PCProg

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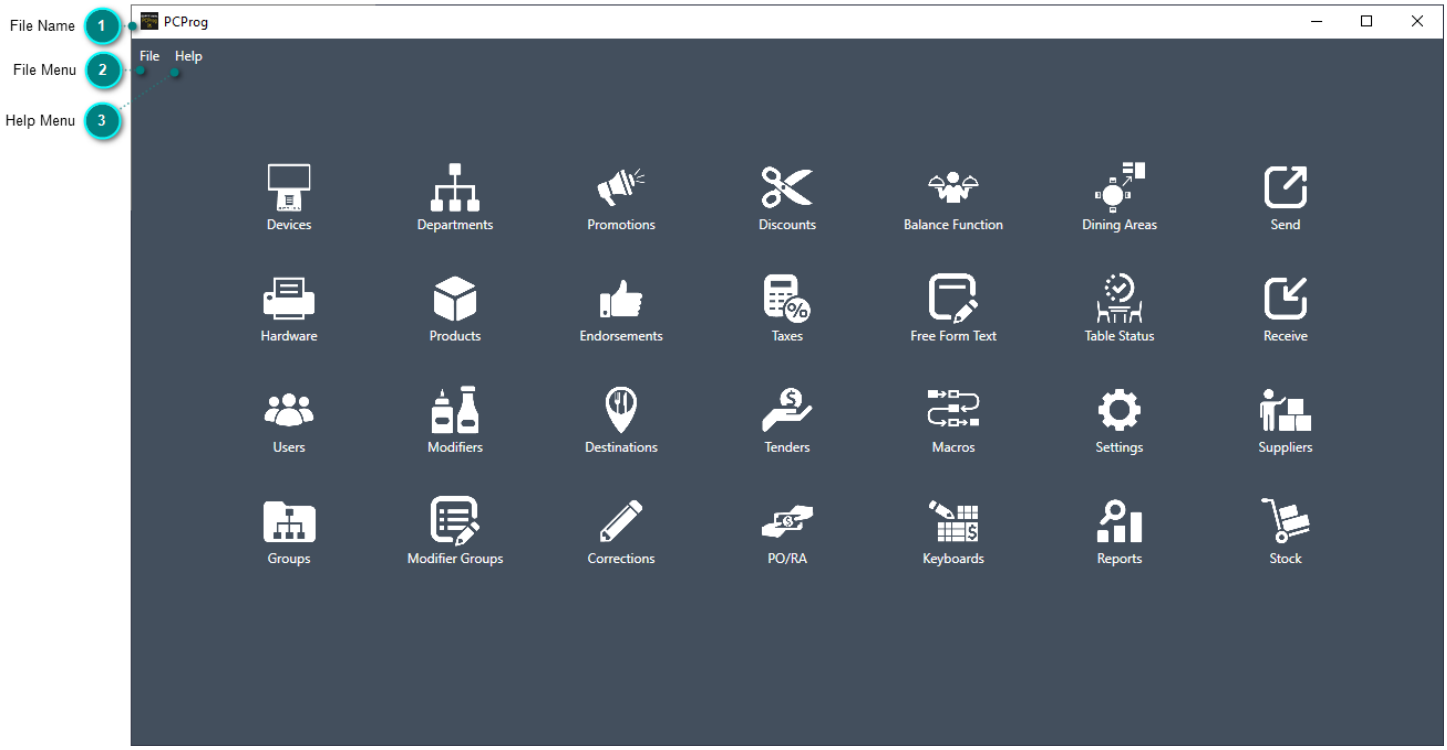
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Welcome to PcProg

Optima's GoPOS Programming Utility

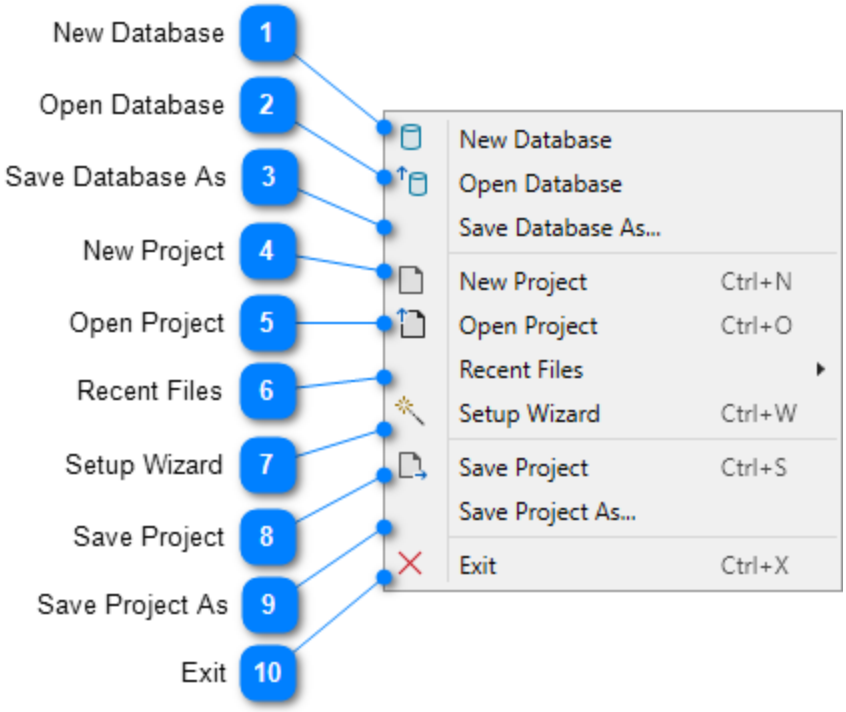
This application allows you to program the GoPOS systems in a back-office environment. It is divided into several maintenance modules, each of which is designed to guide you through the setup and configuration of your point of sale devices. Once configured, these settings may be saved or uploaded directly to one or more of our supported APOS devices.



1	**File Name**
	The name of the project file you are currently working with will be displayed in the PcProg title bar. This file name may be changed by opening a new (New Project) or existing project (Open Project) or by using the Project Save As menu option.

2 File Menu

The File drop down menu will display the following options:



1 New Database

This File Menu option will only be available if you are working in Database Mode. Database Mode allows you, as a dealer to setup your client project files using dedicated databases to create and store individual projects. Selecting new database will create a new empty database file with the name and directory of your choice. This will then allow you to create a new project or open an existing project from file. If the "Ask to delete transaction database" option is enabled, you will be asked if you want to also delete and recreate the transaction database. If the "Ask to delete transaction database" option is disabled, a new transaction database will automatically be re-created at the same time as the PcProg main database file.

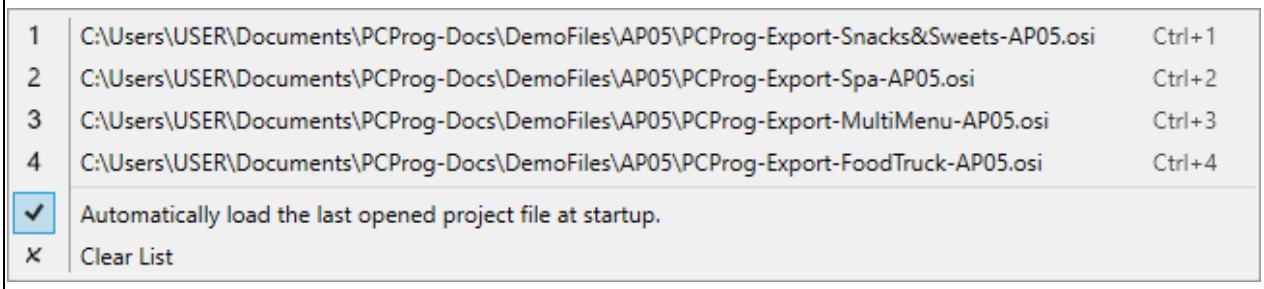
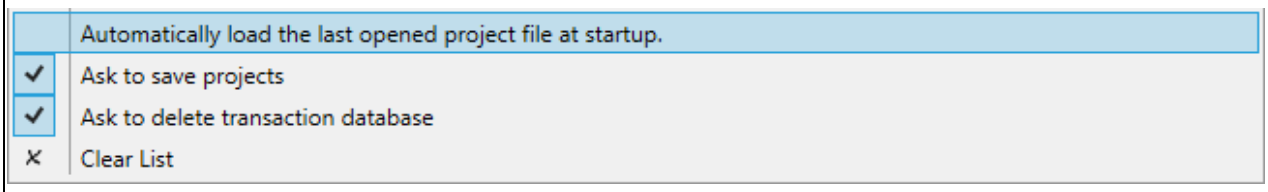
Caution! The transaction data is separate from your project data and contains all downloaded GoPOS reports as well as all Stock and Supplier entries. This should never be done on a client site unless you fully understand the implications. Clients should be setup to run in Project mode by ensuring that the "Automatically load the last opened project file at startup." is checked. This will ensure that PcProg is always launched with a dedicated database containing the clients project file.

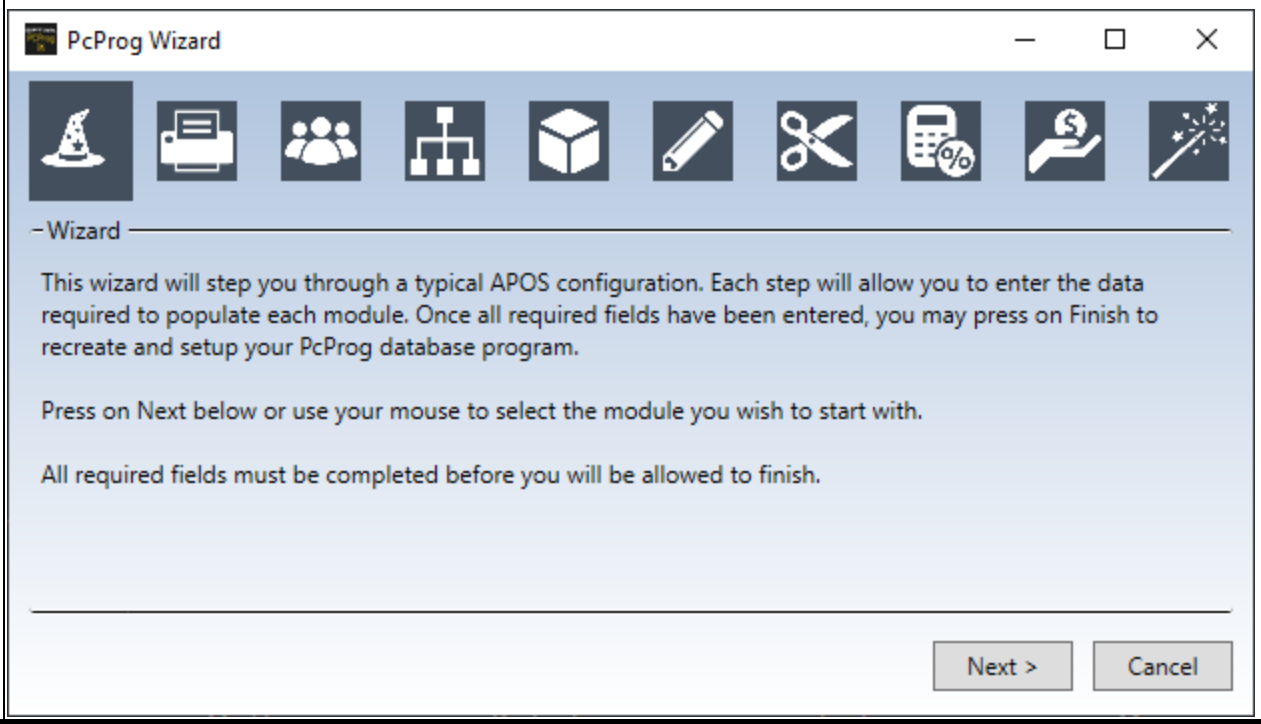
2 Open Database

This option allows you to open an existing database that would contain one of your client projects. (Only available when working in Database Mode.)

3 Save Database As

This option allows you to save a copy of your database and client project. (Only available when working in Database Mode.) Please note that all module data is automatically saved to your current database when you save changes. The current project name will be displayed in the header bar of the main window and the full path and file name of the database and project file can be seen in the About box.

4	**New Project** This option allows you to create a new empty project file, where all module data is erased, allowing you to start entering or importing new module data for a new project.
5	**Open Project** Allows you to open an existing project file that has been previously saved. Opening a project file is the same as the old "Receive from File" functionality, where all data contained in the file will be imported into the current database.
6	**Recent Files** This menu option will display the last four projects that you have worked on. Selecting one of the files will open the project if it can be found. If the file has been renamed, moved or deleted, and the file can not be found, PcProg will ask you if you wish to remove the file from the list. Selecting the Clear List option will clear all file names from the list.  Unchecking the "Automatically load the last opened project file at startup." will allow you to launch PcProg in Database Mode. This mode allows you, as a dealer, to setup your client project files using dedicated databases to create individual projects. The File Menu Database options will only be enabled when in Database mode. A new empty database will be created every time you launch the PcProg application forcing you to create a new project or open an existing project. Two additional options will also be available in Database Mode.  Ask to save projects - When checked, PcProg will check to see if there were any changes made to the project since last opened or last saved. If so, PcProg will ask you if you wish to save your changes to the current project file. When unchecked, PcProg will no longer ask you to save your project file. Remember, all changes saved in each module are automatically saved to your database. Ask to delete transaction database - When checked, PcProg will ask you if you wish to delete and recreate your transaction data when you create a new database using the New Database option. Caution! The transaction data is separate from your project data and contains all downloaded GoPOS reports as well as all Stock and Supplier entries. This should never be done on a client site unless you fully understand the implications. Clients should be setup to run in Project mode by ensuring that the "Automatically load the last opened project file at startup." is checked. This will ensure that PcProg is always launched with a dedicated database containing the clients project file.

7	**Setup Wizard** Selecting this option will launch the PcProg setup Wizard which will create a new project file and step you through the setup of all module data. 
8	**Save Project** Selecting this option will save all module data contained in the current database. Saving a project file is the same as the old "Send to File" functionality, where all module data is exported to file with the name and path of your choice. The file name will be displayed in the header bar of the main window and the full path of the project file can be seen in the About box.
9	**Save Project As** Allows you to save a copy of the current project file. The new file name will be displayed in the header bar of the main window and the full path of the new project file can be seen in the About box.
10	**Exit** Upon exit of the PcProg application, PcProg will check to see if there were any changes made to the project since last opened or last saved. If so, PcProg will ask you if you wish to save your changes to the current project file. Saving your data to file is the same as the old "Send to File" functionality, where all module data is saved in a file with the name and path of your choice. If you are running PcProg in Database Mode, you may experience a slight delay when shutting down the application. This is to allow PcProg to create a new project file on exit, allowing the application to quickly startup when launched.

3 Help Menu

The Help drop down menu will allow you to view the help documentation, change the language of the application or display the About box.

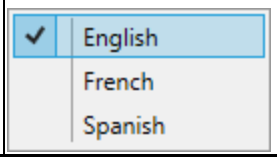


1 View Help

View this help documentation.

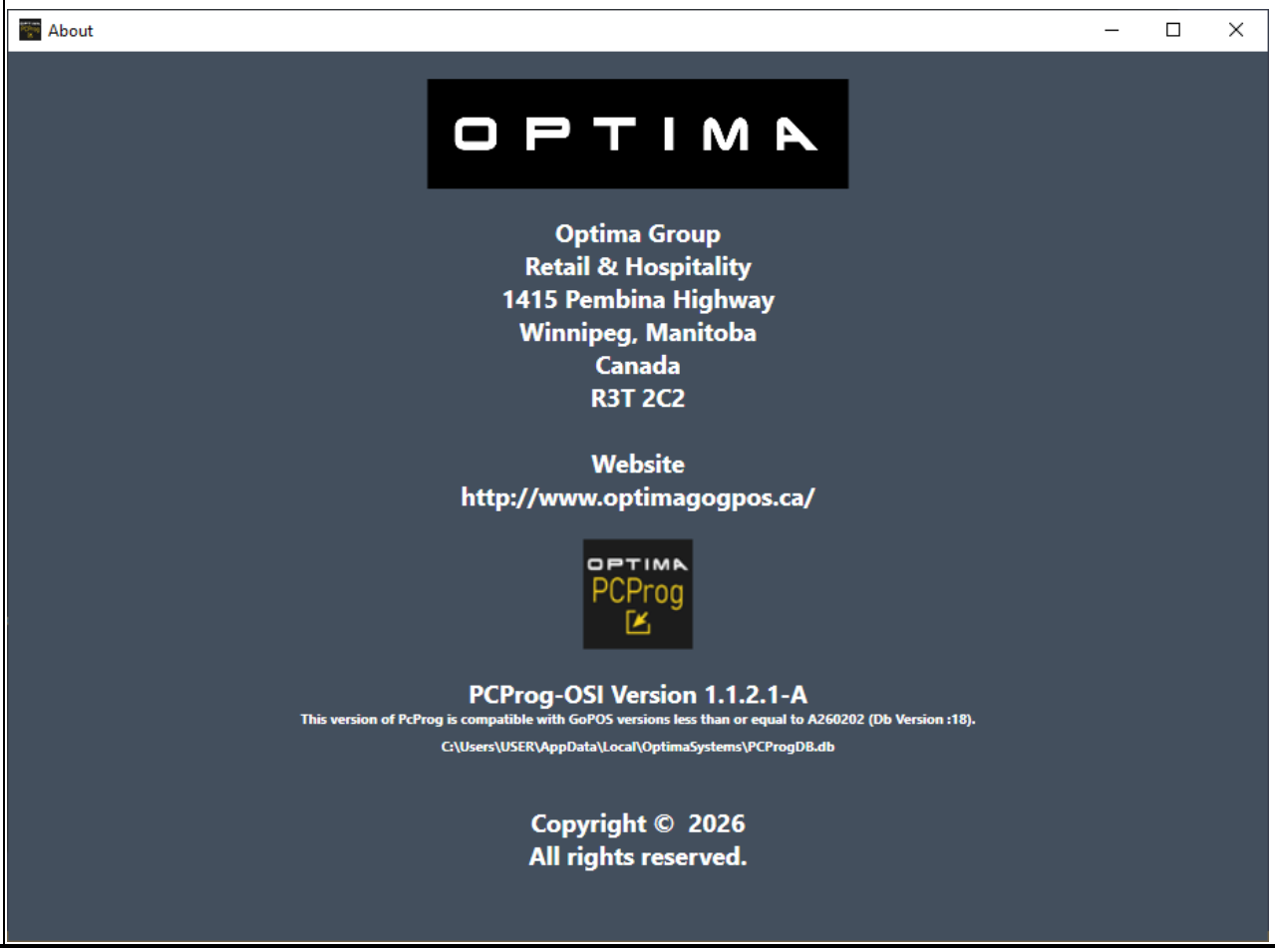
2 Language

Choose one of the supported application languages. Please note that the PcProg application must be restarted before the change in language will take effect.



3 About

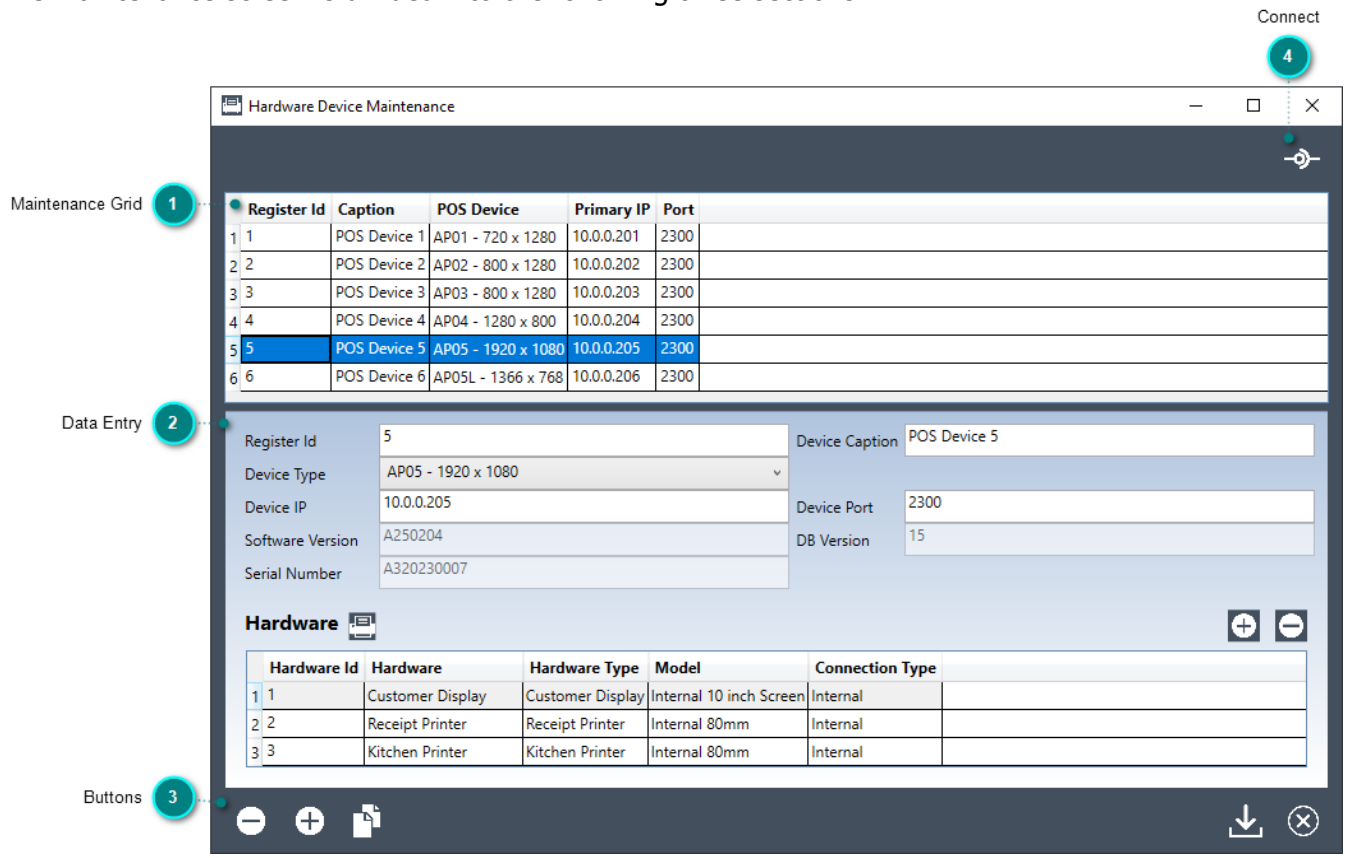
Display the About Box to view Optima information, the PcProg application and database version as well as the current Database path and Project File path.



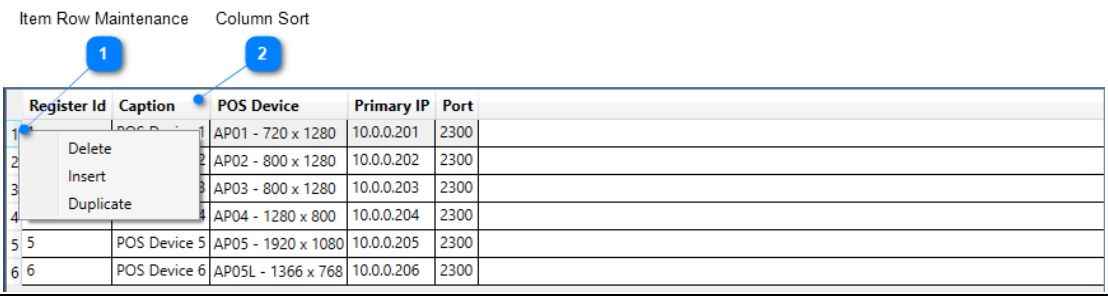
Hardware Device Maintenance

Hardware Device Maintenance allows you to define the APOS devices on your network. You must specify the device type and communication parameters for each APOS device you wish to connect to. This maintenance window will also allow you to define the specific hardware linked to each device.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined APOS devices. All fields are display-only and all modifications to devices must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area.



1 Item Row Maintenance

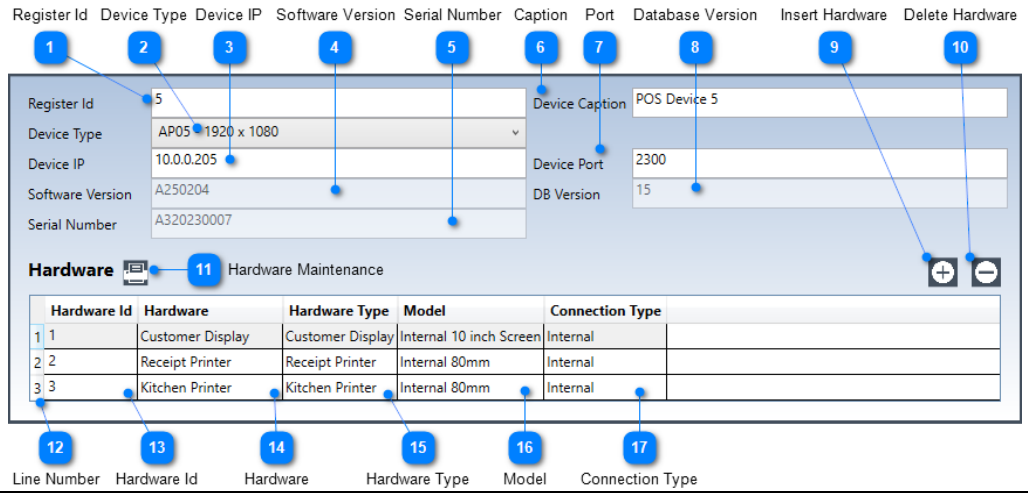
Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.

2 Column Sort

Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2 Data Entry

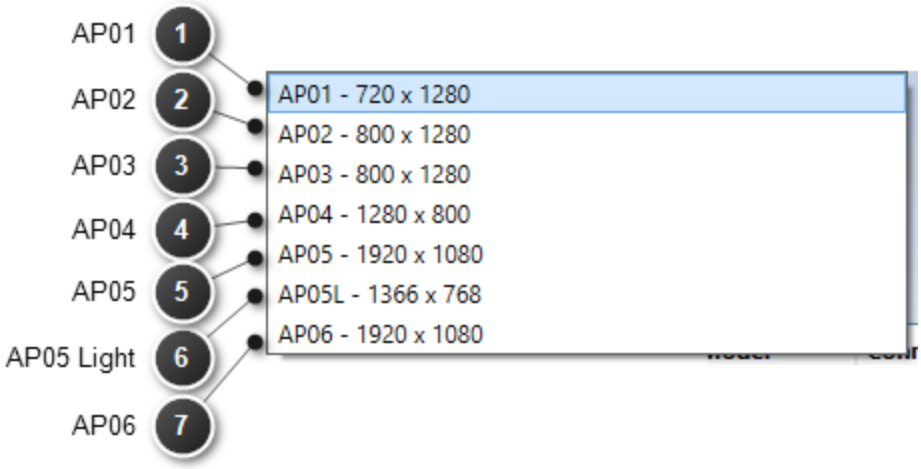
The data entry area dynamically displays the currently selected APOS device.



1 Register Id

Enter a unique integer value identifying each APOS device. Required field. Duplicates not allowed. The register Id needs to match the register number defined in Option Setting 14 on the APOS device. Please note that the APOS must be restarted before changes made to the register Id on GoPOS will take effect.

2 Device Type

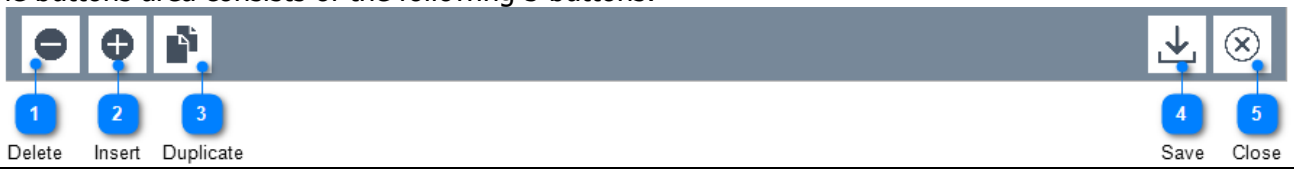


1	**AP01**  This sleek portable hand held unit is built for day to day business and ideal for business on the move! Optima's APOS-01® is integrated with everything you need to meet multiple commercial needs including a 6" Touch Screen, 2 1/4" Thermal Receipt Printer, WCDMA/3G, Bluetooth and WIFI and a charger dock station!
2	**AP02**  Optima's APOS-02® is the perfect choice for smaller business who want a sleek looking POS terminal integrated with everything you need combining reliability and mobility all in one. Optima's APOS-02® is embedded with our proprietary Optima GoPOS® software and features a powerful Rockchip Processor, 8" Touch Screen, 2 1/4" Thermal Receipt Printer, Multi-Line Customer Display, WCDMA/LTE, Bluetooth, WIFI and GPS.
3	**AP03**  Optima's APOS-03® is a robust stationary POS terminal embedded with our proprietary Optima GoPOS® software that is able to withstand busier retail and restaurant workplace environments. It's packed with everything you need to meet multiple commercial needs including a powerful Rockchip Processor, 8" Touch Screen, large 3 1/8" Thermal Receipt Printer & Auto-cutter, Single Line Customer Display, WCDMA/LTE, Bluetooth, WIFI and GPS.
4	**AP04**  Our sleek Optima APOS-04® features a large 10" Touch Screen giving you the ability to add more menu items and buttons making it a great choice for small and medium sized retail and restaurant applications! The Optima APOS-04® is embedded with our proprietary Optima GoPOS® software and packed with a powerful Rockchip Processor, Multi-Line Customer display, 2 1/4" Thermal Receipt & Auto Cutter, WCDMA/LTE, Bluetooth, WIFI, and GPS.
5	**AP05**  The Optima APOS-05® is a true All-In-One POS Terminal equipped with a large 15.6" Touch Screen making it a great choice for medium and large commercial applications such as supermarkets, larger restaurants and retailers! The Optima APOS-05® features a Rockchip Processor, and large 10.1" color customer display, 3 1/8" Thermal Receipt Printer & Auto Cutter, Bluetooth, and WIFI.
6	**AP05 Light**  The Optima APOS-05L®, is the "Light" cost effective version of the APOS-05. It is a true All-In-One POS Terminal equipped with a large 11.6" for medium and large commercial applications such as supermarket, larger restaurants and retailers! The Optima APOS-05L® features a Rockchip Processor, and Thermal Receipt Printer with fast paper roll replacement & Auto Cutter, Bluetooth, and WIFI.

7	**AP06**  The Optima APOS-06® is a true All-In-One POS Terminal equipped with a large 15.6" Touch Screen making it a great choice for medium and large commercial applications such as supermarkets, larger restaurants and retailers! The Optima APOS-06® features a Rockchip Processor, and large 15.6" color customer display, modular 3 1/8" Thermal Receipt Printer & Auto Cutter, Bluetooth, and WIFI.

3	**Device IP** Enter the TCPIP of the device. The IP along with the Port will be used to connect to your APOS device when sending and receiving project data. It is best practise to use fixed sequential IPs when setting up the APOS devices on your network. The IP entered here needs to match the IP defined on the APOS device. See APOS help documentation on how to setup your APOS device IP through Wifi or Ethernet.
4	**Software Version** The current software version of the connected APOS device will be displayed.
5	**Serial Number** The serial number of the connected APOS device will be displayed.
6	**Caption** Enter the name or description of the APOS device. Required field. Max 25 characters.
7	**Port** Enter the Port number of the device on your network. The default value for the Port Number will be taken from Setting35 - "TCP Port for Communication". The port entered here needs to match the port defined in Option Setting 35 on the APOS device. Please note that the APOS must be restarted before changes made to the port on GoPOS will take effect.
8	**Database Version** The current database version of the connected APOS device will be displayed. When sending and receiving programs, PcProg's database version displayed in the Help/About box, must be greater than or equal to the GoPOS database version of the connected device.
9	**Insert Hardware** Click on this button to insert a new row at the end of the list. This will allow you to add and define a new hardware entry for the current device. Rows may also be inserted by right clicking on the device hardware row number and selecting Insert from the pop-up menu.
10	**Delete Hardware** Click on this button to delete the currently selected device hardware row. Rows may also be deleted by right clicking on the device hardware row number and selecting Delete from the pop-up menu.
11	**Hardware Maintenance** Clicking on the Hardware Maintenance button will give you quick access to the Hardware Maintenance Module. This module will allow you to maintain the Hardware definitions for all your APOS devices. This Hardware can then be linked to one or more of the appropriate type of APOS device defined in your network. Please note that hardware entries are specific to certain types of APOS devices.

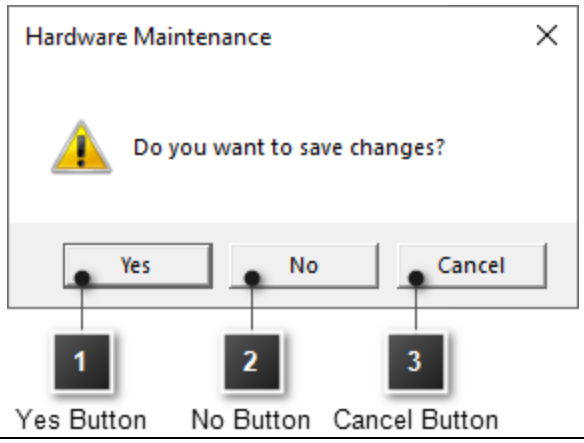
12	**Line Number** Right clicking on any of the device hardware row numbers will display a pop-up menu that will allow you Delete or Insert a row. Rows may also be deleted or inserted by using the delete or insert row buttons.
13	**Hardware Id** Display only. The Id of the selected hardware will be displayed.
14	**Hardware** Double Click in the Hardware column to select a hardware entry from the list of defined Hardware. Double clicking on any other column of the selected row will display the Hardware Maintenance screen, allowing you to make changes to the Hardware definitions. Please note that hardware entries are specific to certain types of APOS devices. For example, if defined, an "Internal Screen" customer display will be included in the Hardware drop down list only if the current device is an AP05 or AP06. All other device types will have a different internal customer display size or as in the case of the AP05 Light, no internal customer display.
15	**Hardware Type** Display only. The hardware type of the selected hardware will be displayed.
16	**Model** Display only. The hardware model of the selected hardware will be displayed.
17	**Connection Type** Display only. The connection type of the selected hardware will be displayed.

3	**Buttons** The buttons area consists of the following 5 buttons: 

1	**Delete** Click on this button to delete the currently selected APOS device. Please note that once a device has been deleted, PcProg will no longer be able to send projects to the device and will no longer be able to receive projects from the device.
2	**Insert** Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.
3	**Duplicate** Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.
4	**Save** Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

4 Connect

Once you have defined the communication parameters for your APOS device, selecting the device and clicking on the Connect button will attempt to connect to the specified register using the defined device IP and Port.

If successful, a message will be displayed and the device Software Version, Database Version and Serial Number will be updated.

Please note that if the connected device does not match the defined APOS type, Serial Number or Register Id, a warning message will be displayed.

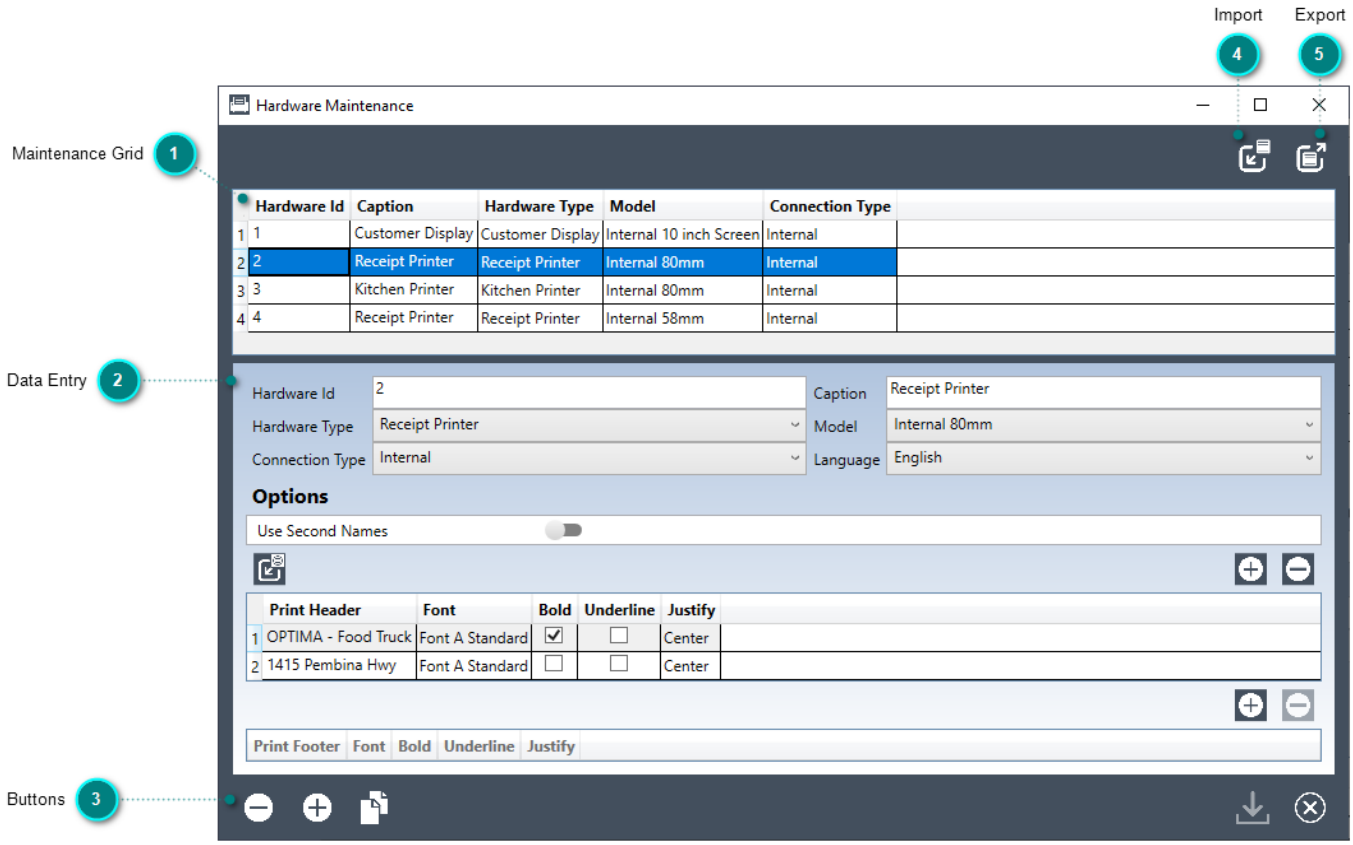
When sending Hardware and Keyboard definitions, it is extremely important that the device type defined in PcProg match the actual type of the connected APOS. The device type determines which keyboards and hardware entries will be enabled on each of your APOS devices.

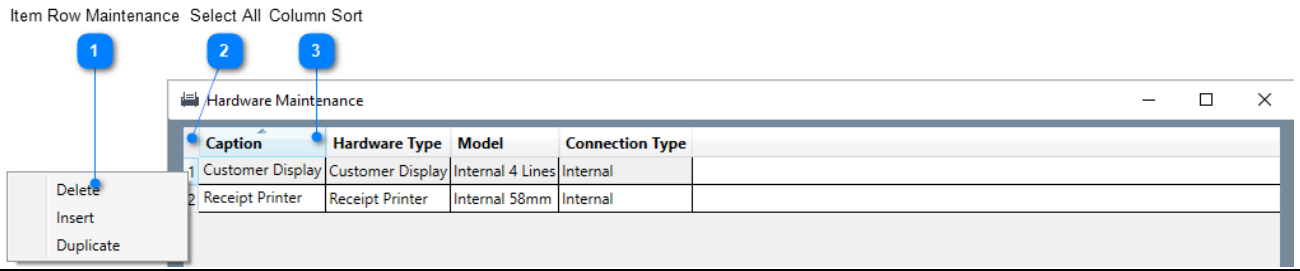
For Inter Register Communication (IRC) as well as for report and stock downloads, it is important that each APOS have it's own unique sequential Register Id and device IP. Please see Setting 46, Setting 68 and Setting 69 for additional instructions on how to setup inter-register communications.

Hardware Maintenance

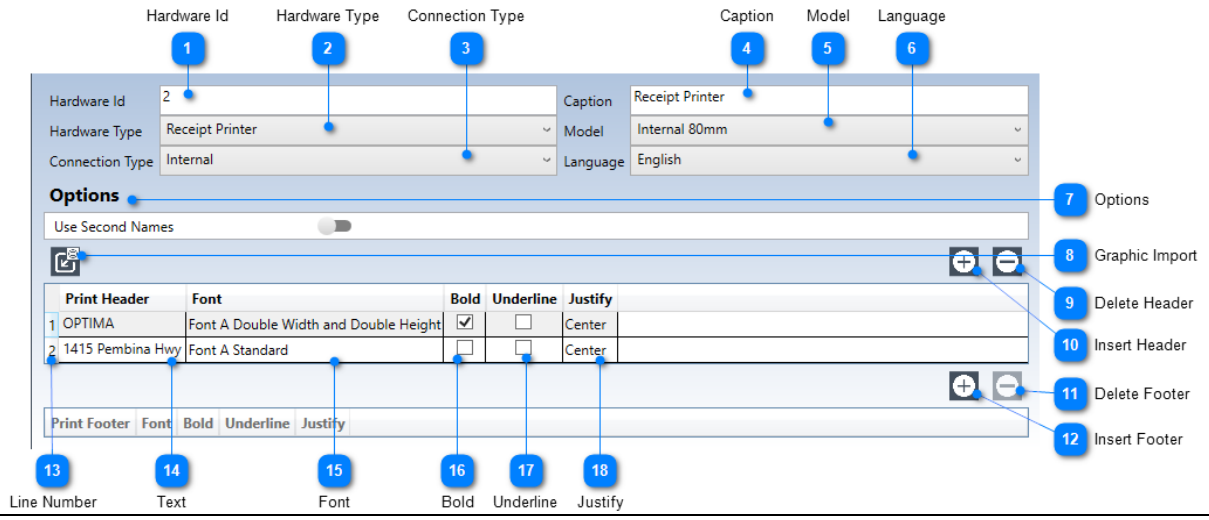
Hardware Maintenance allows you to insert, update and delete your hardware definitions. Once defined, these hardware definitions may then be linked to one or more of your APOS devices.

The maintenance screen is divided into the following three sections:



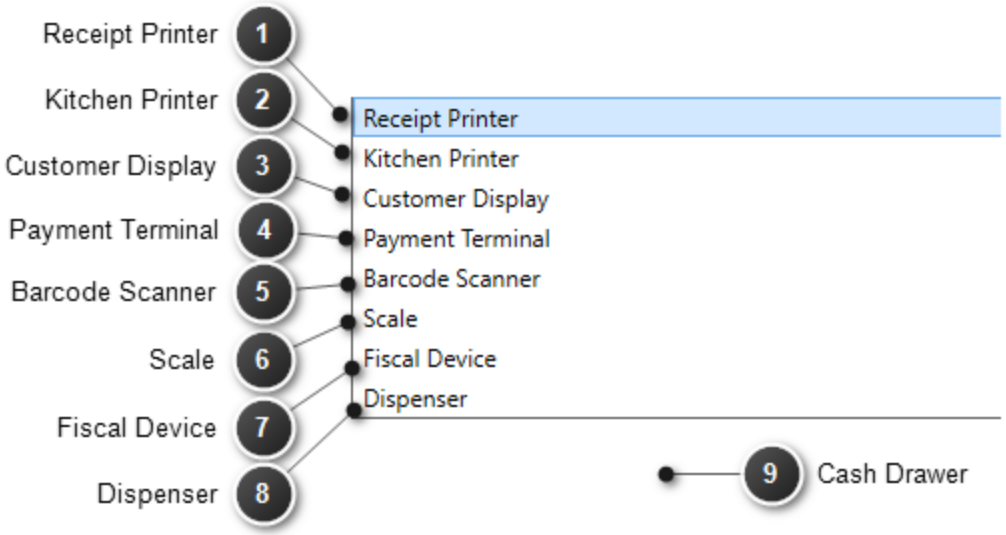
1	**Maintenance Grid** The grid area displays the currently defined hardware. All fields are display-only and all modifications to hardware items must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area. 

1	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
2	**Select All** Clicking on the upper left corner of the grid will select all hardware. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected hardware.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected hardware item based on the hardware model and connection type chosen. 

1	**Hardware Id** Enter a unique integer value to identify the hardware. Required field. Duplicates not allowed. When modifying Hardware Ids, a warning message will be displayed indicating that any references to the hardware will be lost when the changes are saved.

2 Hardware Type



1 Receipt Printer

5 Model

Internal 58mm	Internal connection, no parameters required (AP01, AP02 and AP04). (AP03, AP05, AP05L and AP06 with adaptor).
Internal 80mm	Internal connection, no parameters required (AP03, AP05, AP05L and AP06).
Optima OPT-P100	Ethernet connection, IP and Port required.
Optima OPT-P200	Ethernet connection, IP and Port required.
Optima OPT-P250	Ethernet connection, IP and Port required.
Optima OPT-P300	Ethernet connection, IP and Port required.
Optima OPT-P822	Ethernet connection, IP and Port required.
Optima OPT-KP150	Ethernet connection, IP and Port required.
TM88 or Compatible	Ethernet connection, IP and Port required.
TMU220 or Compatible	Ethernet connection, IP and Port required.

2 Kitchen Printer

5 Model

Internal 58mm	Internal connection, no parameters required (AP01, AP02 and AP04). (AP03, AP05, AP05L and AP06 with adaptor).
Internal 80mm	Internal connection, no parameters required (AP03, AP05, AP05L and AP06).
Optima OPT-P100	Ethernet connection, IP and Port required.
Optima OPT-P200	Ethernet connection, IP and Port required.
Optima OPT-P250	Ethernet connection, IP and Port required.
Optima OPT-P300	Ethernet connection, IP and Port required.
Optima OPT-P822	Ethernet connection, IP and Port required.
Optima OPT-KP150	Ethernet connection, IP and Port required.
TM88 or Compatible	Ethernet connection, IP and Port required.
TMU220 or Compatible	Ethernet connection, IP and Port required.
Optima OPT-KV	Ethernet connection, IP and Port required. (Kitchen Video Display)

3 Customer Display

5 Model

Internal 2 Lines	Internal connection (AP03).
Internal 4 Lines	Internal connection (AP02 and AP04).
Optima OPT-CD7	USB connection. (Pole Display)
Internal Screen	Internal connection (AP05*, AP06).
External Ethernet	Ethernet connection, IP and Port required.
External Screen	USB connection.

* When GoPOS is in register mode, the AP05 internal 10" customer display is split into two sections. One section is used to display the current transaction and the other section is used to display advertisements. To use the advertisement feature, you need to copy the images you want to display in the AP05 slide show folder.

- Create your advertisement image (bmp, gif, tif, png, jpg, etc) with recommended size of 512x600. Different sizes will work but may not display properly.
- Copy the image or images to a USB thumb drive.
- Insert the thumb Drive into USB port at back of AP05.
- Activate Android Bars from GoPOS and open up Android File Manager.
- Navigate to the thumb drive and select the image or images you wish to copy. Press in the check box to the left of the image to select one or more images. You may also select all files in the current folder by pressing on Select ALL in the Action menu.
- Navigate to the AP05 slide show folder by pressing Home, Internal Memory, opos, slideshow. Press Action in the top menu and press Copy Selection Here to copy the file or files.

When you are in GoPOS Register Mode, the system will cycle through and display each image you copied into the AP05 slide show folder.

4 **Payment Terminal**

5 **Model**

Once defined in hardware maintenance, Payment terminals must be associated with one or more of the defined Tenders. If a Tender is flagged as using an EFT device, GoPOS will attempt to connect to the first available payment terminal defined for the APOS. GoPOS will display a warning message if no EFT device has been defined or connected to the APOS.

Global Payments Ingenico 5000	Ethernet connection, IP and Port are required. Default Port Number 9100. Credit/Debit payment tenders should be defined.
Moneris	Ethernet connection, IP and Port are required. Default Port Number 9100. Credit/Debit payment tenders should be defined.
PayFacto	Internal Connection, URL, API Key, Company Number, Merchant Number and Terminal Number are required. Credit/Debit payment tenders should be defined.
DC Direct (U.S.A. only)	Ethernet connection, IP, Port and Merchant Number are required. Default Port Number 80. Credit/Debit, Food Stamp and EBT Cash payment tenders must be defined.
Pax	Ethernet connection, IP and Port are required. Default Port Number 10009. Credit/Debit, Food Stamp, EBT Cash , Get a Pre-Authorization, Complete a Pre-Authorization and Void a Pre-Authorization payment tenders must be defined.
TD Move/Desk 5000	Ethernet connection, IP and Port are required. Default Port Number 45452. Credit/Debit, Food Stamp, EBT Cash , Get a Pre-Authorization, Complete a Pre-Authorization and Void a Pre-Authorization payment tenders must be defined.
Fincimex	Ethernet connection, IP and Port are required. Default Port Number 9100. Credit/Debit payment tenders should be defined.

Additional Merchant Copy receipts may be printed if Setting 62 - Print Merchant Copy has been enabled.

