing the item(s).

- Ask for Beginning Balance at Logon
  Set this option to have the cashier prompted for the beginning total amount in their cash drawer when the cashier logs into the system for the first time each day.

- Use Credit Card Scanner
  Use this option if your store will be using a keyboard wedge Credit Card Scanner to automatically enter their account number in SCANPlus.

- Ask for Date Entry on Restricted Items
  Check this option to force the cashiers to enter a valid birth date for sale of restricted items such as tobacco products and alcoholic beverages.

- Ask for Tax ID # on Tax Exempt Tranx
  Because some organizations may opt to use their Tax Exempt status to avoid paying sales tax, check this option to force the cashier to obtain and enter the Federal Tax ID # before completing the tax exempt sale.

- Allow New Items to be Added at Register
  Setting this option will allow a cashier to add an item to inventory in the event the cashier tries to ring up an item not already in the Inventory PriceBook.

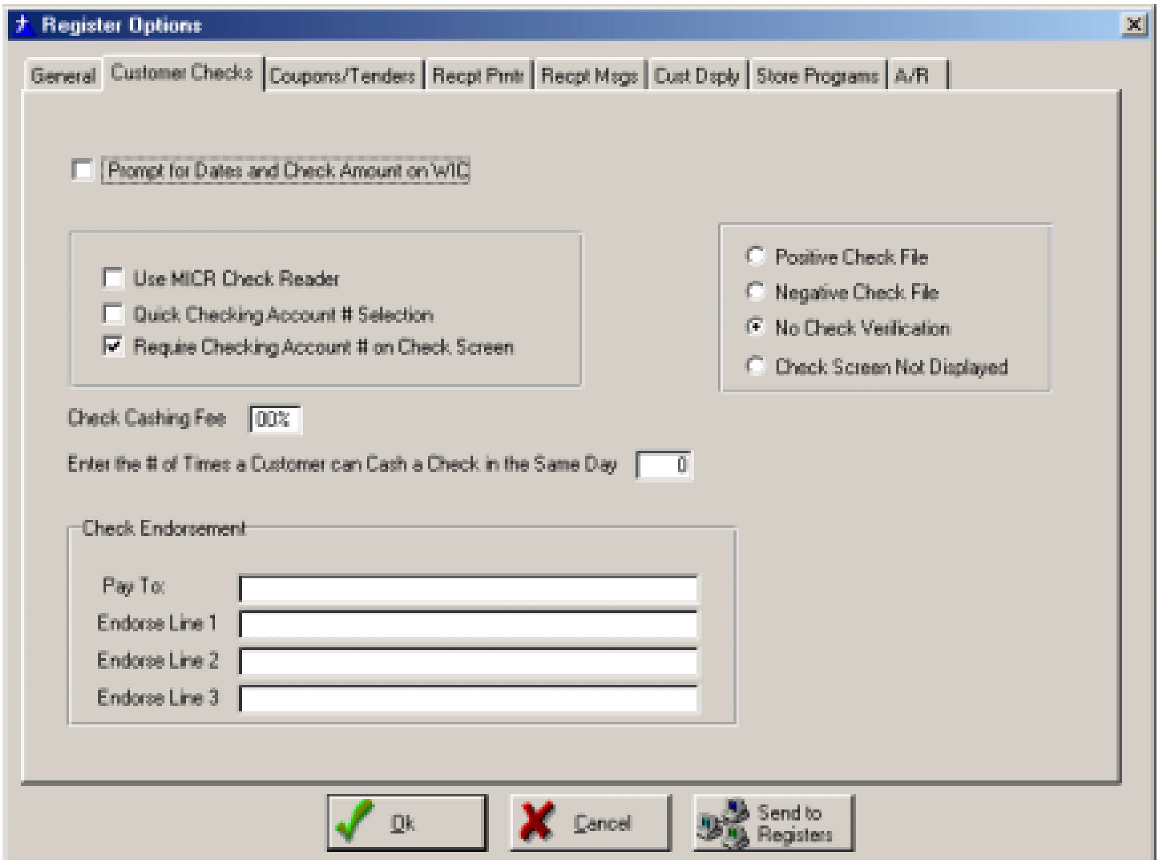
- Update OnHand Counts at Register (Real Time Inventory)
  Set this option to have the OnHand Inventory counts updated at the register(s) as each sale is completed.

- Use Preset Types for Register Payouts/Payins

  Set this option to force cashiers or managers to select a category for Payouts/PayIns (i.e., Supplies, Merchandise, Maintenance, etc).

- Print X Report at Logoff

## Register Options - Customer Checks




- Use MICR Check Reader
  Set this option to use the MICR check reader integrated into the receipt printer. (Only valid for receipt printers with this feature)

- Quick Checking Account # Selection
  Setting this option will provide the cashier with a menu from which to select the customer after pressing the CHECK payment type key.

- Require Checking Account # on Check Screen
  Set this option to force the cashier to enter the Checking Account # on the checking window before completing the sale.

- Positive Check File
  Use this option to allow only those customers in the Checking Account file to write checks to your store. Other customers' checks will not be accepted.

- Negative Check File
  Use this option to track the customers that have written bad checks. The next time the customer tries to pay by check the cashier will be notified that the customer has a bad check on file.

- No Check Verification
  Use this option if you do want to track which customers have had checks returned to your store. This option allows anyone to write you a check without checking for any returned checks.

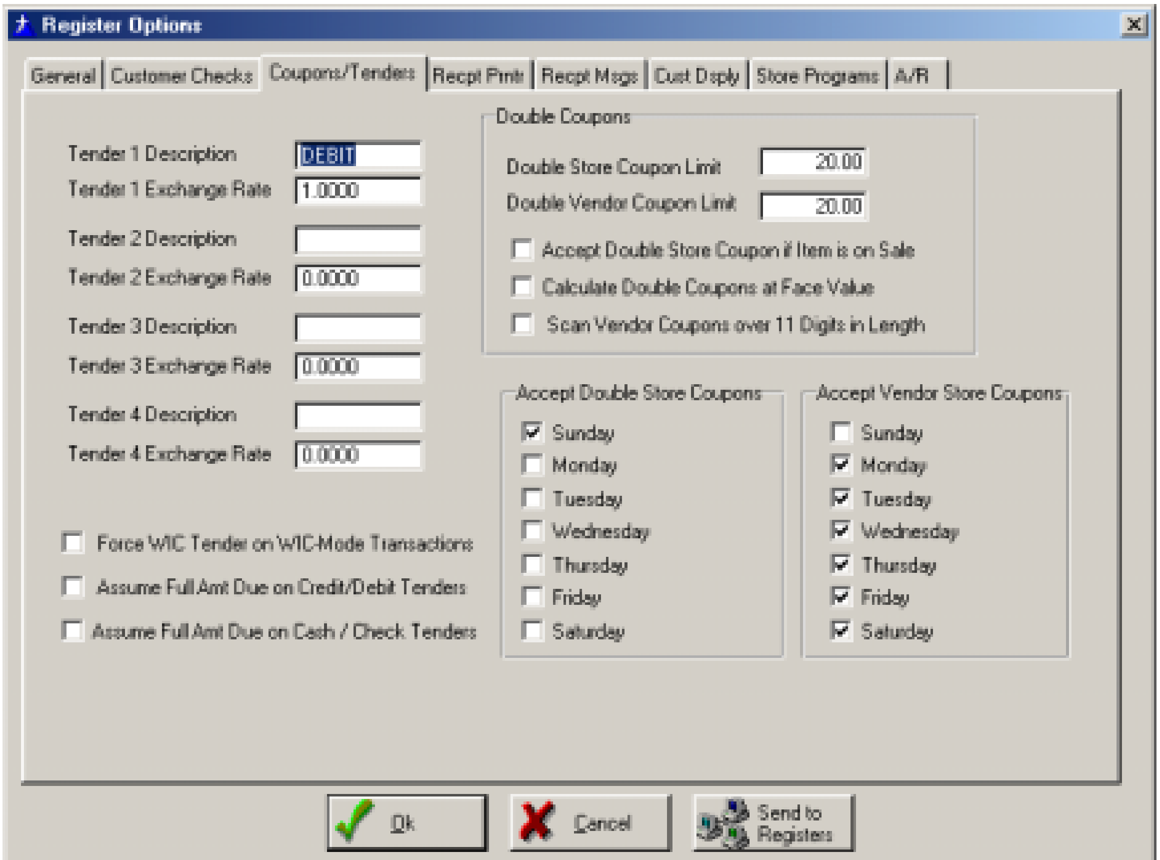
- Check Screen Not Displayed
  Using this feature will cause the entire check screen to never even show up. When the cashier presses the CHECK key the sale is completed, the receipt prints, and the cashier is not prompted for ANY further information about the check.

- Check Cashing Fee
  Enter the percentage of the amount you will charge a customer to cash a check. The amount will be automatically deducted from the total amount of the check.

- Enter the # of Times a Customer Can Cash a Check in One Day
  Use this feature to prevent a customer from cashing more than the allowed maximum for cashing a check in one day.

- Check Endorsement
  Setting this option will cause the check to be endorsed at the register with the information setup on the Customer Checks section of Server Setup.

## Register Options - Coupons/Tenders



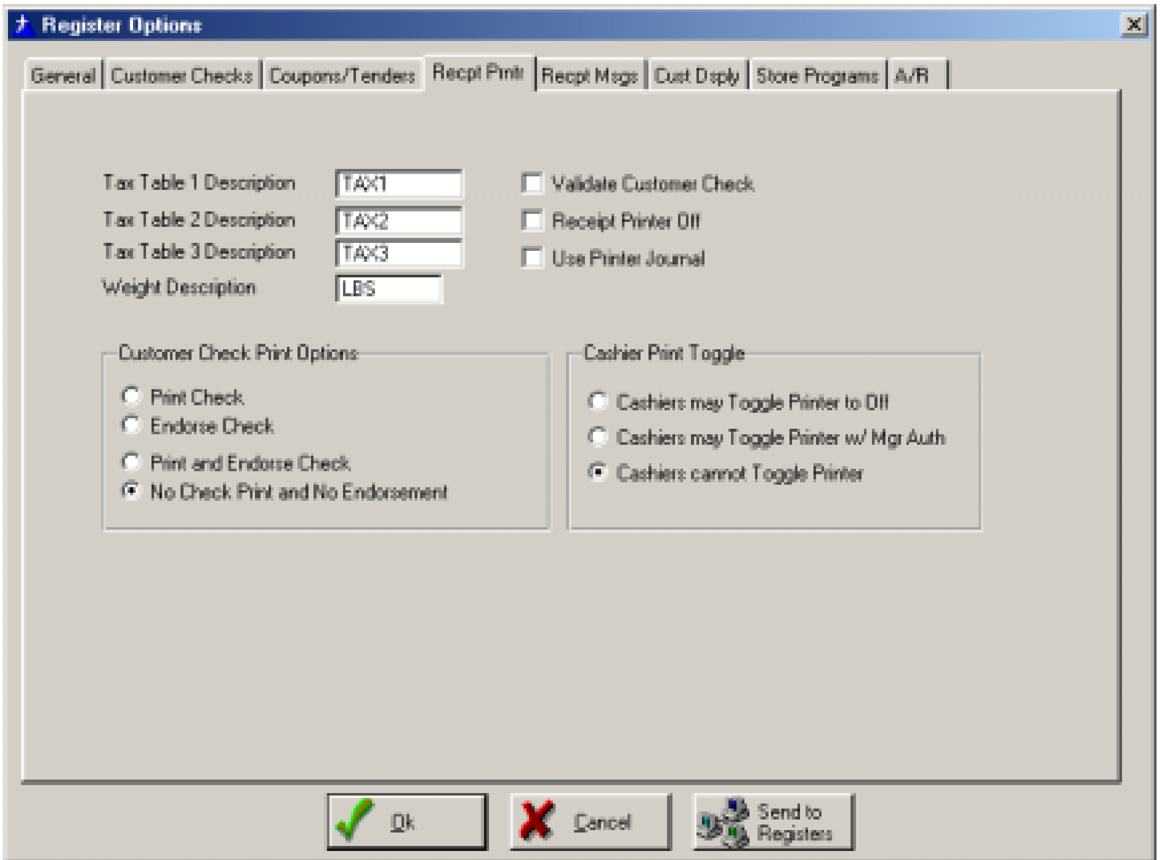

- Tender Description (1-4) and Tender Exchange Rate (1-4)
  User defined Tender fields allow you to create your own Tender Descriptions. For example, if your store is close to the U.S./Canada border you may want to setup a field for Canadian money or special tenders such as promotional (i.e., Get 5 punched – Use this card to get 1 Free).

- Double Coupons
  This section allows you to specify how your store will handle Double Coupons and the maximum amount that can be applied towards a sale using Double Coupons. You can also check the option to allow scanning of coupons that have a UPC code with more than 11 digits.

- Accept Double Store Coupons
  This section allows you to specify which days of the week your store will accept Double Store Coupons.

- Accept Vendor Store Coupons
  This section allows you to specify which days of the week your store will accept Vendor Store Coupons.

## Register Options - Receipt Printer




- Tax Table 1, 2, & 3 Descriptions
  These fields allow the store to specify the description of the Tax applied to any sale. These descriptions show up on receipts and reports.

- Weight Description
  Enter how the description of weighed items should be printed on the receipt (LBS = pounds). Stores that are possibly using the Metric system may want to specify another standard of measurement.

