SAM4S

SAM4s SPS-500

Operator Manual

All specifications are subject to change without notice.

M-SPS-500 manual version 1.21

CRS, Inc.
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Revision 2.0 - April 1, 2005

<u>WARNING - U.S.</u>

THIS EQUIPMENT GENERATES, USES AND CAN RADIATE RADIO FREQUENCY ENERGY, AND IF NOT INSTALLED AND USED IN ACCORDANCE WITH THE INSTRUCTIONS MANUAL, MAY CAUSE INTERFERENCE TO RADIO COMMUNICATIONS. IT HAS BEEN TESTED AND FOUND TO COMPLY WITH THE LIMITS FOR A CLASS A COMPUTING DEVICE PURSUANT TO SUBPART J OF PART 15 OF FCC RULES WHICH ARE DESIGNED TO PROVIDE REASONABLE PROTECTION AGAINST SUCH INTERFERENCE WHEN OPERATED IN A COMMERCIAL ENVIRONMENT. OPERATIONS OF THE EQUIPMENT IN A RESIDENTIAL AREA IS LIKELY TO CAUSE INTERFERENCE IN WHICH CASE THE USER, AT HIS OWN EXPENSE, WILL BE REQUIRED TO TAKE WHATEVER MEASURES MAY BE REQUIRED TO CORRECT THE INTERFERENCE.

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THIS APPARATUS COMPLIES WITH THE CLASS “A” LIMITS FOR RADIO INTERFERENCE AS SPECIFIED IN THE CANADIAN DEPARTMENT OF COMMUNICATIONS RADIO INTERFERENCE REGULATIONS.

CET APPAREIL EST CONFORME AUX NORMES CLASS “A” D’INTERFERENCE RADIO TEL QUE SPECIFIER PAR MINISTRE CANADIEN DES COMMUNICATIONS DANS LES REGLEMENTS D’INTERFERENCE RADIO.

ATTENTION

The product that you have purchased may contain a battery that may be recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of the battery into the municipal waste system.

Check with your local solid waste officials for details concerning recycling options or proper disposal.

Precaution Statements

Follow these safety, servicing and ESD precautions to prevent damage and to protect against potential hazards such as electrical shock.

1-1 Safety Precautions

1. Be sure that all built-in protective devices are replaced. Restore any missing protective shields.
2. When reinstalling the chassis and its assemblies, be sure to restore all protective devices, including nonmetallic control knobs and compartment covers.
3. Make sure there are no cabinet openings through which people - particularly children - might insert fingers and contact dangerous voltages.
   Such openings include excessively wide cabinet ventilation slots and improperly fitted covers and drawers.
4. Design Alteration Warning:
   Never alter or add to the mechanical or electrical design of the SECR. Unauthorized alterations might create a safety hazard. Also, any design changes or additions will void the manufacturer's warranty.
5. Components, parts and wiring that appear to have overheated or that are otherwise damaged should be replaced with parts that meet the original specifications. Always determine the cause of damage or over- heating, and correct any potential hazards.
6. Observe the original lead dress, especially near the following areas: sharp edges, and especially the AC and high voltage supplies. Always inspect for pinched, out-of-place, or frayed wiring. Do not change the spacing between comp-onents and the printed circuit board. Check the AC power cord for damage. Make sure that leads and components do not touch thermally hot parts.
7. Product Safety Notice:
   Some electrical and mechanical parts have special safety-related characteristics that might not be obvious from visual inspection. These safety features and the protection they give might be lost if the replacement component differs from the original - even if the replacement is rated for higher voltage, wattage, etc.
   Components that are critical for safety are indicated in the circuit diagram by shading, (⚠) or (⚠). Use replacement components that have the same ratings, especially for flame resistance and dielectric strength specifications. A replacement part that does not have the same safety characteristics as the original might create shock, fire or other hazards.

CAUTION

Danger of explosion if battery is incorrectly replaced.

Replace only with the same or equivalent type recomm-ended by the manufacturer.

Dispose used batteries according to the manufacturer's instructions.

ATTENTION

ll y a danger d'explosion s'il y a remplacement incorrect de la batterie.

Remplacer uniquement avec une batterie du même type ou d'un type équivalent recommandé par le constructeur.

Mettre au rebut les batteries usagées conformément aux instructions du fabricant.

1-2 Servicing Precautions

WARNING: First read the-Safety Precautions-section of this manual. If some unforeseen circumstance creates a conflict between the servicing and safety precautions, always follow the safety precautions.

WARNING: An electrolytic capacitor installed with the wrong polarity might explode.

1. Servicing precautions are printed on the cabinet. Follow them.
2. Always unplug the units AC power cord from the AC power source before attempting to:
   (a) Remove or reinstall any component or assembly
   (b) Disconnect an electrical plug or connector
   (c) Connect a test component in parallel with an electrolytic capacitor
3. Some components are raised above the printed circuit board for safety. An insulation tube or tape is sometimes used. The internal wiring is sometimes clamped to prevent contact with thermally hot components. Reinstall all such elements to their original position.
4. After servicing, always check that the screws, components and wiring have been correctly reinstalled. Make sure that the portion around the serviced part has not been damaged.
5. Check the insulation between the blades of the AC plug and accessible conductive parts (examples : metal panels and input terminals).
6. Insulation Checking Procedure:
   Disconnect the power cord from the AC source and turn the power switch ON. Connect an insulation resistance meter (500V) to the blades of AC plug.
   The insulation resistance between each blade of the AC plug and accessible conductive parts (see above) should be greater than 1 megohm.
7. Never defeat any of the B+ voltage interlocks. Do not apply AC power to the unit (or any of its assemblies) unless all solid-state heat sinks are correctly installed.
8. Always connect an instrument's ground lead to the instrument chassis ground before connecting the positive lead ; always remove the instrument's ground lead last.

1-3 Precautions for Electrostatically Sensitive Devices (ESDs)

1. Some semiconductor (solid state) devices are easily damaged by static electricity. Such components are called Electrostatically Sensitive Devices (ESDs); examples include integrated circuits and some field-effect transistors. The following techniques will reduce the occurrence of component damage caused by static electricity.
2. Immediately before handling any semiconductor components or assemblies, drain the electrostatic charge from your body by touching a known earth ground. Alternatively, wear a discharging wrist-strap device. (Be sure to remove it prior to applying power - this is an electric shock precaution.)
3. After removing an ESD-equipped assembly, place it on a conductive surface such as aluminum foil to prevent accumulation of electrostatic charge.
4. Do not use freon-propelled chemicals. These can generate electrical charges that damage ESDs.
5. Use only a grounded-tip soldering iron when soldering or unsoldering ESDs.
6. Use only an anti-static solder removal device. Many solder removal devices are not rated as anti-static; these can accumulate sufficient electrical charge to damage ESDs.
7. Do not remove a replacement ESD from its protective package until you are ready to install it. Most replacement ESDs are packaged with leads that are electrically shorted together by conductive foam, aluminum foil or other conductive materials.
8. Immediately before removing the protective material from the leads of a replacement ESD, touch the protective material to the chassis or circuit assembly into which the device will be installed.
9. Minimize body motions when handling unpackaged replacement ESDs. Motions such as brushing clothes together, or lifting a foot from a carpeted floor can generate enough static electricity to damage an ESD.

Contents

Introduction

SAM4s SPS-500 Overview

Power Requirements

Plug the SPS-500 into a grounded 3-prong outlet.

- Be aware that other electrical devices on the same circuit can cause your ECR to malfunction. Avoid plugging your ECR into outlets where other high-current devices are connected.
- Be aware that power quality issues, including voltage fluctuations, electrical noise, spikes, outages, interruptions, and other power viruses can disrupt or damage modern electronic equipment, including ECRs and PCs.
- When ECRs are interconnected in networks, connected to PCs or where communications cables connect peripherals, particular care must be taken with power sources and communication cable routing. Your authorized dealer can provide detailed power specifications for these applications. Failure to implement installation requirements for networked systems may cause system failures and/or poor system performance.
- The SAM4s SPS-500 is a modern computerized network device. As with all network systems, it requires appropriate electrical power wiring and proper routing of communication cabling for reliable operation and maximizing the life of the equipment.
- When installed in a merchant location, CRS recommends a PowerVar ABC065-11 power conditioner, CRS P/N 701002, which will support an SPS-500 ECR and printer. An uninterruptible power supply (UPS) is recommended where frequent power disruptions occur. Without a UPS, the SPS-500 will shut down and reboot when power is disrupted. (The SPS-500 reboots in less than one minute.)

CRS also recommends:

1. Dedicated branch circuits for SPS-500 equipment.
2. Isolated Grounding for all equipment within the SPS-500 system.

Please refer to the *SPS-500 Installation Guide* for detailed power requirements.

Safe Operation

- Do not locate your SAM4s SPS-500 in a damp or wet environment. Avoid high humidity, direct sunlight and temperature extremes.
- Always plug your SPS-500 into a grounded three-prong outlet. Never use two-prong adaptors or ungrounded outlets.
- Check to make sure the power outlet provides the correct voltage: (120V +/- 10%).
- Immediately disconnect the ECR from the power source in case of spilled liquid in the ECR, smoke, or strange smells. Call your authorized dealer for assistance.
- Do not operate the ECR with wet hands.
- Use a soft dry cloth to clean the ECR cabinet. Do not use wet cloths or solvents.
- Do not open the ECR case to attempt repairs. Dangerous voltages can cause shock. Service attempts by untrained personnel can cause unnecessary damage to your ECR.

Important Battery Backup Note

Before using the SAM4s SPS-500 for the first time, leave it powered on in the REG key lock position for at least twenty-four hours. This allows the Ni-MH battery, which maintains the memory of the ECR while the power is off, to charge completely.

SAM4s SPS-500 Configurations

- The SPS-520RT features two 2” printers (receipt/journal) with a raised-key keyboard
- The SPS-520FT features two 2” printers (receipt/journal) a flat spill-resistant keyboard
- The SPS-530RT features one 3” printer with a raised-key keyboard
- The SPS-530FT features one 3” printer with a flat spill-resistant keyboard

Standard Hardware

The SPS-500 series features a 7” TFT-LCD backlit color touch screen, in addition to traditional ECR components:

- Flat 160-position keyboard or a 90-position keyboard with traditional raised keys,
- Receipt or receipt/journal printer configurations,
- Key lock security with **Void**, **Off**, **Register**, **X**, **Z**, **P** (program) and **S** (service) positions,
- Heavy duty metal cash drawer
- Two-line alphanumeric rear display

Standard Connectivity

Each SPS-500 ECR is configured with:

- Four powered (5v out) serial ports: COM#1/2 (DSUB); COM#3/4 (RJ45)
- LAN: 10/100 Base-T Ethernet (TCP/IP, 32 ECR)
- SD Card Port: Supports Program Save/Load; Screen Capture; Firmware Updates; Upload Graphics
- Two USB Ports: 1-front/1-back panel
- Three Cash Drawer ports: Default #1/RJ-45 #2 & #3

Optional Connectivity

- MSR (Magnetic Stripe Reader): Track 1&2 / 2&3
- 6MB Compact Flash Memory Expansion

Software

The built-in SPS-500 POS application has considerable flexibility and can be configured for both retail sales and food sales in quick and table service environments.

Like ECR programs, the SPS-500 application program allows the reseller to configure the terminal to perform in a specific setting. After consulting with the merchant, the reseller uses **S** Mode (secure) programs set to memory allocation, system configurations, key functions and locations, port assignments, passwords and other system settings. Then the **P** Mode (program) is used to complete the end user program for the merchant with, price look-up (PLU) programs, messages, employees, taxes, and other system options.

Controls & Connections

The **Power LED** will illuminate when the ECR is powered on.

The **IRC LED** will flash during IRC operations

Power Switch

Optional **Magnetic Card Reader** (MCR)

Front Panel Angle Adjustment

Set the LCD panel to the optimum viewing angle

Access panel allows installation of optional 6MB Compact Flash Memory card.

Rear Customer Display

Standard Rear Display—
Turn and/or lift for
optimum viewing

SD Memory Card Slot

The Standard SPS-500 SD Memory Card slot is located inside the printer compartment. It can be used to:

- Load Application Program Updates
- Save/Load End User Program Settings
- Load Graphic Key Images
- Save Screen Captures

Connection Panel

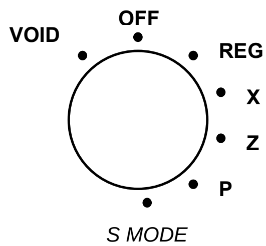
Standard ports include:

- 2 Additional 24v Cash Drawer Ports
- LAN port
- 2-USB Ports (1 back panel/1 front)
- 4-RS-232C Comm. Ports (2-DB9 Male/2-RJ45)

Serial Number/
Identification
Label

Front USB port
located behind access
door (for keyboard,
USB memory stick or
scanner)

Control Lock



VOID Use to void (correct) items outside of a sale.

OFF The register is inoperable.

REG (Register) use for normal registrations.

X Use to read register reports and perform other manager functions.

Z Use to read register reports and reset totals to zero.

P (Program) Use to program the register.

S MODE Use for tests and special settings. This position is not marked on the control lock.

The *SPS-500* includes two sets of keys that can be used to access the following control lock positions.

Key	Positions Accessible
VD	VOID, OFF, REG, X
X	OFF, REG, X
Z	OFF, REG, X, Z
PGM	VOID, OFF, REG, X, Z, PGM
C	ALL POSITIONS

Keyboards

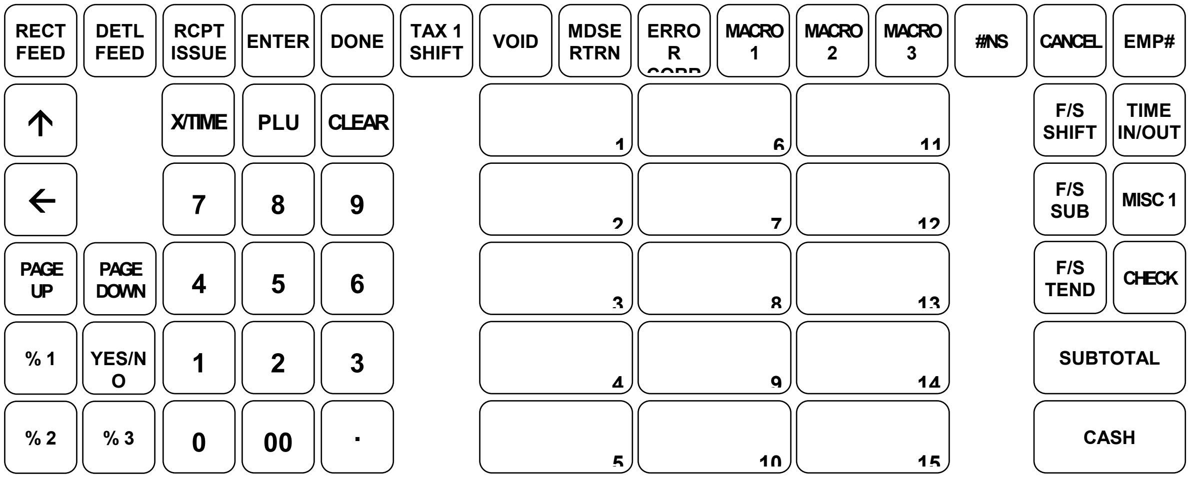
Default Flat Keyboard—SPS-520F/SPS-530FT

RCPT FEED	DETL FEED	RCPT ON/OFF	28	38	| 48	58	68	78	88	98	PRICE LVL 1	KEYB LVL 1	RECEIPT ISSUE	TIME CLOCK	EMP #
1	10	19	29	39	49	59	69	79	89	99	PRICE LVL 2	KEYB LVL 2	ERR CORR	VOID ITEM	MDSE RTRN
2	11	20	30	40	50	60	70	80	90	100	TAX1 SHIFT	EXEMPT TAX	YES/NO	ENTER	CANCEL
3	12	21	31	41	51	61	71	81	91	101	MACRO1	PAGE UP	↑	PAGE DOWN	RECALL CHECK
4	13	22	32	42	52	62	72	82	92	102	MACRO2	←	↓	→	STORE CHECK
5	14	23	33	43	53	63	73	83	93	103	MACRO3	@/ FOR	PLU	CLEAR	MISC2
6	15	24	34	44	54	64	74	84	94	104	%1	7	8	9	MISC 1
7	16	25	35	45	55	65	75	85	95	105	%2	4	5	6	CHECK
8	17	26	36	46	56	66	76	86	96	106	%3	1	2	3	SBTL
9	18	27	37	47	57	67	77	87	96	107	DONE	0	00	.	CASH

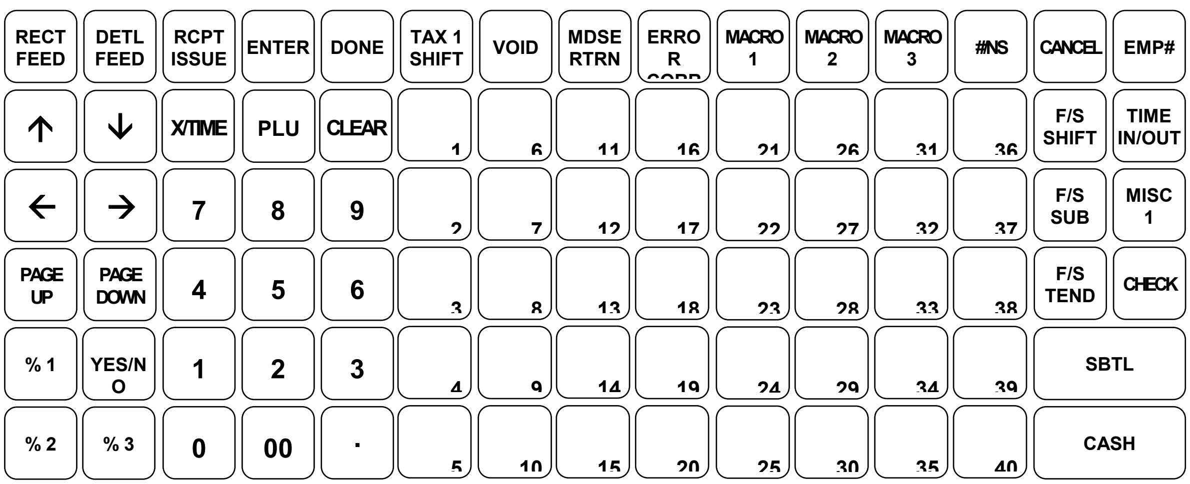
Alpha Keyboard Overlay—SPS-520F/SPS-530FT

RCPT FEED	DETL FEED	RCPT ON/OFF	- 28	+ 38	|- 48	{ 58	} 68	: 78	“ 88	= 98	PRICE LVL 1	KEYB LVL 1	RECEIPT ISSUE	TIME CLOCK	EMP #
! 1	@ 10	# 19	$ 29	% 39	^ 49	& 59	* 69	(79	) 89	- 99	PRICE LVL 2	KEYB LVL 2	ERR CORR	VOID ITEM	MDSE RTRN
Q 2	W 11	E 20	R 30	T 40	Y 50	U 60	I 70	O 80	P 90	\ 100	TAX1 SHIFT	EXEMPT TAX	YES/NO	ENTER	CANCEL
A 3	S 12	D 21	F 31	G 41	H 51	J 61	K 71	L 81	; 91	’ 101	MACRO1	PAGE UP	↑	PAGE DOWN	RECALL CHECK
Z 4	X 13	C 22	V 32	B 42	N 52	M 62	, 72	. 82	/ 92	< 102	MACRO2	←	↓	→	STORE CHECK
CAPS 5	SHIFT 14	BOLD 23	SPACE 33	SPACE 43	SPACE 53	SPACE 63	SPACE 73	BACK 83	? 93	> 103	MACRO3	@/ FOR	PLU	CLEAR	MISC2
Ä 6	Å 15	Æ 24	Ö 34	Ü 44	Ñ 54	Ç 64	É 74	■ 84	[94	] 104	%1	7	8	9	MISC 1
á 7	é 16	í 25	ó 35	ú 45	ë 55	ï 65	ÿ 75	¿ 85	¼ 95	½ 105	%2	4	5	6	CHECK
à 8	è 17	ì 26	ò 36	ù 46	α 56	β 66	µ 76	Φ 86	€ 96	106	%3	1	2	3	SBTL
â 9	ê 18	î 27	ô 37	û 47	¢ 57	£ 67	¥ 77	Pt 87	ƒ 96	107	DONE	0	00	.	CASH

Default Raised-Key Keyboard—SPS-520RT/SPS-530RT



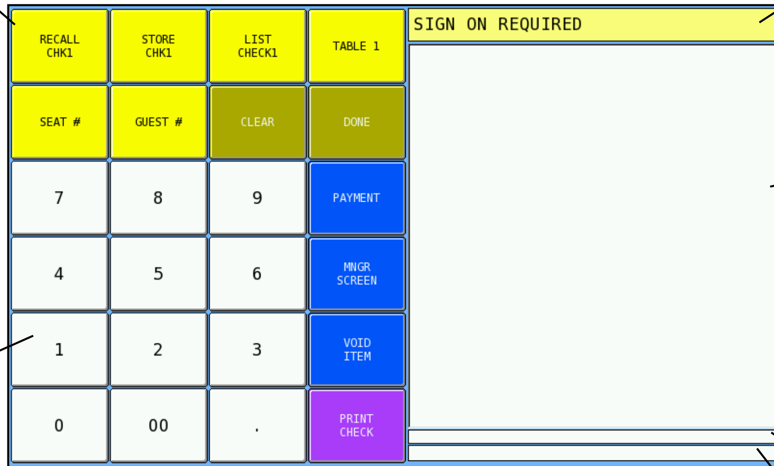
Expanded Raised-Key Keyboard—SPS-520RT/SPS-530RT



Default Screen Layout

Main Screen
Up to Twenty four keys display on the main screen.* Keys can be items/categories (PLUs) or functions. A total of 200 different screens (Keylinks) can be defined to organize

Numeric Keys
The 10-key pad keys appear on the default keylink. They can be removed or the locations can be give other functions.



Function Keys
Twelve default function keys can be moved or reassigned.

Message Line:
Displays Error Messages, Clerk Identification & Transaction totals.

Transaction Detail is displayed here. If over 12 items are registered, a scroll bar displays. Note that the transaction area may be oriented to the left or right of the

Transaction Summary Line.

Status Line:
Current Price level, Receipt on/off status & register #.

* Note: Configuration of screen is selected with **S** mode system option #26, "Sales Area Configuration.

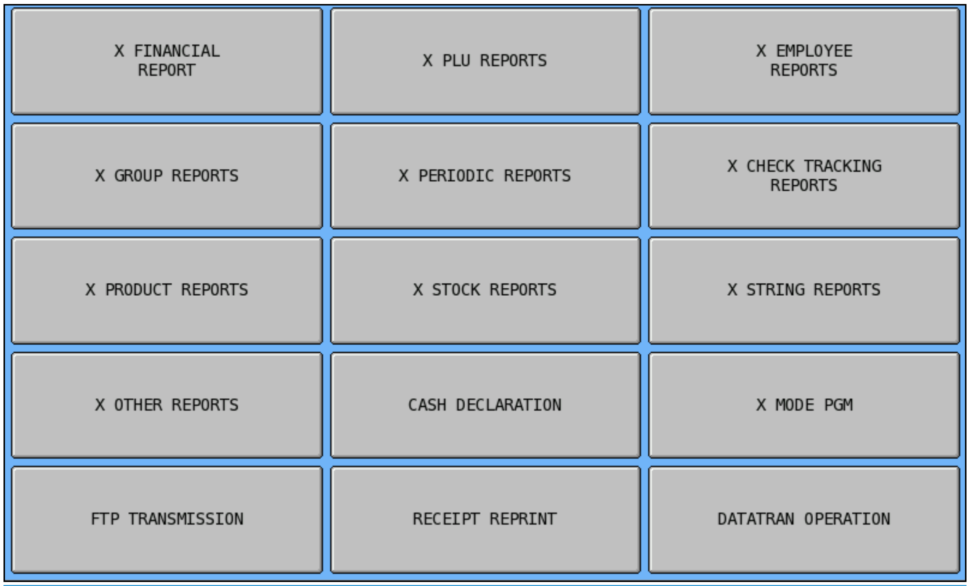
Screen Saver

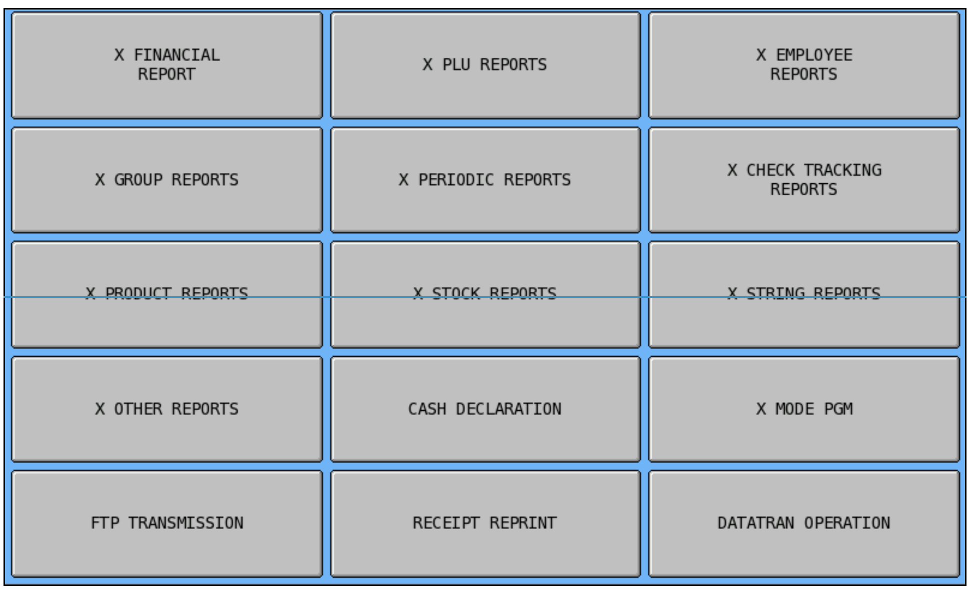
A screen saver can be implemented by going to page #5 of **P** Mode General Function Options. Depending upon the setting, the screen saver will display after 1 to 99 minutes of inactivity.

When the screen saver is activated, simply touch the screen to restore the normal display.

X Mode Main Menu

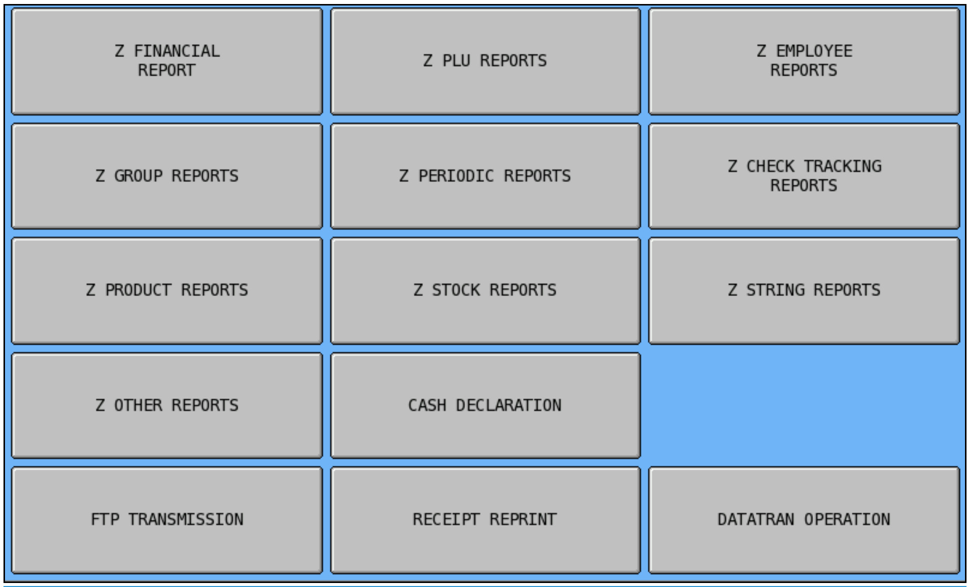
Note**:** X **Mode Menu buttons are not active until a clerk is signed on in REG position.**

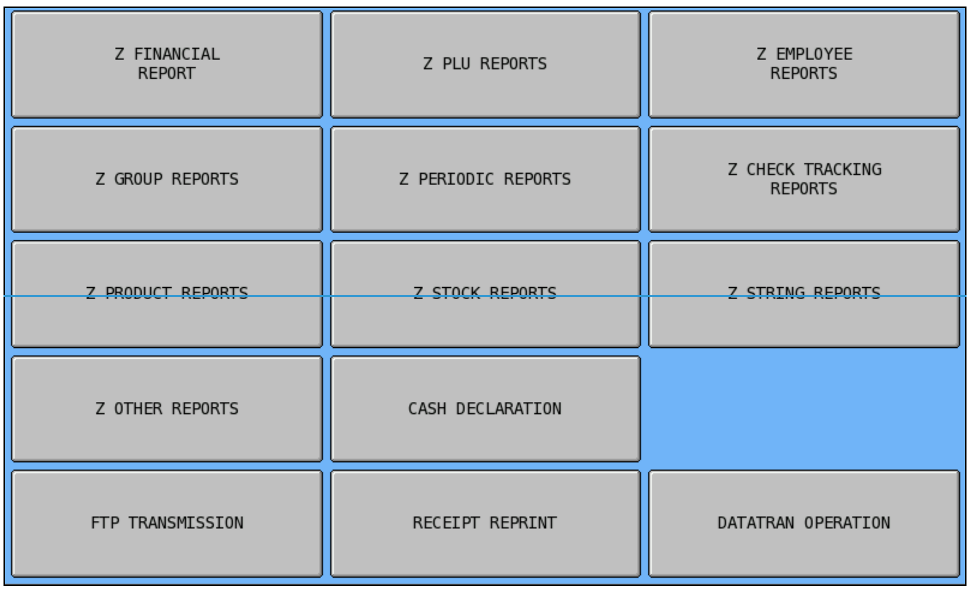




Z Mode Main Menu

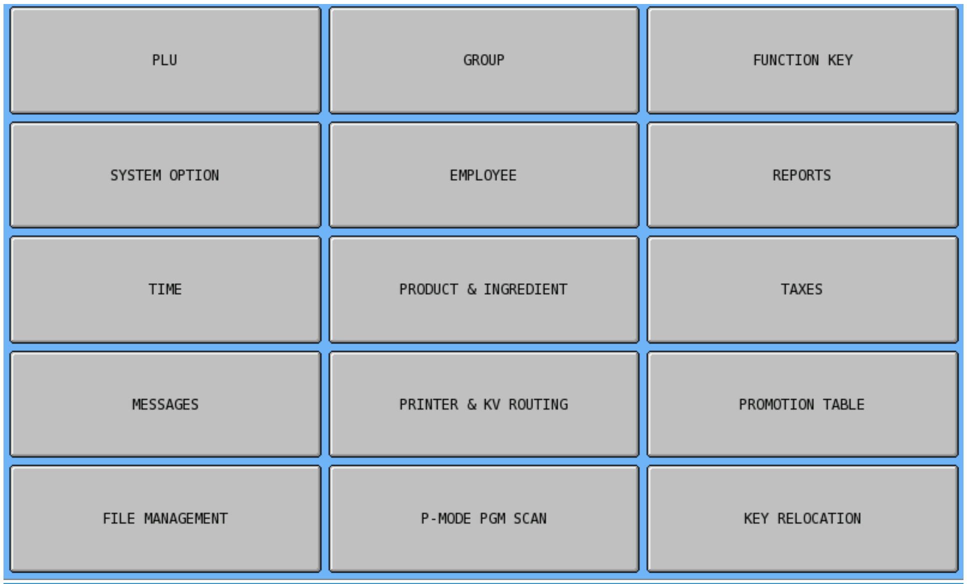
Note**:** Z **Mode Menu buttons are not active until a clerk is signed on in REG position.**

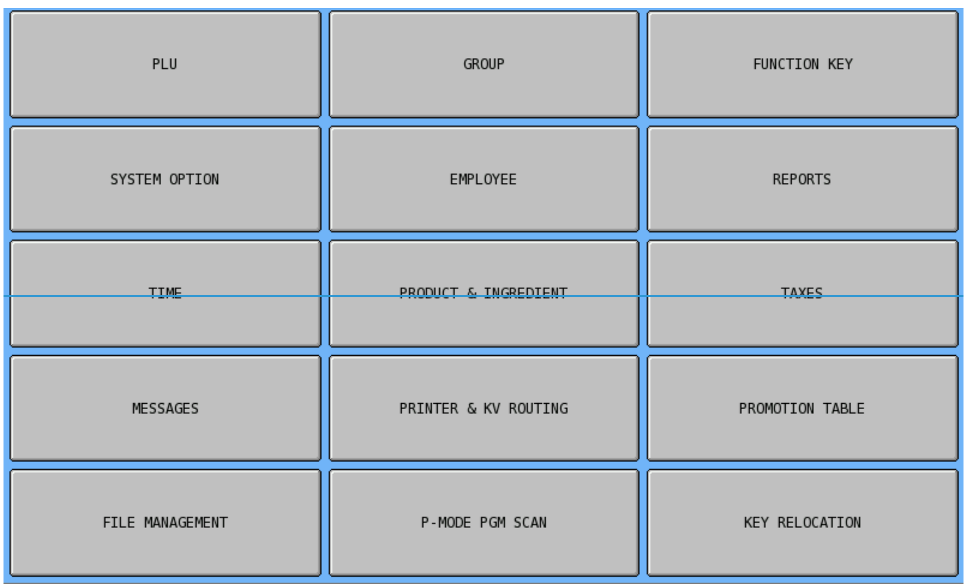

Z FINANCIAL REPORT
Z PLU REPORTS
Z EMPLOYEE REPORTS
Z GROUP REPORTS
Z PERIODIC REPORTS
Z CHECK TRACKING REPORTS
Z PRODUCT REPORTS
Z STOCK REPORTS
Z STRING REPORTS
Z OTHER REPORTS
CASH DECLARATION
FTP TRANSMISSION
RECEIPT REPRINT
DATATRAN OPERATION


Z FINANCIAL REPORT
Z PLU REPORTS
Z EMPLOYEE REPORTS
Z GROUP REPORTS
Z PERIODIC REPORTS
Z CHECK TRACKING REPORTS
Z PRODUCT REPORTS
Z STOCK REPORTS
Z STRING REPORTS
Z OTHER REPORTS
CASH DECLARATION
FTP TRANSMISSION
RECEIPT REPRINT
DATATRAN OPERATION

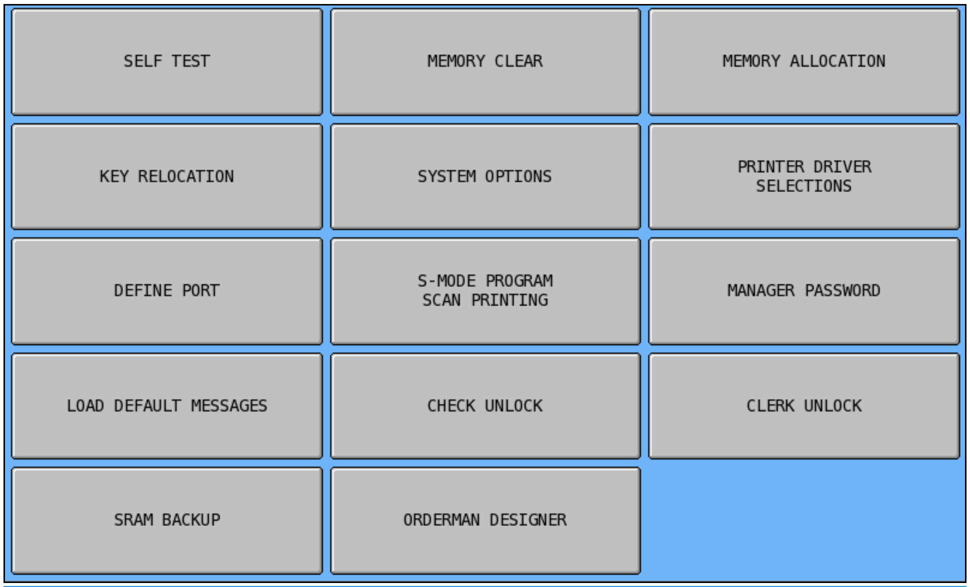
P Mode Main Menu

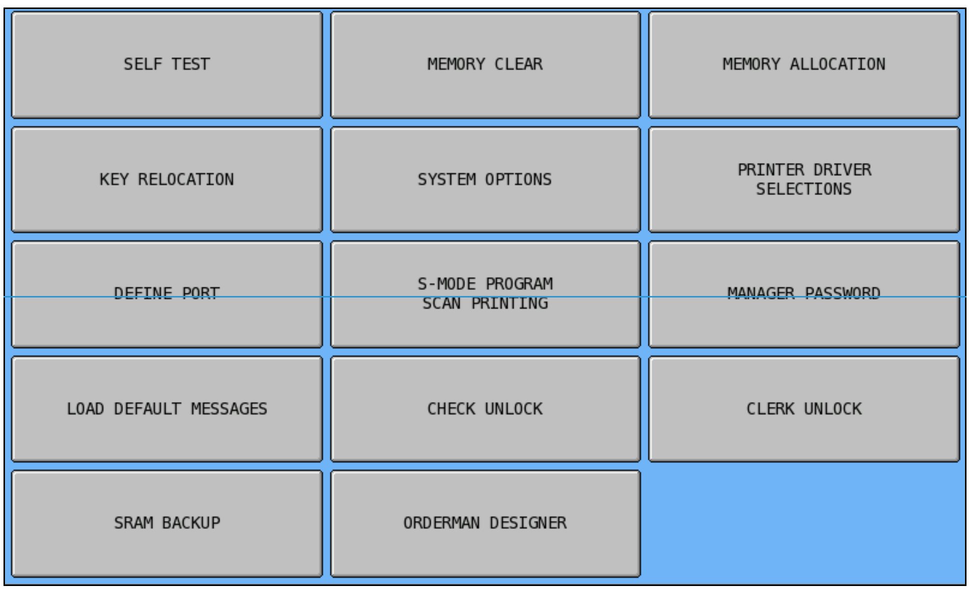
Note: P **Mode Menu buttons are not active until a clerk is signed on in REG position.**





S Mode Main Menu



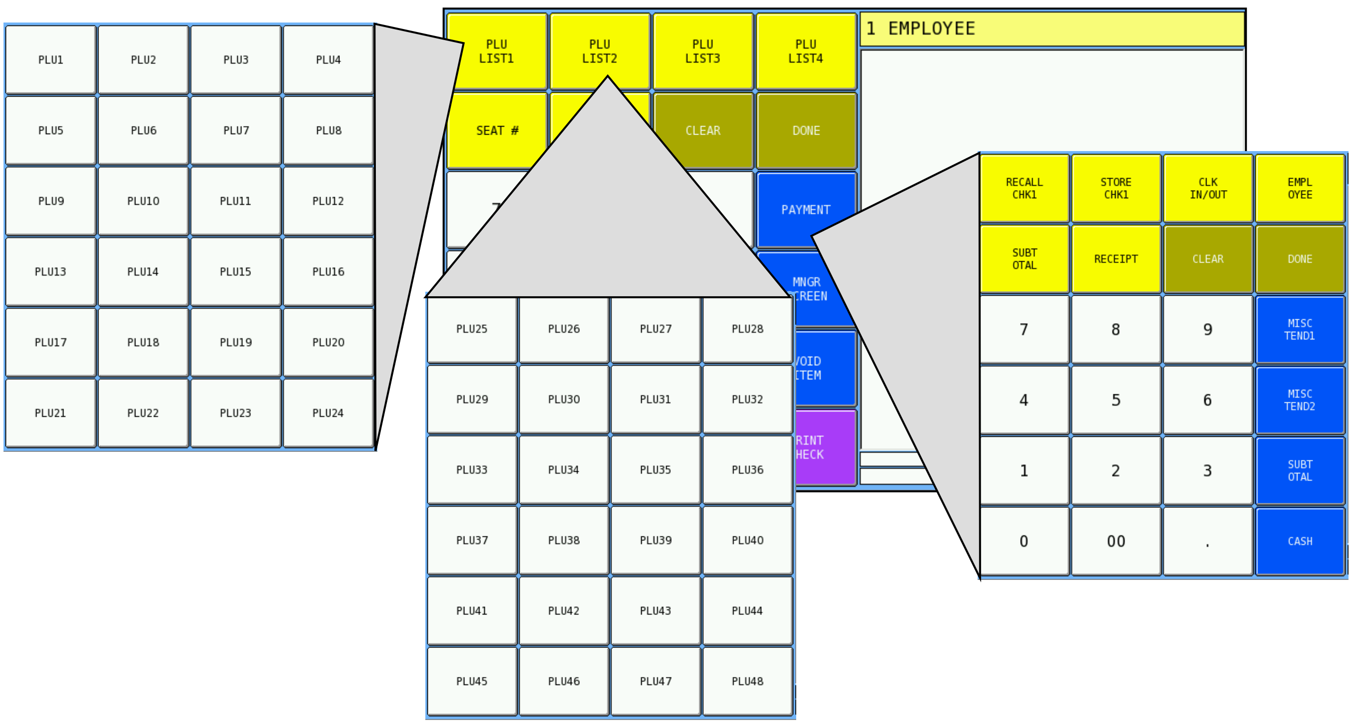


Getting Started

Default Screen Layout

The main screen provides 24 programmable locations. In addition to the main screen you can define and display 199 additional 24-location screens referred to as “Keylinks”. (Note that the default program pre-defines the first 10 keylinks for PLU lists and various function lists.)