5 Barcode Scanner

5 Model

All supported scanner models below are plug and play but must be configured to send the carriage return, with or without a check digit. When dealing with product SKUs, the software automatically adds leading zeros, but those zeros are ignored when performing a search. This means that the scanner will still work if it sends or does not send leading zeros. However, if the scanner is set up to not send check digits, then bar codes in the system need to be created without check digits and Setting 31 - "Validate Check Digit for Scanned Products" must be disabled. Please refer to the manufacturers manual or manufacturers website for setup instructions and scan-able setup bar codes.

Datalogic Magellan 8500	Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required.
Optima OPT-S3000	No setup required. Plug & Play.
Optima OPT-S3500	No setup required. Plug & Play.
Optima OPT-S4500	No setup required. Plug & Play.
Optima OPT-S5000	No setup required. Plug & Play.
Honeywell MS954	No setup required. Plug & Play.
Honeywell MK7580	No setup required. Plug & Play.
Zebra DS9308	No setup required. Plug & Play.

6 Scale

Select one of the supported models and specify the connection type and rounding option (Regular, Round Up or Truncate). The unit of measurement to use with the scale is defined in Setting 18 - "Base Weight Unit".

5 Model

Optima OPT-S01	Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required.
Virtual	Internal connection, no parameters required. User will be prompted to enter weight.
Brecknell	Serial connection, Port Speed and Port Number required. Number of Data Bits fixed to 8. Number of Stop Bits fixed to 1. Parity Bits fixed to None. Port Number should be set to 0 for the AP05 and port 1 for the AP04. In either case, the scale should be plugged into the 6 pin RS232 port in the back of the unit. The protocol to use is the ECR-SCP02 (factory default).
Datalogic Magellan 8500	Internal connection, no parameters required. The built in Datalogic Magellan 8500 scanner must be defined for this unit to be recognized by GoPOS.
CASS PD 11	Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required. The CAS PD 11 default baud rate is 9600, 7 bits, even parity, and 1 stop bit. The protocol to use is ECR-TYPE 4 as per CAS PD-II manual. Serial DB-9 and Serial DB-25 are supported with proper pin-out information.
Optima OPT-6X	USB Connection, no parameters required.

7 Fiscal Device

Select one of the supported fiscal devices and specify the connection type and connection options. Fiscal Mode must be enabled in the Setting Options. Setting 92 - "Enable Fiscal Mode".

5 Model

YCS PR	Internal connection, POS Id, which is the unique identifier provide by YCS PR, the YCS Fiscal API URL and the POS Password are required.
Factura Mx	Internal connection, Merchant Fiscal Id, API URL, API User Name, API Password and Terminal Id are required.

8 Dispenser

Select one of the supported models and specify the connection type and connection options for this liquid dispenser.

5 Model

Berg	Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required.

9 Cash Drawer

All cash drawers are plug and play but must be plugged into the RJ11 port marked Drawer, at the back of the unit, to be recognized.

3 Connection Type

Select one of the supported connection types for the selected hardware type and model.

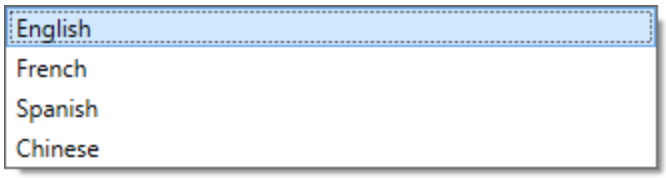
Internal	No communication settings are required.
Serial	Port number, speed, number of stop bits, number of data bits (7 or 8) and parity (none, even or odd) are required.
Ethernet	IP address and Port are required.
USB	No communication settings are required.

4 Caption

Enter the name or description of the hardware. Required field. Max 25 characters.

6 Language

This option allows you to specify the language used to define the printer protocol and code page of the selected printer. Select one of the supported languages.



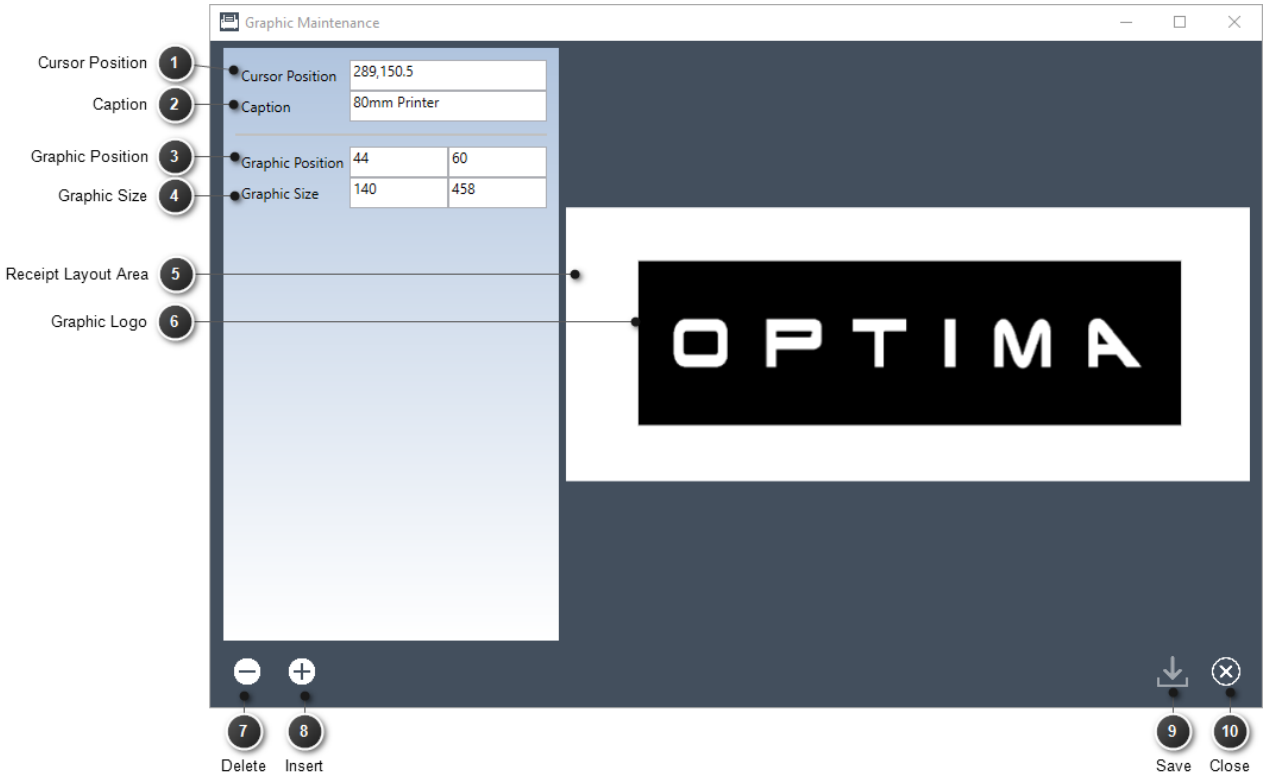
7 Options

Select one or more of the following hardware options:

Use Second Names	Select this option if you wish to use the Department, Product and Modifier second names. This allows you to display transactions on the selected printer using a second description. You may send descriptions in a different language by enabling this option and selecting one of the supported printer languages. For example, transactions may be displayed in English, but sent to a kitchen printer in French, Spanish or Chinese.

8 Graphic Import

Click on this button to import a graphic image. The selected image will be printed on the specified receipt printer if Setting 67 - "Print Graphic Logo on the Receipt" has been enabled. A separate graphic logo may be specified for 58mm and 80mm paper.



1 Cursor Position

Displays the current cursor position in x, y coordinates. Display-only.

2 Caption

Displays the selected receipt printer name. A separate graphic logo may be specified for 58mm and 80mm paper. Display-only.

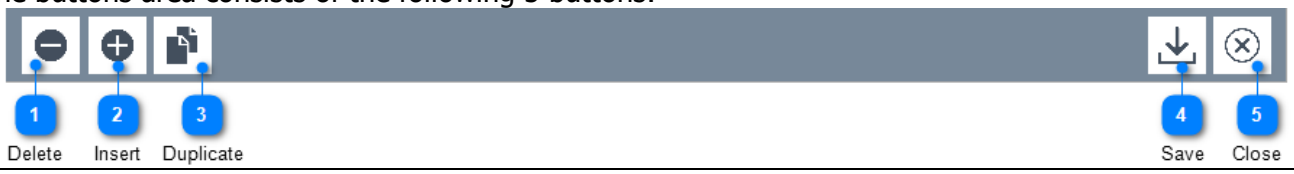
3 Graphic Position

Enter the X and Y coordinates of the top left corner of the image. The display only cursor position may be used to help identify a specific position in the layout section. Moving the image will automatically display the X, Y coordinates of the key as it is repositioned. The image must remain within the boundaries of the layout area.

4	**Graphic Size** Enter the height and width of the image. Resizing the selected image will automatically display the new height and width of the image as it is resized. The image must remain within the boundaries of the layout area.
5	**Receipt Layout Area** The receipt layout area will be drawn and positioned based on the receipt printer model chosen. 58mm - 383 pixels x 230 pixels 80mm - 575 pixels x 230 pixels
6	**Graphic Logo** A graphic image may be inserted at any time by clicking on the Insert button in the button area of the screen. The new image will be inserted in the top left corner of the layout area. When the cursor is positioned above the image, the mouse cursor will change from the arrow icon to a hand icon. To move the image, click and drag the mouse when the hand is directly above it. To resize the image, click and drag the mouse when the cursor is above any of the image borders. The cursor will change to a double headed arrow indicating the direction of motion.
7	**Delete** Click on this button to delete the graphic image displayed in the layout area.
8	**Insert** Click on the Insert button to insert a graphic image using the "Open" file dialogue. Select the file you want to use as a a graphic image and click on the Open button. If a valid file was selected (BMP, JPEG, GIF, TIFF, PNG), the image will be converted to a black and white image and displayed in the layout area. Click on the Cancel button to cancel the import and close the "Open" file dialogue. Please note that it is always best to start with a black and white image.
9	**Save** Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.
10	**Close** Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.

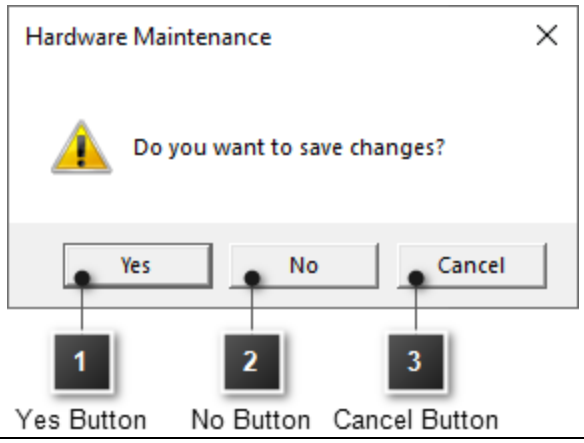
9	**Delete Header** Click on this button to delete the currently selected print header row. Rows may also be deleted by right clicking on the print header row number and selecting Delete from the pop-up menu.
10	**Insert Header** Click on this button to add a new print header row. Print Headers may have one or more message lines. Each line can be displayed in its own font and may be printed in **Bold**, Underline and either in left, center or right justification. Rows may also be inserted by right clicking on the print header row number and selecting Insert from the pop-up menu.
11	**Delete Footer** Click on this button to delete the currently selected print footer row. Rows may also be deleted by right clicking on the print footer row number and selecting Delete from the pop-up menu.

12	**Insert Footer** Click on this button to add a new print footer row. Print Footers may have one or more message lines. Each line can be displayed in its own font and may be printed in **Bold**, Underline and either in Left, Centre or Right justification. Rows may also be inserted by right clicking on the print footer row number and selecting Insert from the pop-up menu.
13	**Line Number** Right clicking on any of the print header or print footer row numbers will display a pop-up menu that will allow you Delete or Insert a row. Rows may also be deleted or inserted by using the delete or insert row buttons.
14	**Text** Enter the text you wish to display on the receipt header. Max 80 characters.
15	**Font** Select one of the supported printer fonts. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**
16	**Bold** Check this box if you wish to display the text in **bold**.
17	**Underline** Check this box if you wish to display the text with underline.
18	**Justify** Select one of the support text justifications. Left, Center or Right justification.

3	**Buttons** The buttons area consists of the following 5 buttons: 

1	**Delete** Click on this button to delete the currently selected row or rows. When deleting hardware or modifying the hardware type, a warning message will be displayed indicating that any references to the deleted hardware will be lost when the changes are saved.

2	**Insert** Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row. When inserting new printer or customer display, this hardware will automatically be added and enabled in all applicable modules.
3	**Duplicate** Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.
4	**Save** Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.
5	**Close** Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1	**Yes Button** Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.
2	**No Button** Click on No to discard all changes made and close the window.
3	**Cancel Button** Click on Cancel to abort the close and return to the maintenance screen.

4	**Import** One or more hardware entries exported from one program may be imported into the same or a different program. Each hardware entry saved during the export will be inserted as a new hardware entry into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Hardware Export file (*.hdw) has been selected, the system will attempt to import each hardware entry included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.

5	**Export**
	One or more hardware entries from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected hardware items to an OSI proprietary export file (HardwareExport.hdw). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed, indicating whether the export was successful or not.

OPTIMA APOS SERIES

6" TOUCH SCREEN



APOS-01

A TRUE COMPLETE ALL-IN-ONE POS SOLUTION



Packed with everything you need.

Optima's APOS-01 ® is integrated with everything you need to meet multiple commercial needs including a 6" Touch Screen, WCDMA/3G, Bluetooth and WIFI.

Designed with simplicity & reliability

The modularized hardware design makes for easy maintenance and convenience with an easy loading mechanism that provides fast paper roll replacement. Equipped with a built-in 2.2Ah battery for operations on the go.



Bezel Free Design

Capacitive 6" touch screen with a smooth user experience making sales operation easy and quick. .



OSI GoPOS Software

Embedded software provides a complete POS solutions for business applications.



Accept Any Payment!

Equipped with components such as a Magcard reader, NFC card reader and scanner out of the box. 3rd party payment integration is supported.



Power-packed performance

The APOS-01 is designed and tested to be on the go providing the best experience with mobile convenience. Packed with Qualcomm processors producing high performance and low power consumption, ensuring a stable, efficient and safe system operation.



OPTIMA GoPOS® Software

The **OPTIMA APOS Series** is embedded with our proprietary Android OS based Optima GoPOS® software offering smoother functionality to meet the needs of various business applications such as retail & convenience stores, restaurants and supermarkets.

Optima GoPOS® is frequently improved with software updates by adding new feature releases, functions, enhancements and performance improvements.



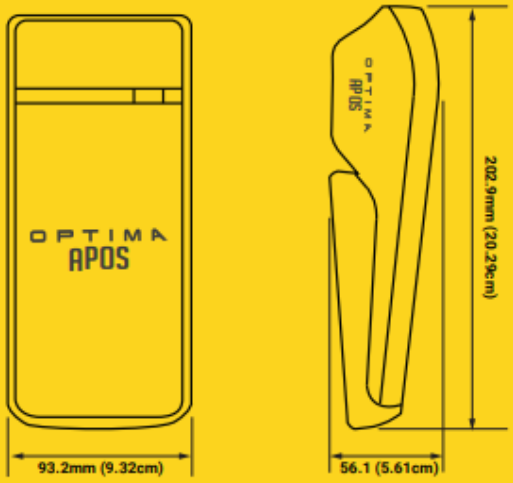
Optima GoPOS Features

- **Unlimited** Products
- **Unlimited** Departments
- **Unlimited** Tenders
- **Unlimited** Keyboards
- User friendly intuitivley designed interface
- Barcode scanning (compatible with all optima scanners)
- PC Software Included
- Back Office Integration Ready
- Transfer mobile compatible
- 3rd party payment integration support
- Customizable keyboard layouts
- Monthly Sales Reporting
- Custom reports supported

Specifications

Model name		APOS-01
Processor		Dual-core
Storage		1GB DDR3
System		8GB eMMC
Display Screen		Android
Touch Panel		5.94: TFT LCD (540 x 960)
Prepheral	Bluetooth	Bluetooth 3.0 + BluetoothBLE
	Wifi	IEEE 802.11b/g/n
	3G	Support WCDMA/GSM900/DCS1800. Inbuilt PIFA antenna
	NFC	15.56 MHz, Operating Distance 5-8cm, Support ISO 14443, ISO1802
I/O Port	Magnetic head	Two tracks magnetic head and card slot, support magnetic stripe card operation
	Camera	3MP camera, auto focusing, support one dimensional code and QR code scanning
	Micro USB	USB OTG
	Headset Jack	3.5mm aperture
	PSAM card	Support 128 digital asymmetric encription
	Power port	Autovolt 100-240VAC
printer		2" thermal printer
Battery		7.4V 3AH
Dimension		202mm(L)× 93.2mm(W) × 56.1mm(H)
Weight		0.52kg

Dimensions



OPTIMA SYSTEMS INC.
1415 Pembina Highway Street, Winnipeg, MB R3T 2C2, Canada Tel: (204) 488-2274
Fax: (204) 488-3923 Email: oli@optimasystems.ca
Website: http://www.optimasystems.ca

OPTIMA APOS SERIES

8" TOUCH SCREEN

APOS-02

A TRUE COMPLETE ALL-IN-ONE POS SOLUTION



Packed with everything you need.

Optima's APOS-02 ® is integrated with everything you need combining reliability and mobility all in one. Packed with everything you need to meet multiple commercial needs including a 8" Touch Screen, Printer, Customer, Display, WCDMA/LTE, Bluetooth, WIFI and GPS.



Designed with simplicity & reliability

The modularized hardware design makes for easy maintenance and convenience with a loading mechanism that provides fast paper roll replacement procedure. Equipped with a built-in 3.7V 5000 mah battery for operations on the go.



Bezel Free Design

Capacitive 8" touch screen with a smooth user experience making sales operation easy and quick. .

OPTIMA GoPOS

OPTIMA GoPOS Software

Embedded software provides a complete POS solutions for business applications.



Accept Any Payment!

Upgrade with additional components such as a Magcard reader, NFC card reader and scanner. 3rd party payment integration is also supported.



Power-packed performance

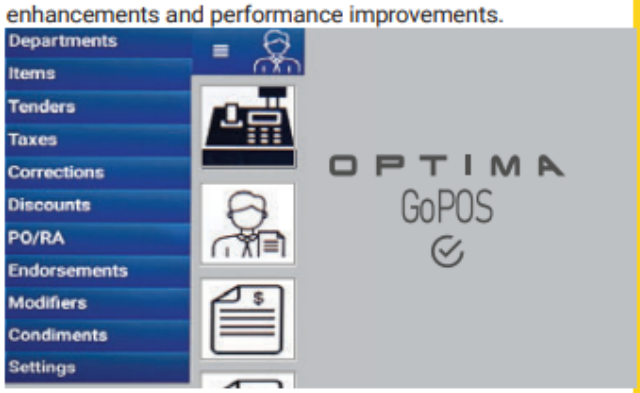
APOS Series® is designed and tested to withstand the busiest checkouts! Packed with Qualcomm quad-core processor produceding with high performance and low consumption, ensuring a stable, efficient and safe system operation. All OPTIMA APOS Series systems are also equipped with Ethernet, USB, R232 andCash Drawer Ports to readily support all your POS Accessories.



OPTIMA GoPOS Software

The **OPTIMA APOS Series** is embedded with our proprietary Android OS based Optima GoPOS® software offering smoother functionality to meet the needs of various business applications such as retail & convenience stores, restaurants and supermarkets.

Optima GoPOS® is frequently improved with software updates by adding new feature releases, functions, enhancements and performance improvements.



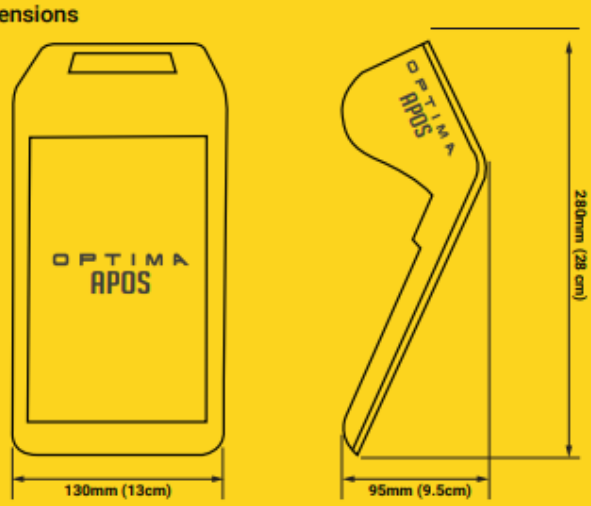
Optima GoPOS Features

- **Unlimited** Products
- **Unlimited** Departments
- **Unlimited** Tenders
- **Unlimited** Keyboards
- User friendly intuitivley designed interface
- Barcode scanning (compatible with all optima scanners)
- PC Software Included
- Back Office Integration Ready
- Transfer mobile compatible
- 3rd party payment integration support
- Customizable keyboard layouts
- Monthly Sales Reporting
- Custom reports supported

Specifications

Model		APOS-02
Host Configuration	Processor	Qualcomm MSM8916 1.2Ghz
	RAM	1 GB DDR3
	Storage	8 GB eMMC
	Power supply	Autovolt 100-240VAC
	Battery	3.7V, 5000mA
Display	Display screen	8" TFT (1280 x 800)
	Touch panel	Capacitive touch screen
	Customer display	65 x 132 LCD/4.3 color LCD
I/O Port	USB2.0	2 x USB2.0 + 1 Micro-
	Serial port	1
	Cash drawer port	1
	Ethernet	1 x RJ45
	SD Card	1 x MicroSD Card
Options	Bluetooth	BT4.0,V4.0+EDR
	WiFi	IEEE 802.11a/b/g/n 2.4GHz+5.0 Ghz
	GPS	AGPS
	3G/4G	GSM/EDGE850/900/1800/1900 WCDMA band 1,2,5,8; FDD LTE band 1,3,5,7,8,20; TDD LTE band 40,41
	NFC	ISO/IEC1443Type A&B : Felica : Mifare (MIFARE Classic 1K/4K : MIFARE Ultralight : MIFARE Ultralight C : MIFARE PLUS & MIFARE DESFire)
	Magnetic Head	ISO7811, three magnetic head
	Scanner	5 MP, auto-focusing, support one dimensional code & qr code scanning
Printer	Thermal printer	2"without cutter (57mm x 50mm)
	Printing speed	150m/s
Dimension		280(L) x 130mm(W) x 95mm(H)

Dimensions



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OPTIMA APOS SERIES

8" TOUCH SCREEN



APOS-03

A TRUE COMPLETE ALL-IN-ONE POS SOLUTION



Packed with everything you need.

Optima's ***APOS-03*** ® is integrated with everything you need to meet multiple commercial needs including a 8" Touch Screen, Printer, Customer, Display, WCDMA/LTE, Bluetooth, WIFI and GPS

Designed with simplicity & reliability

The modularized hardware design makes for easy maintenance and convenience with a loading mechanism that provides fast paper roll replacement procedure. Optional built-in 2.3Ah battery to continue operations in the event of power loss.



Bezel Free Design

Capacitive 8" touch screen with a smooth user experience making sales operation easy and quick. .

OPTIMA GoPOS

OPTIMA GoPOS Software

Embedded software provides a complete POS solutions for business applications.



Accept Any Payment!

Upgrade with additional components such as a Magcard reader, NFC card reader and scanner. 3rd party payment integration is also supported.



Power-packed performance

APOS-03® is designed and tested to withstand the busiest checkouts! Packed with Qualcomm quad-core processor produceding with high performance and low consumption, ensuring a stable, efficient and safe system operation. All Optima APOS Series systems are also equipped with Ethernet, USB, R232 andCash Drawer Ports to readily support all your POS Accessories.



OSI GoPOS® Software

The **OPTIMA APOS Series** is embedded with our proprietary Android OS based Optima GoPOS® software offering smoother functionality to meet the needs of various business applications such as retail & convenience stores, restaurants and supermarkets.

Optima GoPOS® is frequently improved with software updates by adding new feature releases, functions, enhancements and performance improvements.



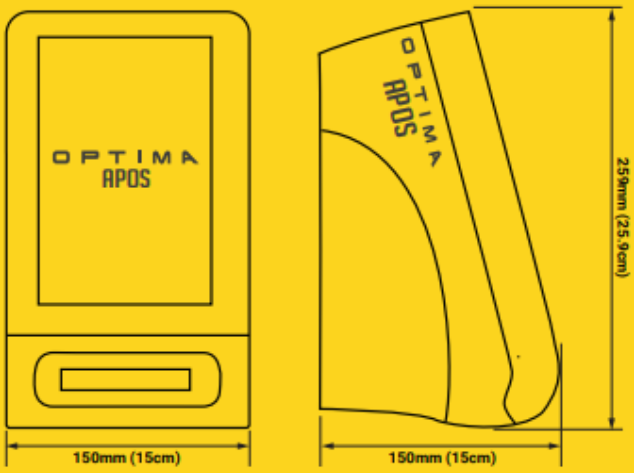
Optima GoPOS Features

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- **Unlimited** Departments
- **Unlimited** Tenders
- **Unlimited** Keyboards
- User friendly intuitivley designed interface
- Barcode scanning (compatible with all optima scanners)
- PC Software Included
- Back Office Integration Ready
- Transfer mobile compatible
- 3rd party payment integration support
- Customizable keyboard layouts
- Monthly Sales Reporting
- Custom reports supported

Specifications

Model name		APOS-03
Processor		Dual-core
		Arm15 1GHz
SD RAM		1GB
Flash ROM		8GB (eMMC)
Power Supply		Autovolt 100-240VAC
Speaker		Support
OS compatibility		Android
Display	Operation display	8" TFT color LCD (800x1280)
	Customer display	2lines 32x 144 LCD/4 lines 65 x 132 LCD
	Touch Panel	Capacitive
I/O Port	Serial Port	2 external ; 1 inner for GPRS module
	LAN Port	10M/100M
	USB Port	4 x USB2.0; 1x mini USB(OTG)
	Cash drawer port	1x RJ11
	SD Card	1x SD Card
Printer	printer	3" thermal printer with auto-cutter
	print speed	150mm/s
Optional	RFID	mifare reader module
	MSR	3 tracks magnetic reader
	Wireless LAN	802.11 b/g/n (included)
	GPRS	850/900/1800/1900MHz
	WCDMA	850/900/2100MHz
	Battery	7.4V 3AH
Dimension	Dimension	259mm(L)× 150mm(W) × 150mm(H)
	Weight	2.2kg

Dimensions



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OPTIMA APOS SERIES

10" TOUCH SCREEN



APOS-04

A TRUE COMPLETE ALL-IN-ONE POS SOLUTION



Packed with everything you need.

Optima's ***APOS-04*** is integrated with everything you need to meet multiple commercial needs including a 10" Touch Screen, Printer, Customer, Display, WCDMA/LTE, Bluetooth, WIFI ,GPS and various size cash drawers.

Designed with simplicity & reliability

The modularized hardware design makes for easy maintenance and convenience with a loading mechanism that provides fast paper roll replacement procedure. Optional built-in 2.3Ah battery to continue operations in the event of power loss.



Bezel Free Design

Capacitive 10" touch screen with a smooth user experience making sales operation easy and quick. .

OPTIMA GoPOS

OPTIMA GoPOS Software

Embedded software provides a complete POS solutions for business applications.



Accept Any Payment!

Upgrade with additional components such as a Magcard reader, NFC card reader and scanner. 3rd party payment integration is also supported.



Power-packed performance

APOS Series® is designed and tested to withstand the busiest checkouts! Packed with Qualcomm quad-core processor produceding with high performance and low consumption, ensuring a stable, efficient and safe system operation. All Optima APOS Series systems are also equipped with Ethernet, USB, R232 and cash drawer ports to support all your POS Accessories.



OPTIMA GoPOS® Software

The **OPTIMA APOS Series** is embedded with our proprietary Android OS based Optima GoPOS® software offering smoother functionality to meet the needs of various business applications such as retail & convenience stores, restaurants and supermarkets.

Optima GoPOS® is frequently improved with software updates by adding new feature releases, functions, enhancements and performance improvements.



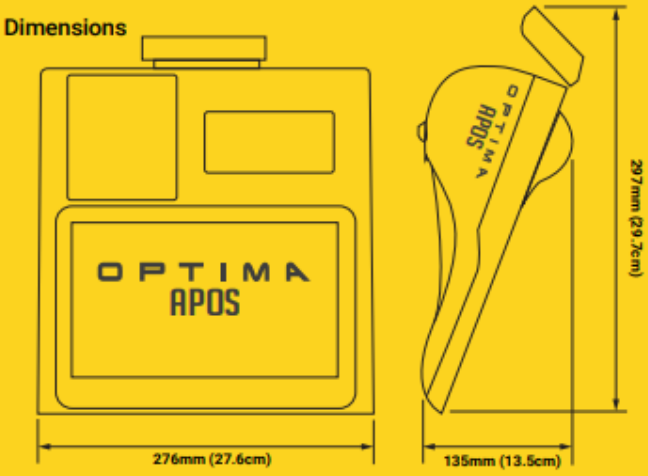
Optima GoPOS Features

- **Unlimited** Products
- **Unlimited** Departments
- **Unlimited** Tenders
- **Unlimited** Keyboards
- User friendly intuitivley designed interface
- Barcode scanning (compatible with all optima scanners)
- PC Software Included
- Back Office Integration Ready
- Transfer mobile compatible
- 3rd party payment integration support
- Customizable keyboard layouts
- Monthly Sales Reporting
- Custom reports supported

Specifications

Model name		APOS-04
Processor		Dual-core
		Arm15 1GHz
SD RAM		1GB
Flash ROM		8GB (eMMC)
Power Supply		Autovolt 100-240VAC
Speaker		Support
OS compatibility		Android
Display	Operation display	10" TFT color LCD (1280 x 800)
	Customer display	2 lines 32 x 144 LCD/4 lines 65 x 132 LCD
	Touch Panel	Capacitive
I/O Port	Serial Port	2 external ; 1 inner for GPRS module
	LAN Port	10M/100M
	USB Port	4 x USB2.0; 1x mini USB(OTG)
	Cash drawer port	1x RJ11
	SD Card	1x SD Card
Printer	printer	2" thermal printer with auto-cutter
	print speed	150mm/s
Optional	RFID	mifare reader module
	MSR	3 tracks magnetic reader
	Wireless LAN	802.11 b/g/n
	GPRS	850/900/1800/1900MHz
	WCDMA	850/900/2100MHz
	Battery	7.4V 3AH
Dimension	Dimension	297 x 276 x135mm
	Weight	1.5kg

Dimensions



OPTIMA SYSTEMS INC.
1415 Pembina Highway Street, Winnipeg, MB R3T 2C2, Canada Tel: (204) 488-2274
Fax: (204) 488-3923 Email: oli@optimasystems.ca
Website: http://www.optimasystems.ca

OPTIMA APOS SERIES

15.6" TOUCH SCREEN



APOS-05

A TRUE COMPLETE ALL-IN-ONE POS SOLUTION

Packed with everything you need.

Optima's ***APOS-05 Series®*** is integrated with everything to meet multiple commercial and hospitality needs including a 15.6" Touch Screen, 10.1" Customer display, Printer, Magnetic card, RFID card, WCDMA/LTE, Bluetooth, & WIFI. This complete system provides you with a smooth user experience ensuring your sales operations are quick and easy!

Designed with simplicity & reliability

The modularized hardware design makes for easy maintenance and convenience with a loading mechanism that provides fast paper roll replacement procedure.

OPTIMA GoPOS



OSI GoPOS Software

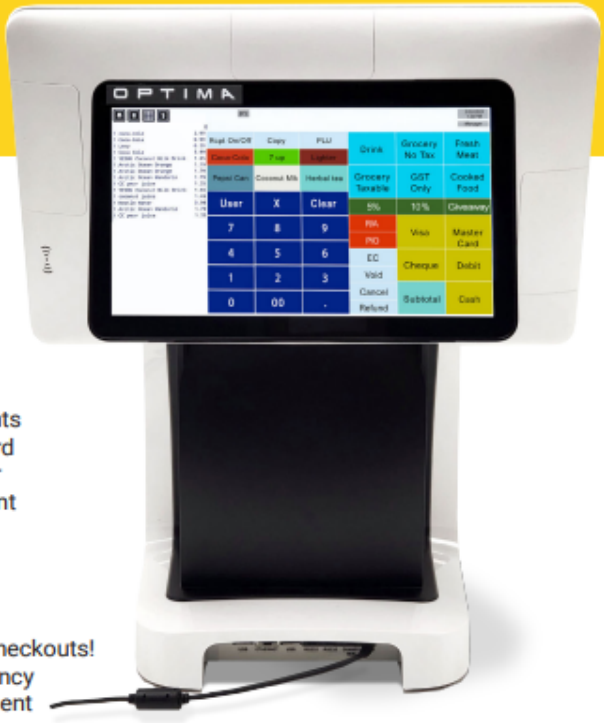
Embedded software provides complete POS solutions for business applications.

Supported Components

Upgrade with additional components such as a Magcard reader, NFC card reader and scanner, Kitchen Printer and Cash Drawer. 3rd party payment integration is also supported.

Power-packed performance

APOS-05 Series® is designed and tested to withstand the busiest checkouts! Equipped with Rockchip quad-core processor, its high energy efficiency and low power consumption characteristics ensure the stable, efficient and safe system operation of the product. All Optima APOS Series systems are also equipped with Ethernet, USB, R232 and Cash Drawer Ports to readily support all your POS Accessories.

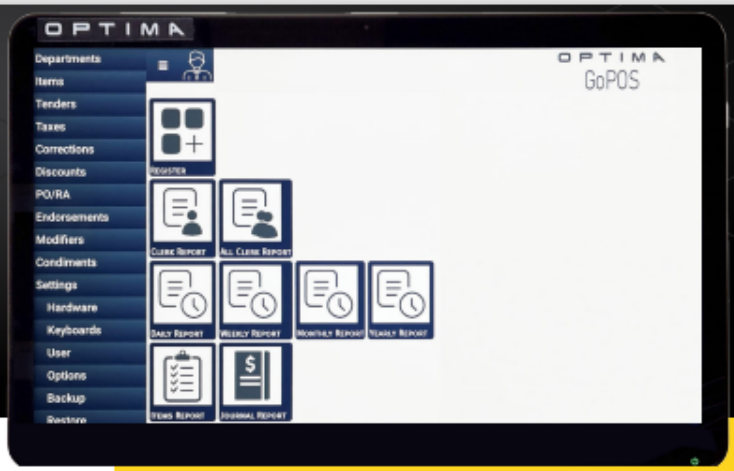


Back view
Showing 10.1" Customer Display
*Standard feature

EMBEDDED WITH

OPTIMA

GoPOS



OSI GoPOS® Software

The **OPTIMA APOS Series** is embedded with our proprietary Android OS based Optima GoPOS® software offering smoother functionality to meet the needs of various business applications such as retail & convenience stores, restaurants and supermarkets.

Optima GoPOS® is frequently improved with software updates by adding new feature releases, functions, enhancements and performance improvements.

Optima GoPOS Features

- **Unlimited Products**
- **Unlimited Departments**
- **Unlimited Tenders**
- **Unlimited Keyboards**
- **User friendly intuitivelydesigned interface**
- **Barcode scanning** *(compatible with all optima scanners)*
- **PC Software Included**
- **Back Office Integration Ready**
- **Transfer mobile compatible**
- **3rd party payment integration support**
- **Customizable keyboard layouts**
- **Monthly Sales Reporting**
- **Custom reports supported**

Specifications

Model		APOS-06
Host	Processor	Rockchip RK3288/RK3399, Dominant frequency 1.8GHz
	Operating system	Android8.1/Android7.1
	Storage	2GB+16GB
	Power supply	12V 5A
Ports	USB2.0	4
	Serial port	2
	Cash drawer	1
	Ethernet	1
Options	WIFI	IEEE 802.1 1b/g/n/d/e/h/i
	Bluetooth	V2.1 +EDR/BT v3.0/BT v3.0+HS/BT v4.2
	RFID	RFID reader module
	Magnetic card	1-2-3 track magnetic card reader
	Scanner	Support one-dimensional, two-dimensional scanning
	Fingerprint module	Support
	Face recognition	Support
Display	Display	15.6'(1920 x 1080p)
	Touch screen	Capacitive
	Customer display (optional)	15.6"(1366 x768) /10.1' (1024 x 600) Color
Printer	Thermal printer	2" without cutter (57mm x 50mm)
		3" with cutter (80mm x 80mm)
	Speed	150mm/s
Size	Dimension	373mm(L) x 241mm(W) x 498mm(H)

Dimensions



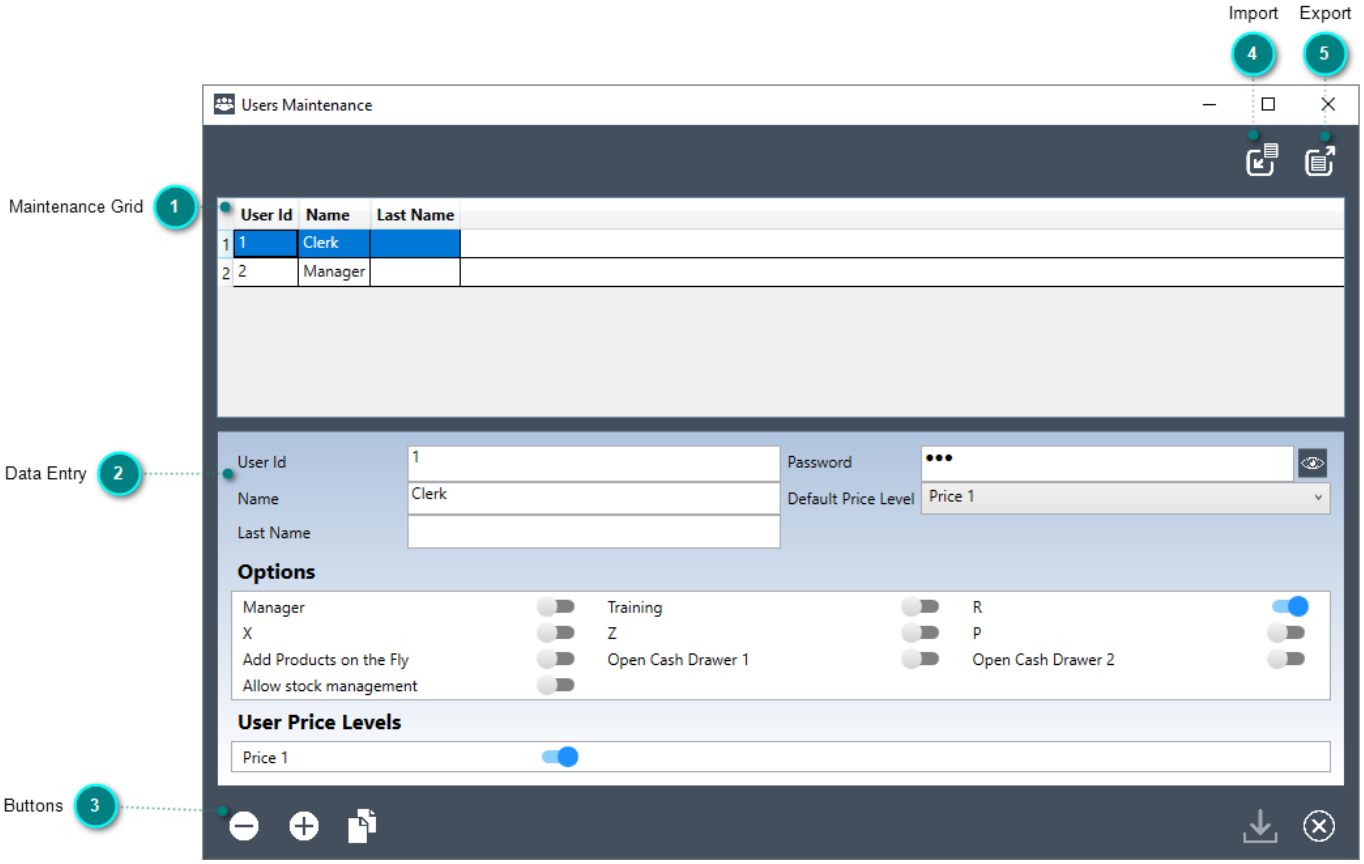
OPTIMA SYSTEMS INC.

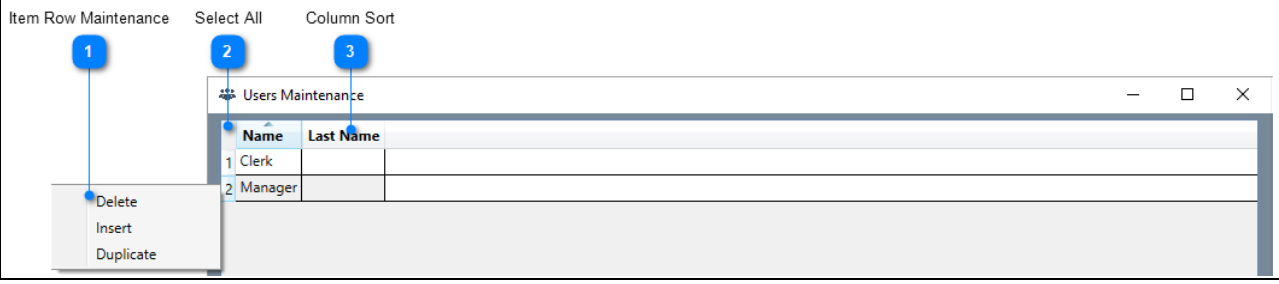
1415 Pembina Highway, Winnipeg, MB, Canada, R3T 2C2 Tel: (204) 488-2274 Fax: (204) 488-3923
Email: sales@optimasystems.ca Website: http://www.optimasystems.ca

User Maintenance

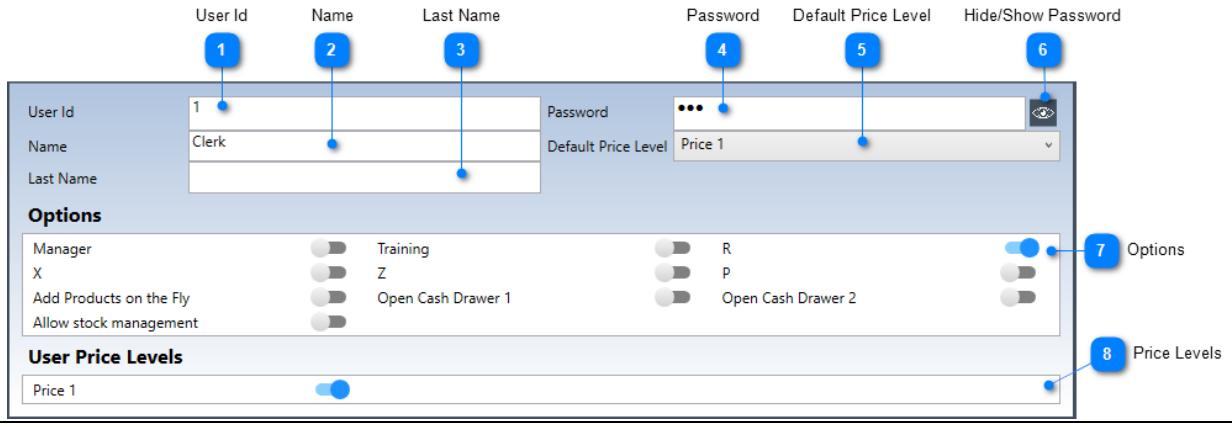
User Maintenance allows you to maintain a list of your staff and setup their access privileges.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined users. All fields are display-only and all modifications to a user must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area. 

1	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
2	**Select All** Clicking on the upper left corner of the grid will select all users. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected users.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected user. 

1	**User Id** Enter a unique integer value to identify the user. Required field. Duplicates not allowed. When modifying User Ids, a warning message will be displayed indicating that any references to the user will be lost when the changes are saved. On GoPOS, entering the Id and then pressing the USR key will allow quick user login. Entering 0 and then pressing the USR key will logout the current users.
2	**Name** Enter the user name or tittle. Required field. Max 25 characters.
3	**Last Name** Enter the user last name. Max 25 characters.
4	**Password** Enter the user password. Max 8 characters. If the Password is left blank, users will be allowed to login to GoPOS using the Change User screen (Press USR) or by using the quick user login function (Enter User Id and then press USR) without being forced to enter a password.

5	**Default Price Level** Select the price level the user will have access to, by default. All price levels that the user has access to, will be displayed.
6	**Hide/Show Password** Click on this button to hide/show the user password.
7	**Options** Select one or more of the following user options: Manager — Select this option if the user has managerial rights. Training — Training Mode. Transactions entered are not reflected in the cash registers daily totals. All transactions are simulated. R — Register Mode. Register access is granted. X — Report Mode. Report access is granted. Z — Clear Report Mode. Generation and clearing of reports is permitted. P — Program Mode. Point of sale hardware and setup changes are permitted directly on the APOS unit. Read-only access if this option is disabled. Granting P rights also allows the user to enable the Android Bars and access the Android System. Add Products on the Fly — Select this option to allow users to add items on the fly. On GoPOS if a user scans or enters an item that is not currently in the list of defined products, the user will be given the opportunity to enter the item on the fly. A "Product not found" pop-up window will appear allowing the user to enter a product name, department and price. Pressing ADD will add the item to the Product table and allow the user to proceed with the sale. Pressing CANCEL will terminate the entry and will not add the item. Open Cash Drawer 1 — Will open Cash Drawer 1 if this option is enabled or the Tender Open Cash Drawer 1 option is enabled. Open Cash Drawer 2 — Will open Cash Drawer 2 if this option is enabled or the Tender Open Cash Drawer 2 option is enabled. Allow Stock Management — Select this option to allow users to make adjustments to Stock on GoPOS. Please note that Setting 96 - "Allow Stock Control on GoPOS" must be set to true to enable the Stock Control functionality on GoPOS.
8	**Price Levels** Select one or more of the price levels defined by the Price Level Quantity value entered in Setting 4 - "Price Level Quantity". If a user has access to multiple price levels, they may switch price levels when entering transactions. The current price level being used will be displayed on the GoPOS register upper display area. This price level will remain in effect until the clerk selects a different price level or changes user.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted users will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

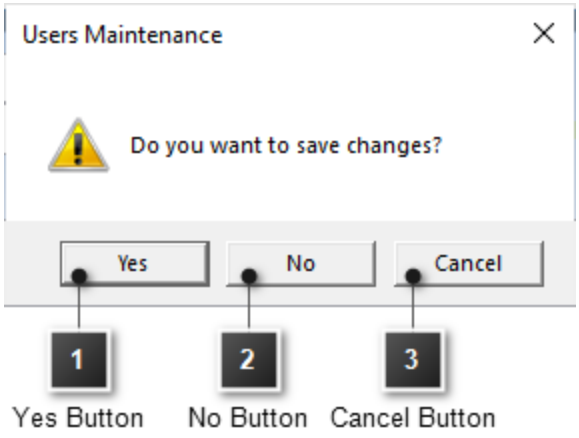
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

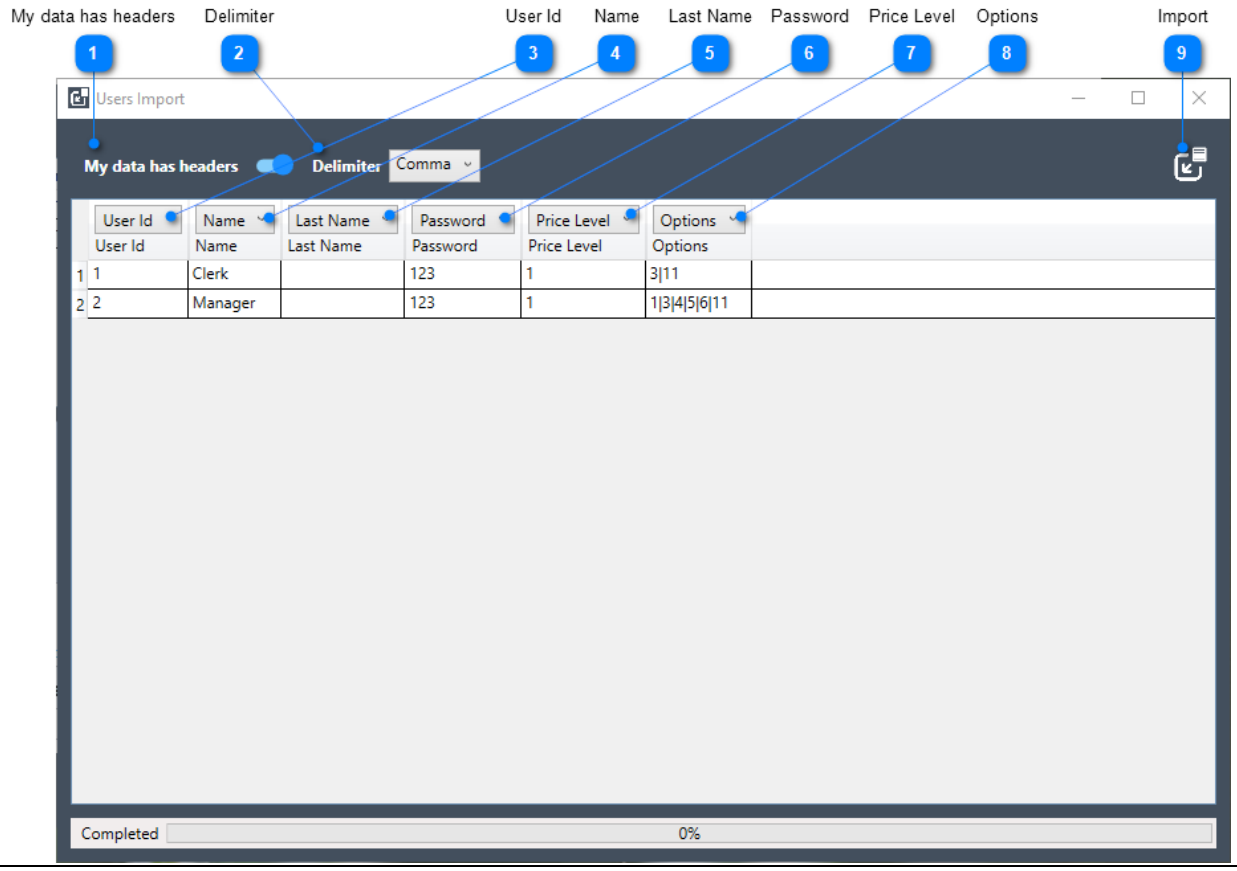
4 Import

Click on this button to import one or more users from an OSI User Export file (*.usr) or from a delimiter separated file (*.csv, *.txt). Using the Open dialogue window, select the file extension (*.usr, *.csv, *.txt) from the drop down list to the right of the File name and navigate to and select the file you wish to import.