- Validate Customer Check
  Setting this option will cause the customer's check to be validated using any check validation service that can be integrated with SCANPLUS.

- Receipt Printer Off
  Sets the receipt printer to off so that no receipts are printed. Use this in conjunction with Allow Cashier to Toggle Receipt Printer.

- Use Printer Journal

  Setting this option causes the printer to print a journal of all receipts. This option is only valid for the Dot Matrix models only that have a journal printer built-in.

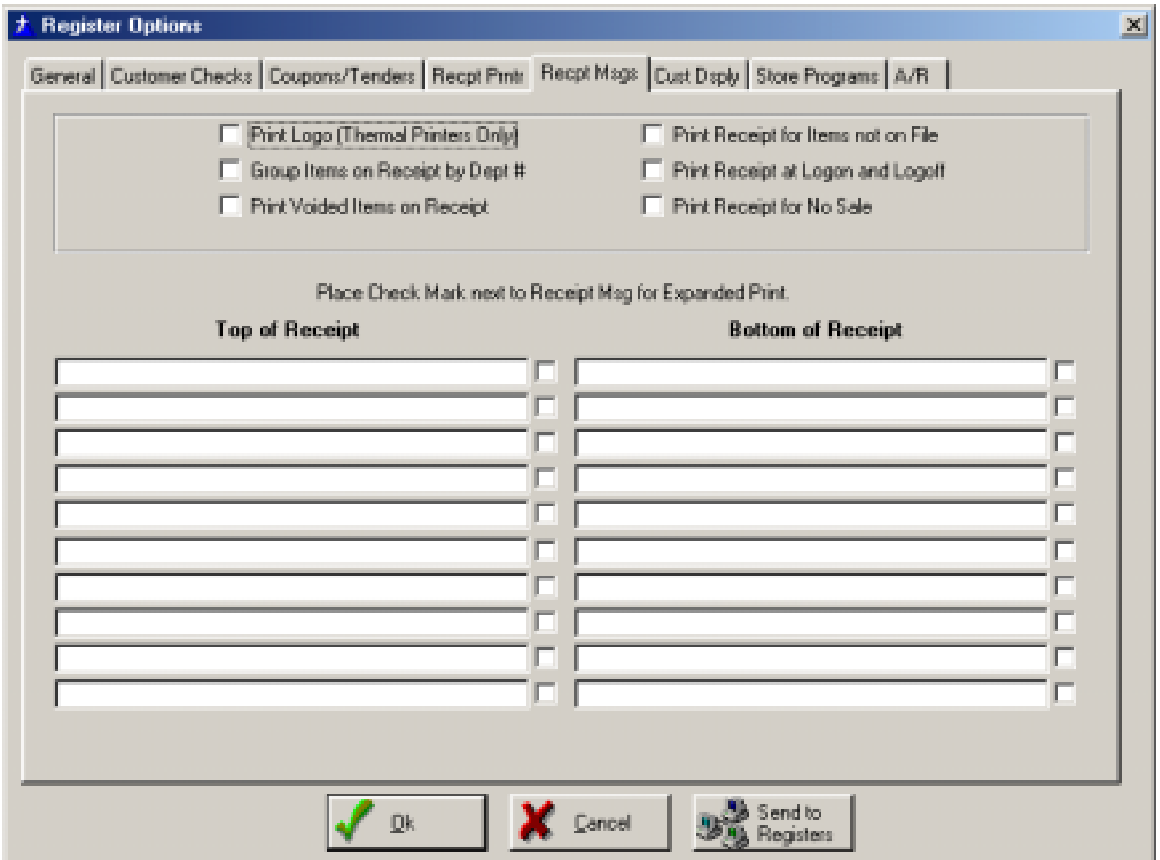
- Customer Check Print Options

  This option can be set if you wish to print the customer's check at the time of the sale. You have the options to Print and Endorse check, Print Check, Endorse Check, or not to Print or Endorse checks.

- Cashier Print Toggle

  Setting one of these options defines whether a cashier can Toggle the printer to off at a Register. It can be setup to require Manager authorization and set to not allow the printer to be toggled to off at all.

## Register Options - Receipt Messages




- Print Logo (THERMAL PRINTERS ONLY)
  Setting this option will cause the your company logo to be printed at the top of every receipt. You must obtain the EPSON printer utility that allows you to download the logo into ROM on the printer before this option will work.

- Group Items on Receipt by Dept #
  If you want all items on the customer receipt to be grouped by department number then click this option.

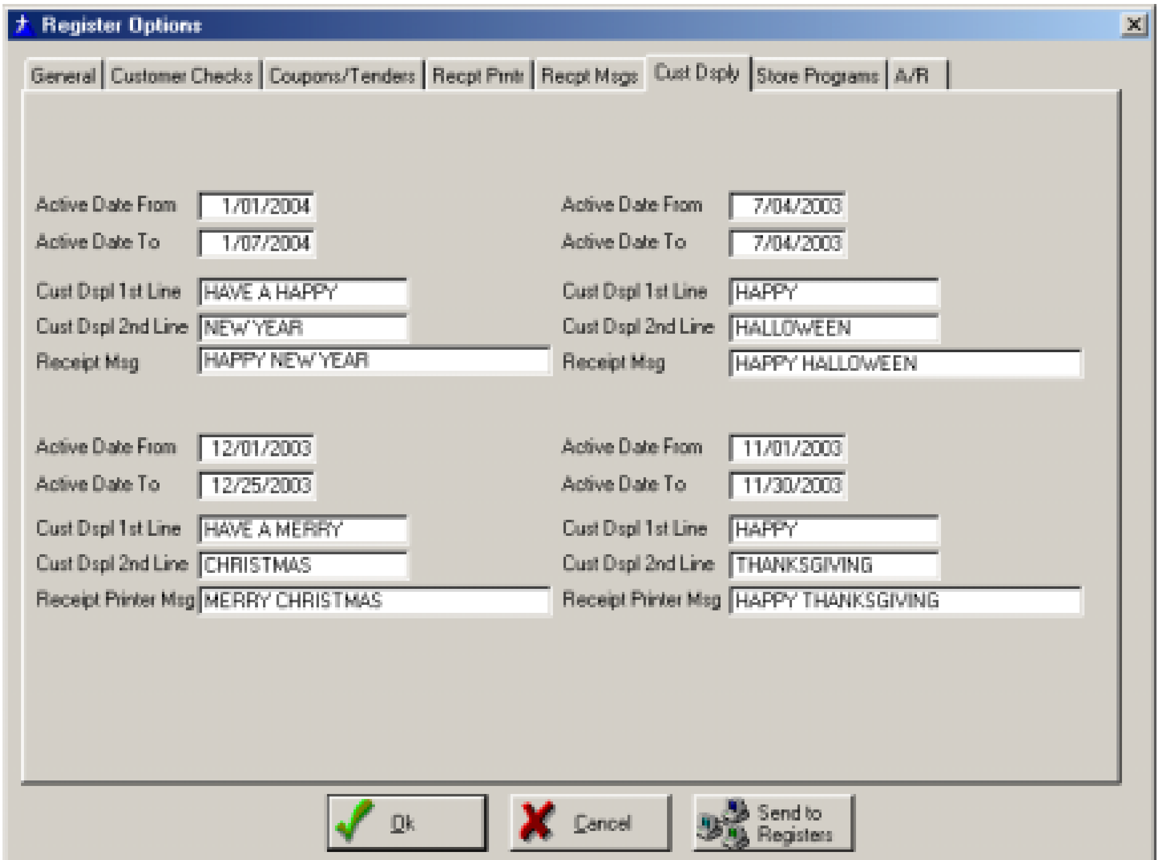
- Print Receipt for Items Not on File
  If your store sells items that are NOT already in inventory then you should check this option. This will cause a ticket to be printed at the register showing the UPC number of items not on file whether you actually sell the item or not.

- Top of Receipt / Bottom of Receipt
  Enter the text you want printed at the top and bottom of every receipt. If you want any of the text to appear in bold print, check the box to the right of each text field.

  (**40 characters per line – 20 Bold characters per line)**

- Print Receipt at Logon and Logoff
  Check this option to have a receipt printed with the clerks logon ID and the Register the clerk logged onto, along with the time of day the clerk logged onto that register.

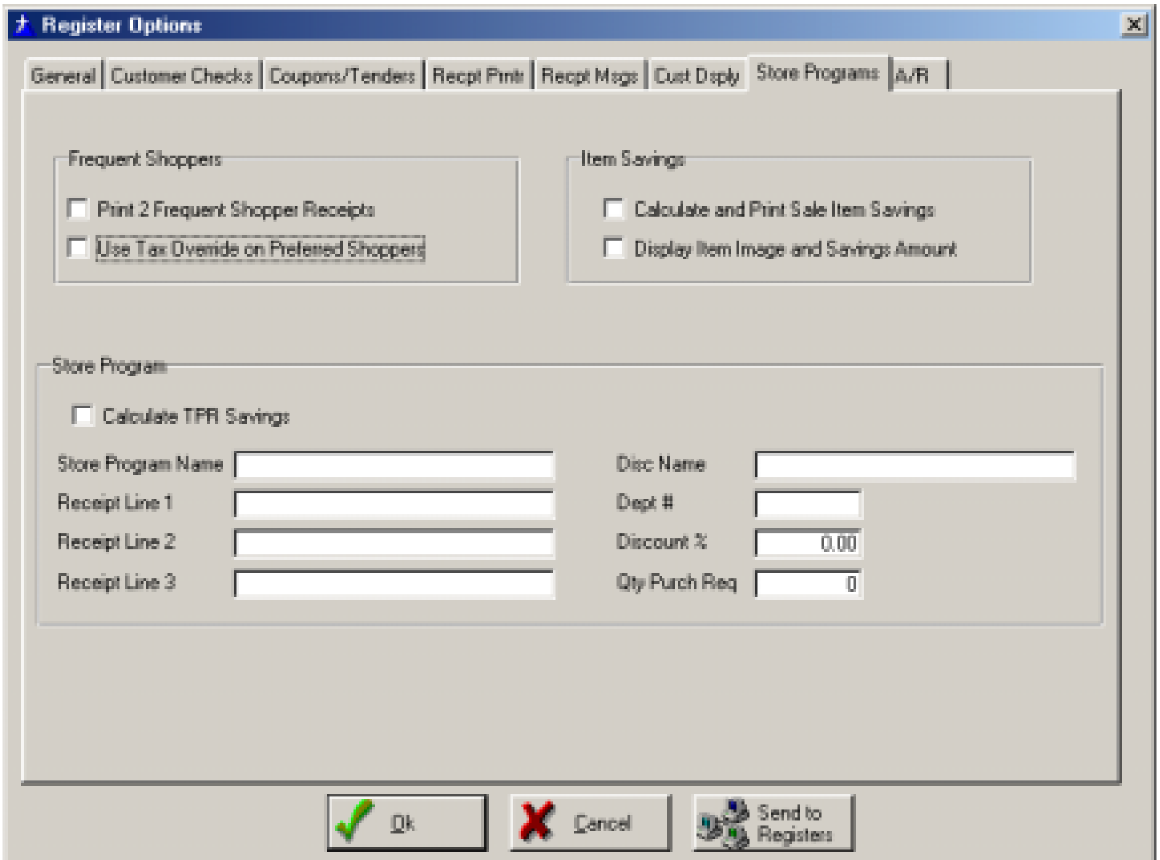
## Register Options - Customer Display




- If your store is using the customer display device, then you can use this screen to define what the customer sees on the display for four (4) different date ranges.

*When entering dates into the customer display fields you can use the short format (i.e. 12/1/03) and let the software convert it to the long format automatically.*

## Register Options - Store Programs




- Use Tax Override on Preferred Shoppers
  Set this option to allow Tax to be omitted on a sale to a preferred shopper.