In the example depicted below, the PLU List keys and the Payment key open new Keylink Screens.



More about Keylinks

- Keylinks have multiple uses. Typically they will be used to display condiments, instructions or options for an item registered from the main keyboard. They may also be used to organize function keys such as discounts or type of payment keys.
- Keylinks can display any combination of PLU keys (menu items or condiments) or function keys such as % keys, media keys, etc.
- Keylinks can be opened (displayed) by touching a key on the main keyboard or by touching a key on another Keylink. Keylinks can also be opened automatically after the entry of a PLU item (see PLU Programming).
- Keylinks can be programmed to remain open for unlimited entries, with the DONE key used to close the Keylink screen, or can be programmed to close automatically after a set number of entries are completed.

Custom Screen Layouts

After your authorized dealer prepares your SPS-500 for installation, your main screen and keylink screens will look different. Each screen will contain the variety of item and function keys that you require. Your screens will be designed using the following capabilities:

The default Main Screen and each Keylink screen provide 24 single size key locations in a 4 x 6 matrix.
Note: Four screen configuration options are available: providing 24, 12, 6 or 0 key locations on the display.

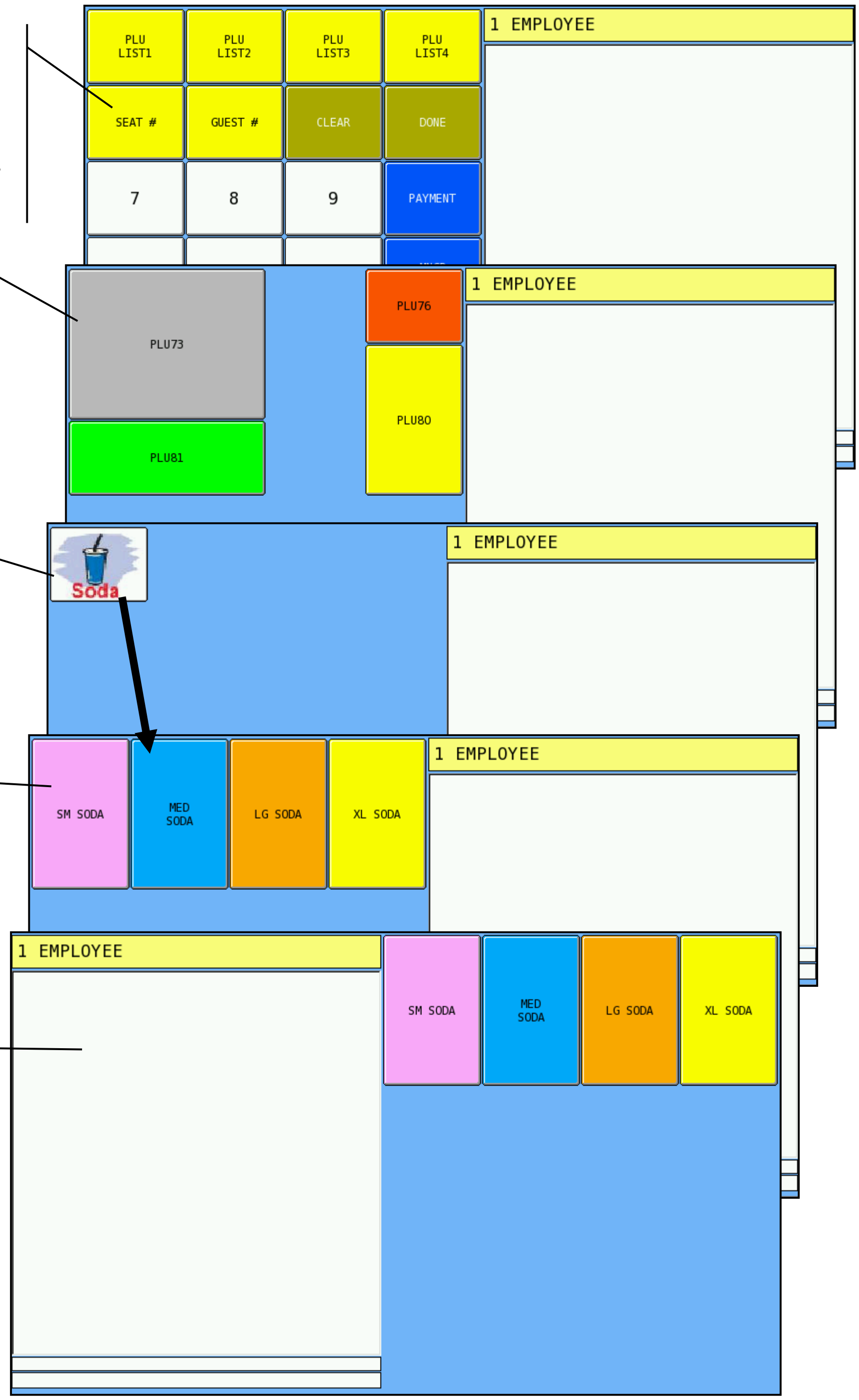
Large, wide and vertical keys may be used and unused locations may be eliminated.

Keys colors can be chosen from an 18-color palate.

Images may be used instead of text for key identification.

Keys may be set to open new screens (keylinks). In this example, the beverage key (above) is set to open a new screen offering 4-different beverage sizes.

The transaction area and the key area of the screen can be flipped so that the transaction detail displays on the left of the screen.



Screen Saver

A screen saver can be implemented; your authorized dealer can install a custom graphic image to display. Depending upon the setting, the screen saver will display after 1 to 99 minutes of inactivity.

When the screen saver is activated, simply touch the screen to restore the normal display.

Initialize/Re-boot

The initialize function allows you to exit any register activity and return to a beginning or cleared state. Any transaction that is in progress will be exited and totals for that transaction will not be updated.

Here are some reasons you may want to initialize your ECR:

- The register is in an unknown state, and you wish to exit the current program or transaction without following normal procedures.
- You have performed a function that includes a compulsory activity, such as validating or printing, and you wish to bypass the compulsory activity.
- An initial clear may be necessary as part of servicing, or troubleshooting an SPS-500 register or system.

Perform this procedure only as necessary. Contact your authorized SAM4S dealer first if you have questions about operating or programming your SPS-500.

◆ To Initialize the SPS-500, turn the main power switch off, then on again (in any key lock position.) The SPS-500 will be ready for operation about 30 seconds after re-booting.

Warning: If you initialize while a transaction is in progress, the transaction will be aborted and totals/counters will not be updated.

Function Key Definitions

Note that key descriptions are programmable. Key descriptions on your screen may be different than the function key name. For example, the "**%1**" function key may be programmed and labeled to operate as a store coupon key.

Key	**Key #**	**Description**
Numeric Keys 1-9, 0, 00, 000	**1-12**	Use for numeric entries, can be removed or relocated on the keyboard or touch screen.
ADD CHECK	**013**	Use to add multiple guest checks (tracking balances or soft checks) for payment together. See "TRAY SUBTL" on page 32 to add separate transactions when you are not tracking balances.
CANCEL	**016**	Touch CANCEL to abort a transaction in progress. All current items are removed (voided).
CASH	**018**	Use CASH to finalize or tender cash sales. Change is computed when the amount of cash tendered is greater than the amount of the sale.
TIP DECLARE	**019**	Use to declare employee tips if you are not using the employee time keeping feature. (If you are using employee time keeping, you are prompted to declare tips when clocking out.)
CHECK	**021**	Use CHECK to finalize or tender check sales. Change is computed when the amount of the check tendered is greater than the amount of the sale.
CHECK CASH	**022**	Use the CHECK CASH key to exchange a check for cash outside of a sale.
CHECK ENDORSE	**023**	If compulsory check endorsement is set with the CHECK key, use the CHECK ENDORSE key to print the endorsement message after a check is inserted into the appropriate printer.
CLEAR	**024**	Use the CLEAR function to clear numeric entries or error conditions.
CONTINUE	**025**	Use to override the pop-up employee function after a transaction. Allows the employee to post an additional transaction without signing on again.
CURR. CONV. 1-5	**026-030**	Use to convert and display the value of the transaction in foreign currency. Only cash tender is allowed after touching a CURR CONV key. Change is calculated and issued in home currency.
TABLE DSP	**033**	Use to display the grapgic table management screen.
NEXT DOLLAR	**034**	Touch the NEXT DOLLAR key to tender an amount the next whole dollar above the sale total. For example, if the sale total were $2.52, then the NEXT DOLLAR key would automatically tender $3.00.
REPORT	**036**	You can print out reports from the REG tab using the REPORT key. Reports are generated by first entering the report code, then touching the REPORT key, i.e.: [Report Code] [REPORT]. See "Report Function Key Report Code Structure" on page 147 in the appendix of this manual. Note:

DONE	**037**	Touch the DONE key to exit a keylink screen and return to the main screen.
EMPLOYEE	**040**	The EMPLOYEE # key is used to sign on a cashier, clerk, server or employee.
EMPLOYEE (1-10)	**041-050**	The EMPLOYEE (1-10) keys can be programmed to sign on a specific employee when touched directly, without entering a code.
ERR.CORR	**052**	Touch ERR CORR immediately after an item to void that item.
FD/S SHIFT	**053**	Touch FD STMP SHIFT to shift the pre-programmed food stamp status of an item prior to its registration.
FD/S SUBTL	**054**	Touch FD STMP SUBTTL to display the total of food stamp eligible items registered in the current transaction.
FD/S TEND	**055**	Touch the FD STMP TEND key to tender Food Stamps after the display of the food stamp eligible subtotal. Depending upon function key programming, change less than $1 may be applied to any cash balance or issued as cash change.
GUEST #	**056**	Use to record the number of guests served by a transaction. The entry may be compulsory. The entry appears on receipts and the kitchen printer/KVS.
HOLD	**057**	Use to identify an individual item, or an entire transaction so that the designated items will not print/display at the kitchen printer/KVS at the current finalization. Items designated as "hold" items will display on the screen with an "H".
INACTIVE	**058**	Use to define an inactive key location.
LIST CHECK 1-4	**064-067**	Touch LIST CHECK (for the appropriate tracking file) to display a list of all open soft checks in the file.
DELIVERY	**069**	The **Delivery** function key is used to initiate a delivery transaction. When touched, the **Delivery** key opens the customer record screen. Here existing accounts can be opened, new accounts created, or existing accounts deleted.
PARK DELIVERY	**070**	The **Park Delivery** function key allows you to accept orders and hold them for preparation and delivery at a later time.
SERV DELIVERY	**071**	The **Serv Delivery** function key releases held parked orders for preparation.
DELIVERY LIST	**072**	Touch the **Delivery List** function key to display a list of open delivery check numbers, with name, time and status. From the list, you can release a parked order for preparation.
DATATRAN	**077**	Use to display the Datatran function menu in REG Mode, including Open Batch, Close Current Batch, Close Batch with Debit, Gratuity, and Get Gift Card Balance functions.
STRING REPORT	**078**	Use to execute string report from **REG** mode. Enter number of string report to execute. Manager password may be required.

NEXT DOLLAR	**079**	Touch the NEXT DOLLAR key to tender an amount the next whole dollar above the sale total. For example, if the sale total were $2.52, then the NEXT DOLLAR key would automatically tender $3.00.
SHIFT CHANGE	**080**	Use to manually change the shift. Enter the shift number and touch SHIFT CHANGE.
	080-089	Reserved
CURSOR DOWN	**091**	Use in REG Mode to cursor up to an item displayed in the transaction area of the screen.
CURSOR UP	**092**	Use in REG Mode to cursor up to an item displayed in the transaction area of the screen.
	099-100	Reserved
DESTINATION 1-10	**101-110**	DESTINATION functions are subtotal functions to be used for selling situations such as eat in, take out and drive thru. Touch the appropriate DESTINATION key to record the amount of the transaction in the destination key total on the financial report. Tax calculation can be changed to accommodate different tax rules for drive thru sales.
	111-114	Reserved
MACRO PAUSE	**115**	Press the **MACRO PAUSE** key during macro programming to indicate a pause in the macro. A macro will stop when it reaches the pause, and then accept an operator key entry before continuing the macro sequence.
MACRO SET	**116**	Press the **MACRO SET** key to create a macro at any time without going through the P-mode macro program.
MACRO #	**117**	Use to execute one of the forty possible macros by entering the macro number and touching the **MACRO #** key.
MDSE RETURN	**118**	Touch the MDSE RETURN key to adjust items inside or outside of a transaction.
MISC TEND 1-16	**119-134**	Touch a MISC TEND key to finalize or tender sales paid by various charges or other media. Tendering may or may not be allowed depending upon function key programming. (Charge is the default descriptor for MISC TEND #1)
MISC TEND #	**135**	Access any of the 16 possible miscellaneous tender functions by entering the tender number (1-16) and touching the **MISC TEND #** key.
MODIFIER 1-10	**136-145**	Preceding a PLU entry, a modifier key changes a digit of the PLU number, causing a different PLU to be registered. Modifier keys can be set to change any of the 14 PLU digit positions to any specified digit (0-9).
#/NO SALE	**147**	Use to enter a non-adding memo number during a transaction (# function) or use to open the cash drawer outside of a sale (no sale function). Beginning at version 1.00s (Sept 12, 2013) capability to scan a non-add number was added.

P/BAL	**148**	Enter an amount, and then touch the Manual Previous Balance (P/BAL) key to use the simplest form of Charge Posting/Table Service. The P/BAL key may be used any time within a transaction. Transactions where the P/BAL key is used must be finalized with one of the STORE CHECK keys.
PAID OUT 1-5	**151-155**	Touch a PAID OUT key to remove cash, check or miscellaneous media from the drawer.
PAID RECALL	**156**	The PAID RECALL key is used to recall last x number of transactions, starting with the last transaction finalized. (X is determined in memory allocation.) Once recalled, a transaction could be reviewed (using the cursor keys or PAGE UP/PAGE DN). To exit the paid order view, touch CLEAR.
%1 - %10	**157-166**	Ten discount keys (%1 - %10) are available to handle various kinds of discounts, markdowns and adjustments to items or transactions.
PLU	**167**	Enter the PLU code number and touch PLU to register a PLU.
PRICE INQ	**169**	Touch the PRICE INQ to display the PLU price without actually registering the PLU.
PRICE LVL 1-20	**170-189**	Touch a LEVEL key prior to a PLU entry to shift the price of a PLU to a different price set in PLU programming.
PRINT	**190**	Touch the PRINT function to send items that require special preparation to the kitchen printer (or KVS) before the sale is finalized. An item can be programmed as an auto grill item, requiring the PRINT key to be touched every time the menu item is sold. This function does not affect normal kitchen printer/KVS routing. The PRINT function also sends items in group sequence using the "meal order feature". Items are given a meal order priority through group programming. Each time the PRINT key is touched, the next priority of items will be release to the kitchen printer.
PRINT CHECK	**191**	Prints the soft guest check (tracking file) that is currently displayed. The PRINT CHECK key may be programmed to store (service) the check automatically.
PRINT HOLD	**192**	Use to remove the "hold" designation from an item or order, so that the items and their instructions are now sent to the kitchen printer/KVS at finalization.
PROMO	**193**	Touch the PROMO key to void the price (the item remains) of an item. Can be used for 2 for 1 promotions. A PROMO count is available for each menu item.
QUIT	**195**	Touch QUIT to automatically sign off the current cashier/clerk.
RECEIPT ON/OFF	**196**	Touch RECEIPT ON/OFF to toggle the receipt function from on to off (versions before V2.01r) or touch [1] [RECEIPT ON/OFF] to turn receipt on or [2] [RECEIPT ON/OFF] to turn receipt off. You must first have a receipt printer connected, identified to the register, and the print receipt automatically option (see General Printing Options) turned on. Key also controls report printing.

RECALL CHECK # 1-4	**197-200**	The check tracking system can maintain only balances (hard check) or entire transactions (soft check) in the register memory. Four different tracking files can be separated to maintain, for example: restaurant checks, call-in orders, delivery orders, and/or table balances. Touch one of the four RECALL CHECK # keys directly to begin a tracking transaction, or enter the tracking number and touch the RECALL CHECK # key to access the existing tracking balance.
RECD ACCT 1-5	**201-205**	Touch a RECD ACCT key to add cash, check or miscellaneous media to the drawer.
RECEIPT	**206**	Touch the RECEIPT key to issue a transaction receipt at the designated receipt printer.
REPEAT	**207**	Touch the REPEAT key to quickly re-order a set of items. When a check is recalled, simply touch the REPEAT key to automatically register all of the items registered at the previous posting.
SCALE	**208**	Touch the SCALE key to automatically display the weight from a scale connected to the register, or to manually enter a weight for extension.
SEAT #	**209**	Use to identify a specific seat (or person) within a transaction. Facilitates separate payment by seat, and identifies to the food preparation staff (through the kitchen printer/KVS) how to assemble meals. Seat numbers may be assigned at the time of entry or, if necessary, later in the transaction.
SPLIT ITEM	**211**	When like items are consolidated in a transaction you can move the cursor to the item and touch the SPLIT ITEM key to display the items separately, instead of in consolidated form, used normally to assist the items to seat allocation.
SPLIT PAY	**212**	Enter the number of splits and touch the SPLIT PAY key to divide the amount of a guest check into equal segments for payment by more than one person.
STOCK INQ	**213**	Touch the STOCK INQ key, and then enter (or scan) an item to view the stock status of the item. (The item must be a stock item to use this function.)
STORE CHECK 1-4	**214-217**	The check tracking system can maintain only balances (hard check) or entire transactions (soft check) in the register memory. Four different tracking files can be separated to maintain, for example, restaurant checks, call-in orders, delivery orders, and/or table balances. Touch one of the four STORE CHECK # keys to finalize a tracking transaction. (This function is equivalent to a *SERVICE* function.)
SUBTOTAL	**218**	Touch SUBTOTAL to display the message “SUBTOTAL” on the display. Although a running total is always displayed on the bottom of the screen, the SUBTOTAL key may be required before some functions, such as subtotal discount.
TABLE # (1-4)	**219-222**	Use to enter the table number of the check. If a table number is entered, the TABLE # key can also be used to recall the check.
	223	Reserved

TAX EXEMPT	**224**	The TAX EXEMPT can be preprogrammed to exempt specific taxes from a sale.
TAX SHIFT 1-6	**225-230**	Use to shift the preprogrammed tax status of an item. Touch before an item entry to make taxable.
CLK IN/OUT	**231**	Touch the CLK IN/OUT key to record start and stop work times for the registered employee. Hours worked are maintained by the time clock system.
TIP (1-3)	**232-234**	Use to enter a tip amount on a check.
TRANSFER CHECK (1-4)	**235-238**	Use to transfer one or all open soft checks form one server to another server. A transfer check receipt will print.
TRAY SUBTL	**239**	Touch the TRAY SUBTL key to finalize a transaction that will be paid later with subsequent transactions. See "ADD CHECK" on page 27 to add multiple soft checks for payment.
VALID	**240**	Touch VALID to initiate a single line validation. (A printer with validation capability must be connected to the system and programmed appropriately.)
VOID ITEM	**241**	Touch the VOID ITEM key to remove an item from a transaction. Locate the cursor on the item you wish to remove and touch the VOID ITEM key.
WASTE	**242**	Used to start and end entries of items that are wasted. A waste count is maintained for each item and inventory is adjusted.
FUNC.LIST#	**243**	Use to manually advance to a specific Key Link. Enter the Key link # (1-200), touch the FUNC.LIST# key.
X/TIME	**244**	Use the X/TIME key to multiply, to register split price items, or display the time in the REG mode.
	245	Reserved
PARK ORDER	**246**	Used in conjunction with a kitchen video system and the SERVE ORDER function key. Enter a number and touch PARK ORDER to park or "suspend" an order on the video monitor until the order is completely filled. In the case of a drive through order that cannot be completed when the customer arrives at the pick-up window, the operator would park the order until it was completely filled. The order would then be served or bumped by using the SERVE ORDER key.
SERVE ORDER	**247**	Used in conjunction with a kitchen video system and the PARK ORDER function key. Enter a number and touch SERVE ORDER to serve or bump the order from a video monitor. No video keypad is needed for this function.

KP ROUTING	**248**	The KP ROUTING key is used to override KP Time Period control. For example, a restaurant might normally operate two kitchens at one time and one kitchen at other times. In case the volume of business changes, the manager might want to control the KP routing manually. Also, a single item, or large order might be required to be sent to a different printer than normal. Select STAYDOWN or TRANS. POP UP. To operate, before the transaction, touch [1] [KP ROUTING] for period one or [2] [KP ROUTING] for period two.
SPLIT CHECK	**249**	The Split Check function provides another method of breaking down checks for payment. Note that this method works best when check numbers are not automatically assigned. Many programmers/installers will use the table number as the check number, and in this situation the feature works quite well. Place a “Split Check” key on the screen. Recall a check (table). Select the item you wish to place on a new check by touching the item on the display, then touching [Split Check]. Note that an asterisk (*) now displays next to the item. Continue to mark additional items to be assigned to a different check as necessary. Touch [Store Check]. The prompt will ask you to enter the number of the check you wish the designated items to be assigned to. Enter the check (table) number and touch OK. The original check with be stored automatically and the new check with the split items is open for storing or payment. If you wish to use the split check feature in applications where checks are automatically assigned, you must first open and store a new check. Make note of the check number. Then open the check from which you wish to split items from. Identify the items using the [Split Check] key as described above. Then when prompted to enter the number of the check where the selected items are to be assigned, enter the number of the new check you previously created.
ALPHA TEXT	**250**	Use to type a name or message that will be associated with a soft check. Touch the ALPHA TEXT key anytime after a check has been opened, then type a message (up to 15 characters) using the alpha keyboard overlay and touch **OK**. Multiple message lines can be entered. The message is saved and printed/displayed with the order. A system option controls whether the message is printed on the guest check.
NEW CHECK1-4	**251-254**	The standard recall check key allows a check to be opened if it does not already exist. This is excellent in hospitality tracking, however for account management credit may not so readily be given. Therefore when this button is programmed accounts are not opened automatically. A warning will indicate an account does not exist if an attempt is made to open using the recall check key. The new check button is used to open new accounts. The programmability for this key is automatically picked up from the status of the Recall check key.
PRICE CHANGE	**256**	This allows the pre-programmed price of an item to be changed though the sequence: [PRICE CHANGE] [PLU] [PRICE] [PRICE CHANGE]. The PLU flag “ALLOW PRICE CHANGE” controls this function.

PREV LIST	**268**	Moves the current screen (n) to the previous screen (n-1).
NEXT LIST	**269**	Moves the current screen (n) to the next screen (n+1).

Passwords

Manager controlled activities can be completed only after the correct password is entered.

Password Notes

- The default manager password is: **9999**. You can set your own 4-digit passwords by selecting Passwords in **S** mode.
- Separate passwords for report levels (X and Z1-Z5) can be set in S-Mode System Option #7. Here the default password is also **0000**, meaning all report levels can be accessed without password entry.
- If an employee card system is used, and the MANAGER REQUIRED message displays, employees with manager status can swipe their card to complete the transaction.

Error Messages

The SPS-500 displays messages on the top line of the screen, immediately to the right of the function tabs. Note that each of the standard messages described below can be customized. Your program may display slightly different text messages.

AMOUNT REQUIRED

This operation requires an amount entry.

BAD VALUE

The number entered is incorrect for the task being performed.

BUFFER FULL

The buffer for soft check, hard check, or buffered receipt has reached capacity. For hard checks, the operator must touch the SERVICE key to print the items and clear the buffer. The operator must then pick up the previous balance again in order to continue with finalization. In a soft check environment, this message will appear when the check has reached capacity (maximum lines stored). The register will require the sale to be finalized with the option of printing a bill if required

BUSY

Destination register is busy (i.e. polling or processing credit).

CASH DECLARATION REQUIRED

Cash declaration has been programmed as compulsory, and must first be performed before reports

CASH-IN-DRAWER LIMIT EXCEEDED

The programmed Cash-In-Drawer limit has been exceeded.

CHECK KEY POSITION

The key lock is in the wrong position.

CHECK# IS ASSIGNED AUTOMATICALLY

The operator has attempted to open a new guest check by assigning a check number. The register has been programmed to generate its own check numbers.

CHECK# REQUIRED!

This register has been programmed to force check number entry to begin a transaction. An existing guest check must be recalled, or a new one started.

CONDIMENT REQUIRED!

This PLU has been programmed to require a condiment entry.

CRC ERROR

An error has occurred in the block check sum while transferring data in IRC mode.

DUPLICATE!

This check already exists. May also apply to secret code programming.

ANALYSIS 1?/ANALYSIS 2?/ANALYSIS 3?

This operation is set for compulsory entry of one of the three analysis keys.

ENTER EMPLOYEE CODE

The employee is required to sign on before performing a task.

ENTER GUEST COUNT

The operator must enter the number of guests when opening a guest check, or beginning a sale.

ENTER SEAT#

Seat # entry required before operation can continue.

ENTER TABLE#

Table number entry is required to open a guest check, or begin sale.

ENTRY REQUIRED

The function selected from the WLU requires a numeric entry, i.e. a percentage for an open percent discount.

ERROR

General error message.

ERROR JAM

Receipt / journal printer jammed message.

GALLON AMOUNT REQUIRED

This entry involves a gallonage PLU, and requires an amount entry.

HALO OVER!

The amount entered exceeds the programmed HALO i.e. the task exceeds the maximum amount allowed.

ILLEGAL KEY SEQUENCE

The operator has used an illegal key sequence.

IN USE!

This guest check or clerk number is already open elsewhere in the system. This is also applicable when the floating clerk system is activated and the operator is in use on another terminal.

INACTIVE!

The key touched is inactive. This message also appears if VOID Mode has been disabled.

INPUT QTY

Quantity input is required for a condiment WLU

KITCHEN PRINTER FAILURE

The kitchen printer has failed to respond. Printing has been re-routed to the designated back-up printer is programmed.

MANAGER OVERRIDE REQUIRED

The manager password must be input in order to override a HALO amount, or other restriction.

MANAGER REQUIRED

The manager password must be input to complete this operation.

MEMORY FULL

Memory is full.

NEGATIVE

This sale has gone negative. Negative sales are programmed as not allowed.

NO CHECK #

This message appears when the system cannot find this guest check number.

NO DATA

PLU can not be found (does not appear in Register Mode). Usually associated with stock entry on an IRC system when the PLU exists in one terminal but not another. On the terminal where the PLU does not exist the message not found will appear.

NO DRAWER!

The employee currently signed on is not assigned to a drawer, and is not allowed to perform cash sales, or the drawer is no longer attached and is required in order to continue.

NO MANUAL ENTRY

Manual entry is not allowed (scale function).

NO PAPER

Slip printer is out of paper, appears when printing to a loose-leaf printer.

NO PLU!

The number entered is not a valid PLU. This message will also appear if a PLU number “built” using modifier keys recalls an invalid PLU number.

NONADD# REQUIRED

This operation requires the entry of a Non-Add number to fulfill the compulsory requirements.

NOT DISCOUNTABLE

The preceding entry is not discountable, product is not available for discounting.

NOT PROGRAMMED!

This key has not been programmed

NOT READY!

Remote printer is not ready for printing tasks.

NOT ZERO

Displayed when trying to delete a PLU that still has sales counts and stock amounts. The PLU must first be reset and cleared from all Z Mode reports.

OFF LINE!

IRC communications have gone off line.

OPEN DRAWER

The register has been programmed not to operate with the cash drawer open.

OVERRIDE NOT ALLOWED

X-Mode override is not allowed for this operation.

P/BAL REQUIRED!

This register has been programmed to require a previous balance entry.

PAPER END

The guest check printer has reached the end of the form, or the Receipt/Journal paper is at, or near, the end of its roll.

RANGE OVER

The number entered is out of range.

REMOVE PAPER

Validation is complete and the paper must now be removed.

SCALE FAIL!

The register is not able to find the scale.

SCALE REQUIRED!

This item requires a weight this may be entered either manually or automatically.

SEQUENCE ERROR!

The preceding key sequence is not allowed.

SINGLE ITEM!

This PLU has been programmed as a single item PLU and cannot be used within a sale.

SUBTOTAL REQUIRED

The SUBTOTAL key must be touched before continuing.

SYSTEM ERROR

Normal Operation error.

TARE# REQUIRED

This PLU/scale item requires a tare weight entry.

TRAY SUBTOTAL REQUIRED!

This prompt appears while in a TRAY SUBTOTAL transaction. The operator must first touch the TRAY SUBTOTAL key before touching any tender keys.

VALIDATION REQUIRED!

This operation requires validation to complete the compulsory settings.

WASTE REQUIRED!

The operator is in the middle of a waste operation, and must touch the WASTE key in order to complete the operation.

WRONG EMPLOYEE

The employee attempting to open this guest check is not the original person who started the guest check. Also appears when attempting to sign on a new employee without first signing the current employee off, if overlap employee is not programmed.

ZERO AMOUNT

The register has been programmed to not allow negative sales, and to consider a zero amount as a negative sale.

Basic Operations

Operation Notes

Functions may be located on the ECR keyboard or may display on the ECR touch screen. Press or touch the function as appropriate. Key labels may differ due to custom programming. Default key descriptions are used throughout the operation manual.

Signing On/Off

Notes for Clerk Operation

- Choose between "Push Button", "Operating Code", or "Employee Number" for the employee sign on method. Clerks may also be signed on by MCR. (See "System Option Programming/General Function Options" in the *Program Manual*.)
- If you choose "Push Button" sign on, use any of the 10 direct employee keys to sign on by directly pressing or touching a key. (See "Keyboard Key Location" in the *Program Manual* to locate the appropriate functions.) You must also link a specific employee to each push button key. (To make these links, see "System Option Programming/General Function Options" in the *Program Manual*.)
- If you choose "Secret Code" sign on, use the EMPLOYEE key to sign on by code entry. (See "Keyboard Key Location" in the *Program Manual* to locate the appropriate function.) You must also program an operating code for each employee. (See "Employee Programming" in the *Program Manual*.)
- If you choose "Employee Number" sign on, use the EMPLOYEE key to sign on by employee number entry. (See "Keyboard Key Location" in the *Program Manual* to locate the appropriate function.) The employee number is the sequential number (i.e. 1-10) for each employee in the employee file.
- Employee operation can be stay down or pop up. (See "System Option Programming/General Function Options" in the *Program Manual*.)

Sign On by the Employee Key

When the register is signed off, the message line displays: SIGN ON REQUIRED.

1. Enter the employee number (use the operating code number of the sequential employee number, depending upon the program).
2. Press or touch **EMPLOYEE**. The employee name displays in the message line.

Sign On by Push Button Key

If your system is using individual push button employee keys:

- Press or touch the appropriate **EMPLOYEE** key. The employee name displays in the message line.

Sign On by Employee Card

If your system is using employee cards:

- Swipe the employee card. The employee name displays in the message line.

Sign On by Continue Key

If a CONTINUE key is present on your keyboard, you can sign on the same employee for the next transaction.

- Press or touch **CONTINUE**.

Sign Off

1. Enter “0”.
2. Press or touch **EMPLOYEE**. The message line displays: SIGN ON REQUIRED.

   Or,

   Press or touch **QUIT** (if a **QUIT** key is present on your keyboard.)