If a valid OSI Users Export file (*.usr) was selected, clicking on the Open button will insert the user records contained in the export file into your database.

If a delimiter separated file (*.csv, *.txt) was selected, clicking on the Open button will allow you to map the data contained in the file to valid user columns.

Determine if your data contains headers and specify the delimiter used to separate each field. Map each of the data columns you wish to import. Define all columns in your data that you do not wish to import as "Do not import (Skip)" or alternatively, remove these columns in Microsoft Excel or similar application prior to the import. Click on the Import button to import the data contained in the file into your database.



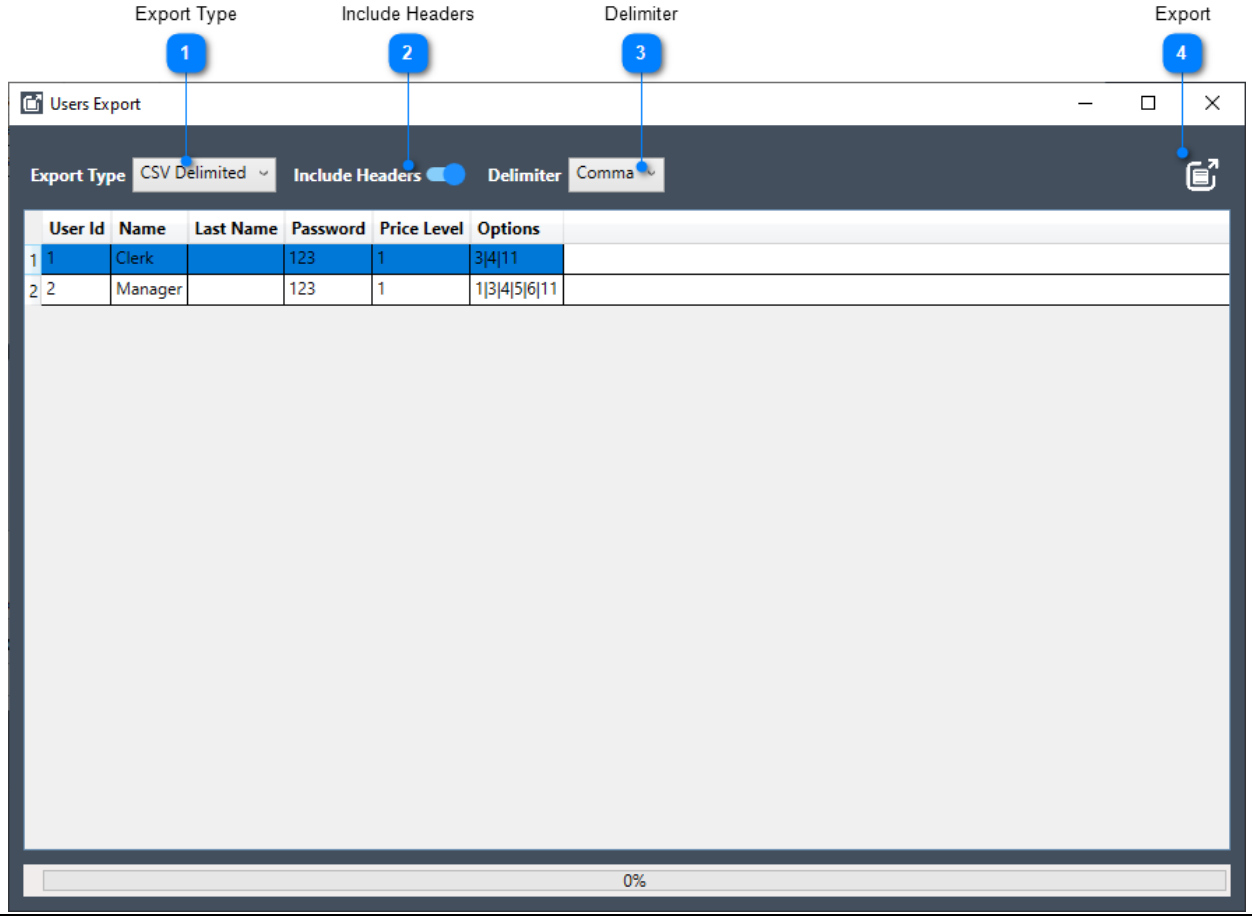
1	**My data has headers** Enable this option if your data contains data headers for each column. If the file does not contains data headers, a generic "Column X" will be displayed as the column headers. Please note that changing this option will force you to redefine the mapping of all data columns.
2	**Delimiter** Select one of the predefined delimiter values from the drop down list. The application will parse out the fields contained in the file and attempt to display the data using the specified delimiter. Please note that changing this option will force you to redefine the mapping of all data columns.

3	**User Id** Mapping a data column to the User Id will verify the data to ensure that all fields are valid numeric integers without any duplicates. If the User Id column has been mapped, any records in the database matching the specified User Id will be updated. If no match is found in the database, the User Id and associated data will be inserted as a new record in the database. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
4	**Name** Mapping a data column to the Name is required and will verify that all fields are valid, non blank, text values. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. The Import button will remain disabled until a Name field has been mapped and all data columns have been defined.
5	**Last Name** Mapping a data column to the Last Name will verify that all fields are valid text values. Blanks are allowed. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
6	**Password** Mapping a data column to the Password will verify that all fields are valid text values. Blanks are allowed. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 8 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
7	**Price Level** Mapping a data column to the Price Level will verify the data to ensure that all fields are valid numeric integers from 1 to 10. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

8	**Options** Mapping a data column to Options will verify the data to ensure that all fields are valid pipe "|" delimited Integer values corresponding to individual user options. 1 Manager 2 Training 3 R 4 X 5 Z 6 P 7 Add Products on the Fly 8 Open Cash Drawer 1 9 Open Cash Drawer 2 10 Allow Stock Management 11 Price Level 1 12 Price Level 2 13 Price Level 3 14 Price Level 4 15 Price Level 5 16 Price Level 6 17 Price Level 7 18 Price Level 8 19 Price Level 9 20 Price Level 10 All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
9	**Import** Once a Name field and all data columns have been mapped or set to Skip, the Import button will be enabled. Clicking on this button will update or insert all valid records into the database. All data errors will be displayed identifying the row, column, value and error message.

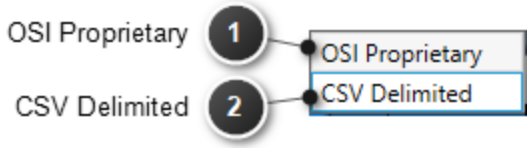
5 Export

Click on this button to open the Export window which will allow you to export the user list to an OSI proprietary export file (*.usr) or to a delimiter separated file (*.csv).



1 Export Type

Select one of the following export types:



1 OSI Proprietary

Select the row or rows you wish to include in the export file. Click on the Export button to open the Export window which will allow you to export the selected users to an OSI proprietary export file (*.usr).

2 CSV Delimited

Select CSV Delimited to export all users to a delimiter separated file (*.csv). Determine if you want to include column headers and choose one of the supported delimiters. Click on the Export button to open the Export window which will allow you to export all users to a delimiter separated file (*.csv).

2 Include Headers

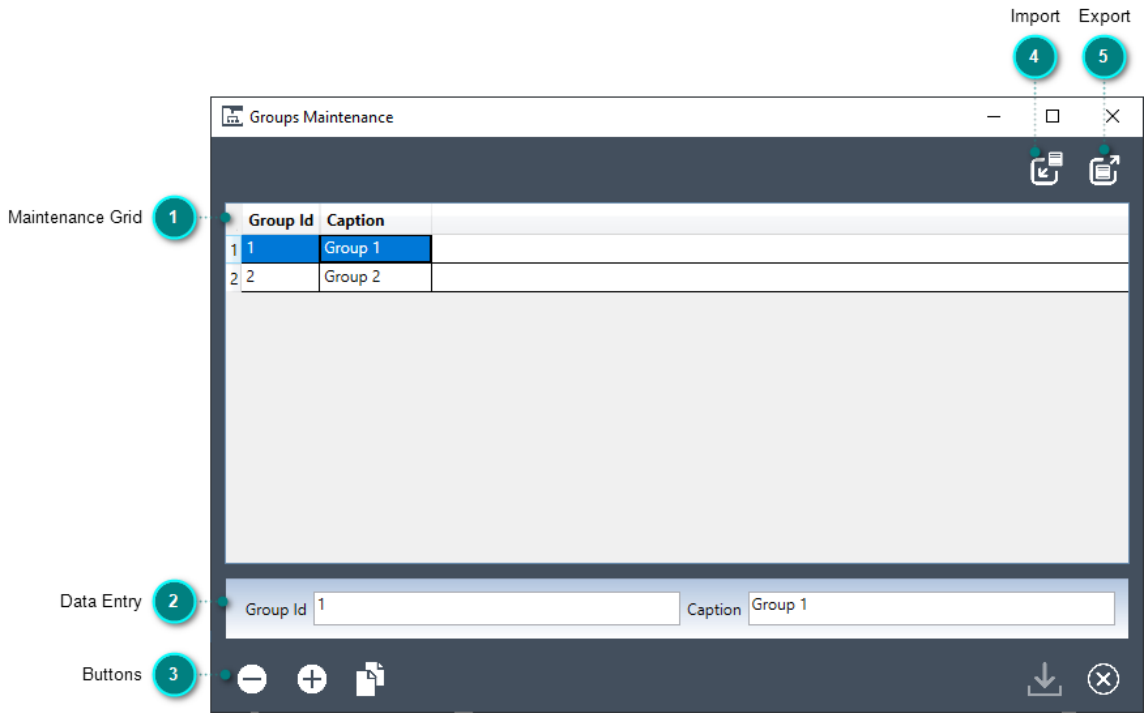
Select this option if you want to include column names in your csv export file.

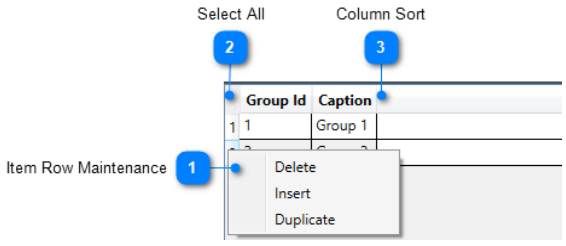
3	**Delimiter** Select one of the supported delimiters to be used to separate each of the columns in your csv export file.
4	**Export** Click on this button to open the "Save As" dialogue window and export the selected users to an OSI proprietary export file (*.usr) or all users to a delimiter separated file (*.csv). The name of the export file will be defaulted based on export type and selections made, but may be changed to a file name of your choice. Please note that the OSI proprietary format is meant to allow you to export elements from one PcProg program to another without the need to map your column data. If you want to view or edit the data contained in the export file, you must choose to export a delimiter separated file. To edit your *.csv file, it is best to open Microsoft Excel and use the Open dialogue to navigate to the export file and select Text Files (*.prn, *.txt, *.csv) in the drop down next to File name. This will open the Microsoft Text Import Wizard, which will allow you to tell Microsoft Excel what delimiter was used, whether your data has headers or not, and how to map the data format of each of the columns. Any changes made to the file within Excel should also be "Saved As" a csv file if you intend on re-importing these changes back into PcProg.

Groups Maintenance

Groups Maintenance allows you to maintain a list of groups which can then be linked to one or more Departments. Grouping Departments will allow you to generate reports where all sales under each Department may be grouped together.

The maintenance screen is divided into the following three sections:

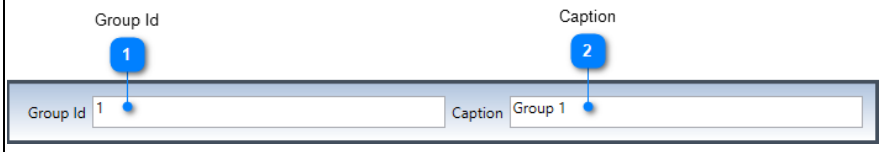


1	**Maintenance Grid** The grid area displays the currently defined group. All fields are display-only and all modifications to a group must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area. 

1	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.

2	**Select All**
	Clicking on the upper left corner of the grid will select all groups. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected groups.
3	**Column Sort**
	Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry**
	The data entry area dynamically displays the currently selected group.



1	**Group Id**
	Enter a unique integer value to identify the group. Required field. Duplicates not allowed. When modifying Group Ids, a warning message will be displayed indicating that any references to the group will be lost when the changes are saved.
2	**Caption**
	Enter the group name or tittle. Required field. Max 25 characters.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted groups will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

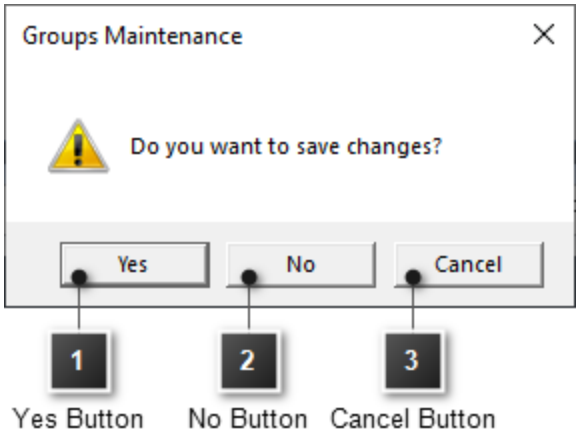
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

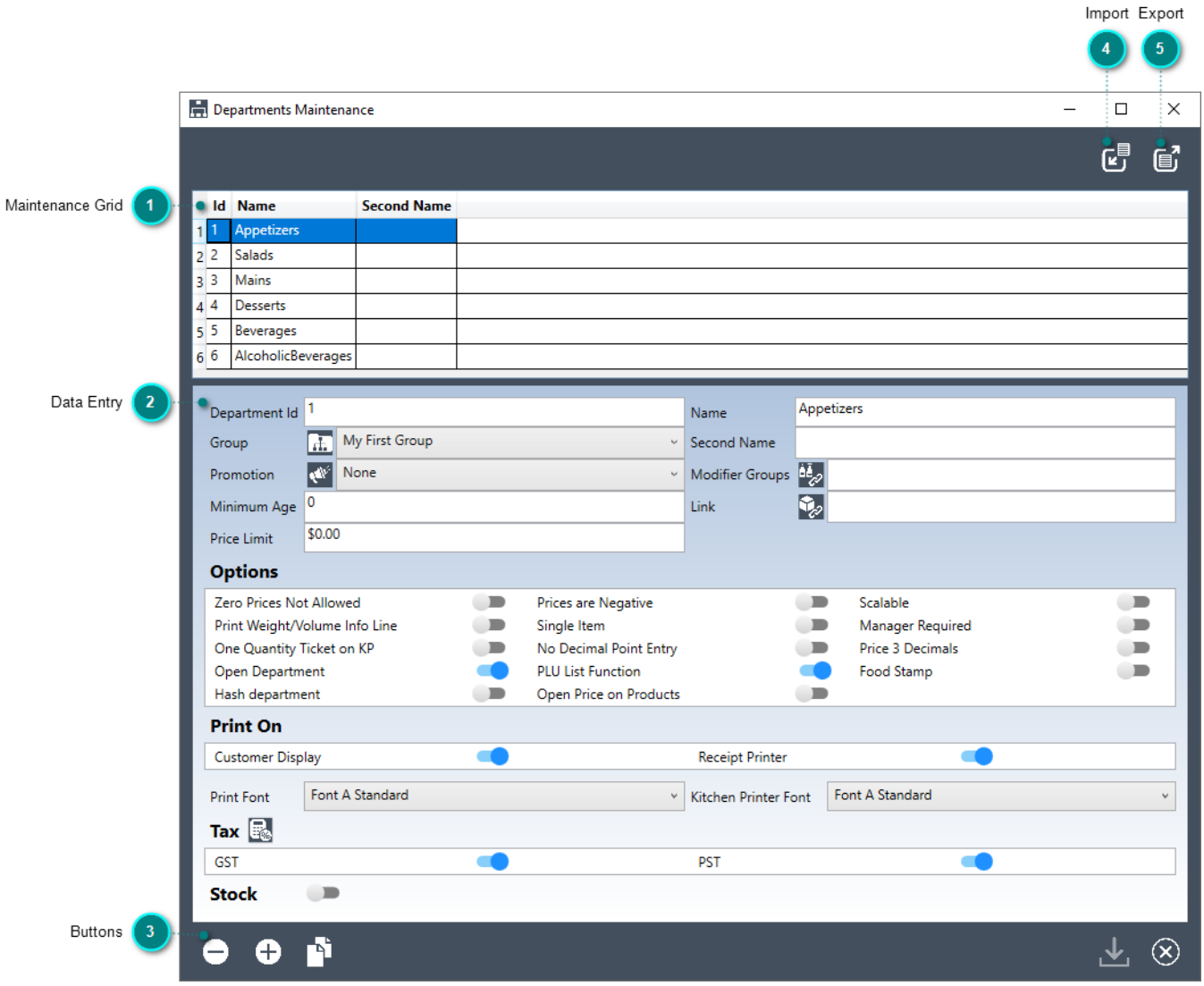
Click on Cancel to abort the close and return to the maintenance screen.

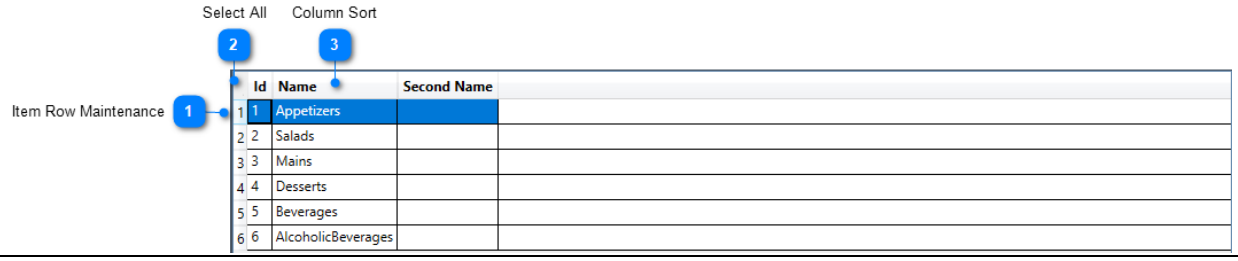
4	**Import**
	One or more groups exported from one program may be imported into the same or a different program. Each group saved during the export will be inserted as a new group into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Groups Export file (*.grp) has been selected, the system will attempt to import each group included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export**
	One or more groups from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected group(s) to an OSI proprietary export file (GroupExport.grp). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Departments Maintenance

Departments Maintenance allows you to setup your departments and specify the options of each department.

The maintenance screen is divided into the following three main sections:

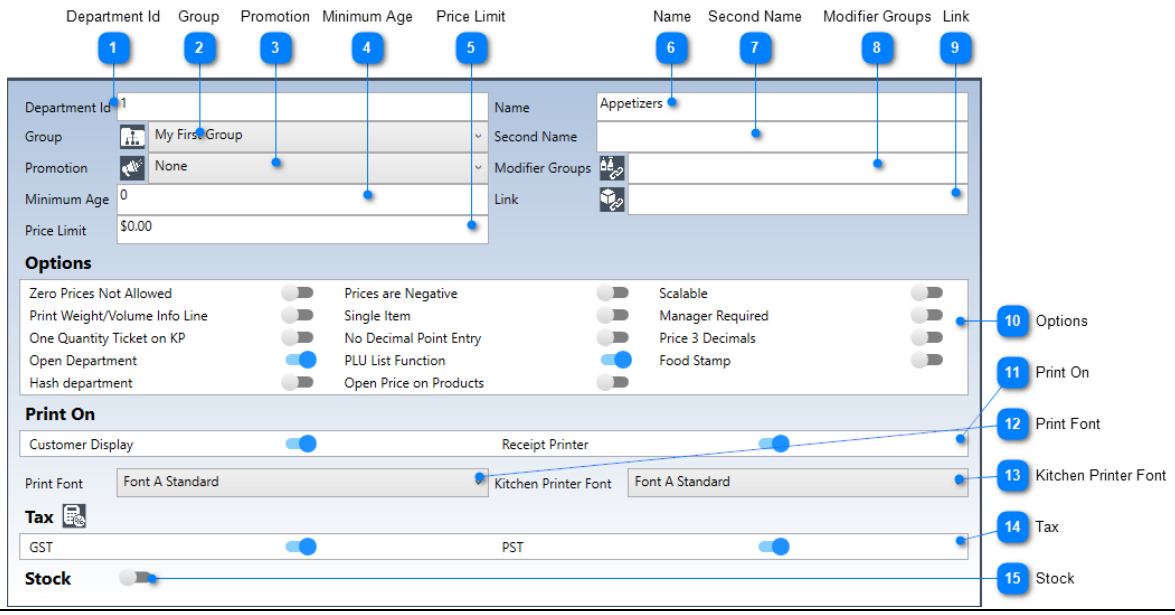


1	**Maintenance Grid** The grid area displays the currently defined departments. All fields are display-only and all modifications to a department must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area. 

1	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
2	**Select All** Clicking on the upper left corner of the grid will select all departments. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent row that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected departments.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2 Data Entry

The data entry area dynamically displays the currently selected department.



1 Department Id

Enter a unique integer value to identify the department. Required field. Duplicates not allowed. When modifying Department Ids, a warning message will be displayed indicating that any references to the department will be lost when the changes are saved.

2 Group

Select the group you wish to link to this department. Clicking on the Groups Maintenance button will give you quick access to the Groups Maintenance module. Linking one or more departments to a group will group transactions for the specified departments on the period reports created by GoPOS.

3 Promotion

Select one of the active (non-expired) promotions in the drop down list or "None" if you do not want to link a sales promotion to this department. Clicking on the Promotions Maintenance button will give you quick access to the Promotions Maintenance module. By default, all products will inherit sales promotions from their specified department. This can only be overridden at the product level if Setting 74 - "Individual Promotions for Products" has been enabled.

4 Minimum Age

Enter a minimum age or 0 (zero) if you do not want to link a minimum age restriction to this department. If a minimum age restriction has been entered, GoPOS will prompt the user to enter the date of birth of the customer. If the calculated age is less than the minimum age restriction, the sale will not be allowed. By default, all products will inherit the minimum age restriction from their specified department. This can only be overridden at the product level if Setting 1 - "Individual Options for Products" has been enabled.

5 Price Limit

Enter the maximum price allowed or 0 (zero) for no price limit.

A price limit of $0.00 will indicate that there is no maximum price on an open department sale for this department. Any price entered on GoPOS during an open department sale will be permitted.

A positive, non-zero price limit will ensure that the price entered on an open department sale is less than or equal to the price limit.

Please note that open department sales will only be permitted on GoPOS if the Open Department option has been enabled.

By default, all products will inherit the Price Limit from their specified department. This can only be overridden at the product level if Setting 1 - "Individual Options for Products" has been enabled.

6 Name

Enter the department name. Required field. Max 25 characters.

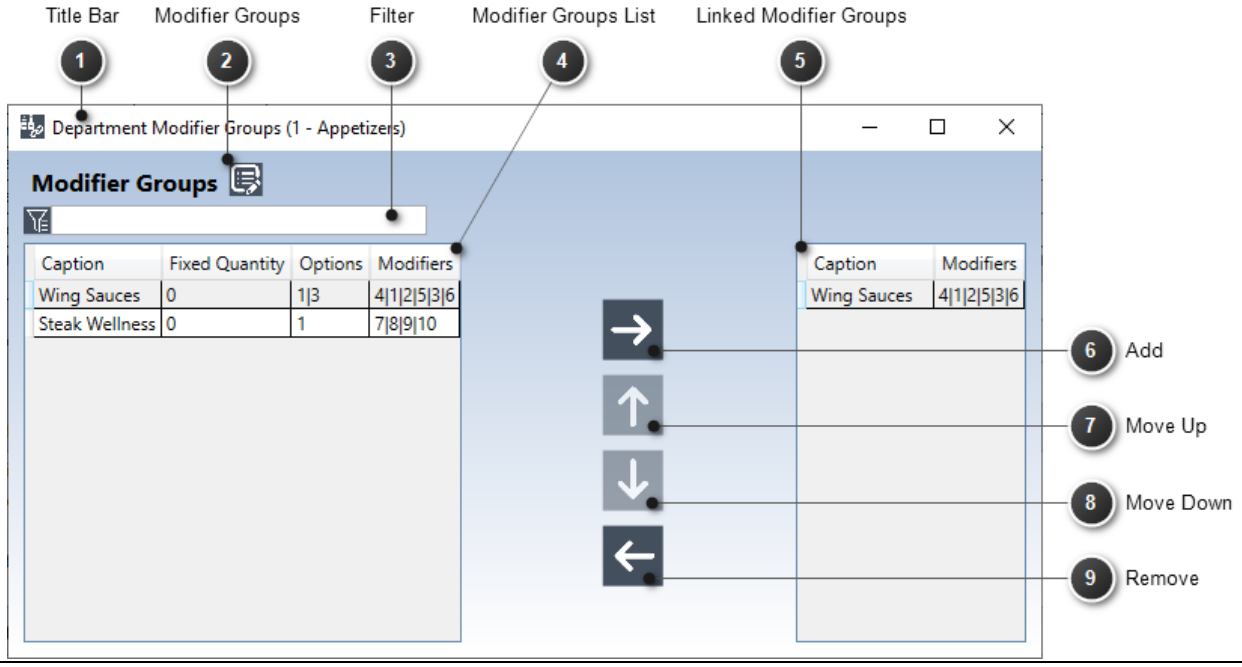
7 Second Name

Enter the department second name. Max 25 characters. This caption will be displayed on printers that have been defined to use second captions.

8 Modifier Groups

Hovering your cursor over the the list of modifier groups that the department is linked to will display the modifier group names. By default, all products will inherit modifier group options from their specified department. This can only be overridden at the product level if Setting 60 - "Individual Modifier Groups for Products" has been enabled.

Clicking on the Department Modifier Groups button will allow you to edit the list.



1 Title Bar

The Department Id and Name you are currently working with will be displayed in the title bar. All Modifier Groups defined in the linked modifier groups list will be added to the department when the window is closed.

2	**Modifier Groups** Clicking on the Modifier Groups button will give you quick access to the Modifier Group Maintenance module.
3	**Filter** Entering a search value will filter the list of modifier groups and only display modifier groups containing the entered text. If this field is blank, all modifier groups defined in the modifier Group maintenance screen will be displayed.
4	**Modifier Groups List** All defined Modifier Groups will be displayed. Double clicking on a row will add the Modifier Group to the list of Modifier groups linked to the selected department. You may also select a row and click on the Add button to add the Modifier Group to the list. Clicking on a column header will sort the rows either in ascending or descending order. A small arrow at the top of the column will point up for ascending or down for descending order. Resizing the column will also resize the corresponding column in the linked modifier groups list.
5	**Linked Modifier Groups** List of all modifier groups you wish to link to the current department. Double clicking on a row will remove the Modifier Group from the list of Modifier groups linked to the selected department. You may also select a row and click on the Remove button to remove the Modifier Group from the list. When inserting new modifier groups to the list, the modifier will be added after the currently selected row. You may move the currently selected row either up or down in the list by clicking on the Move Up and Move Down buttons. GoPOS will display and process each modifier group based on the order of the Modifier Groups defined in the list.
6	**Add** Clicking on the Add button will add the selected modifier group in the modifier groups list to the linked modifier groups list. The modifier group will be added after the currently selected modifier group in the modifier groups list or at the end of the list if there is no currently selected row.
7	**Move Up** Clicking on the Move Up button will move the selected modifier group in the linked modifier groups list up one position in the list. This button is disabled if the modifier group is already at the top of the list or if there is no selected row.
8	**Move Down** Clicking on the Move Down button will move the selected modifier group in the linked modifier groups list down one position in the list. This button is disabled if the modifier group is already at the bottom of the list or if there is no selected row.
9	**Remove** Clicking on the Remove button will remove the selected modifier group from the linked modifier groups list. You may also remove a modifier group from the list by double clicking on the row.

9	**Link** Hovering over the the list of PLU's that this department is linked to will display the product names. Clicking on the Product Links Maintenance button will give you quick access to the Product Links Maintenance module. By default, all products will inherit product links from their specified department. This can only be overridden at the product level if Setting 1 - "Individual Options for Products" has been enabled. On GoPOS, linked items are automatically included as part of the transaction when the parent item is sold.
10	**Options** Select one or more of the following department options. By default, all products will inherit options from their specified department. This can only be overridden at the product level if Setting 1 - "Individual Options for Products" has been enabled.

Zero Prices Not Allowed	Select this option if all product items must have a non-zero price to be sold. If this option is enabled, items may be defined with zero prices but will no longer be allowed to be sold. This applies to each price level. It the user attempts to sell the item on GoPOS a warning message indicating that "Zero prices are not allowed" will pop up and the item sale will not be allowed. To sell the item with this option enabled, you must choose a price level with a non-zero price or change the item price to a non-zero value. The user must also enter non-zero prices for open department sales.
Prices are Negative	All product item prices are entered as positive values but subtracted from the transaction total.This also applies to Open Department sales. For example, this option may be used to redeem gift cards, refund bottle deposits or pay out lottery winnings.
Scalable	Items sold in bulk or weight should be marked as scalable. The total price will be calculated based on the weight measured by the scale or entered by the clerk. A warning message will be displayed if no scale has been defined in hardware maintenance. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both. Tare weight may also be entered to define the tare of all products for the department. If defined, the total price will be calculated based on the weight measured by the scale or entered by the clerk minus the tare weight.
Print Weight/Volume Info Line	If chosen, the weight or volume of the item will be included in the pricing printed on the receipt. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both. The base weight and base volume measurements defined in the Setting options will be used. Setting 18 - "Base Weight Unit" and Setting 75 - "Base Volume Unit"
Single Item	Entering a single item product automatically begins and ends the transaction with the item entry. The first tender declared will be used.

Manager Required	Select this option if the user requires managerial rights. On GoPOS, any user without Managerial rights will get a "Manager Required" warning message and will not be allowed to make an open department sale, sell any items under the department or display the PLU list for the specified department. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.
One Quantity Ticket on KP	Select this option if you wish to print Account and Table transactions as one single ticket when printing to the Kitchen printer. If this option is disabled, all transactions for a single Account or Seat will be sent to the kitchen printer as separate tickets.
No Decimal Point Entry	If this option is enabled, department products can only be sold in whole units. When the option is disabled, decimal values are allowed and products may be sold in partial units. For example, when decimal point entry is allowed, the user may enter 1.5 x Item on GoPOS to sell one and a half of the item. The total price will be calculated as 1.5 times the unit price. If decimal point entry is not allowed, entering 1.5 x Item will display a warning message indicating that "Decimal point entry is not allowed".
Price 3 Decimals	Items sold by volume should be marked as Price 3 Decimals. Enabling this option will indicate that the products are measurable and a volume may be entered when entering transactions. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both. If this option is enabled, department product prices will be displayed with three decimal places. This setting will override Setting 6 - "Number of Decimal Digits".
Open Department	Select this option to enable open department sale. Users are allowed to enter a price followed by the department key without identifying the product sold. Please note that if the Manager Required option has been enabled, users without managerial rights will not be allowed to make open department sales.
PLU List Function	Select this option to display a pop up list of all products defined under the chosen department. The PLU list will be displayed when the department key is pressed on the GoPOS Register. Users can then scroll through the list to select and add an item to the current transaction by pressing on the item. Please note that if the Manager Required option has been enabled, users without managerial rights will not be allowed to display the department PLU list. Pressing on CLEAR in the Fixed Functions & Numeric Keypad or on the Keyboard Key in the Menu Icons on the GoPOS Register will clear the list from view. The height of the PLU List may be customized by changing the option in Setting 70 - Pop-up List Item Height.
Food Stamp	Select this option to allow department sales to be tendered using food stamps.
Hash department	If enabled, open department sales will not be included in total sales and will not affect revenue.

Open Price on Products	Select this option to enable open product sales. Users are allowed to enter a price before selecting the product to "override" the price without having to hit the "Price Override" function. If this option is disabled, entering an amount before pressing on the product will treat the amount as a multiplier. When this option is enabled, you must enter the amount and press on the multiplier (X) symbol before pressing on the product to treat the amount as a multiplier.

11 Print On

All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected. By default, all products will inherit printer options from their specified department. This can only be overridden at the product level if Setting 2 - "Individual Print Options for Products" has been enabled.

12 Print Font

Select one of the supported printer fonts.

Font A Standard

Font A Double Width

Font A Double Height

Font A Double Width and Double Height

Font B Standard

Font B Double Width

Font B Double Height

Font B Double Width and Double Height

Font A Standard

Font A Double Width

Font A Double Height

Font A Double Width and Double Height

Font B Standard

Font B Double Width

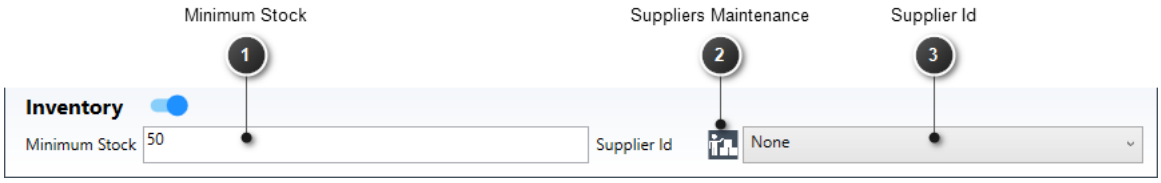
Font B Double Height

Font B Double Width and Double Height

13	**Kitchen Printer Font** Select one of the supported printer fonts to use when printing to the kitchen. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height** Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**
14	**Tax** All taxes defined in Tax Maintenance will be displayed. Select one or more of the applicable taxes for the chosen department. By default, all products will inherit tax options from their specified department. This can only be overridden at the product level if Setting 3 - "Individual Taxes for Products" has been enabled. Clicking on the Tax Maintenance button will give you quick access to the Tax Maintenance module.

15 Stock

Click on the Stock button to enable or disable inventory tracking for the products in this department. A data entry sub section will appear allowing you to further define the inventory stock settings. By default, all products will inherit the stock settings from their specified department. This can only be overridden at the product level if Setting 1 - "Individual Options for Products" has been enabled.



1 Minimum Stock

Enter the minimum stock count for the defined items under this department. Once the stock on hand is less than or equal to the defined minimum, the item will be included in the "Stock Minimum Quantities Report" and "Stock Min. Quantities by Supplier Report".

2 Suppliers Maintenance

Click on the Suppliers Maintenance icon to access the Suppliers Maintenance module.

3 Supplier Id

Click on the drop down list to select one of the defined suppliers.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted department or departments will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

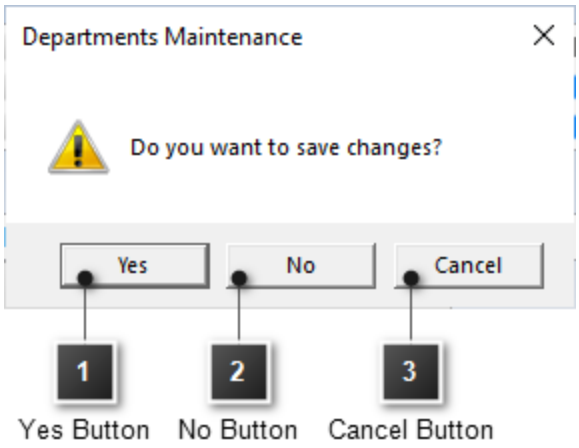
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

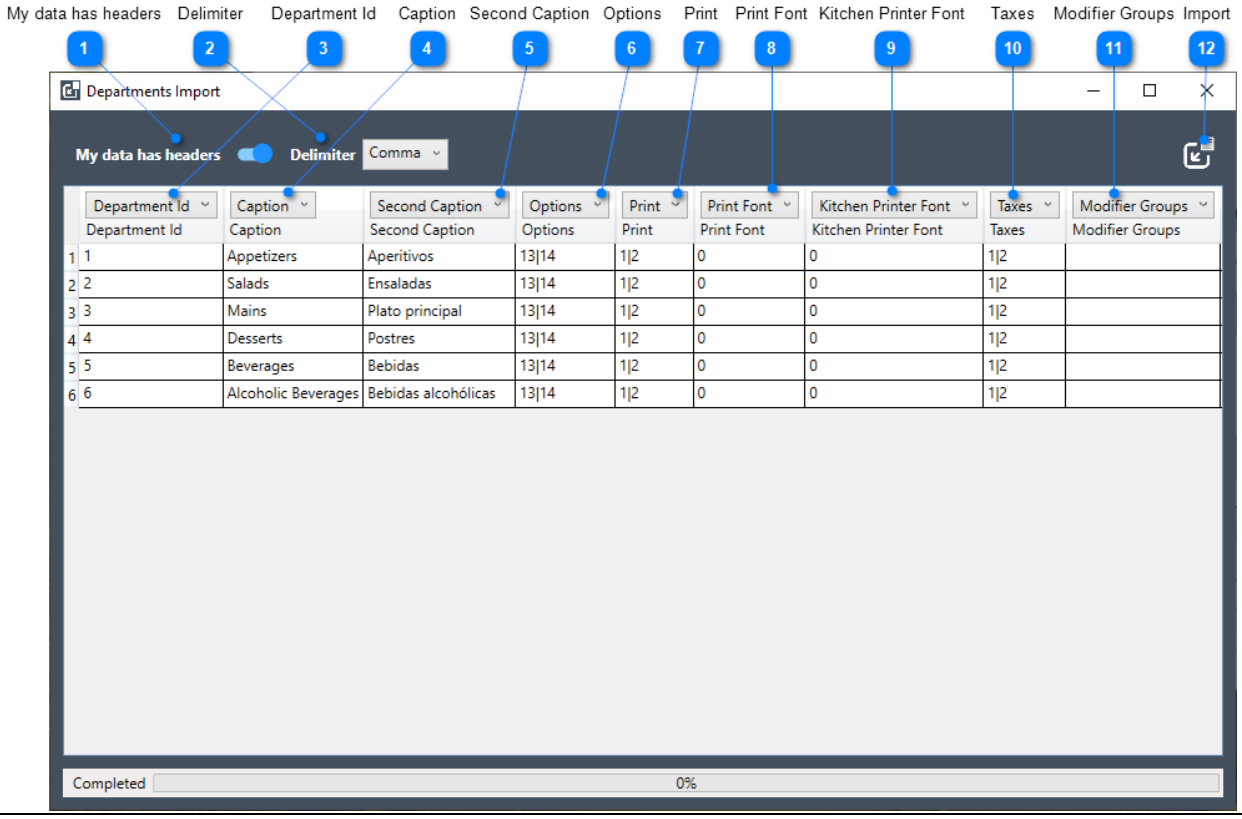
4 Import

Click on this button to import one or more departments from an OSI Departments Export file (*.dep) or from a delimiter separated file (*.csv, *.txt). Using the Open dialogue window, select the file extension (*.dep, *.csv, *.txt) from the drop down list to the right of the File name and navigate to and select the file you wish to import.

If a valid OSI Departments Export file (*.dep) was selected, clicking on the Open button will insert the department records contained in the export file into your database.

If a delimiter separated file (*.csv, *.txt) was selected, clicking on the Open button will allow you to map the data contained in the file to valid department columns.

Determine if your data contains headers and specify the delimiter used to separate each field. Map each of the data columns you wish to import. Define all columns in your data that you do not wish to import as "Do not import (Skip)" or alternatively, remove these columns in Microsoft Excel or similar application prior to the import. Click on the Import button to import the file into your database.



1 My data has headers

Enable this option if your data contains data headers for each column. If the file does not contains data headers, a generic "Column X" will be displayed as the column headers. Please note that changing this option will force you to redefine the mapping of all data columns.

2 Delimiter

Select one of the predefined delimiter values from the drop down list. The application will parse out the fields contained in the file and attempt to display the data using the specified delimiter. Please note that changing this option will force you to redefine the mapping of all data columns.

3	**Department Id** Mapping a data column to the Department Id will verify the data to ensure that all fields are valid numeric integers without any duplicates. If the Department Id column has been mapped, any records in the database matching the specified Department Id will be updated. If no match is found in the database, the Department Id and associated data will be inserted as a new record in the database. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
4	**Caption** Mapping a data column to the Caption is required and will verify that all fields are valid, non blank, text values. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. The Import button will remain disabled until a Caption field has been mapped and all data columns have been defined.
5	**Second Caption** Mapping a data column to the Second Caption will verify that all fields are valid text values. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
6	**Options** Mapping a data column to Options will verify the data to ensure that all fields are valid pipe "|" delimited integer values corresponding to individual department options. 1 Zero Prices Not Allowed 2 Prices Are Negative 4 Scalable 5 Print Weight Info Line 6 Single Item 7 Manager Required 10 No Decimal Point Entry 12 Price 3 Decimals 13 Open Department 14 PLU List Function 15 Food Stamp 16 Hash department All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
7	**Print** Mapping a data column to the Print will verify that all fields are valid pipe "|" delimited integer values corresponding to an existing printer or customer display in hardware maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

8

Print Font

Mapping a data column to the Print Font will verify the data to ensure that all fields are valid numeric integers from 0 to 7. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

0	Font A Standard
1	Font A Double Width
2	Font A Double Height
3	Font A Double Width and Double Height
4	Font B Standard
5	Font B Double Width
6	Font B Double Height
7	Font B Double Width and Height
8	Font A Standard
9	Font A Double Width
10	Font A Double Height
11	Font A Double Width and Double Height
12	Font B Standard
13	Font B Double Width
14	Font B Double Height
15	Font B Double Width and Height

9

Kitchen Printer Font

Mapping a data column to the Print Font will verify the data to ensure that all fields are valid numeric integers from 0 to 7. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

0	Font A Standard
1	Font A Double Width
2	Font A Double Height
3	Font A Double Width and Double Height
4	Font B Standard
5	Font B Double Width
6	Font B Double Height
7	Font B Double Width and Height
8	Font A Standard
9	Font A Double Width
10	Font A Double Height
11	Font A Double Width and Double Height
12	Font B Standard
13	Font B Double Width
14	Font B Double Height
15	Font B Double Width and Height

10

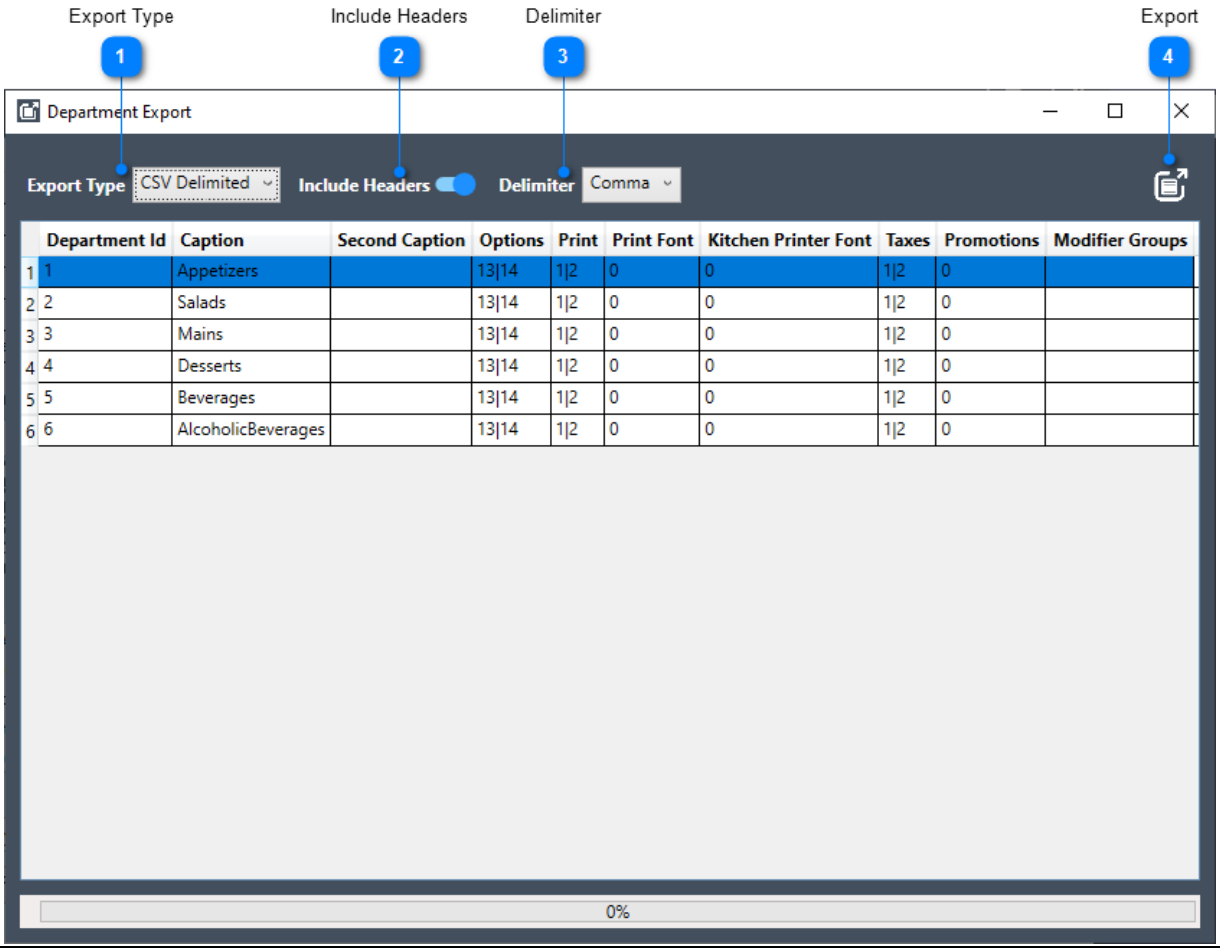
Taxes

Mapping a data column to the Taxes will verify that all fields are valid pipe "|" delimited integer values corresponding to an existing tax in tax maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

11	**Modifier Groups** Mapping a data column to the Modifier Groups will verify that all fields are valid pipe "|" delimited integer values corresponding to an existing modifier group in modifier group maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
12	**Import** Once a Caption field and all data columns have been mapped or set to Skip, the Import button will be enabled. Clicking on this button will update or insert all valid records into the database. All data errors will be displayed identifying the row, column, value and error message.

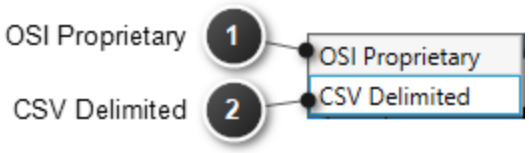
5 Export

Click on this button to open the Export window which will allow you to export the department list to an OSI proprietary export file (*.dep) or to a delimiter separated file (*.csv).



1 Export Type

Select one of the following export types:



1	**OSI Proprietary** Select the row or rows you wish to include in the export file. Click on the Export button to open the Export window which will allow you to export the selected departments to an OSI proprietary export file (*.dep).
2	**CSV Delimited** Select CSV Delimited to export all departments to a delimiter separated file (*.csv). Determine if you want to include column headers and choose one of the supported delimiters. Click on the Export button to open the Export window which will allow you to export all departments to a delimiter separated file (*.csv).

2	**Include Headers** Select this option if you want to include column names in your export file.
3	**Delimiter** Select one of the supported delimiters to be used to separate each of the columns in your csv export file.
4	**Export** Click on this button to open the "Save As" dialogue window and export the selected departments to an OSI proprietary export file (*.dep) or all departments to a delimiter separated file (*.csv). The name of the export file will be defaulted based on export type and selections made, but may be changed to a file name of your choice. Please note that the OSI proprietary format is meant to allow you to export elements from one PcProg program to another without the need to map your column data. If you want to view or edit the data contained in the export file, you must choose to export a delimiter separated file. To edit your *.csv file, it is best to open Microsoft Excel and use the Open dialogue to navigate to the export file and select Text Files (*.prn, *.txt, *.csv) in the drop down next to File name. This will open the Microsoft Text Import Wizard, which will allow you to tell Microsoft Excel what delimiter was used, whether your data has headers or not, and how to map the data format of each of the columns. Any changes made to the file within Excel should also be "Saved As" a csv file if you intend on re-importing these changes back into PcProg.