- Calculate and Print Sale Item Savings
  This feature will cause a message to be printed on the customer's receipt when the sale is completed showing "You saved 25 cents on this item only at Scanplus" as an example

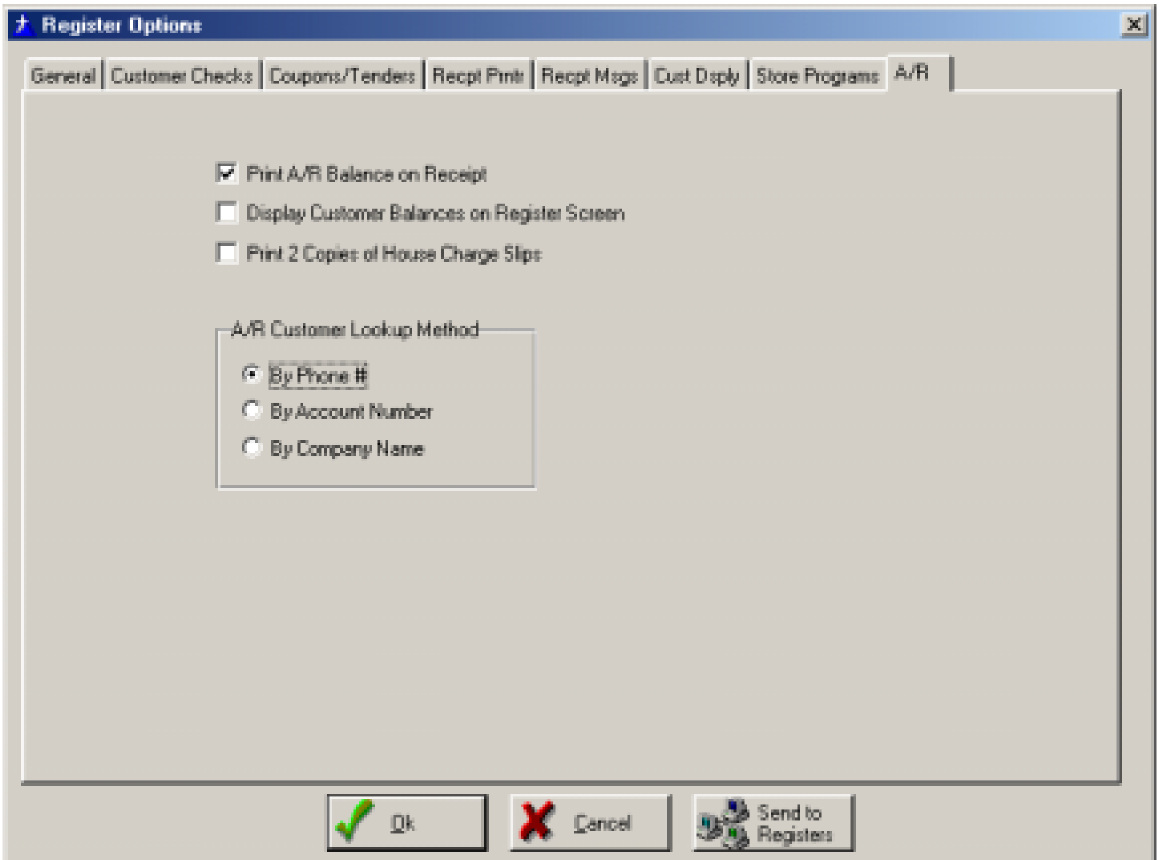
- Display Item Image and Savings Amount
  Setting this option will show an image of the product on the registers' screen along with the savings amount.

- Calculate TPR Savings
  Set this option if you want the customer to see the total savings based on any Temporary Price Reduction(s). This feature will print a line at the bottom of the receipt showing "Total Savings = $x.xx".

  Store Program Name - The name of the stores TPR program
  Receipt Line 1 - 3 - Customers receipt about TPR savings

Disc. Name - The name of the current discount offered
Dept # - The department the discount applies to
Discount % - Total amount to discount items in Dept #
Qty Purch Req.- Minimum that can be purchased for the discount

## Register Options - A/R (Accounts Receivable)




After a new installation, none of these options will be selected. You must choose the method by which you want to lookup your customers.

- Print A/R Balances on Receipt
  Setting this option will always print the customer's balance on their receipt at the time of a new sale.

- Display Customer Balances on Register Screen
  This option allows the cashier to see the customer's balance when completing the sale.

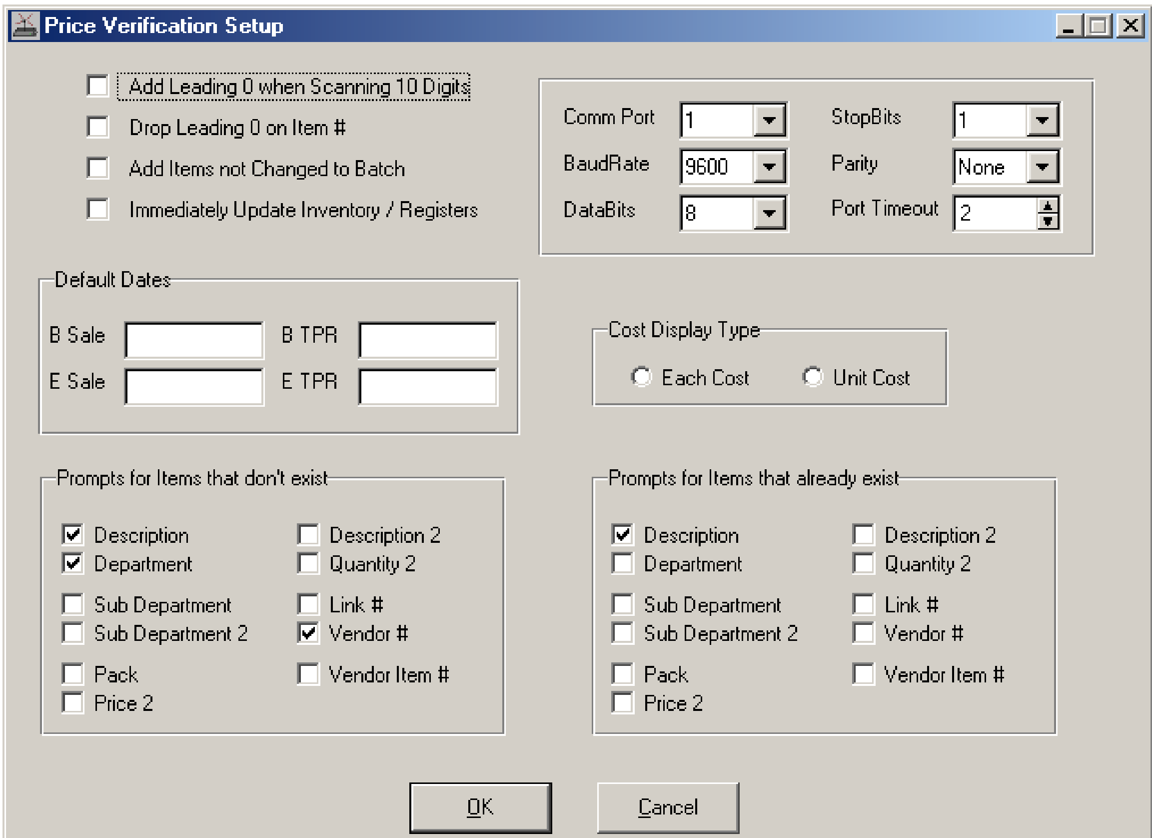
- Print 2 Copies of House Charge Slips
  Setting this option will print an extra copy of the receipt to be retained by the cashier for drawer balancing.

- A/R Customer Lookup Method
  Set the option here for how you want to lookup customers. You can choose either "By Phone #", "By Account Number", or "By "Company Name".

# Other Server Setup Options & Functions

Within the Server Setup application, there are several other options and utilities that you will need to use to perform various administration, setup, and maintenance tasks.

**Price Verification**




The Price Verification configuration is used only in conjunction with an R/F handheld terminal such as those manufactured by Worth Data.

- Add Leading 0 when Scanning 10 Digits
  You should set this option in accordance with the way your Inventory PriceBook has been setup. If you are including the leading 0 on all your PLU's in your Inventory PriceBook then you will need to set this option to allow the R/F unit to use the same setting(s).

- Drop Leading 0 on Item #
  Set this option to ignore the leading 0 on all PLU's. *Make sure your PriceBook is setup the same way.*

- Add Items not Changed to Batch
  When the user scans an item with the handheld unit they may simply review the item's price, description etc., and not make any changes. This flag will send all items reviewed (but not changed) to the batch. Your store may not want to have 'non-changed' items sent to batch.

- Immediately Update Inventory / Registers
  Set this option to have the Inventory PriceBook at the server and the Registers updated as soon as the item is scanned with the R/F unit.

- Cost Display Type
  You can select from “Each Cost” or “Unit Cost” allowing you to track the cost of an item by its’ individual cost or by Units (i.e., case, 6-pack, etc.)

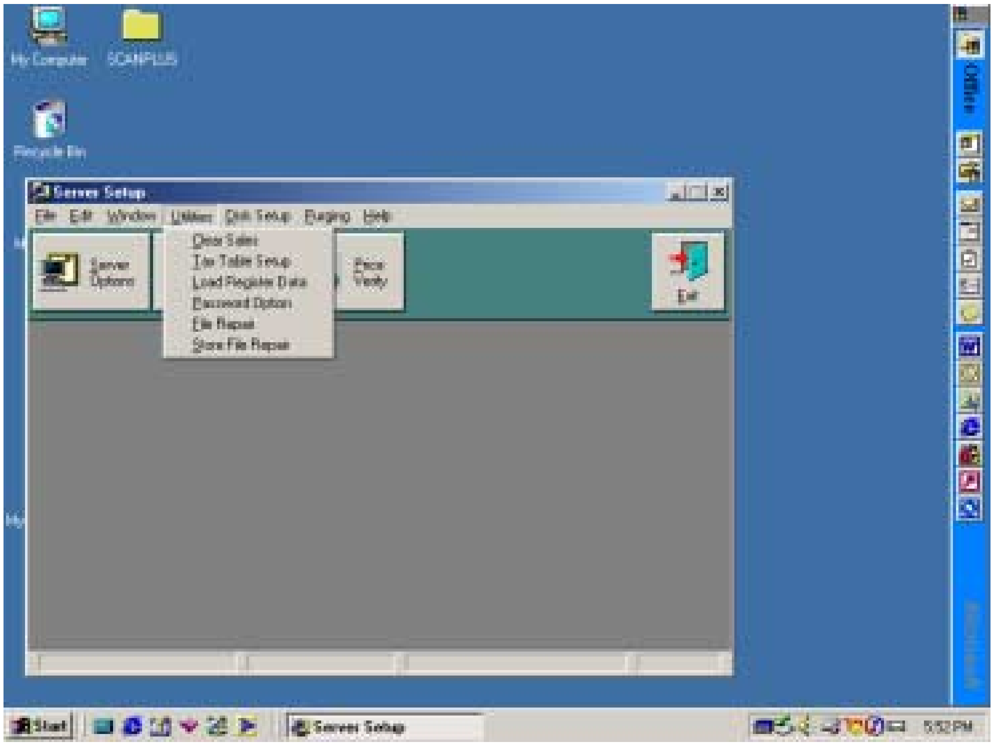
- Prompts for Items that don’t exist
  Set these options to specify which prompts will appear on the R/F unit when an item is scanned that is not already in the Inventory PriceBook.

- Prompts for Items that already exist
  Set these options to specify which prompts will appear on the R/F unit when an item is scanned that IS in the Inventory PriceBook.

- Communication Settings for RF unit
  Make sure the settings here match those used by the RF Base Unit.

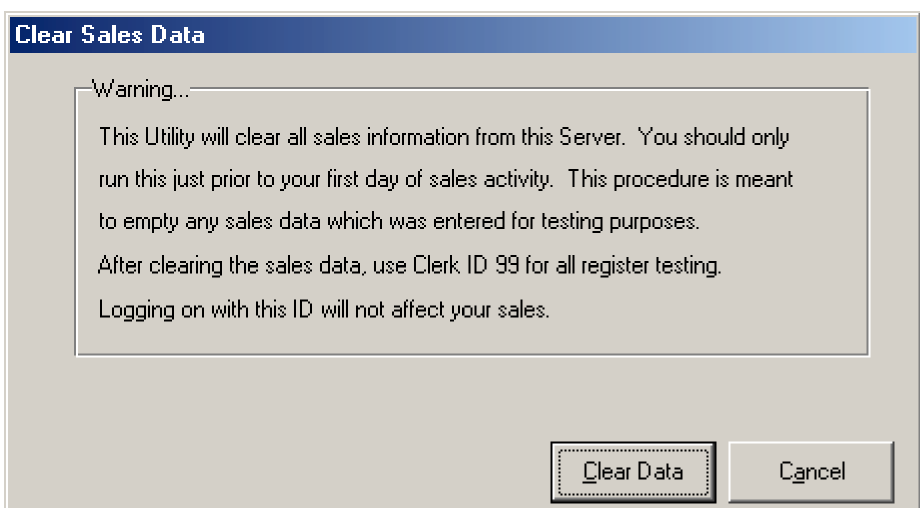
- Default Dates
  B Sale - Beginning Sale Date
  B TPR - Beginning TPR Date
  E Sale - Ending Sale Date
  E TPR - Ending TPR Date

## Utilities

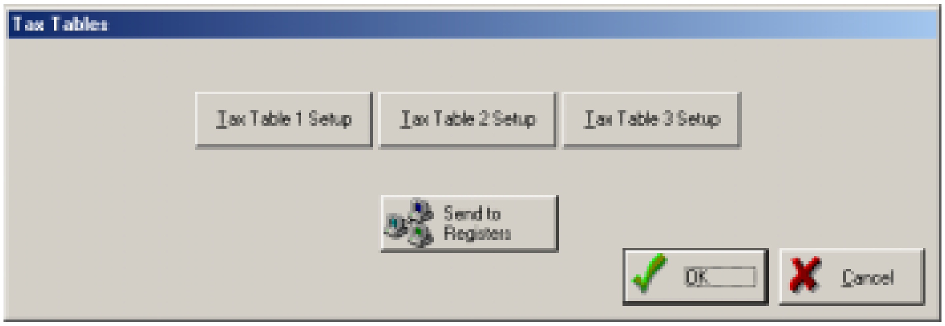



The Utilities menu provides tools to automate tasks at the server such as clearing all sales, configuring tax tables, and security control.