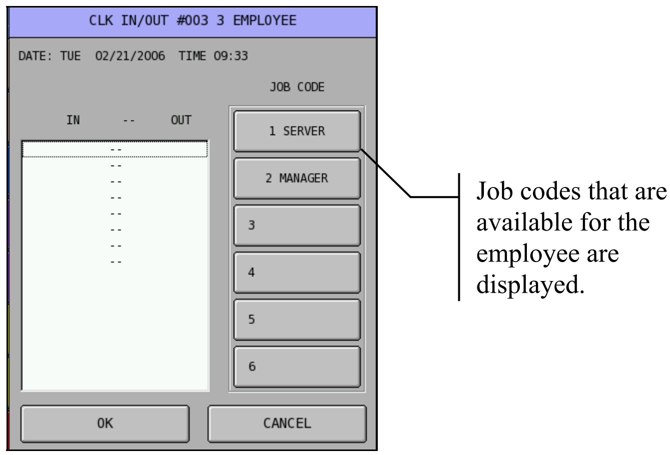
Clerk Interrupt

If allowed, a new employee can sign on while a transaction being processed by another employee is still in progress. Under the new employee, a new transaction can be entered and completed. When the employee processing the suspended transaction signs on again, the suspended transaction can be continued and finalized.

Clocking In/Out

Clock In

1. Enter the employee clock in code and press or touch the **CLK IN/OUT** function key to display the clock in/out window:

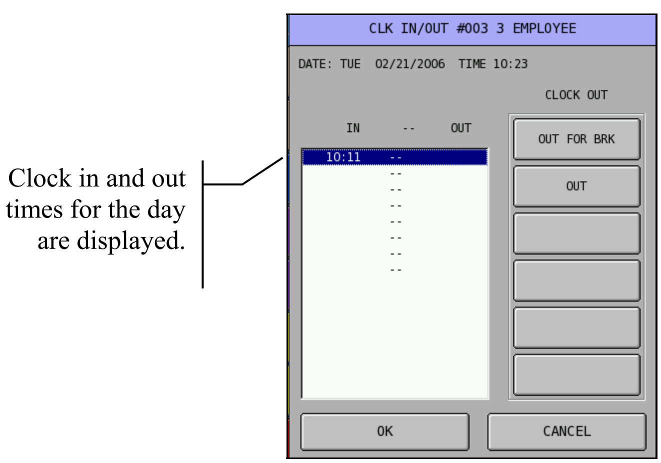


2. Press or touch the job code button for the job you are performing to clock in.
3. Press or touch **OK** to complete the clock in.

Note: Depending upon system programming, the employee may sign on with their employee number, or their employee clock in code. The employee clock in code may be different than the employee operating code.

Clock Out for Break

1. Enter the employee clock in code and press or touch the **CLK IN/OUT** function key to display the clock in/out window:



2. Press or touch the **OUT FOR BRK** key.

3. Press or touch **OK** to complete the clock in.

Clock In from Break

1. Enter the employee clock in code and press or touch the **CLK IN/OUT** function key to display the clock in/out window:
2. Press or touch the job code button for the job you are performing to clock in.
3. Press or touch **OK** to complete the clock in.

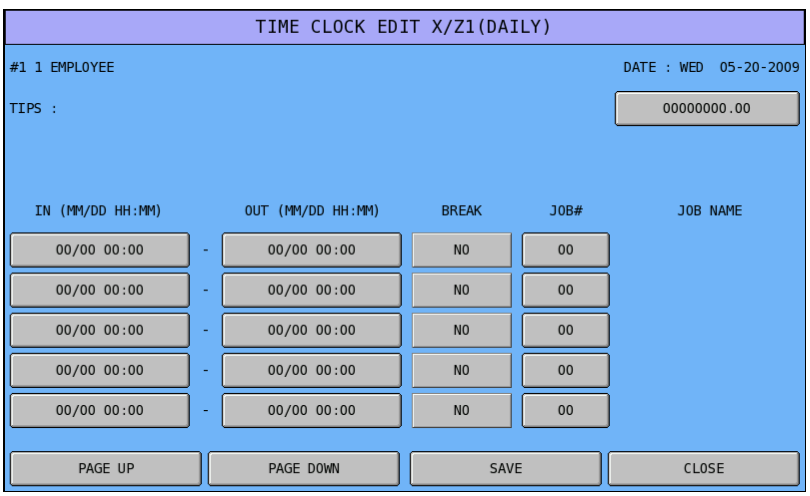
Clock Out for Day

1. Enter the employee clock in code and press or touch the **CLK IN/OUT** function key to display the clock in/out window:
2. Press or touch the **OUT** key.
3. Press or touch **OK** to complete the clock in.

Time Clock Edit

If an employee forgets to clock in or out, authorized persons can use the time clock edit function to correct or add time incorrect clock entries.

1. Turn the key lock to the **X** position.
2. Press or touch **X MODE PGM** and then **TIME CLOCK EDIT**.
3. Select the period to be edited, **X/Z (DAILY) EDIT**, or periodic edits, if they are used.
4. Enter the Employee #, press or touch **OK**. The Time Clock Edit screen displays:

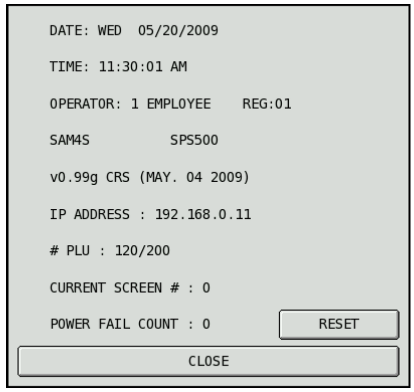


5. Press or touch the field to be corrected, and then enter the correct time and press or touch **OK**. Use the **PAGE UP** and/or **PAGE DOWN** keys as necessary to display all records.
6. When corrections are completed, press or touch **SAVE** to exit with changes saved.

Outside of Sale Functions

Time Display

- Press or touch the **X/TIME** key. The date, time, current operator, software version and PLU capacity display. Press or touch **Close** to exit.



Received on Account

1. Press or touch the **RECD ACCT** key.

   Note: After pressing or touching RECD ACCT, you must go directly to media functions, any other key will cause and error.

2. Enter media received:

   Enter cash received, press or touch **CASH**
   Enter checks received, press or touch **CHECK**
   Enter miscellaneous tenders received, press or touch the appropriate key

3. The transaction detail area of the screen keeps a running total of media received. Press or touch **DONE** to finalize.

Paid Out

1. Press or touch the **PAID OUT** key.

   Note: After pressing or touching PAID OUT, you must go directly to media functions, any other key will cause and error.

2. Enter media paid out:

   Enter cash paid out, press or touch **CASH**
   Enter checks paid out, press or touch **CHECK**
   Enter miscellaneous tenders paid out, press or touch the appropriate key

3. The transaction detail area of the screen keeps a running total of media paid out. Press or touch **DONE** to finalize.

Registering PLUs/Items

Preset PLUs

- Press or touch a preset PLU to register an item.

Open PLUs

- Enter the price and press or touch an open PLU to register an open-priced PLU.

Code Entry Preset PLUs

- Enter the PLU code number and press or touch the **PLU** key to register then item.

Code Entry Open PLUs

1. Enter the PLU code number and press or touch the **PLU** key. The Amount Required window displays.
2. Enter the price and press or touch **OK**.

PLU Price/HALO Override

PLU override must be allowed. See individual PLU programming and also see **P** Mode System Options – General Function Options to set the global override option. Both options must be set to perform an override.

- Enter the override price and press or touch the PLU to override the preprogrammed price.

PLU Price Change

- In REG mode, the sequence: [PRICE CHANGE] [PLU] [PRICE] [PRICE CHANGE] will change the PLU price. The PLU flag “ALLOW PRICE CHANGE” controls this function.

Repeat

- After an item has been registered, press or touch the PLU again to repeat the item.

Registering a Not Found PLU

Designed to be used in a scanning system, the **NOT FOUND PLU** key allows the operator to immediately enter basic PLU information for an item that is not in the PLU file. If the "Not Found PLU" message displays when a PLU is entered (or when an item is scanned) the operator can press or touch the **NOT FOUND PLU** key and will be prompted to enter PLU price, and if programmed, the descriptor and linking information. The item is registered immediately.

1. Scan or enter a PLU that is not in the PLU file. The NOT FOUND PLU message displays.
2. Press or touch the **NOT FOUND PLU** key. The PRICE/HALO entry box displays.
3. Enter the price for the item, press or touch **ENTER**. The LINK STATUS entry box displays.
4. Enter the status link for the PLU, press or touch **ENTER**. The LINK GROUP entry box displays.
5. Enter the primary group link for the PLU, press or touch **ENTER**. The DESCRIPTOR entry box displays.
6. Use the alpha keyboard overlay to type the descriptor for the item, press or touch **OK**. The item is registered.

Price Level Shift

The current price level can be set by price level key, or automatically by the time of day or day of week. Price levels can be locked into a specific level (stay down) or they can return to a default level after being shifted to another level for a single registration (pop up). When price level keys are used, press or touch the appropriate price shift key prior to entering the PLU.

Scale Items

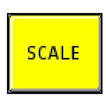
The SPS-500 can be interfaced to an electronic scale, allowing direct entry of the item's weight by using the **SCALE** key.

Scale Program Notes

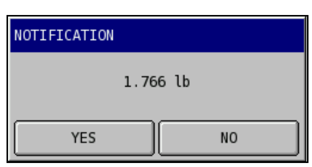
- See *P-Mode Programming*, *PLU*, *PLU Status Group*. The following options affect each PLU linked to a PLU status group.
  - ⇒ Option # 13: IS PLU SCALEABLE? If yes, the PLU may be registered only by multiplyi g a weight by the PLU.
  - ⇒ Option #14: AUTO SCALE ON THIS PLU? If yes, the weight on the scale will be automatically multiplied when the PLU is registered.
  - ⇒ Option #15: AUTO TARE# (0-20) If a tare is selected here, the preprogrammed tare weight will be subtracted from the scale weight when the PLU is registered.
- See *P-Mode Programming*, *Function Key* to set the **SCALE** Key attributes:
  - ⇒ MANAGER REQUIRED?
  - ⇒ ALLOW MANUAL ENTRY OF WEIGHT?
  - ⇒ INHIBIT TARE WEIGHT ENTRY?
  - ⇒ MANAGER REQUIRED FOR TARE ENTRY?
  - ⇒ TARE ENTRY IS COMPULSORY?
  - ⇒ WEIGHT SYMBOL : kg, lb, or oz

Direct Sale Entry

1. Place the item on the scale.
2. Press or touch the **SCALE** key.



3. The weight displays on the scale for the customer to view while a dialog displays the weight on the operator screen:

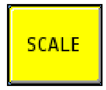


4. Register the open or preset PLU. **Note:** It is not necessary to touch **YES** on the notification message.

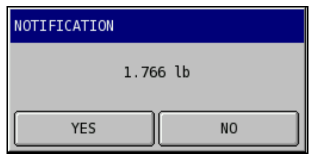
Manual Weight Entry

Manual weight entry is only for use when scale is not interfaced, or if scale is interfaced for voiding of a previously weighed item. For voids, scale weight must be at zero.

1. Enter the weight using the decimal key.
2. Press or touch the **SCALE** key.



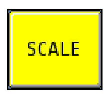
3. A dialog displays the weight entered on the operator screen:



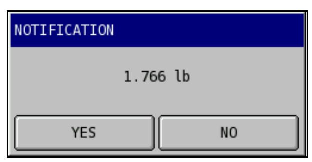
4. Register the open or preset PLU. **Note:** It is not necessary to touch **YES** on the notification message.

Auto Tare Weight

1. Place the item on the scale.
2. Press or touch the **SCALE** key.



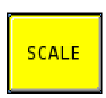
3. The weight displays on the scale for the customer to view while a dialog displays the weight on the operator screen:



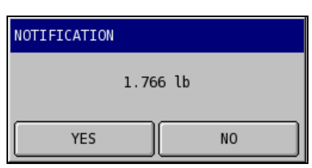
4. Register the open or preset PLU. **Note:** It is not necessary to touch **YES** on the notification message.

Manual Tare Weight Entry

1. Place the item on the scale.
2. Enter the tare # and press or touch the **SCALE** key. to display the weight less the tare.



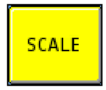
3. The weight less the tare displays on the scale for the customer to view while a dialog displays the weight less the tare on the operator screen:



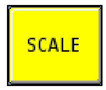
4. Register the open or preset PLU. **Note:** It is not necessary to touch **YES** on the notification message.

Open Tare Weight Entry

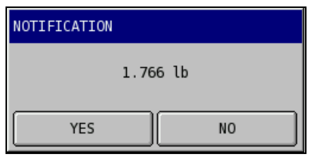
1. Place the item on the scale.
2. Press or touch **20**. This will call for tare 20, which is an open tare.
3. Press or touch the **SCALE** key.



4. Press or touch the decimal [.], then the numeric **3**. This will enter a tare weight of 0.3 lb.
5. Press or touch the **SCALE** key.



6. The weight less the tare displays on the scale for the customer to view while a dialog displays the weight less the tare on the operator screen:



7. Register the open or preset PLU. **Note:** It is not necessary to touch **YES** on the notification message.

Print Key

The **PRINT** key allows the operator to send items to the kitchen printer. Use the **PRINT** key (or label the key GRILL) to send items wouldn't normally go to a kitchen printer or send items that require special attention. All printer output made using the key is in addition to regular output.

To use the **PRINT** key function, press or touch the **PRINT** key before the first item and immediately after the last item to want printed for special attention.

1. Press or touch **PRINT**.
2. Enter the item and condiments or instructions.
3. Press or touch the **PRINT** key again to send the item & instructions to the printer identified on the **PRINT** key.

Note: The PLU Status Group flag #28 “Print on KP?” must be set to Y (yes) for items that are to be sent to a printer via the PRINT key.

The PRINT key also sends items in group sequence using the “meal order feature”. Items are given a meal order priority through group programming. Each time the PRINT key is pressed/touched, the next priority of items will be release to the kitchen printer.

Auto Grill Item

Some items may be programmed as "AUTO GRILL" so they will always be sent to the designated grill printer. The advantage of using auto grill is the item is sent to the printer immediately when the next item is registered, or when the **PRINT** key is pressed/touched. This allows for speedy service in quick service environments.

1. Enter the auto grill item and condiments or instructions.
2. Enter the next item or press or touch the **PRINT** key to send the item and instructions to the kitchen printer group identified in the PLUs status group at "K-GRILL GROUP #".

Promo

The **PROMO** key allows the operator to account for promotional items (i.e. by two, get one free). This key will remove the cost of the item from the sale, but not the count. In the case of by two, get one free the count remains three items, but the customer is only charged for two.

1. Register the items to be sold.
2. Press or touch **PROMO**.
3. Register the items to be promo'd.

Void of Promo Items

The promo item must be voided before the charged item. For example, if a hot dog and a promo hot dog are registered, the promo hot dog must be voided before the paid hot dog is voided. If more than one paid hot dogs are registered, the promo hot dog must be voided before the last paid hot dog is voided.

Waste

The **WASTE** key allows control of inventory by accounting for items that must be removed from stock due to spoilage, breakage, or mistakes. The **WASTE** key may be under manager control, requiring the manager code entry. The **WASTE** key is not allowed within a sale.

1. Press or touch **WASTE**.
2. Register the wasted items.
3. Press or touch **WASTE** to finalize.

Price Inquiry

Use the **PRICE INQ** key to check the price of an item without registering it.

1. Press or touch **PRICE INQ**.
2. Press or touch the PLU item key on the screen or enter the PLU number and press or touch the **PLU** key.
3. Press or touch the PLU key again if you wish to register the item.

Food Stamp Shift

Note: Display (Yes or No) of food stamp eligible indicators is controlled by option #11 of System Option Programming – Tax Options.

- To sell a non-food stamp eligible item with food stamp eligibility, press or touch the **FD/S SHIFT** key before the item entry.
- To sell a food stamp eligible item as non-food stamp eligible, press or touch the **FD/S SHIFT** key before the item entry.

Tax Shift/Tax Exemption

Note: Display (Yes or No) of taxable item indicators is controlled by option #5 of System Option Programming – Tax Options.

Excepting Tax from a Taxable Item

To except tax 1, press or touch **TAX SHIFT1** before registering the item; to except tax 2, press or touch **TAX SHIFT2**; to except multiple taxes, press or touch each of the appropriate tax shift keys before registering the item.

Adding Tax to a Non-Taxable Item

To charge tax 1, press or touch **TAX SHIFT1** before registering the item; to charge tax 2, press or touch **TAX SHIFT2**; to charge multiple taxes, press or touch each of the appropriate tax shift keys before registering the item.

Adding Tax to a Non-Taxable Item

To charge tax 1, press or touch **TAX SHIFT1**; to charge tax 2, press or touch **TAX SHIFT2**; to charge multiple taxes, press or touch each of the appropriate tax shift keys,

Excepting Tax on an Entire Sale

Taxes can be removed from an entire sale by using a pre-programmed **TAX EXEMPT** key or by pressing the appropriate tax shift key before tendering the sale.

Corrections & Voids

Clear

Press or touch the **CLEAR** key to erase numeric entries or clear an error condition.

Error Correct

Press or touch the **ERR. CORR.** key to void the last item entered. Note that the **VOID ITEM** key may also be used to correct the last item entered.

Void Item

Use the **VOID ITEM** key to void an item previously entered in a transaction. To void a previous item:

- Press or touch **CLEAR**, then **VOID ITEM**, and then the item to be voided.

  Or,

- Touch the item or condiment where it is displayed – note that the item touched is now selected and highlighted. Touch **VOID ITEM** to remove the item or condiment.

Note: If an item is voided, condiments associated with the item are also removed.

Cancel

Use the cancel function to completely abort a transaction in progress. No totals or counters are updated for items registered prior to cancelling a transaction. Cancel cannot be used after tendering or finalization. Employee authority determines if the Cancel function is allowed. Cancel does not open the cash drawer.

- Press or touch **CANCEL** to abort a transaction in progress.

Transaction Void

A VOID MODE key (key code #31) must be placed on the keyboard. Entry of the current time may be required before a transaction void sequence. See P Mode System Options/General Function Option #36. If time entry is required, the subsequent void operation will adjust the time report for the correct period. If VOID MODE is under manager control, entry of the manager password is required.

1. Press or touch the **VOID MODE** key. If required enter the manager password.
2. If required, enter the time of the original transaction, press or touch **X/TIME.**
3. Enter Items to be voided. Finalize the void sale using the appropriate tender.
4. If necessary, void additional transactions.
5. Press or touch the **VOID MODE** key again to exit void mode.

Merchandise Return

Use this function to return (credit) merchandise inside or outside of a sale.

- Press or touch **MDSE RETURN**, and then enter the item to be returned.

Discounts/Coupons/Surcharges

The % (percentage) key is programmable and may be set up to handle a variety of discounts, surcharges or coupons. Up to 10 keys are available, each can:

- Apply to a Sale or an Item,
- Accept an amount entry or calculate a percentage,
- Be positive (surcharge) or negative (discount),
- Be open or preset (preset may be price or percentage, depending upon other setup),
- Calculate taxes before or after the discount is applied,
- Allow the discount to reduce the food stamp subtotal,
- Allow the "do it" subtotal discount function,
- Enforce validation after the % key function,
- If the % key is preset at a set percentage, allow override of the percentage, or to allow override of the percentage in 'X' mode only,
- If the % key is an item discount/surcharge function, net the item total or not,
- If the % key is a subtotal amount function (vendor coupon), allow multiple coupons without pressing subtotal or allow only one coupon.

Sale (Subtotal) Discounts

To deduct an open percentage discount from a sale (or override a preset percentage):

1. Register items.
2. Press or touch **SUBTOTAL**.
3. Enter discount percentage. If the discount is fractional, use the decimal key. For example, enter **1 5 . 5** for a 15.5% discount.
4. Press or touch the **%** key.
5. Finalize the transaction.

To deduct a preset percentage discount from a sale:

1. Register items.
2. Press or touch **SUBTOTAL**.
3. Press or touch the **%** key.
4. Finalize the transaction.

To deduct a coupon against a sale:

1. Register items.
2. Press or touch **SUBTOTAL**.
3. Enter the amount of the coupon.
4. Press or touch the **%** key.
5. Finalize the transaction.

To apply a "Do It" discount:

Note: This function allows the operator to accept a short tender as full payment for the sale. The amount short is automatically tracked in the discount key total.

1. Register items.
2. Press or touch **SUBTOTAL**.
3. Enter the amount of the tender, press or touch the **%** key.
4. Press or touch **CASH**.

Item Discounts

To deduct an open percentage discount from an item (or override a preset percentage):

1. Register item.
2. Enter discount percentage. If the discount is fractional, use the decimal key. For example, enter **1 5 . 5** for a 15.5% discount.
3. Press or touch the **%** key.

To deduct a preset percentage discount from an item:

1. Register the item.
2. Press or touch the **%** key.

To deduct a preset percentage discount from an item entered earlier in the sale:

1. Touch the item or condiment where it is displayed – note that the item touched is now selected and highlighted.
2. Press or touch the **%** key.

To deduct a store coupon against an item:

1. Enter the amount of the coupon, press or touch the **%** key.
2. Enter or touch the PLU the discount is to be applied to.

Surcharges

To add an open percentage surcharge to a sale:

1. Register items.
2. Press or touch **SUBTOTAL**.
3. Enter surcharge percentage. If the surcharge is fractional, use the decimal key. For example, enter **1 5 . 5** for a 15.5% surcharge.
4. Press or touch the **%** key.
5. Finalize the transaction.

To add a preset percentage surcharge to a sale:

1. Register items.
2. Press or touch **SUBTOTAL**.
3. Press or touch the **%** key.
4. Finalize the transaction.

To add an open percentage surcharge to an item:

1. Register item.
2. Enter surcharge percentage. If the surcharge is fractional, use the decimal key. For example, enter **1 5 . 5** for a 15.5% surcharge.
3. Press or touch the **%** key.

To add a preset percentage surcharge to an item:

1. Register the item.
2. Press or touch the **%** key.

Totaling/Tendering

Cash

- Press or touch the **CASH** key, or enter the amount of the cash tendered and press or touch the **CASH** key. The register will display the change due.

Check

- Press or touch the **CHECK** key, or enter the amount of the cash tendered and press or touch the **CHECK** key. The register will display the change due.

Check Cashing

A separate function key is available for check cashing. Check cashing limits may apply and a manager code may be needed to complete the transaction.

- Enter the amount of the check to be cashed, press or touch the **CHECK CASH** key. The cash and check-in-drawer totals will be adjusted appropriately.

Miscellaneous (Charge) Tender

Up to sixteen miscellaneous tender keys are available for accepting various types of charges. Each key can be configured separately with maximum charge limits, tendering requirements/rules, tax exemption rules and validation requirements. Operation sequences will vary depending upon the situation. (See "Integrated Payment System Operations" below where an integrated electronic payment system is used.)

To accept a miscellaneous tender payment:

- Press or touch the **MISC TENDER** key, or (where allowed) enter the amount of the cash tendered and press or touch the **MISC TENDER** key. The register will display the change due.

Preset Tender

Macro keys can be programmed to execute preprogrammed amount tenders for common currencies such as $5, $10 or $20 cash.

Split Tender

Multiple payments can be recorded for a single transaction. Cash, Check, and/or Misc. tenders can be recorded in any order, as many times as necessary to pay the entire transaction.

Integrated Payment System Operations

Credit Transaction

1. Enter items.
2. Press or touch or tender into the appropriate **MISC TEND** key. The message "SLIDE CARD" displays.
3. Swipe card. The message "WAITING RESP." displays until the card verification is complete.
4. When verification is complete, the draft is printed.

Debit Transaction

1. Enter items.
2. Press/touch or tender into the appropriate **MISC TEND** key (with debit function). The message "SLIDE CARD" displays.
3. Swipe card. The message "GETTING PIN." displays. (At the PIN pad, the ENTER PIN message displays.)
4. At the PIN pad, enter the PIN and press the **OK** key. The terminal now displays "WAITING RESP." until the card verification is complete.
5. When verification is complete, the draft is printed.

Gift Card – Sale of Gift Card

1. Register the gift card amount into a PLU linked to a unique PLU Status Group with the gift card activate function.
2. Press/touch or tender into the appropriate tendering key. The message "SLIDE GIFT" displays.
3. Swipe the gift card. The terminal displays "WAITING RESP." until the card verification is complete.
4. When verification is complete, the receipt and the draft are printed.

Gift Card – Add to Existing Card

1. Register the gift card amount to be added into a PLU linked to a unique PLU Status Group with the gift card addition function.
2. Press/touch or tender into the appropriate tendering key. The message "SLIDE GIFT" displays.
3. Swipe the gift card. The terminal displays "WAITING RESP." until the card verification is complete.
4. When verification is complete, the receipt and the draft are printed.

Gift Card – Payment with Gift Card

1. Register a normal transaction. Press or touch the Gift Card Tender key (a miscellaneous tender key programmed with the gift card function.)
2. Swipe the gift card. The terminal displays "WAITING RESP." until the card verification is complete.
3. When verification is complete, the receipt and the draft are printed.

Manual Card Entry (Credit & Gift Only)

1. Enter items.
2. Press/touch or tender into the appropriate **MISC TEND** key. The message "SLIDE CARD" displays.
3. If card will not read, press or touch **CLEAR** once, the message "Enter Acct No" Displays.
4. Enter the account number and press or touch **OK** (or press or touch **CLEAR** again to abort the transaction.)
5. The "WAITING RESP." message displays and the transaction completes normally.

Electronic Payment – Merchandise Return

1. Complete the merchandise return transaction as you would a normal transaction. Press or touch **MDSE RTRN** prior to entering each returned item.
2. Press or touch the appropriate **MISC TEND** key. The message “SLIDE CARD” displays.
3. Swipe card. The message “WAITING RESP.” displays until the card verification is complete.
4. When verification is complete, the draft is printed.

Electronic Payment – Void Transaction

Transaction Void allows a transaction to be voided from the batch and not reported to the cardholder statement.

1. Press or touch the **VOID MODE** key.
2. Enter items.
3. Press/touch or tender into the appropriate **MISC TEND** key. The message “SLIDE CARD” displays.
4. Swipe card. The message “ENTER AUTH CODE.” displays.
5. Enter the authorization code printed for the transaction to be voided, press or touch **OK**.
6. The message “ENTER REF CODE” displays. Enter the Reference number from the transaction to be voided. Press or touch **OK**.
7. The message “WAITING RESP.” displays until the transaction is found and the original record voided.

Foreign Currency Subtotal & Tender

1. Enter items
2. Press or touch the appropriate conversion key, which is pre-programmed with the exchange rate (for example, a Canadian Dollar may be worth $0.75 US.)
3. Enter amount tendered in foreign currency and press or touch **CASH**. Note that change is computed in home currency.

Food Stamp Subtotal & Tender

Food Stamp options include:

- The **FD/S TEND** key can be programmed to forgive tax on items paid for with food stamps.
- Food Stamp change of less than $1 can be applied toward the sale or given as change.

Consult with your installing dealer to verify that food stamp programming is set to correspond with food stamp merchant rules in your area.

To complete a food stamp transaction:

1. Enter items. (Food stamp eligibility is pre-set for each item.)
2. Press or touch **FD/S SUBTL**. The total of items eligible for food stamp payment displays:
3. Enter food stamp tender amount, press or touch FD/S TEND.

4. Pay remainder due (if any) with **CASH**, **CHECK** or by one of the miscellaneous tender functions (charge).

Post-Finalization Procedures

Paid Order Recall

Press or touch the **PAID RECALL** key to view the previous transaction. Press or touch the **PAID RECALL** key again to view the next previous transaction. Up to 10 preceding transactions (depending upon memory allocation) may be viewed by repeatedly pressing the **PAID RECALL** key.

- Use the scroll bar, if necessary, to view the entire transaction.
- Press or touch **RECEIPT** if necessary to print a recalled transaction.
- Press or touch **CLEAR** to exit.

Receipt Issue

Press or touch **RECEIPT** to print a transaction receipt. If the issue of multiple receipts is allowed, press or touch **RECEIPT** a second time to print a receipt copy.

Validate

When a printer supporting single line validation is attached, insert paper into the printer and press or touch the **VALID** key to initiate the single line validation.

Advanced Application Operations

Overview

A large array of functions can be deployed to power the SAM4s SPS-500 in many common food service and retail environments. The application design for the SPS-500 is provided as a value-added service by your SAM4s dealer. Names of functions and operations for your specific application may differ slightly. Consult with your dealer for detailed operation information.

Notes

Functions may be physical key locations on the SPS-500 keyboard, or they may be displayed on the SPS-500 touch screen. Press the key location on the keyboard or press or touch the location on the screen to perform the desired operation.

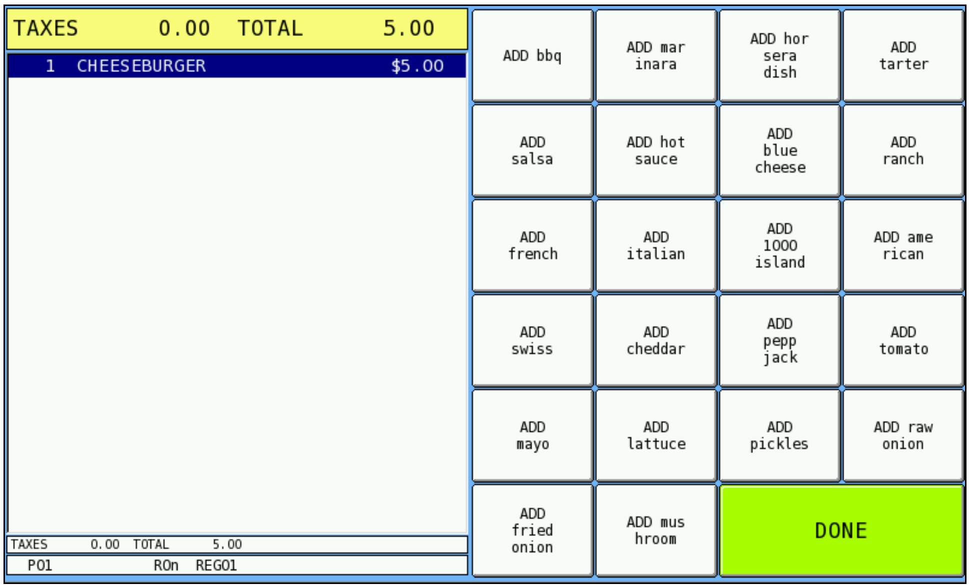
Quick Service Operations

Modifiers

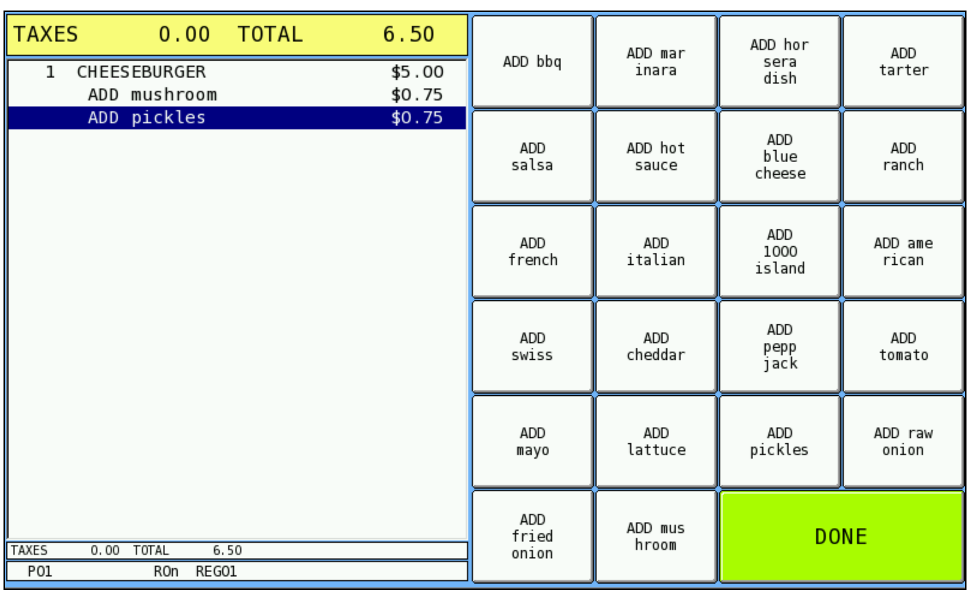
Typically, keys labeled as sizes, such as SM, MED, LG and X-LG are modifier keys. When items are sold in different sizes, press or touch a modifier before the desired item.

Selecting Options from Keylinks

When items are sold in different flavors, or with different options, registration of the item may trigger a new (keylink) screen. In this example, many options and condiments are available for each sandwich. Touch the desired condiment(s) for the sandwich.

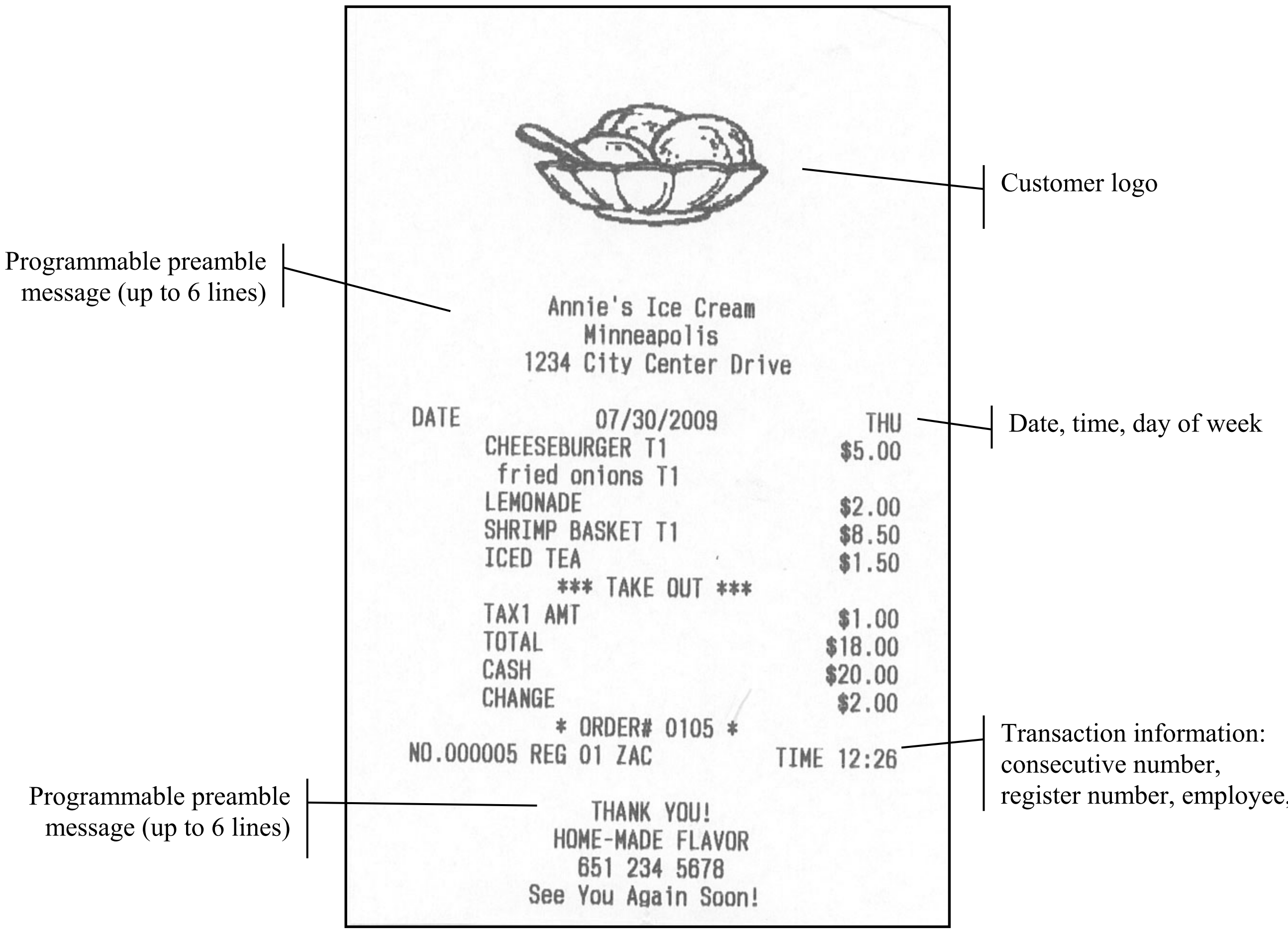


After all condiments are selected, touch **DONE** to exit the keylink. The register is ready for another entry or finalization.



Sample Transaction Receipt

A SAM4s SPS-530 provides a 3” receipt (actual size).



Annie's Ice Cream
Minneapolis
1234 City Center Drive

DATE	07/30/2009	THU
	CHEESEBURGER T1	$5.00
	fried onions T1	
	LEMONADE	$2.00
	SHRIMP BASKET T1	$8.50
	ICED TEA	$1.50
	*** TAKE OUT ***	
	TAX1 AMT	$1.00
	TOTAL	$18.00
	CASH	$20.00
	CHANGE	$2.00
	* ORDER# 0105 *	
NO.000005 REG 01 ZAC		TIME 12:26

THANK YOU!
HOME-MADE FLAVOR
651 234 5678
See You Again Soon!