Products Maintenance

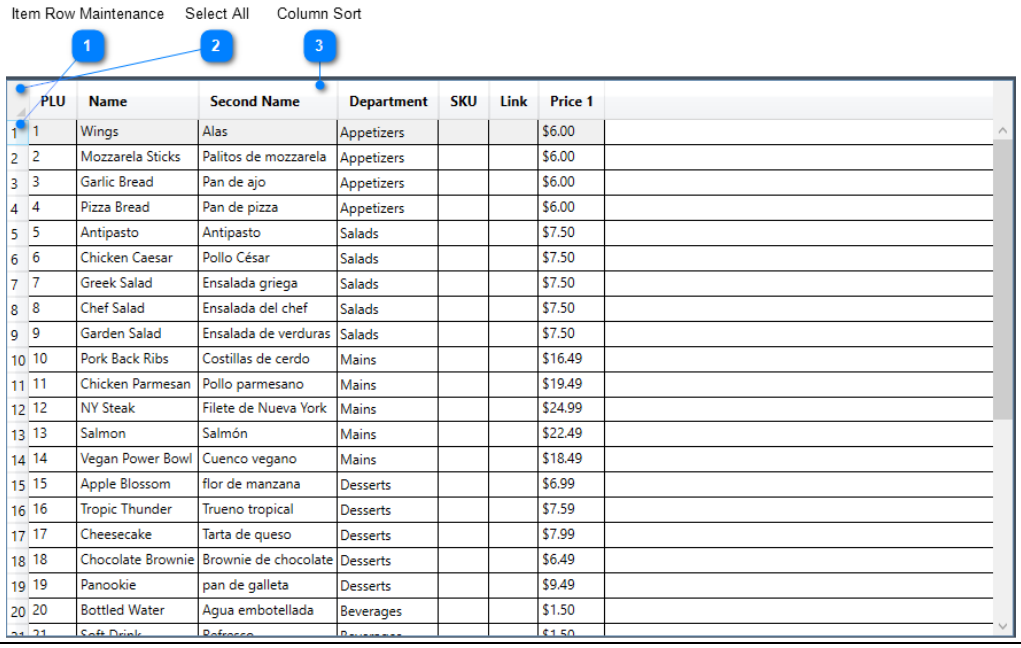
Products Maintenance allows you to setup and maintain a list of your products.



	PLU	Name	Second Name	Department	SKU	Link	Price 1
1	1	Wings		Appetizers			$6.00
2	2	Mozzarela Sticks		Appetizers			$6.00
3	3	Garlic Bread		Appetizers			$6.00
4	4	Pizza Bread		Appetizers			$6.00
5	5	Antipasto		Salads			$7.50
6	6	Chicken Caesar		Salads			$7.50
7	7	Greek Salad		Salads			$7.50
8	8	Chef Salad		Salads			$7.50
9	9	Garden Salad		Salads			$7.50
10	10	Pork Back Ribs		Mains			$16.49
11	11	Chicken Parmesan		Mains			$19.49
12	12	NY Steak		Mains			$24.99
13	13	Salmon		Mains			$22.49
14	14	Vegan Power Bowl		Mains			$18.49
15	15	Apple Blossom		Desserts			$6.99
16	16	Tropic Thunder		Desserts			$7.59
17	17	Cheesecake		Desserts			$7.99
18	18	Chocolate Brownie		Desserts			$6.49
19	19	Panookie		Desserts			$9.49

1 Maintenance Grid

The maintenance screen displays the currently defined product items in a grid format. Setting 4 - "Price Level Quantity" will determine the number of price levels displayed in the grid and on the Items Maintenance window. Modifications to displayed fields may be done directly in the grid area or by double clicking the item row and modifying the fields in the Items Maintenance screen. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. Changes to any of the columns within a row will only be registered once you change rows or hit the Enter key on your keyboard. All validation errors on the current row must be corrected before you are allowed to change rows. Validation errors will be highlighted in red and a small red exclamation mark will provide you with an explanation when you hover your mouse over the icon.



	PLU	Name	Second Name	Department	SKU	Link	Price 1
1	1	Wings	Alas	Appetizers			$6.00
2	2	Mozzarela Sticks	Palitos de mozzarela	Appetizers			$6.00
3	3	Garlic Bread	Pan de ajo	Appetizers			$6.00
4	4	Pizza Bread	Pan de pizza	Appetizers			$6.00
5	5	Antipasto	Antipasto	Salads			$7.50
6	6	Chicken Caesar	Pollo César	Salads			$7.50
7	7	Greek Salad	Ensalada griega	Salads			$7.50
8	8	Chef Salad	Ensalada del chef	Salads			$7.50
9	9	Garden Salad	Ensalada de verduras	Salads			$7.50
10	10	Pork Back Ribs	Costillas de cerdo	Mains			$16.49
11	11	Chicken Parmesan	Pollo parmesano	Mains			$19.49
12	12	NY Steak	Filete de Nueva York	Mains			$24.99
13	13	Salmon	Salmón	Mains			$22.49
14	14	Vegan Power Bowl	Cuenco vegano	Mains			$18.49
15	15	Apple Blossom	flor de manzana	Desserts			$6.99
16	16	Tropic Thunder	Trueno tropical	Desserts			$7.59
17	17	Cheesecake	Tarta de queso	Desserts			$7.99
18	18	Chocolate Brownie	Brownie de chocolate	Desserts			$6.49
19	19	Panookie	pan de galleta	Desserts			$9.49
20	20	Bottled Water	Agua embotellada	Beverages			$1.50
21	21	Soft Drink	Refresco	Beverages			$1.50

1 Item Row Maintenance

Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.

2 Select All

Clicking on the upper left corner of the grid will select all products. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent row that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. Pressing on the Delete button while in multi-select mode will delete all selected products.

3 Column Sort

Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted product or products will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row in the Items Maintenance Window. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

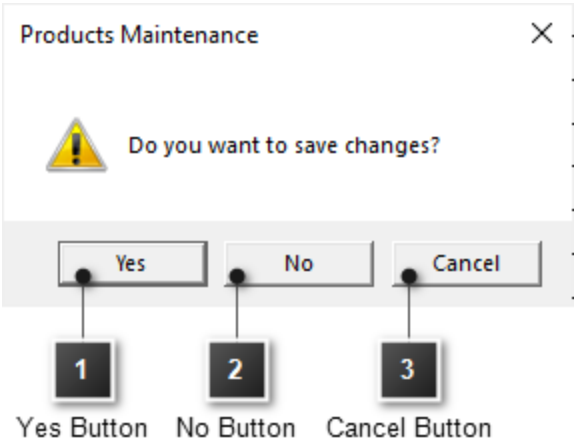
Click on this button to duplicate the currently selected row in the Items Maintenance Window. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

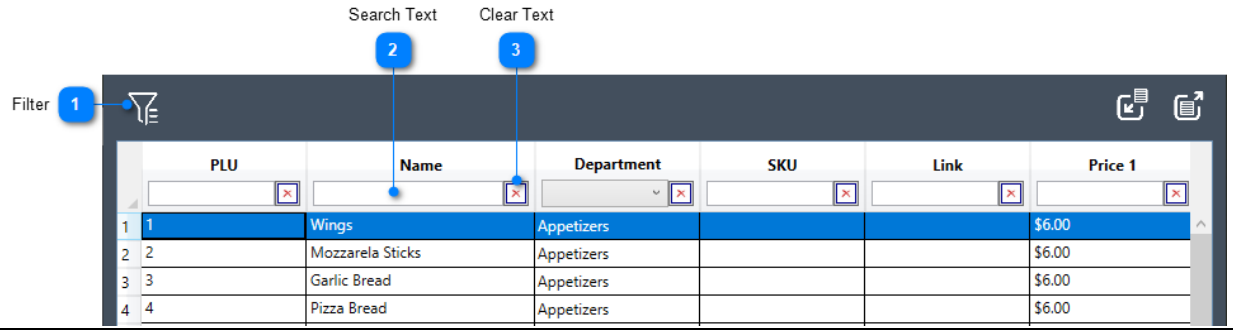
2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

3 Filter



1	**Filter** The Filter button allows you to show/hide the data grid column filters. Double clicking on the Filter button will clear the search text for all columns.
2	**Search Text** Enter the text you wish to search for or select one of the departments from the department drop down list. All products will be filtered as you type each character (case insensitive). SKUs may be found by typing the SKU or by connecting a barcode scanner to your laptop or PC. The cursor must be in the SKU search field prior to scanning the item. Prices must be entered as integer values only, without commas or decimals.
3	**Clear Text** Click on the button to clear the current search text. Double clicking on the Filter button will clear the search text for all columns.

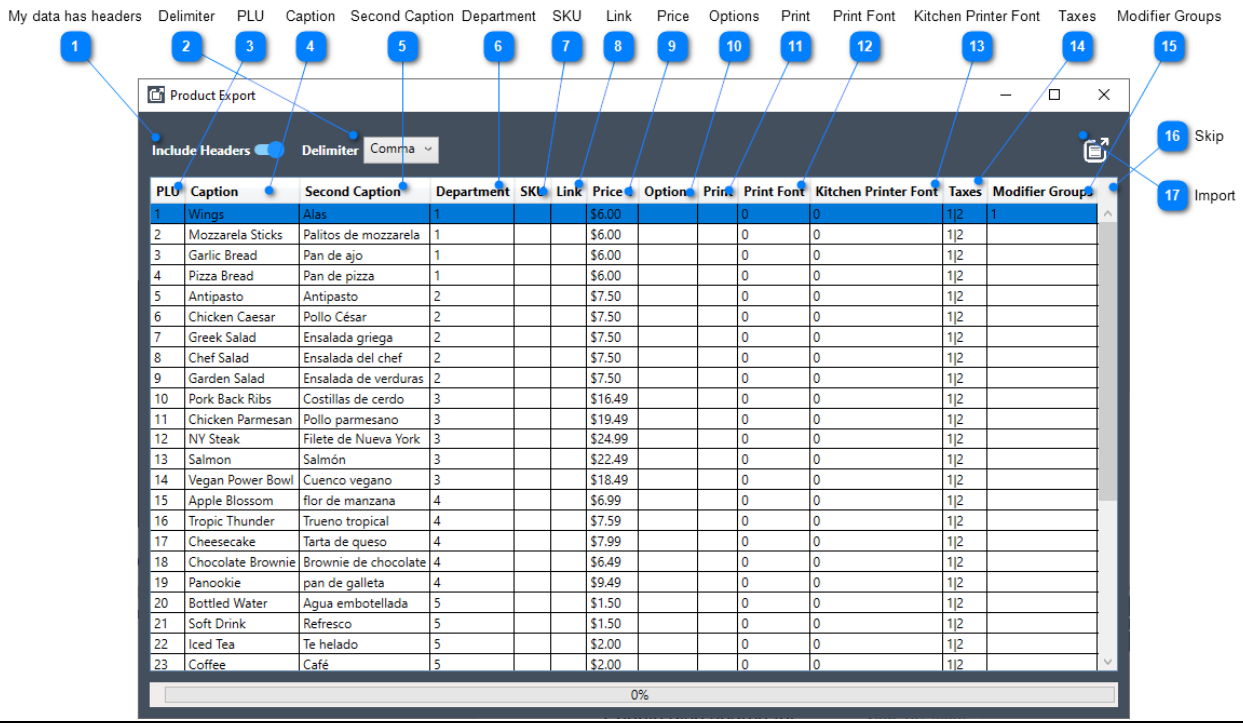
4 Import

Click on this button to import one or more products from an OSI Products Export file (*.prd) or from a delimiter separated file (*.csv, *.txt). Using the Open dialogue window, select the file extension (*.prd, *.csv, *.txt) from the drop down list to the right of the File name and navigate to and select the file you wish to import.

If a valid OSI Products Export file (*.prd) was selected, clicking on the Open button will insert the product records contained in the export file into your database.

If a delimiter separated file (*.csv, *.txt) was selected, clicking on the Open button will allow you to map the data contained in the file to valid product columns.

Determine if your data contains headers and specify the delimiter used to separate each field. Map each of the data columns you wish to import. Define all columns in your data that you do not wish to import as "Do not import (Skip)" or alternatively, remove these columns in Microsoft Excel or similar application prior to the import. Click on the Import button to import the file into your database.



PLU	Caption	Second Caption	Department	SKU	Link	Price	Options	Print	Print Font	Kitchen Printer Font	Taxes	Modifier Groups
1	Wings	Alas	1			$6.00			0	0	1|2	1
2	Mozzarela Sticks	Palitos de mozzarela	1			$6.00			0	0	1|2	
3	Garlic Bread	Pan de ajo	1			$6.00			0	0	1|2	
4	Pizza Bread	Pan de pizza	1			$6.00			0	0	1|2	
5	Antipasto	Antipasto	2			$7.50			0	0	1|2	
6	Chicken Caesar	Pollo César	2			$7.50			0	0	1|2	
7	Greek Salad	Ensalada griega	2			$7.50			0	0	1|2	
8	Chef Salad	Ensalada del chef	2			$7.50			0	0	1|2	
9	Garden Salad	Ensalada de verduras	2			$7.50			0	0	1|2	
10	Pork Back Ribs	Costillas de cerdo	3			$16.49			0	0	1|2	
11	Chicken Parmesan	Pollo parmesano	3			$19.49			0	0	1|2	
12	NY Steak	Filete de Nueva York	3			$24.99			0	0	1|2	
13	Salmon	Salmón	3			$22.49			0	0	1|2	
14	Vegan Power Bowl	Cuenco vegano	3			$18.49			0	0	1|2	
15	Apple Blossom	flor de manzana	4			$6.99			0	0	1|2	
16	Tropic Thunder	Trueno tropical	4			$7.59			0	0	1|2	
17	Cheesecake	Tarta de queso	4			$7.99			0	0	1|2	
18	Chocolate Brownie	Brownie de chocolate	4			$6.49			0	0	1|2	
19	Panookie	pan de galleta	4			$9.49			0	0	1|2	
20	Bottled Water	Agua embotellada	5			$1.50			0	0	1|2	
21	Soft Drink	Refresco	5			$1.50			0	0	1|2	
22	Iced Tea	Te helado	5			$2.00			0	0	1|2	
23	Coffee	Café	5			$2.00			0	0	1|2	

1 My data has headers

Enable this option if your data contains data headers for each column. If the file does not contains data headers, a generic "Column X" will be displayed as the column headers. Please note that changing this option will force you to redefine the mapping of all data columns.

2 Delimiter

Select one of the predefined delimiter values from the drop down list. The application will parse out the fields contained in the file and attempt to display the data using the specified delimiter. Please note that changing this option will force you to redefine the mapping of all data columns.

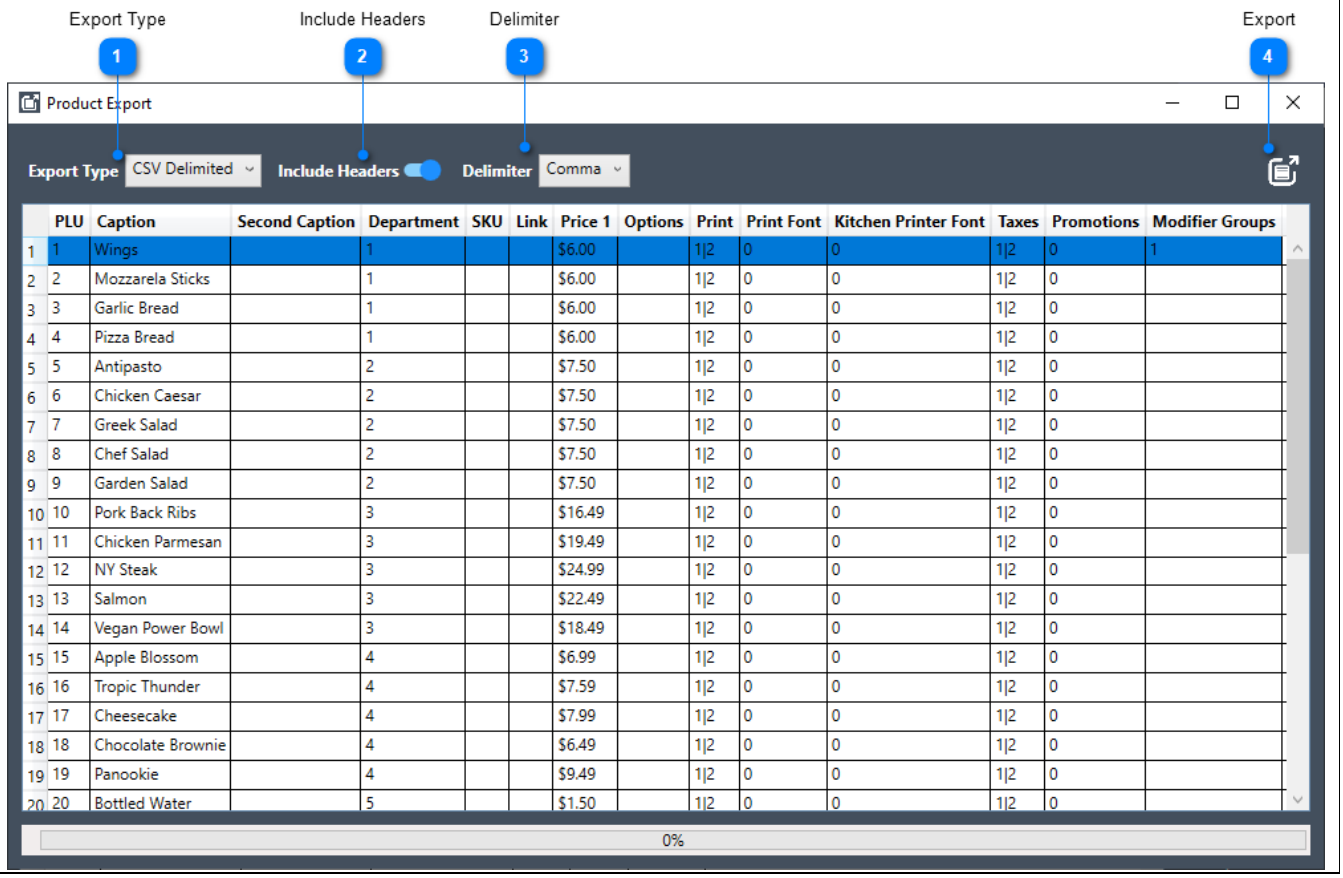
3	**PLU** Mapping a data column to the PLU will verify the data to ensure that all fields are valid numeric integers without any duplicates. If the PLU column has been mapped, any records in the database matching the specified PLU will be updated. If no match is found in the database, the PLU and associated data will be inserted as a new record in the database. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. Please note that mapping or not mapping the PLU will affect the behaviour of the validation of both the SKU and Link. If the PLU is to be mapped, it is important to do so before the SKU and Link to minimize errors.
4	**Caption** Mapping a data column to the Caption is required and will verify that all fields are valid, non blank, text values. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. The Import button will remain disabled until a Caption field has been mapped and all data columns have been defined.
5	**Second Caption** Mapping a data column to the Second Caption will verify that all fields are valid, non blank, text values. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
6	**Department** Mapping a data column to the Department will verify the data to ensure that all fields are a valid numeric integers that match a Department Id within the database. If a matching Department Id is not found in the database, the reference must be corrected or a new department must be created before importing. If the Department is not mapped, all newly inserted records will default to the primary Department Id in the database. You will not be allowed to import products without at least one department being defined in Department Maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
7	**SKU** Mapping a data column to the SKU will verify the data to ensure that all fields are valid numeric integers without any duplicates in the file as well as in the existing database. If the PLU column has been mapped, the SKU value will be checked to ensure that no other records in the database have the same SKU. The matching PLU record will be updated with the new SKU. If the PLU column has not been mapped the entire database will be checked to ensure that no other records have the same SKU. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
8	**Link** Mapping a data column to the Link will verify the data to ensure that all fields are valid numeric integers. If the PLU column has been mapped, the value will be checked to ensure that the value matches a PLU within the database or within the import file. If the PLU column has not been mapped, the value must match an existing PLU within the database. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

9	**Price** Mapping a data column to one of the Price levels will verify the data to ensure that all fields are valid currency values. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
10	**Options** Mapping a data column to Options will verify the data to ensure that all fields are valid pipe "|" delimited integer values corresponding to individual department options. 1 Zero Prices Not Allowed 2 Prices Are Negative 4 Scalable 5 Print Weight-Volume Info Line 6 Single Item 7 Manager Required 10 No Decimal Point Entry 12 Price 3 Decimals 15 Food Stamp 16 Hash department All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
11	**Print** Mapping a data column to the Print will verify that all fields are valid pipe "|" delimited integer values corresponding to an existing printer or customer display in hardware maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
12	**Print Font** Mapping a data column to the Print Font will verify the data to ensure that all fields are valid numeric integers from 0 to 7. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. 0 Font A Standard 1 Font A Double Width 2 Font A Double Height 3 Font A Double Width and Double Height 4 Font B Standard 5 Font B Double Width 6 Font B Double Height 7 Font B Double Width and Height 8 Font A Standard 9 Font A Double Width 10 Font A Double Height 11 Font A Double Width and Double Height 12 Font B Standard 13 Font B Double Width 14 Font B Double Height 15 Font B Double Width and Height

13	**Kitchen Printer Font** Mapping a data column to the Kitchen Print Font will verify the data to ensure that all fields are valid numeric integers from 0 to 7. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. 0 Font A Standard 1 Font A Double Width 2 Font A Double Height 3 Font A Double Width and Double Height 4 Font B Standard 5 Font B Double Width 6 Font B Double Height 7 Font B Double Width and Height 8 Font A Standard 9 Font A Double Width 10 Font A Double Height 11 Font A Double Width and Double Height 12 Font B Standard 13 Font B Double Width 14 Font B Double Height 15 Font B Double Width and Height
14	**Taxes** Mapping a data column to the Taxes will verify that all fields are valid pipe "|" delimited integer values corresponding to an existing tax in tax maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
15	**Modifier Groups** Mapping a data column to the Modifier Groups will verify that all fields are valid pipe "|" delimited integer values corresponding to an existing modifier group in modifier group maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
16	**Skip** Mapping a data column to Do not import (Skip) will ignore the data in the specified column. Please note that the Import button will remain disabled until all data columns have been mapped or set to skip.
17	**Import** Once a Caption field and all data columns have been mapped or set to Skip, the Import button will be enabled. Clicking on this button will update or insert all valid records into the database. All data errors will be displayed identifying the row, column, value and error message.

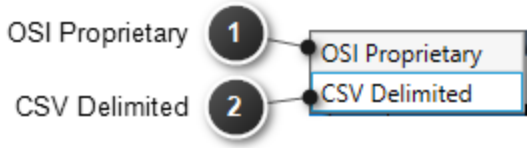
5 Export

Click on this button to open the Export window which will allow you to export the product list to an OSI proprietary export file (*.prd) or to a delimiter separated file (*.csv).



1 Export Type

Select one of the following export types:



1 OSI Proprietary

Select the row or rows you wish to include in the export file. Click on the Export button to open the Export window which will allow you to export the selected products to an OSI proprietary export file (*.prd).

2 CSV Delimited

Select CSV Delimited to export all products to a delimiter separated file (*.csv). Determine if you want to include column headers and choose one of the supported delimiters. Click on the Export button to open the Export window which will allow you to export all products to a delimiter separated file (*.csv).

2 Include Headers

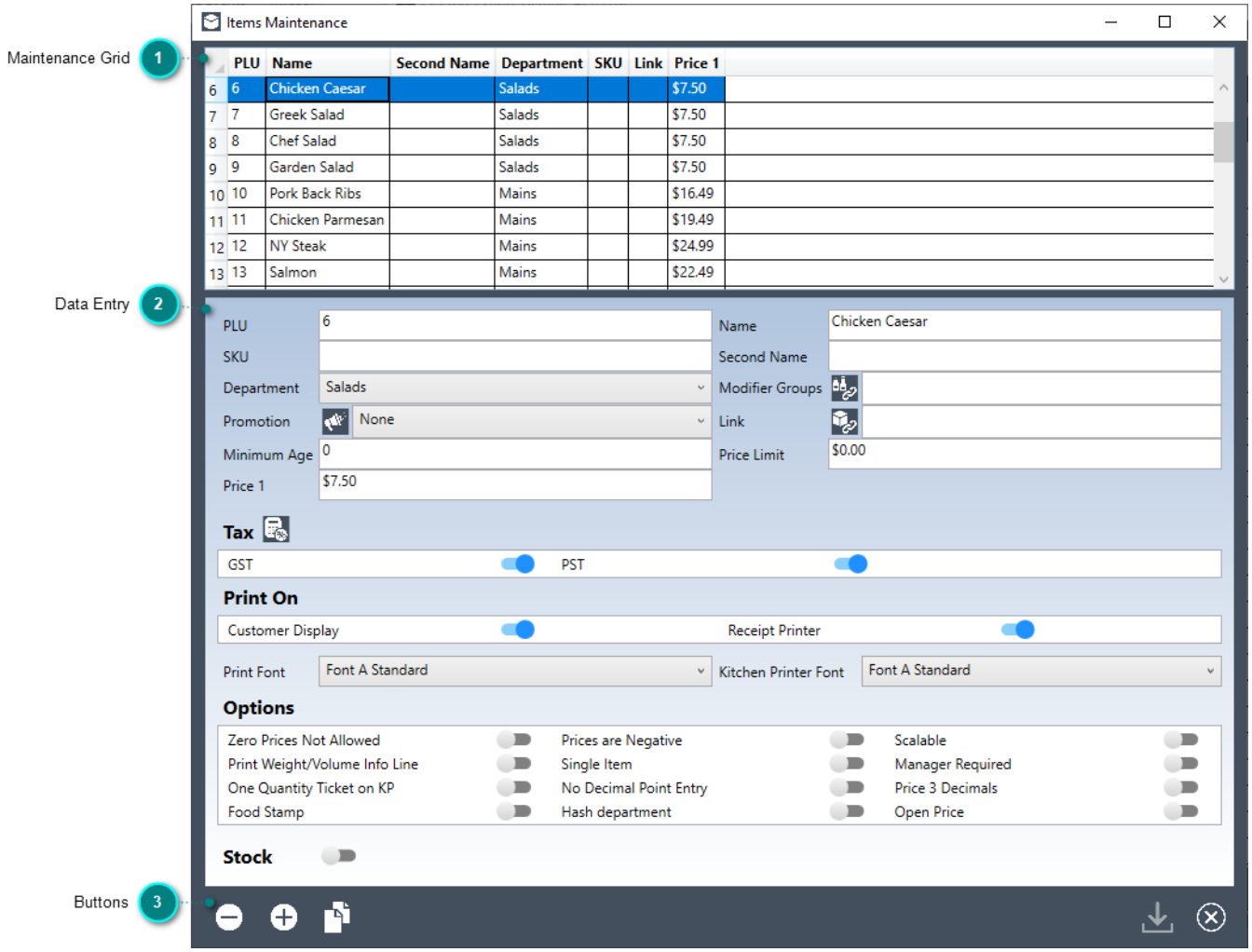
Select this option if you want to include column names in your export file.

3	**Delimiter** Select one of the supported delimiters to be used to separate each of the columns in your csv export file.
4	**Export** Click on this button to open the "Save As" dialogue window and export the selected products to an OSI proprietary export file (*.prd) or all products to a delimiter separated file (*.csv). The name of the export file will be defaulted based on export type and selections made, but may be changed to a file name of your choice. Please note that the OSI proprietary format is meant to allow you to export elements from one PcProg program to another without the need to map your column data. If you want to view or edit the data contained in the export file, you must choose to export a delimiter separated file. To edit your *.csv file, it is best to open Microsoft Excel and use the Open dialogue to navigate to the export file and select Text Files (*.prn, *.txt, *.csv) in the drop down next to File name. This will open the Microsoft Text Import Wizard, which will allow you to tell Microsoft Excel what delimiter was used, whether your data has headers or not, and how to map the data format of each of the columns. Please ensure that you map any product SKUs within Excel as text values otherwise Excel will format these large numbers as exponential values. Any changes made to the file within Excel should also be "Saved As" a csv file if you intend on re-importing these changes back into PcProg.

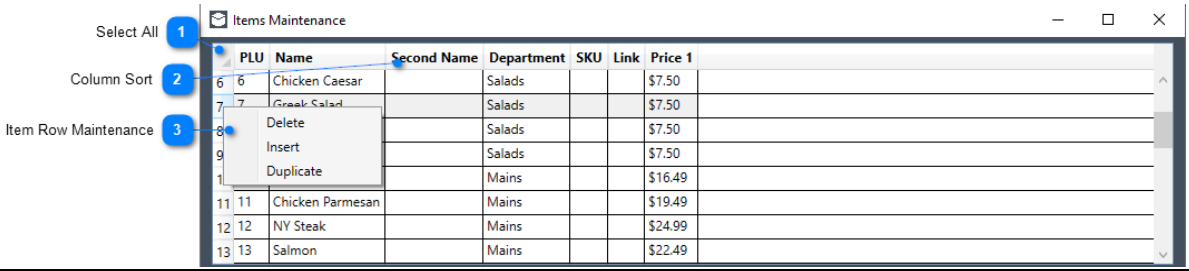
Items Maintenance

Items Maintenance allows you to insert, duplicate, modify and delete your product items.

The maintenance screen is divided into the following three sections:



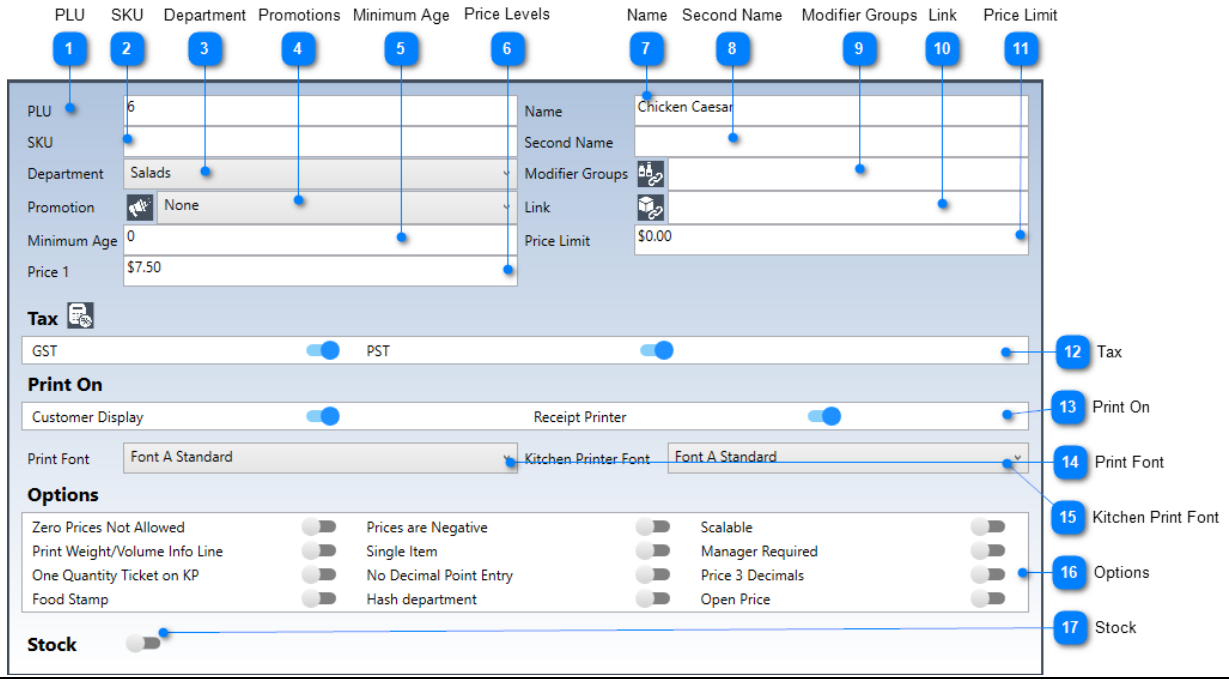
1	**Maintenance Grid** The grid area displays the currently defined products. All fields are display-only and all modifications to items must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section.



1	**Select All** Clicking on the upper left corner of the grid will select all products. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Multi select deletions are currently not allowed on the Items Maintenance screen but can be performed on the Products Maintenance screen.
2	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.
3	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.

2 Data Entry

The data entry area dynamically displays the currently selected item.



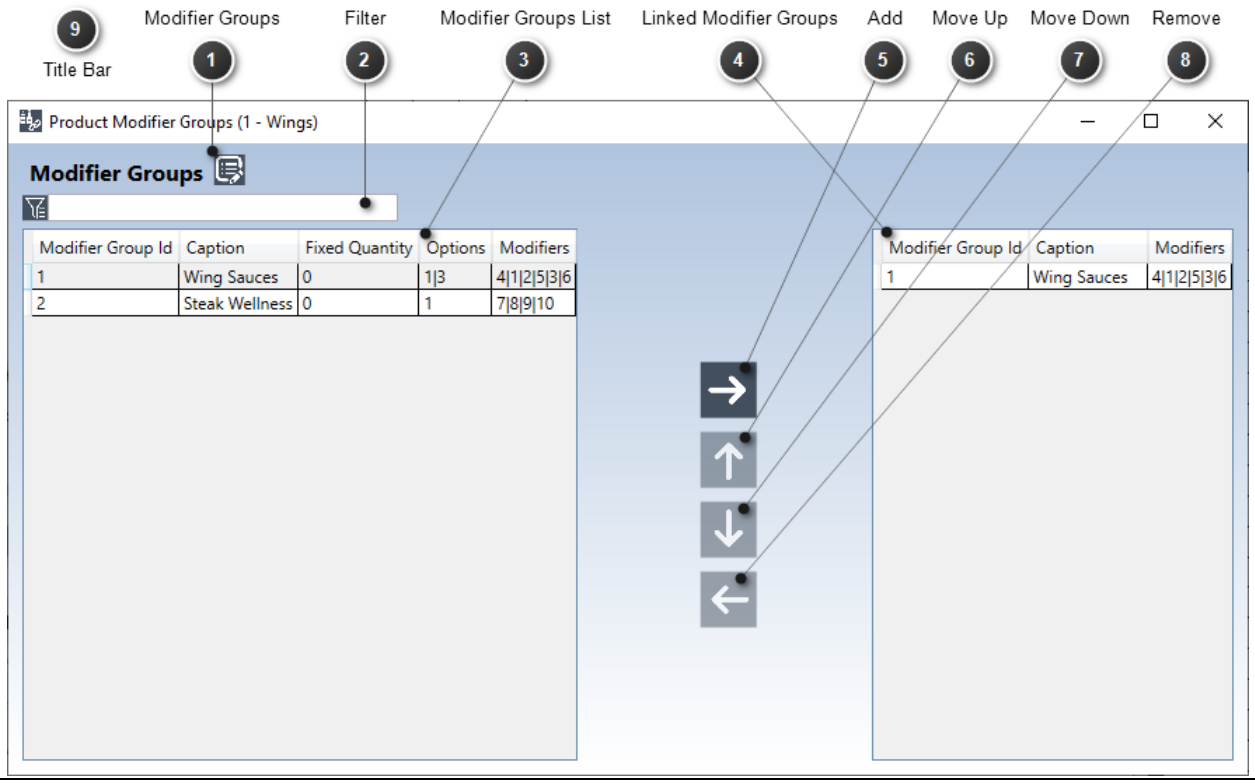
1	**PLU** Enter a valid unique integer number. Duplicates are not allowed. On Inserts and Duplicates, the next available PLU value will be displayed. All references to the product PLU must be removed before you are allowed to modify the value.
2	**SKU** Enter or scan the product SKU. Must be a unique integer value. No duplicates are allowed. By default the entered value will be left filled with zeros to a maximum of 14 characters. All references to the product SKU must be removed before you are allowed to modify the value.

3	**Department** Select a department from the list of defined departments. On Inserts, the primary department will be displayed. By default, all products will inherit the options and settings from their specified department.
4	**Promotions** By default, all products will inherit sales promotions from their specified department. This can only be overridden at the product level if Setting 74 - "Individual Promotions for Products" has been enabled. Select one of the active (non-expired) promotions in the drop down list or "None" if you do not want to link a sales promotion to this item. Clicking on the Promotions Maintenance button will give you quick access to the Promotions Maintenance module.
5	**Minimum Age** Enter a minimum age or 0 (zero) if you do not want to link a minimum age restriction to this product. If a minimum age restriction has been entered, GoPOS will prompt the user to enter the date of birth of the customer. If the calculated age is less than the minimum age restriction, the sale will not be allowed. By default, all products will inherit the minimum age restriction from their specified department. This can only be overridden at the product level if Setting 74 - "Individual Promotions for Products" has been enabled.
6	**Price Levels** Setting 4 - "Price Level Quantity" will determine the number of price levels displayed on the Items Maintenance window. Enter a price for each price level defined.
7	**Name** Enter the product item name. Required field. Max 25 characters.
8	**Second Name** Enter the product item second name. Max 25 characters. This caption will be displayed on printers that have been defined to use second captions.

9 Modifier Groups

By default, all products will inherit modifier groups from their specified department. This can only be overridden at the product level if Setting 60 - "Individual Modifier Groups for Products" has been enabled.

Hovering your cursor over the the list of modifier groups that the product is linked to will display the modifier group names. Clicking on the Product Modifier Groups button will allow you to edit the list.



9 Title Bar

The PLU and product name you are currently working with will be displayed in the title bar. All Modifier Groups defined in the linked modifier groups list will be added to the product when the window is closed.

1 Modifier Groups

Clicking on the Modifier Groups button will give you quick access to the Modifier Group Maintenance module.

2 Filter

Entering a search value will filter the list of modifier groups and only display modifier groups containing the entered text. If this field is blank, all modifier groups defined in the modifier Group maintenance screen will be displayed.

3	**Modifier Groups List** All defined Modifier Groups will be displayed. Double clicking on a row will add the Modifier Group to the list of Modifier groups linked to the selected product. You may also select a row and click on the Add button to add the Modifier Group to the list. Clicking on a column header will sort the rows either in ascending or descending order. A small arrow at the top of the column will point up for ascending or down for descending order. Resizing the column will also resize the corresponding column in the linked modifier groups list.
4	**Linked Modifier Groups** List of all modifier groups you wish to link to the current product. Double clicking on a row will remove the Modifier Group from the list of Modifier groups linked to the selected product. You may also select a row and click on the Remove button to remove the Modifier Group from the list. When inserting new modifier groups to the list, the modifier will be added after the currently selected row. You may move the currently selected row either up or down in the list by clicking on the Move Up and Move Down buttons. GoPOS will display and process each modifier group based on the order of the Modifier Groups defined in the list.
5	**Add** Clicking on the Add button will add the selected modifier group in the modifier groups list to the linked modifier groups list. The modifier group will be added after the currently selected modifier group in the modifier groups list or at the end of the list if there is no currently selected row.
6	**Move Up** Clicking on the Move Up button will move the selected modifier group in the linked modifier groups list up one position in the list. This button is disabled if the modifier group is already at the top of the list or if there is no selected row.
7	**Move Down** Clicking on the Move Down button will move the selected modifier group in the linked modifier groups list down one position in the list. This button is disabled if the modifier group is already at the bottom of the list or if there is no selected row.
8	**Remove** Clicking on the Remove button will remove the selected modifier group from the linked modifier groups list. You may also remove a modifier group from the list by double clicking on the row.

10	**Link** Hovering over the the list of PLU's that this product is linked to will display the product names. Clicking on the Product Links Maintenance button will give you quick access to the Product Links Maintenance module. By default, all products will inherit product links from their specified department. This can only be overridden at the product level if Setting 1 - "Individual Options for Products" has been enabled. On GoPOS, linked items are automatically included as part of the transaction when the item is sold.

11	**Price Limit** Enter the maximum price allowed or 0 (zero) for no price limit. A price limit of $0.00 will indicate that there is no maximum price on an open product sale. Any price entered on GoPOS during an open price sale will be permitted. A positive, non-zero price limit will ensure that the price entered on an open product sale is less than or equal to the price limit. The price limit will not affect regular sales, nor will it affect price overrides. The price entered for each product level, may be above or below the price limit. Please note that open product sales will only be permitted on GoPOS if the Open Price option has been enabled. By default, all products will inherit the Price Limit from their specified department. This can only be overridden at the product level if Setting 1 - "Individual Options for Products" has been enabled.
12	**Tax** By default, all products will inherit tax options from their specified department. This can only be overridden at the product level if Setting 3 - "Individual Taxes for Products" has been enabled. All taxes defined in Tax Maintenance will be displayed. Select one or more of the applicable taxes for the chosen product. Clicking on the Tax Maintenance button will give you quick access to the Tax Maintenance module.
13	**Print On** By default, all products will inherit printer options from their specified department. This can only be overridden at the product level if Setting 2 - "Individual Print Options for Products" has been enabled. All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.

14	**Print Font** Select one of the supported printer fonts. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height** Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**

15

Kitchen Print Font

Select one of the supported printer fonts to use when printing to the kitchen.

Font A Standard

Font A Double Width

Font A Double Height

Font A Double Width and Double Height

Font B Standard

Font B Double Width

Font B Double Height

Font B Double Width and Double Height

Font A Standard

Font A Double Width

Font A Double Height

Font A Double Width and Double Height

Font B Standard

Font B Double Width

Font B Double Height

Font B Double Width and Double Height

16

Options

By default, all products will inherit options from their specified department. This can only be overridden at the product level if Setting 1 - "Individual Options for Products" has been enabled.

Select one or more of the following product options:

Zero Prices Not Allowed	Select this option if all product items must have a non-zero price to be sold. If this option is enabled, items may be defined with zero prices but will no longer be allowed to be sold. This applies to each price level. It the user attempts to sell the item on GoPOS a warning message indicating that "Zero prices are not allowed" will pop up and the item sale will not be allowed. To sell the item with this option enabled, you must choose a price level with a non-zero price or change the item price to a non-zero value. The user must also enter non-zero prices for open department sales.
Prices are Negative	All product item prices are entered as positive values but subtracted from the transaction total.This also applies to Open Department sales.

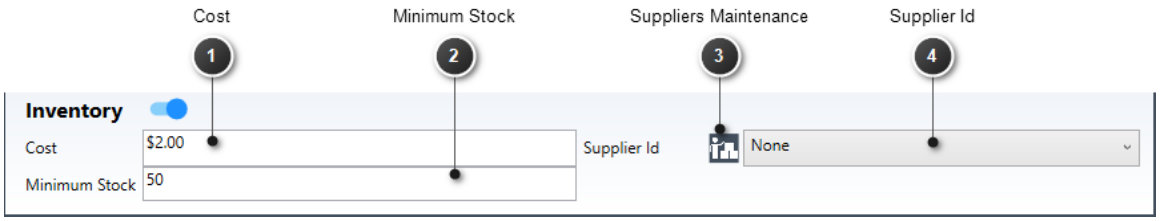
Scalable	Items sold in bulk or weight should be marked as scalable. The total price will be calculated based on the weight measured by the scale or entered by the clerk. A warning message will be displayed if no scale has been defined in hardware maintenance. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both. Tare weight may also be defined for each product. If defined, the total price will be calculated based on the weight measured by the scale or entered by the clerk minus the tare weight.
Print Weight/Volume Info Line	If chosen, the weight or volume of the item will be included in the pricing printed on the receipt. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both. The base weight and base volume measurements defined in the Setting options will be used. Setting 18 - "Base Weight Unit" and Setting 75 - "Base Volume Unit"
Single Item	Entering a single item product automatically begins and ends the transaction with the item entry. The first tender declared will be used.
Manager Required	Select this option if the user requires managerial rights. On GoPOS, any user without Managerial rights will get a "Manager Required" warning message and will not be allowed to make an open department sale, sell any items under the department or display the PLU list for the specified department. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.
One Quantity Ticket on KP	Select this option if you wish to print Account and Table transactions as one single ticket when printing to the Kitchen printer. If this option is disabled, all transactions for a single Account or Seat will be sent to the kitchen printer as separate tickets.
No Decimal Point Entry	If this option is enabled, department products can only be sold in whole units. When the option is disabled, decimal values are allowed and products may be sold in partial units. For example, when decimal point entry is allowed, the user may enter 1.5 x Item on GoPOS to sell one and a half of the item. The total price will be calculated as 1.5 times the unit price. If decimal point entry is not allowed, entering 1.5 x Item will display a warning message indicating that "Decimal point entry is not allowed".
Price 3 Decimals	Items sold by volume should be marked as Price 3 Decimals. Enabling this option will indicate that the products are measurable and a volume may be entered when entering transactions. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both. If this option is enabled, department product prices will be displayed with three decimal places. This setting will override Setting 6 - "Number of Decimal Digits".
Food Stamp	Select this option to allow product sales to be tendered using food stamps.

Hash department	If enabled, product sales will not be included in total sales and will not affect revenue.
Open Price	Select this option to enable open product sales. Users are allowed to enter a price before selecting the product to "override" the price without having to hit the "Price Override" function. If this option is disabled, entering an amount before pressing on the product will treat the amount as a multiplier. When this option is enabled, you must enter the amount and press on the multiplier (X) symbol before pressing on the the product to treat the amount as a multiplier, otherwise the amount entered will be treated as a price override.

17 Stock

By default, all products will inherit the stock settings from their specified department. This can only be overridden at the product level if Setting 1 - "Individual Options for Products" has been enabled.

Click on the Stock button to enable or disable inventory tracking for the selected product. A data entry sub section will appear allowing you to further define the stock settings.



1 Cost

Enter the actual cost of the product.

2 Minimum Stock

Enter the minimum stock count for the selected product. Once the stock on hand is less than or equal to the defined minimum, the item will be included in the "Stock Minimum Quantities Report" and "Stock Min. Quantities by Supplier Report".

3 Suppliers Maintenance

Click on the Suppliers Maintenance icon to access the Suppliers Maintenance module.

4 Supplier Id

Click on the drop down list to select one of the defined suppliers.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row. A warning message will be displayed indicating that any references to the deleted product will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

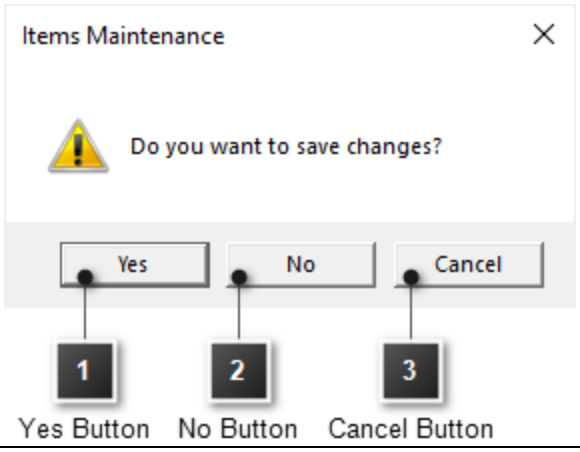
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

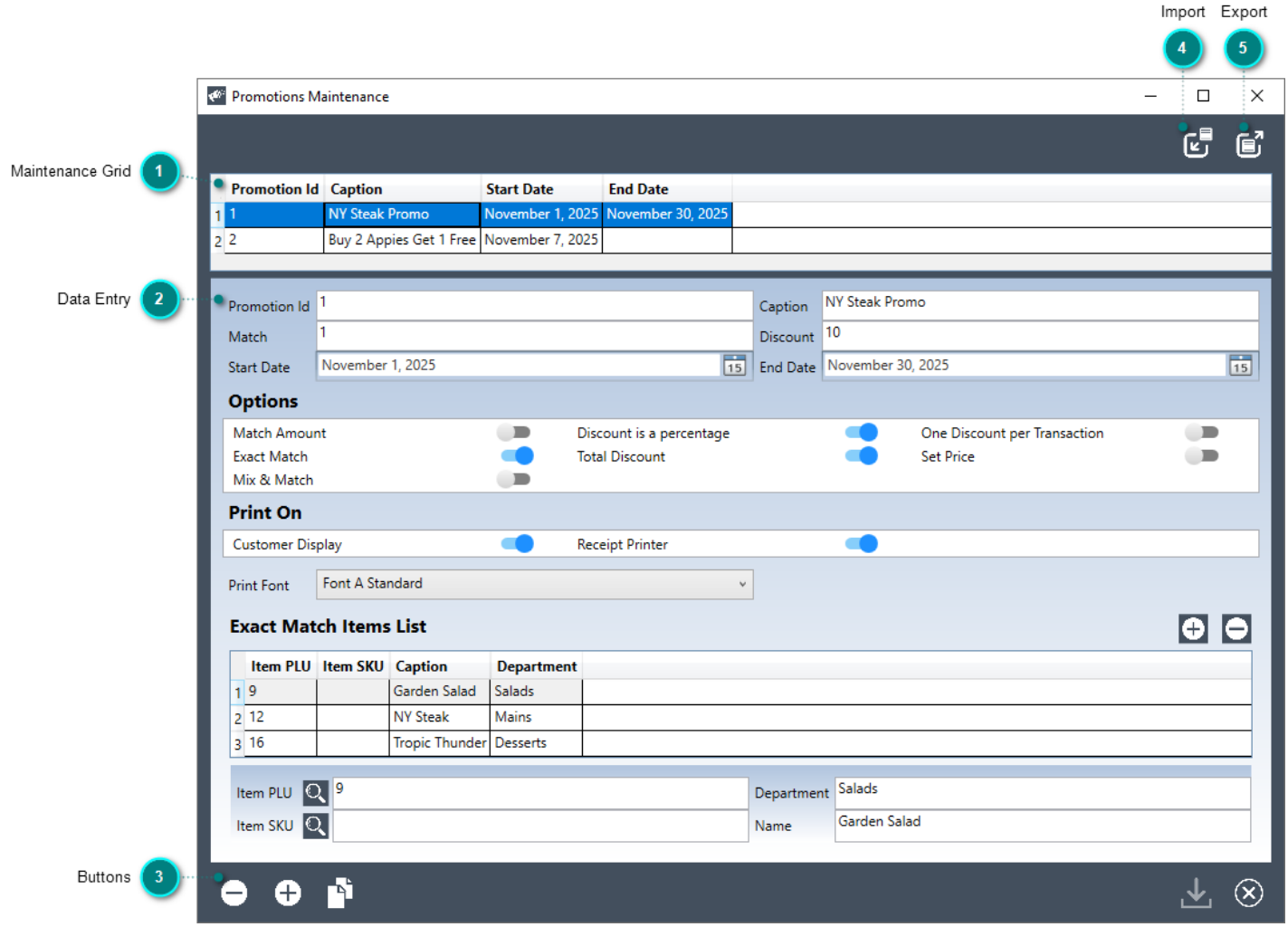
3 Cancel Button

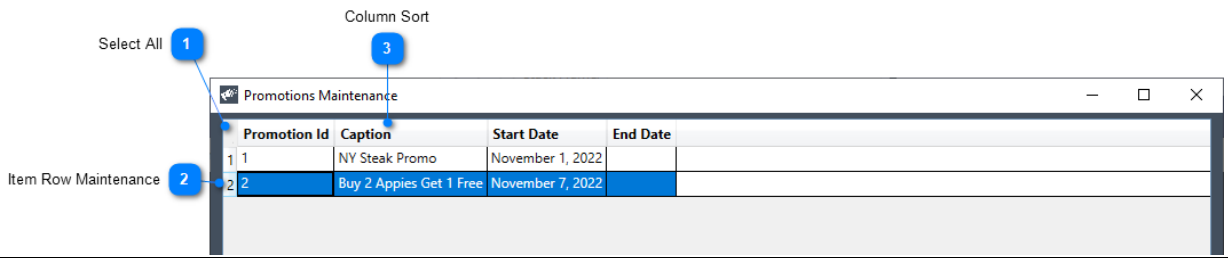
Click on Cancel to abort the close and return to the maintenance screen.