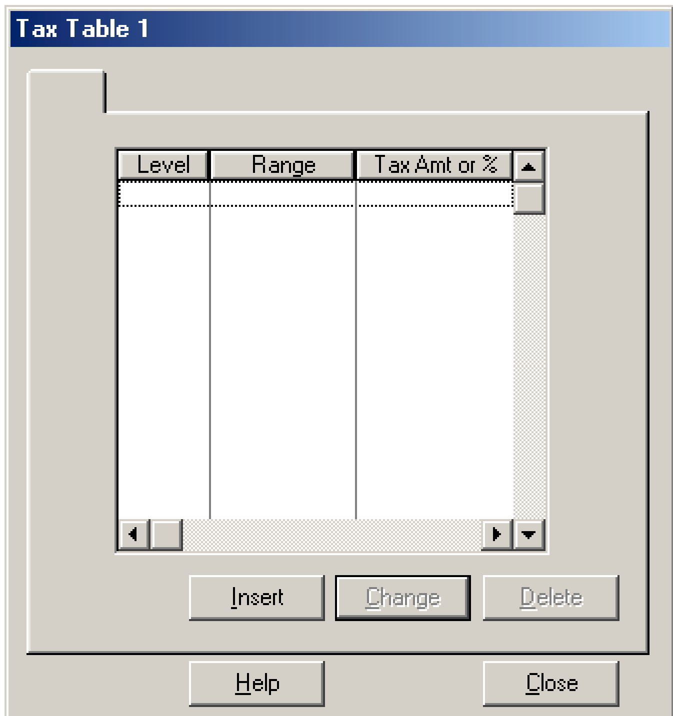
- Clear Sales



- Tax Table Setup

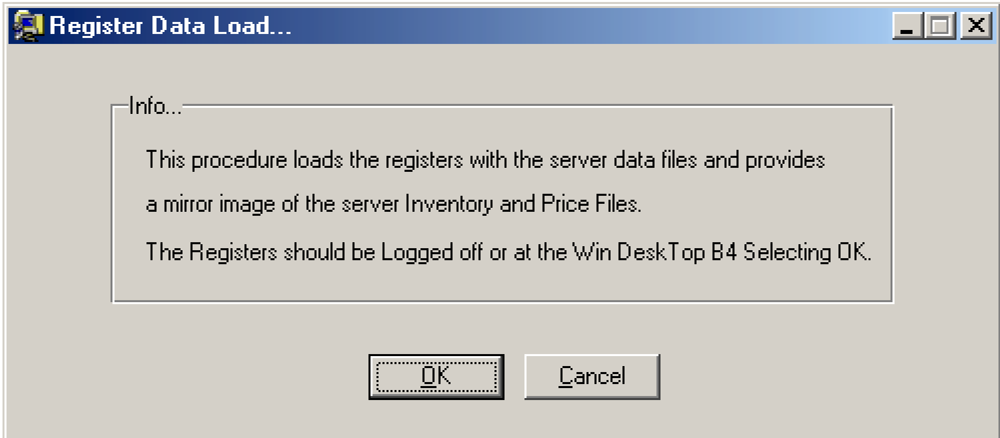



Use this utility to specify tax rates for your store and update tax tables on each register.



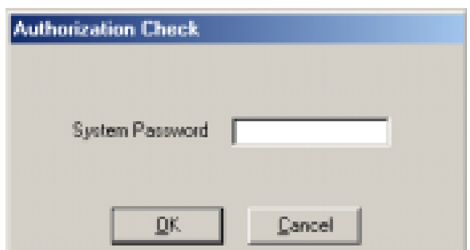

If you will be using Tax Breaks then you will need to setup the breakpoints on the server for each tax table. Once you have completed this setup be sure to click the button to send the updated tables to each register.

- Load Register Data

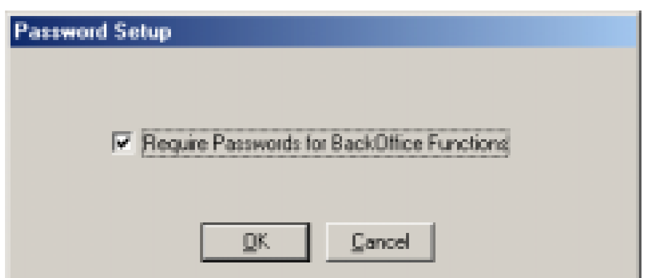



This feature will update the Register inventory files, coupon files, clerk sign-on ID's, Price Group files, Register Inventory, Mix and Match groups, Departments, and the registers' copy of the store file (the company software registration data for SCANPlus).

- Password Option

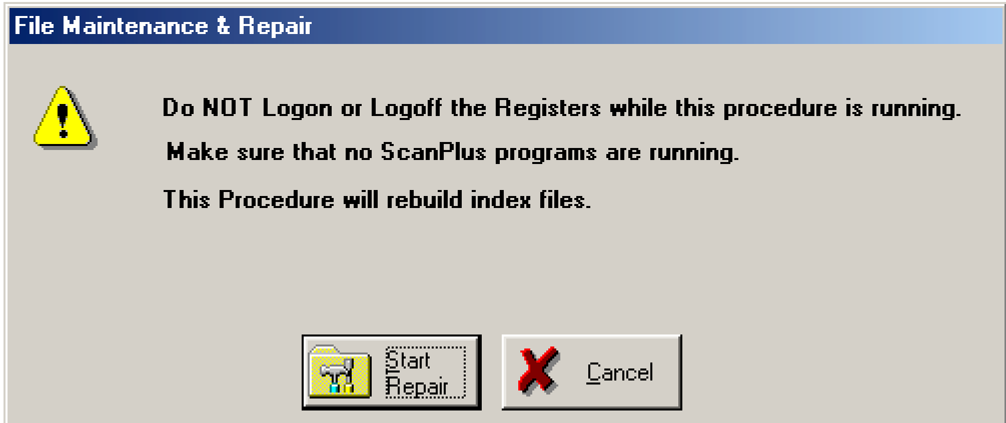



The main system password is 007 by default



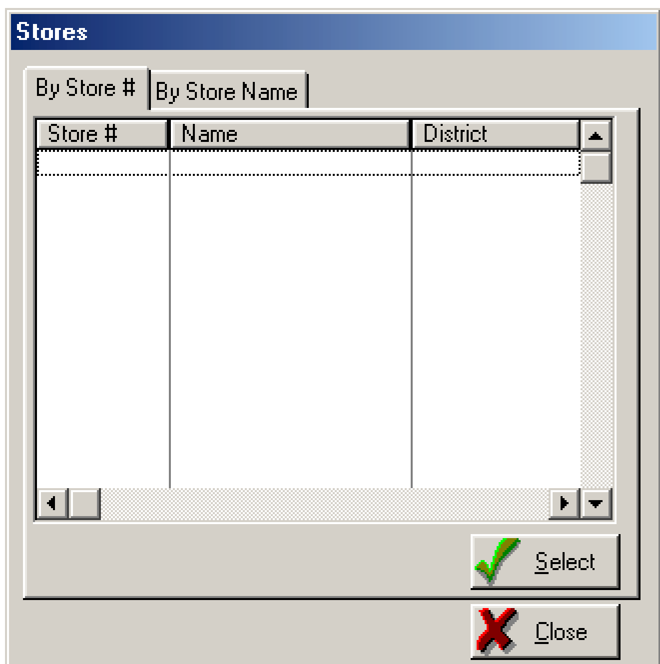

Use this utility to specify a system password to prevent unauthorized users from accessing BackOffice applications and other areas of SCANPlus such as Accounts Receivables, Inventory PriceBook, and Manager Functions.

- File Repair



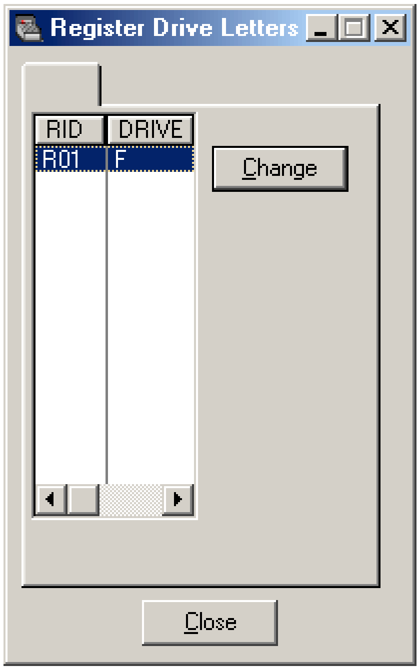

This utility is used to rebuild index file and repair any corruption to the SCANPLUS data files. Do NOT use this utility unless you have first contacted a SCANPlus technical support specialist.

- Store File Repair




This utility is used for rebuilding the store Inventory data file and price group data files.

**Disk Setup | Register Drive Letters**



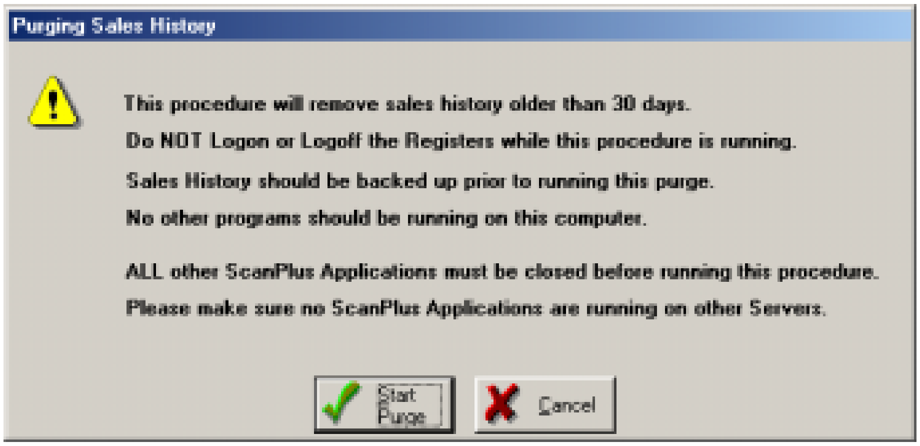

Use this utility to specify the drive letter the server has connected to each register. The server must have this information to send updates to each register.

Register updates will NOT work if this screen is not setup correctly.

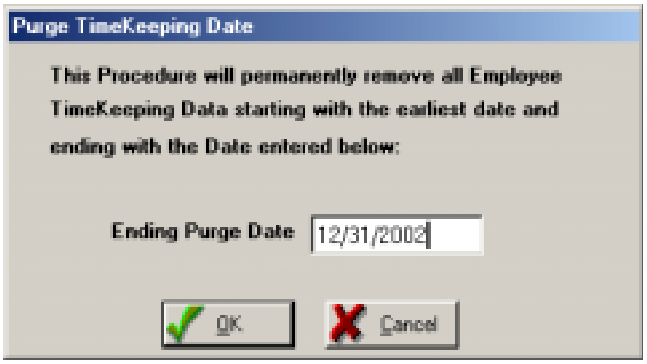
<u>Technician Note:</u>
In may be necessary to edit the REGISTER.DAT file on the server and add a register. To do this, use the CSCN.EXE command line utility in the C:\SCANPLUS folder to make changes to the REGISTER.DAT file.

## Purging

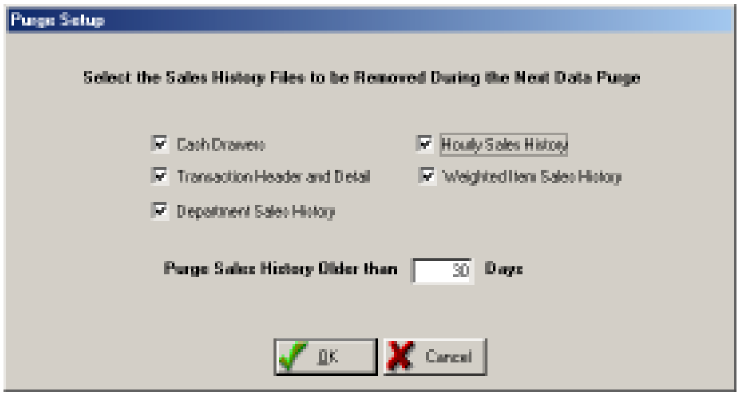
➢ Purge Sales History




➢ Purge Timekeeping Records




➢ Purge Setup




You should check the Purge Setup options before purging any data to be sure you do not purge more data than you may have intended to purge. By default, all options are not checked and the "Purge Sales History Older" than is set to 30 days.

# Connecting Server Peripherals

Other than the keyboard, mouse, monitor, and a printer, the only other SCANPLUS related peripheral / device that you need connected to the server is the R/F Base Unit. After connecting the antenna to the R/F Base Unit, and the serial cable between the R/F unit and the server's COM port, be sure to specify the communication settings and option in the Server Setup | Price Verify options.

If you want the R/F Communications software to load each time the server starts you should either copy or move the R/F Receiving icon into the Windows startup group.

Using More than One Printer on the Server?

For easiest administration of the SCANPlus software, it is best to set the printer you will use on the server for printing reports as the Windows default printer. Otherwise, you will need to select the correct printer every time you print a report.

# Connecting Register Peripherals

For the SCANPLUS software to operate correctly, all peripherals should match the following approved peripherals list to ensure compatibility with SCANPLUS.