Drive Thru Operations

When drive thru operations are implemented,: **Drive Thru Store**, **Drive Thru Recall** keys, will appear on the screen. (The **Drive Thru Store** key is one of the Store Check function keys with the "auto check management" feature enabled. The Drive Thru Recall key is one of the Recall Check function keys with the "Drive Thru" feature enabled.)

Park Order and **Serve Order** keys may also be used in conjunction with a kitchen video system option.

Drive Thru Store

1. Enter items.
2. Press the **DRIVE THRU STORE** key.

Drive Thru Recall

1. Press the **DRIVE THRU RECALL** key
2. Add or void items as necessary.
3. Finalize the transaction with **CASH**, **CHECK** or one of the miscellaneous tender (charge) functions.

Drive Thru Park

Enter a number and press **PARK ORDER** to park or "suspend" an order on the video monitor until the order is completely filled. In the case of a drive through order that cannot be completed when the customer arrives at the pick-up window, the operator would park the order until it was completely filled. The order would then be served or bumped by using the **SERVE ORDER** key.

Drive Thru Serve

Enter a number and press **SERVE ORDER** to serve or bump the order from a video monitor. No video keypad is needed for this function.

Alpha Text

The Alpha Text key can be used to type a name or message that will be associated with a stored order (soft check). Press the **ALPHA TEXT** key anytime after an order has been opened and a main item has been entered, and then type a message (up to 15 characters) using the alpha keyboard overlay and press **ENTER**. The message is saved and printed/displayed with the order.

Note: Alpha text entries made after a held item will not follow the item when a check is recalled and the item is released.

Training Mode

An employee file can be created and designated for training purposed. Sign on the designated training employee. The message "*****TRAINING*****" display on the screen and print on the receipt (if a receipt printer is attached and programmed).

Note that if you are performing training in tracking file operations, training activity will be added to tracking files. Be sure to designated specific files for training purposes, and/or clear tracking files after training activity.

Training Mode Program Notes

1. Designate an employee file to be used for training. Set the P Mode Employee Option for that employee to "Training Mode" = YES.
2. Refer to P Mode System Options/Training Mode Options select printing, drawer and other training related options.

SPS-500 Delivery System

Delivery System Features

- Customer records (called "Delivery Tables") are stored in the SPS-500 memory. The number of Deliver Tables is defined in memory allocation (each requiring 660 bytes), with a maximum of 9999 records.
- Eleven customer information fields are stored for each delivery table.
- Orders are tracked by assigning one of the four available tracking files to hold delivery orders. Memory Allocation must be set for # of Tracking Files and Maximum # Of Checks.
- The **Delivery** function key is used to initiate a delivery transaction. When touched, the **Delivey** key opens the customer record screen. From here existing accounts can be opened, new accounts created, or existing accounts deleted.
- The **Last Purchase** function is available from the delivery customer record screen. Touch the **Last Purchase** key to view a record of the last 48 items purchased by the delivery customer. The items are viewed under three tabs, each listing up to 16 items. Items viewed here can be quickly selected and reordered.
- The **Park Delivery** function key allows you to accept orders and hold them for preparation and delivery at a later time.
- The **Serv Delivery** function key releases held parked orders for preparation.
- The **Delivery List** function key allows you to view all delivery orders or you can select to view just open delivery orders or view just the closed delivery orders.

Delivery Related Programs

S-Mode Memory Allocation

- Set the number of delivery tables: S\Memory Allocation\Option #33.
- Set the number of lines per check and maximum number of checks: S\Memory Allocation\Option #'s 11 & 12.
- Set the number of tracking files: S\Memory Allocation\Option # 9

S-Mode System Options

- Choose the tracking file you want to use for delivery tracking: S\System Options\Option #19.
- Set Tracking files as you would any in other tracking system:
    - Set the register number that holds check tracking data and the register that hold back-up data: S\System Options\Option #'s10 & 11 – (for single register systems, do not set a backup register number).

Key Assignment

- Use the Key Relocation program to assign function keys as neccessary: **Delivery** (function key code #069); **Delivery List** (function code #072); **Park Delivery** (function key code #070); **Serv Delivery** (function key code #071).
- Use the Key Relocation program to assign the appropriate **Store Check**, **Recall Check**, and **List Check** function keys. Use the default options for the **Recall Check** key, do not enable drive thru, set "assigned by register" to NO, and set the length of Check# in Digits" to 00.

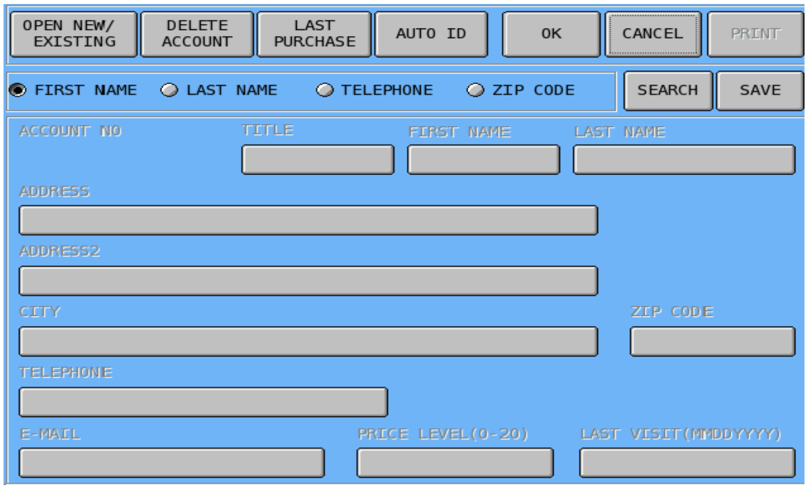
Printing Options

- Print Delivery Info on Gusest Checks: - PGM\Tracking File Options\Option #27
- Print Delivery Info on KP: - PGM\KP Options\Option #19
- Print Delivery Info on Receipt: - PGM\General Printing Options\Option #39

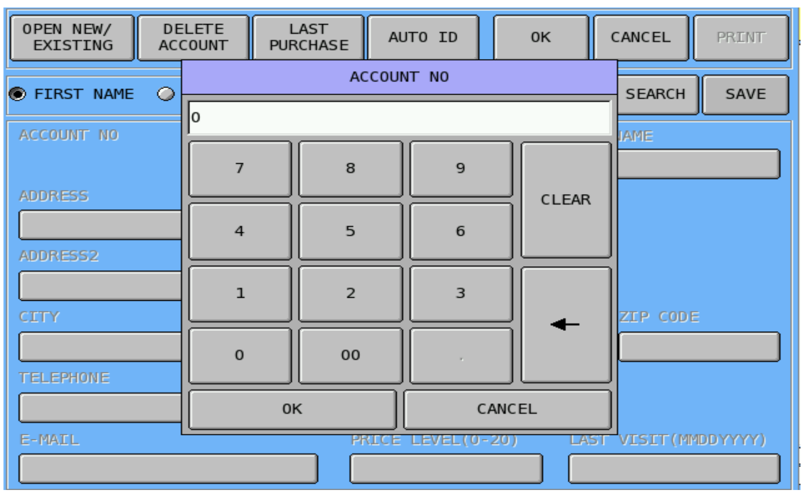
Delivery Operations

Entering a Delivery Transaction

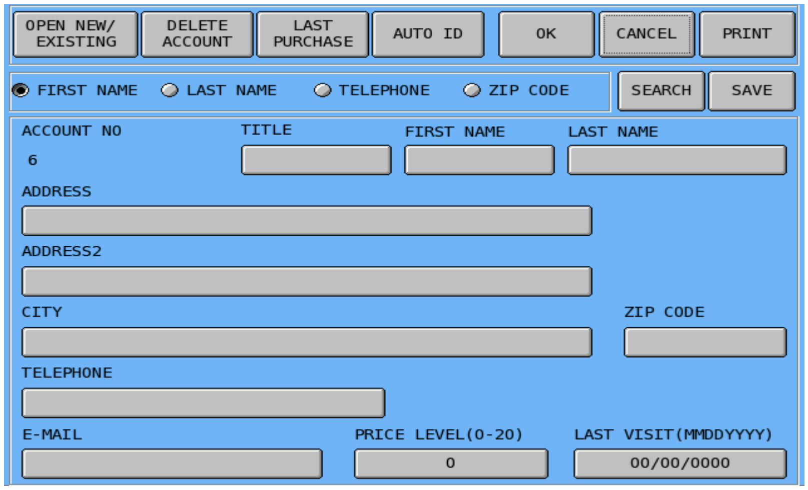
1. Touch the **Delivery** key to initiate a delivery order. A blank customer record screen displays with the entry fields grayed out:



2. Touch the **Open New/Existing** key.



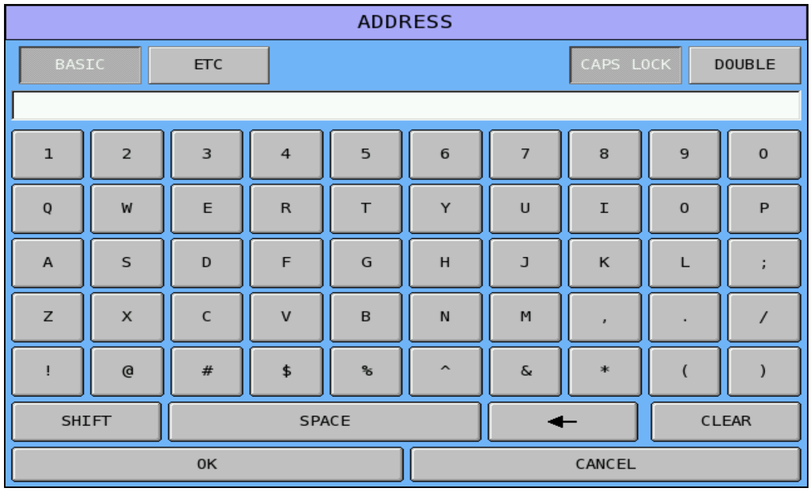
3. Enter the customer account number (up to 10 digits – in most cases the customer telephone number with area code will be used) and then touch **OK**.
4. You can also create a new account by pressing the **AUTO ID** button. The Auto ID button will create an account using the next lowest sequential account number available.
5. If you are opening an existing account you can use the **Search** feature to search by the customers First Name, Last Name, Telephne Number or Zip Code.
6. If the number entered is a new account, a blank record screen will display with customer record fields open for entry.



Each field will store information as shown below:

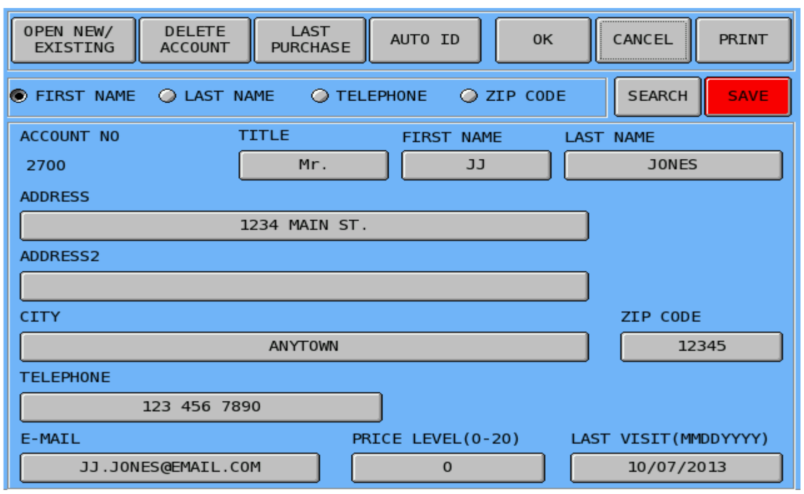
Field	**# Characters**
Account No	10
Title	12
First Name	12
Last Name	20
Address	40
Address 2	30
City	12
Post Code (Zip)	12
Telephone	15
E-mail	30
Price Level	Two Digit (1-20)
Last Vist	8 (MMDDYYYY)

Touch the field you wish to update.



Enter alphanumeric field data (see field size information) and touch **OK**. Information entered for the new customer will be stored under the account number.

7. If the customer account number is an existing account number, information for the customer will display:



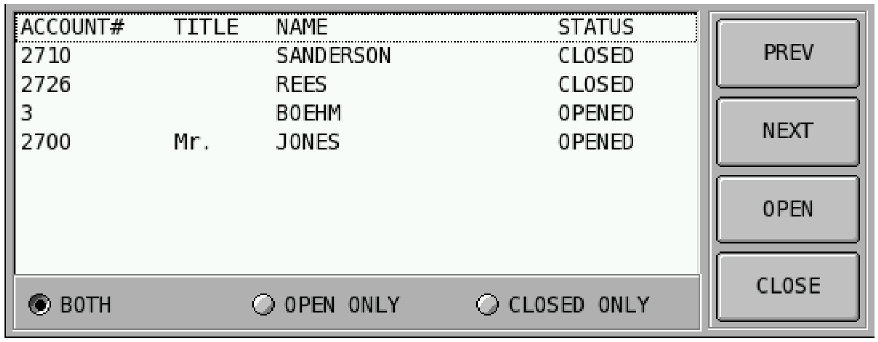
8. After customer information is recalled or entered, touch **SAVE** to save your entries. Press the **OPEN NEW/EXISTING** button to enter another account or you can press **OK** to begin an order for the current account displayed. (A check will open with the customer account number as the check number.)

9. Register the items for the customer order.

10. Touch the **Store Check** key to save the order. Requistions will be directed to the kitchen printer (if used). Deliver the order when compete.

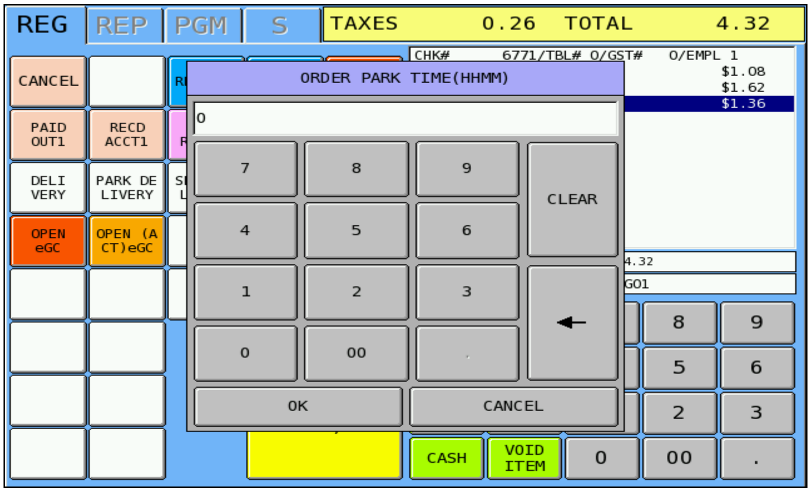
Recalling a Stored Delivery Order

1. When the delivery person returns with payment, open the order by using the **Recall Check** key to recall the order then enter the appropriate payment.
2. You can also use the **Delivery List** key to reopen the oder – select **Open Only** on the delivery list and choose the appropriate order, then press **Open.**



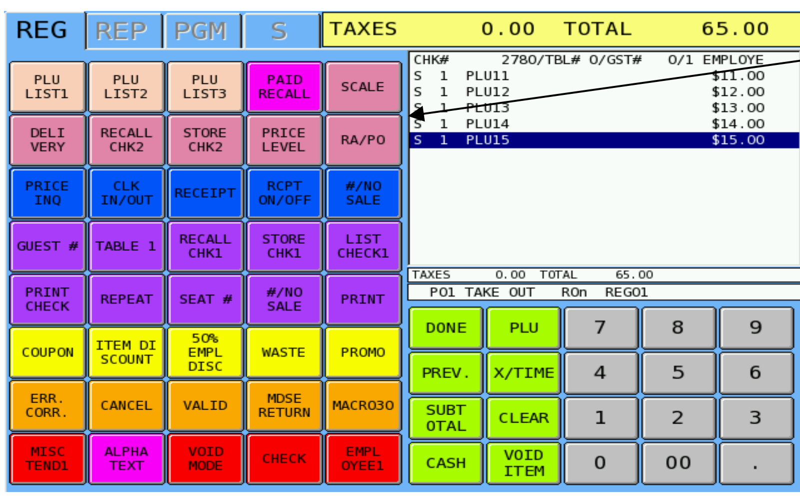
Parking an Order for Delivery at a Later Time

1. Enter a delivery transaction as described in 1-9 of "Entering a Delivery Transaction" on page 3. Do not touch the **Store Check** key at this time, instead touch **Park Delivery**. You will be prompted to enter the order park time.



2. Enter the time *preparation for the order should begin* in 24-hour (HHMM) format and then touch **OK**.

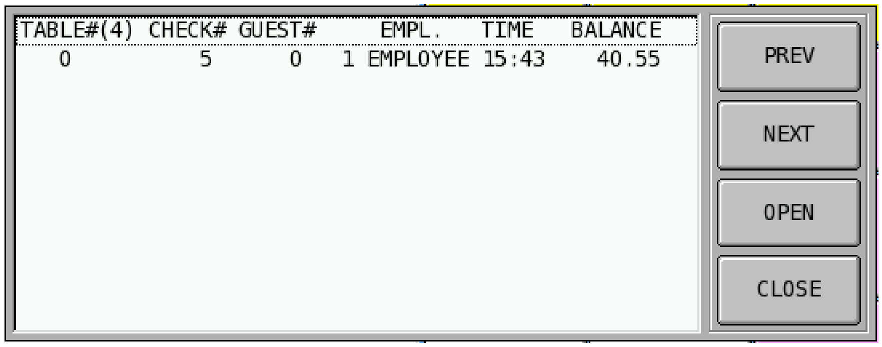
3. Touch the **Store Check** function key. Items will automatically be held (S) and not routed to kitchen printers.



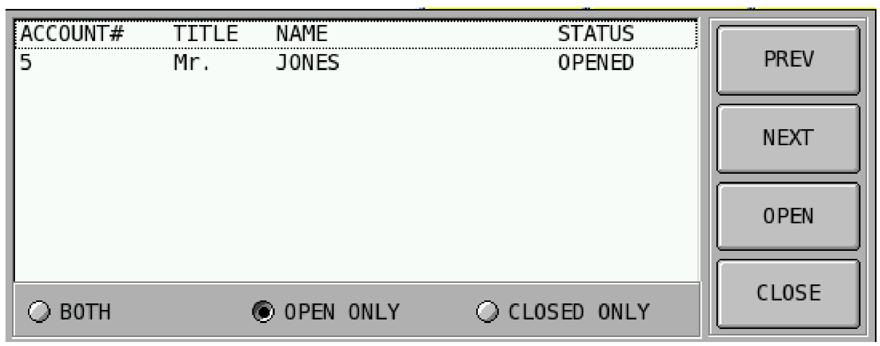
"Hold" Status

4. When the time set for the parked order is reached, the message: "Order in Park, Press List Check" message will display. The error tone will sound every 5 seconds, providing a prompt for the operator to release the order for preparation.

   Press the **List Check** key to display a list of open orders (there may be more than one):



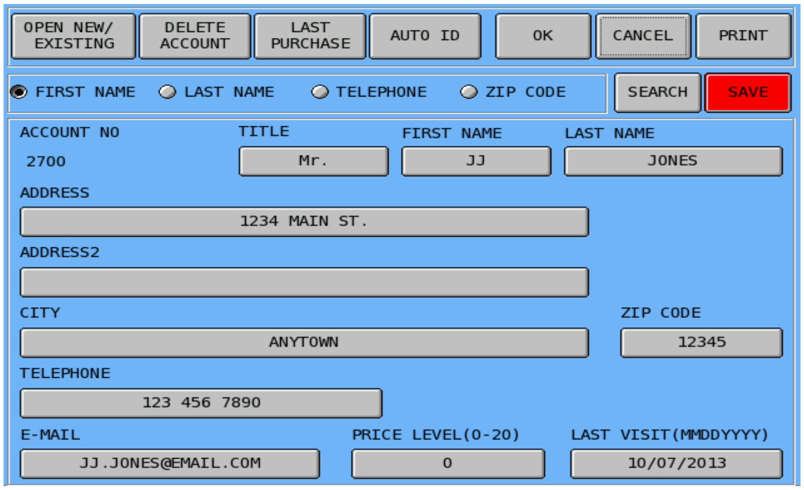
   Or press the **Delivery List** key to Display a list of open and closed orders:



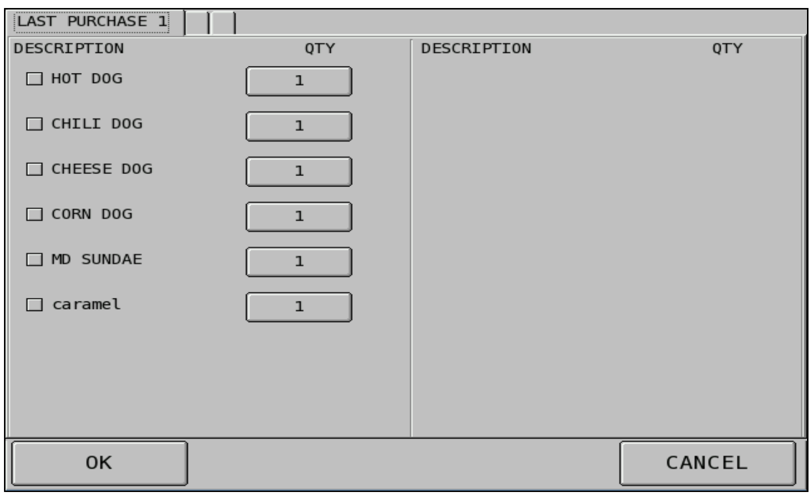
5. Touch the "parked" order you wish to release for preparation, touch **OPEN**.
6. The customer record screen will display, allowing the operator to verify the customer. Touch **OK**.
7. The stored customer order will display (note hold status (H) for each item is still displayed.) Touch **Serv Delivery.**
8. Touch **Store Check**.
9. Requistions will be directed to the kitchen printer(s) (if used). Deliver the order when compete. When the delivery person returns with payment, pay the check by using the **Recall Check** key and entering the appropriate payment.

Viewing/Re-Ordering from the Last Purchase Screen

1. Begin or recall a customer account (see "Entering a Delivery Transaction" on page 66 and follow steps 1-6).



2. Touch the **Last Purchase** key.



3. The last 48 items ordered by this customer will display. If more than 16 items are in the record, items can be viewed by pressing the Last Purchase 2 or Last Purchase 3 tabs. If you wish to re-order an item(s) viewed on the Last Purchase screen, select the item(s) (a check mark will display for the item) and touch **OK**. The item(s) will automatically register on a new order for the customer.

Running Tabs or Guest Checks

Overview

The *SPS-500* can employ a manual previous balance, hard check, or soft check system. If manual previous balance is selected, the check balance is not saved in memory and is input manually by the operator (use the manual previous balance key). If a hard check system is selected, only the previous balance is maintained in memory. If a soft check system is selected, the check detail is kept in memory until the check is paid. (After a check is paid, check detail is available only through the **PAID RECALL** function, if it is implemented, or the closed check file, if it is implemented.)

For hard or soft check operations, the following tracking options are available:

1. Tracking by manually entering the check number. (The number of digits in the check number may be set from 0-10, with zero meaning no fixed length. You must enable Alpha Check numbers (P MODE/SYSTEM OPTIONS/TRACKING FILE OPTION #17 if you wish to use 10-digit tracking numbers) Table number entry may be required.
2. Tracking by automatically assigning a check number. Starting check numbers can be set for each register in the system.
3. Tracking by Table Number, where a check number is also assigned. Multiple checks may be assigned at the same table.

In cases 1 & 3 above both a check # and a table # are connected to a balance. The balance can be recalled either by the check number, or by the table number. (If there are multiple checks at the same table, an attempt to recall by table number will result in a screen listing the open checks at the table. The operator may then select one of the checks to open.)

Multiple Tracking Files

The *SPS-500* allows up to four separate tracking files. This allows you to set up different files for guest check/table tracking, phone order tracking, drive-thru tracking for multiple windows, delivery order tracking or whatever your application requires. The number of tracking files and the number of checks for each file are defined in memory allocation. The method of tracking you select (hard/soft) applies to all tracking files.

Because there are four possible tracking files, there are separate sets of keys for each of the following functions:

- RECALL CHECK (1-4)
- STORE CHECK (1-4)
- TABLE (1-4)
- LIST CHECK (1-4)
- TRANSFER CHECK (1-4)

Note that the tracking file number (1-4) is displayed on the screen in situations when checks are listed (i.e. checks with held items, multiple checks on the same table, the List Check screen and the Transfer Check screen.)

Of Guests

Entry is optional and is controlled by an option on the Recall Check key program. The number of guests may be required on all transactions or only on tracking transactions.

Alpha Check Number

Traditionally, check numbers are numeric, either manually entered or assigned by the register. However, the SPS-500 has the capability of using an alphanumeric name for a check. (Alpha check numbers are set with P Mode System Option/Tracking File Option #17.)

Alpha check numbers are especially useful for ordering systems where the customer is called by name when the order is ready. When alpha check numbers are used, the alpha name is limited to nine characters.

Manual Previous Balance

NOTES: Neither the new balance or transaction items are stored in memory and neither can be recalled when using manual previous balance posting. You must set memory allocation to "Hard" check to post manual balances.

Although not commonly used, the *SPS-500* has the capability of manual previous balance operations. Manual previous balance means that the balance amount is entered through the numeric keypad. New items entered are added to the previous balance and the new balance is computed when the transaction is finalized. Any of the four STORE 1-4 keys may be used to service the transaction.

Function Key Notes:

- Use the P/BAL key (function key code #148) to enter the previous balance amount.

Opening a Check

1. Enter zero, touch **P/BAL**.
2. Enter items.
3. Touch any one of the four store check functions, i.e. **STORE #1**.

Adding to a Check

1. Enter amount, touch **P/BAL**.
2. Enter items.
3. Touch **STORE #1**.

Paying a Check

1. Enter amount, touch **P/BAL**.
2. Touch **CASH**, or enter the amount tendered and touch **CASH**, or
   Touch **CHECK**, or enter the amount tendered and touch **CHECK**, or
   Touch one of the miscellaneous tender keys, or enter the amount tendered and touch of the miscellaneous tender keys.

Note: If tender is less than balance, touch **STORE #1** to finalize.

Hard Check Posting

With "hard check" posting, only current balances are stored in memory.

Procedures and options relating to *beginning*, *adding to* and *paying* a check are the same on "hard" and "soft" check posting, except it is necessary to print an update to the check at each posting. Note that when a hard check is recalled, the previous balance is displayed. (In soft check posting the previously registered items are recalled.)

Opening a Hard Check

Depending on the method used:

Enter check number, touch CHECK #, or

Enter table number, touch TABLE #.

Note that the previous balance is displayed.

Soft Check Posting

It is not necessary to print the check at each posting. The **PRINT CHECK** key will print the check at the designated printer. The **PRINT CHECK** key can be programmed to automatically service the transaction.

Soft Check Tracking Program Notes:

Discuss these options with your authorized SPS-500 dealer or refer to the *SPS-500 Program Reference Manual*.

- You must set the check tracking method to "Soft". See S Mode Memory Allocation option #8.
- You must set the maximum number of lines per check. See S Mode Memory Allocation option #11.
- You must set the maximum number of check for each tracking file. See S Mode Memory Allocation option #12.
- You must set the register number that holds the check tracking file and backup file. See S Mode System options #10 and #11.
- You must set the options for the Recall Check key. See P Mode Function Keys #197-200. Options set here include:
  - Enforce Seat Number
  - Table Entry Required
  - Multiple Checks Allowed for each Table
  - Guest Count Entry Required
  - Compulsory for all Sales
  - (Check #) Assigned by Register
  - Opening Employee has Exclusive Access
  - Print Receipt after Store Check
  - Other related options
- Set P Mode System Options/Tracking File Options

- Starting Check Numbers
- Options to reset check numbers on Z of Financial or Open Check Reports
- Option to print Barcodes on checks
- Option to use Alpha Check Numbers

  NOTE: YOU MUST CHOOSE ALPHA CHECK IF YOU WISH TO INPUT 10-DIGIT NUMERIC CHECK NUMBERS

Beginning a Check

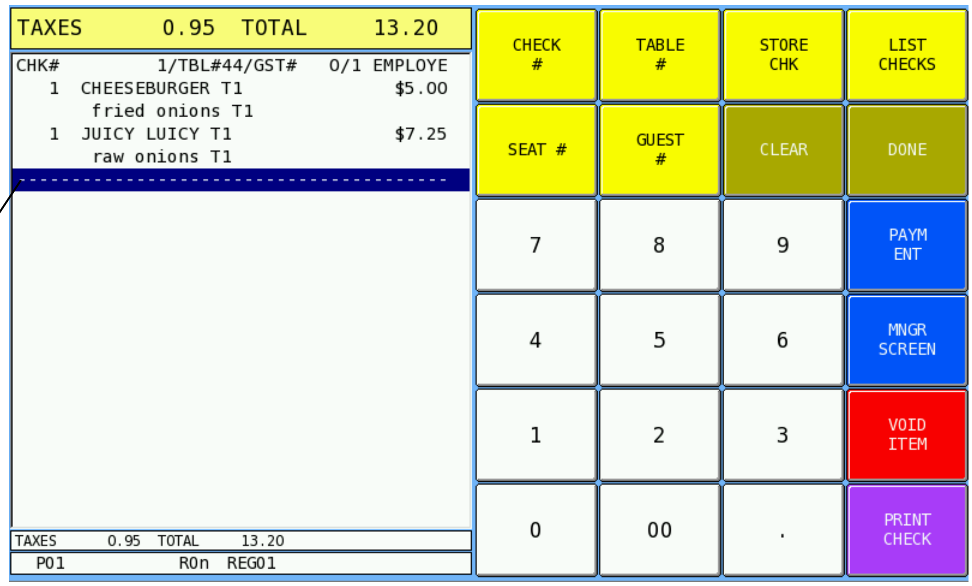
1. Depending on how your system is programming, you can begin a check with either a check or table:
   - Enter check number: depending upon programming you may enter the check number and touch one of the Recall Check functions, i.e. **RECALL #1**, or touch the **RECALL** key to automatically assign a check number. (After beginning a check with the check number, you may be required to enter a table number, or if table enter is not required, you may optionally enter a table number.)
   - If Table# is compulsory, if only one check per table is allowed, and if checks are automatically assigned, you can enter the number of the table and touch **TABLE#**. The table is opened and the check is automatically assigned.
2. If guest entry is required, enter number of guests and touch the **GUEST #** key.
3. Enter the items ordered.
4. Touch the appropriate Store Check function, i.e. **STORE #1**. The message “SERVED” displays momentarily.

The check #, table #, guest count and employee associated with the check are displayed.

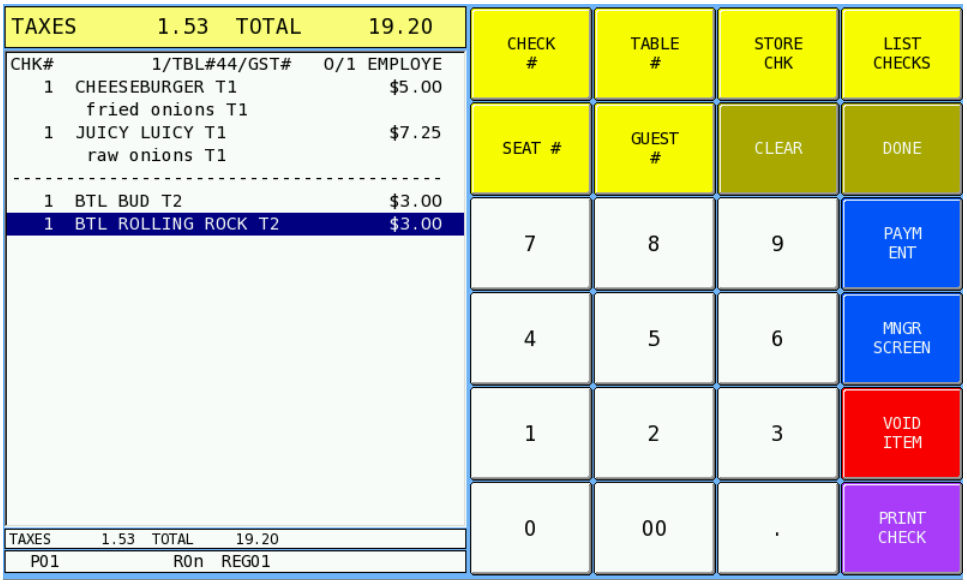
Adding to a Check

1. If a table and check are both assigned you may either:
   - Enter the check number, touch the appropriate recall check function, i.e. **RECALL #1**
   - Enter the table number, touch the appropriate Table # function, i.e. **TABLE 1**.
2. If you open a table where more than one check is open, the screen will list the open checks for the table:
3. Touch a check to select it and then touch **OPEN**.

A dotted line displays to separate items posted previously from items posted at this time.

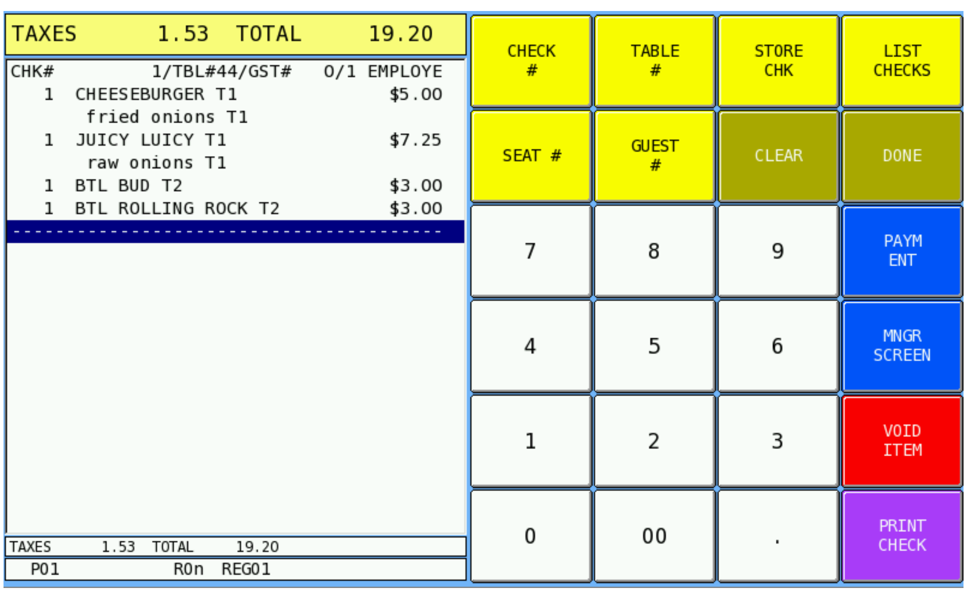


4. Enter the new items ordered.
5. Touch the appropriate Store Check function, i.e. **STORE #1**. The message "SERVED" displays momentarily.



Paying a Check

1. If a table and check are both assigned you may either:
   - Enter the check number, touch the appropriate recall check function, i.e. **RECALL #1**
   - Enter the table number and touch the appropriate Table # function, i.e. **TABLE 1**.
2. If you open a table where more than one check is open, the screen will list the open checks for the table. Touch a check to select it and then touch **OPEN**.



3. If necessary, additional items can be registered at the time of payment.
4. If necessary, enter a tip amount and touch one of the TIP function keys, i.e. **TIP1**.
5. Touch **CASH**, or enter the amount tendered and touch **CASH**, or
   Touch **CHECK**, or enter the amount tendered and touch **CHECK**, or
   Touch one of the miscellaneous tender keys, or enter the amount tendered and touch of the miscellaneous tender keys.

Note: If tender is less than balance, touch **STORE #1** to finalize.

Sample Print of Soft Check

Guest Check before Settlement

```
            Adrian's Tavern

DATE            07/13/2009          MON
CHECK#                                1
TABLE #                              44
      CHEESEBURGER T1             $5.00
       fried onions T1
      JUICY LUICY T1              $7.25
       raw onions T1
      BTL BUD T2                  $3.00
      BTL ROLLING ROCK T2         $3.00
---------------------------------------
      TAX1 AMT                    $0.95
      TOTAL                      $19.20
      STORE CHK                    0.00
            * ORDER# 0103 *
NO.000007 REG 01 1 EMPLOYEE  TIME 16:29

              THANK YOU!
    * RIB FEAST * AUGUST 8TH 2009 *
```

Guest Check after Settlement

```
            Adrian's Tavern
DATE            07/13/2009          MON
CHECK #                              #1
TABLE #                             #44
   1  CHEESEBURGER T1             $5.00
       fried onions T1
   1  JUICY LUICY T1              $7.25
       raw onions T1
   1  BTL BUD T2                  $3.00
   1  BTL ROLLING ROCK T2         $3.00
---------------------------------------
      TAX1 AMT                    $0.95
      TOTAL                      $19.20
      CASH                       $20.00
      CHANGE                      $0.80
            * ORDER# 0103 *
NO.000008 REG 01 1 EMPLOYEE  TIME 16:30
              THANK YOU!
    * RIB FEAST * AUGUST 8TH 2009 *
```

Seat # Assignment

The seat # system may be employed in a soft check system. Its' purposes are:

- To separate orders by individuals so that orders are identified by individual on kitchen requisitions.
- To facilitate separate payments.