Promotions Maintenance

Promotions Maintenance allows you to define the promotional sales you wish to offer to your customers.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined promotions. All fields are display-only and all modifications to promotions must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section. 

1 Select All

Clicking on the upper left corner of the grid will select all promotions. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent row that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected promotions.

2 Item Row Maintenance

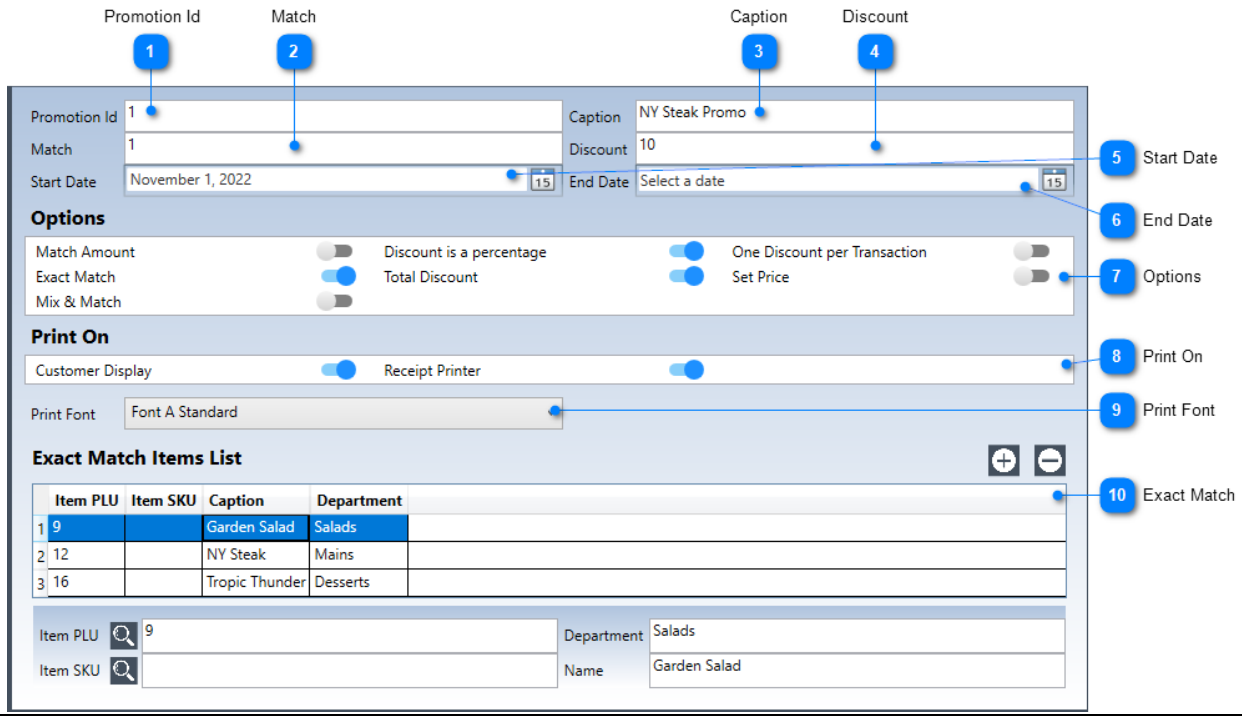
Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.

3 Column Sort

Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2 Data Entry

The data entry area dynamically displays the currently selected promotion.



1 Promotion Id

Enter a unique integer value to identify the promotion. Required field. Duplicates not allowed. When modifying Promotion Ids, a warning message will be displayed indicating that any references to the promotion will be lost when the changes are saved.

2	**Match** Enter the amount or quantity of items that must match before the discount is applied. If the "Match Amount" option is enabled, the value entered will be treated as an amount. Entering a value of 1 in the "Match" field indicates that $1.00 of the item or items linked to the promotion must be sold before the promotion is applied. Entering a value of 2 indicates that $2.00 must be sold. Etc. The discount applied when the promotion is triggered will also use this amount when calculating total percentage discounts. If the "Match Amount" option is disabled, the value entered will be treated as a quantity or item count. Entering a value of 1 in the "Match" field indicates that only one item linked to the promotion must be sold before the promotion is applied. Entering a value of 2 indicates that two items must be sold. Etc.
3	**Caption** Enter the promotion display name. Required field. Max 25 characters.
4	**Discount** Enter the discount percentage or amount. If the Discount is a percentage option is selected, the value entered will be treated as a percentage, otherwise it will be treated as an amount.
5	**Start Date** Enter or select the date the promotion should start. Required field. Must be on or before the end date if the end date is defined.
6	**End Date** Enter or select the date the promotion should end. If defined, the end date must be on or after the start date. The promotion will be valid from the start date to the end date inclusively. If not defined, the promotion will never end.
7	**Options** Select one or more of the following promotion options:

Match Amount	When enabled, this option will trigger the promotion once the specified amount has been reached. If disabled, the promotion will be activated only when the quantity specified has been reached. Please note that unless the promotion has been flagged as "One Match", the promotion will trigger every time the Amount or Quantity specified has been reached. This means that all multiples of amount and quantity will trigger the promotion. When triggered, any remainders of amount or quantity will be carried forward.
Discount is a Percentage	Select this option if this is a percentage discount and not an amount discount.
One Discount per Transaction	Enabling this option will limit this promotion to one discount per transaction. Other promotions may trigger within the same transaction, but this promotion will only be triggered once.

Exact Match	Select this option if you wish to enter a subset of items that are currently linked to the promotion. This list will be used to trigger the promotion. All items in the defined list must be a part of the current transaction and the amount or quantity of items entered in the "Match" field must also be met for each individual item in the list before the promotion is trigger. If the "Match Amount" option is enabled, the value entered in the "Match" field will be treated as an amount. Entering a value of 1 in the "Match" field indicates that $1.00 of each item in the list must be sold before the promotion is applied. Entering a value of 2 indicates that $2.00 of each item in the list must be sold. Etc. If the "Match Amount" option is disabled, the value entered in the "Match" field will be treated as a quantity or item count. Entering a value of 1 in the "Match" field indicates that only one of each item in the list must be sold before the promotion is applied. Entering a value of 2 indicates that two of each item in the list must be sold. Etc.
Total Discount	This option determines if the discount should be applied to the promotion sub total or to the last item entered to trigger the promotion. If "Total Discount" is enabled and"Discount is a Percentage" is enabled, the percentage entered in the "Discount" field will be applied to the price of all items in the promotion and calculate the discount based on the amount or quantity entered in the "Match" field. For example if the Match Amount is $10.00, when this limit is reached, the promotion will trigger and apply a discount to the $10.00. The remainder of the total price of all items in the promotion will be carried forward. If "Total Discount" is disabled and "Discount is a Percentage" is enabled, the percentage entered in the "Discount" field will be applied to the price of the last item to trigger the promotion and calculate the discount accordingly. For example if the Match Amount is $10.00, when this limit is reached, the promotion will trigger and apply a discount to the price of the last item to trigger the promotion.
Set Price	Select this option if the promotion will have a fixed price when the promotion is triggered. If "Total Discount" is enabled, the value entered in the "Discount" field will determine the total price of all items in the promotion and calculate the discount based on the amount or quantity entered in the "Match" field. If "Total Discount" is disabled, the price of the last item to trigger the promotion will be determined by the value entered in the "Discount" field and calculate the discount accordingly.
Mix & Match	Select this option if any combination of products linked to the promotion should trigger the discount. When this option is not enabled, each individual item must meet the match criteria.

8 Print On

All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.

9 Print Font

Select one of the supported printer fonts.

Font A Standard

Font A Double Width

Font A Double Height

Font A Double Width and Double Height

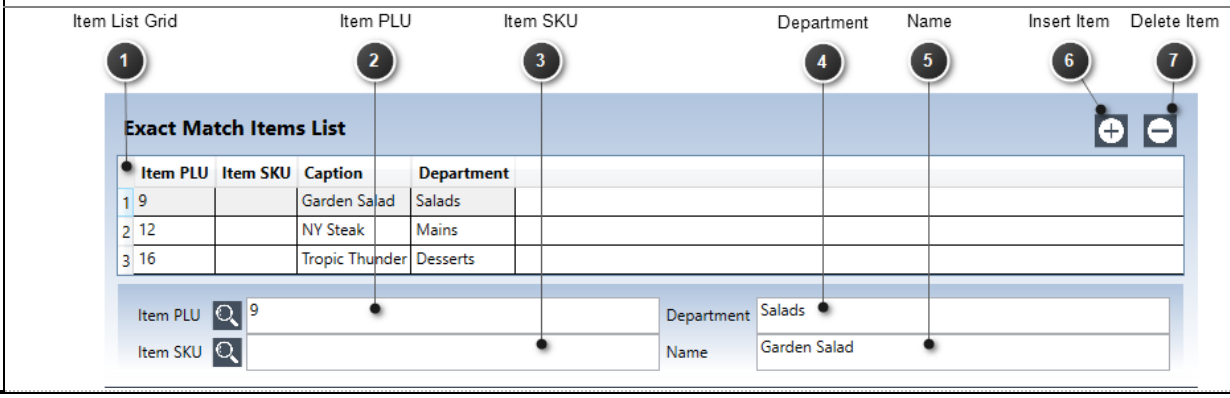
Font B Standard

Font B Double Width

Font B Double Height

Font B Double Width and Double Height

10 Exact Match



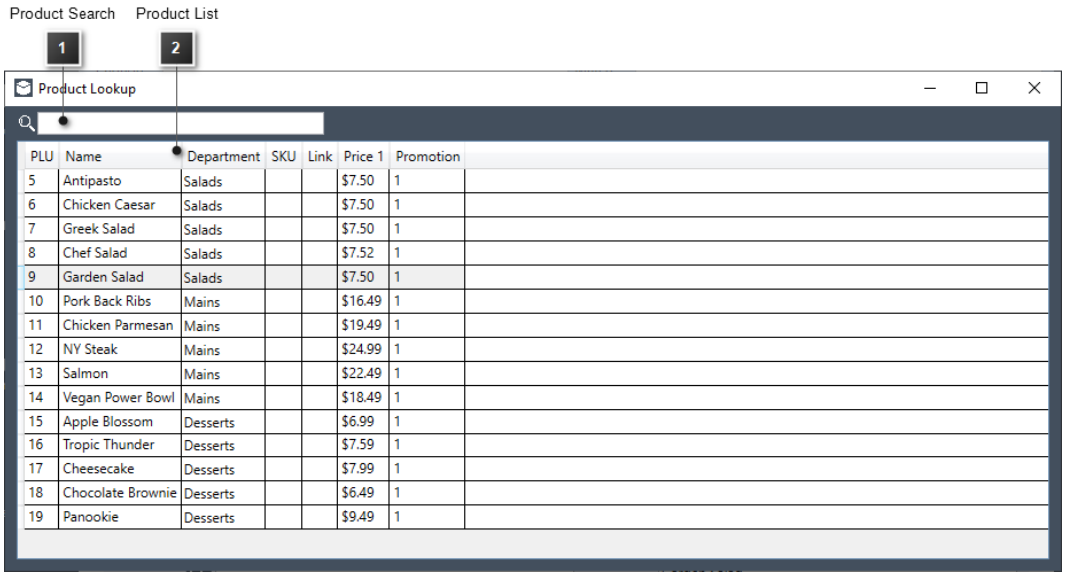
1 Item List Grid

The grid area displays the currently defined products of the exact match list. All fields are display-only and all modifications to the list must be done by selecting the item row and modifying the fields below. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete or Insert a row. Rows may also be deleted, inserted or duplicated by using the insert item or delete item buttons.

All products in the match list must be linked to the promotion. The promotion will be triggered if and only if all products in the list are linked to the promotion and each item is contained within the transaction. The amount of each item that must be sold will be determined by the Match value entered. Entering a value of 1 in the Match field indicates that only one of each item, must be sold before the promotion is applied. Entering a value of 2 indicates that two of each item in the list must be sold. Etc.

2 Item PLU

Enter the PLU of the product or click on the Product Lookup button to display the Product Lookup window. This will allow you to search for a particular product and by double clicking on an item row, will close the lookup and return the chosen PLU. Please note that the Exact Match Items List must be a subset of the products linked to this promotion. Only products linked to the promotion at the department or product level will be displayed in the Product Lookup window. A warning message will be displayed if you attempt to enter a product that is not linked to the promotion.



PLU	Name	Department	SKU	Link	Price 1	Promotion
5	Antipasto	Salads			$7.50	1
6	Chicken Caesar	Salads			$7.50	1
7	Greek Salad	Salads			$7.50	1
8	Chef Salad	Salads			$7.52	1
9	Garden Salad	Salads			$7.50	1
10	Pork Back Ribs	Mains			$16.49	1
11	Chicken Parmesan	Mains			$19.49	1
12	NY Steak	Mains			$24.99	1
13	Salmon	Mains			$22.49	1
14	Vegan Power Bowl	Mains			$18.49	1
15	Apple Blossom	Desserts			$6.99	1
16	Tropic Thunder	Desserts			$7.59	1
17	Cheesecake	Desserts			$7.99	1
18	Chocolate Brownie	Desserts			$6.49	1
19	Panookie	Desserts			$9.49	1

1 Product Search

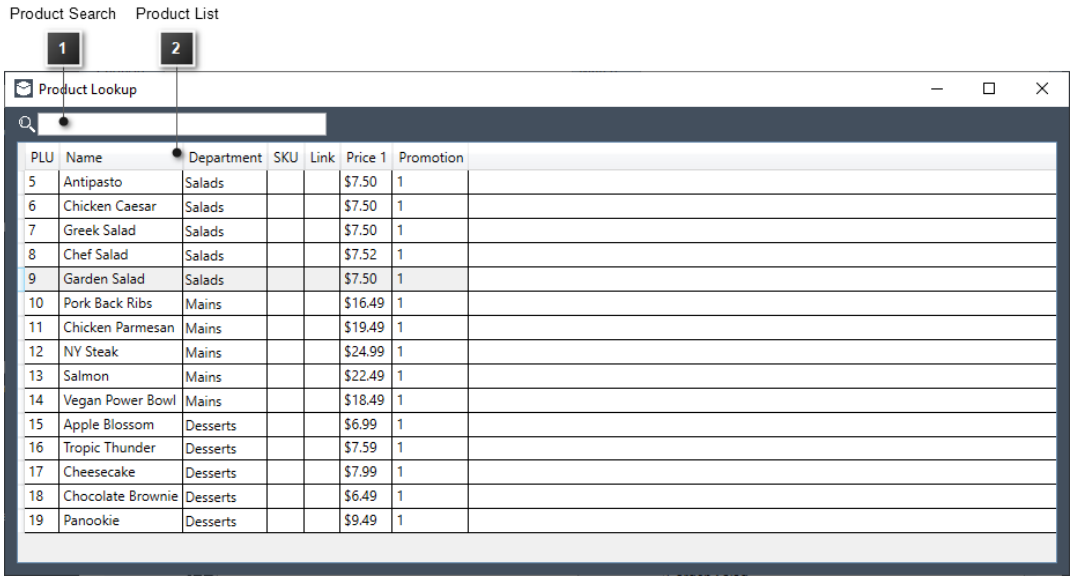
Enter the product name you wish to find. The product list will be filtered as you type each character to allow you to quickly find a product. Delete the entered text to display all products linked ti this promotion.

2 Product List

All defined products linked to the promotion will be listed. Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order. Double clicking on an item row, will close the lookup and return the chosen PLU.

3 Item SKU

Enter the SKU of the product or click on the Product Lookup button will display the Product Lookup window. This will allow you to search for a particular product and by double clicking on an item row, will close the lookup and return the chosen SKU if defined. Please note that the Exact Match Items List must be a subset of the products linked to this promotion. Only products linked to the promotion at the department or product level will be displayed in the Product Lookup window. A warning message will be displayed if you attempt to enter a product that is not linked to the promotion.



PLU	Name	Department	SKU	Link	Price 1	Promotion
5	Antipasto	Salads			$7.50	1
6	Chicken Caesar	Salads			$7.50	1
7	Greek Salad	Salads			$7.50	1
8	Chef Salad	Salads			$7.52	1
9	Garden Salad	Salads			$7.50	1
10	Pork Back Ribs	Mains			$16.49	1
11	Chicken Parmesan	Mains			$19.49	1
12	NY Steak	Mains			$24.99	1
13	Salmon	Mains			$22.49	1
14	Vegan Power Bowl	Mains			$18.49	1
15	Apple Blossom	Desserts			$6.99	1
16	Tropic Thunder	Desserts			$7.59	1
17	Cheesecake	Desserts			$7.99	1
18	Chocolate Brownie	Desserts			$6.49	1
19	Panookie	Desserts			$9.49	1

1 Product Search

Enter the product name you wish to find. The product list will be filtered as you type each character to allow you to quickly find a product. Delete the entered text to display all products linked ti this promotion.

2 Product List

All defined products linked to the promotion will be listed. Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order. Double clicking on an item row, will close the lookup and return the chosen SKU.

4 Department

Displays the current item department name. Display-only.

5 Name

Displays the current item name. Display-only.

6 Insert Item

Click on this button to add a new match item to the list. Rows may also be inserted by right clicking on the match item row number and selecting Insert from the pop-up menu.

7 Delete Item

Click on this button to delete the currently selected match item line. Rows may also be deleted by right clicking on the match item row number and selecting Delete from the pop-up menu.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted promotion or promotions will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

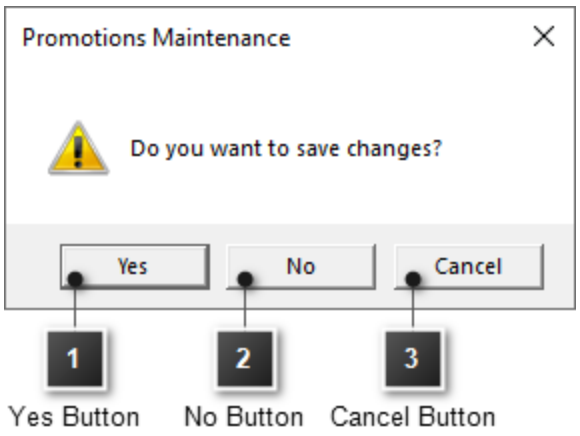
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window.
If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

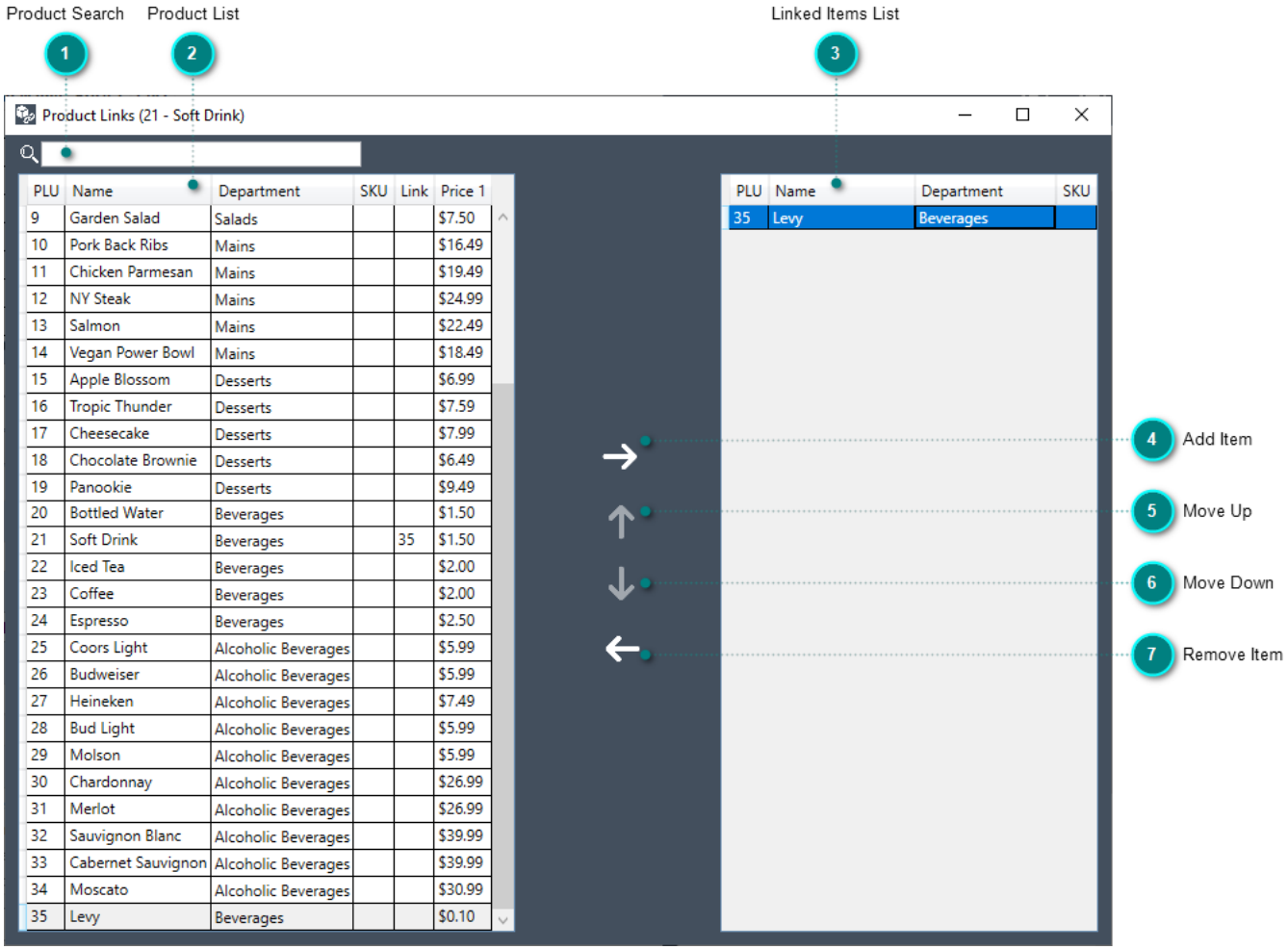
3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

4	**Import**
	One or more promotions exported from one program may be imported into the same or a different program. Each promotion saved during the export will be inserted as a new promotion into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Promotions Export file (*.pro) has been selected, the system will attempt to import each promotion included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export**
	Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected promotion(s) to an OSI proprietary export file (PromotionExport.pro). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Product Links Maintenance

Product Links Maintenance allows you to maintain the products that are linked together. The parent product or department displayed in the maintenance screen title bar may be linked to one or more products. On GoPOS, linked items are automatically included as part of the transaction when the parent item is sold. The order that the linked items appear in the list will determine the order that GoPOS will process each linked item.



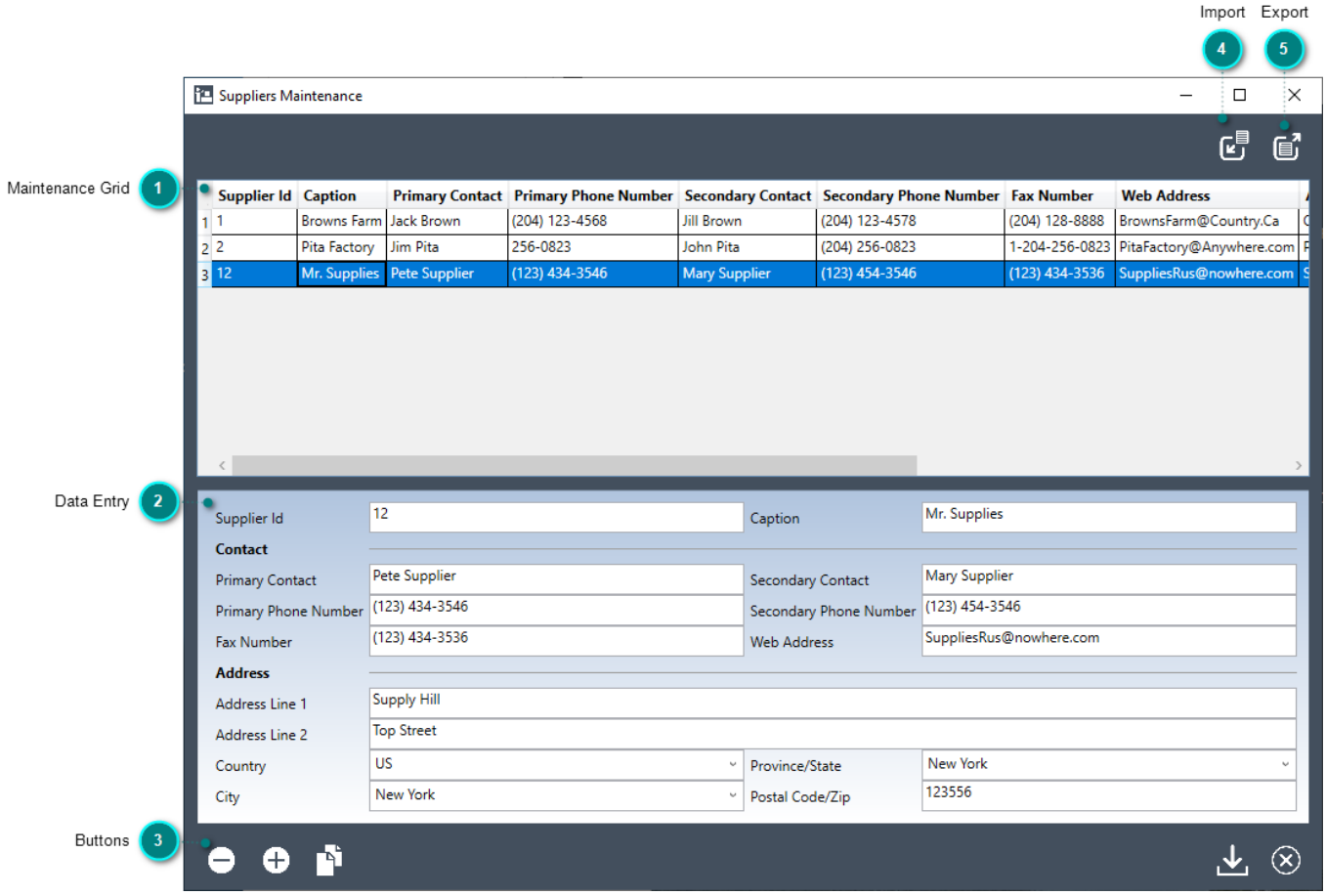
1	**Product Search**
	Enter the product name you wish to find. The product list will be filtered as you type each character to allow you to quickly find a product. Delete the entered text to display all products.
2	**Product List**
	All defined products will be listed. Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order. Placing the mouse cursor between two column headings will display a double headed arrow allowing you click and drag the column separator to resize the columns. Resizing the columns in the product list will also resize the corresponding column in the linked items list. Double clicking on an item row, will add the item to the linked items list. The row will be inserted after the currently selected item in the linked items list or at the end of the list if there is no selected item.

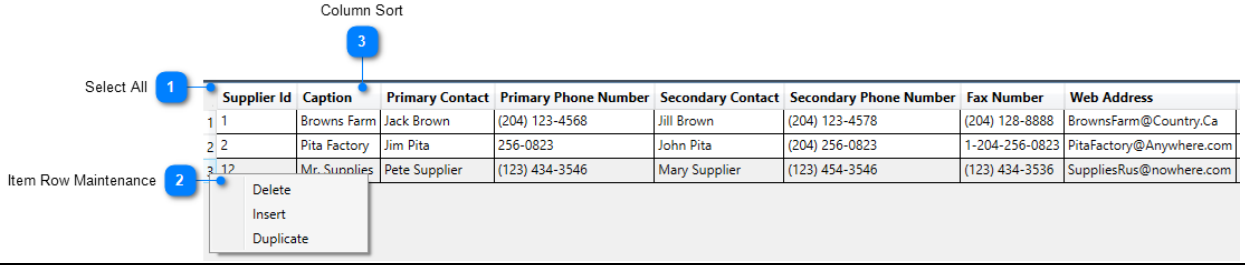
3	**Linked Items List**
	All items linked to the parent product displayed in the title bar will be listed. The order that the linked items appear in the list will determine the order that GoPOS will process each linked item. Items may be moved up or down in the list by selecting the row and clicking on the Move Up or Move Down button. Items may be removed by selecting the item and clicking on the Remove button or by double clicking on the row in the linked items list. Items may be added to the list by selecting the item in the product list and clicking on the Add button or by double clicking on the row in the product list.
4	**Add Item**
	Click on this button to add the selected item in the product list to the linked items list. The row will be inserted after the currently selected item in the linked items list or at the end of the list if there is no selected item.
5	**Move Up**
	Click on this button to move the selected product in the linked items list up one row. This button will be disabled if you do not have a product selected in the linked items list or the selected item is already at the top of the list.
6	**Move Down**
	Click on this button to move the selected product in the linked items list down one row. This button will be disabled if you do not have a product selected in the linked items list or the selected item is already at the bottom of the list.
7	**Remove Item**
	Click on this button to remove the selected product from the linked items list. Products may also be removed by double clicking on the row in the linked items list.

Suppliers Maintenance

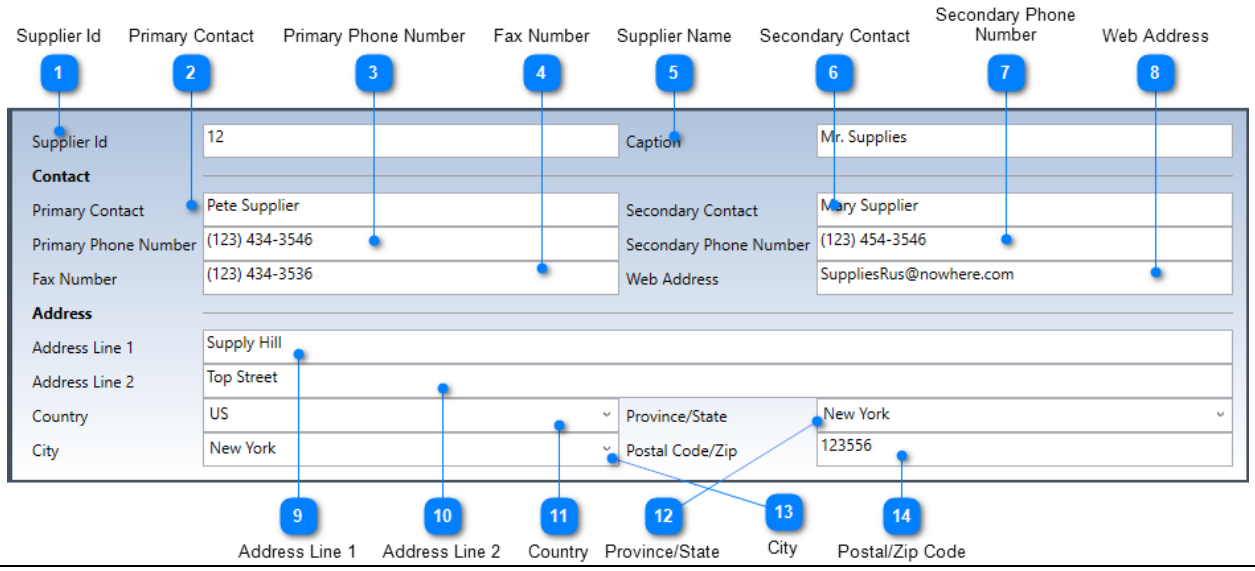
Suppliers Maintenance allows you to maintain contact information of your product suppliers.

The maintenance screen is divided into the following three main sections:



1	**Maintenance Grid** The grid area displays the currently defined suppliers. All fields are display-only and all modifications to a supplier must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area. 

1	**Select All** Clicking on the upper left corner of the grid will select all suppliers. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected users.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected supplier. 

1	**Supplier Id** Enter a unique integer value to identify the supplier. Required field. Duplicates not allowed.
2	**Primary Contact** Enter the name of the primary contact.
3	**Primary Phone Number** Enter the primary contact's phone number.
4	**Fax Number** Enter the supplier's fax number.
5	**Supplier Name** Enter the supplier name. Required field. Max 25 characters.

6	**Secondary Contact** Enter the name of the secondary contact.
7	**Secondary Phone Number** Enter the secondary contact's phone number.
8	**Web Address** Enter the supplier's web address.
9	**Address Line 1** Enter the supplier's address line 1
10	**Address Line 2** Enter the supplier's address line 2
11	**Country** Enter the supplier's country. You may select an existing country from the drop down list or type a new country name. The drop down list is populated with all distinct countries defined in the supplier database. Typing in the text field can also be used to search for an existing country in the list.
12	**Province/State** Enter the supplier's Province or State. You may select an existing province/state from the drop down list or type a new province/state name. The drop down list is populated with all distinct provinces/states for the defined country in the supplier database. Typing in the text field can also be used to search for an existing province/state in the list. After entering a new Country, the Province/State drop down list will be blank. You must type a new province/state name.
13	**City** Enter the supplier's city. You may select an existing city from the drop down list or type a new city name. The drop down list is populated with all distinct cities for the defined country and province/state in the supplier database. Typing in the text field can also be used to search for an existing city in the list. After entering a new Country or Province/State, the City drop down list will be blank. You must type a new city name.
14	**Postal/Zip Code** Enter the supplier's postal or zip code.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted supplier or suppliers will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

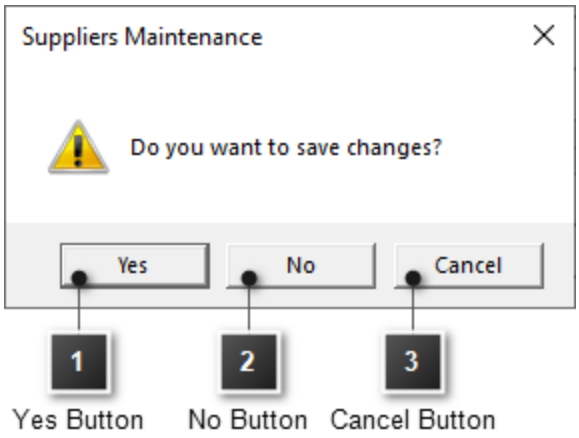
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

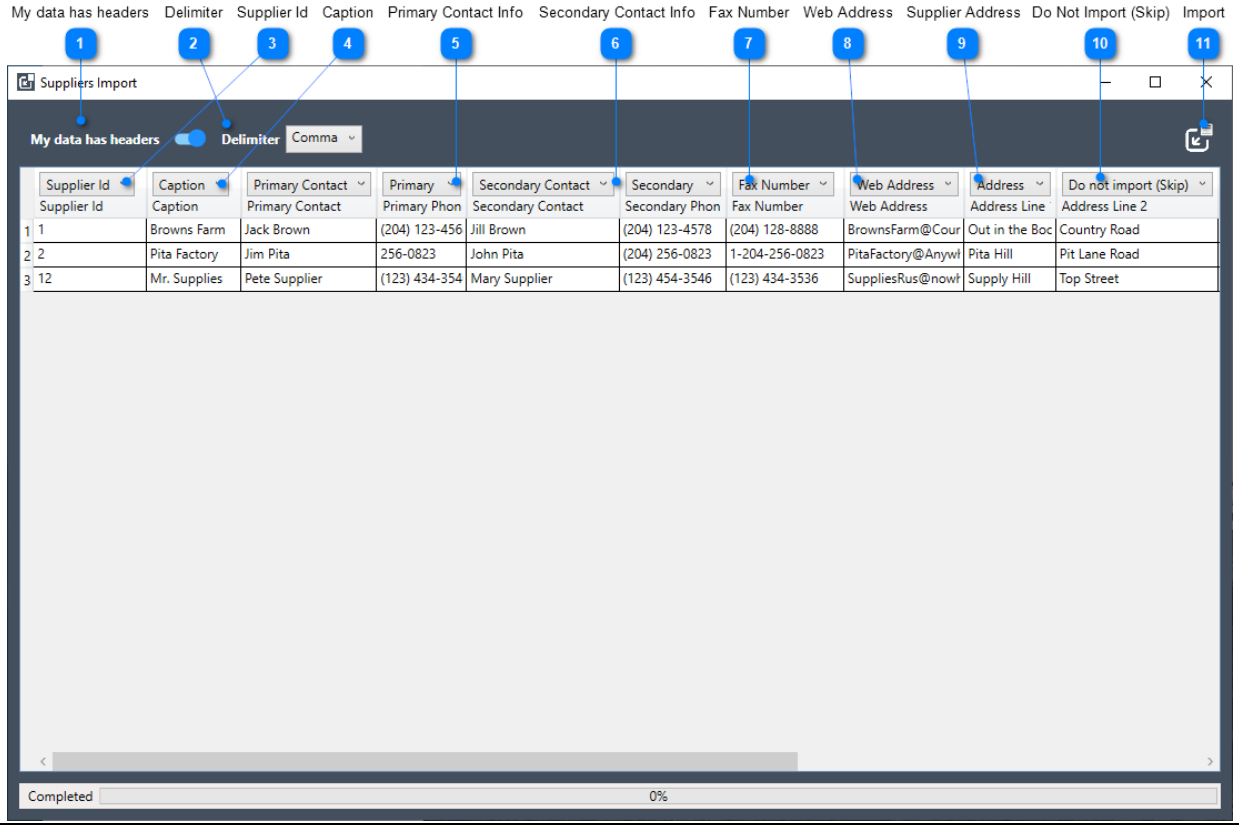
4 Import

Click on this button to import one or more suppliers from an OSI Suppliers Export file (*.sup) or from a delimiter separated file (*.csv, *.txt). Using the Open dialogue window, select the file extension (*.sup, *.csv, *.txt) from the drop down list to the right of the File name and navigate to and select the file you wish to import.

If a valid OSI Suppliers Export file (*.sup) was selected, clicking on the Open button will insert the supplier records contained in the export file into your database.

If a delimiter separated file (*.csv, *.txt) was selected, clicking on the Open button will allow you to map the data contained in the file to valid supplier columns.

Determine if your data contains headers and specify the delimiter used to separate each field. Map each of the data columns you wish to import. Define all columns in your data that you do not wish to import as "Do not import (Skip)" or alternatively, remove these columns in Microsoft Excel or similar application prior to the import. Click on the Import button to import the file into your database.



1 My data has headers

Enable this option if your data contains data headers for each column. If the file does not contains data headers, a generic "Column X" will be displayed as the column headers. Please note that changing this option will force you to redefine the mapping of all data columns.

2 Delimiter

Select one of the predefined delimiter values from the drop down list. The application will parse out the fields contained in the file and attempt to display the data using the specified delimiter. Please note that changing this option will force you to redefine the mapping of all data columns.

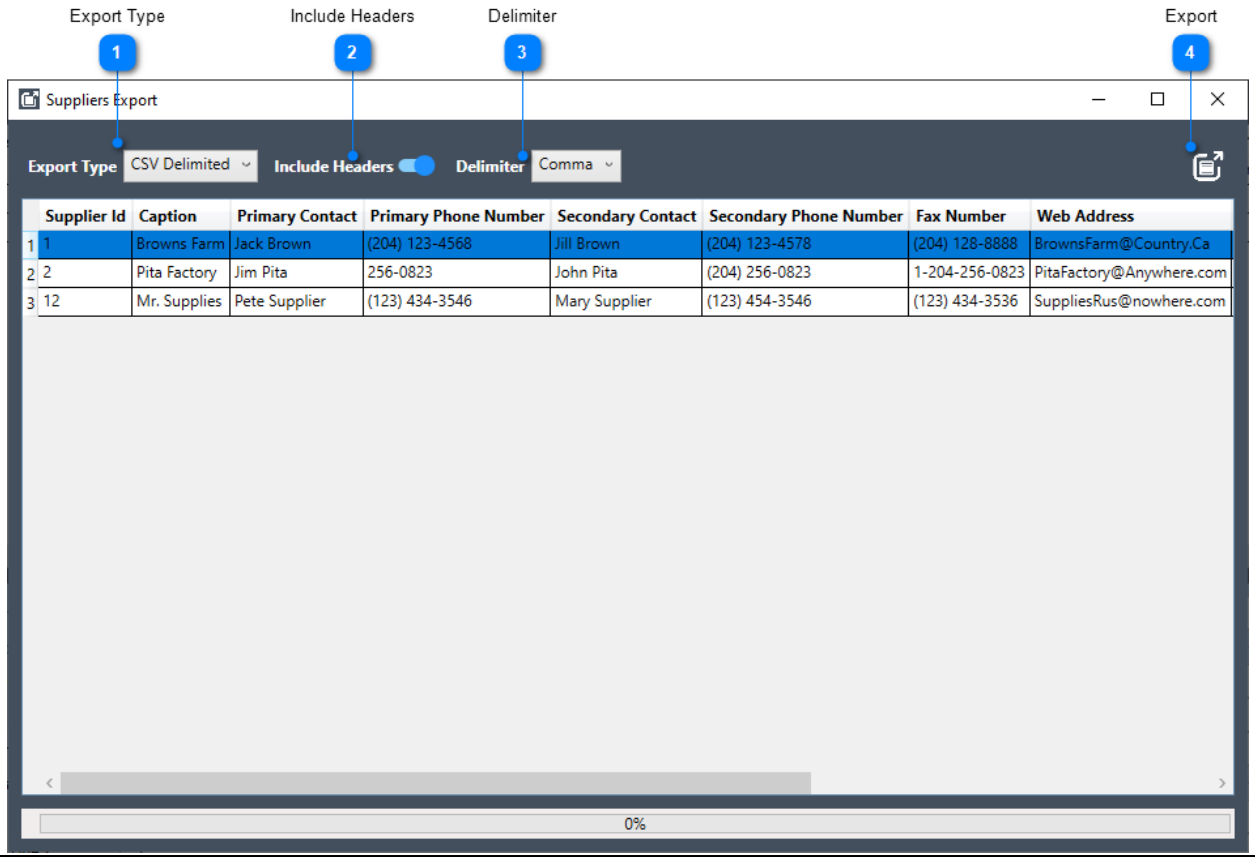
3	**Supplier Id** Mapping a data column to the Supplier Id will verify the data to ensure that all fields are valid numeric integers without any duplicates. If the Supplier Id column has been mapped, any records in the database matching the specified Id will be updated. If no match is found in the database, the Supplier Id and associated data will be inserted as a new record in the database. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
4	**Caption** Mapping a data column to the Caption is required and will verify that all fields are valid, non blank, text values. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. The Import button will remain disabled until a Caption field has been mapped and all data columns have been defined.
5	**Primary Contact Info** Mapping a data column to the Primary Contact Name and Phone Number will verify that all fields are valid text values. Blanks are allowed. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
6	**Secondary Contact Info** Mapping a data column to the Secondary Contact Name and Phone Number will verify that all fields are valid text values. Blanks are allowed. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
7	**Fax Number** Mapping a data column to the Fax Number will verify the data to ensure that all fields are valid text values. Blanks are allowed. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
8	**Web Address** Mapping a data column to the Web Address will verify the data to ensure that all fields are valid text values. Blanks are allowed. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
9	**Supplier Address** Mapping a data column to the Supplier Address (Address Line 1, Address Line 2, Country, Province/State, City and Postal/Zip Code) will verify the data to ensure that all fields are valid text values. Blanks are allowed. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
10	**Do Not Import (Skip)** Mapping a data column to Do not import (Skip) will ignore the data in the specified column. Please note that the Import button will remain disabled until all data columns have been mapped or set to skip.

11 Import

Once a Name field and all data columns have been mapped or set to Skip, the Import button will be enabled. Clicking on this button will update or insert all valid records into the database. All data errors will be displayed identifying the row, column, value and error message.

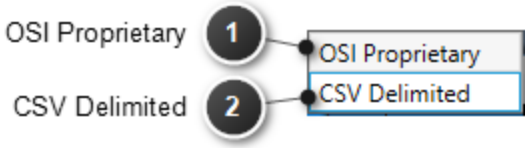
5 Export

Click on this button to open the Export window which will allow you to export the supplier list to an OSI proprietary export file (*.sup) or to a delimiter separated file (*.csv)



1 Export Type

Select one of the following export types:



1 OSI Proprietary

Select the row or rows you wish to include in the export file. Click on the Export button to open the Export window which will allow you to export the selected suppliers to an OSI proprietary export file (*.sup).

2 CSV Delimited

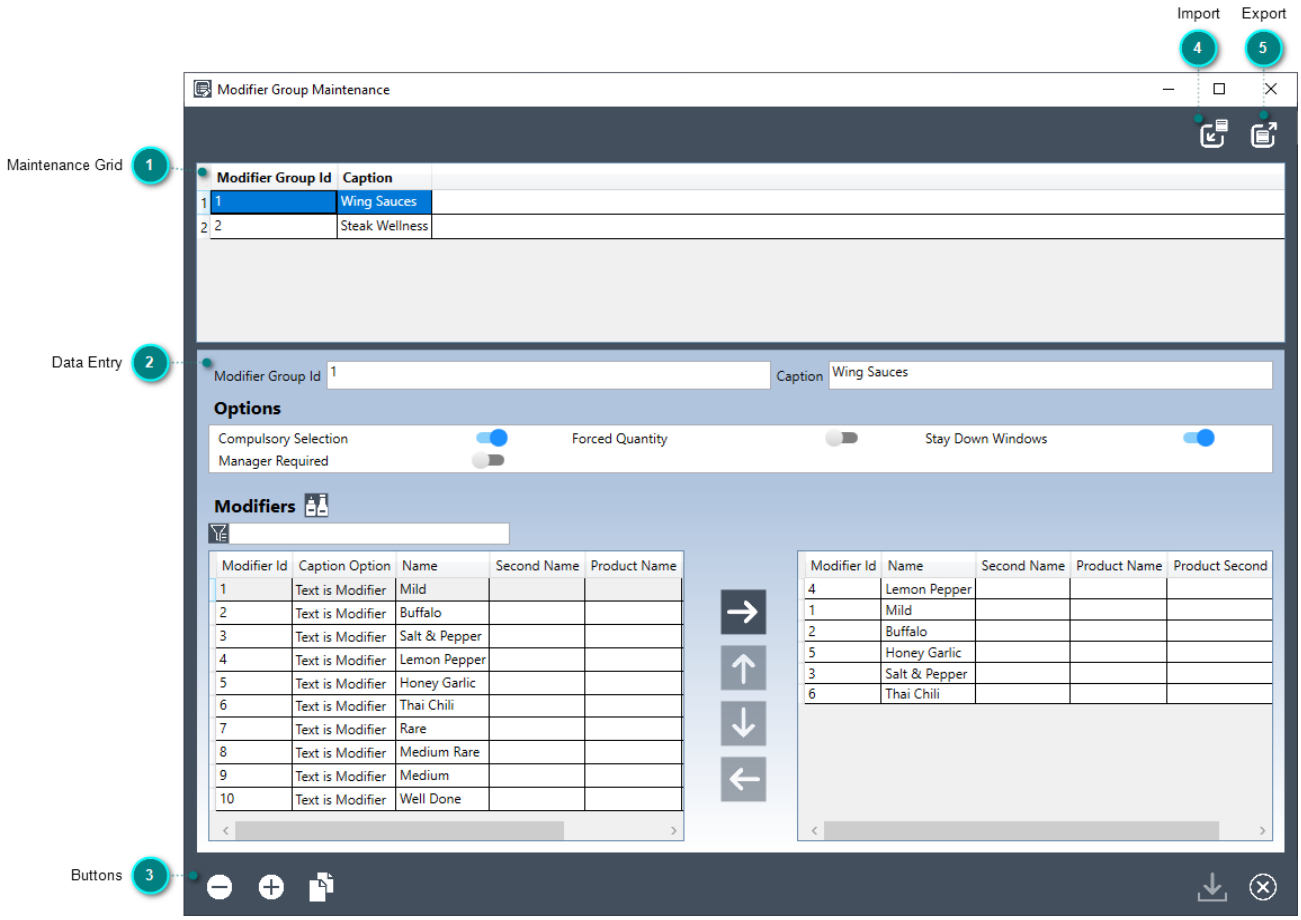
Select CSV Delimited to export all suppliers to a delimiter separated file (*.csv). Determine if you want to include column headers and choose one of the supported delimiters. Click on the Export button to open the Export window which will allow you to export all suppliers to a delimiter separated file (*.csv).