## Cash Drawers

- APG
- APG 212A
- APG 484
- Cyberdata Version 1
- Cyberdata Version 2
- DEC
- Epson TMU375
- IBM SURE ONE
- ICRDA/IBM
- LogicControls 2101
- LocgiControls 3001
- MMF CASH DRAWER
- Posiflex
- TEC
- TEC ST55/56 DRAWER 2
- TEC ST55/56 DRAW 2 ONLY
- TEC ST5500 24 Volt DRAW 1
- TEC ST5500 DRAW 1
- TEC ST5600 DRAW 1
- Westrex
- Westrex 2nd Drawer

## Customer Displays

- Cyberdata 2 x 16 Display
- Cyberdata 2 x 20 Display
- DEC 2 x 20
- EMAX Display Com 3
- EMAX Display Com 4
- IBM 4690 Display
- Logic Control PD9
- PosiFlex
- Printer Products
- Superior Software, Inc.
- TEC 2 x 20
- TEC 2 x 20 Com 3
- Ultimate Tech Com 1
- Ultimate Tech Com 2

- Ultimate Tech Com 4
- Ultimate Tech PD220 LPT1
- Ultimate Tech PD220 LPT2

# Keyboards

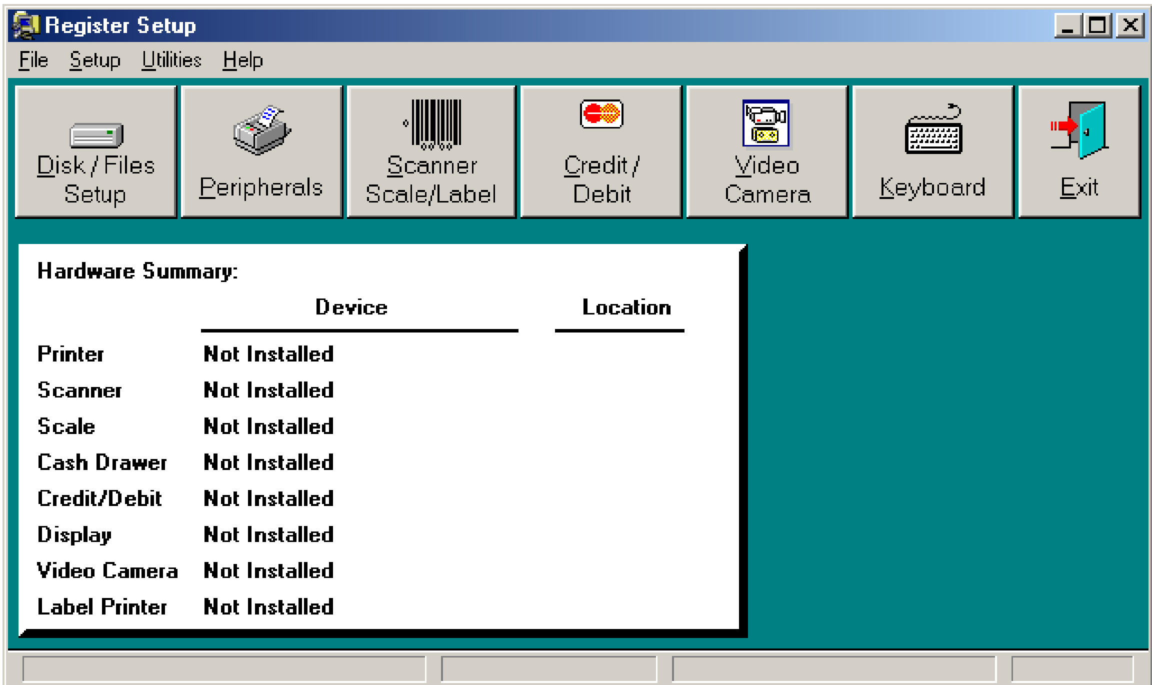
- Cyberdata
- ICRDA/IBM 133 Key Matrix
- Other (PREH)
- TEC

# Receipt Printers

- AXIOHM
- Citizen (All Models)
- Epson 930
- Epson 930/TEC 4500 Slip
- Epson RP265/RP267
- Epson TM-200
- Epson TM-270
- Epson TM-300
- Epson TM H-88II
- Epson TM H-5000
- Epson TM H-6000
- Epson TM H-6000-1
- Epson UTM267
- ICRDA/IBM
- Star Micronics 4230
- Star SP300 Series

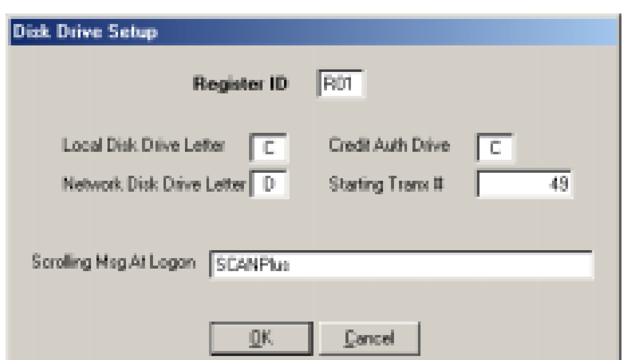
# Configuring the Register

Before the SCANPLUS software can be used on each register, you must run the **Setup Register** application and configure multiple options.




## Disk/Files Setup

You must configure the disk drive letters on the register before attempting to logon to the register or several critical features of SCANPlus will not work correctly; and some will not work at all.




- Register ID

  This field <u>must</u> be edited after the software is installed if you will have more than one register. Only values between R01 and R25 are valid. Do

NOT use register ID's such as R1, R2, … R9. Be sure to specify the numeric part of the register ID as two digits always.

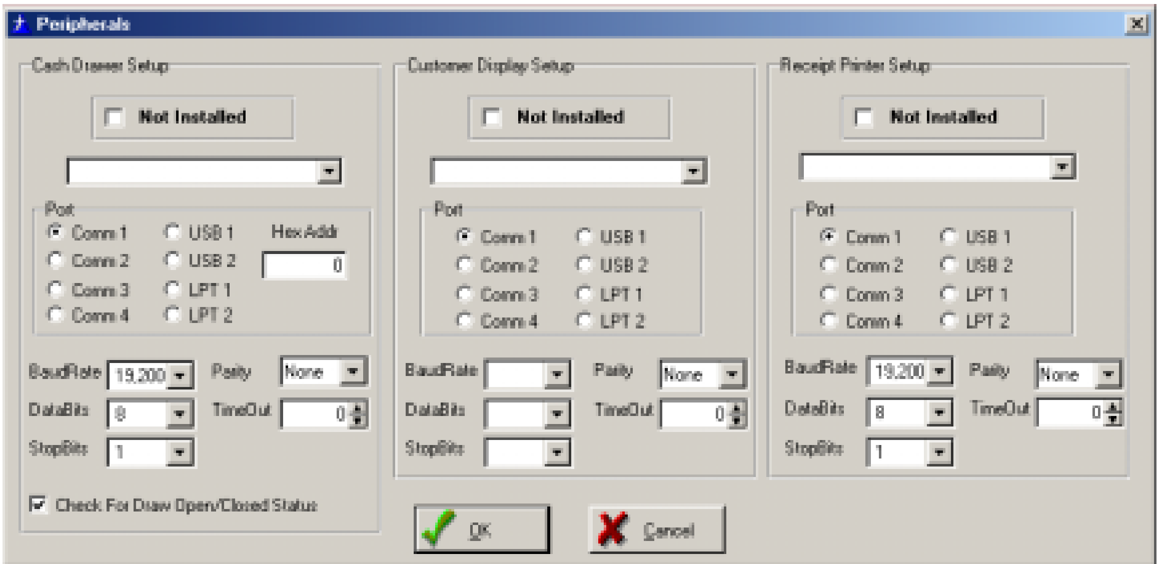
- Local Disk Drive Letter
  This sets the local disk drive of the register itself. Unless you installed SCANPlus in a different location, do not change this setting.

- Network Disk Drive Letter
  This sets the drive the register has connected to the server. This setting should NOT be the same as the local disk drive.

- Credit Auth Drive
  The drive the credit authorization software is installed on.

- Starting Tranx #
  Specify the first transaction number you want this new register to use.

# Peripherals

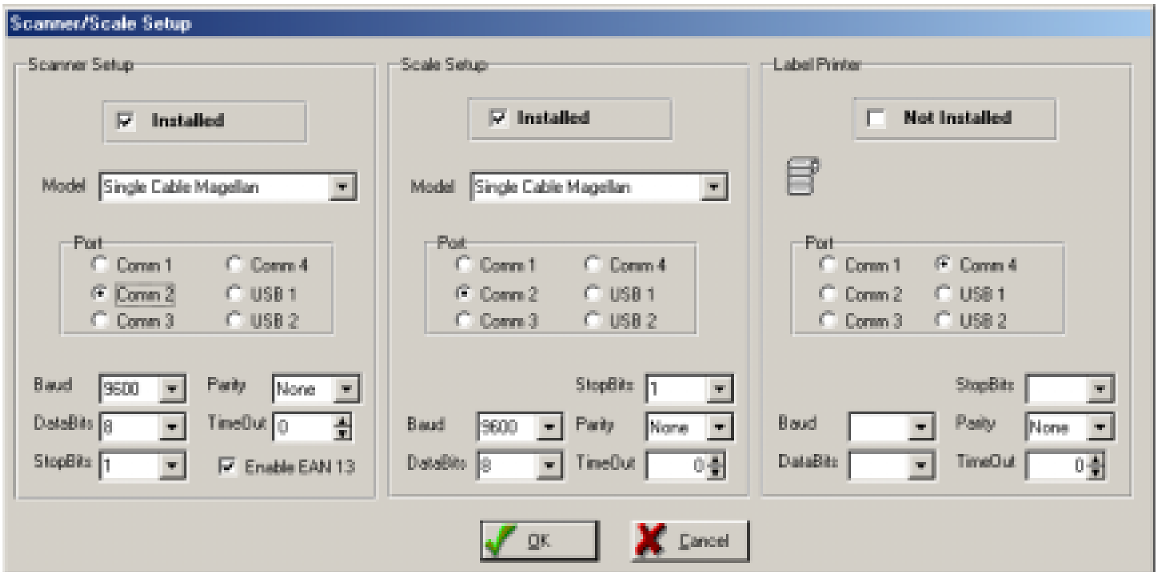



- ➢ Using the screen shown, click the Not Installed box and then click on the down arrow to select the specific device under each category (Cash Drawer, Customer Display, & Receipt Printer Setup).

- ➢ Select the correct port for the device you are using. Also be sure to specify the correct Baud Rate, Data Bits, Stop Bits, Parity, and Timeout info if the device is connected to a Com1 - Com4 port.

# Scanner, Scale, and Label Printer Setup

To complete the setup of a scanner, scale or label printer you must specify the manufacturer and communication settings for each device as shown below. There are no defaults.




- Enable EAN 13

  Use this option to allow your scanner to scan European bar codes.

Make sure your scanner and/or scale is one of the following:

**Scanners**

OCIA TEC
Single Cable Magellan
Dual Cable Magellan
TEC (Com 3 & Com 4)

Make sure the following Bar Codes are enabled on the scanner:

UPC A
UPC E
EAN 13
EAN 8
Code 3 of 9.

- If the codes above are not setup on the scanner then you will need to refer to the Manufacturers programming manual to program the scanner for any additional codes. Check the manufacturers manual to see which codes are setup by default.

Also setup the Scanner to NOT send the following check digits

UPC A don't send check digit
UPC E don't send check digit
Code 3 of 9 don't send check digit

- For EAN 8 and 13, a decision should be made regarding labels. If labels are going to be printed utilizing the inventory file and these labels will have bar codes to represent the item number then the file should be setup to not use the check digit. If the file is setup to not use the check digit then the scanner should be setup to NOT send the check digit. If Barcodes are not going to be printed using the label software then sending the check digit is optional.

- If the R/F Handheld unit is being used for Price Verification and receiving then care should be taken to insure the R/F Handheld is setup to match how the inventory file is setup.

**Scales**

ICL Toledo 8217
NCI
OCIA Magellan
OCIA TEC SL47
ORION
Single Cable Magellan
SpectraPhysics
TEC

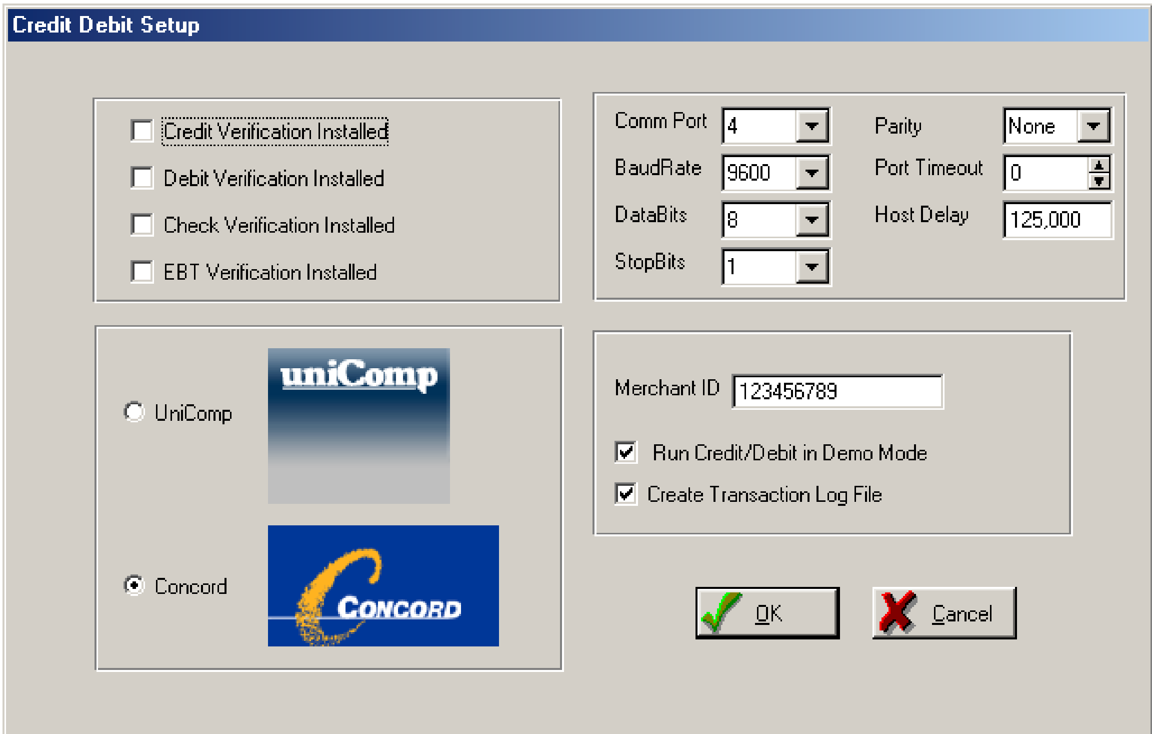
**Label Printer**

This option is for a special version of SCANPlus created for one customer and it is not used in normal setups.