Seat # entry can be enforced, or if optional, seat #'s can be applied to items previously entered.

Enforced Seat # Entry

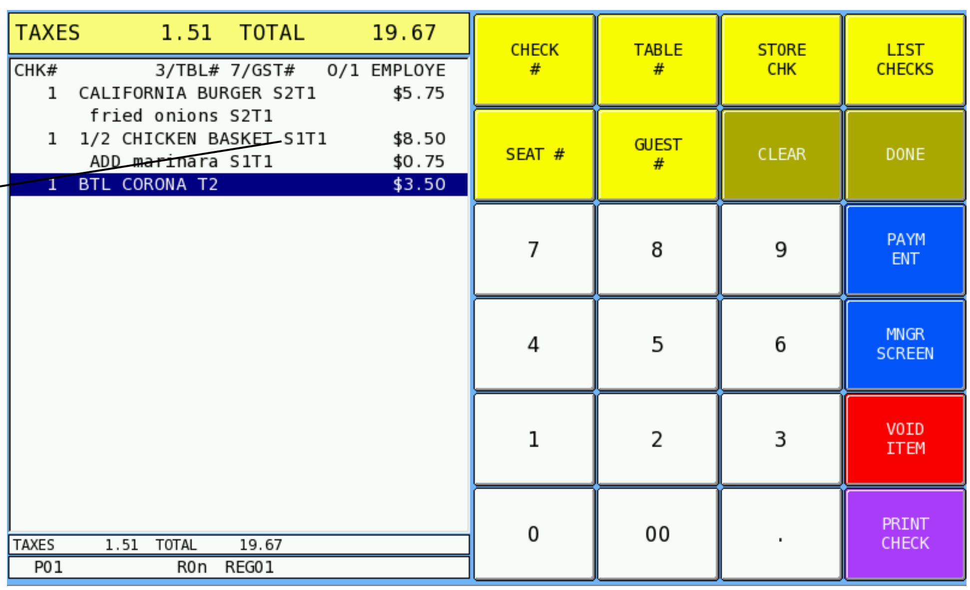
Notes:

- When seat # is enforced, it is enforced for each main item. Seat # is not required for condiments.
- Items are displayed as they are entered.
- The seat number is displayed to the right of each main item.

Procedure:

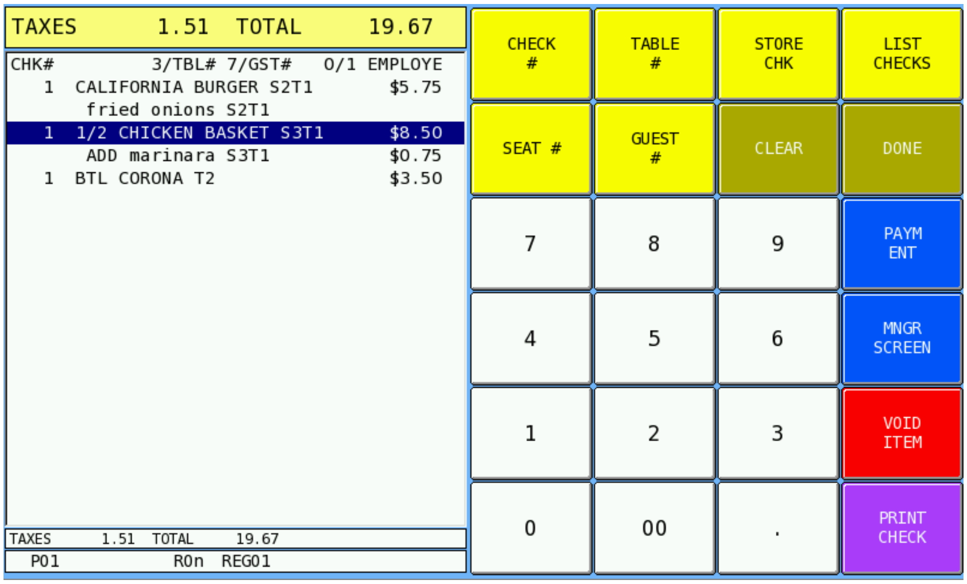
1. Open a check.
2. If you attempt to enter an item without a seat number entry, the "ENTER SEAT#" prompt displays.
3. Enter seat # (up to 2 digits).
4. Enter main item and condiments.
5. Enter the seat number for the next item, touch the **SEAT #** key.
6. Enter the next item and its condiments.

The seat number "S1" displays after the item to indicate seat #1.



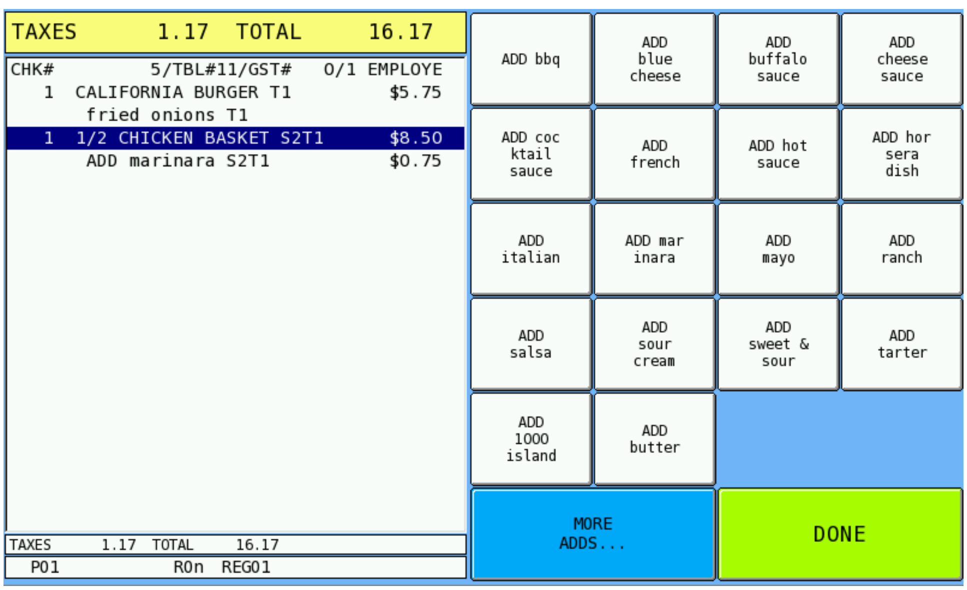
Changing the Seat # on a Previously Entered Item

1. Touch the item you wish to change.
2. Touch **SEAT #**.
3. Enter a new number and touch **SEAT #**.



Optional Seat # Entry

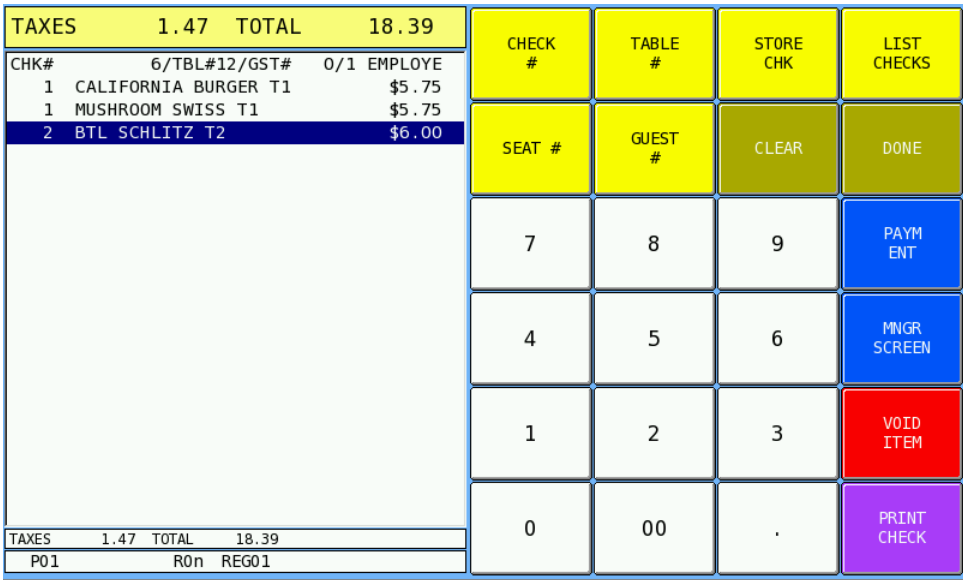
- When seat # is not compulsory, touch the item to which you wish to assign a seat number. Touch **SEAT #** and then enter a seat number and touch **SEAT #**.



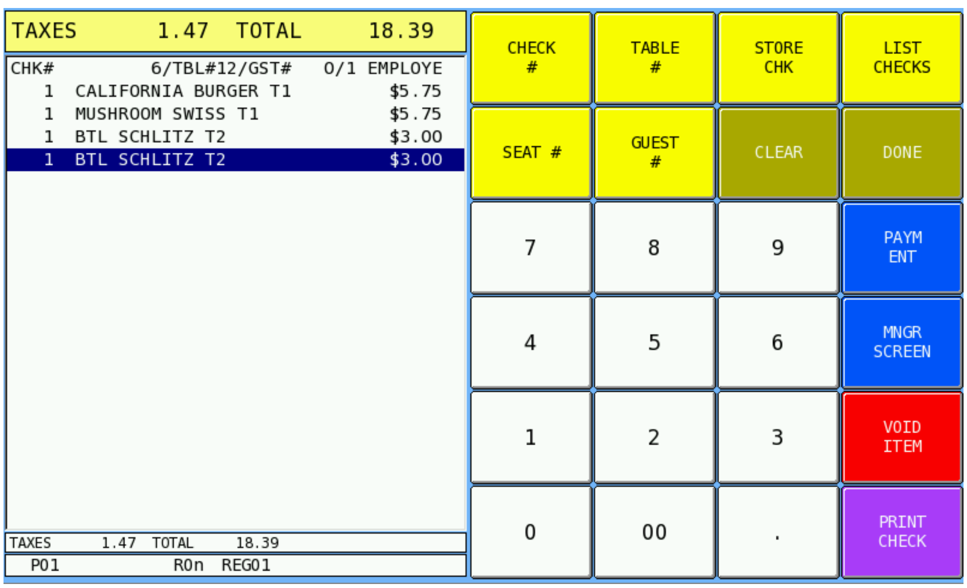
Splitting Consolidated Items

When like items are consolidated, touch the **SPLIT ITEM** key to separate items for separate seat assignment or split checks.

1. Touch the consolidated item you wish to split.



2. Touch **SPLIT ITEM** to split the items.



Print Check by Seat Number

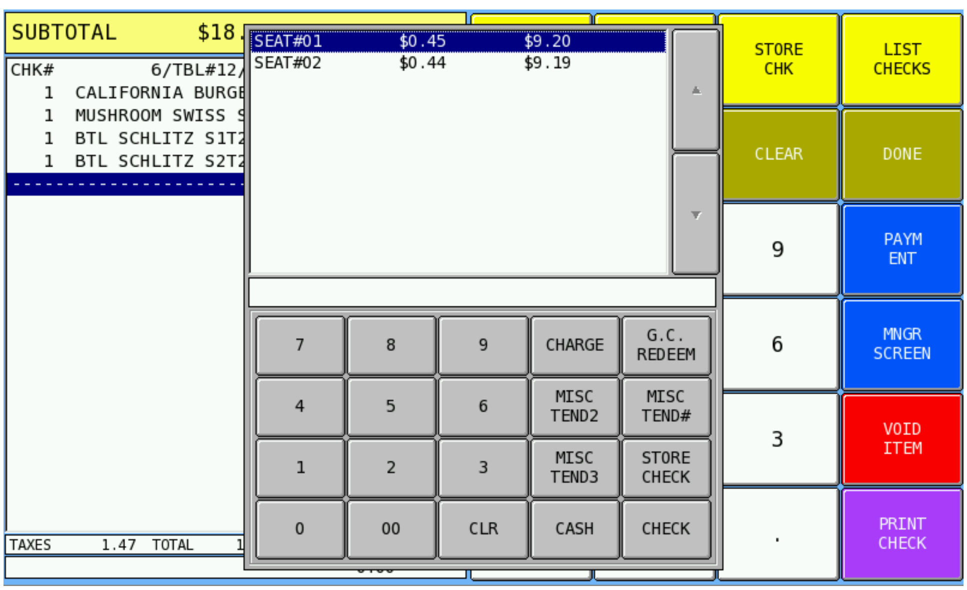
1. Open a check. Identify items by seat number.
2. Touch Print Check. The print check dialog will offer the following options:
   - SINGLE CHECK – ALL SEATS
   - SEPARATE CHECKS – ALL SEATS
   - SINGLE CHECK –ONE SEAT (This option available at version 1.00p or later. When selected, you will be prompted to enter a seat number.)

   An alternative operation is provided at version 1.00q:
   - Touch [1] PRINT CHECK: to print SINGLE CHECK – ALL SEATS
   - Touch [2] PRINT CHECK: to print SEPARATE CHECKS – ALL SEATS
   - Touch [3] PRINT CHECK: to print SINGLE CHECK –ONE SEAT

   (These sequences allow the operation to be expedited with a Macro.)

Payment by Seat Number

1. Open a check. Identify items by seat number.
2. Touch **Subtotal** and then touch **Seat #**. Each seat is displayed with the seat total and tax. If there are items without seat assignments, they will be displayed with the identification: "NO SEAT".



3. Touch the seat you wish to pay and enter the appropriate payment, **CASH**, **CHECK** or **MISC TENDER**.
4. Continue to settle each seat until the check is completely paid, or touch **STORE CHECK** to store the unpaid seats.

Split Check

This feature is available for systems using check tracking (Not table tracking—if table tracking is required use check number representing the table number) and manually input check numbers (see "Checks Assigned by Register Notes" on page 87.)

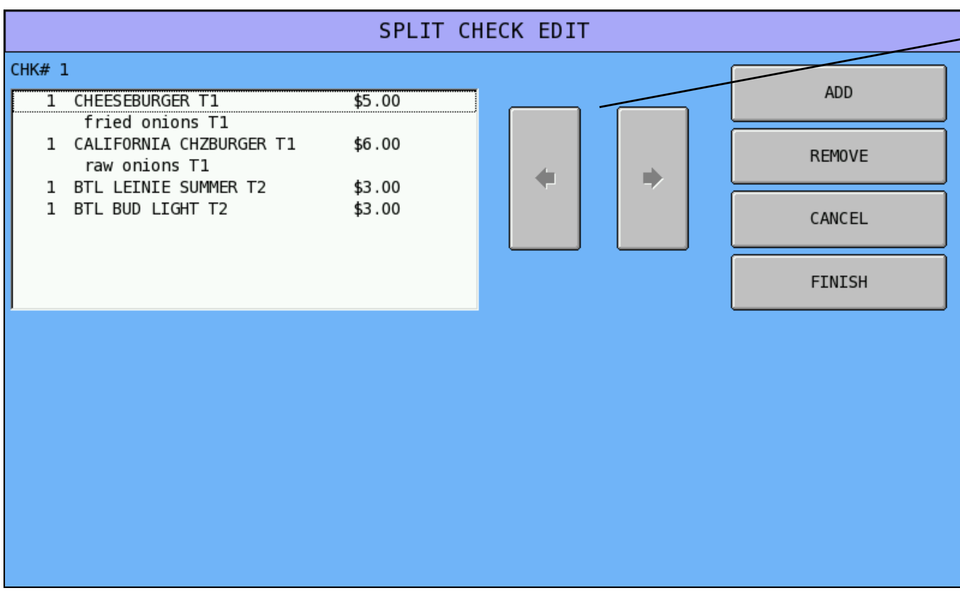
Use the Split Check function key (Key #249) to select item or items on a soft check for assignment to another check.

***About Split Pay*: The Split Pay function (key #222) is different from the split check function. Use the split pay function to simply divide the check into equal parts. Enter the number of splits and touch the SPLIT PAY key to divide the amount of a guest check into equal segments.**

To split items from one check to another:

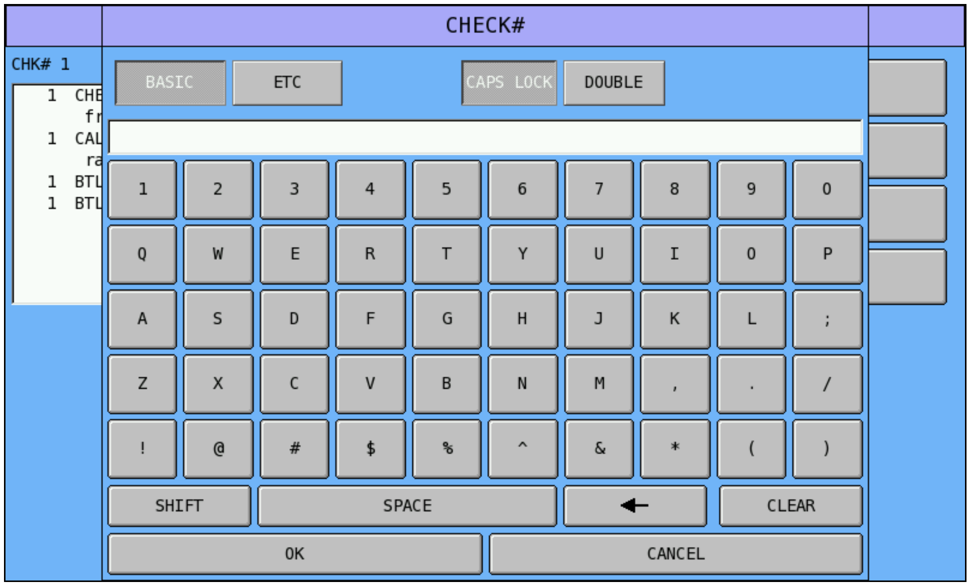
1. Open a new check and add items, or open an existing guest check.
2. Touch **Split Check**. The **Split Check Edit** screen displays with the current check items listed. Note that if you are consolidating like items (for example "2 BUD") and you wish to split one of the items, you must first use the split item key to separate the items ("1 BUD" and "1 BUD").

   Note: Optionally, you can touch the number of new checks you wish to split, and then touch the **Split Check** function key, you will be immediately prompted to enter the new check numbers and then the Split Check Edit screen will open with the next checks available to move items.

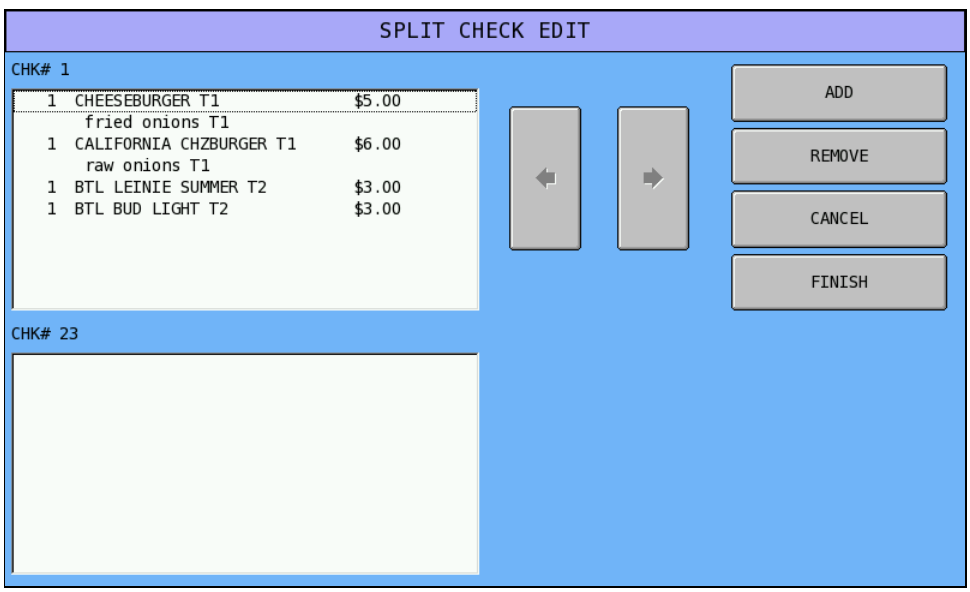


Left Arrow and Right Arrow keys are active only when you are separating into more than three checks. When four or more checks are open, use these keys to view the check where you wish to move items.

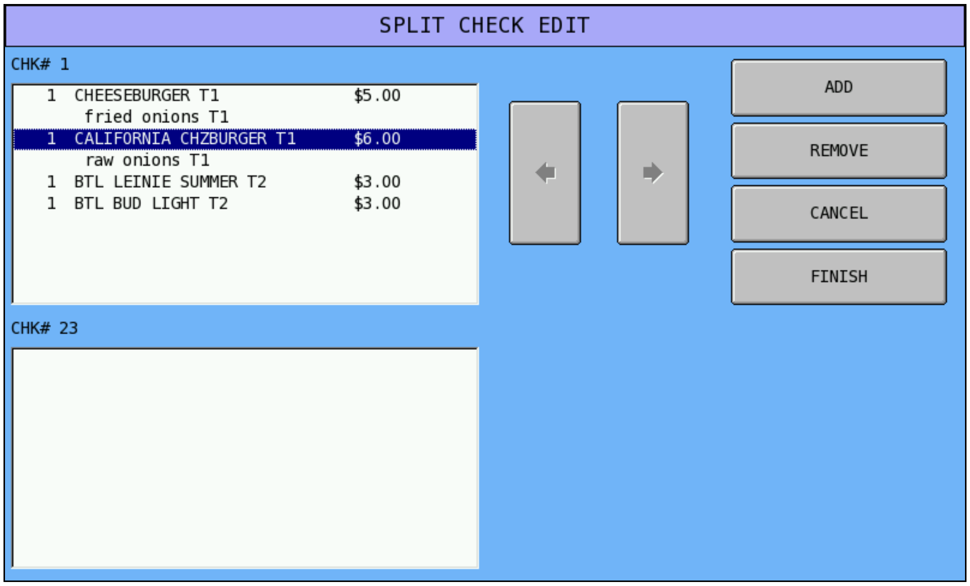
3. To create a new check, touch **Add**.



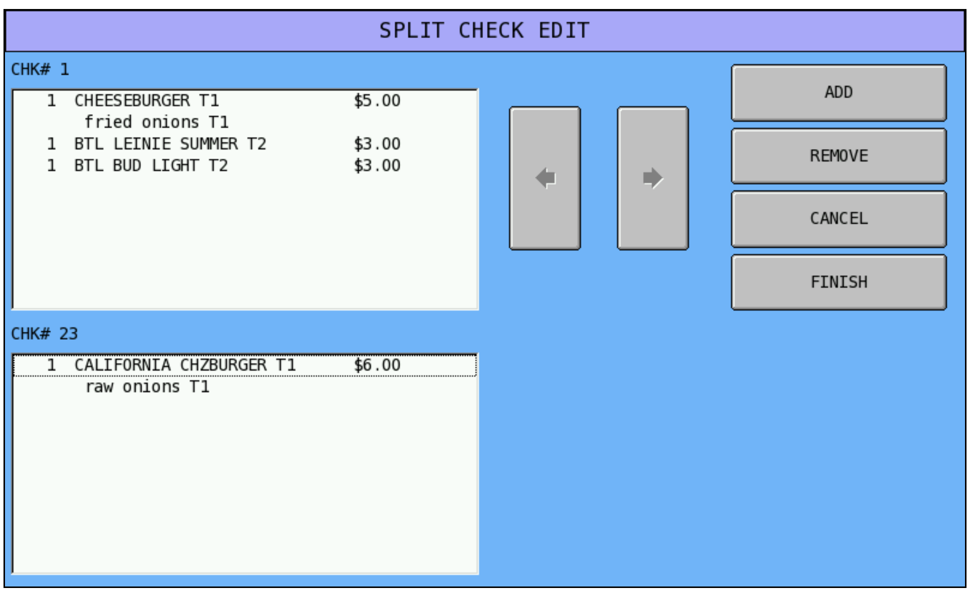
4. Enter a check number and touch **OK**. The new check displays on the Split Check Edit screen. Add additional check(s) as needed. The original check and two additional checks can be viewed simultaneously. If more than two checks are added, use the arrow left (⇦) and arrow right (⇨) keys to select the check you wish to view.



5. Touch an item that you wish to transfer to a new check. Note the item is highlighted.



6. Touch the check you wish where you wish the item to be added. Note that the item is moved. Continue to move items as necessary by touching to select the item you wish to move and then touching the check where you wish the item to be assigned. You can move items back-and-forth to correct mistakes.



7. Touch **Cancel** to exit without making changes,

   Touch **Remove** to remove a check (you cannot remove when items are assigned to the check.

   Touch **Finish** to exit to the Split Check Edit screen saving all changes. Newly created checks will be serviced. The original check will remain open.

Checks Assigned by Register Notes

When the Split Check function is used and the Recall Check key is set with the “ASSIGNED BY REGISTER” option set to YES, simply touch the ADD key from the Split Check Edit screen and the next available check will be assigned.

If you touch the number of new checks you wish to split, and then touch the SPLIT CHECK function key, the Split Check Edit screen will open with the next checks available to move items. For example, touch [2] and SPLIT CHECK; the Split Check Edit screen will open with the next two available check numbers available.

Hold/Print Hold

This feature is used in a table service restaurant. It prevents kitchen printer /KVS instructions from being sent immediately after items are registered and stored. For example, an employee registers a customer order consisting of appetizers and main course entrees. Without this feature, both the appetizer and main course items are sent to the kitchen at the same time. With this feature, the employee can "hold" main course items, which prevents them from being sent to the kitchen printer (even thought they are programmed to be sent to a printer). Then, later, the employee can recall the check and print the main course items, so they can be prepared and served when the customer is ready to eat them.

A held item is indicated on the display with an 'H' to the left of the item.

See P Mode System Options/Tracking File Options to set the following related options:

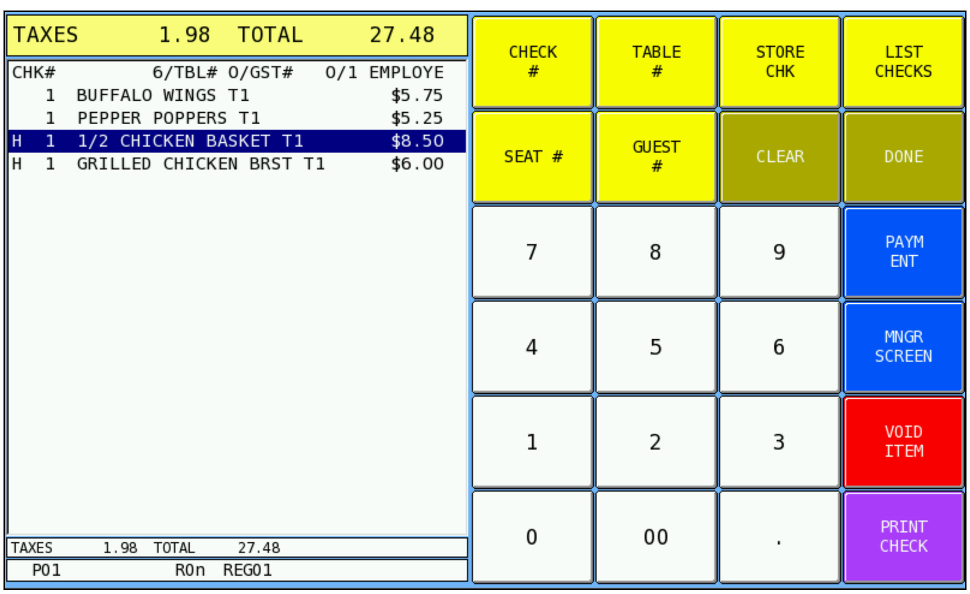
- Option #4: Automatically select held items when a check is recalled, Yes or No. (This flag is to facilitate printing of held items.)
- Option #5: Display warning to operator that check(s) have held items when employee finalizes any check, Yes or No.

See PLU/PLU STATUS GROUP option #46 "Hold Automatically" to automatically hold items by group. (For example, you may wish to automatically hold dessert items when they are first entered.)

Note: Alpha text entries made after a held item will not follow the item when a check is recalled and the item is released.

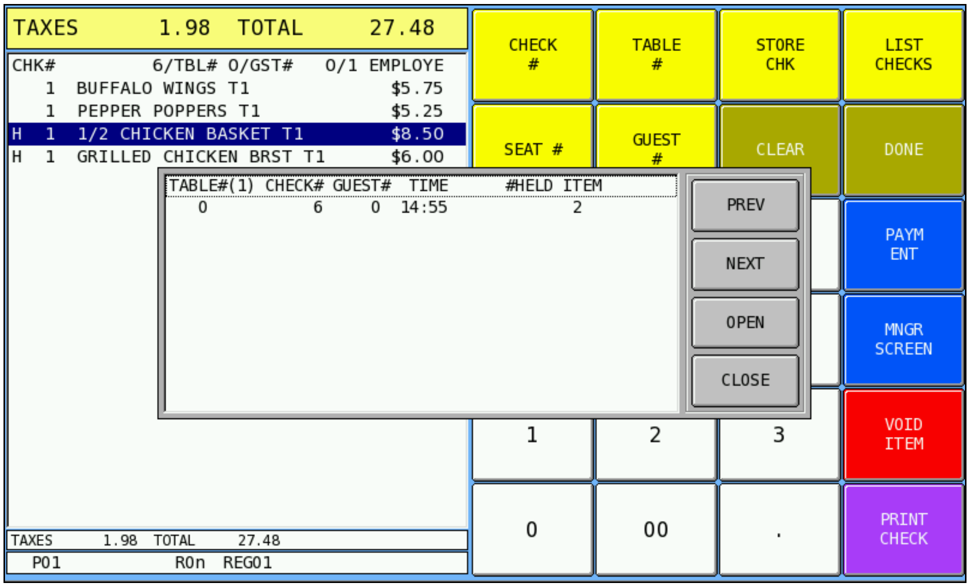
Hold an Item

1. Touch the item you wish to hold.
2. Touch the **HOLD** key. Note that when a main item is held, its condiments or instructions are also held. Note that an 'H' displays next to the held items.



3. Store the check by touching the appropriate store check key, i.e. **STORE CHK1**.

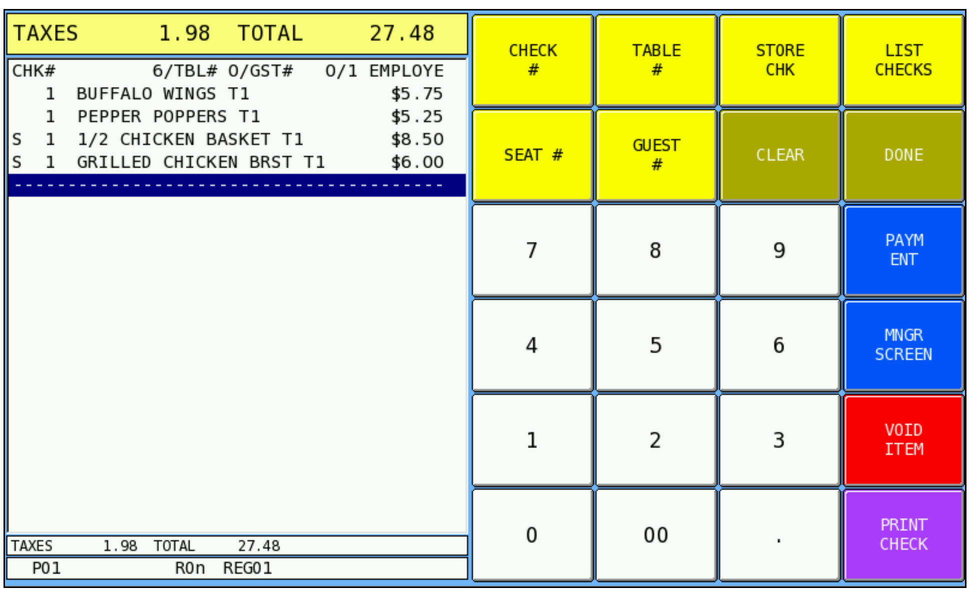
4. If the system is programmed to warn the operator if items are held when the check is stored, (See P mode System Options/Tracking File Options #5) the held item message displays. The message will list all checks with held items, so that the server is reminded of other checks/tables where held items may need to be released.



5. Touch **CLOSE** to store the check.

Print All Held Items

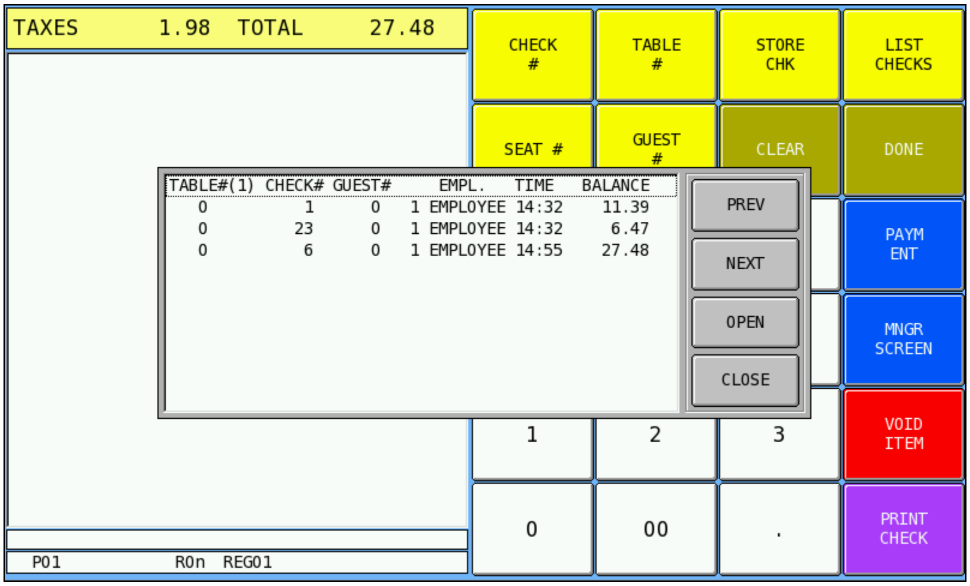
1. Recall an order with held items. Items previously held will be marked with an "S".



2. Touch **PRINT HOLD**. Hold status is removed and the items will be sent to appropriate output when the check is serviced. To continue to hold items, select the item and press the **ENTER** function key to change the "S" to an "H". (You can press **ENTER** repeatedly to toggle the marking from "S" to "H".) Items marked "H" when the check is stored will continue to be held.

List Check

1. Sign on an employee.
2. Touch **LIST CHECK** to display the employee's open checks. If more than eight checks are open, use the **PREV** and/or **NEXT** keys to scroll through the list.

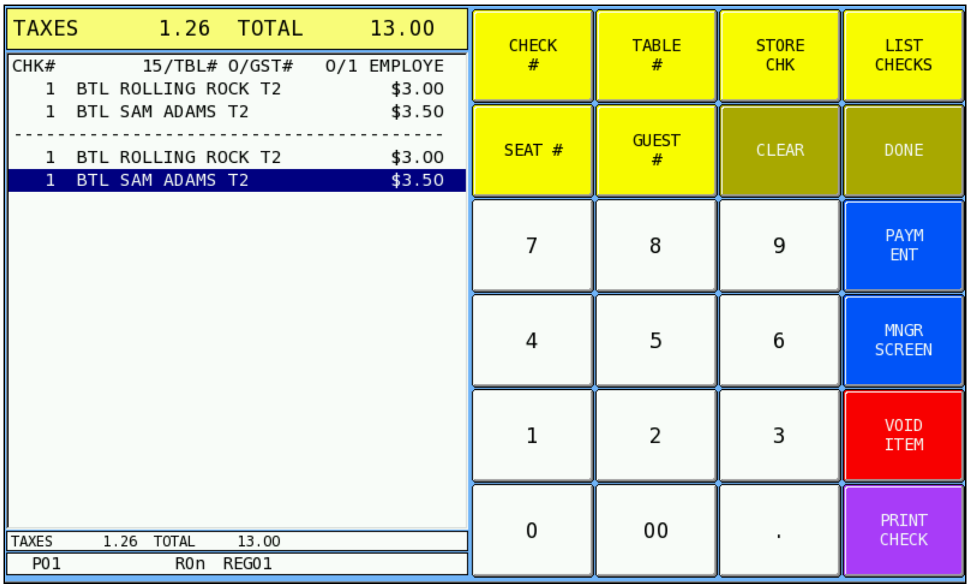


3. Touch a check to select it. Touch **OPEN** to open the selected check, or touch **CLOSE** to close the list check window.