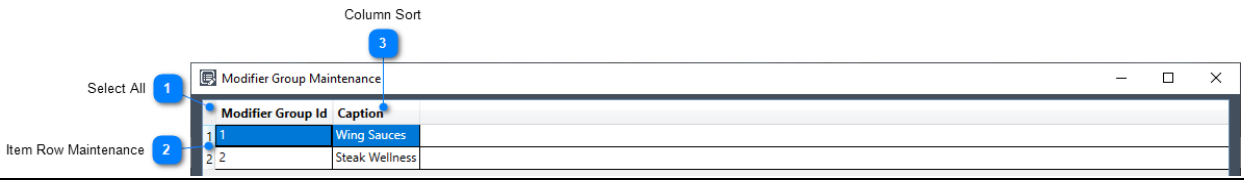
2	**Include Headers** Select this option if you want to include column names in your export file.
3	**Delimiter** Select one of the supported delimiters to be used to separate each of the columns in your csv export file.
4	**Export** Click on this button to open the "Save As" dialogue window and export the selected suppliers to an OSI proprietary export file (*.sup) or all suppliers to a delimiter separated file (*.csv). The name of the export file will be defaulted based on export type and selections made, but may be changed to a file name of your choice. Please note that the OSI proprietary format is meant to allow you to export elements from one PcProg program to another without the need to map your column data. If you want to view or edit the data contained in the export file, you must choose to export a delimiter separated file. To edit your *.csv file, it is best to open Microsoft Excel and use the Open dialogue to navigate to the export file and select Text Files (*.prn, *.txt, *.csv) in the drop down next to File name. This will open the Microsoft Text Import Wizard, which will allow you to tell Microsoft Excel what delimiter was used, whether your data has headers or not, and how to map the data format of each of the columns. Any changes made to the file within Excel should also be "Saved As" a csv file if you intend on re-importing these changes back into PcProg.

Modifier Group Maintenance

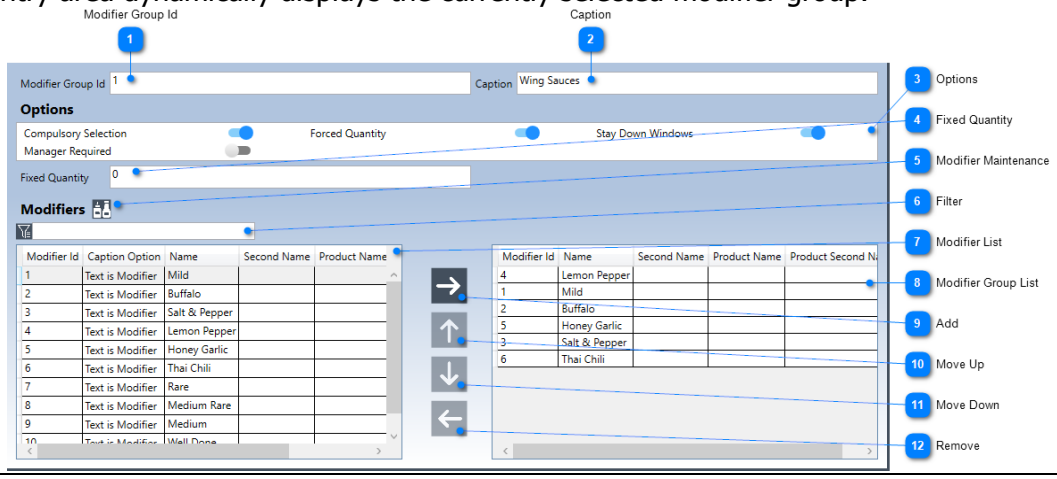
Modifier Group Maintenance allows you create and define groups for your condiments and modifiers.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined modifier groups. All fields are display-only and all modifications to modifier groups must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section. 

1	**Select All** Clicking on the upper left corner of the grid will select all modifier groups. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent row that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected modifier groups.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected modifier group. 

1	**Modifier Group Id** Enter a unique integer value to identify the modifier group. Required field. Duplicates not allowed. When modifying Modifier Group Ids, a warning message will be displayed indicating that any references to the Modifier Group will be lost when the changes are saved.
2	**Caption** Enter the modifier group caption.
3	**Options** Select one or more of the following modifier group options:

Compulsory Selection	Select this option if you want to force the user to select at least one modifier from this condiment group. On GoPOS, selling an item with a Modifier Group will pop up the modifier selection window. If the users attempts to clear the window before making at least one selection, a "Select Condiment" message will be displayed.

Forced Quantity	Select this option if the modifier group has a forced quantity. If this option is chosen, the actual forced quantity must be entered in the fixed quantity field displayed below the options. On GoPOS, selling an item with a Modifier Group will pop up the modifier selection window. If the users attempts to clear the window before meeting the forced quantity requirements, a "Select x more" message will be displayed. User can not exit the screen until the minimum quantity has been met.
Stay Down Windows	Select this option if the window should remain open after a selection. This will allow further entries to be made and force the user to close the window on completion using the clear fixed function. If this option is not set, the window will automatically close after the first selection is made or once the minimum quantity has been met.
Manager Required	Select this option if the user requires managerial rights. If the user does not have managerial rights, a "Manager Required" message will be displayed and the Modifier selection window will not pop up. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.

4	**Fixed Quantity** Enter the modifier minimum quantity amount. This field is only visible and required when the forced quantity option has been selected.
5	**Modifier Maintenance** Clicking on the Modifier Maintenance button will give you quick access to the Modifier Maintenance module.
6	**Filter** Entering a search value will filter the list of modifiers and only display modifiers containing the entered text. If this field is blank, all modifiers defined in the modifier maintenance screen will be displayed.
7	**Modifier List** All defined Modifiers will be displayed in the left hand window pane. Double clicking on a row will add the Modifier to the list of the selected modifier group. You may also select a row and click on the Add button to add the modifier to the group. Clicking on the upper left corner of the Modifier List grid will select all modifiers. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent row that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. Clicking on the Add button will add all selected modifiers to the group. Clicking on a column header will sort the rows either in ascending or descending order. A small arrow at the top of the column will point up for ascending or down for descending order. Resizing the column will also resize the corresponding column in the modifier group list.

8	**Modifier Group List** The list of all modifiers in the selected Modifier Group will be displayed in the right hand window pane. Double clicking on a row will remove the modifier from the list of the selected modifier group. You may also select a row and click on the Remove button to remove the modifier from the list. When inserting new modifiers to the list, the modifier or modifiers will be added after the currently selected row. Clicking on the upper left corner of the Modifier Group List grid will select all group modifiers. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent row that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. Clicking on the Remove button, when in multi-select mode, will remove all selected modifiers from the group. You may move the currently selected row either up or down in the list by clicking on the Move Up and Move Down buttons. GoPOS will display the modifiers based on the order of the modifiers defined in the list.
9	**Add** Clicking on the Add button will add the selected modifier or modifiers to the modifier group list. The modifier(s) will be added after the currently selected modifier in the modifier group list or at the end of the list if there is no currently selected row. The Add button will be disabled if no modifiers have been selected in the modifiers list or more than one modifier has been selected in the modifier group list.
10	**Move Up** Clicking on the Move Up button will move the selected modifier in the modifier group list up one position in the list. This button is disabled if the modifier is already at the top of the list or if there is more than one or no selected row.
11	**Move Down** Clicking on the Move Down button will move the selected modifier in the modifier group list down one position in the list. This button is disabled if the modifier is already at the bottom of the list or if there is more than one or no selected row.
12	**Remove** Clicking on the Remove button will remove the selected modifier or modifiers from the modifier group list. You may also remove a modifier from the list by double clicking on the row.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. When deleting modifier groups a warning message will be displayed indicating that any references to the deleted modifier group will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

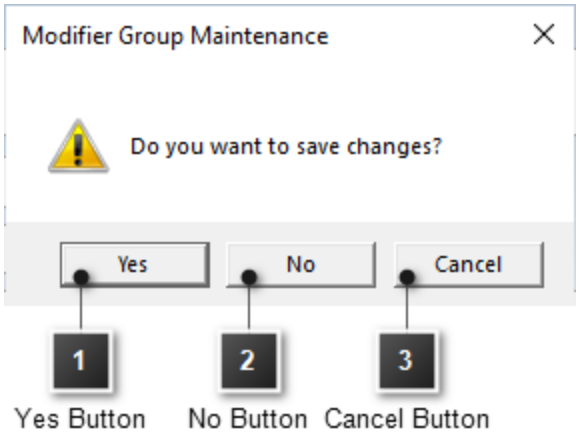
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

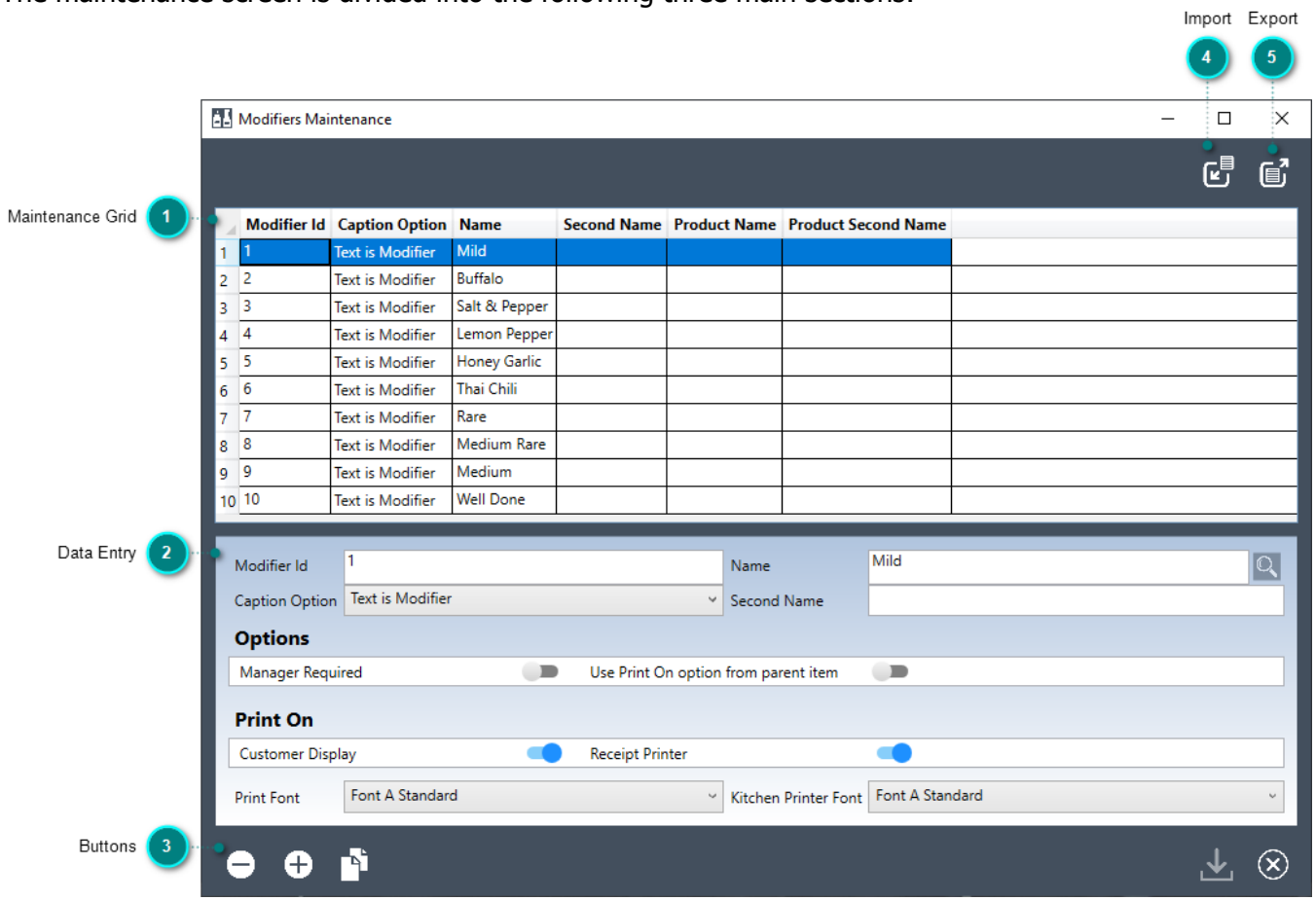
Click on Cancel to abort the close and return to the maintenance screen.

4	**Import** One or more modifier groups exported from one program may be imported into the same or a different program. Each modifier group saved during the export will be inserted as a new modifier group into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Modifier Groups Export file (*.mgp) has been selected, the system will attempt to import each modifier group included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more modifier groups from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected modifier group(s) to an OSI proprietary export file (ModifierGroupExport.mgp). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Modifiers Maintenance

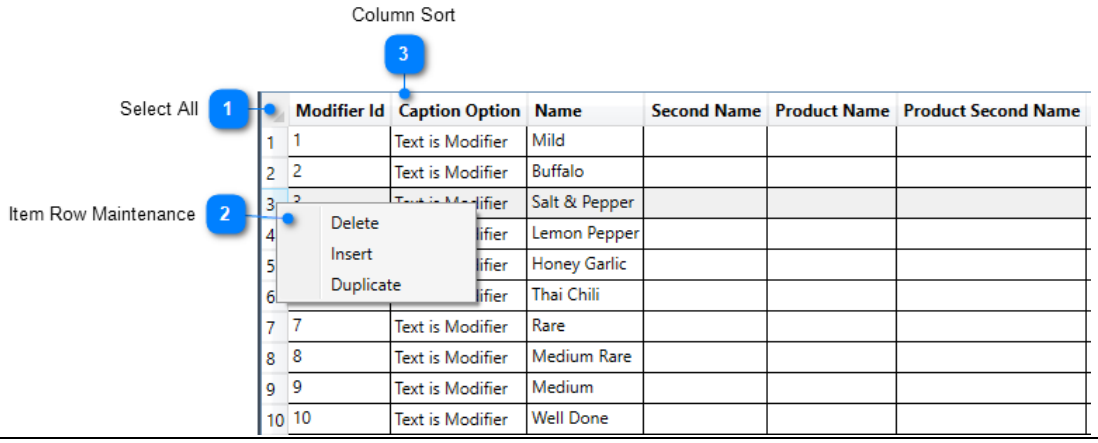
Modifiers Maintenance allows you to create and maintain a list of condiments and product modifiers.

The maintenance screen is divided into the following three main sections:



1 Maintenance Grid

The grid area displays the currently defined condiments and modifiers. All fields are display-only and all modifications to condiments and modifiers must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section.



	Modifier Id	Caption Option	Name	Second Name	Product Name	Product Second Name
1	1	Text is Modifier	Mild			
2	2	Text is Modifier	Buffalo			
3			Salt & Pepper			
4			Lemon Pepper			
5			Honey Garlic			
6			Thai Chili			
7	7	Text is Modifier	Rare			
8	8	Text is Modifier	Medium Rare			
9	9	Text is Modifier	Medium			
10	10	Text is Modifier	Well Done			

1 Select All

Clicking on the upper left corner of the grid will select all modifiers. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent row that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected modifiers.

2 Item Row Maintenance

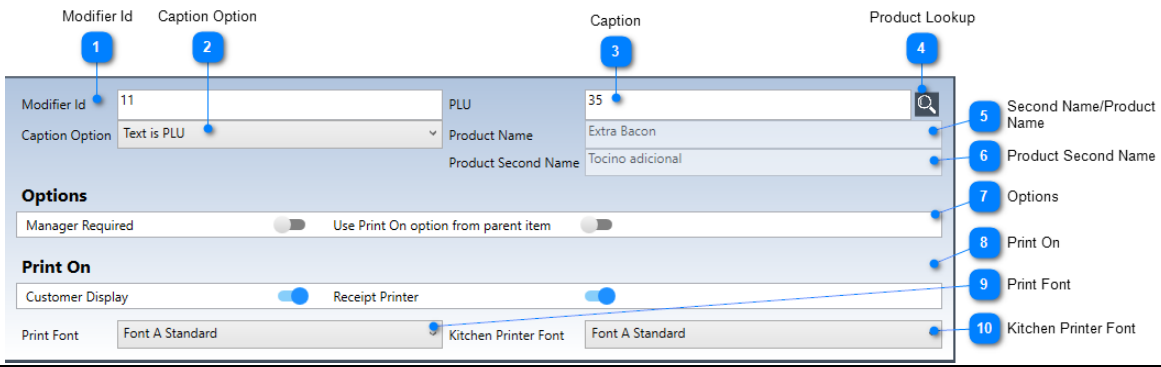
Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.

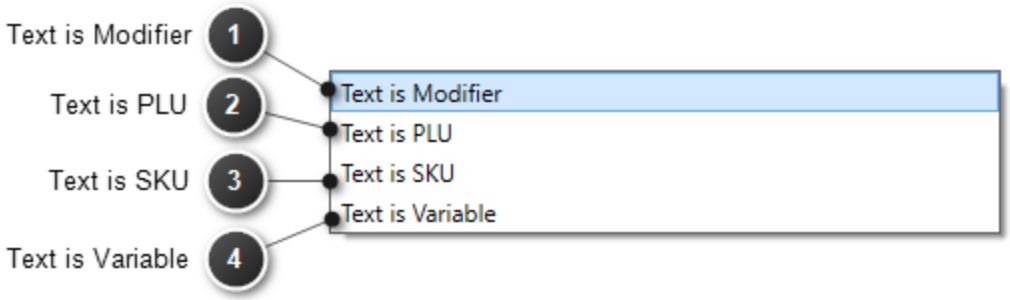
3 Column Sort

Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2 Data Entry

The data entry area dynamically displays the currently selected modifier.



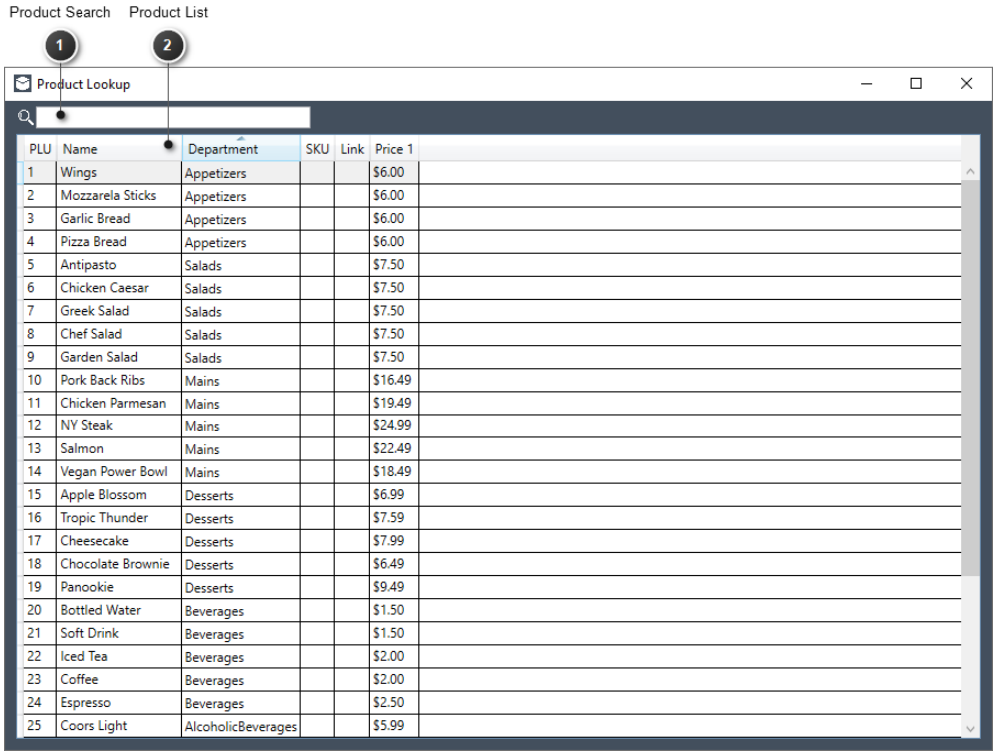
1	**Modifier Id** Enter a unique integer value to identify the modifier. Required field. Duplicates not allowed. When modifying Modifier Ids, a warning message will be displayed indicating that any references to the modifier will be lost when the changes are saved.
2	**Caption Option** Select one of the following Caption Options: 

1	**Text is Modifier** Select this option if the caption entered is the actual Modifier caption. Use this option to define non-chargeable modifiers and condiments.
2	**Text is PLU** Select this option if the value entered is a PLU number. A valid Product Id must be entered in the caption field or selected using the product lookup button. Use this option to link the modifier directly to a chargeable product.
3	**Text is SKU** Select this option if the value entered is a SKU number. A valid Product SKU must be entered in the caption field or selected using the product lookup button. Use this option to link the modifier directly to a chargeable product. SKU numbers generally do not change and if available, are the standard method of identifying products.
4	**Text is Variable** Select this option if free form text may be entered at the time of the transaction. The caption entered will be displayed as the modifier description in the pop-up modifier list. When selected on GoPOS, the "Enter text" window will allow the user to enter one or more lines of free form text. The user must then press Submit or Cancel to close the window. If Submit was pressed, an asterisk will appear in the transaction followed by the line or lines of text entered. If Cancel was pressed, the modifier will not be included as part of the transaction.

3	**Caption** Enter the modifier display name or the product PLU/SKU number, depending on the Caption Option chosen.

4 Product Lookup

If Caption Option Text is PLU or Text is SKU is chosen, clicking on the Product Lookup button will display the Product Lookup window. This will allow you to search for a particular product and by double clicking on an item row, will close the lookup and return the chosen PLU or SKU to the Modifiers Maintenance screen.



PLU	Name	Department	SKU	Link	Price 1
1	Wings	Appetizers			$6.00
2	Mozzarela Sticks	Appetizers			$6.00
3	Garlic Bread	Appetizers			$6.00
4	Pizza Bread	Appetizers			$6.00
5	Antipasto	Salads			$7.50
6	Chicken Caesar	Salads			$7.50
7	Greek Salad	Salads			$7.50
8	Chef Salad	Salads			$7.50
9	Garden Salad	Salads			$7.50
10	Pork Back Ribs	Mains			$16.49
11	Chicken Parmesan	Mains			$19.49
12	NY Steak	Mains			$24.99
13	Salmon	Mains			$22.49
14	Vegan Power Bowl	Mains			$18.49
15	Apple Blossom	Desserts			$6.99
16	Tropic Thunder	Desserts			$7.59
17	Cheesecake	Desserts			$7.99
18	Chocolate Brownie	Desserts			$6.49
19	Panookie	Desserts			$9.49
20	Bottled Water	Beverages			$1.50
21	Soft Drink	Beverages			$1.50
22	Iced Tea	Beverages			$2.00
23	Coffee	Beverages			$2.00
24	Espresso	Beverages			$2.50
25	Coors Light	AlcoholicBeverages			$5.99

1 Product Search

Enter the product name you wish to find. The product list will be filtered as you type each character to allow you to quickly find a product. Delete the entered text to display all products.

2 Product List

All defined products will be listed to allow you to link a product to the selected modifier. Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

5 Second Name/Product Name

If Caption Option Text is Modifier or Text is Variable is chosen, you may enter a second name for the modifier which will be displayed on printers that have been defined to use second captions. If Caption Option Text is PLU or Text is SKU is chosen, the product name will be displayed when a valid PLU or SKU is entered in the caption field.

6 Product Second Name

If Caption Option Text is PLU or Text is SKU is chosen, if defined, the product second name will be displayed when a valid PLU or SKU is entered in the caption field.

7 Options

Select one or more of the following modifier options:

Manager	Select this option if the user requires managerial rights. If the user does not have managerial rights, a "Manager Required" message will be displayed and the Modifier may not be selected. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.
Use Print On option from parent item	When this option is selected (enabled), the Print On options for this Modifier will be taken from the parent item being sold. If the option is disabled, the Print On option will be displayed, allowing you to choose the printers on which you would like to display this modifier.

8

Print On

All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.

Please note that if "Use Print On option from parent item" is selected, all Print On settings will be taken directly from the parent product.

9

Print Font

Select one of the supported printer fonts.

Font A Standard

Font A Double Width

Font A Double Height

Font A Double Width and Double Height

Font B Standard

Font B Double Width

Font B Double Height

Font B Double Width and Double Height

Font A Standard

Font A Double Width

Font A Double Height

Font A Double Width and Double Height

Font B Standard

Font B Double Width

Font B Double Height

Font B Double Width and Double Height

10

Kitchen Printer Font

Select one of the supported printer fonts to use when printing to the kitchen.

Font A Standard

Font A Double Width

Font A Double Height

Font A Double Width and Double Height

Font B Standard

Font B Double Width

Font B Double Height

Font B Double Width and Double Height

Font A Standard

Font A Double Width

Font A Double Height

Font A Double Width and Double Height

Font B Standard

Font B Double Width

Font B Double Height

Font B Double Width and Double Height

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted modifier or modifiers will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

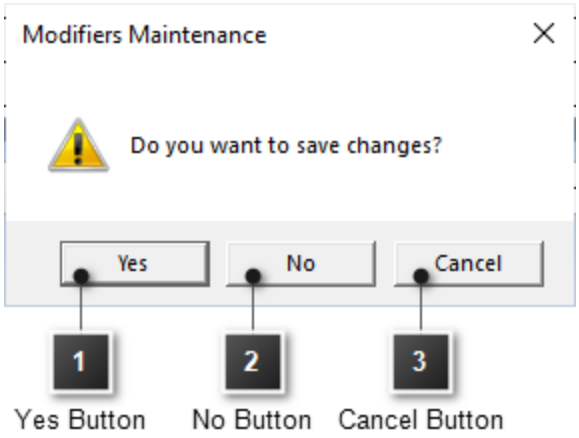
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

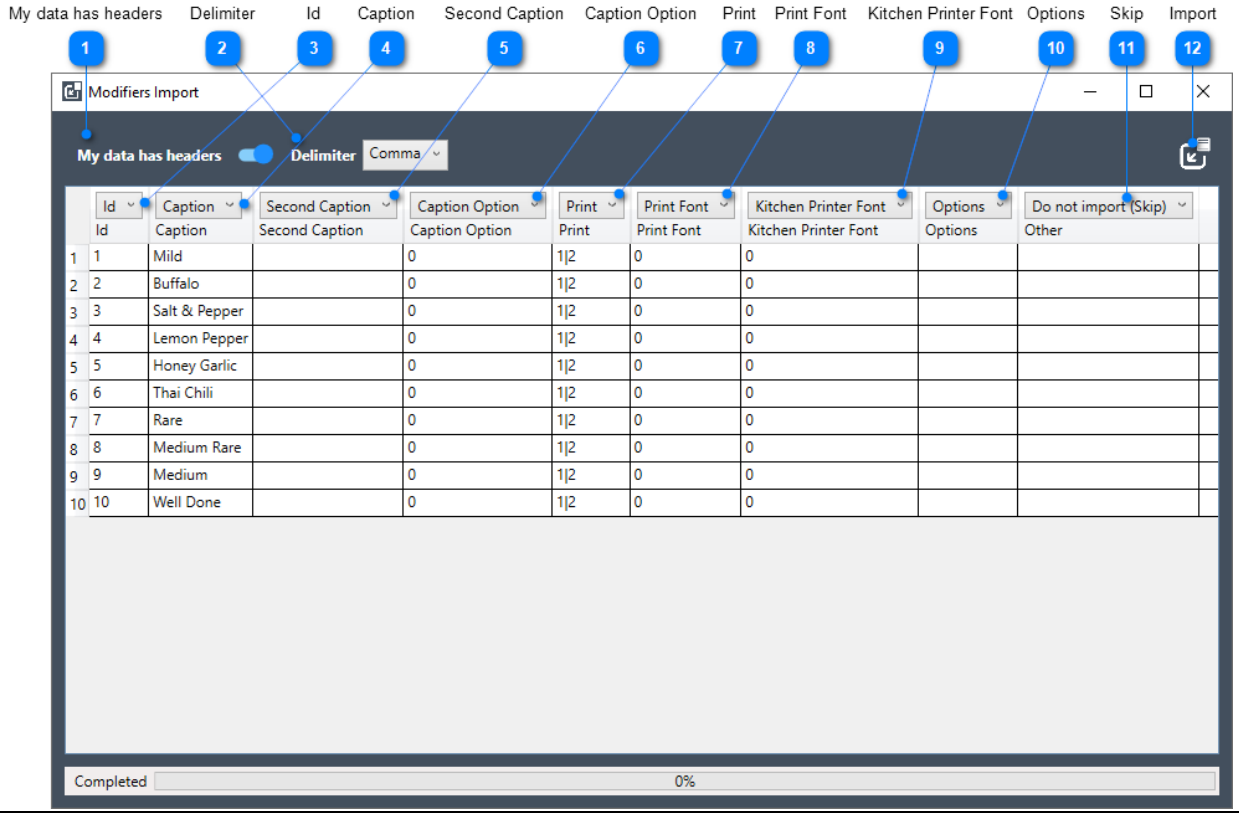
4 Import

Click on this button to import one or more modifiers from an OSI Modifiers Export file (*.mod) or from a delimiter separated file (*.csv, *.txt). Using the Open dialogue window, select the file extension (*.mod, *.csv, *.txt) from the drop down list to the right of the File name and navigate to and select the file you wish to import.

If a valid OSI Modifiers Export file (*.mod) was selected, clicking on the Open button will insert the modifier records contained in the export file into your database.

If a delimiter separated file (*.csv, *.txt) was selected, clicking on the Open button will allow you to map the data contained in the file to valid modifier columns.

Determine if your data contains headers and specify the delimiter used to separate each field. Map each of the data columns you wish to import. Define all columns in your data that you do not wish to import as "Do not import (Skip)" or alternatively, remove these columns in Microsoft Excel or similar application prior to the import. Click on the Import button to import the file into your database.



1 My data has headers

Enable this option if your data contains data headers for each column. If the file does not contains data headers, a generic "Column X" will be displayed as the column headers. Please note that changing this option will force you to redefine the mapping of all data columns.

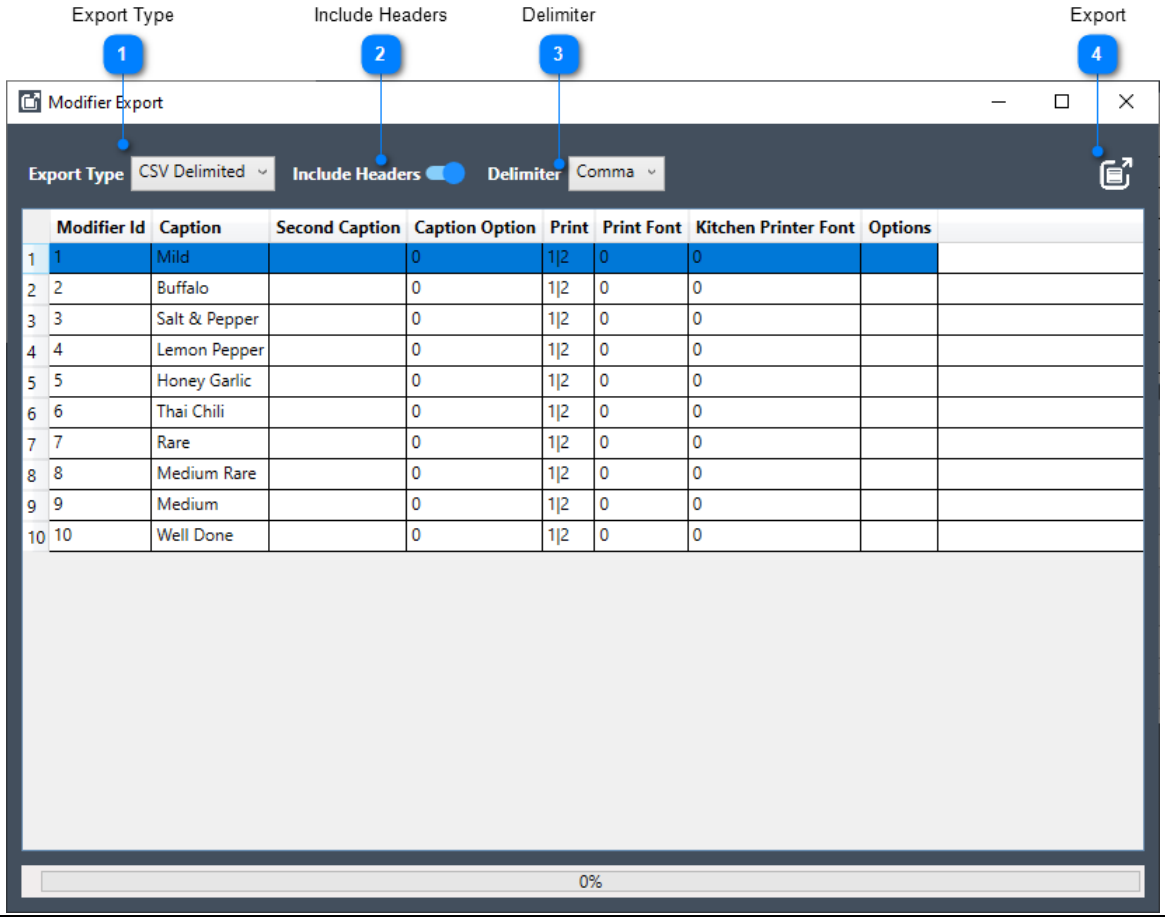
2 Delimiter

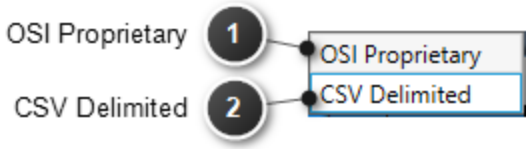
Select one of the predefined delimiter values from the drop down list. The application will parse out the fields contained in the file and attempt to display the data using the specified delimiter. Please note that changing this option will force you to redefine the mapping of all data columns.

3	**Id** Mapping a data column to the Modifier Id will verify the data to ensure that all fields are valid numeric integers without any duplicates. If the Modifier Id column has been mapped, any records in the database matching the specified Modifier Id will be updated. If no match is found in the database, the Modifier Id and associated data will be inserted as a new record in the database. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
4	**Caption** Mapping a data column to the Caption is required and will verify that all fields are valid, non blank, text values. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. The Import button will remain disabled until a Caption field has been mapped and all data columns have been defined.
5	**Second Caption** Mapping a data column to the Caption is required and will verify that all fields are valid, non blank, text values. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. The Import button will remain disabled until a Caption field has been mapped and all data columns have been defined.
6	**Caption Option** Mapping a data column to the Caption Option will verify the data to ensure that all fields are valid numeric integers from 0 to 3. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. 0 Text Is Modifier 1 Text Is PLU 2 Text Is SKU 3 Text Is Variable
7	**Print** Mapping a data column to the Print will verify that all fields are valid pipe "|" delimited integer values corresponding to an existing printer or customer display in hardware maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

8	**Print Font** Mapping a data column to the Print Font will verify the data to ensure that all fields are valid numeric integers from 0 to 7. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. 0 Font A Standard 1 Font A Double Width 2 Font A Double Height 3 Font A Double Width and Double Height 4 Font B Standard 5 Font B Double Width 6 Font B Double Height 7 Font B Double Width and Height 8 Font A Standard 9 Font A Double Width 10 Font A Double Height 11 Font A Double Width and Double Height 12 Font B Standard 13 Font B Double Width 14 Font B Double Height 15 Font B Double Width and Height
9	**Kitchen Printer Font** Mapping a data column to the Kitchen Print Font will verify the data to ensure that all fields are valid numeric integers from 0 to 7. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. 0 Font A Standard 1 Font A Double Width 2 Font A Double Height 3 Font A Double Width and Double Height 4 Font B Standard 5 Font B Double Width 6 Font B Double Height 7 Font B Double Width and Height 8 Font A Standard 9 Font A Double Width 10 Font A Double Height 11 Font A Double Width and Double Height 12 Font B Standard 13 Font B Double Width 14 Font B Double Height 15 Font B Double Width and Height
10	**Options** Mapping a data column to Options will verify the data to ensure that all fields are valid pipe "|" delimited Integer values corresponding to individual modifier options. 4 Manager Required All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

11	**Skip** Mapping a data column to Do not import (Skip) will ignore the data in the specified column. Please note that the Import button will remain disabled until all data columns have been mapped or set to skip.
12	**Import** Once a Caption field and all data columns have been mapped or set to Skip, the Import button will be enabled. Clicking on this button will update or insert all valid records into the database. All data errors will be displayed identifying the row, column, value and error message.

5	**Export** Click on this button to open the Export window which will allow you to export the modifier list to an OSI proprietary export file (*.mod) or to a delimiter separated file (*.csv). 

1	**Export Type** Select one of the following export types: 

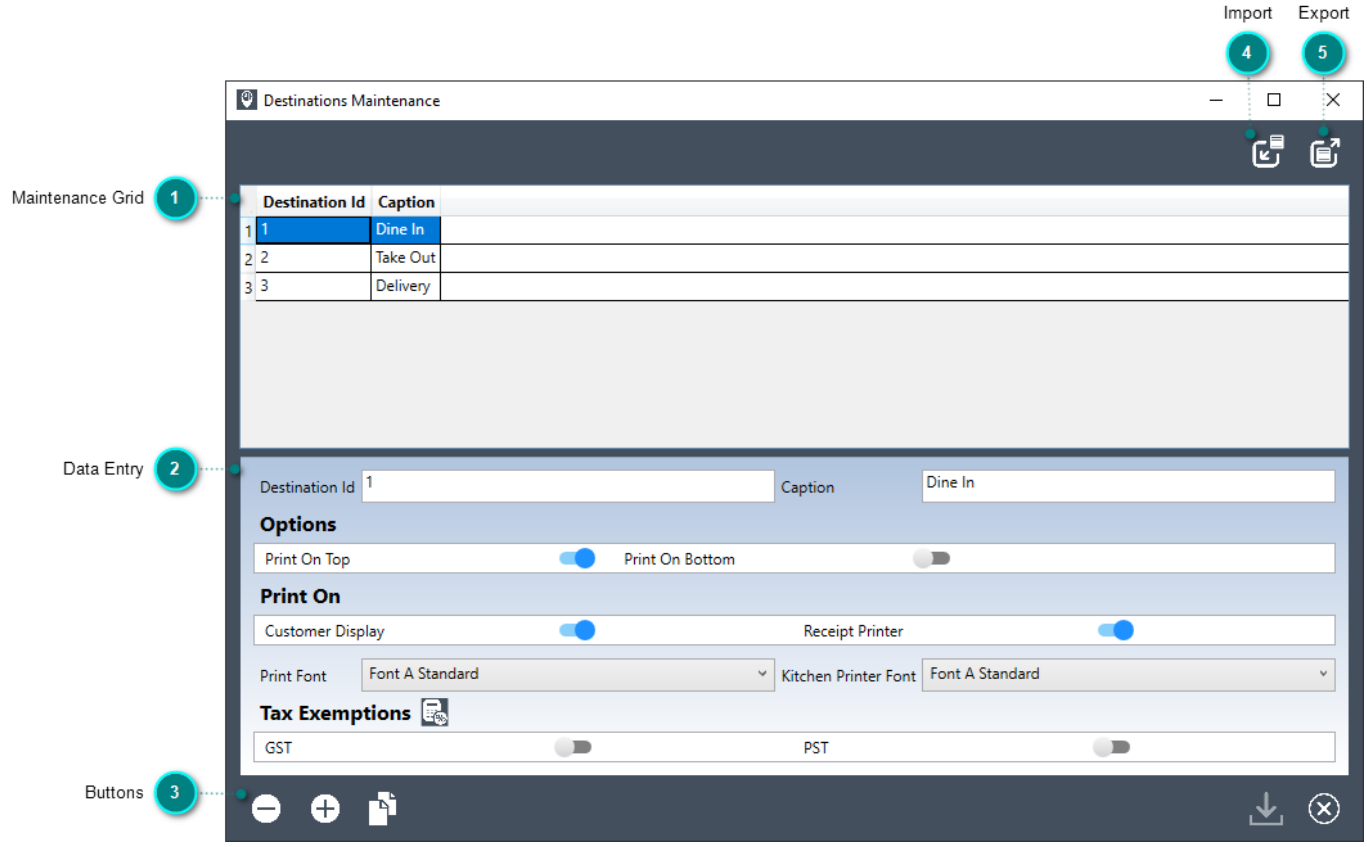
1	**OSI Proprietary** Select the row or rows you wish to include in the export file. Click on the Export button to open the Export window which will allow you to export the selected departments to an OSI proprietary export file (*.mod).
2	**CSV Delimited** Select CSV Delimited to export all modifiers to a delimiter separated file (*.csv). Determine if you want to include column headers and choose one of the supported delimiters. Click on the Export button to open the Export window which will allow you to export all modifiers to a delimiter separated file (*.csv).

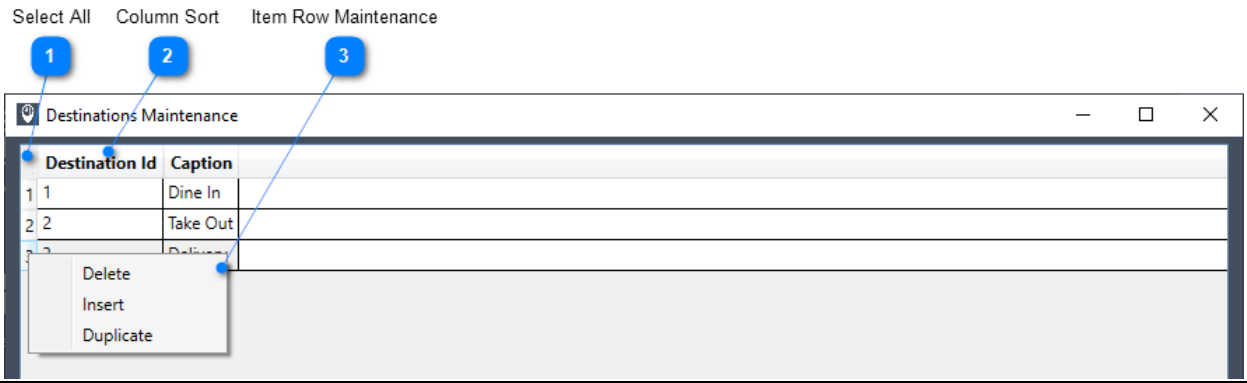
2	**Include Headers** Select this option if you want to include column names in your export file.
3	**Delimiter** Select one of the supported delimiters to be used to separate each of the columns in your csv export file.
4	**Export** Click on this button to open the "Save As" dialogue window and export the selected modifiers to an OSI proprietary export file (*.mod) or all modifiers to a delimiter separated file (*.csv). The name of the export file will be defaulted based on export type and selections made, but may be changed to a file name of your choice. Please note that the OSI proprietary format is meant to allow you to export elements from one PcProg program to another without the need to map your column data. If you want to view or edit the data contained in the export file, you must choose to export a delimiter separated file. To edit your *.csv file, it is best to open Microsoft Excel and use the Open dialogue to navigate to the export file and select Text Files (*.prn, *.txt, *.csv) in the drop down next to File name. This will open the Microsoft Text Import Wizard, which will allow you to tell Microsoft Excel what delimiter was used, whether your data has headers or not, and how to map the data format of each of the columns. Any changes made to the file within Excel should also be "Saved As" a csv file if you intend on re-importing these changes back into PcProg.

Destinations Maintenance

Destinations Maintenance allows you to define the types of order destinations allowed on your GoPOS systems.

The maintenance screen is divided into the following three sections:

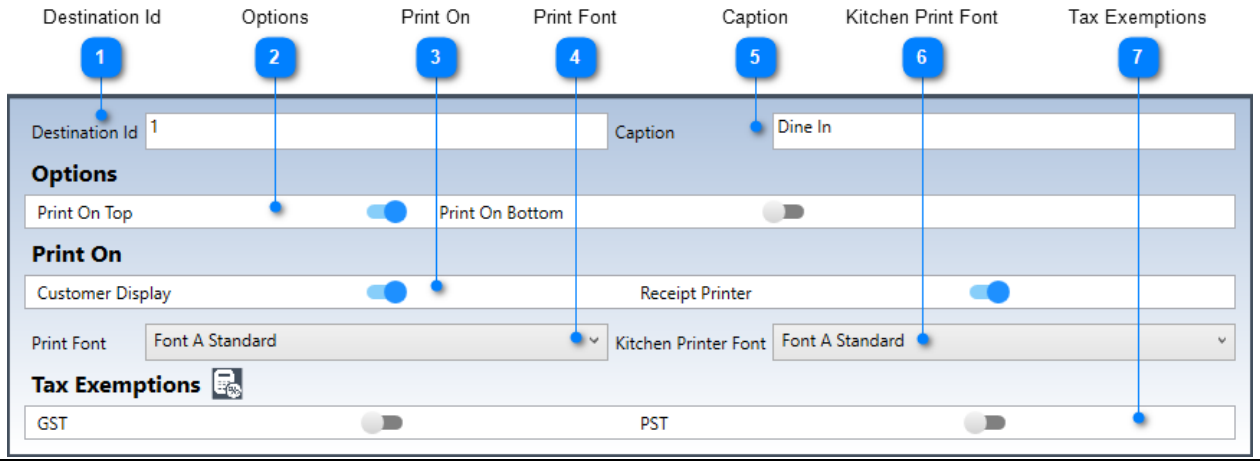


1	**Maintenance Grid** The grid area displays the currently defined discounts. All fields are display-only and all modifications to discounts must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section. 

1	**Select All** Clicking on the upper left corner of the grid will select all destinations. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected destinations.
2	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.
3	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.

2 Data Entry

The data entry area dynamically displays the currently selected destination.



1	**Destination Id** Enter a unique integer value to identify the destination. Required field. Duplicates not allowed. When modifying Destination Ids, a warning message will be displayed indicating that any references to the destination will be lost when the changes are saved.
2	**Options** Select one or more of the following destination options:

Print On Top	Select this option to display the destination caption at the top of the receipt.
Print On Bottom	Select this option to display the destination caption at the bottom of the receipt.

3	**Print On** All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.

4	**Print Font** Select one of the supported printer fonts. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height** Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**
5	**Caption** Enter the destination display name. Required field. Max 25 characters.

6	**Kitchen Print Font** Select one of the supported printer fonts to use when printing to the kitchen. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height** Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**
7	**Tax Exemptions** All taxes defined in Tax Maintenance will be displayed. Select one or more of the applicable taxes that you wish to exempt from the selected destination. Clicking on the Tax Maintenance button will give you quick access to the Tax Maintenance module.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted destination or destinations will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

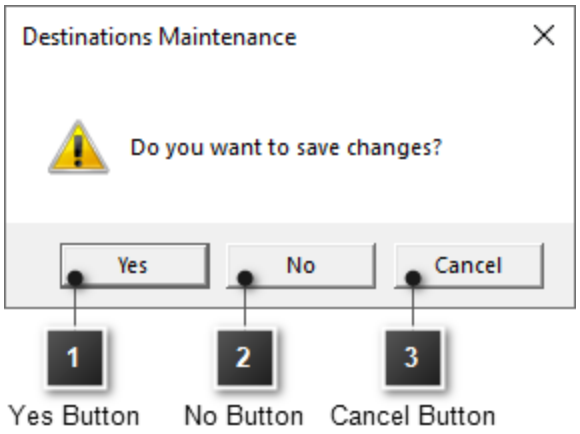
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. f any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

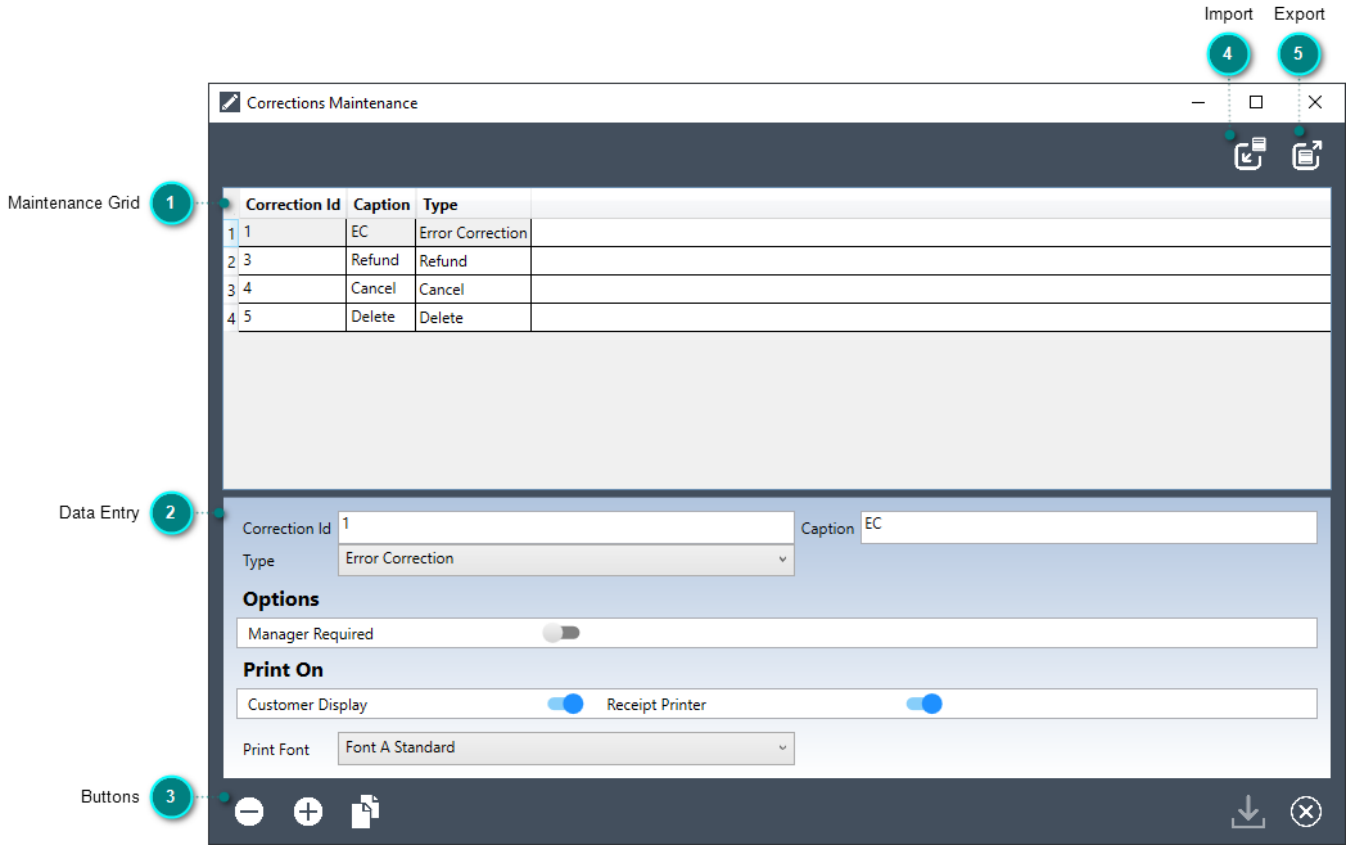
Click on Cancel to abort the close and return to the maintenance screen.