# Credit/Debit Setup

Use the Credit/Debit setup screen if the register will be using any services for credit/debit verification, check, or even EBT verification.

*It is very important that ALL these options are configured correctly!*




- Credit Verification Installed
  Set this option if you will be using Credit Verification at the register.
- Debit Verification Installed
  Set this option if you will be using Debit Verification at the register.
- Check Verification Installed
  Set this option if you will be using Check Verification at the register.
- EBT Verification Installed
  Set this option if you will be using EBT Verification at the register
- UniComp or Concord
  Select the Credit Verification Service you will be using.
- Merchant ID
  Enter the customers Merchant ID in this field.

- Run Credit/Debit in Demo Mode

  Use this feature to simulate an actual credit/debit transaction being verified. This feature is useful for training cashiers and will not transmit any data to the payment processing center.

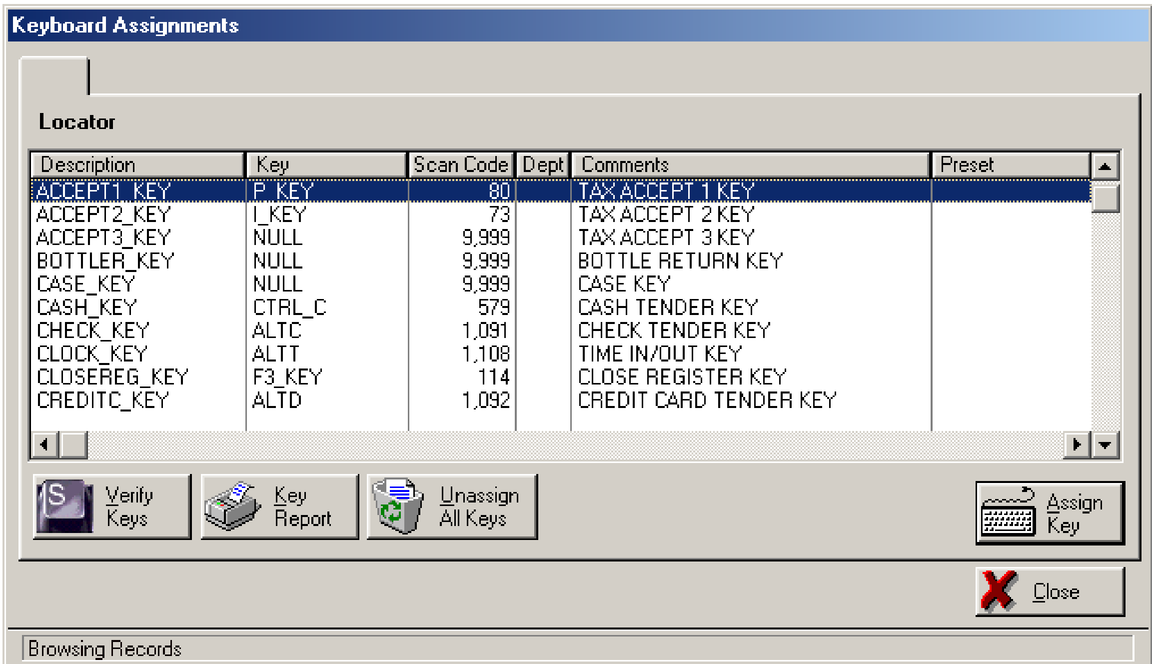
- Create Transaction Log File

  You can enable this option to keep a log file of all transactions and the status of those transactions in case a technician ever needs to troubleshoot any problems with verification.

- Communication Port settings

  .Be sure to specify the correct settings specified by the manufacturer of your verification equipment.

# Keyboard




The SCANPlus Setup Register program provides a tool to setup your Point-Of-Sale keyboard.

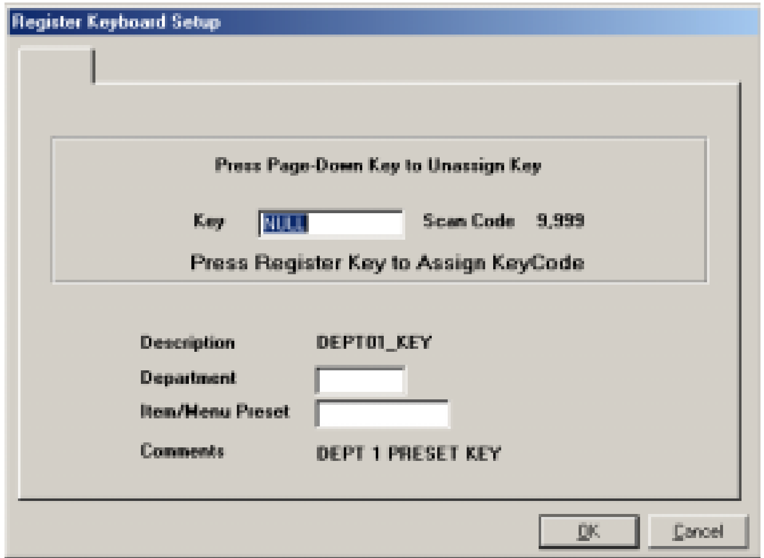
- Use the **Un-assign All Keys** button to clear ALL Key Assignments.
- Use the **Assign Key** button to assign any POS key to any Key Assignment.
- Use the **Key Report** button to view a report of all current key assignments.

| | |
|---|---|
| **To un-assign a single Key Assignment** | Click on that Key Assignment<br>Click the **Assign Key** button<br>Press the **Page Down** key<br>Press **Enter** |

The following example details how to assign a function to a key on your POS keyboard:

**Assigning DEPT1_KEY to preset $1.00 GROCERY**.

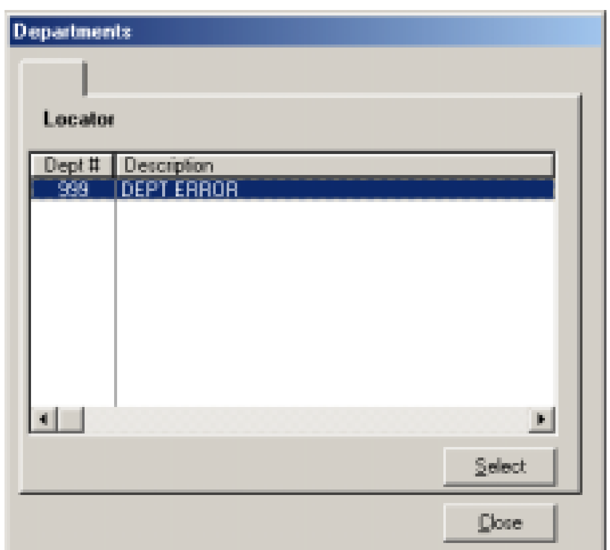
Choose from the list of keys using your mouse or up and down arrow keys. The list of keys will display up to 15 different department keys you may assign, which are described as DEPT10_KEY, DEPT11_KEY etc. Locate the **DEPT1_KEY** and click on it with your mouse and then click **Assign Key**.




The screen above is the Key Assignment screen.

1. Now press a key on your POS keyboard to assign to the DEPT1_KEY.

2. Next, press enter on the Dept field and select the Grocery department. Notice you must setup your departments in Inventory Pricebook on the server before you can setup any Key Assignment for a department.




3. If you would like this key to automatically ring up $1.00 every time the key is pressed, enter **100** in the **Item/Menu Preset** field

Not all keys utilize the Preset and Dept fields. The CASH_KEY for example would not require these fields. Please review the Key Assignment documentation below to see which keys use the preset and departments.

## Key Definitions

**ACCEPT1_KEY** *Tax Table 1 Exception Key*
**ACCEPT2_KEY** *Tax Table 2 Exception Key*
**ACCEPT3_KEY** *Tax Table 3 Exception Key*

***TAX EXCEPTION KEYS***
Exception items are items that do not fall into the normal TAX status that your terminal has been pre programmed to accept. The TAX status of a department or item can be reversed by pressing the **<TAX ACCEPT>** and/or **<FOOD STAMP EXCEPT>** key prior to pressing the department key or scanning the item

**AUTHALL_KEY** *Authorize All Pumps Key (FUEL INTERFACE ONLY)*

Authorize all fuel pumps for dispensing.

**BOTTLER_KEY** *Bottle Return Key*

**EXAMPLE (BOTTLE RETURN PRESET)**
Enter the quantity of bottles returned
Press the **<@/For> Key**
Press the **<BOTTLE RETURN> Key**.

For a single Bottle Return simply press the **<BOTTLE RETURN> Key**.
Bottle returns can be configured as an open entry or a preset $ amount. Quantity entries are allowed.

**CASE_KEY** *Case Key*

Only valid if you have answered ‘Y’ to the Setup Register question (Force Single on Mix Pack?) which refers to Case Mode. If setup for ‘Y’, then all Mix Pack items which are scanned will automatically ring up as a single quantity 1 unless you over-ride the single quantity by first pressing the <**CASE**> key. If setup is ‘N’, SCANPLUS will ring up all Mix Pack items by displaying the Mix Pack screen where the Clerk must then select the appropriate quantity which is usually set for singles, six packs, twelve packs etc.

**CASH_KEY** *Cash Tender Key*

From Subtotal/Tender screen enter the amount of cash tendered and press the **<CASH> Key**. The Cash Key may also be used within the POS entry screen by entering the amount of the tender and pressing the <**CASH**> Key.

**<u>CHECK_KEY</u>** ***Check Tender Key***

***CHECK PAYMENT***

From the Subtotal/Tender Screen press the **<CHECK> Key** to pay the entire sale by check or enter the amount of the check tendered and press the **<CHECK> Key**.

The system will prompt a check activity screen for positive or negative check file. For stores using customer check cashing cards, enter or scan the card number and press the **<ENTER>** Key. If the number is not on file the check will be accepted without further entry. If the check cashing card is on file, the system indicates the need for manager assistance.
Management can choose to accept or reject the check for payment.

For stores not using a check cashing card, press the **<DOWN>** arrow key for entry of one or all of the following:

Phone #
Check #
Driver's License #

If the completion of any field is in the negative file, the system will prompt for the managers authorization.

**Note:** If your POS terminal has a check writing/endorsement printer, follow the prompts on the POS screen to finalize the transaction.

***CHECK CASHING***

From the Subtotal/Tender Screen, enter the amount of the check and press the **<CHECK> KEY**. Prompts will be the same as above.

**Note:** The system has a programmable over tender limit for Checks. Managers authorization is required to exceed the limit.

**<u>CLOCK_KEY</u>** ***Clock Entry Key***

Press the <**CLOCK**> key at the Logon Screen to update Clerk Login time and date. The Manager Functions module to calculate hours worked for all employees utilizes this data.

**<u>CLOSEREG_KEY</u>** ***Close Register Key***

***CLOSE REGISTER KEY***

A temporary Log Off feature is provided via the **CLOSE REGISTER** Key. Press the **<CLOSE REGISTER> Key** inside or outside of a sale to temporarily Log Off. The terminal will not operate until clerk password is entered. Useful when the Clerk must leave the register unattended for a short period of time.

**<u>CREDITC_KEY</u>** ***Credit Card Key***

***CREDIT CARD***
From the Subtotal/Tender screen, enter the amount of the credit card payment and press the **<CREDIT CARD> Key**.

**DEPT1-10_KEYS** ***Open Department Entry Keys***

***OPEN DEPARTMENT ENTRY***
Department Keys allow for very quick input of items you are selling by Department. Some typical items that may be sold by department could be Lottery Tickets, Candy, Cigarettes etc. To sell Department items you must first enter the dollar amount of the item into the ENTRY FIELD. For example if the item is $2.39, simply enter 239 without decimals and press the appropriate DEPARTMENT KEY. All open departments are normally configured and labeled accordingly when the system is set up and installed.

**Example**
Enter the dollar amount of the item,<**239>** followed by the **<GROCERY> Department Key.**

**DEPT_KEY** ***Open Department List Entry***

***INDIRECT DEPARTMENT ENTRY***
The ***SCANPLUS*** POS system also has the capability to allow for department entry even though the department may not be listed on the keyboard. The Global Department Key will pop up the list of all departments. The amount for the department item you are selling must first be entered in the ENTRY BOX before you select this key.