Repeat

You can repeat the last items posted by using the **REPEAT** key. This simplifies registration of another round of drinks.

1. Open a check. Enter Items.
2. Touch the appropriate store check key, i.e. **STORE CHECK 1**.
3. Recall the Check.
4. Touch **REPEAT**. Note that the items posted previously are repeated.

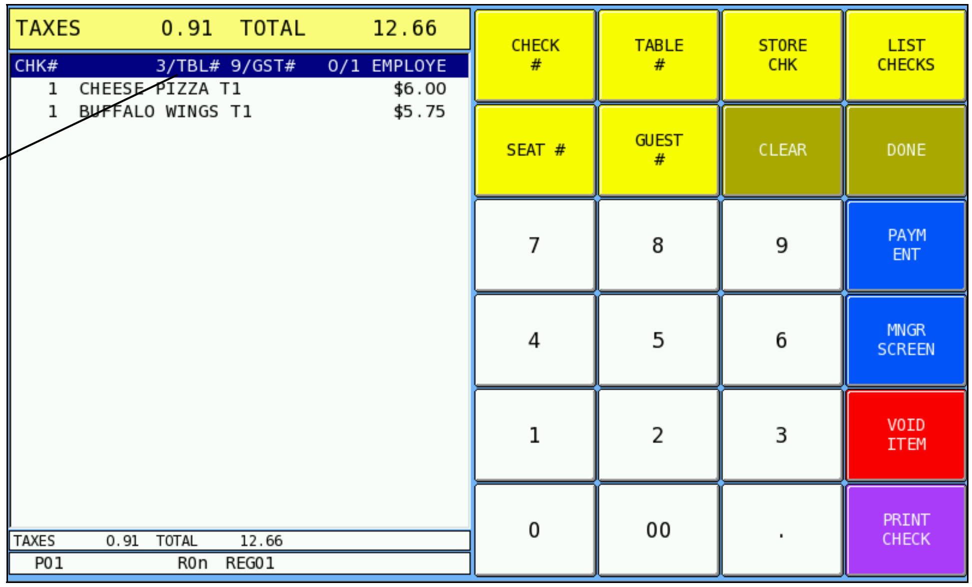


Transfer Table

If permitted by authority level programming, an employee is allowed to move a check to a different table by re-entering a different table number. This can be done multiple times, if necessary.

1. Recall a check by entering a table or check number.
2. Enter a new table number by entering the number and touching the **TABLE #** key.
3. Continue with the transaction by adding items, accepting payment or servicing

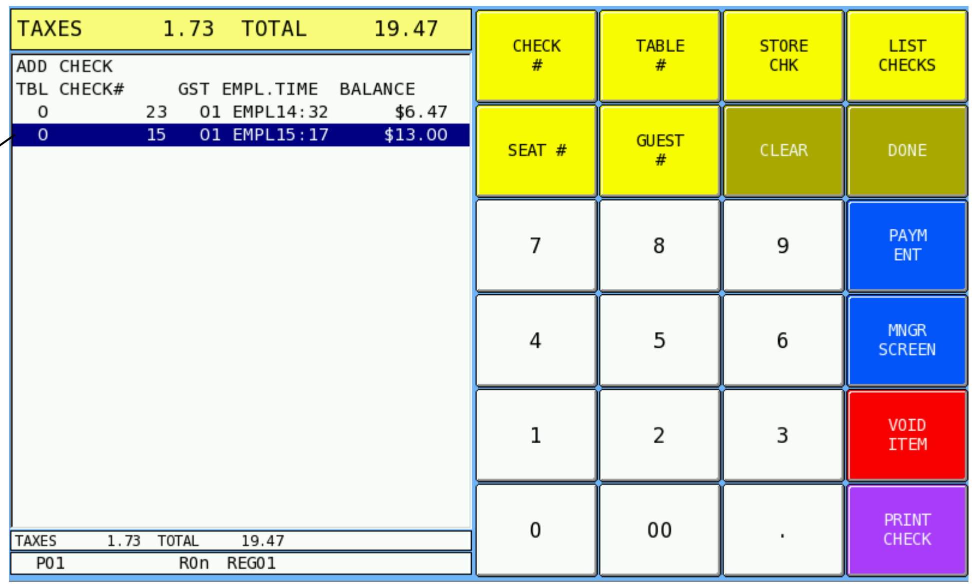
Current Table number is displayed.



Combine Checks for Payment

1. Sign on an employee.
2. Touch the **ADD CHECK** key.
3. Enter the table # or check # of the first check to be paid. Touch the appropriate **Recall Check** or **Table #** key.
4. Enter the table # or check # of the next check to be paid. Touch the appropriate **Recall Check** or **Table #** key.
5. Pay the checks together using **CASH**, **CHECK**, and/or **MISC TEND**.

Checks listed for payment together



Alpha Guest Check Notes

When using alpha check numbers, the procedure is slightly different:

1. Touch **Add Check**
2. Touch **Recall Check**, the entry keyboard displays.
3. Enter Name, touch **OK**.
4. Touch **Recall Check** and continue to enter check names until all the checks you wish to combine are entered.
5. Pay checks or service (if serviced checks are stored in the last check entered.)

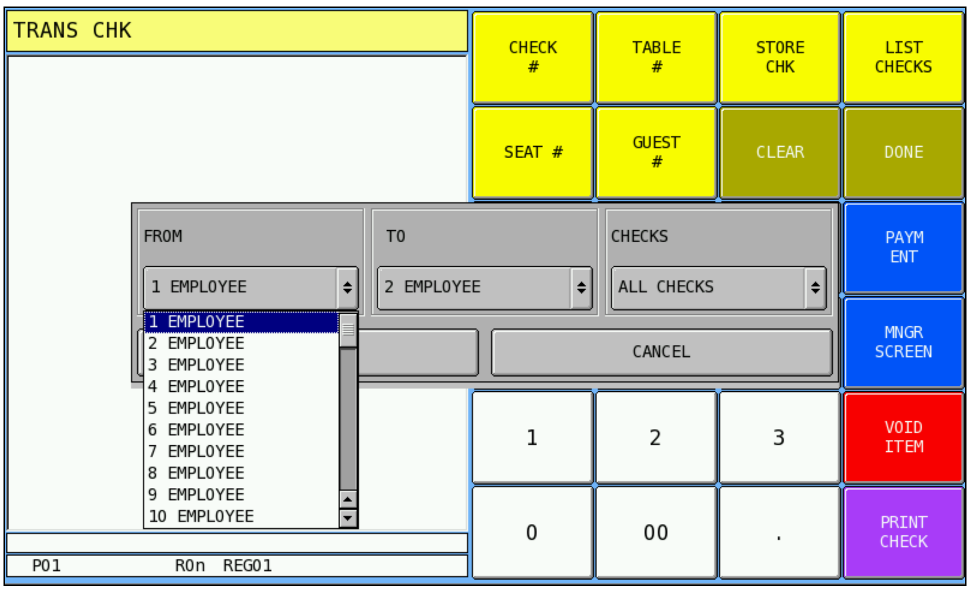
Transfer Check

Checks can be transferred in two ways:

- Individually, by signing on a new employee and opening the check. The "Automatic transfer check" system flag must be set to “Yes” to allow this option and Authority level programming must be set to allow the employee to access checks that were not opened by them.
- Individually or in groups, using one of the transfer check function keys (TRANS CHECK 1-4).
- Totals accumulate to the employee that posted the charges.

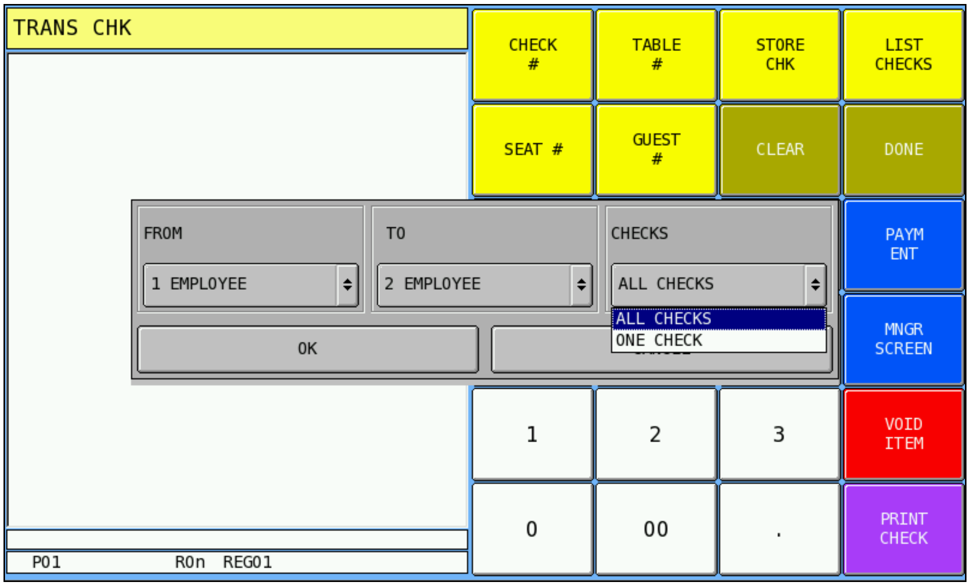
To transfer check through a transfer check key:

1. Sign on an employee.
2. Touch the **TRANS CHECK** key.
3. Select the *FROM* employee from the list.

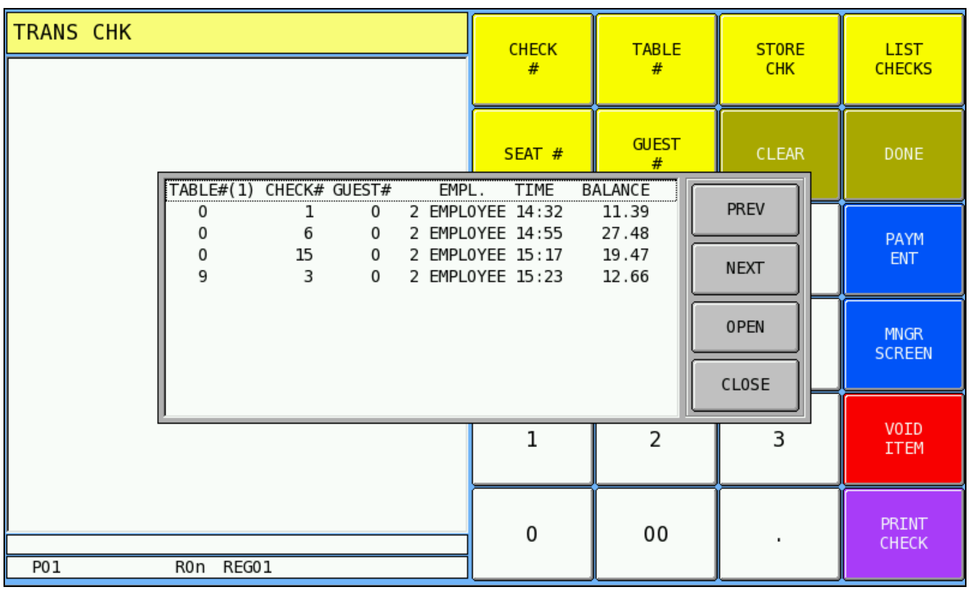


4. Select the *TO* employee from the list.

5. Select “All Checks” or “One Check”.

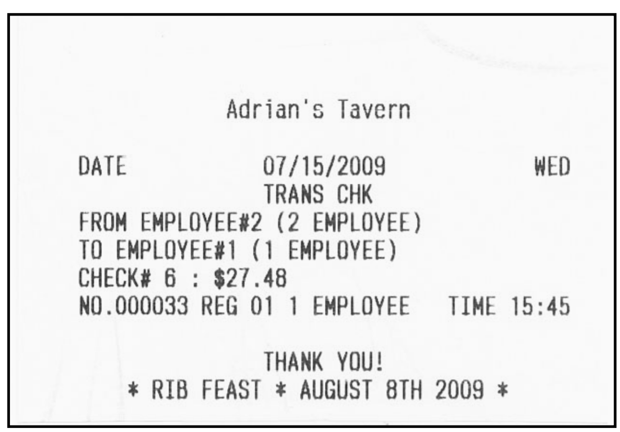


6. If “One Check” is selected, a list will display from which you can select the check to transfer. Touch the check you wish to transfer and touch **OPEN**. If “All Checks” is selected, the “Check Transferred” message will display.



7. The “Check Transferred” message displays.

Printed Chit for Transferred Check


Adrian's Tavern

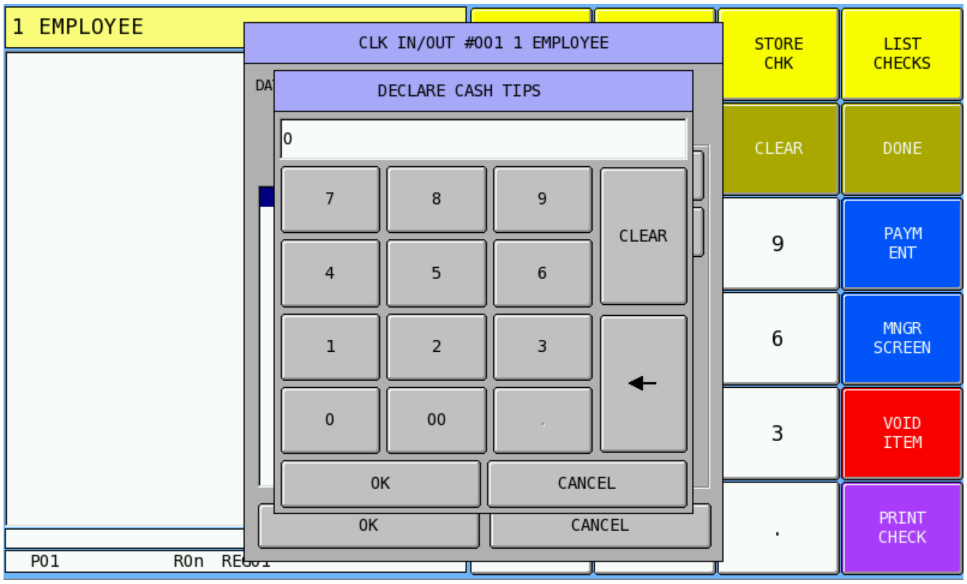
DATE 07/15/2009 WED
TRANS CHK
FROM EMPLOYEE#2 (2 EMPLOYEE)
TO EMPLOYEE#1 (1 EMPLOYEE)
CHECK# 6 : $27.48
NO.000033 REG 01 1 EMPLOYEE TIME 15:45

THANK YOU!
* RIB FEAST * AUGUST 8TH 2009 *

Tip Declare

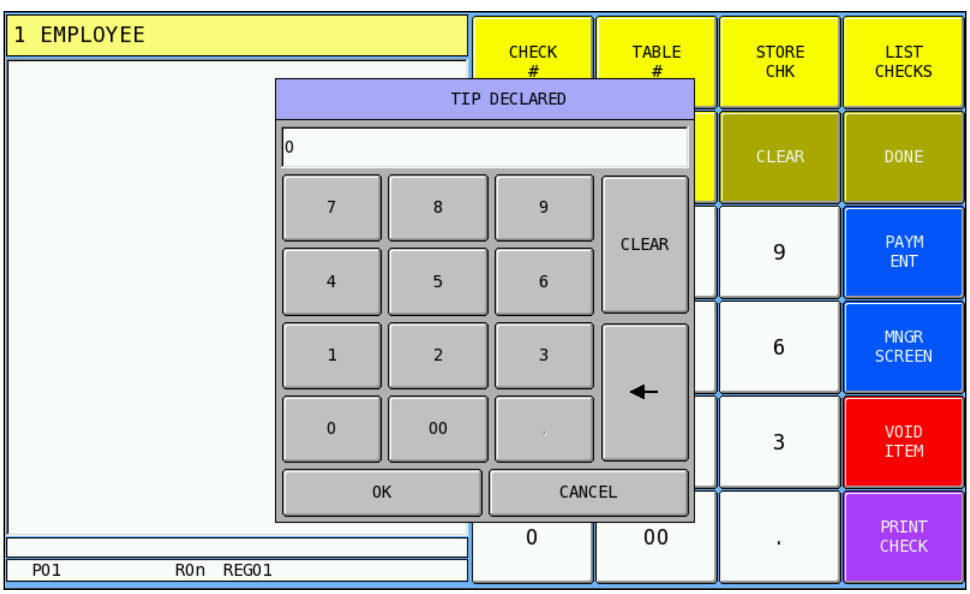
If the employee time keeping feature is used, the operator may be prompted to enter cash tips when clocking out. (Set the employee authority level option #33, "Compulsory Tip Entry" to Yes.) Sign on the employee.

1. Clock out the employee, the Declare Cash Tips window displays.
2. Enter the declared amount and touch **OK**

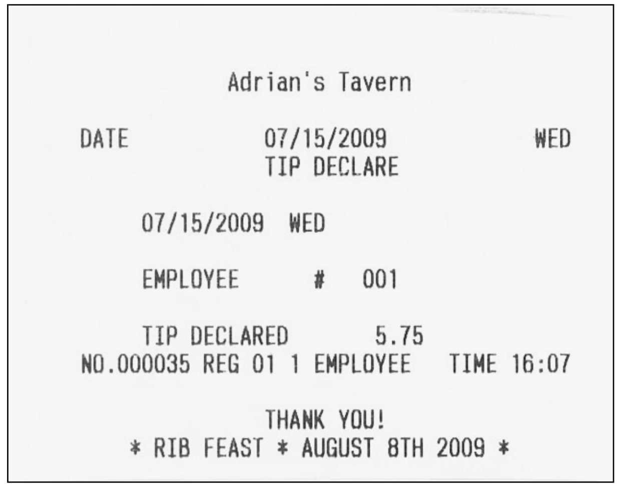


The **TIP DECLARE** key can be used to enter cash tips when the time keeping feature is not used.

1. Touch the **TIP DECLARE** key. Enter the Employee number
2. Enter the declared amount and touch **OK**



Printed Chit for Tip Declaration



Adrian's Tavern

DATE 07/15/2009 WED

TIP DECLARE

07/15/2009 WED

EMPLOYEE # 001

TIP DECLARED 5.75

NO.000035 REG 01 1 EMPLOYEE TIME 16:07

THANK YOU!

* RIB FEAST * AUGUST 8TH 2009 *

Reports

Report Menu

- Turn the key lock to **X** position to view the report menu. (Note: An employee must be signed on to view the menu.)

Report Table

The following table summarizes all of the *SPS-500* reports, the mode in which they are available and whether the report is available from an individual register or from a group of registers through IRC.

Report Button	Report Name	Mode Available	Individual/IRC
FINANCIAL REPORT	Financial[1]	X1/Z1 - X5/Z5	Individual/IRC
PLU REPORTS	All PLUs[1]	X1/Z1 - X5/Z5	Individual/IRC
	From/To PLUs	X1/Z1 - X5/Z5	Individual/IRC
	PLUs By Group	X1/Z1 - X5/Z5	Individual/IRC
	PLUs By Selected Group	X1/Z1 - X5/Z5	Individual/IRC
	Top 20 PLUs	X1/Z1 - X5/Z5	Individual/IRC
	PLU Zero Sales	X1/Z1 - X5/Z5	Individual/IRC
	PLU Zero Sales By Group	X1/Z1 - X5/Z5	Individual/IRC
	PLU Sales By Price Level	X1/Z1 - X5/Z5	Individual/IRC
	Not Found PLU	XI/Z1	Individual/IRC
EMPLOYEE REPORTS	Employees[1]	X1/Z1 - X5/Z5	Individual/IRC
	Individual Employee	X1/Z1 - X5/Z5	Individual/IRC
	Employee Currently Signed On	X1/Z1 - X5/Z5	Individual/IRC
	Active Employees	X1/X5	Individual/IRC
	Clocked In Employees	X1/X5	
	Outstanding Interrupt Balance	X/Z	Individual/IRC
GROUP REPORTS	Groups by Employee[1]	X1/Z1 - X5/Z5	Individual/IRC
	Groups[1]	X1/Z1 - X5/Z5	Individual/IRC
	From/To Groups	X1/Z1 - X5/Z5	Individual/IRC
	Selective Group	X1/Z1 - X5/Z5	Individual/IRC

Report Button	Report Name	Mode Available	Individual/IRC
PERIODIC REPORTS	Sales By Time Period[1]	X1/Z1 - X5/Z5	Individual/IRC
	Groups By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Destination By Time Periods	X1/Z1 - X5/Z5	Individual/IRC
	Track 1 By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Track 2 By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Track 3 By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Track 4 By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
CHECK TRACKING REPORTS	Open Check For Track 1[1]	X/Z	IRC
	Open Check For Track 2[1]	X/Z	IRC
	Open Check For Track 3[1]	X/Z	IRC
	Open Check For Track 4[1]	X/Z	IRC
	Open Check For Selected Employee	X/Z	IRC
	Open Check For Current Employee	X/Z	IRC
	Open Check For Track 1,2,3,&4	X/Z	IRC
PRODUCT REPORTS	Product Mix[1]	X1/Z1 - X2/Z2	Individual/IRC
	Product Projections	X	Individual/IRC
STOCK REPORTS	PLU Stock[1]	X/Z	Individual/IRC
	Stock by PLU Range	X/Z	Individual/IRC
	Stock by Group	X/Z	Individual/IRC
	Stock by Individual Group	X/Z	Individual/IRC
	Inventory[1]	X/Z	IRC
	PLU Minimum Stock	X/Z	IRC

Report Button	Report Name	Mode Available	Individual/IRC
	String Report #1	X1/Z1 - X5/Z5	Individual/IRC
	String Report #2	X1/Z1 - X5/Z5	Individual/IRC
	String Report #3	X1/Z1 - X5/Z5	Individual/IRC
	String Report #4	X1/Z1 - X5/Z5	Individual/IRC
	Labor Groups	X1/Z1-X2/Z2	IRC
	Sales and Labor %	X1 - X5	IRC
	Drawer Totals	X1 - X5	Individual/IRC
	Drawer All	X1 - X5	Individual/IRC
	Daily Sales[1]	X2/Z2 Only	Individual/IRC
	Station Totals	X/Z	IRC
	Time Keeping (Individual or all employee[1])	X1/Z1 - X5/Z5	IRC[2]
	Day Shift	X/Z	Individual/IRC
	Food Cost	X/Z	IRC
	Electronic Journal[1]	X/Z	Individual
	Custom	X1 - X5	Individual/IRC
	Prepoll[3]	X1/Z1 - X5/Z5	Individual/IRC
	Mix and Match[1]	X/Z	

[1] Indicated reports are pollable by SAM500.

[2] Although Time Keeping reports reside in a designated register, and they are not consolidated, Time Keeping reports should be available at any time from any register though IRC communication.

[3] The prepoll report will print out any reports that mightbe left in the prepoll memory area if polling was intitated by a PC and then interrupted so that the register never received the clear prepoll command from the polling software. The ECR cannot be set to prepoll.

Printing & Saving Reports

After a report is selected and displayed, **PRINT** and **SAVE** option buttons are displayed. Touch **PRINT** to print the report at the designated receipt printer. Touch **SAVE** to save the report in .txt (text) format on an SD/USB card. The report will be saved on the SD/USB card in the path:

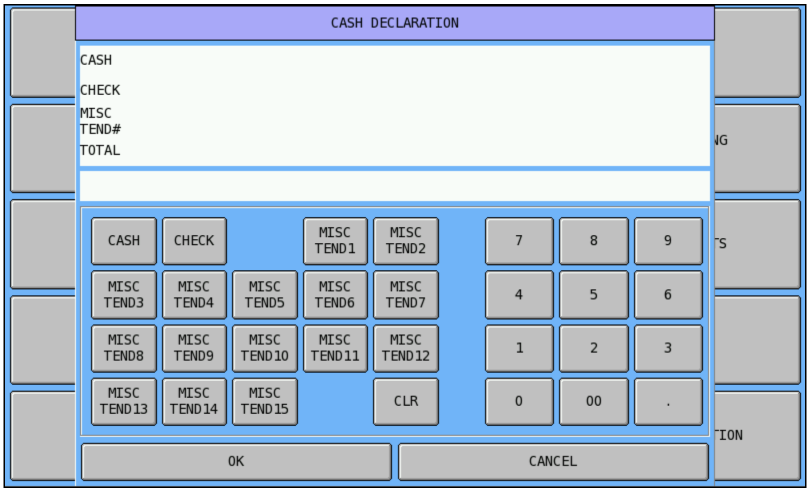
sps500/backup/xxxxxx/REP_mmddyyyy

where “xxxxxx” is the six digit store number and mmddyyyy is the date of the report.

Note: Verify that the store name in S-Mode system options is the same as the store name in the SD/USB directory. If the names do not match, the file will not be copied.

Cash Declaration

- Turn the key lock to the **X** position and touch **CASH DECLARATION** to display the Cash Declaration Screen

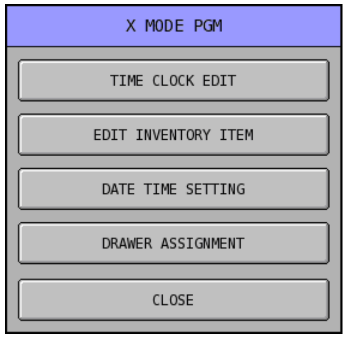


Enter an amount and press the appropriate tender key. Repeat to enter additional amounts.

After completing all entries, press **OK** to accept entries and exit the screen.

X Mode Program

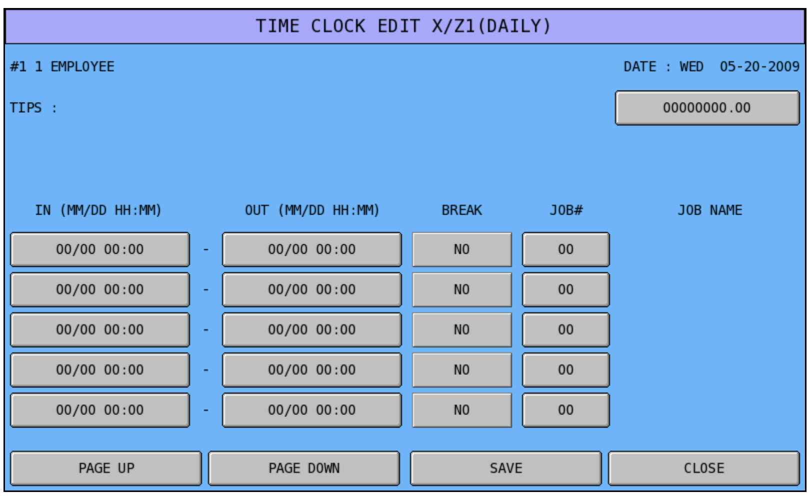
The following function are found on the X MODE PGM menu:



Time Clock Edit

If an employee forgets to clock in or out, authorized persons can use the time clock edit function to correct or add time incorrect clock entries.

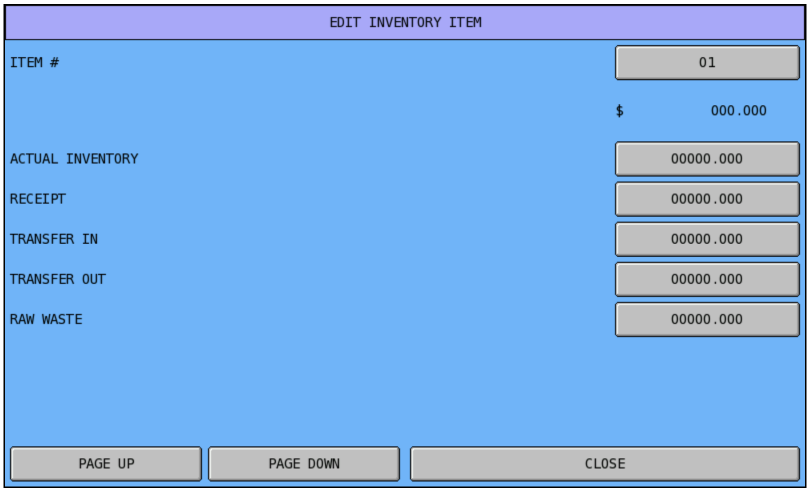
1. Turn the key lock to the **X** position.
2. Touch **X MODE PGM** and then **TIME CLOCK EDIT**.
3. Select the period to be edited, **X/Z (DAILY) EDIT**, or periodic edits, if they are used.
4. Enter the Employee #, touch **OK**. The Time Clock Edit screen displays:



5. Touch the field to be corrected, and then enter the correct time and touch **OK**. Use the **PAGE UP** and/or **PAGE DOWN** keys as necessary to display all records.
6. When corrections are completed, touch **SAVE** to exit with changes saved.

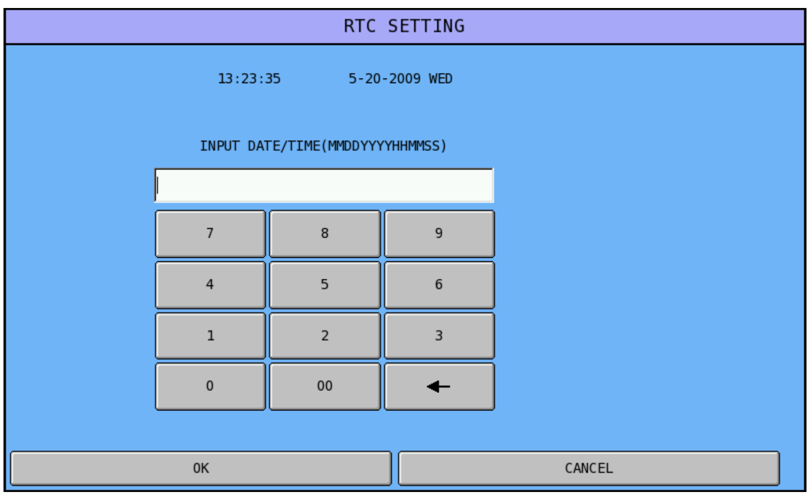
Edit Inventory Item

1. Turn the key lock to the **X** position.
2. Touch **X MODE PGM** and then **EDIT INVENTORY ITEM**.



Date Time Setting

1. Turn the key lock to the **X** position.
2. Touch **X MODE PGM** and then touch **DATE TIME SETTING**. The **RTC SETTING** (real time clock) screen displays.

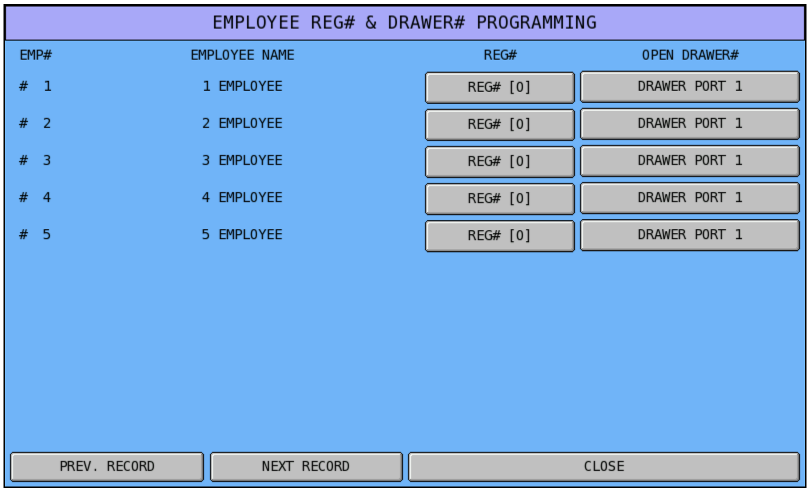


3. Input the Date/Time in MMDDYYYYHHMMSS format. Touch **OK**.

Drawer Assignment

With enhanced drawer assignment, cashiers can now be assigned to specific drawers at specific registers. If REG#0 is selected the drawer assignment will be valid at all terminals.

1. Turn the key lock to the **X** position.
2. Touch **X MODE PGM** and then touch **DRAWER ASSIGNMENT**. The **RTC SETTING** (real time clock) screen displays.



3. Set the drawer assignment for each employee (the number is determined by memory allocation – use the PREV. RECORD/NEXT RECORD key to view additional employees.) After making settings, touch **CLOSE**.

FTP Transmission

Reports can be saved/restored to an SD card; USB memory stick or to an FTP site. All reports are saved simultaneously. Refer the the “SPS-500 Series Program Reference Manual” for details.

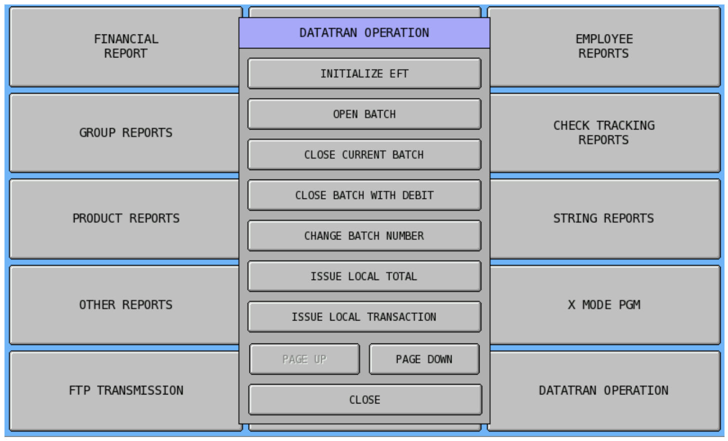
Receipt Reprint

Receipt copies can be printed after the sale provided that the transaction data is resident in the electronic journal. (You must allocate for electronic journal and set the appropriate electronic journal system options.)

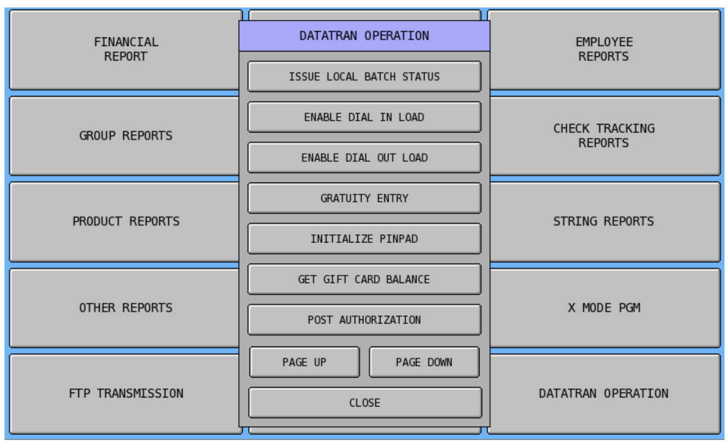
◆ From the REP menu, touch Receipt Reprint. At the prompt enter the consecutive number of the transaction you wish to reprint; touch **OK**. The transaction will be retrieved from the electronic journal and printed at the designated receipt printer.

DataTran Operation

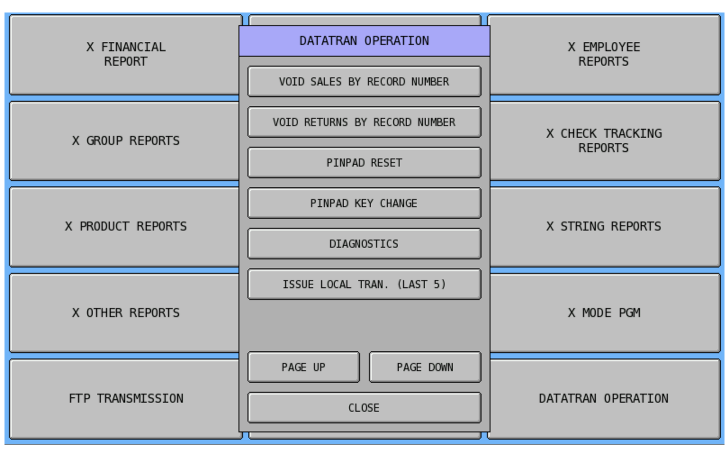
1. Turn the key lock to the **X** position.
2. Touch **DATATRAN**. The **DATATRAN OPERATION** menu screen displays.
3. Touch the operation you wish to perform.