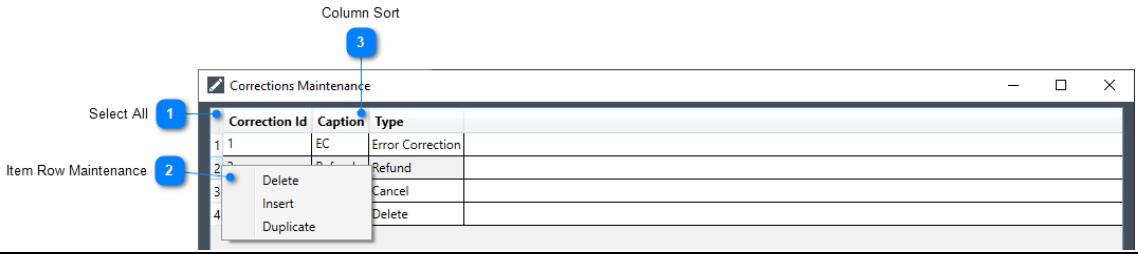
4	**Import** One or more destinations exported from one program may be imported into the same or a different program. Each destination saved during the export will be inserted as a new destination into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Destinations Export file (*.des) has been selected, the system will attempt to import each destination included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more destinations from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected destination(s) to an OSI proprietary export file (DestinationsExport.des). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Corrections Maintenance

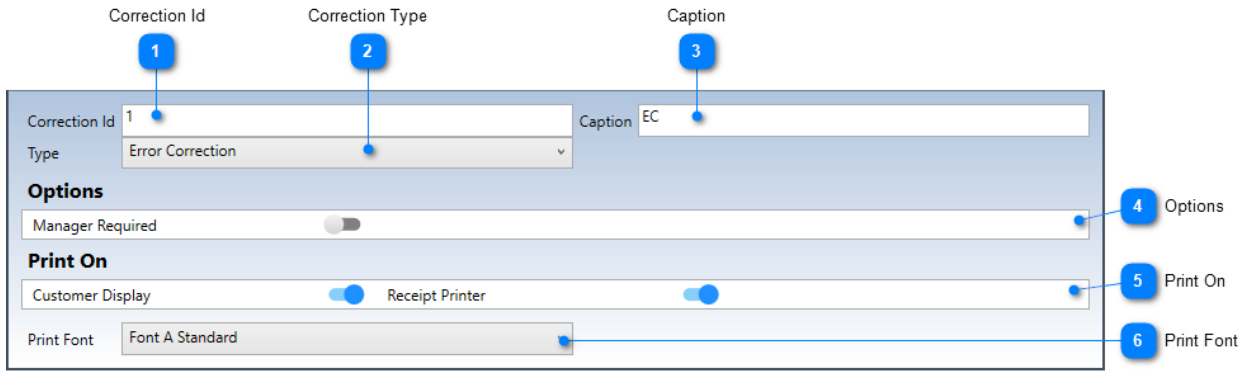
Corrections Maintenance allows you to define the type of corrections allowed on your GoPOS systems.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined corrections. All fields are display-only and all modifications to corrections must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section. 

1	**Select All** Clicking on the upper left corner of the grid will select all corrections. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected corrections.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected correction. 

1	**Correction Id** Enter a unique integer value to identify the correction. Required field. Duplicates not allowed. When modifying Correction Ids, a warning message will be displayed indicating that any references to the correction will be lost when the changes are saved.
2	**Correction Type** Select one of the supported correction types:

Error Correction	This will clear the last transaction entry made. Any attempt to error correct previous transaction entries will result in an "Invalid Sequence" message. If an item is linked to another product or to a modifier group, the error correction will only apply to the linked item and not the parent item.

Void	This will reverse an item within the current transaction. The user must press the void key and then enter an existing, non voided, item in the current transaction. Pressing Void will place the register in "Void" mode, indicated by "Vd" displayed in the upper display section of the GoPOS register. Pressing Clear will cancel the void and return the register in normal mode. If you attempt to void an item that is not in the current transaction an "Error: Unsold Item" message will be displayed. If you attempt to void an item that has already been completely voided (i.e zero quantity of that item remain in the transaction), a "Void quantity greater than sold" message will be displayed.
Refund	All items may be refunded. Pressing Refund will place the register in "Refund" mode, indicated by "Rf" displayed in the upper display section of the GoPOS register. Pressing Clear will cancel the refund and return the register in normal mode. When in "Refund" mode, the next item entered will result in a negative entry.
Cancel	The entire transaction may be cancelled at any time. All entries in the transaction will be reversed and a receipt will be printed showing the original and cancelled entries. The user may then press the clear key or simply start entering a new transaction. If Setting 65 - "Print cancelled transactions on the receipt" is disabled, no receipt will be printed.
Tender Correction	This will allow you to reverse and correct any previously entered payment. You must be at the start of a transaction. Pressing Tender Correction in the middle of a transaction will display a "Please finish the current transaction" message. Press Tender Correction or enter the Paid Out amount then press Tender Correction. A drop down list of all available tenders will be displayed. Enter the Paid Out Amount and select the tender for the PO. Enter Received Amount and select the tender for the RA. You must enter the same amount received as paid out. If the RA amount is less than the PO amount, "short" will be displayed along with the remaining amount to cover. You may not enter an amount greater than the PO or amount remaining.
Transaction Void	This will allow you to void and reverse any previously entered transaction. You must be at the start of a transaction. Pressing Transaction Void in the middle of a transaction will display a "Please finish the current transaction" message. Pressing Transaction Void will place the register in "Transaction Void" mode, indicated by "Tv" displayed in the upper display section of the GoPOS register. Pressing Clear will cancel the transaction void and return the register in normal mode. When in "Tv" mode, or in normal mode at the start of a transaction, enter the transaction number, including all leading and trailing zeros, of the transaction you wish to void and press on "Transaction Void". If the transaction entered is found, all entries in the transaction are reversed and a new receipt is printed. If the transaction number entered is not found, a "Transaction not found" message is displayed.

Delete	This will delete all items that are selected and highlighted in the current transaction. Transaction entries may be selected for deletion by pressing directly on the entry. If an item is deleted, all linked items or modifiers will also be deleted. Individual linked items or modifiers may be selected and highlighted and deleted without deleting the parent item.

3

Caption

Enter the correction display name. Required field. Max 25 characters.

4

Options

Manager	Select this option if the user requires managerial rights. If the user does not have managerial rights, pressing the correction key will display a "Manager Required" message. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.

5

Print On

All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.

6

Print Font

Select one of the supported printer fonts.

Font A Standard

Font A Double Width

Font A Double Height

Font A Double Width and Double Height

Font B Standard

Font B Double Width

Font B Double Height

Font B Double Width and Double Height

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted correction or corrections will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

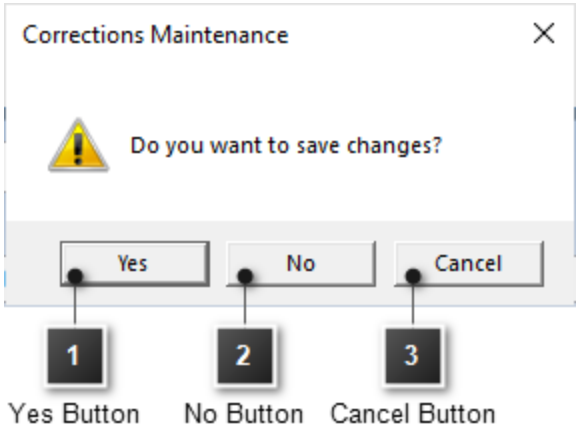
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

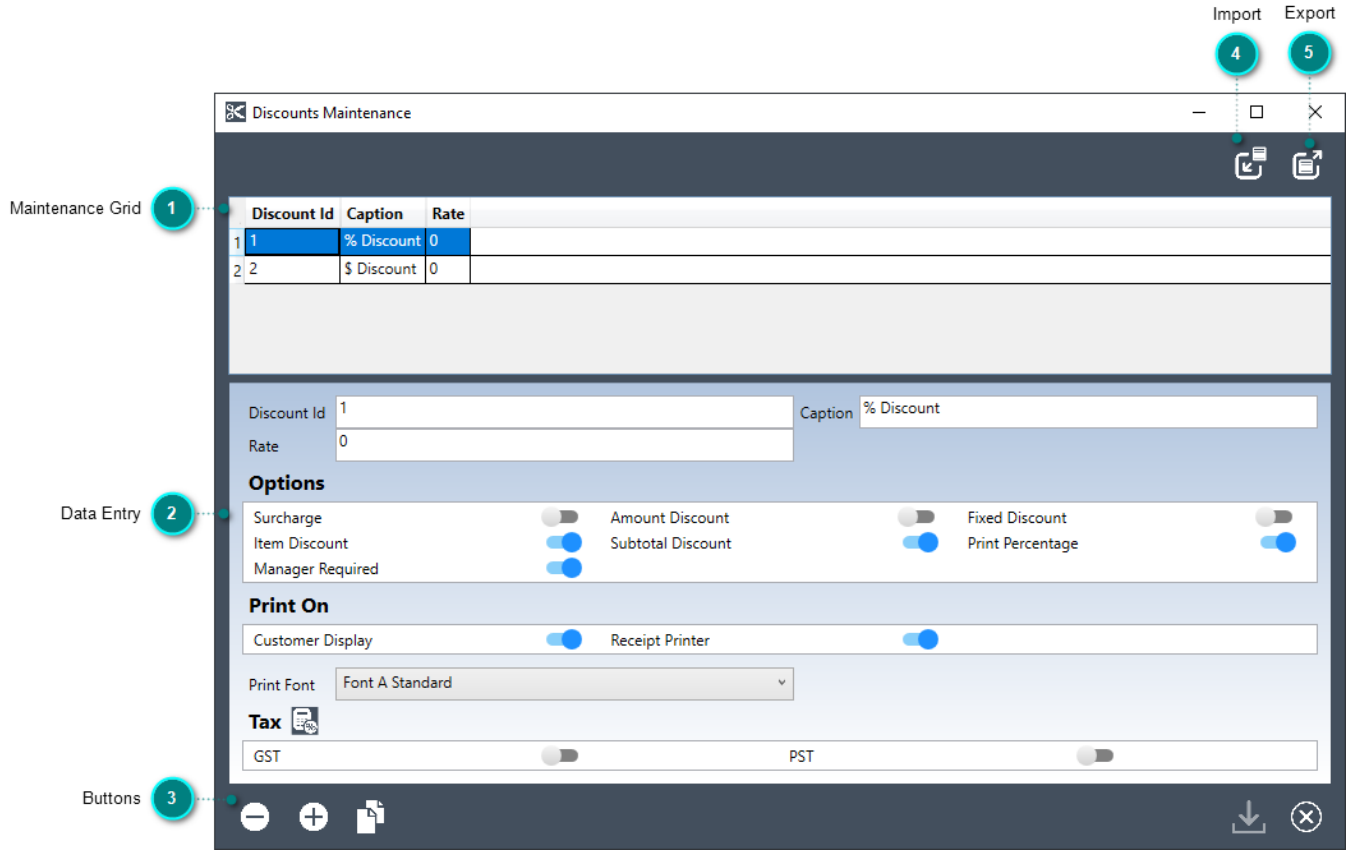
Click on Cancel to abort the close and return to the maintenance screen.

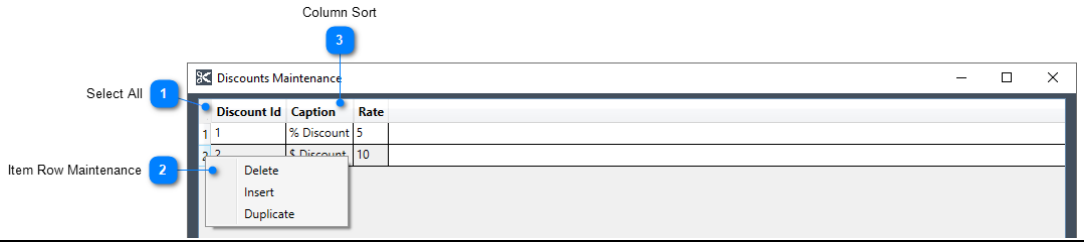
4	**Import** One or more corrections exported from one program may be imported into the same or a different program. Each correction saved during the export will be inserted as a new correction into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Corrections Export file (*.cor) has been selected, the system will attempt to import each correction included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more corrections from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected correction(s) to an OSI proprietary export file (CorrectionsExport.cor). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Discount Maintenance

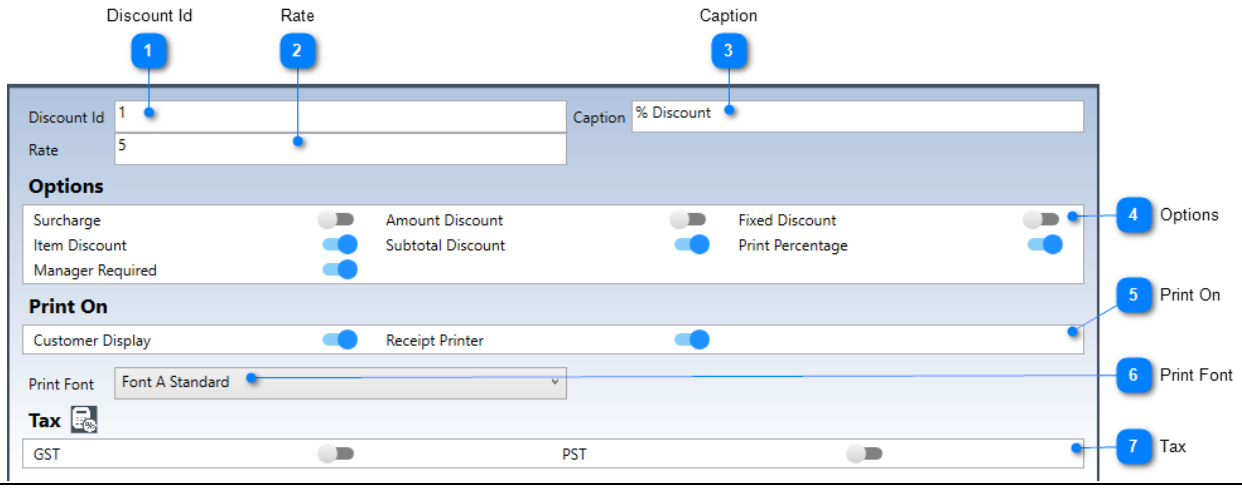
Discounts Maintenance allows you to define the types of discounts allowed on your GoPOS systems.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined discounts. All fields are display-only and all modifications to discounts must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section. 

1	**Select All** Clicking on the upper left corner of the grid will select all discounts. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected discounts.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected discount. 

1	**Discount Id** Enter a unique integer value to identify the discount. Required field. Duplicates not allowed. When modifying Discount Ids, a warning message will be displayed indicating that any references to the discount will be lost when the changes are saved.
2	**Rate** Enter the discount percentage or amount. If the Amount Discount option is selected, the value entered will be treated as an amount, otherwise it will be treated as a percentage.
3	**Caption** Enter the discount display name. Required field. Max 25 characters.
4	**Options** Select one or more of the following discount options:

Surcharge	Select this option if the rate or amount is a surcharge and should be added to the price. If this option is not enabled, the entry will be treated as a discount and reduce the price.
Amount Discount	Select this option if this is an amount discount/surcharge and not a percentage discount/surcharge.
Fixed Discount	Select this option if this is a fixed percentage or amount which can not be overridden. If this option is enabled attempting to override the percentage or amount and pressing the discount key will result in an "Invalid Sequence" message. If this option is disabled, users are allowed to enter a percentage or amount before pressing the discount key to override the actual discount applied.
Item Discount	Select this option if this discount is to be linked to the last item entered. If this option is enabled, pressing the discount key will result in an "Invalid Sequence" message if there are no current transaction entries or the last entry was not an item sale. If this option and the Subtotal Discount option are both disabled, pressing the discount key will always result in an "Invalid Sequence" message. Discounts should either be set up as Item discounts, Subtotal discounts or Both. If this option is enabled and the last entry made was an item sale, multiple item discounts may be applied to the same item.
Subtotal Discount	Select this option if the discount should be applied to the calculated subtotal. If this option is enabled, pressing the discount key will result in an "Invalid Sequence" message if the last entry was not a Subtotal. If this option and the Subtotal Discount option are both not enabled, pressing the discount key will always result in an "Invalid Sequence" message. Discounts should either be set up as Item discounts, Subtotal discounts or Both. If this option is enabled and the last entry made was a subtotal, multiple subtotal discounts may be applied to the same subtotal.
Print Percentage	Select this option if the discount rate should be displayed and printed on the receipt as a percentage.
Manager Required	Select this option if the user requires managerial rights. If the user does not have managerial rights, pressing the discount key will display a "Manager Required" message. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.

5	**Print On**
	All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.

6	**Print Font** Select one of the supported printer fonts. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**
7	**Tax** All taxes defined in Tax Maintenance will be displayed. Select one or more of the applicable taxes for the chosen discount or surcharge. Clicking on the Tax Maintenance button will give you quick access to the Tax Maintenance module.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted discount or discounts will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

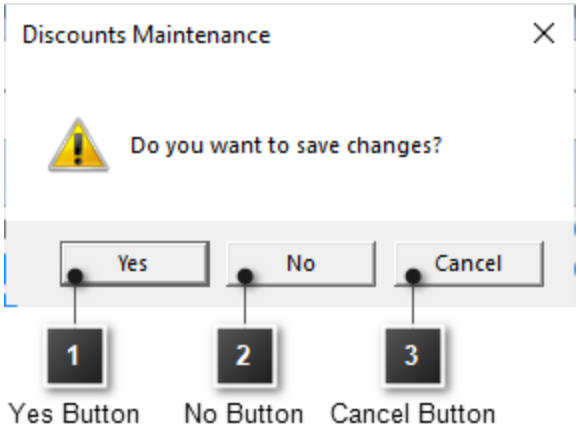
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

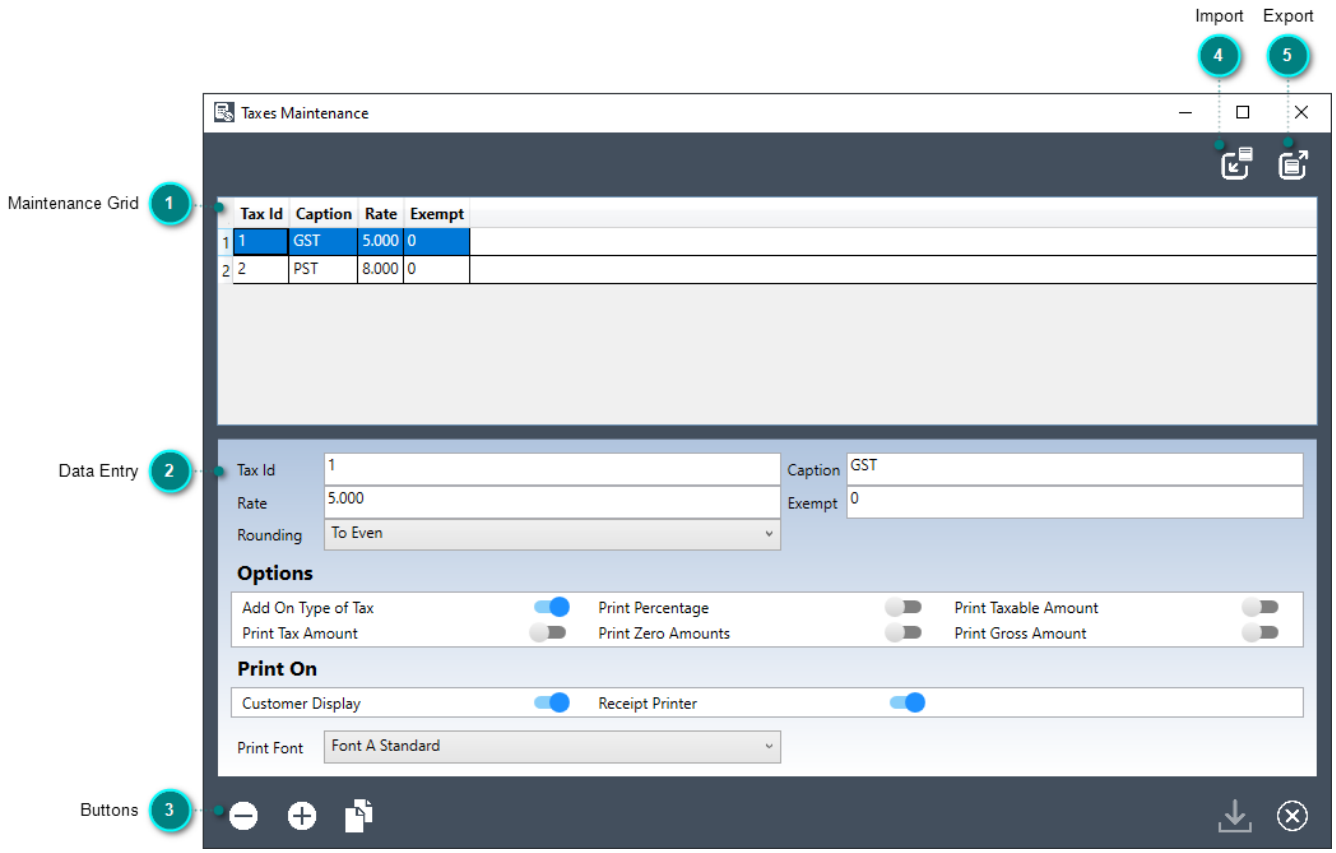
Click on Cancel to abort the close and return to the maintenance screen.

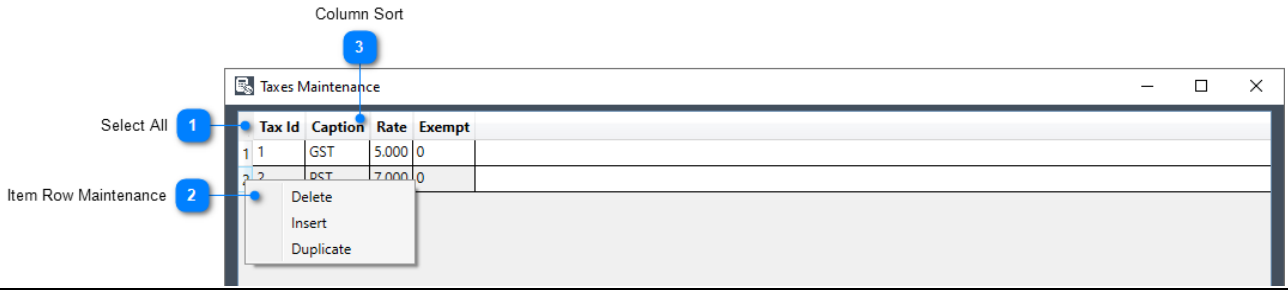
4	**Import** One or more discounts exported from one program may be imported into the same or a different program. Each discount saved during the export will be inserted as a new discount into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Discounts Export file (*.dis) has been selected, the system will attempt to import each discount included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more discounts from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected discount(s) to an OSI proprietary export file (DiscountsExport.dis). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Taxes Maintenance

Taxes Maintenance allows you to setup and maintain the list of taxes collected through your GoPOS systems.

The maintenance screen is divided into the following three sections:

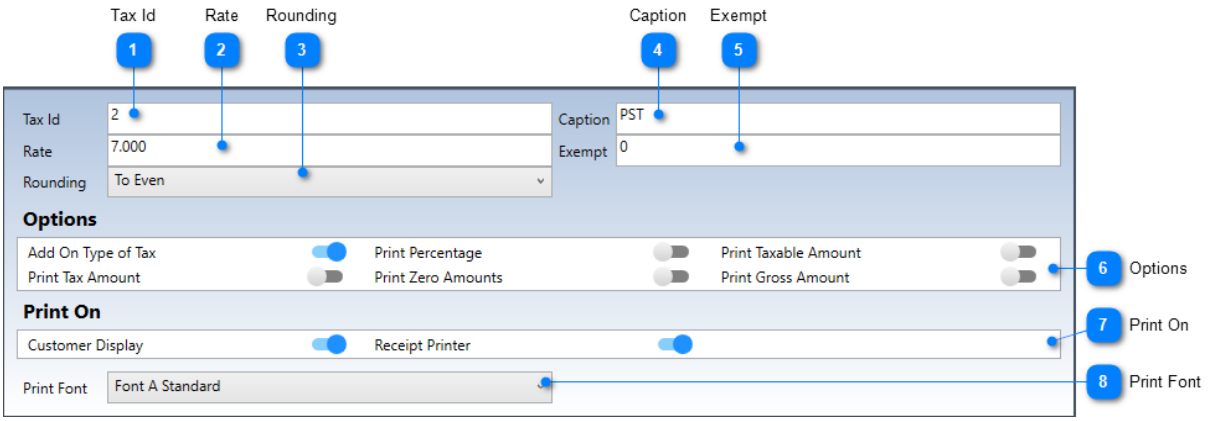


1	**Maintenance Grid** The grid area displays the currently defined taxes. All fields are display-only and all modifications to a tax must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section. 

1	**Select All** Clicking on the upper left corner of the grid will select all taxes. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected taxes.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2 Data Entry

The data entry area dynamically displays the currently selected tax.



1	**Tax Id** Enter a unique integer value to identify the tax. Required field. Duplicates not allowed. When modifying Tax Ids, a warning message will be displayed indicating that any references to the tax will be lost when the changes are saved.
2	**Rate** Enter the tax rate as a percentage.
3	**Rounding** Select one of the supported rounding options:

To Even	Select this option if the tax should be rounded to the nearest even digit when the digit is 5. If the digit is less than 5, the number is rounded down. If the digit is greater than 5, the number is rounded up. example: 1.24 => 1.2, 1.25 => 1.2, 1.26 => 1.3, 1.35 => 1.4

Round Up	Select this option if the tax should always be rounded up. example: 1.24 => 1.3, 1.25 => 1.3, 1.26 => 1.3, 1.35 => 1.4
Truncate	Select this option if the last non-significant digit should be removed. example: 1.24 => 1.2, 1.25 => 1.2, 1.26 => 1.2, 1.35 => 1.3
Away From Zero	Select this option if the tax should be rounded away from zero (rounded up for positive numbers) when the digit is 5. If the digit is less than 5, the number is rounded down. If the digit is greater than 5, the number is rounded up. example: 1.24 => 1.2, 1.25 => 1.3, 1.26 => 1.3, 1.35 => 1.4

4	**Caption**
	Enter the tax display name. Required field. Max 25 characters.
5	**Exempt**
	Enter the exemption amount. Taxes will not be added to the transaction until this amount has been reached.
6	**Options**
	Select one or more of the following options:

Add On Type of Tax	Select this option if the tax should be additive and the tax is added to the taxable amount. If disabled, the tax is assumed to be included in the price and the item price is reduced by the tax percentage to calculate the taxable amount.
Print Percentage	Select this option if the tax percentage should be printed on the receipt.
Print Taxable Amount	Select this option if the total taxable amount should be printed on the receipt.
Print Tax Amount	Select this option if the calculated tax amount should be printed on the receipt.
Print Zero Amounts	Select this option if zero tax amounts should be printed on the receipt.
Print Gross Amount	Select this option to print the total gross amount for this tax on the receipt.

7	**Print On**
	All printers defined in the hardware maintenance screen will be displayed. Select one or more of the listed printers for the chosen tax. At least one printer must be chosen.

8	**Print Font** Select one of the supported printer fonts. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted tax or taxes will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

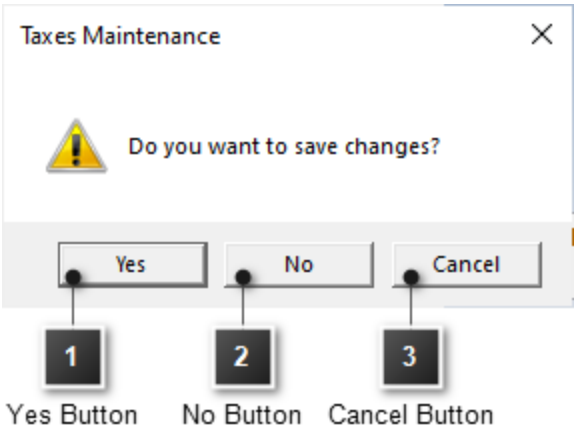
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

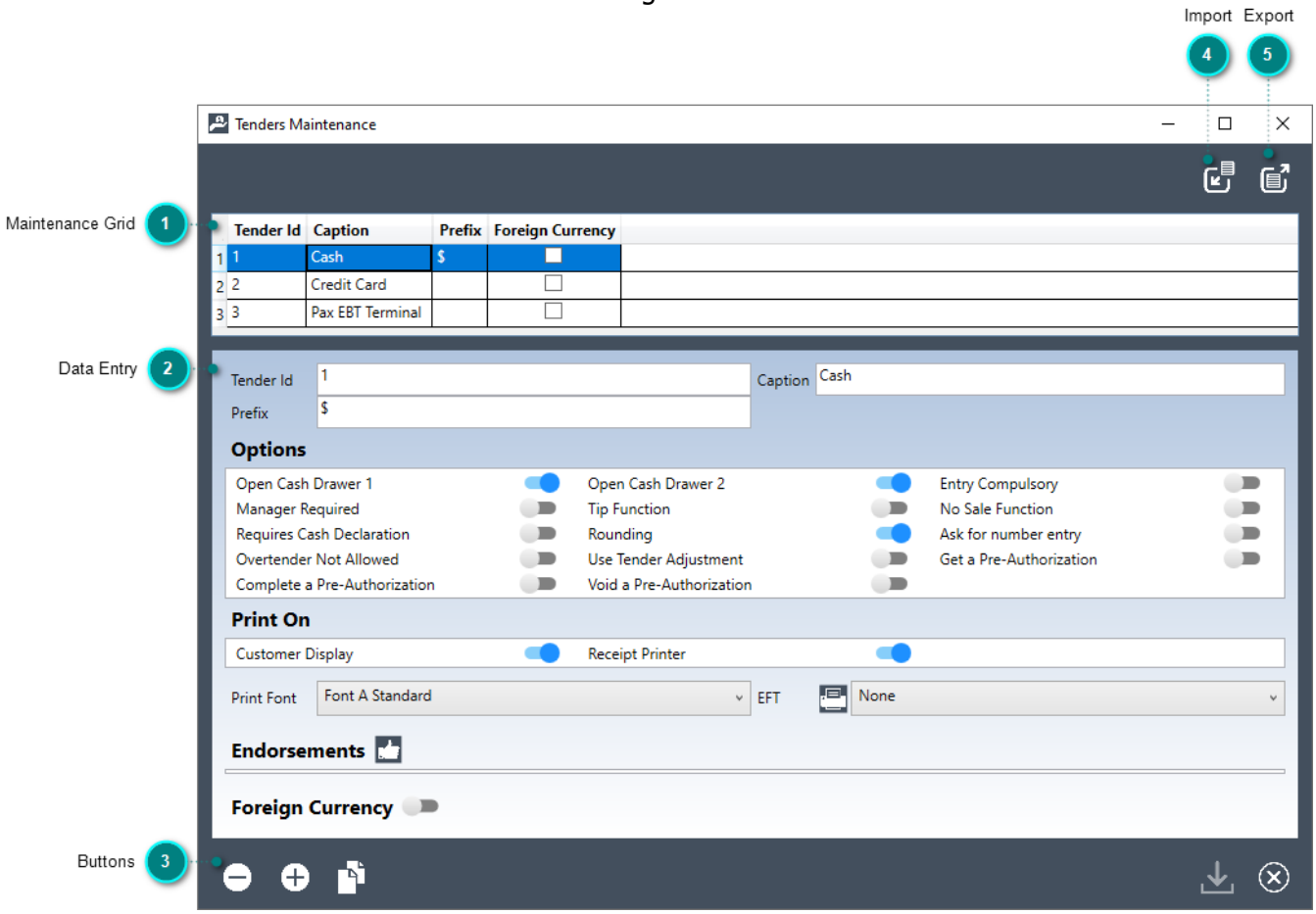
Click on Cancel to abort the close and return to the maintenance screen.

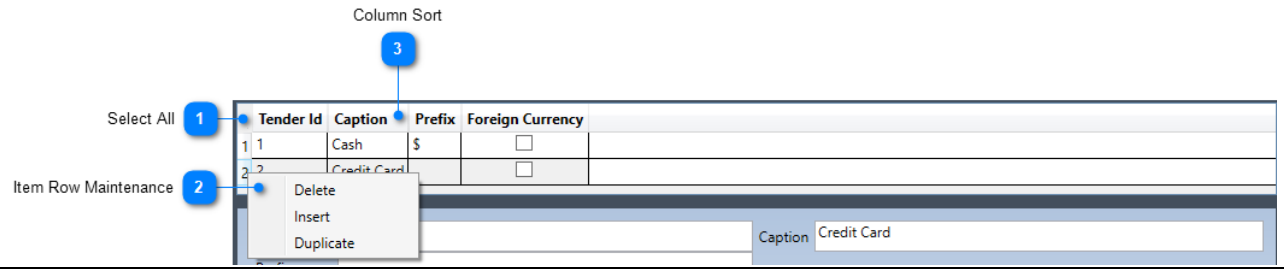
4	**Import**
	One or more taxes exported from one program may be imported into the same or a different program. Each tax entry saved during the export will be inserted as a new tax into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Taxes Export file (*.tax) has been selected, the system will attempt to import each tax entry included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export**
	One or more tax entries from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected tax(es) to an OSI proprietary export file (TaxesExport.tax). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Tenders Maintenance

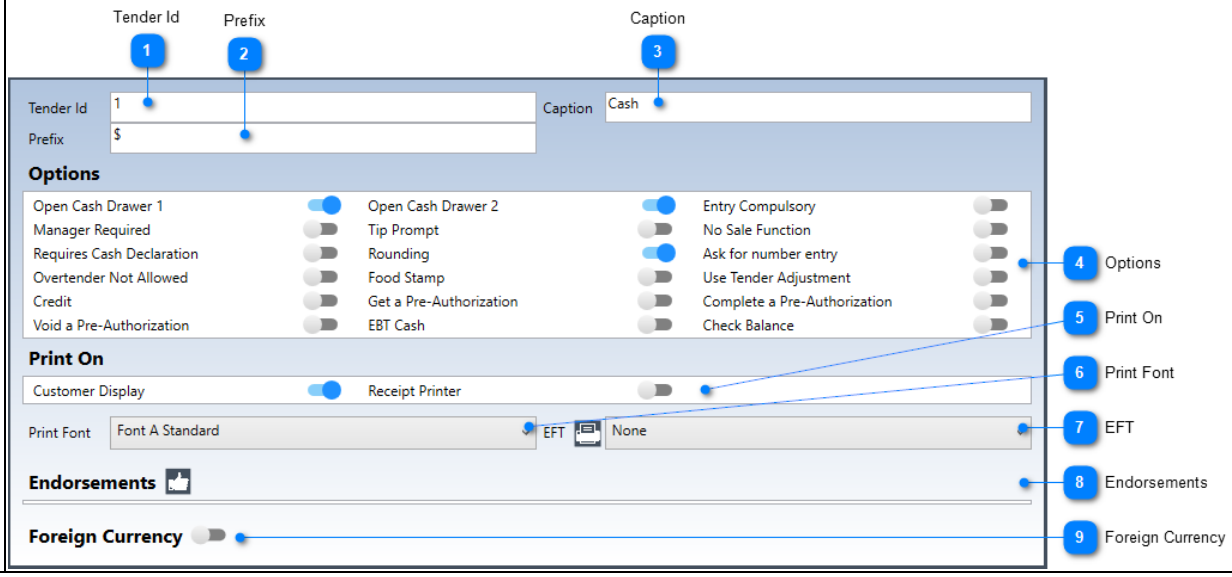
Tenders Maintenance allows you to setup and maintain the list of tenders allowed on your GoPOS systems.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined discounts. All fields are display-only and all modifications to discounts must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section. 

1	**Select All** Clicking on the upper left corner of the grid will select all tenders. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected tenders.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected tender. 

1	**Tender Id** Enter a unique integer value to identify the tender. Required field. Duplicates not allowed. When modifying Tender Ids, a warning message will be displayed indicating that any references to the tender will be lost when the changes are saved.
2	**Prefix** Enter the tender prefix to be displayed and printed.
3	**Caption** Enter the tender display name. Required field. Max 25 characters.
4	**Options** Select one or more of the following tender options:

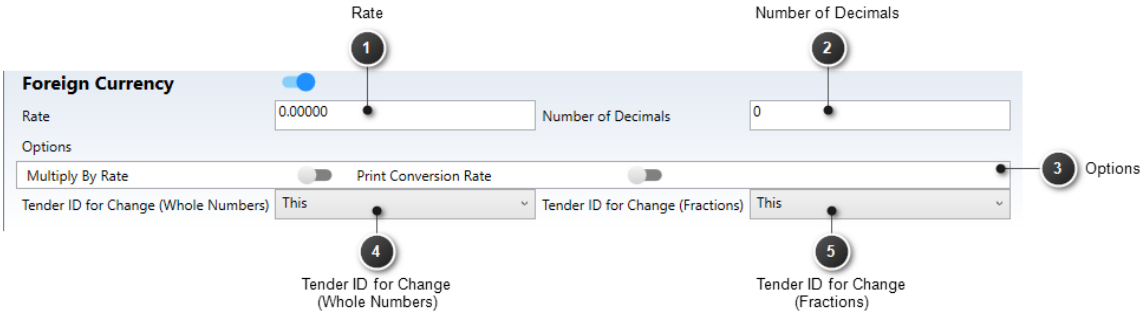
Open Cash Drawer 1	Will open Cash Drawer 1 when this tender is used and this option is enabled or the User Open Cash Drawer 1 option is enabled.
Open Cash Drawer 2	Will open Cash Drawer 2 when this tender is used and this option is enabled or the User Open Cash Drawer 2 option is enabled.
Entry Compulsory	Select this option when an amount is required to tender the transaction. If this option is enabled and a tendered amount is not entered before pressing the tender key an "Entry compulsory" message will appear. The user must enter an amount greater than or equal to the amount due before pressing the tender key. If the amount entered is insufficient to cover the total cost, a new total will be displayed showing the word "Short" and the remaining amount due. If the amount entered exceeds the total cost, the word "Change" will be displayed with the change amount owed to the customer. If overtender is not allowed, a "Entry too high" message will be displayed and the user must re-enter the amount tendered.
Manager Required	Select this option if the user requires managerial rights. If the user does not have managerial rights, pressing the tender key will display a "Manager Required" message. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.
Tip Prompt	Select this option to enable a tip prompt. When enabled, GoPOS will send a command to the payment terminal (Pax or Datacap), prompting the customer for a tip.
No Sale Function	Select this option to open the selected cash register drawer or drawers without a sale. Open Cash Drawer 1, Open Cash Drawer 2 or both of these options must be enabled for the specified cash drawer to open. The key may be pressed at any time without affecting the current transaction.
Requires Cash Declaration	Select this option if a cash declaration is required for this currency. On GoPOS pressing the Cash Declaration fixed function key will display the list of Tenders that require cash declarations. Enter the amount followed by the times key (X) and the denomination, then press the Tender. If Setting 95 - Use Enhanced Cash Declaration is enabled, GoPOS will display a dialogue with all defined currency denominations. This will speed up the cash declaration and minimize entry errors by allowing the user to simply enter the quantity of each denomination. Once all amounts and denominations for all tenders have been declared, pressing the "Finish cash declaration" button will calculate the total declared and print a receipt.When Setting 45 - Cash declaration mandatory for clerks report is enabled, each tender with this option enabled must be declared before the clerk will be allowed to print the clerk report. Attempting to print the report before declaring will display a "Mandatory Cash Declaration" message. The clerk report will include the amount declared for each Tender as well as the calculate difference between tendered and declared.

Rounding	Select this option if the total transaction amount should be rounded. The type of rounding performed will be based on Setting 53 - "Cash Rounding".
Ask for a number entry	When using this Tender, a pop up window will be displayed to allow the clerk to enter a reference number used to identify the payment.
Overtender Not Allowed	Select this option if the amount tendered can not exceed the amount due. If the amount tendered exceeds the total due, a "Entry too high" message is displayed and the user must re-enter the amount tendered.
Food Stamp	Select this option if the tender can be used to purchase food stamp products. Using this tender will subtotal all Food Stamp items without tax when tendering the transaction. If a valid payment terminal is linked to the Tender, GoPOS will attempt to authorize and process the transaction. If the transaction amount is greater than the customer's online balance, the remaining transaction amount will be added to the non-food stamp balance and will be taxable. Over-tendering is not allowed.
Use Tender Adjustment	Enabling this option will trigger GoPOS to automatically calculate and apply a tender adjustment when this tender is used in a transaction. The Tender adjustment is defined in Setting 73 - Tender Discount/Surcharge by selecting one of the discounts or surcharges defined in Discounts Maintenance.
Credit	Enable this option to define the selected tender as the Credit tender if a valid payment terminal is defined for the APOS.
Get a Pre-Authorization	Enabling this option will trigger GoPOS to request a pre-authorization from the EFT if a valid payment terminal is defined for the APOS. A tender may be used for only one of Pre-Authorization, Completion or Void.
Complete a Pre-Authorization	Enabling this option will trigger GoPOS to request a transaction completion from the EFT if a valid payment terminal is defined for the APOS. A tender may be used for only one of Pre-Authorization, Completion or Void.
Void a Pre-Authorization	Enabling this option will trigger GoPOS to request a transaction void from the EFT if a valid payment terminal is defined for the APOS. A tender may be used for only one of Pre-Authorization, Completion or Void.
EBT Cash	Enabling this option will define the selected tender as the EBT Cash tender and can be used to purchase food stamp products. Using this tender will subtotal all Food Stamp items without tax when tendering the transaction. If a valid payment terminal is defined for the APOS, GoPOS will attempt to authorize and process the transaction. If the transaction amount is greater than the customer's online balance, the remaining transaction amount will be added to the non-food stamp balance and will be taxable. Over-tendering is not allowed, but a cash advance can be requested on GoPOS, which will send a cash advance request to the linked EFT.
Check Balance	Enabling this option will trigger GoPOS to request a Check Balance transaction from Pax and DC-Direct payment terminals. If a valid terminal is defined for the APOS, this tender will provide clients with their Food Stamp or EBT Cash account balances.

5	**Print On** All printers defined in the hardware maintenance screen will be displayed. Select one or more of the listed printers for the chosen tender. At least one printer must be chosen.
6	**Print Font** Select one of the supported printer fonts. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**
7	**EFT** Select "None" if no EFT is linked to the Tender or select "Use EFT Device" if the tender should be linked to a payment terminal. When "Use EFT Device" is chosen, each APOS in your network should be linked to a valid payment terminal defined in Hardware maintenance. Using this tender will trigger GoPOS to use the first payment terminal linked to the APOS device. If no EFT device is found, a warning message will be displayed on GoPOS. For Caribbean countries, all payment terminals defined in the hardware maintenance screen will be displayed. Select one of the listed payment terminals to link the tender directly to the specific EFT. Additional Merchant Copy receipts may be printed if Setting 62 - Print Merchant Copy has been enabled. Clicking on the Hardware Maintenance button will give you quick access to the Hardware Maintenance module.
8	**Endorsements** All endorsement messages defined in the endorsements maintenance screen will be displayed. Select one or more of the listed endorsements for the chosen tender. The message lines defined for the endorsement will be printed at the bottom of the receipt whenever this Tender is used. Clicking on the Endorsements Maintenance button will give you quick access to the Endorsements Maintenance module.

9 Foreign Currency

Select this option if the tender is a foreign currency. A data entry sub section will appear allowing you to further define the foreign currency tender options.



1 Rate

Enter the foreign currency exchange rate.

2 Number of Decimals

Enter the number of decimals defined after the decimal separator.

3 Options

Select one or more of the following foreign currency options.

Multiply by Rate	Select this option if the conversion rate should be multiplied.
Print Conversion Rate	Select this option if the conversion rate should be printed on the receipt.

4 Tender ID for Change (Whole Numbers)

Select "This" if the same tender should be used when calculating whole numbers or select one of the other defined tenders.

5 Tender ID for Change (Fractions)

Select "This" if the same tender should be used when calculating fractions or select one of the other defined tenders.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted tender or tenders will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

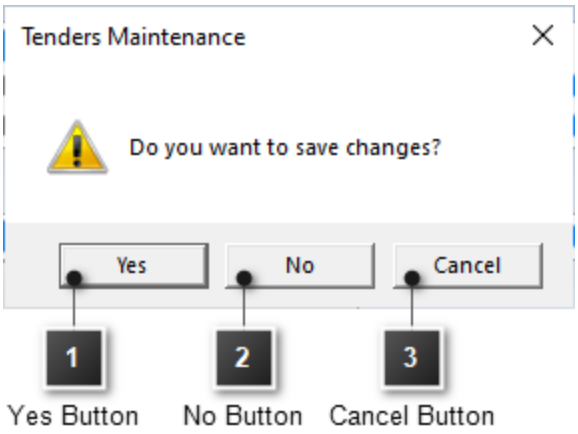
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

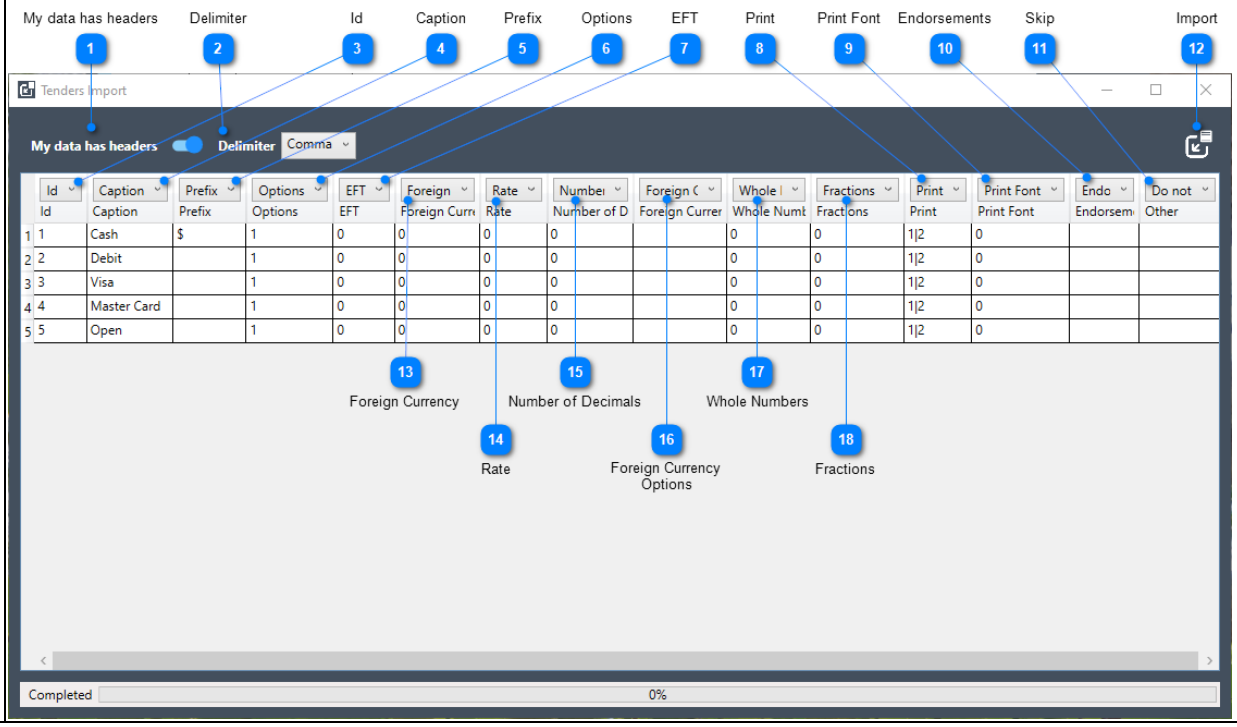
4 Import

Click on this button to import one or more tenders from an OSI Tenders Export file (*.ten) or from a delimiter separated file (*.csv, *.txt). Using the Open dialogue window, select the file extension (*.ten, *.csv, *.txt) from the drop down list to the right of the File name and navigate to and select the file you wish to import.