**Example**
Enter the amount of the item, **239**, and press the **<DEPARTMENT> Key**, a department table will pop up and be displayed. Locate the proper department by using the **<UP>** or **<DOWN> Arrow Keys** and press **<ENTER>**, or you may simply enter the **Department Number** followed by **<ENTER>**.

**DRIVEOFF_KEY** ***Drive Off Key (FUEL INTERFACE ONLY)***

Press the <**DRIVEOFF**> key to stamp the transaction as a customer drive off. As a result, the transaction will record totals in a separate field in the accountability reports.

**FDEXMP_KEY** ***Food Stamp Exemption Key***

***EXCEPTION KEYS***
Exception items are items that do not fall into the normal FOOD STAMP status that your terminal has been pre programmed to accept. Pressing the <FOOD STAMP

EXCEPT> key prior to pressing the department key or scanning the item can reverse the FOOD STAMP status of a department or item.

**FIVE_KEY** ***Five Dollar Speed Tender Key***

***SPEED TENDER KEYS - $1, $5, $10, $20***
From the Subtotal/Tender Screen or right after the last item sold, press the appropriate **Speed Tender Key** to finalize the sale.

**Note:** *Speed Keys may be used in combination. To finalize a sale of $28.36 you could press the $20 Key and then press the $10 Key*.

**FOOD_KEY** ***Food Stamp Key***

***FOOD STAMPS***
From the Subtotal/Tender screen, based on the amount of the food stamp eligible sales, enter the amount of Food stamps tendered and press the **<FOOD STAMP> Key**. The system will deduct the coin Food stamp change from the remaining sale amount and display the whole dollar food stamp change.

**FREQSH_KEY** ***Frequent Shopper Key***

To utilize the key at the register simply press the **<FREQUENT SHOPPER> Key.** Enter the **Frequent Shopper ID**, and press **<ENTER>**. The Frequent Shopper name is displayed below date and time. Frequent shopper savings will be calculated in the subtotal screen based on the amount of frequent shopper items purchased.

The customer receipt will have an asterisk ( * ) printed next to the items in the sale that are Frequent Shopper Items and eligible for automatic discount. The total FREQUENT SHOPPER DISCOUNT is printed in the receipt summary. Receipts for non FREQUENT SHOPPER CUSTOMERS, print the FREQUENT SHOPPER SAVINGS.

**GASREF_KEY** ***Gas Refund Key (FUEL INTERFACE ONLY)***

**GAS_KEY** ***Gas Key (FUEL INTERFACE ONLY)***

**GAS_RESM_KEY** ***Gas Resume Key (FUEL INTERFACE ONLY)***

**GHANDLE_KEY** ***Gas Pump Handle Key (FUEL INTERFACE ONLY)***

Pump Handle simulator. Used in demonstration mode only.

**GIFTC_KEY** ***Gift Certificate Key***

From Subtotal/Tender screen enter the amount of the Gift Cert tendered and press the **<GIFTC> Key**.

**GNOZZLE_KEY** ***Gas Pump Nozzle Key (FUEL INTERFACE ONLY)***

Pump Nozzle simulator. Used in demonstration mode only.

**HCHARGE_KEY** ***House Charge Key (A/R INTERFACE ONLY)***

**HOUSE CHARGE**
From the Subtotal/Tender Screen, press the House Charge Key to charge entire sale or enter the amount to be charged and press the **<HOUSE CHARGE>** Key.

The system will display a Charge Account Screen with a Phone Locator. Enter the Customer's Phone Number or use the **<UP> <DOWN> Arrow Keys** to locate the proper customer account. Press the **<ENTER>** key once the highlighted bar is on the proper account. Once the Account Status is displayed; press **<ENTER>** to complete the charge. At the end of the sale the system will prompt a flashing message to press the **<ENTER>** Key to print the charge slip. Optional parameters can be set in the SETUP REGISTER program to allow the charge slip to print once or twice.

**HCHINQ_KEY** ***House Charge Inquiry Key (A/R INTERFACE ONLY)***

**HOUSE CHARGE INQUIRY**
Pressing the **<HOUSE CHARGE>** KEY while in the POS screen allows inquiry into the House Account Balances

**HCPAY_KEY** ***House Charge Payment Key (A/R INTERFACE ONLY)***

**House Charge Payment -** From the POS Screen **Enter the Amount of the Payment** and press the **<HOUSE CHARGE PAYMENT> Key**. The system will prompt a flashing message; press **<ENTER>** to continue or **<CLEAR>** to cancel. Press **<ENTER>** and select the proper account from the Charge Account Screen via the phone # locator. **Enter the Customer's Phone Number** or use the **<UP> <DOWN> Arrow Keys** to locate the proper customer account. Press the **<ENTER>** key once the highlighted bar is on the proper account. The House Charge Payment and the month paid will appear on the POS Screen. Press the **<ENTER>** Key for a Subtotal and select the proper Tender Key for payment.

**IDISC_KEY** ***Item Discount Key***

***ITEM DISCOUNT KEY***
Individual items can be marked down to a new price if they are configured as discount eligible in the item file. Immediately following the sale of the item press the **<ITEM DISCOUNT> key.** This will display the ITEM MARKDOWN SCREEN. Select the type of markdown, **PERCENT, DOLLAR or NEW PRICE** and press the **<ENTER>** key. When highlighted and selected, enter either the markdown

percentage, the dollar amount off, or the new item price and press the **<ENTER>** key. The item will ring into the POS screen at the markdown price.

You may also perform a discount on a previously entered item via Point and Shoot. Press the **<DOWN ARROW>** Key, highlighting the item to be discounted and press the **<ENTER>** key. Select the type of markdown, **PERCENT, DOLLAR or NEW PRICE** and press the **<ENTER>** key. When highlighted and selected enter either the markdown percentage the dollar amount off or the new item price and press the **<ENTER>** key. The item will ring into the POS screen at the markdown price.

**IPS_A-T KEYS** ***Item PreSet Keys***

***PRESET KEY ENTRY***
A preset is an item that is assigned a key position on the POS keyboard. The system may have up to 20 pre-programmed preset keys on the keyboard. Items such as single coffees or sodas, instant lottery tickets and bottle returns, are examples of presets. To enter a preset simply press the appropriate preset key. To assign an item to a preset key simply review the following example:

**EXAMPLE**: Select the IPS_AKEY (or any IPS_?KEY) not currently assigned from the Setup Register (SETUPR.EXE) Keyboard Assignments menu. Press the key you wish to have the preset assigned to and press <**ENTER**> on the blank Preset field. SCANPLUS will automatically list the UPC's and their descriptions. Select the UPC you would like to assign to this preset and press <**ENTER**>.

**LKDES_KEY** ***Lookup by Description Key***

***DESCRIPTION LOOK UP KEY***
Press the **<DESCRIPTION LOOKUP> Key**, to display the item LOOKUP by description screen. Type in the description of the item using the SHIFT ALPHA Keys on your POS keyboard. As you start to type the description, the items will begin to sort alphabetically on the screen. When you get near the item, you can either continue typing the description until the item desired is highlighted or you can use the **<UP><DOWN> Arrow Keys** to finish locating the exact item. You may also use the **<PAGE UP>** and **<PAGE DOWN>** Keys to move from screen to screen. Press the **<ENTER>** key to view pricing on the Item. To sell the item press the **<ENTER>** key, or press **<CLEAR>** to exit screen.

**LKITEM_KEY** ***Lookup by Item Key***

***ITEM LOOK UP KEY***
This Function is used for performing price inquires or look up for a particular item. Press the **<ITEM LOOKUP>** key to display the ITEM LOOKUP screen.

Enter the **PLU Number** or **Scan the Item #** and press the **<ENTER>** key. The Item number entered will be highlighted on the screen. Press the **<ENTER>** key to view the pricing of the item. To ring up the item simply press the **<ENTER>** key again or to exit the screen and clear the item, press **<CLEAR>**.

**<u>LOAN_KEY</u>** ***Drawer Loan Key***

***LOAN***
Enter amount of Loan (cash only) and press the **<LOAN> Key**. Press **<ENTER>** to complete Loan or <**CLEAR>** to cancel. The terminal printer will print a receipt indicating the amount of the loan.

**<u>LOGOFF_KEY</u>** ***Register Logoff Key***

***LOGGING OFF***
To end a cashier session or end your shift you must log-off your terminal. To log-off your terminal:

Press the **<LOG OFF> Key**
Press **<ENTER>**
Follow the screen prompts until the LOG ON screen is displayed.
A receipt indicating the log-off will be printed for the cashiers records.

**<u>LOTTPO_KEY</u>** ***Instant Lottery Payout Key***

Enter the amount of the payout <**100**>
Press **<LOTTERY PAYOUT>** Key
SCANPLUS will provide receipts indicating a $1.00 Instant Lottery Payout.
.

**<u>MENU_KEY</u>** ***Menu Key***

***MENU KEY ENTRY***
Your terminal may be configured with Menu keys to facilitate the item entry process. Some examples of Menu Keys are for fast food items, news papers and produce. Pressing a **MENU KEY** such as **<PIZZA>**, will bring up the **Menu Flip Chart Screen**. to select the proper item you can use either the **<UP> <DOWN> Arrow Keys** to highlight and select the item, and press **<ENTER>** or you need only enter the number of the item on the screen you wish to select, **0-9**.

MENU Keys can also be expanded to include more than one page of items. The item file may contain 26 different varieties of Backed Goods for example. To exemplify this press a menu key, **<BAKERY> .** In this case if the item you are looking for is not on the first page, press **<PAGE DOWN>** to bring you to the next page. You may use the **<PAGE DOWN>** and **<PAGE UP>** keys to move either forward or backward, (Up or Down), through the menu screen. Once you are on the desired page select the proper item by using either the **<UP> <DOWN> Arrow Keys** to highlight and select the item, and press **<ENTER>** or you need only enter the number of the item you wish to select **<0-9>**.

**MGRF_KEY** ***Manager Functions Key***

Pressing the Manager Functions Key will prompt the cashier to enter the Manager Password which will allow the cashier to over-ride functions which are only authorized by the Manager.

If the Manager Functions Key is pressed from within the POS entry screen, the Manager Functions Menu will be displayed which allows various functions such as Item by Description Lookup, Cancelling a Sale, Drawer Loans etc. This menu is usefull for POS keyboards which have a very limited amount of keys.

**MISC_KEY** ***Misc Tender Key***

From Subtotal/Tender screen enter the amount of the Misc Tender and press the **<MISC> Key**.

**MPS_A-T KEYS** ***Menu PreSet Keys***

***MENU PRESET KEY ENTRY***
A preset is an item that is assigned a key position on the POS keyboard. The system may have up to 20 pre-programmed preset keys on the keyboard. Menu Presets such as Pizzas, Sandwiches, Newspapers are good examples of menu presets. To enter a preset simply press the appropriate preset key. To assign an item to a preset key simply review the following example:

**EXAMPLE**: Select the MPS_AKEY (or any MPS_?KEY) not currently assigned from the Setup Register (SETUPR.EXE) Keyboard Assignments menu. Press the key you wish to have the preset assigned to and press <**ENTER**> on the blank Preset field. SCANPLUS will automatically list the Menu Codes and their descriptions. Select the Menu you would like to assign to this preset and press <**ENTER**>.

**NOSALE_KEY** ***NoSale Key***

***NO SALE***
Press the **<NO SALE> Key** to perform a **No Sale**

**ONE_KEY** ***One Dollar Speed Tender Key***

***SPEED TENDER KEYS - $1, $5, $10, $20***
From the Subtotal/Tender Screen or right after the last item sold, press the appropriate **Speed Tender Key** to finalize the sale.

**Note:** *Speed Keys may be used in combination. To finalize a sale of $28.36 you could press the $20 Key and then press the $10 Key*.

**PAYOUT_KEY** *Drawer Payout Key*

Enter the amount of the Cash Drawer Payout.
Press the <**PAYOUT**> key.
SCANPLUS will generate 2 receipts automatically, 1 for the cashier and 1 for the payout recepient.

**PRCHNG_KEY** *Price Change Key*

***ITEM PRICE CHANGE KEY***
Item prices may be changed at POS providing the clerk logged on has the proper security. After selecting an item for price check either by **ITEM NUMBER or DESCRIPTION**, as describe in the prior two procedures, a price change to the item can be performed at the POS terminal. In a multi terminal environment the price change is sent to the file server and broadcasted to the other terminals on the network.

**Example**
Press the **<ITEM LOOK UP> Key,**
Press the **<DOWN ARROW>** to highlight the Item
Press **<ENTER>** to select the item
Press the **<PRICE CHANGE> Key**.
The price screen will be displayed
Make the appropriate price change and enter through
screen completing the desired changes and press **< ENTER>**

**PREPAY_KEY** *Pump PrePay Key (FUEL INTERFACE ONLY)*

Fuel Pre-payment key. Enter the amount of the prepay and press the <**PREPAY**> key.

**PRINT_KEY** *Print/Receipt Key*

***PRINT/RECEIPT KEY***
Outside of a sale - Pressing **<RECEIPT ISSUE> Key** allows the operator to select the printer ON/OFF status. The status will toggle depending upon it's previous state and will be displayed in the clerk window of the POS screen..