4. Touch **PAGE DOWN** to view the second page of options.

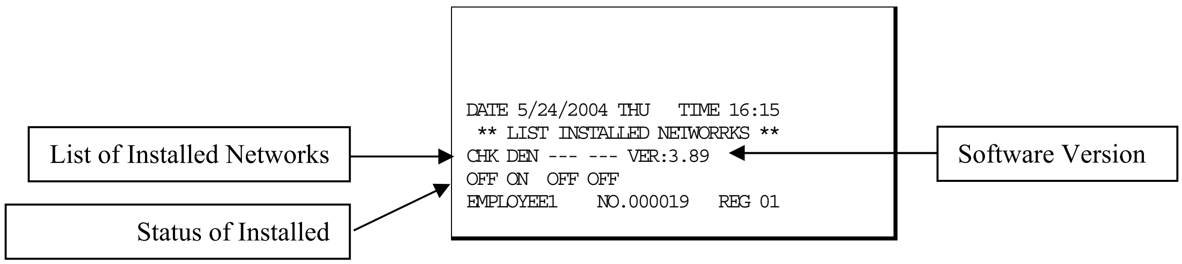


5. Touch **PAGE DOWN** to view the last page of options.



Initialize EFT

Select Initialize EFT to verify communications, software versions and installed networks.



Open Batch

Manual batch opening and closing may be required by your payment processor. If required, it is recommended to open a new batch ***right after*** closing today's batch, so it is ready to go for the next day.

Touch **OPEN BATCH**. No printing takes place.

Close Batch/Close Batch with Debit

Manual batch opening and closing may be required by your payment processor. Touch **CLOSE CURRENT BATCH**. or **CLOSE BATCH WITH DEBIT** if the batch contains debit transactions. The message "WAITING RESP." displays. When communication is complete, the Local Batch Status prints and the batch is closed.

Change Batch Number

The change batch number command is used to assign a new batch number to an existing batch. It is used with certain credit card processors to rectify settlement problems. It is used infrequently. (Attempt to change batch number will be denied if bank does not allow the feature.)

Issue Local Total

This report is added for ease of customer balancing actual totals in the Datatran to the system wide reports. A summary of each kind of credit card and a batch total should match the totals within the SPS-500 system-wide report before the Settle Batch is attempted. This report must be run at the register where the Datatran is connected.

```
DATE            5/24/2004          TUE
       ****LOCAL TOTAL REPORT ****
AMEX                        .00         0
VISA                        .00         5
MASTER                      .00         0
DISCOVER                   2.00         1
PRIVATE LABEL               .00         0
DINERS                      .00         0
JCB                         .00         0
DEBIT                     12.00         2
TOTAL                     14.00         3
NO.000011 REG01 EMPLOYEE1    TIME 11:07
```

Issue Local Transaction

The Local Transaction Report contains details of each transaction in the current batch. This report must be run at the register where the Datatran is connected.

Example

```
DATE            5/24/2004          MON
   ****LOCAL TRANSACTION REPORT ****
1 A 4 1 V
************6781 09/12
APP: 000075
REF: 0001
AMT: 9.88  TIP: *
03/08/05 08:37:40
===============================
2 A 4 1 V
************6781 09/08
APP: 000015
REF: 0002
AMT: 10.00  TIP: *
03/08/05 09:05:58
===============================
NO.000015 REG01 EMPLOYEE1    TIME 09:32
```

Issue Local Batch Status Report

The Local Batch Status Report also prints when a batch is closed.

See Explanations

```
DATE            5/24/2004          MON
      **** LOCAL BATCH STATUS ****
C 1 2 2 5.00 2 5.00

NO.000011 REG01 EMPLOYEE1    TIME 11:07
```

Local Batch Status Explanations:

(From Left to Right)

C	Batch Status C=Closed/O=Open
1	Batch Number
2	Batch Transaction Count
2	Batch Item Count
5.00	Batch Balance
2	Batch Forwarded Transaction Count
5.00	Batch Forwarded Balance

Enable Dial In Load/Enable Dial Out Load

For Legacy DataTran equipment:
If instructed by Datacap support, you can use these options to update DataTran software. Choose Enable Dial In Load to allow Datacap to call the DataTran and send updates. Choose Enable Dial Out Load to call Datacap to connect. You will be required to enter the phone number and terminal I.D. which will be given to you by DataCap.

For TwinTran:

When a TwinTran is first installed, the dealer *must do a Dial Out Load through the IP connection*. If, for any reason, the internet is not available, the device cannot be loaded. If it is being installed at a location where the Internet is not currently operational and the customer wants to use the dial out method for approvals, the procedure below must be done at a location where the internet is working.

To load a TwinTran using a Sam4s register;

With the TwinTran connected to the register and an active Ethernet line, enter into the Dial Out mode. At the Phone number field enter the number “1”. At the Enter ID prompt, enter the serial number of the TwinTran. Select Tone phone connection. The TwinTran will call DataCaps host PC and load itself. This takes approximately 20 seconds. After the TwinTran is loaded, one successful credit transaction must be done. After that the unit can be connected as the customer wishes.

Gratuity Entry

The Gratuity Entry command allows the operator to add a tip to a pre-authorized credit sale. To add a tip, select the Gratuity Entry command from the Datatran Operation Menu or EFT key. When Prompted, enter the Record number from the merchant credit draft (REC NO:). The register will prompt the operator for the original sale amount (also from the merchant draft) and the tip amount. When complete, the register will print a receipt of the tip entry. The tip amount is automatically added to the employee report (to the employee that enters the tip) and to the financial report.

Initialize Pin Pad

Touch to Initialize the Pin Pad. This should be done at installation and any time the power has been off, or when the Pin Pad does not function properly. The display will read “WORKING” and “INITIALIZE PIN PAD OK” when complete.

Get Gift Card Balance

Select Gift Card Balance, the operator will be prompted to slide a gift card. The balance will be printed on the receipt printer.

Post Authorization

If electronic authorization is not approved and the merchant receives voice authorization, the transaction can be entered into the batch with this function. Note that this function does not adjust any other cash register totals or counters.

1. Select POST AUTHORIZE from the DATATRAN OPERATON menu. The "SLIDE CARD message displays.
2. If the card is present, slide the card and go to step 6.
3. If the card is not present, touch **CLEAR**. The message "ENTER ACCT NO" displays.
4. Enter the card account number and touch **ENTER**. The message "ENTER EXP DATE" displays.
5. Enter the expiration date (4-digit format: MMYY). The message "ENTER ORIG TRAN AMT" displays.
6. Enter the original transaction amount and touch **ENTER**. The message "ENTER AUTH CODE" displays.
7. Enter the authorization code from the call center and touch **ENTER**. The message "WAITING RESP. - WORKING" displays.
8. When the communication is complete, the credit transaction data will print.

Void Sales by Record Number

You can void (remove from batch) any sales transaction. Note that this function does not adjust any other cash register totals or counters.

1. Select VOID SALES BY RECORD NUMBER from the DATATRAN OPERATION menu.
2. At the prompt window, enter the original transaction amount; touch OK.
3. Enter the record number; touch OK.
4. The Message "WAITING RESP. - WORKING" displays. When the "COMPLETED" message displays touch CLOSE.

Transactions voided using this method will appear on the Local Transaction Report prefaced with a "V", indicating "VOID".

Example

```
DATE              5/24/2004            MON
   ****LOCAL TRANSACTION REPORT ****
 V 301 V
1234000990139424 09/12
APP: 00004
AMT: 1.09  TIP: *
03/08/05 08:37:40
NO.000015 REG01 EMPLOYEE1    TIME 09:32
```

Void Returns by Record Number

You can void (remove from batch) any returned (negative) transaction. Note that this function does not adjust any other cash register totals or counters.

1. Select VOID SALES BY RECORD NUMBER from the DATATRAN OPERATION menu.
2. At the prompt window, enter the original transaction amount; touch OK.
3. Enter the record number; touch OK.
4. The Message “WAITING RESP. - WORKING” displays. When the “COMPLETED” message displays touch CLOSE.

Transactions voided using this method will appear on the Local Transaction Report prefaced with a “V”, indicating “VOID”.

PINPad Reset

For use with Canadian debit.

PIN Pad Key Change

For use with Canadian debit.

Diagnostics

This feature is available with newer datacap “Tran” devices and SPS-5X0 ECRs running software version 1.00n or later.

Note: Use these commands with the assistance of a Datacap support representative.

Datatran diagnostic commands are functions built into each Tran series model that assist an installer or operator troubleshoot problems related to communications, networking or merchant parameters.

To Receive a List of Available Tests for the Connected Tran

1. From the **DATATRAN OPERATION** menu, touch **DIAGNOSTICS**.
2. Enter “**0**” then press **ENTER**.

Test Number “0” returns a listing of tests that are available in the connected Tran application. The list of available diagnostic commands will vary by Tran model; for example, DialTran devices will not support networking tests that pertain to IPTran and TwinTran. Tran device diagnostics include payment gateway connection tests, transaction tests, phone number settings and merchant parameter summaries that are appropriate to the particular Tran device. A sample list of functions is as follows:

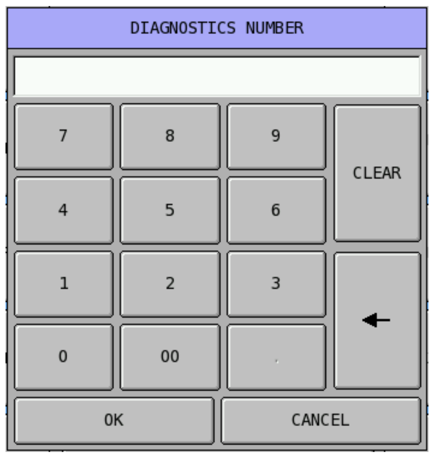
0 – List of Tests
1 - DTRAN/IPTRAN VERSIONS
2 - DIAL TONE TEST
3 - CARD SETTINGS
4 - CREDIT MID SETTINGS
5 - GFT/CHK MID SETTINGS
6 - AUTH ACCESS SETTINGS
7 - SETTLE ACCESS SETTINGS
8 - GFT ACCESS SETTINGS
9 - CHK ACCESS SETTINGS
10- IPTRAN-IP ADDRESS

11- IPTRAN-DNS TEST
12- IPTRAN-CREDIT GATEWAY
13- IPTRAN-GFT GATEWAY
14- IPTRAN-CHK GATEWAY
20/30- DIAL/IP VISA AUTH
21/31- DIAL/IP M/C AUTH
22/32- DIAL/IP AMEX AUTH
23/33- DIAL/IP DCVR AUTH
24/34- DIAL/IP GIFT AUTH
25/35- DIAL/IP CHECK AUTH

To Execute a Diagonistic Test

The responses to the diagnostic commands are variable in content and not intended to be interpreted by software. The printing of the diagnostic output is intended to have a human operator read the results that will be readily interpreted with the assistance of a Datacap support representative.

1. From the **DATATRAN OPERATION** menu, touch **DIAGNOSTICS**. The Diagonitics Number window displays:



2. Enter the *diagnostic report number* then touch **OK**. The test response will print on the receipt printer.

ISSUE LOCAL TRAN. (LAST 5)

This feature is available with SPS-5X0 ECRs running software version 1.00q or later.

Prints details of the last transactions in the current batch. This report must be run at the register where the Datatran is connected. Can be accessed from the Datatran Operation menu, or by in REG mode by entering [8] and pressing the EFT function key. See "Issue Local Transaction" on page 109 to see the report format.

Report Samples

Financial Report

If multiple price levels are used, the register will report (+) and (-) totals for each of 20 possible levels.

Ten destination functions are available for eat-in, take out, drive thru etc.

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
FINANCIAL REPORT
X1 REPORT                           0003

DESCRIPTOR           COUNT         TOTAL
+PLU LVL1 TTL            0         $0.00
-PLU LVL1 TTL            0         $0.00
ADJUSTED TTL             0         $0.00
----------------------------------------
NON-TAX                  0         $0.00
TAX1 SALES               0         $0.00
TAX2 SALES               0         $0.00
TAX3 SALES               0         $0.00
TAX4 SALES               0         $0.00
TAX5 SALES               0         $0.00
TAX6 SALES               0         $0.00

TAX1                     0         $0.00
TAX2                     0         $0.00
TAX3                     0         $0.00
TAX4                     0         $0.00
TAX5                     0         $0.00
TAX6                     0         $0.00

EXEMPT TAX1              0         $0.00
EXEMPT TAX2              0         $0.00
EXEMPT TAX3              0         $0.00
EXEMPT TAX4              0         $0.00
EXEMPT TAX5              0         $0.00
EXEMPT TAX6              0         $0.00
DESTINATION1             0         $0.00
DESTINATION2             0         $0.00
DESTINATION3             0         $0.00
DESTINATION4             0         $0.00
DESTINATION5             0         $0.00
DESTINATION6             0         $0.00
DESTINATION7             0         $0.00
DESTINATION8             0         $0.00
DESTINATION9             0         $0.00
DESTINATION10            0         $0.00
----------------------------------------
%1                       0         $0.00
%2                       0         $0.00
%3                       0         $0.00
%4                       0         $0.00
%5                       0         $0.00
%6                       0         $0.00
%7                       0         $0.00
%8                       0         $0.00
%9                       0         $0.00
%10                      0         $0.00

NET SALES                0         $0.00
----------------------------------------
```

The Previous Void 2 total includes voids after Service and is informational only. The PREVIOUS VOID 2 total is included in the PREVIOUS VOID total and does not calculate into the NET SALES or the GROSS SALES total. A void after service in a restaurant means that a kitchen requisition has been generated and now the item is voided. The descriptor for this total can be reprogrammed, for example "VOID AFTER SERV".

Note: Audaction is the total of all sales ending in a negative balance.

```
CREDIT TAX1                  0        $0.00
CREDIT TAX2                  0        $0.00
CREDIT TAX3                  0        $0.00
CREDIT TAX4                  0        $0.00
CREDIT TAX5                  0        $0.00
CREDIT TAX6                  0        $0.00

FOOD STMP CREDIT             0        $0.00

MDSE RETURN                  0        $0.00
ERROR CORRECT                0        $0.00
PREVIOUS VOID                0        $0.00
PREVIOUS VOID 2              0        $0.00
TRANS VOID                   0        $0.00
CANCEL                       0        $0.00

GROSS SALES                  0        $0.00
----------------------------------------
CASH                         0        $0.00
CHECK                        0        $0.00
RECD ACCT                    0        $0.00
RECD ACCT2                   0        $0.00
RECD ACCT3                   0        $0.00
RECD ACCT4                   0        $0.00
RECD ACCT5                   0        $0.00
PAID OUT                     0        $0.00
PAID OUT2                    0        $0.00
PAID OUT3                    0        $0.00
PAID OUT4                    0        $0.00
PAID OUT5                    0        $0.00
HASH TOTAL                   0        $0.00
AUDACTION                    0        $0.00
NO SALE/NON-ADD#             0            0
----------------------------------------
CASH-IN-DRAWER                        $0.00
CHECK-IN-DRAWER              0        $0.00
F/S-IN-DRAWER                0        $0.00

MISC TEND 1                  0        $0.00
MISC TEND 2                  0        $0.00
MISC TEND 3                  0        $0.00
MISC TEND 4                  0        $0.00
MISC TEND 16                 0        $0.00

CURR.CONV1                   0        $0.00
CURR.CONV2                   0        $0.00
CURR.CONV3                   0        $0.00
CURR.CONV4                   0        $0.00
CURR.CONV5                   0        $0.00
CONV1 CHECK                  0        $0.00
CONV2 CHECK                  0        $0.00
CONV3 CHECK                  0        $0.00
CONV4 CHECK                  0        $0.00
CONV5 CHECK                  0        $0.00
CONV1 CHARGE                 0        $0.00
CONV2 CHARGE                 0        $0.00
CONV3 CHARGE                 0        $0.00
CONV4 CHARGE                 0        $0.00
CONV5 CHARGE                 0        $0.00
```

DRAWER1 TOTAL	0	$0.00
DRAWER2 TOTAL	0	$0.00
DRAWER3 TOTAL	0	$0.00
SERIAL DWR1 TTL	0	$0.00
SERIAL DWR2 TTL	0	$0.00
SERIAL DWR3 TTL	0	$0.00
SERIAL DWR4 TTL	0	$0.00
SERIAL DWR5 TTL	0	$0.00
SERIAL DWR6 TTL	0	$0.00
PARALLEL DWR1 TTL	0	$0.00
--		
PROMO	00	$0.00
WASTE	00	$0.00
TRAINING TOTAL	0	$0.00
NEW BALANCE	0	$0.00
GUESTS	0	$0.00
P/BAL	0	$0.00
CHECKS PAID	0	$0.00
SERVICE	0	$0.00
TIP TOTAL	0	$0.00
--		
CASH DEC AMT	0	$0.00
CHECK DEC AMT	0	$0.00
MISC1 DEC AMT	0	$0.00
MISC2 DEC AMT	0	$0.00
MISC3 DEC AMT	0	$0.00
MISC4 DEC AMT	0	$0.00
MISC5 DEC AMT	0	$0.00
MISC6 DEC AMT	0	$0.00
MISC7 DEC AMT	0	$0.00
MISC8 DEC AMT	0	$0.00
MISC9 DEC AMT	0	$0.00
MISC10 DEC AMT	0	$0.00
MISC11 DEC AMT	0	$0.00
MISC12 DEC AMT	0	$0.00
MISC13 DEC AMT	0	$0.00
MISC14 DEC AMT	0	$0.00
MISC15 DEC AMT	0	$0.00
MISC16 DEC AMT	0	$0.00
COUPON SALES	0	$0.00
ROUND TTL	0	$0.00
M&M TTL	0	$0.00
AVG SALES	0	$0.00
TRANSFER TTL	0	$0.00
CASH DEPOSIT	0	$0.00
CHECK DEPOSIT	0	$0.00
CHARGE DEPOSIT	0	$0.00
AVG SALES	0	$0.00
AVG GUEST	0	$0.00
GRAND TOTAL(NEG)	0	$0.00
GRAND TOTAL(NET)	0	$0.00
GRAND TOTAL(GROSS)	0	$0.00
NO.000010 REG01 ZAC		TIME 07:09

Sales By Time Period

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
SALES BY TIME PERIOD REPORT

X1 REPORT                           0003
TIME PERIOD     #/CUSTOMERS        TOTAL
08:00 - 09:00             3       $11.54
09:00 - 10:00            15      $186.82
11:00 - 12:00             6        $7.99
12:00 - 13:00             1         2.40
14:00 - 15:00            13      $146.82

TOTAL                    38      $355.07
NO.000010 REG01 ZAC           TIME 07:09
```

PLU Reports

All Plus

From/To PLUs

PLUs By Group

PLUs By Group For Selected Group

Top 20 PLUs

PLU Zero Sales

PLU Zero Sales By Group

PLU Sales By Price Level

Notes:

1. Whole unit reporting if there is no decimal activity.
2. Total/Counter capacity varies by memory allocation.
   Counters: 6-8 digits
   Totals: 8-10 digits

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
PLU REPORT
X1 REPORT                           0003

ITEM                              PLU#/%
          GROUP#   COUNT           TOTAL
----------------------------------------
MUG PABST            000000000000002010
                                 100.00%
      #02/#00/#00     12          $30.00

TOTAL

                      12          $30.00
NO.000010 REG01 ZAC           TIME 07:09
```

Employee Reports

Individual Employee/Employee Currently Signed On/Active Employee

DATE 03/26/2013 TIME: 07:09:35 AM TUE
INDIVIDUAL EMPLOYEE REPORT
X1 REPORT 0003

EMPLOYEE #1

DESCRIPTOR	COUNT	TOTAL
NET SALES	0	$0.00
NON-TAX	0	$0.00
TAX1 SALES	0	$0.00
TAX2 SALES	0	$0.00
TAX3 SALES	0	$0.00
TAX4 SALES	0	$0.00
TAX5 SALES	0	$0.00
TAX6 SALES	0	$0.00
TAX1	0	$0.00
TAX2	0	$0.00
TAX3	0	$0.00
TAX4	0	$0.00
TAX5	0	$0.00
TAX6	0	$0.00
EXEMPT TAX1	0	$0.00
EXEMPT TAX2	0	$0.00
EXEMPT TAX3	0	$0.00
EXEMPT TAX4	0	$0.00
EXEMPT TAX5	0	$0.00
EXEMPT TAX6	0	$0.00
DESTINATION1	0	$0.00
DESTINATION2	0	$0.00
DESTINATION3	0	$0.00
DESTINATION4	0	$0.00
DESTINATION5	0	$0.00
DESTINATION6	0	$0.00
DESTINATION7	0	$0.00
DESTINATION8	0	$0.00
DESTINATION9	0	$0.00
DESTINATION10	0	$0.00
%1	0	$0.00
%2	0	$0.00
%3	0	$0.00
%4	0	$0.00
%5	0	$0.00
%6	0	$0.00
%7	0	$0.00
%8	0	$0.00
%9	0	$0.00
%10	0	$0.00

Ten destination functions are available for eat-in, take out, drive thru etc.

The Previous Void 2 total includes voids after Service and is informational only. The PREVIOUS VOID 2 total is included in the PREVIOUS VOID total and does not calculate into the NET SALES or the GROSS SALES total. A void after service in a restaurant means that a kitchen requisition has been generated and now the item is voided. The descriptor for this total can be reprogrammed, for example "VOID AFTER SERV".

Note: Audaction is the total of all sales ending in a negative balance.

```
CREDIT TAX1                 0        $0.00
CREDIT TAX2                 0        $0.00
CREDIT TAX3                 0        $0.00
CREDIT TAX4                 0        $0.00
CREDIT TAX5                 0        $0.00
CREDIT TAX6                 0        $0.00

FOOD STMP CREDIT            0        $0.00

MDSE RETURN                 0        $0.00
ERROR CORRECT               0        $0.00
PREVIOUS VOID               0        $0.00
PREVIOUS VOID 2             0        $0.00
TRANS VOID                  0        $0.00
CANCEL                      0        $0.00

GROSS SALES                 0        $0.00
----------------------------------------
CASH                        0        $0.00
CHECK                       0        $0.00
RECD ACCT                   0        $0.00
RECD ACCT2                  0        $0.00
RECD ACCT3                  0        $0.00
RECD ACCT4                  0        $0.00
RECD ACCT5                  0        $0.00
PAID OUT                    0        $0.00
PAID OUT2                   0        $0.00
PAID OUT3                   0        $0.00
PAID OUT4                   0        $0.00
PAID OUT5                   0        $0.00
HASH TOTAL                  0        $0.00
AUDACTION                   0        $0.00
NO SALE/NON-ADD#            0            0
----------------------------------------
CASH-IN-DRAWER              0        $0.00
CHECK-IN-DRAWER             0        $0.00
F/S-IN-DRAWER               0        $0.00

MISC TEND 1                 0        $0.00
MISC TEND 2                 0        $0.00
MISC TEND 3                 0        $0.00
MISC TEND 4                 0        $0.00
MISC TEND 16                0        $0.00

CURR.CONV1                  0        $0.00
CURR.CONV2                  0        $0.00
CURR.CONV3                  0        $0.00
CURR.CONV4                  0        $0.00
CURR.CONV5                  0        $0.00
CONV1 CHECK                 0        $0.00
CONV2 CHECK                 0        $0.00
CONV3 CHECK                 0        $0.00
CONV4 CHECK                 0        $0.00
CONV5 CHECK                 0        $0.00
CONV1 CHARGE                0        $0.00
CONV2 CHARGE                0        $0.00
CONV3 CHARGE                0        $0.00
CONV4 CHARGE                0        $0.00
CONV5 CHARGE                0        $0.00
```

DRAWER1 TOTAL	0	$0.00
DRAWER2 TOTAL	0	$0.00
DRAWER3 TOTAL	0	$0.00
SERIAL DWR1 TTL	0	$0.00
SERIAL DWR2 TTL	0	$0.00
SERIAL DWR3 TTL	0	$0.00
SERIAL DWR4 TTL	0	$0.00
SERIAL DWR5 TTL	0	$0.00
SERIAL DWR6 TTL	0	$0.00
PARALLEL DWR1 TTL	0	$0.00
--		
PROMO	00	$0.00
WASTE	00	$0.00
TRAINING TOTAL	0	$0.00
BAL FORWARD	0	$0.00
GUESTS	0	$0.00
P/BAL	0	$0.00
CHECKS PAID	0	$0.00
SERVICE	0	$0.00
TIP TOTAL	0	$0.00
--		
ROUND TTL	0	$0.00
M&M TTL	0	$0.00
TRANSFER IN	0	$0.00
TRANSFER OUT	0	$0.00
CASH DEPOSIT	0	$0.00
CHECK DEPOSIT	0	$0.00
CHARGE DEPOSIT	0	$0.00
ESTIMATED TIPS	0	$0.00
NO.000010 REG01 ZAC		TIME 07:09

Group

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
GROUPS REPORT
X1 REPORT                           0001

 # DESCRIPTOR    COUNT       TOTAL     %
----------------------------------------
01 BEER              0       $0.00  0.00
02 WINE              0       $0.00  0.00

GROUP TOTAL          0       $0.00
NO.000010 REG01 ZAC         TIME 07:09
```

Drawer Totals

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
DRAWER TOTALS REPORT
X1 REPORT

RECD ACCT                 0        $0.00
RECD ACCT2                0        $0.00
RECD ACCT3                0        $0.00
RECD ACCT4                0        $0.00
RECD ACCT5                0        $0.00
PAID OUT                  0        $0.00
PAID OUT2                 0        $0.00
PAID OUT3                 0        $0.00
PAID OUT4                 0        $0.00
PAID OUT5                 0        $0.00
CASH-IN-DRAWER            0        $0.00
CHECK-IN-DRAWER           0        $0.00
F/S-IN-DRAWER             0        $0.00

MISC TEND 1               0        $0.00
MISC TEND 2               0        $0.00
MISC TEND 3               0        $0.00
MISC TEND 4               0        $0.00
MISC TEND 5               0        $0.00
MISC TEND 6               0        $0.00

MISC TEND 16              0        $0.00
CURR.CONV1                         $0.00
CURR.CONV2                         $0.00
CURR.CONV3                         $0.00
CURR.CONV4                         $0.00
CURR.CONV5                         $0.00
COUPON SALES              0        $0.00
NO.000010 REG01 ZAC         TIME 07:09
```

Labor Groups

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
LABOR GROUPS REPORT
X1 REPORT                           0001

DESCRIPTOR                HOURS/MINUTES
----------------------------------------
COUNTER HELP                        0.00
KITCHEN STAFF                       0.00
MANAGER                             0.00

TOTAL TIME WORKED                   0.00
AVG. DAILY LABOR COST              $0.00
NO.000010 REG01 ZAC           TIME 07:09
```

Sales and Labor %

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
SALES AND LABOR % REPORT
                             IRC REG#01
X1 REPORT                           0001

TIME PERIOD / ITEM
----------------------------------------
00:00 - 00:59
  CUST:         0  NET SALES:      $0.00
                   AVG/CUST:       $0.00
  HRS LBR:   00:0  LABOR COST:     $0.00
                   %/NET SALES:    $0.00
  LABOR$/CUST:                     $0.00
  SALES/MANHOUR:                   $0.00

TOTAL
  CUST:         0  NET SALES:      $0.00
                   AVG/CUST:       $0.00
  HRS LBR:   00:0  LABOR COST:     $0.00
                   %/NET SALES:    $0.00
  LABOR$/CUST:                     $0.00
  SALES/MANHOUR:                   $0.00

NO.000010 REG01 ZAC           TIME 07:09
```

Notes: The Sales and Labor Report uses data from the Sales by Time Period Report and the Time Keeping Report. *You must clear both reports daily to get meaningful Sales & Labor % Report data.* There are eight items per every time unit in Sales and Labor Report. 'CUST' and 'NET SALES' values are from Sales by Time Period Report where 'AVG/CUST' is division of these two values. You can calculate 'HRS LBR' and 'LABOR COST' from Time Keeping Report and Pay Rate Program. 'HRS LBR' is sum of working hours for all employees who had worked in this time period. LABOR COST' is the sum of the product of working hours and pay rate for every employee. '%/NET SALES' is ratio of NET SALES to LABOR COST. 'LABOR$/CUST' is labor cost for one customer which can be calculated dividing the LABOR COST by number of customers. Divide NET SALES by 'HRS LBR' to yield 'SALES/MANHOUR'.

Daily Sales

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
DAILY SALES REPORT
X2 REPORT                           0001

DAY                    COUNT       TOTAL
----------------------------------------
1                          3       11.54
2                         15      186.82
3                          6        7.99
13                         1        2.40
17                        13     146.82

TOTAL                     38      355.07

NO.000010 REG01 ZAC           TIME 07:09
```

Groups By Time Period

Reporting for each time period and each group. (Selected groups and periods shown here.)

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
GROUPS BY TIME PERIOD REPORT
X1 REPORT                           0001

TIME PERIOD   COUNT       TOTAL AVG/TRNS
----------------------------------------
00:00-00:59       0       $0.00
  DESCRIPTOR         COUNT         TOTAL
  GROUP1                 0         $0.00
  GROUP2                 0         $0.00
  GROUP3                 0         $0.00
  GROUP4                 0         $0.00
  GROUP5                 0         $0.00
  GROUP6                 0         $0.00
  GROUP7                 0         $0.00
  GROUP8                 0         $0.00

----------------------------------------
01:00-01:59       0       $0.00
  DESCRIPTOR         COUNT         TOTAL
  GROUP1                 0         $0.00
  GROUP2                 0         $0.00
  GROUP3                 0         $0.00
  GROUP4                 0         $0.00
  GROUP5                 0         $0.00
  GROUP6                 0         $0.00
  GROUP7                 0         $0.00
  GROUP8                 0         $0.00

NO.000010 REG01 ZAC           TIME 07:09
```

Destination by Time Periods

Note:
See flag PGM\SYSTEM OPTIONS\REPORT OPTIONS\EXCLUDE TAX ON THE TIME PERIOD REPORT = Y/N.

- If the flag = N then the Time period report uses the NET SALES number.
- If the flag = Y then the Time period report uses the ADJST TTL number.

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
DESTINATION1 BY TIME PERIOD REPORT
X1 REPORT                           0001

TIME PERIOD     #/CUSTOMERS        TOTAL
----------------------------------------
00:00 - 00:59             0        $0.00
01:00 - 01:59             0        $0.00
02:00 - 02:59             0        $0.00
03:00 - 03:59             0        $0.00
04:00 - 04:59             0        $0.00
05:00 - 05:59             0        $0.00
06:00 - 06:59             0        $0.00
07:00 - 07:59             0        $0.00
08:00 - 08:59             0        $0.00
09:00 - 09:59             0        $0.00
10:00 - 10:59             0        $0.00
11:00 - 11:59             0        $0.00
12:00 - 12:59             0        $0.00
13:00 - 13:59             0        $0.00
14:00 - 14:59             0        $0.00
15:00 - 15:59             0        $0.00
16:00 - 16:59             0        $0.00
17:00 - 17:59             0        $0.00
18:00 - 18:59             0        $0.00
19:00 - 19:59             0        $0.00
20:00 - 20:59             0        $0.00
21:00 - 21:59             0        $0.00
22:00 - 22:59             0        $0.00
23:00 - 23:59             0        $0.00
24:00 - 24:59             0        $0.00

TOTAL                     0        $0.00
NO.000010 REG01 ZAC           TIME 07:09
```

Track by Time Periods

Track 1 by Time Periods

Track 2 by Time Periods

Track 3 by Time Periods

Track 4 by Time Periods

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
TRACK1 BY TIME PERIODS REPORT
X1 REPORT                           0001

TIME PERIOD     #/CUSTOMERS        TOTAL
----------------------------------------
00:00 - 00:59             0        $0.00
01:00 - 01:59             0        $0.00
02:00 - 02:59             0        $0.00
03:00 - 03:59             0        $0.00
04:00 - 04:59             0        $0.00
05:00 - 05:59             0        $0.00
06:00 - 06:59             0        $0.00
07:00 - 07:59             0        $0.00
08:00 - 08:59             0        $0.00
09:00 - 09:59             0        $0.00
10:00 - 10:59             0        $0.00
11:00 - 11:59             0        $0.00
12:00 - 12:59             0        $0.00
13:00 - 13:59             0        $0.00
14:00 - 14:59             0        $0.00
15:00 - 15:59             0        $0.00
16:00 - 16:59             0        $0.00
17:00 - 17:59             0        $0.00
18:00 - 18:59             0        $0.00
19:00 - 19:59             0        $0.00
20:00 - 20:59             0        $0.00
21:00 - 21:59             0        $0.00
22:00 - 22:59             0        $0.00
23:00 - 23:59             0        $0.00
24:00 - 24:59             0        $0.00

TOTAL                     0        $0.00
NO.000010 REG01 ZAC           TIME 07:09
```

Open Check

Open Check For Track 1

Open Check For Track 2

Open Check For Track 3

Open Check For Track 4

Open Check For Selected Employee

Open Check For Current Employee

Open Check For Track 1, 2, 3, & 4

Note:

The indicator [T] is used to identify training mode checks. Be sure to clear training mode checks after training activity.

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
OPEN CHECK FOR TRACK 1 REPORT
X1 REPORT                           0001

TBL#  CHECK#  G# EMPLOYEE   TIME   TOTAL
________________________________________
                             IRC REG#01
0001           0           10:17     [T]
           2     1 EMPLOYEE        $0.00
0002           0           11:02
           1     1 EMPLOYEE        $0.00

TRACK#1 TOTAL                      $0.00

NO.000010 REG01 ZAC           TIME 07:09
```

Product Mix

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
PRODUCT MIX REPORT
X1 REPORT               X1 0003  X2 0001

PRODUCT/TIME  UNIT#PC   COUNT      TOTAL
----------------------------------------
BOTTLE BECKS (CASE)
----------------------------------------
 00:00-05:59 0001#084     204     222.36
 00:00-15:59 0001#084     204     222.36
 00:00-23:59 0001#084     204     222.36

   TOTAL     0005#012     612     667.08
NO.000010 REG01 ZAC           TIME 07:09
```

Product Projections

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
PRODUCT PROJECTIONS REPORT
X1 REPORT                           0001

BOTTLE BECKS (CASE)                 TUE
----------------------------------------
TIME WEEK1  WEEK2   WEEK3   WEEK4    AVG
06:00-07:59
      5        5       5       5       5
08:00-08:29
     10       20      30      40      25
08:30-08:59
      0        0       0     700     175
09:30-09:59
      0        0      68       1      17

  TOTAL
     15       25     103     746     222

NO.000010 REG01 ZAC           TIME 07:09
```

Station Totals

Prints for each register in an IRC configuration.

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
STATION TOTALS REPORT

X1 REPORT                           0001

DESCRIPTOR            COUNT        TOTAL
----------------------------------------
                              IRC REG#01
NET SALES                 0        $0.00
GROSS SALES               0        $0.00
DRAWER 1                  0        $0.00
DRAWER 2                  0        $0.00
DRAWER 3                  0        $0.00

NO.000010 REG01 ZAC           TIME 07:09
```

Daily Time Keeping

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
TIME KEEPING REPORT
                              IRC REG#01
X1 REPORT                           0001

EMP#         SSN     NAME           TIPS
----------------------------------------
001*                ZAC            $0.00
  01/28 08:00 - 01/28 12:00
  01/28 13:00 - 01/28 17:00
MANAGER         8:00 REG         0:00 OT
 TOTAL REG      8:00 HR      $120.00 CST
 TOTAL OT       0:00 HR        $0.00 CST
 TOTAL LBR      8:00 HR      $120.00 CST

002                 RENEE          $0.00
  01/28 16:30 - 01/28 22:30 ASST MGR
 ASST MGR       6:00 REG         0:00 OT
 TOTAL REG      6:00 HR       $57.00 CST
 TOTAL OT       0:00 HR        $0.00 CST
 TOTAL LBR      6:00 HR       $57.00 CST

003                 SAM            $0.00
  01/28 09:00 - 13:30 01/28 KITCHEN
  01/28 14:00 - 19:30 01/28 COUNTER
 COUNTER        5:30 REG         0:00 OT
 KITCHEN        4:30 REG         0:00 OT
 TOTAL REG     10:00 HR       $75.00 CST
 TOTAL OT       0:00 HR        $0.00 CST
 TOTAL LBR     10:00 HR       $75.00 CST

004                 ANNIE          $0.00
  01/28 10:00 - 14:00 01/28 KITCHEN
  01/28 15:00 - 19:00 01/28 COUNTER
 COUNTER        4:00 REG         0:00 OT
 KITCHEN        4:00 REG         0:00 OT
 TOTAL REG      8:00 HR       $60.00 CST
 TOTAL OT       0:00 HR        $0.00 CST
 TOTAL LBR      8:00 HR       $60.00 CST

----------------------------------------
COUNTER
 REG            9:30 HR       $71.25 CST
 OT             0:00 HR        $0.00 CST
 TOTAL LBR      9:30 HR       $71.25 CST

KITCHEN
 REG            8:30 HR       $63.75 CST
 OT             0:00 HR        $0.00 CST
 TOTAL LBR      8:30 HR       $63.75 CST

ASST MGR
 REG            6:00 HR       $57.00 CST
 OT             0:00 HR        $0.00 CST
 TOTAL LBR      6:00 HR       $57.00 CST
```

An asterisk will display if clock data is edited.

Date & Time stamp.

Summary of hours by job code, regular and overtime for each employee

Computed time worked is calculated in hundredths of hours or minutes, depending upon system setup.

```
MANAGER
 REG              8:00 HR      $120.00 CST
 OT               0:00 HR        $0.00 CST
 TOTAL LBR        8:00 HR      $120.00 CST

TOTAL
 REG             32:00 HR      $312.00 CST
 OT               0:00 HR        $0.00 CST
TOTAL LABOR      32:00 HR      $312.00 CST
TOTAL TIPS         $0.00    TIP%     $0.00

NO.000022 REG 01 DAVE         TIME 10:51
```

Period Time Keeping

Note: The Period Time Keeping report does not include individual time-punch data.

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
TIME KEEPING REPORT
X2 REPORT                           0001

EMP#          SSN    NAME           TIPS
----------------------------------------
001                 DAVE           $0.00
 MANAGER         16:00 REG       0:00 OT
 TOTAL REG       16:00 HR      $240.00 CST
 TOTAL OT         0:00 HR        $0.00 CST
 TOTAL LBR       16:00 HR      $240.00 CST

----------------------------------------
MANAGER
 REG             16:00 HR      $240.00 CST
 OT               0:00 HR        $0.00 CST
 TOTAL LBR       16:00 HR      $240.00 CST

TOTAL
 REG             16:00 HR      $240.00 CST
 OT               0:00 HR        $0.00 CST
TOTAL LABOR      16:00 HR      $240.00 CST
TOTAL TIPS         $0.00    TIP%     $0.00

NO.000011 REG 01 DAVE         TIME 14:17
```

Shift Report

Complete Financial Reporting is available for each of 4 possible shifts. Shifts can be changed automatically at a set time or manually.

If multiple price levels are used, the register will report (+) and (-) totals for each of 20 possible levels.

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
DAY SHIFT#1 REPORT
CONSOLIDATED   (01)

X1 REPORT                           0003

DESCRIPTOR            COUNT        TOTAL
+PLU LVL1 TTL             0        $0.00
-PLU LVL1 TTL             0        $0.00
ADJUSTED TTL              0        $0.00
----------------------------------------
NON-TAX                   0        $0.00
TAX1 SALES                0        $0.00
TAX2 SALES                0        $0.00
TAX3 SALES                0        $0.00
TAX4 SALES                0        $0.00
TAX5 SALES                0        $0.00
TAX6 SALES                0        $0.00

TAX1                      0        $0.00
TAX2                      0        $0.00
TAX3                      0        $0.00
TAX4                      0        $0.00
TAX5                      0        $0.00
TAX6                      0        $0.00

EXEMPT TAX1               0        $0.00
EXEMPT TAX2               0        $0.00
EXEMPT TAX3               0        $0.00
EXEMPT TAX4               0        $0.00
EXEMPT TAX5               0        $0.00
EXEMPT TAX6               0        $0.00
----------------------------------------
EAT IN SALES              0        $0.00
TAKE OUT SALES            0        $0.00
DRIVE THRU SALES          0        $0.00
----------------------------------------
%1                        0        $0.00
%2                        0        $0.00
%3                        0        $0.00
%4                        0        $0.00
%5                        0        $0.00
%6                        0        $0.00
%7                        0        $0.00
%8                        0        $0.00
%9                        0        $0.00
%10                       0        $0.00
NET SALES                 0        $0.00
----------------------------------------
CREDIT TAX1               0        $0.00
CREDIT TAX2               0        $0.00
CREDIT TAX3               0        $0.00
CREDIT TAX4               0        $0.00
CREDIT TAX5               0        $0.00
CREDIT TAX6               0        $0.00
```

FOOD STMP CREDIT	0	$0.00
MDSE RETURN	0	$0.00
ERR.CORR.	0	$0.00
PREVIOUS VOID	0	$0.00
TRANS VOID	0	$0.00
CANCEL	0	$0.00
GROSS SALES	0	$0.00

CASH	0	$0.00
CHECK	0	$0.00
RECD ACCT	0	$0.00
RECD ACCT2	0	$0.00
RECD ACCT3	0	$0.00
RECD ACCT4	0	$0.00
RECD ACCT5	0	$0.00
PAID OUT	0	$0.00
PAID OUT2	0	$0.00
PAID OUT3	0	$0.00
PAID OUT4	0	$0.00
PAID OUT5	0	$0.00
HASH TOTAL	0	$0.00
AUDACTION	0	$0.00
NO SALE/NON-ADD#	0	0

CASH-IN-DRAWER	0	$0.00
CHECK-IN-DRAWER	0	$0.00
F/S-IN-DRAWER	0	$0.00
MISC TEND 1	0	$0.00
MISC TEND 2	0	$0.00
MISC TEND 3	0	$0.00
MISC TEND 4	0	$0.00
MISC TEND 16	0	$0.00
CURR.CONV1	0	$0.00
CURR.CONV2	0	$0.00
CURR.CONV3	0	$0.00
CURR.CONV4	0	$0.00
CURR.CONV5	0	$0.00
CONV1 CHECK	0	$0.00
CONV2 CHECK	0	$0.00
CONV3 CHECK	0	$0.00
CONV4 CHECK	0	$0.00
CONV5 CHECK	0	$0.00
CONV1 CHARGE	0	$0.00
CONV2 CHARGE	0	$0.00
CONV3 CHARGE	0	$0.00
CONV4 CHARGE	0	$0.00
CONV5 CHARGE	0	$0.00
DRAWER1 TOTAL	0	$0.00
DRAWER2 TOTAL	0	$0.00
DRAWER3 TOTAL	0	$0.00

Note: Audaction is the total of all sales ending in a negative balance.

PROMO	00	$0.00
WASTE	00	$0.00
TRAINING TOTAL	0	$0.00
NEW BALANCE	0	$0.00
GUESTS	0	$0.00
P/BAL	0	$0.00
CHECKS PAID	0	$0.00
SERVICE	0	$0.00
TIP TOTAL	0	$0.00
--		
CASH DEC AMT	0	$0.00
CHECK DEC AMT	0	$0.00
MISC1 DEC AMT	0	$0.00
MISC2 DEC AMT	0	$0.00
MISC3 DEC AMT	0	$0.00
MISC4 DEC AMT	0	$0.00
MISC5 DEC AMT	0	$0.00
MISC6 DEC AMT	0	$0.00
MISC7 DEC AMT	0	$0.00
MISC8 DEC AMT	0	$0.00
MISC9 DEC AMT	0	$0.00
MISC10 DEC AMT	0	$0.00
MISC11 DEC AMT	0	$0.00
MISC12 DEC AMT	0	$0.00
MISC13 DEC AMT	0	$0.00
MISC14 DEC AMT	0	$0.00
MISC15 DEC AMT	0	$0.00
MISC16 DEC AMT	0	$0.00
COUPON SALES	0	$0.00
ROUND TTL	0	$0.00
M&M TTL	0	$0.00
AVG SALES	0	$0.00
TRANSFER TTL	0	$0.00
CASH DEPOSIT	0	$0.00
CHECK DEPOSIT	0	$0.00
CHARGE DEPOSIT	0	$0.00
SERIAL DWR1 TTL	0	$0.00
SERIAL DWR2 TTL	0	$0.00
SERIAL DWR3 TTL	0	$0.00
SERIAL DWR4 TTL	0	$0.00
SERIAL DWR5 TTL	0	$0.00
SERIAL DWR6 TTL	0	$0.00
PARALLEL DWR1 TTL	0	$0.00
PREVIOUS VOID 2	0	$0.00
DESTINATION1	0	$0.00
DESTINATION2	0	$0.00
DESTINATION3	0	$0.00
DESTINATION4	0	$0.00
DESTINATION5	0	$0.00
DESTINATION6	0	$0.00
DESTINATION7	0	$0.00
DESTINATION8	0	$0.00
DESTINATION9	0	$0.00
DESTINATION10	0	$0.00
NO.000010 REG01 ZAC		TIME 07:09

The Previous Void 2 total includes voids after Service and is informational only. The PREVIOUS VOID 2 total is included in the PREVIOUS VOID total and does not calculate into the NET SALES or the GROSS SALES total. A void after service in a restaurant means that a kitchen requisition has been generated and now the item is voided. The descriptor for this total can be reprogrammed, for example "VOID AFTER SERV".

Inventory

An example of the inventory report follows:

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
INVENTORY REPORT


X1 REPORT                X1 0003  X2 0001
CONSOLIDATED 01-02

INV #002  BURGER
 BEGINING INVENTORY                 00.00
 RECEIPTS                           00.00
 TRANSFER INS                       00.00
 TRANSFER OUTS                      00.00
 RAW WASTE                          00.00
 THEORETICAL USAGE                  00.00
 ACTUAL INVENTORY                   00.00
 ACTUAL USEAGE                      00.00
 ENDING INVENTORY                   00.00
 VALUE OF INVENTORY                 00.00
 VARIANCE +/-                       00.00
 VARIANCE COST                      00.00
 EFFICIENCY %                       00.00
 FOOD COST                          00.00
 FOOD COST %                        00.00

INVENTORY TOTAL
----------------------------------------
PLU RECIPE SALES                    00.00
FOOD COST                           00.00
FOOD COST %                         00.00
VALUE OF INVENTORY                2245.50
VARIANCE COST                       -4.50


NO.000010 REG01 ZAC            TIME 07:09
```

Inventory Definitions

Beginning Inventory

The Beginning Quantity as entered in (inventory - register begin quantity), for the first report. Additional reports will get the begin quantity from the END value from the last “Z” reset

Receipts

Receipt Quantity as entered in X-mode (inventory - edit inventory item-daily edit/period edit).

Transfer In

The Transfer In Quantity as entered in X-mode (inventory - edit inventory item-daily edit/period)

Transfer Out

Transfer Out Quantity as entered in X-mode (inventory - edit inventory item -daily edit/period)

Raw Waste

Raw Waste Quantity as entered in X-mode (inventory - edit inventory item -daily edit/period).

Theoretical Usage

The Theoretical Use Quantity. =[(PROMO+WASTE+SOLD (ITEM/PLU Report)] * [COUNT (RECIPE TABLE)]

Actual Iventory

The Actual Inventory Quantity as entered in X-mode (inventory - edit inventory item - daily edit/period edit).

Actual Usage

The Actual Use Quantity. =[(BEGIN)+(RECPT)+(TR/IN)-(TR/OUT)-(RAW WASTE)-(SHELF)]

Ending Inventory

The Ending Quantity. If no actual inventory quantity is entered in X-mode. END = [(BEGIN)+(RECPT)+(TR/IN)-(TR/OUT)-(RAW WASTE)-(T.USE)]. If an actual inventory quantity entered. END=[(BEGIN)+(RECPT)+(TR/IN)-(TR/OUT)-(RAW WASTE)-(A.USE)]

Value Of Inventory

The Value of inventory items on hand. VALUE=[(END)*(COST)]

Variance +/-

The Variance +/-. VR+/- =[(T.USE)-(A.USE)]

Variance Cost

The Variance Cost. V.CST=[(VR+/-)*(COST)]

Food Cost

The Food Cost. FDCST=[(A.USE)*(COST)]

PLU Stock

PLUs designated as stock PLUs (see PLU Status Group Programming) will appear

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
PLU STOCK REPORT
X1 REPORT                           0003

PLU#          DESCRIPTOR           COUNT
----------------------------------------
2367          BOTTLE BECKS          1234


NO.000010 REG01 ZAC           TIME 07:09
```

PLU Stock by Group

Further stock reporting formats are available

```
DATE  03/26/2013  TIME: 07:09:35 AM  TUE
STOCK BY GROUP REPORT
X1 REPORT                           0003

GROUP/PLU#      DESCRIPTOR         COUNT
----------------------------------------
1234

BOTTLE BEERS
TOTAL                               1234

NO.000010 REG01 ZAC           TIME 07:09
```

Electronic Journal

All information can be selected by individual transaction type to be stored and reported extracted as required i.e. all Cash Transactions, VOIDs etc

CASH TRANSACTIONS

All cash sales made during normal operation

CHECK TRANSACTIONS

All check sales made during normal operation

MISC TEND TRANSACTIONS

All Miscellaneous tender operations made during normal operation

TRANSACTIONS WITH %

All sales containing a discount or premium operation

RECD ACCT & PAID OUT

All received on account or Paid out sales transactions

RETURN TRANSACTIONS

All Merchandise Return sales transactions

WITH ERROR CORRS & VOIDS

All Transactions containing an error correct or voids.

NO SALES

All Transactions containing no sale operations.

CANCEL TRANSACTIONS

All Register Mode cancelled transactions

TRANSACTIONS NEGATIVE

All Transactions with negative product sales.

REPORTS

All Read & Reset reports which are printed

PROGRAM SCANS

All Program scans which are printed.

CHECK TRACKING

All sales registered for open checks.

Food Cost

```
FOOD COST REPORT

X1 REPORT                            0003

BURGER            PRICE $            1.95
-----------------------------------------
PLU#01234567890123456
  FOOD COST %            17.11%
  USAGE COUNT                28
  ITEM COST               1.200
  USAGE COST              33.60
  SALES COUNT                28
  NET SALES               54.60
-----------------------------------------

TOTAL FOOD COST %                  17.11%
TOTAL FOOD COST                    269.85
TOTAL SALES COUNT                     133
NET SALES TOTAL                   1309.35

EMPLOYEE:      KELLY                  #01
TIME 09:03                      NO.000000
```

Definitions

Usage Count

(SALES COUNT + PROMO COUNT + WASTE COUNT)

Item Food Cost

COMBINED COST OF ALL INGREDIENTS\RECIPIES ASSOCIATED WITH THE ITEM.

Usage Cost

(USAGE * ITEM FOOD COST)

Sales Count

(SALES COUNT)

Net Sales

(SALES COUNT * PRICE)

Shelf Count

The Shelf is the Actual Inventory Quantity as entered in X-mode (inventory - edit inventory item - daily edit/period edit).

Balancing Formulas

+/-	NET SALES
=	PLU Sales Total
+	Tax 1 Amount
+	Tax 2 Amount
+	Tax 3 Amount
+	Tax 4 Amount
+	Tax 5 Amount
+	Tax 6 Amount
+	Item Coupon Total (when NET=N)
+	Item Percentage Discount (when NET=N)
+	Sale Coupon Amounts
+	Sale Percentage Discounts
+	Sale Surcharge Amounts
=	Net Sales

+/-	GROSS SALES
=	Net Sales
+	Negative PLU Total
+	Item Coupon Total (when NET=Y)
+	Item Percentage Discount (when NET=Y)
+	Sale Coupon Amounts
+	Sale Percentage Discounts
+	Credit Tax 1
+	Credit Tax 2
+	Credit Tax 3
+	Credit Tax 4
+	Credit Tax 5
+	Credit Tax 6
+	Merchandise Return
+	VOID Position Total
+	Mix & Match Total
=	Gross Sales

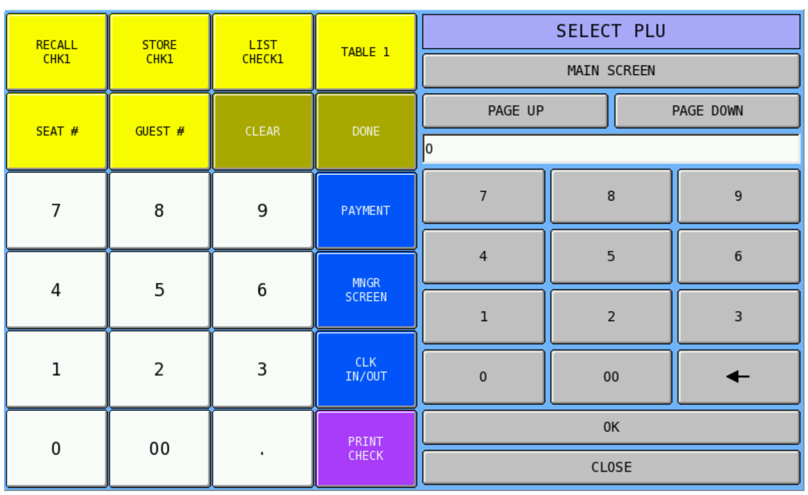
Grand Total (NEG)	Accumulation of Negative PLUs and Transaction Void totals
Grand Total (NET)	Accumulation of Daily NET Sales
Grand Total (GROSS)	Acculmuation of Daily Gross Sales

Program Maintenance

PLU Maintenance

Changing Item Prices

1. From the **PGM** mode PROGRAMMING MENU touch **PLU** to view the PLU program selection window.
2. Touch **PLU ADD & CHANGE** to view the SELECT PLU screen.



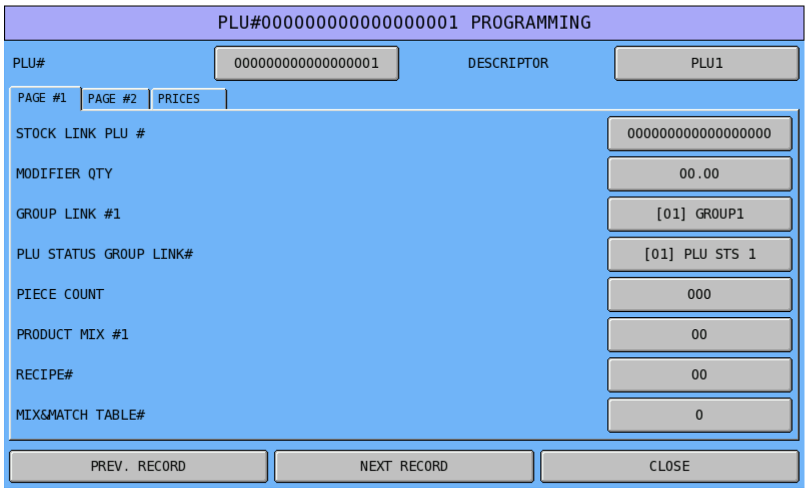
3. Select a PLU to edit in one of two ways:

   Touch a PLU key located on the keyboard. (If the PLU you wish to edit is not displayed on the MAIN SCREEN, touch the key that displays the keylink where the PLU is located, or touch **PAGE UP**/**PAGE DOWN** until the appropriate Key Link where you wish to edit a PLU displays.)

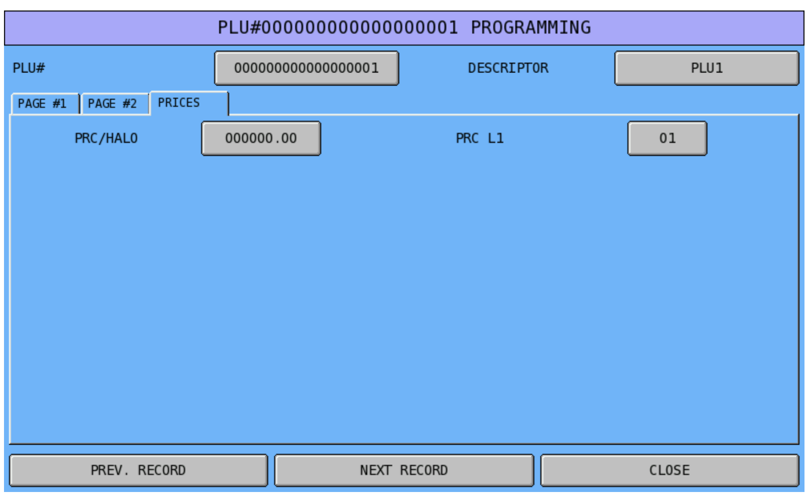
   or

   Enter the PLU number and touch **OK.**

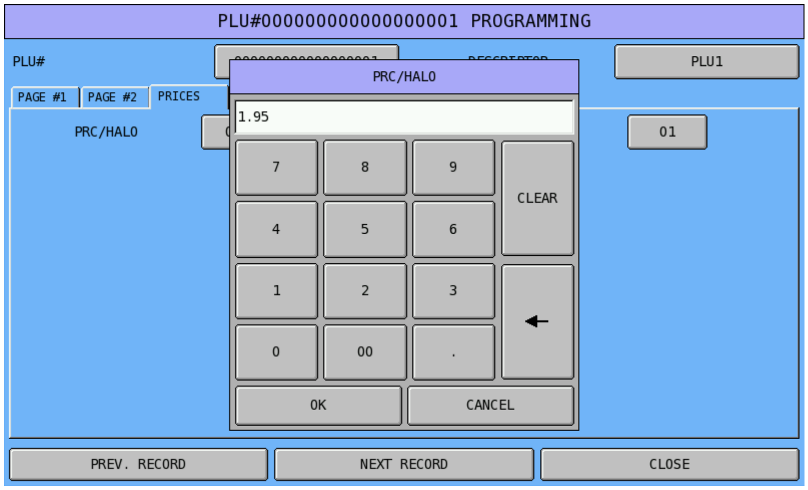
4. After a PLU is selected, the PLU PROGRAMMING screen displays at the **PAGE #1** tab:



5. Touch the **PRICES** tab.



6. Depending upon memory allocation, prices or HALOs (high amount lock outs that apply to open price entry PLUs) will display for one to five price levels. Touch the current price to make a price change.



7. Enter a new price and touch **OK**.
8. If you wish to change prices on another PLU, touch the **PREV. RECORD** or **NEXT RECORD** keys to display the price screen for the previous or next sequential PLU, or touch **CLOSE** to return to the PLU Select screen.

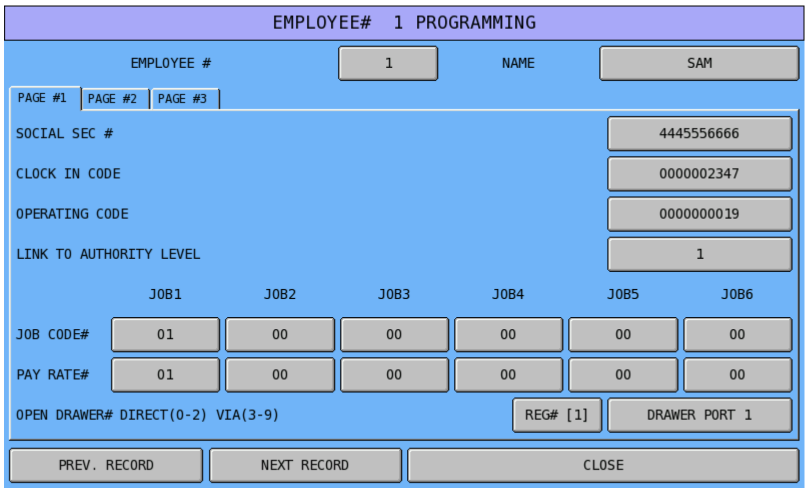
Employee File Maintenance

The employee file contains information for register operators as well as employees who use the register only to clock in or out (employee time keeping.) Specific functions that are allowed or disallowed for each employee are determined by assigning the employee to an authority level.

Two 10-digit code numbers may be assigned for each employee. A clock-in code is used to clock in or out and a separate sign on code used to operate the register. The social security number is for reference only and appears only on reports.

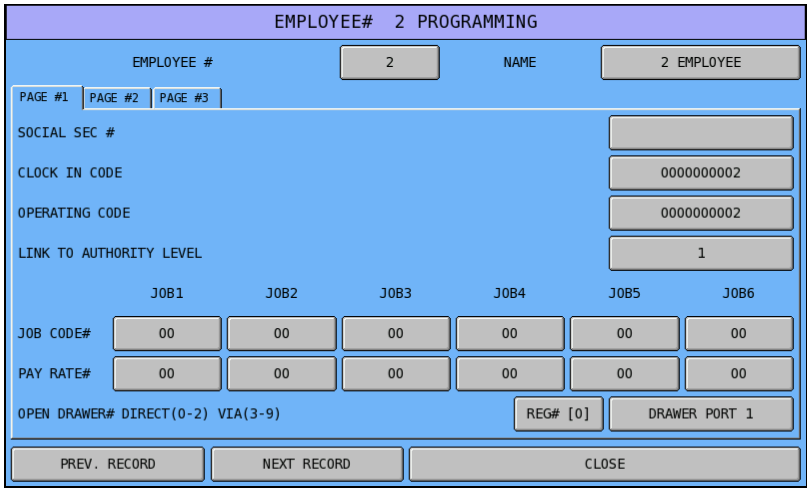
The total number of employees (up to 999) is set in memory allocation.

1. Select **EMPLOYEE** from the P-Mode menu, and then select **EMPLOYEE** to display the **EMPLOYEE** selection screen. The program screen for the first employee in the file displays with the first of two pages of options in view.



2. Select an employee to program or edit by employee number (touch the current number and enter a new one) or by touching the **NEXT RECORD** or **PREV. RECORD** keys until the appropriate employee is in view. If you are adding a new employee, touch the **NEXT RECORD** key until the next unused employee file displays.

3. Touch fields as necessary to set the options on page #1.



NAME

Set the employee name here.

SOCIAL SEC

Enter the employee social security number (12 digit field).

CLOCK IN CODE

Enter a number (up to 10 digits in length) that will be used by this employee to clock in and/or out.

OPERATING CODE

Enter the secret code number (up to 10 digits in length) that can be used to sign in/out.

LINK TO AUTHORITY LEVEL

Operations and programs that can be accessed by this employee are determined by selecting a authority level here.

JOB CODE#/PAY RATE#

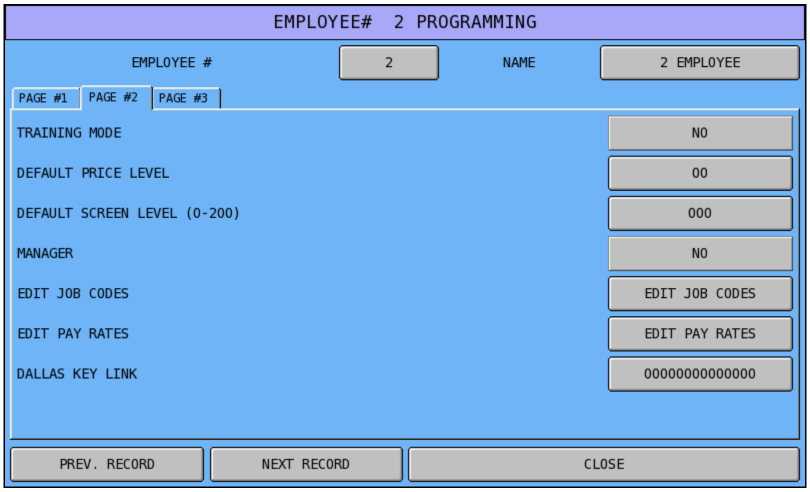
An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can list up to six different job codes and six different pay rates for each employee.

By assigning separate job codes and pay rates for each employee, the built in time clock can track and report hours and wage costs appropriately.

Note that the job code you assign for JOB1 is the default job code for clocking in/out.

OPEN DRAWER# DRAWER PORT (NO, 1-2) SERIAL (1-6) or PARALLEL

4. Touch the page #2 tab to set additional employee file options.



TRAINING MODE?

If Y, this employee will be in training, regardless of the training mode status of the entire register.

DEFAULT PRICE LEVEL

If multiple price levels are used, set the default level for this employee.

DEFAULT SCREEN LEVEL (0-200)

You can set a default screen level (keylink) to display when this employee is signed on to operate.

MANAGER

You can assign this employee "manager" status to perform manager controlled functions without password entry.

EDIT JOB CODES

Note: An employee with the appropriate authority level must be signed on to perform job code programming.

Job codes are used to break down the hours worked for all employees into different categories (See "Labor Groups" report in the *Operation Manual*.) A breakdown of hours by job is also reported for each employee (See "Time Keeping" reports in the *Operation Manual*.)

The job codes to be used by all employees are set up here. There are 20 possible job codes. Each job code you wish to activate must be given a descriptor here.

EDIT PAY RATES

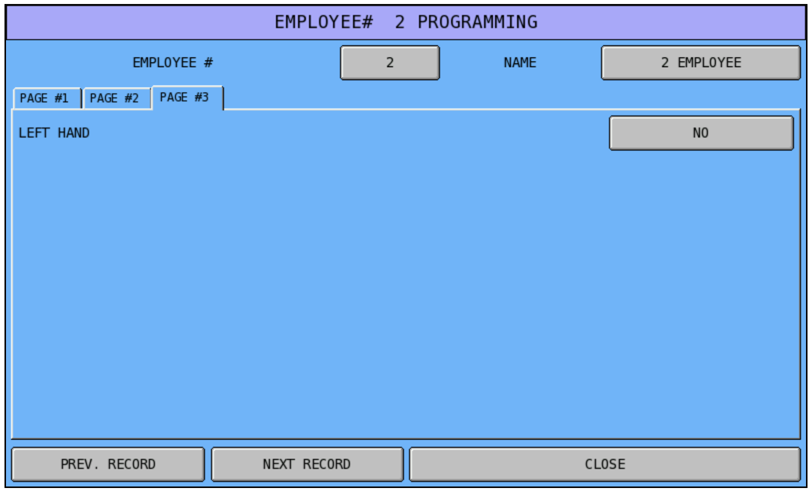
Note: An employee with the appropriate authority level must be signed on to perform pay rate programming.

The pay rates set here can be used by all employees. There are up to 50 pay rates.

DALLAS KEY LINK

This option is not available.

5. Touch the page #3 tab to set the last employee file option.



LEFT HAND

This option determines whether the transaction information portion of the operator screen is left justified or right justified. Choose YES to left justify.

Appendix

Report Function Key Report Code Structure

You can print out reports from the **REG** position using the REPORT function key. Reports are generated by first entering the report code, then touching the REPORT key, i.e:

[Report Code] [REPORT]

The REPORT key code is #36.

Report Code Structure

```
010100
```

1. Enter the 2-digit report number. See the "Report Table" below.
2. Enter "0" for X reports; enter "1" for Z reports
3. Enter the report level: "1" through "5"
4. Enter "0" for standalone reports: enter "1" for IRC reports, (or "2' to view IRC for all registers without entering the IRC range).
5. Enter the option code, 1-4 digits. See the "Report Option Table" below. If no option is selected, enter "0".

The report code example above "010100" generates an X1 Standalone Financial Report.

Report # Table

NO.	REPORT NAME	X/Z & REPORT LEVEL	IRC
01	Financial	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
02	Sales by Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
03	All PLUs	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
04	From/To PLU (available version 1.00s or later)	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
05	PLUs by Group	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
06	PLUs by Group for Selected Group	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC

07	Top 20 PLUs	X1 to X5 read only	INDIVIDUAL & IRC
08	PLU Zero Sales	X1 to X5 read only	INDIVIDUAL & IRC
09	PLU Zero Sales by Group	X1 to X5 read only	INDIVIDUAL & IRC
10	PLU Sales by Price Level	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
11	Mix and Match report	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
12	Not Found	X1 & Z1 only	INDIVIDUAL
13	Employees	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
14	Individual Employees	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
15	Employee Currently Signed on	X1 & Z1 also X5 to Z5	INDIVIDUAL/IRC
16	Groups by Employee	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
17	Groups	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
18	From/To Groups	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
19	Selective Groups	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
20	Drawer Totals	X1 to X5 read only	INDIVIDUAL & IRC
21	Drawer 1/2/3	X1 to X5 read only	INDIVIDUAL & IRC
22	Labour Groups	X1 & Z1 also X5 to Z5	IRC
23	Sales & Labour %	X1 & Z1 also X2 & Z2	IRC
24	Daily Sales	X2 & Z2	INDIVIDUAL & IRC
25	Groups By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
26	Destination 1By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
27	Destination 2 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
28	Destination 3 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
29	Destination 4 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
30	Destination 5 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
31	Destination 6 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
32	Destination 7 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
33	Destination 8 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
34	Destination 9 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
35	Destination 10 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
36	Track 1 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
37	Track 2 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
38	Track 3 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
39	Track 4 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
40	Checks for Track 1	X1 & Z1	IRC from REG holding data
41	Checks for Track 2	X1 & Z1	IRC from REG holding data
42	Checks for Track 3	X1 & Z1	IRC from REG holding data
43	Checks for Track 4	X1 & Z1	IRC from REG holding data

44	Checks for Selected Employee	X1 & Z1	IRC from REG holding data
45	Checks for Current Employee	X1 & Z1	IRC from REG holding data
46	Checks for Track 1,2,3,4	X1 & Z1	IRC from REG holding data
47	Product Mix	X1 & Z1 also X2 & Z2	INDIVIDUAL & IRC
48	Product Projections	X1 read only	INDIVIDUAL & IRC
49	Station Totals	X1	IRC
50	Active Employees – time keeping [2]	X1 read only	IRC
51	Daily Time Keeping	X1 & Z1 also X5 to Z5	IRC
52	Shift Reporting	X1 & Z1	INDIVIDUAL & IRC
53	Inventory	X1 & Z1	IRC
54	PLU Stock	X1 & Z1	INDIVIDUAL & IRC
55	Stock by PLU Range	X1 & Z1	INDIVIDUAL & IRC
56	Stock by Group	X1 & Z1	INDIVIDUAL & IRC
57	Stock by Individual Group	X1 & Z1	INDIVIDUAL & IRC
58	Food Cost	X1 & Z1	IRC
59	PLU Minimum Stock	X1 & Z1	INDIVIDUAL & IRC
60	Electronic Journal	X1 & Z1	INDIVIDUAL
61	String Report 1 – as defined by program	X1 & Z1 [1]	INDIVIDUAL & IRC
62	String Report 2 – as defined by program	X1 & Z1 [1]	INDIVIDUAL & IRC
63	String Report 3 – as defined by program	X1 & Z1 [1]	INDIVIDUAL & IRC
64	String Report 4 – as defined by program	X1 & Z1 [1]	INDIVIDUAL & IRC
65	Custom Report	X1 & Z1	INDIVIDUAL
66	Pre-Poll Report – Hard Copy Print Out	X1 & Z1	INDIVIDUAL & IRC
67	Interrupt Balances	X1 & Z1	INDIVIDUAL & IRC
68	Clocked in employees [3]	X1 read only	INDIVIDUAL & IRC
99	Supermacro	N/A	N/A

[1] Reports #61-64: Generates X/Z Level based on string report programming in PGM mode.

[2] Report #50: Prints an EMPLOYEE report for each employee that is currently CLOCKed in.

[3] Report #68: Prints a list of employee names that are clocked in.

Report Option Table

NO.	REPORT NAME	OPTION
04	From/To PLU	Enter the From PLU #, decimal "." then the To PLU#. For example, if the report PLU range is from PLU # 38000 to 41000, enter "38000.41000".
06	PLU's by Group for Selected Group	Group number (1~2 digit)
14	Individual Employees	Employee number (1~3 digit)
18	From/To Groups	From/To Group number (4 digits) If from group number is 1 and to group number is 2, option data is 0102.
19	Selective Groups	Group number (1~2 digit)
41	Product Projections	Week data (1 digit)
52	Shift Reporting	Shift number (1 digit)
57	Stock by Individual Group	Group number (1~2 digit)

Special Report Commands

NO.	REPORT NAME
99000	Print Super Macro
99100	Print Super Macro and Reset
98000	Save PGM/Reports to SD card (available at version 1.00p or later)
98100	Save PGM/Reports to USB Memory (available at version 1.00p or later)

Manual Revision Record

Edition	Date published	Revision contents
V1.0	8/31/2009	
V1.1	10/19/2009	Manufacturer Precaution Statements Added
V1.2	11/18/2009	Updated report table p. 137-139
V1.3	3/24/2010	Time Period Report notes added.
V1.4	5/12/2010	Time Keeping Reports updated
V1.5	10/20/2010	Print check with separate seats option added. REPORT function key commands added.
V1.6	11/11/2010	REPORT function key commands updated.
V1.7	6/7/2011	Details added to Scale Operation sequences
V1.8	6/22/2011	Added features associated with application software version 1.00q
V1.9	9/15/2011	Updated explanation of Split Pay function.
V1.10	10/29/2011	Added Keyboard Layouts
V1.11	8/01/2012	Daily Sales Report mode updated (p.142). Explanaton of Other Reports/Prepoll added. Updated Balancing Formula.
V1.12	8/17/2012	Added notes to Report Option Table.
V1.13	9/06/2012	From/To PLU report added to Report Function Key.
V1.14	10/01/2012	Explanation of PREVIOUS VOID 2 total on financial & clerk reports added.
V1.15	2/11/2013	Added note about alpha text and held items-text will not follow held items.
V1.16	3/27/2013	Updated report samples and balancing information.
V1.17	5/30/2012	Transfer Check explanation updated.
V1.18	9/16/2013	Supports version 1.00s (Sept 12,2013) features
V1.19	10/10/2013	Delivery system operations updated.
V1.20	6/17/2014	FTP Transmission information added.
V1.21	1/7/2019	Updated Logo