The **Receipt Issue Key** can also be used to re-print receipts. Outside of a sale, from a clear POS screen, press the **<ENTER>** key, this will bring up the Subtotal/Tender Screen. Press the **<RECEIPT ISSUE> Key**. A listing of all the transactions entered during the shift will be displayed. To re-print a receipt for last transaction, simply press **<ENTER>**, to re-print a receipt from a previous transaction(s), highlight and select the transaction using the **<UP> <DOWN>** arrow keys and press **<ENTER>**. When finished press the **<CLEAR> Key** twice to exit past the transaction Screen and return to POS.

**PUMP_KEYS** *Gas Pump Keys (FUEL INTERFACE ONLY)*

Allows the cashier to access a particular pump in order to perform a particular payment or authorization action on the pump.

**PUMPAY_KEY** *Gas Pump Payment Key (FUEL INTERFACE ONLY)*

Fuel Pump payment authorization key.

**QDROP10_KEY** *Quick Safe Drop $10 Key*

Press the <**QDROP10**> key to do a quick safe drop of $10. SCANPLUS will automatically generate receipts after the key has been pressed and will pop open the cash drawer.

**QDROP20_KEY** *Quick Safe Drop $20 Key*

Press the <**QDROP20**> key to do a quick safe drop of $20. SCANPLUS will automatically generate receipts after the key has been pressed and will pop open the cash drawer.

**QUANTITY_KEY** *Quantity Key*

Enter the quantity of the item you are going to scan or enter.
Press the <**QUANTITY**> key.
Scan the item and the price will be multiplied by the quantity entered.

**RECALC_KEY** *Gas Recalculation Key (FUEL INTERFACE ONLY)*

Used to recalculate fuel prices from Cash Price to Credit Price.

**REFUND_KEY** *Refund Key*

***REFUND KEY***
Press the **<REFUND> Key**. Enter the item to be returned either via key entry or scanner.
If the REFUND KEY is pressed by mistake and you do not wish to continue in REFUND MODE, Press the REFUND KEY again to exit the REFUND MODE.

**Note:** Refunds automatically force the receipt to print, and can only be done outside of a regular sale.

**SAFEDR_KEY** *Safe Drop Key*

***SAFE DROP***
Enter the Amount of the **Safe Drop** and press the **<SAFE DROP> Key**. Press **<ENTER>** to finalize the safe drop.

**Note:** Cash Drops ONLY. 2 copies of Drop Receipt are automatically printed.

**SCOUP_KEY** ***Store Coupon Key***

***STORE COUPONS***

Coupons can be entered anytime during a transaction prior to the subtotal. Coupons can be either scanned, entered manually or as a PLU. Enter amount of **Store Coupon 50 for $0.50** and press the **<STORE COUPON> Key**, Press the proper **<DEPARTMENT>** key or press the **<DEPARTMENT #> Key** for the department list. Highlight and select the proper department using either the **<UP> <DOWN>** arrows keys and press **<ENTER>** or you need only enter the number of the department on the screen.

**SELECTP_KEY** ***Select Gas Pump Key (FUEL INTERFACE ONLY)***

**SLOTTPO_KEY** ***State Lottery PayOut Key (FUEL INTERFACE ONLY)***

Enter the amount of the payout <**100**>
Press **<LOTTERY PAYOUT**> Key
SCANPLUS will provide receipts indicating a $1.00 Instant Lottery Payout

**STACKTO_KEY** ***Stack Gas Pumps Key (FUEL INTERFACE ONLY)***

Stacks the pump fuel amount in order for another customer to immediately start using the same pump for another transaction.

**STOPALL_KEY** ***Stop All Gas Pumps Key (FUEL INTERFACE ONLY)***

Emergency stop of all fuel pumps.

**STOPONE_KEY** ***Stop One Gas Pump Key (FUEL INTERFACE ONLY)***

Emergency stop of 1 fuel pump. Enter the number of the fuel pump and press the <**STOPONE**> key.

**STOP_RES_KEY** ***Stop & Resume Gas Pump Key (FUEL INTERFACE ONLY)***

Stop & Resume fuel pump key which resets the pump for a new transaction.

**SUSP_KEY** ***Transaction Suspend Key***

***TRANSACTION SUSPEND***
Transactions may be suspended anytime during a sale prior to subtotal. Press the **<SUSPEND> Key** from the POS screen and press **<ENTER>** to Suspend the transaction. Several transactions may be suspended during a cashiers shift. This option is very useful for customers which need to temporarily leave the store to retrieve their wallet for example.

**SVOID_KEY** ***Scan Void Key***

***SCAN VOID***
A Scan Void is performed by pressing the **<SCAN VOID> Key** and scanning the item to be voided.

***PLU VOIDS***
If you wish to void a PLU number entry press the **<SCAN VOID> Key**, enter the **PLU #** and press **<ENTER>**.

**TARE_KEY** ***Scale Tare Key***

Some items need to be weighed before they can be entered. If your system is connected to an electronic weight scale, the price per pound of the item is automatically entered as part of the PLU number. Place the item to be entered onto the scale and index the PLU number via the **<ENTER>** key. The item's weight less tare will automatically be calculated and the price per pound displayed.

Items that require scale entry but are not part of the PLU file can be entered manually. Place the item on the scale, enter the two digit tare amount, press the <**TARE**> key, the price per pound followed by the department key.

*Note: Previous versions of SCANPLUS used a Scale Key and a Tare Key. Both functions have been combined into 1 key which is the TARE. Please review the following 2 examples:*

**EXAMPLE 1** (Bananas - no tare weight)
Place the Bananas on the scale
Press the <**TARE**> key
Enter the price per pound <**33**>
Press the <**PRODUCE**> dept key

**EXAMPLE 2** (Soup w/ a 2/100 tare weight for the bowl)
Place the soup on the scale
Enter the tare amount **02**
Press the **<TARE>** key
Enter the price per pound <**79>**
Press the **<DELI>** department key

**TAXEXMP_KEY** ***Tax Exemption Key***

Press the <**TAXEXMP**> key to tax exempt all items in the transaction.

**TDISC_KEY** ***Transaction Discount Key***

***TRANSACTION DISCOUNT***
From the Subtotal/Tender Screen Press the **<TRANSACTION DISCOUNT> Key**. Highlight and select the proper discount using either the **<UP> <DOWN>** arrows keys and press **<ENTER>**.

**TENDER1-4 KEYS** ***User Defined Tender Keys***

Up to 4 User defined tenders may be programmed into the SCANPLUS system. User defined tenders are utilized for foreign currency exchanges. The defined tenders are setup in the Setup Server/Master (SETUPM.EXE) program. For each tender you define, the description and exchange rate must be entered. After the tender has been setup, simply use the tender key as you would any other tender such as cash, check etc.

**TEN_& TWENTY KEY** ***Ten & TWENTY Dollar Speed Tender Key***

***SPEED TENDER KEYS - $1, $5, $10, $20***
From the Subtotal/Tender Screen or right after the last item sold, press the appropriate **Speed Tender Key** to finalize the sale.

**Note:** *Speed Keys may be used in combination. To finalize a sale of $28.36 you could press the $20 Key and then press the $10 Key*.

**UNSUSP_KEY** ***Transaction Unsuspend Key***

***TRANSACTION RESUME/UNSUSPEND***
Any number of transactions may be suspended during a shift. Press the **<RESUME> Key** from the POS screen and select transaction to be **UN-SUSPENDED**. Use the **<UP> <DOWN> Arrow Keys** to highlight and select the transaction from a list of several, just press enter if only one transaction is to be un-suspended or the oldest transaction suspended is the one that is to be Un-Suspended. The terminal will re-print the transaction if the printer is on and the entire transaction will be displayed on the POS screen.

*Note: SCANPLUS will not allow a cashier to logoff if there are transactions which are suspended.  All transactions must first be unsuspended and voided prior to logging off.*

**VCOUP_KEY** ***Vendor Coupon Key***

***VENDOR COUPONS***

Vendor coupons can be entered anytime during a transaction prior to the subtotal. Coupons can be either scanned, entered manually or as a PLU. Enter amount of **Vendor Coupon** and press the **<VENDOR COUPON> Key**.  Press the proper department key or press the **<DEPARTMENT #> Key** for the department list.

**VIDEO_KEY** ***Video Tape Rental Key (VIDEO INTERFACE ONLY)***

Press the <**VIDEO**> key to access all Video Tape rental customers.

**VOID_KEY** ***Void Item Key***

***PREVIOUS ITEM VOID***

Pressing the **<VOID> Key** after an item entry voids that entry.   With multiple items in a sale, repeated pressing of the **<VOID> Key** will void item after item from the sale.

***POINT AND SHOOT VOIDS***

Point and Shoot Voids are performed by pressing the **<DOWN> Arrow** key to turn on the screen highlighter. Highlight and select the proper item using either the **<UP> <DOWN>** arrows keys and press the **<VOID> Key**.

**VTRANS_KEY** ***Void Transaction Key***

***TRANSACTION VOIDS***

Transaction Voids are performed by pressing the **<CANCEL SALE> Key** then pressing the **<ENTER>** Key.

**WIC_KEY** ***WIC Key***

Enter the amounts of the WIC items and press the **<WIC TEND> Key**.

# Testing the Registers

In addition to testing the registers, the scanner, scale, keyboard, and customer display unit should also be tested to confirm each device is working correctly. You can test these items by scanning items on the register, scanning weighed items, and testing all functions of the POS key assignments at every register.

You should scan several items with various length UPC codes to confirm the scanner is transmitting the correct codes to the register. If this is not working, you will have to reprogram the scanner according to the manufacturers documentation.

Some scanners have a scale built into the same unit. The scale must be calibrated using known weights up to and including 30.00 pounds.

These tests should be completed on every register.

# Finishing Server & Register Setup

Now all cashiers must be trained on the SCANPlus POS module, and Managers must be trained on both the POS module and all BackOffice applications.

## Adding Departments in Inventory PriceBook

Some stores may require additional departments if they sell gasoline, accept coupons, issue gift certificates, charge to cash checks, or sell random weight items scanned at the register. For this reason, you will need to use Inventory PriceBook to add the additional departments and department numbers. The departments and department numbers should be assigned as follows:

8888 = Random Weight Items Scanned at Register
999 = Items entered with no Dept # are assigned to 999
6000 = Gift Certificates
7005 = Check Cashing Fee
7010 = Negative Dept
7011 = Negative Dept
7012 = Negative Dept
7111 = Store Coupon
7112 = Vendor Coupon

Once the new departments are setup on the server several files must be copied to each register under a new filename as specified below:

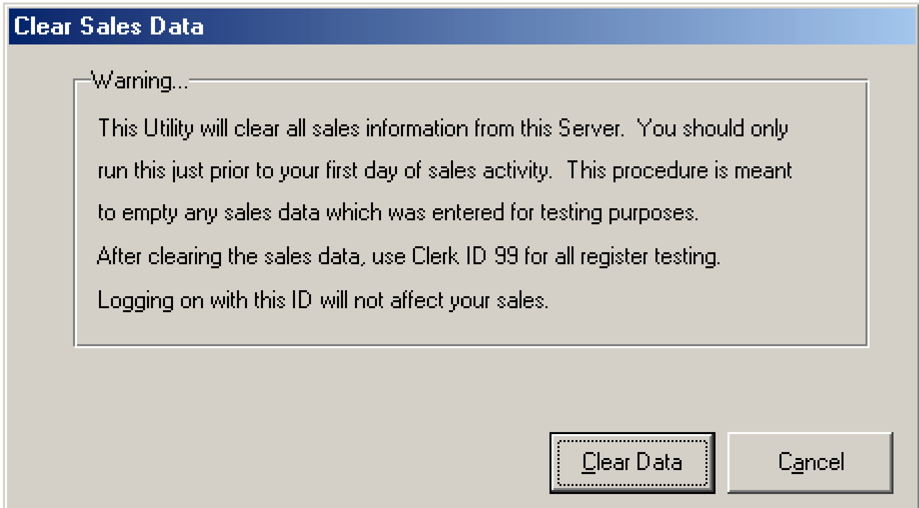
| Server File | Register Copy |
|---|---|
| DEPT.DAT | REGDEPT.DAT |
| MIXMATH.DAT | REGMM.DAT |
| PRICEGR.DAT | RPRICEGR.DAT |
| CLERK.DAT | RCLERK.DAT |
| SFILE.DAT | RSFILE.DAT |

Next you must re-file each file AT each register by using the following command from the DOS prompt.

C:\SCANPLUS>**CFIL W302 {register copy of filename without extension}**

After all the training and testing has been completed and everything is confirmed to work correctly, you should use the Server Setup and the Setup Register programs to clear all sales and financial data that was generated by the testing and training process.

- First, use **Server Setup**, choose **Utilities** and click on **Clear Sales**.




- Next, use the Server Setup application and Purge any other data as appropriate. You can purge Sales History older than 30 days, Timekeeping records, Cash Drawers, Transaction Header & Detail, Department Sales History, Hourly Sales History, and even Weighted Item Sales History.

- Last of all, use the Setup Register program and clear all sales data from the registers to prevent any testing or training sales from being transferred to the server once you have cleared any sales data.

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You are now ready to open the store and begin using SCANPlus v3.02.

Please refer to the **BackOffice Guide** for instructions on using the other modules.