If a valid OSI Tenders Export file (*.ten) was selected, clicking on the Open button will insert the tender records contained in the export file into your database.

If a delimiter separated file (*.csv, *.txt) was selected, clicking on the Open button will allow you to map the data contained in the file to valid tender columns.

Determine if your data contains headers and specify the delimiter used to separate each field. Map each of the data columns you wish to import. Define all columns in your data that you do not wish to import as "Do not import (Skip)" or alternatively, remove these columns in Microsoft Excel or similar application prior to the import. Click on the Import button to import the file into your database.



1 My data has headers

Enable this option if your data contains data headers for each column. If the file does not contains data headers, a generic "Column X" will be displayed as the column headers. Please note that changing this option will force you to redefine the mapping of all data columns.

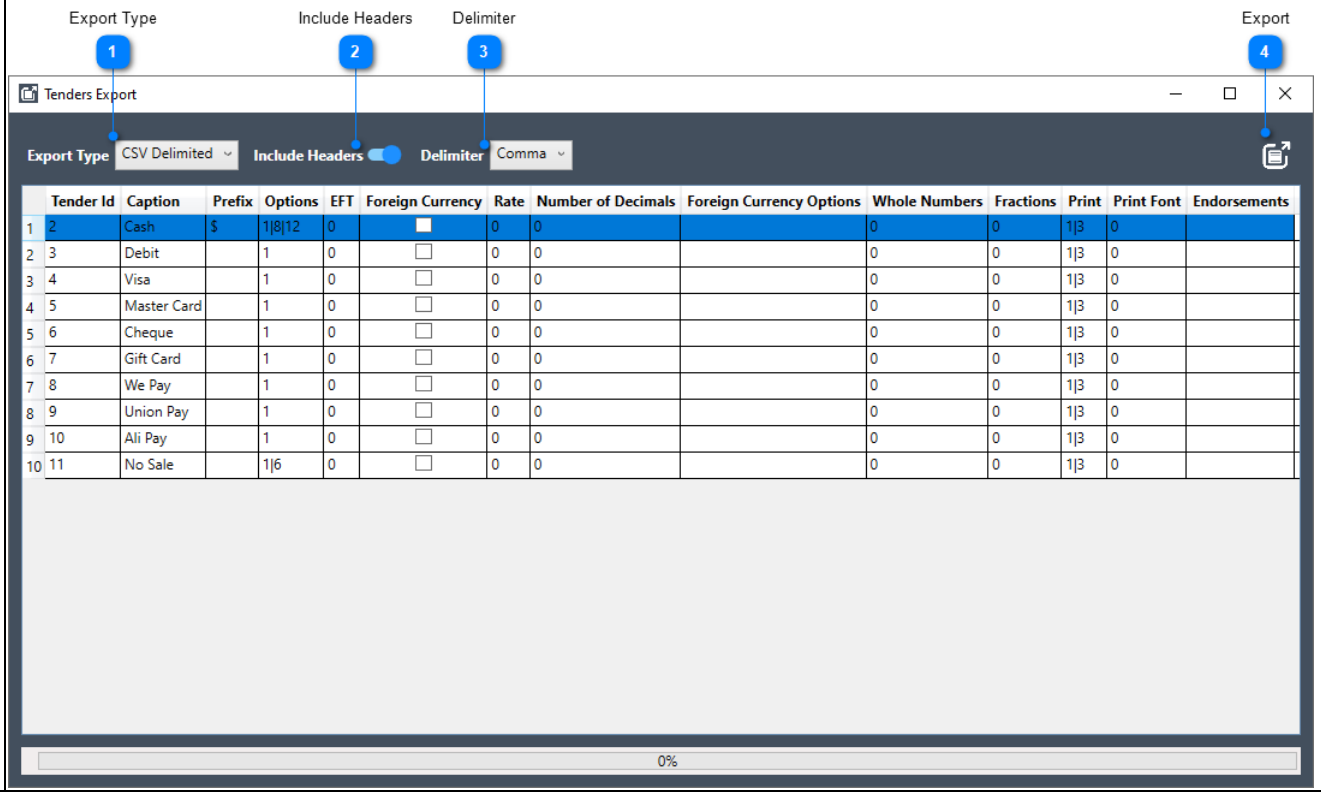
2 Delimiter

Select one of the predefined delimiter values from the drop down list. The application will parse out the fields contained in the file and attempt to display the data using the specified delimiter. Please note that changing this option will force you to redefine the mapping of all data columns.

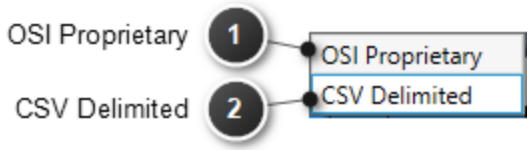
3	**Id** Mapping a data column to the Tender Id will verify the data to ensure that all fields are valid numeric integers without any duplicates. If the Tender Id column has been mapped, any records in the database matching the specified Tender Id will be updated. If no match is found in the database, the Tender Id and associated data will be inserted as a new record in the database. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
4	**Caption** Mapping a data column to the Caption is required and will verify that all fields are valid, non blank, text values. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. The Import button will remain disabled until a Caption field has been mapped and all data columns have been defined.
5	**Prefix** Mapping a data column to the Prefix will verify that all fields are valid text values. Blanks are allowed. All data errors will be displayed identifying the row, column, value and error message. If the value exceeds the maximum length of 25 characters, the value will be truncated. All other data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
6	**Options** Mapping a data column to Options will verify the data to ensure that all fields are valid pipe "|" delimited Integer values corresponding to individual tender options. 1 Open Cash Drawer 1 2 Open Cash Drawer 2 3 Entry Compulsory 4 Manager Required 6 No Sale Function 7 Requires Cash Declaration 8 Rounding 10 Overtender Not Allowed 11 Food Stamps 12 Use Tender Adjustment All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
7	**EFT** Mapping a data column to EFT will verify that all fields are a valid numeric integer values corresponding to an existing payment terminal in hardware maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
8	**Print** Mapping a data column to the Print will verify that all fields are valid pipe "|" delimited integer values corresponding to an existing printer or customer display in hardware maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

9	**Print Font** Mapping a data column to the Print Font will verify the data to ensure that all fields are valid numeric integers from 0 to 7. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped. 0 Font A Standard 1 Font A Double Width 2 Font A Double Height 3 Font A Double Width and Double Height 4 Font B Standard 5 Font B Double Width 6 Font B Double Height 7 Font B Double Width and Height
10	**Endorsements** Mapping a data column to Endorsements will verify that all fields are valid pipe "|" delimited integer values corresponding to an existing endorsement in Endorsements Maintenance. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
11	**Skip** Mapping a data column to Do not import (Skip) will ignore the data in the specified column. Please note that the Import button will remain disabled until all data columns have been mapped or set to skip.
12	**Import** Once a Caption field and all data columns have been mapped or set to Skip, the Import button will be enabled. Clicking on this button will update or insert all valid records into the database. All data errors will be displayed identifying the row, column, value and error message.
13	**Foreign Currency** Mapping a data column to Foreign Currency will verify the data to ensure that all fields are valid boolean integers (0 = False, 1 = True). All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
14	**Rate** Mapping a data column to Rate will verify the data to ensure that all fields are valid 5 digit integer values. Blanks are allowed. The integer value will be converted to a Foreign Currency rate with 5 decimal places. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
15	**Number of Decimals** Mapping a data column to the Number of Decimals will verify the data to ensure that all fields are valid numeric integers from 0 to 5. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

16	**Foreign Currency Options** Mapping a data column to Foreign Currency Options will verify the data to ensure that all fields are valid pipe "|" delimited Integer values corresponding to individual foreign currency options. 1 Multiply By Rate 2 Print Conversion Rate All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
17	**Whole Numbers** Mapping a data column Whole Numbers will verify that all fields are a valid numeric integer values corresponding to an existing Tender Id or 0 to indicate "This" tender. Blanks are allowed. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.
18	**Fractions** Mapping a data column Fractions will verify that all fields are a valid numeric integer values corresponding to an existing Tender Id or 0 to indicate "This" tender. Blanks are allowed. All data errors will be displayed identifying the row, column, value and error message. All records with data errors must be corrected before importing, otherwise the row or rows with errors will be skipped.

5	**Export** Click on this button to open the Export window which will allow you to export the tender list to an OSI proprietary export file (*.ten) or to a delimiter separated file (*.csv) 

	Tender Id	Caption	Prefix	Options	EFT	Foreign Currency	Rate	Number of Decimals	Foreign Currency Options	Whole Numbers	Fractions	Print	Print Font	Endorsements
1	2	Cash	$	1|8|12	0	☐	0	0		0	0	1|3	0	
2	3	Debit		1	0	☐	0	0		0	0	1|3	0	
3	4	Visa		1	0	☐	0	0		0	0	1|3	0	
4	5	Master Card		1	0	☐	0	0		0	0	1|3	0	
5	6	Cheque		1	0	☐	0	0		0	0	1|3	0	
6	7	Gift Card		1	0	☐	0	0		0	0	1|3	0	
7	8	We Pay		1	0	☐	0	0		0	0	1|3	0	
8	9	Union Pay		1	0	☐	0	0		0	0	1|3	0	
9	10	Ali Pay		1	0	☐	0	0		0	0	1|3	0	
10	11	No Sale		1|6	0	☐	0	0		0	0	1|3	0	

1	**Export Type** Select one of the following export types: 

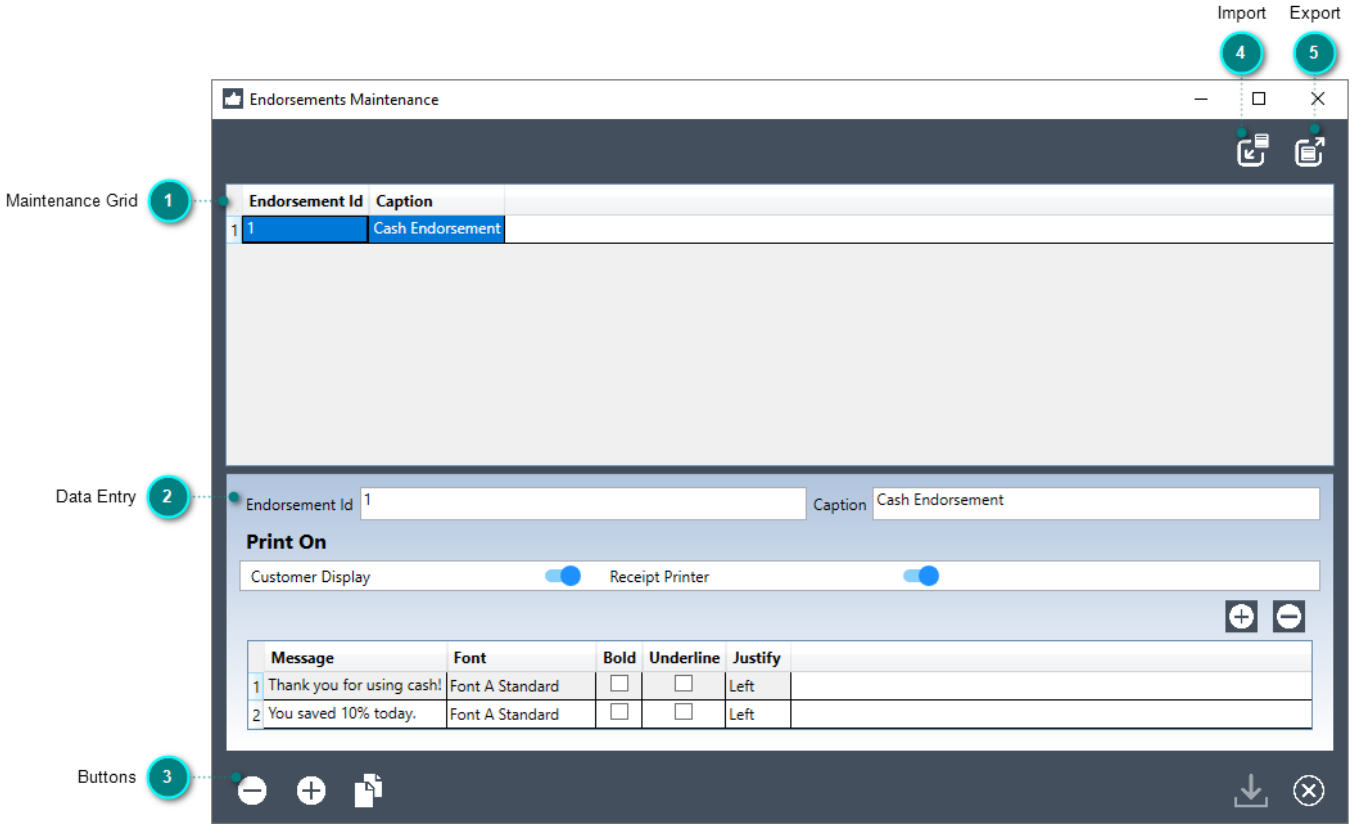
1	**OSI Proprietary** Select the row or rows you wish to include in the export file. Click on the Export button to open the Export window which will allow you to export the selected tenders to an OSI proprietary export file (*.ten).
2	**CSV Delimited** Select CSV Delimited to export all tenders to a delimiter separated file (*.csv). Determine if you want to include column headers and choose one of the supported delimiters. Click on the Export button to open the Export window which will allow you to export all tenders to a delimiter separated file (*.csv).

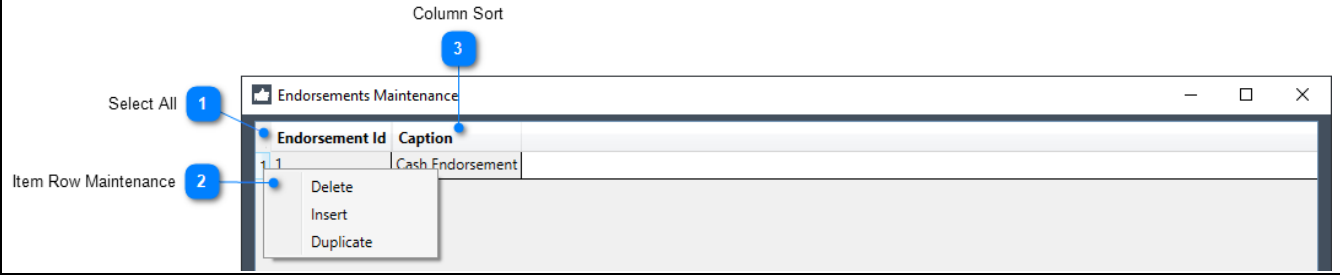
2	**Include Headers** Select this option if you want to include column names in your export file.
3	**Delimiter** Select one of the supported delimiters to be used to separate each of the columns in your csv export file.
4	**Export** Click on this button to open the "Save As" dialogue window and export the selected tenders to an OSI proprietary export file (*.ten) or all tenders to a delimiter separated file (*.csv). The name of the export file will be defaulted based on export type and selections made, but may be changed to a file name of your choice. Please note that the OSI proprietary format is meant to allow you to export elements from one PcProg program to another without the need to map your column data. If you want to view or edit the data contained in the export file, you must choose to export a delimiter separated file. To edit your *.csv file, it is best to open Microsoft Excel and use the Open dialogue to navigate to the export file and select Text Files (*.prn, *.txt, *.csv) in the drop down next to File name. This will open the Microsoft Text Import Wizard, which will allow you to tell Microsoft Excel what delimiter was used, whether your data has headers or not, and how to map the data format of each of the columns. Any changes made to the file within Excel should also be "Saved As" a csv file if you intend on re-importing these changes back into PcProg.

Endorsements Maintenance

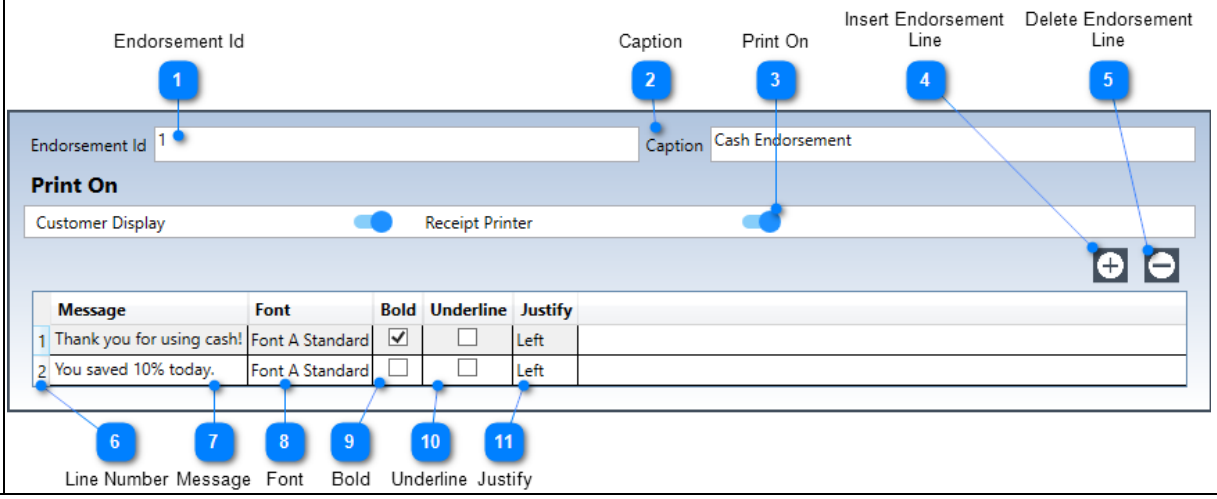
Endorsements Maintenance allows you to insert, update and delete tender endorsement messages.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined endorsements. All fields are display-only and all modifications to endorsements must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area. 

1	**Select All** Clicking on the upper left corner of the grid will select all endorsements. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected endorsements.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected endorsement. 

1	**Endorsement Id** Enter a unique integer value to identify the endorsement. Required field. Duplicates not allowed. When modifying Endorsement Ids, a warning message will be displayed indicating that any references to the endorsement will be lost when the changes are saved.
2	**Caption** Enter the endorsement display name. Required field. Max 25 characters.
3	**Print On** All printers defined in the hardware maintenance screen will be displayed. Select one or more of the listed printers for the chosen endorsement. At least one printer must be chosen.
4	**Insert Endorsement Line** Click on this button to add a new endorsement line. Each line can be displayed in its own font and may be printed in **Bold**, Underline and either in Left, Center or Right justification. Rows may also be inserted by right clicking on the endorsement line row number and selecting Insert from the pop-up menu.

5	**Delete Endorsement Line** Click on this button to delete the currently selected endorsement line. Rows may also be deleted by right clicking on the endorsement line row number and selecting Delete from the pop-up menu.
6	**Line Number** Right clicking on any of the endorsement line row numbers will display a pop-up menu that will allow you Delete or Insert a row. Rows may also be deleted or inserted by using the delete or insert endorsement line buttons.
7	**Message** Enter the text you wish to display on the receipt. Max 80 characters. The message will be printed every time a Tender is used that is linked to this endorsement.
8	**Font** Select one of the supported printer fonts. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**
9	**Bold** Check this box if you wish to display the text in **bold**.
10	**Underline** Check this box if you wish to display the text with underline.
11	**Justify** Select one of the support text justifications. Left, Center or Right justification.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted endorsement or endorsements will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

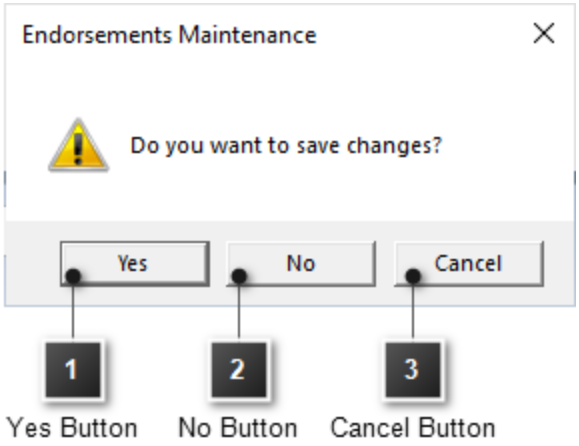
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

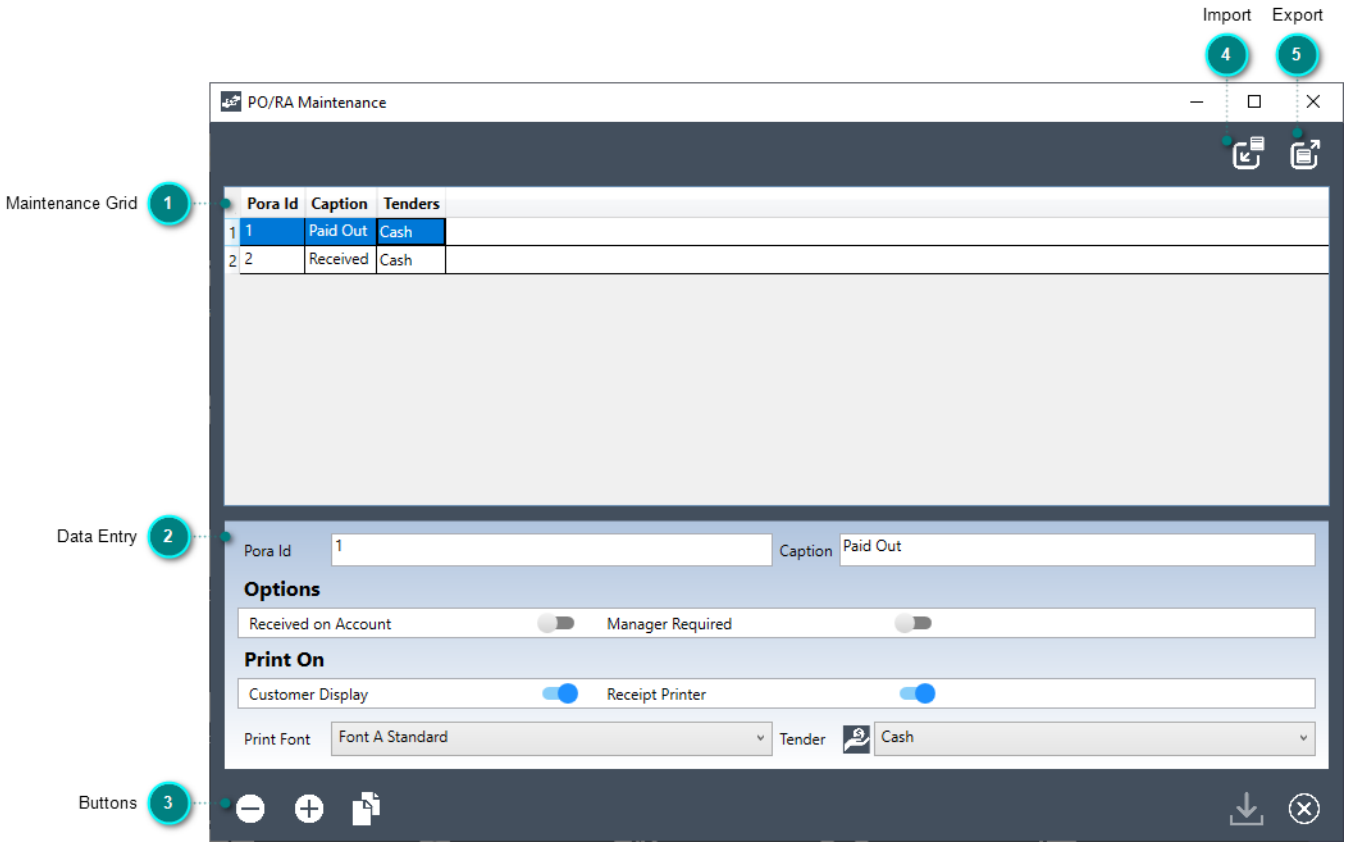
Click on Cancel to abort the close and return to the maintenance screen.

4	**Import** One or more endorsements exported from one program may be imported into the same or a different program. Each endorsement saved during the export will be inserted as a new endorsement into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Endorsements Export file (*.end) has been selected, the system will attempt to import each endorsement included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more endorsements from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected endorsement(s) to an OSI proprietary export file (EndorsementsExport.end). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

PO/RA Maintenance

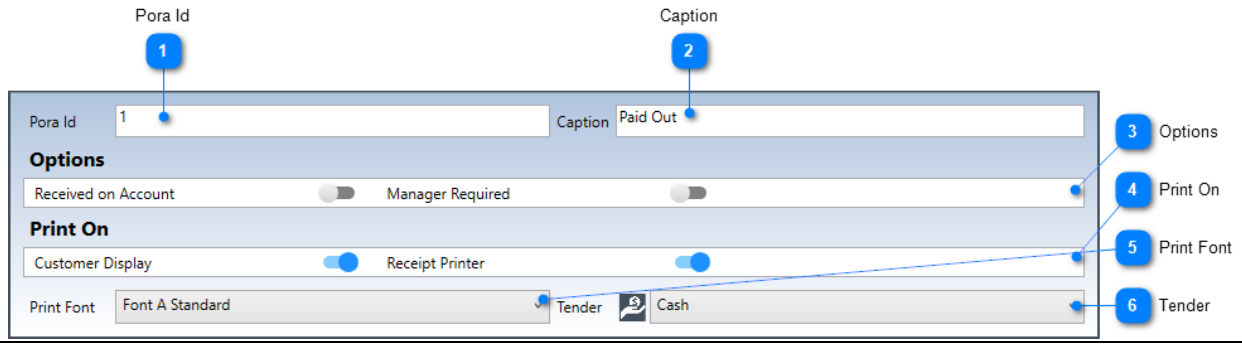
PO/RA Maintenance allows you to create and maintain accounts (Paid Out/Received on Account) used to adjust your cash drawer and account balances.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined pora. All fields are display-only and all modifications to a pora must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section. 

1	**Select All** Clicking on the upper left corner of the grid will select all poras. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected poras.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected pora. 

1	**Pora Id** Enter a unique integer value to identify the pora. Required field. Duplicates not allowed. When modifying Pora Ids, a warning message will be displayed indicating that any references to the pora will be lost when the changes are saved.
2	**Caption** Enter the PO/RA display name. Required field. Max 25 characters.
3	**Options** Select one or more of the following options: Received on Account — Select this option if this is a receivable and not a pay out. Manager Required — Select this option if the user requires managerial rights.
4	**Print On** All printers defined in the hardware maintenance screen will be displayed. Select one or more of the listed printers for the chosen pora. At least one printer must be chosen.

5	**Print Font** Select one of the supported printer fonts. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**
6	**Tender** All monetary tenders defined in the tenders maintenance screen will be available. Select one of the listed tenders for the chosen pora. On GoPOS, this tender will be the default tender used when processing paid out or received on account transactions. For example, if you have an open account and wish to add $20.00 cash to this account. If the default tender is defined as cash, you may simply enter $20.00 and press RA. (amount + RA). If you wish to override this default tender, press on the RA Key first, enter the amount and press on one of the defined tenders (RA + amount + Tender).

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted pora or poras will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

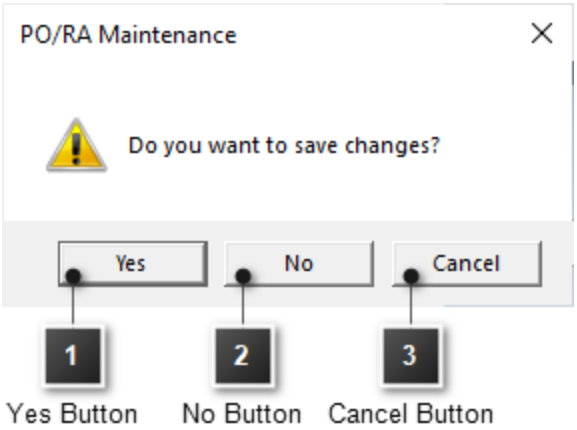
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

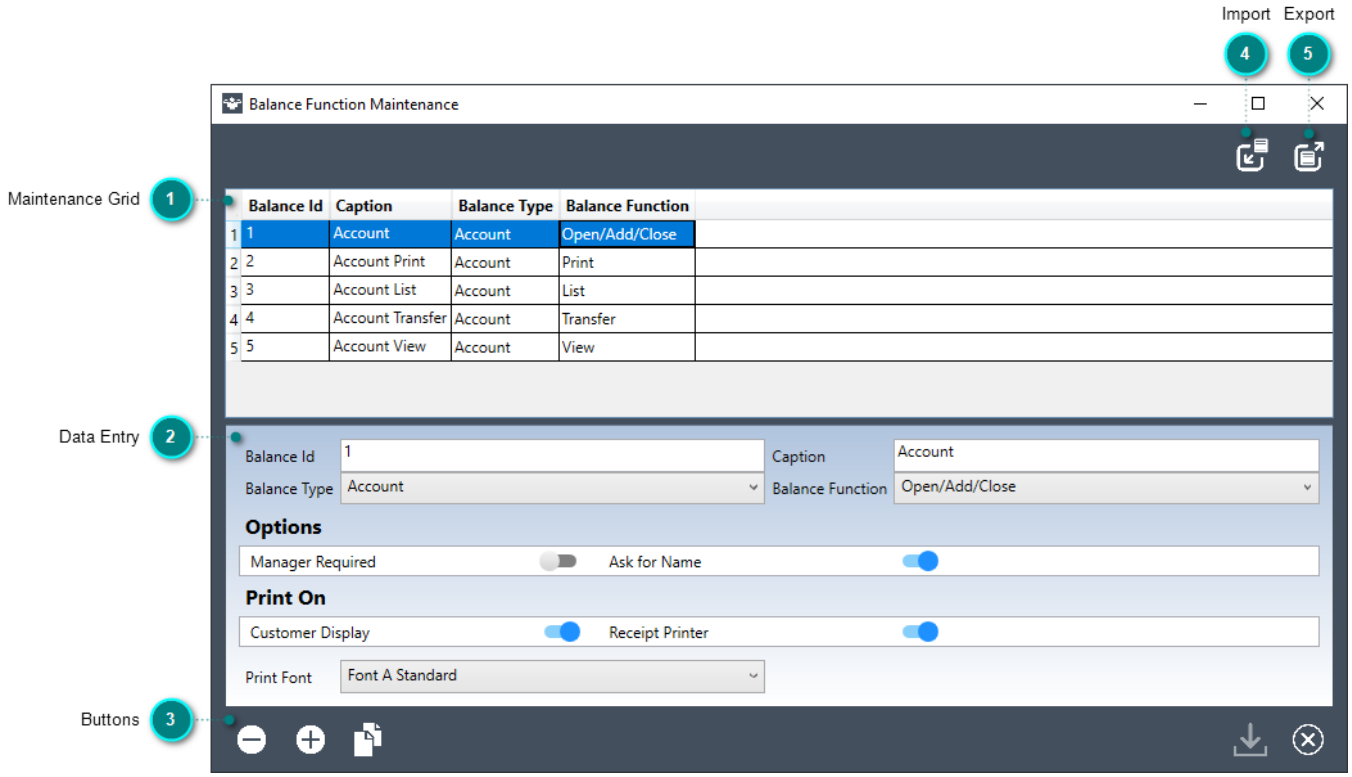
Click on Cancel to abort the close and return to the maintenance screen.

4	**Import** One or more PO/RAs exported from one program may be imported into the same or a different program. Each PO/RA saved during the export will be inserted as a new PO/RA into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Poras Export file (*.por) has been selected, the system will attempt to import each PO/RA included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more PO/RAs from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected PO/RA(s) to an OSI proprietary export file (PorasExport.por). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Balance Function Maintenance

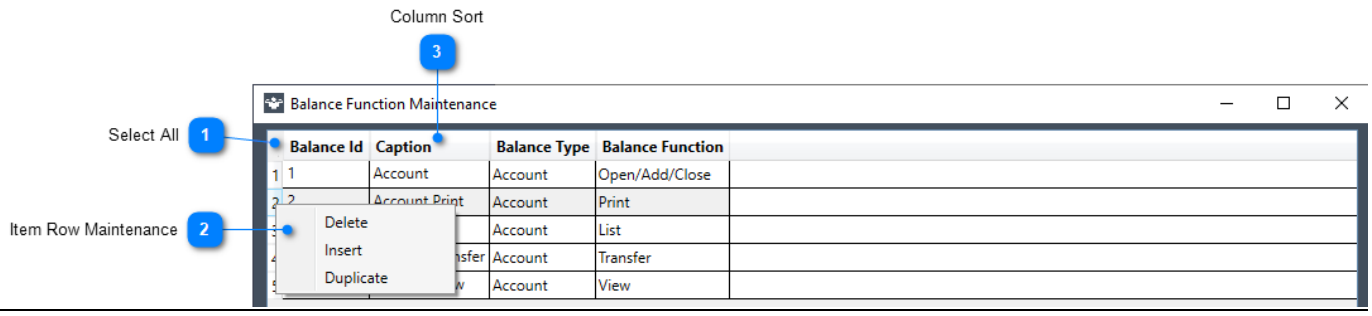
Balance Function Maintenance allows you to define account balance functions such as opening, closing or transferring balances from one account or table to another.

The maintenance screen is divided into the following three sections:



1 Maintenance Grid

The grid area displays the currently defined balance function. All fields are display-only and all modifications to the balance function must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section.



1 Select All

Clicking on the upper left corner of the grid will select all balance functions. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected balance functions.

2 Item Row Maintenance

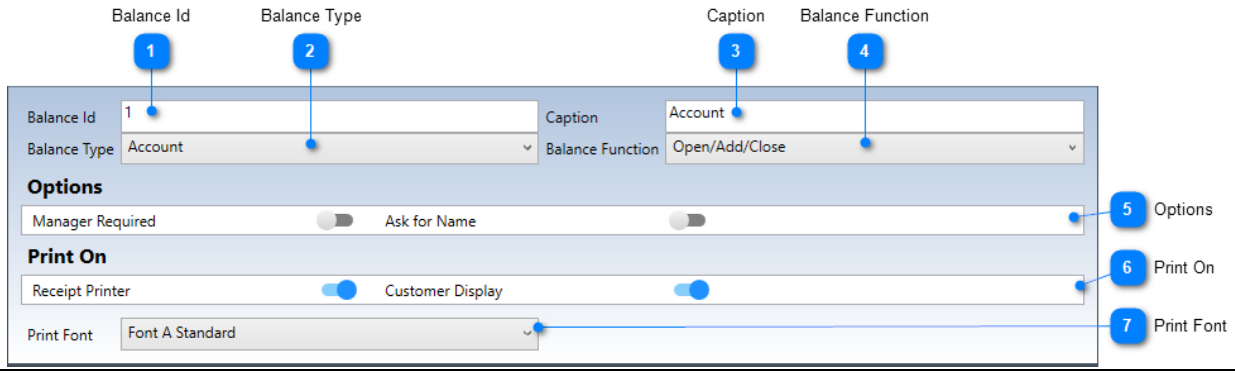
Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.

3 Column Sort

Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2 Data Entry

The data entry area dynamically displays the currently selected balance function.

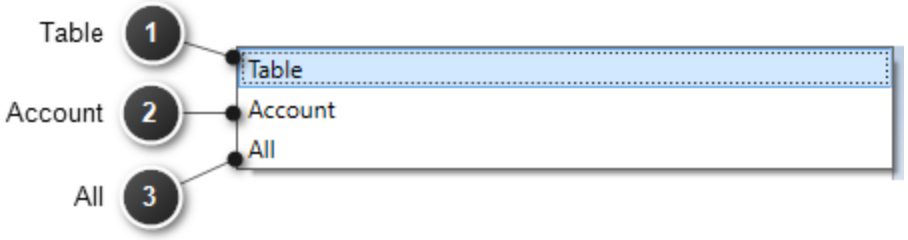


1 Balance Id

Enter a unique integer value to identify the balance function. Required field. Duplicates not allowed. When modifying Balance Ids, a warning message will be displayed indicating that any references to the balance function will be lost when the changes are saved.

2 Balance Type

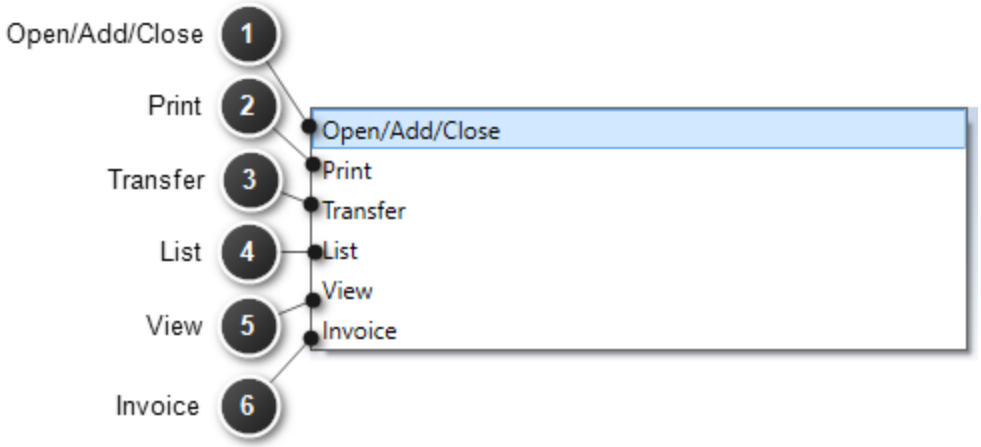
Select one of the following balance types.



1 Table

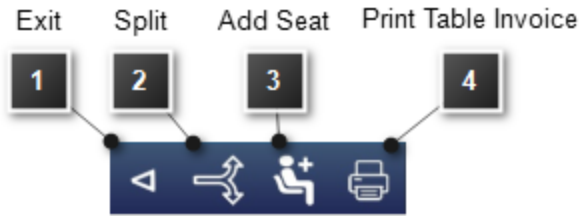
Select this option if the balance function refers to a Table.

2	**Account** Select this option if the balance function refers to an Account.
3	**All** Select this option if the balance function refers to both Table and Account types. Applicable to Print function only.

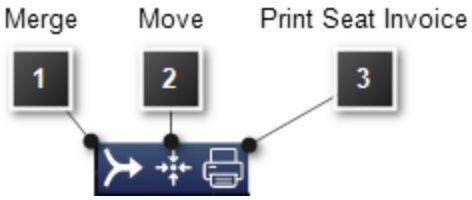
3	**Caption** Enter the balance function display name. Required field. Max 25 characters.
4	**Balance Function** Select one of the following balance functions. 

1	**Open/Add/Close** Select this option to Open/Add/Close a balance. The first action will be to open the balance for the balance type specified (Table or Account). For example, open Table #1. You may then add transaction items to the open balance. Once the transaction has been finalized, you may close the balance to continue with other transactions. If you need to add more items to a closed balance you will be allowed to reopen the balance until the account is fully tendered. You may also use the Pora functions to add/remove cash (or any other tender) to/from the account. If inter-register communication (IRC) has been enabled, you will not be allowed to open a balance if it is already open on another register. Please see Setting 15, Setting 16 and Setting 46 for further detail on setting up IRC.
2	**Print** Select this option to print the transactions of the displayed balance. If All is chosen as the Balance Type, any open balance types may be printed with this function.

3	**Transfer** Select this option to transfer the content of one balance to another. On GoPOS open the account or table seat you wish to transfer, enter the table or account number you wish to transfer to and then press on Transfer. You may also use the dotted notation (I.E table#.seat#) to transfer a seat to another seat at the same table or to another seat at a different table. If the seat is not specified when transferring to another table, the transactions will be transfered to seat #1. If inter-register communication (IRC) has been enabled, you will not be allowed to transfer to or from an account if it is already open on another register. This function may also be used to transfer a regular transaction to a balance account or table. On GoPOS, after a transaction has been started, but before it has been tendered, press on Transfer. This will create a new balance account and transfer all transaction entries to the newly created account. To transfer a regular transaction to a table, enter the new table number before pressing on Transfer. Please note that you can not currently transfer a regular transaction to an existing table or account. You may only transfer a regular transaction to a new table or account.
4	**List** Select this option to list the account numbers and account balances. This will also display the account name if the "Ask for Name" option has been enabled for Open Accounts and the clerk entered a name when opening the account.
5	**View** Select this option to display a view of the first 6 open account or table balances. Pressing on the tittle bar or summary bar of a balance view will open the selected account or table. If an account or table is already open, you must close or finalize the current active balance before being allowed to open another balance. If inter-register communication (IRC) has been enabled, you will not be allowed to open an account if it is already open on another register. If there are more transactions lines on the balance than can be displayed in the view, you may press anywhere in the middle of the account view and swipe up or down to scroll through the transactions lines. Please note that due to screen size limitations, this account and table balance view option is only functional on the AP04 and AP05. It is also recommended to design the view around the default keyboard if you wish to use Setting 81 or Setting 82 to reset the keyboard after an item sale or transaction end.

6	**Invoice** When working with a Table, pressing on the Invoice function will display a view of all seats for the current table. If there are more seats than can be displayed on screen, you may swipe to the left to view the remaining seats. Each window pane will display the seat #, the list of transactions and transaction total (without tax) for each seat. If there are more transaction entries than can be displayed on screen, you may swipe up to see the remaining transactions. The icons at the top of the window allow you to exit, split items, add a new seat and print an individual invoice for all seats. 

1	**Exit** Pressing on the Exit icon will exit the invoice window and close the current table. You may also exit the invoice screen and close the current table by pressing anywhere outside the window.
2	**Split** When splitting items between two or more seats, first select the item or items you wish to split by pressing directly on the transaction items within any of the seats. Each transaction selected will be highlighted in blue. Next select the seats you wish to split the items to, by pressing in the yellow square at the top right of each seat. Each selected seat will have a check mark in the yellow square at the top right of the seat. If there are more seats than can fit on the window, swiping left or right will display the remaining seats. Once your items to split and the seats have been selected, pressing on the Split icon will split all selected items evenly to each of the selected seat.
3	**Add Seat** Pressing on this icon will add an additional seat to the table. If there are more seats than can fit on the window, swiping left or right will display the newly created seat.
4	**Print Table Invoice** Pressing on the Print icon will print individual invoices for each of the seats on the table. Please note that invoices will always print regardless if the printer has been turned on or off.

6	**Invoice** The icons at the bottom of each window pane allow you to merge seats, move items from one seat to another, and print an invoice for a single seat. 

1	**Merge** When merging two or more seats, first select the seat or seats you wish to merge by pressing in the yellow square at the top right of each seat. Each selected seat will have a check mark in the yellow square at the top right of the seat. If there are more seats than can fit on the window, swiping left or right will display the remain seats. Pressing on the Merge icon will transfer all transactions from the selected seat or seats to the seat of the pressed icon. The selected seats that were merged will be removed from the table.
2	**Move** When moving items from one seat to another, first select the item or items you wish to move by pressing directly on the transaction items within any of the seats. Each transaction selected will be highlighted in blue. Pressing on the Move icon will transfer all selected transactions to the seat of the pressed icon.
3	**Print Seat Invoice** Pressing on the Print icon will print an invoice for the seat of the pressed icon. Please note that invoices will always print regardless if the printer has been turned on or off.

5	**Options** Select one or more of the following options:

Manager Required	Select this option if the user requires managerial rights.
Ask for Name	If this option is enabled, GoPOS will prompt the clerk to enter a name for the account or table. When re-calling or listing existing accounts, the entered name will be displayed along with the account Id. This option is only available for the Open Account and Open Table functions.
Print total in foreign currencies	Select this option to include foreign currencies on the receipt and invoice. This will print the balance total in each defined foreign currency.
Print suggested tips	Select this option to include a signature line and the 3 suggested tip lines defined in Settings 87, 88 and 89 when printing receipts and invoices. Please note that the suggested tips are calculated on the subtotal amount (without taxes).
Print tender adjusted total	Select this option to include Tender discounts or surcharges, if defined, on the receipt and invoice.

6	**Print On** All printers defined in the hardware maintenance screen will be displayed. Select one or more of the listed printers for the chosen balance function. At least one printer must be chosen.
7	**Print Font** Select one of the supported printer fonts. Font A Standard Font A Double Width Font A Double Height **Font A Double Width and Double Height** Font B Standard **Font B Double Width** Font B Double Height **Font B Double Width and Double Height**

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted balance functions will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

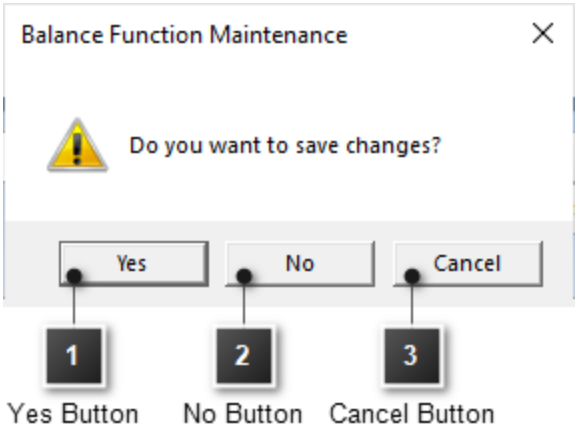
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

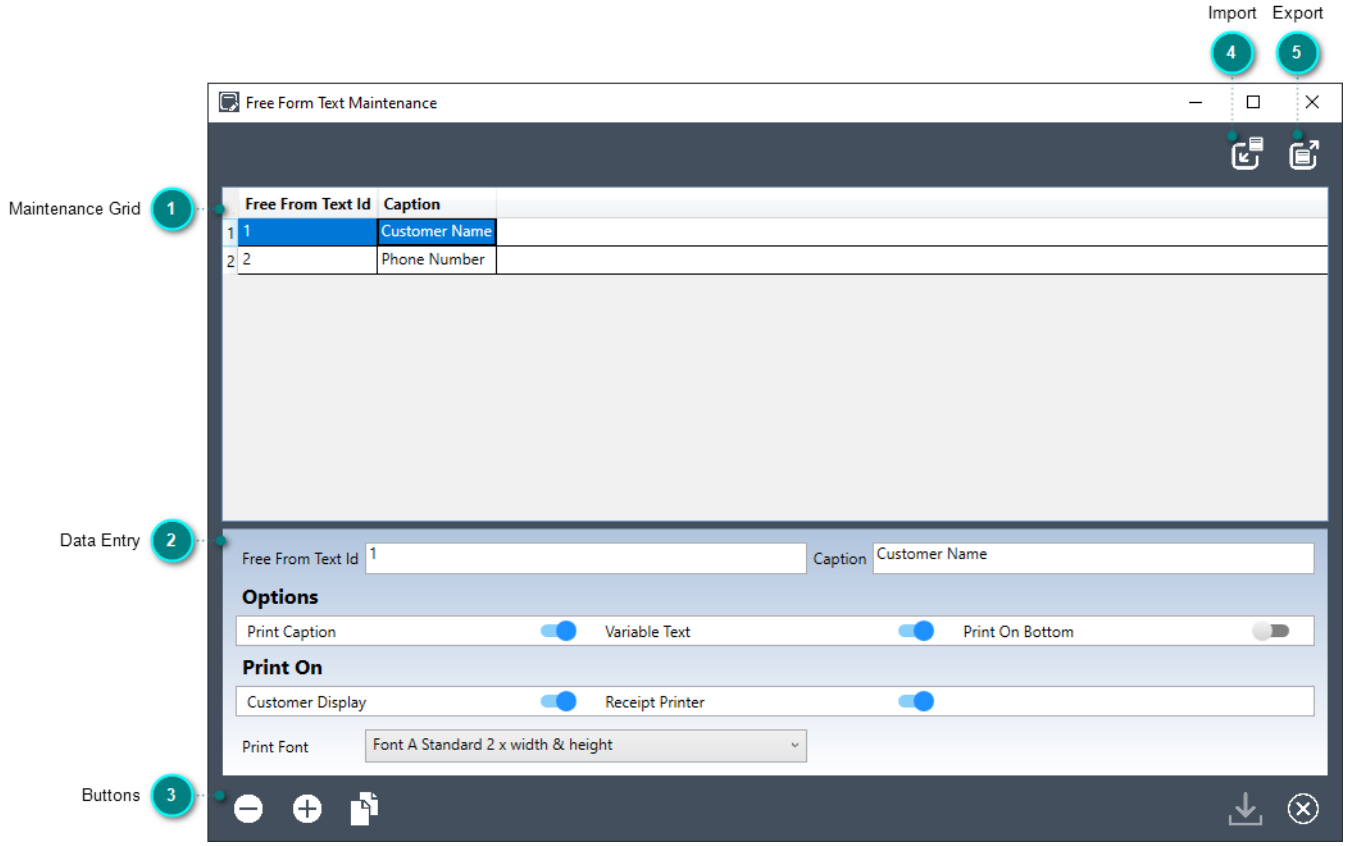
Click on Cancel to abort the close and return to the maintenance screen.

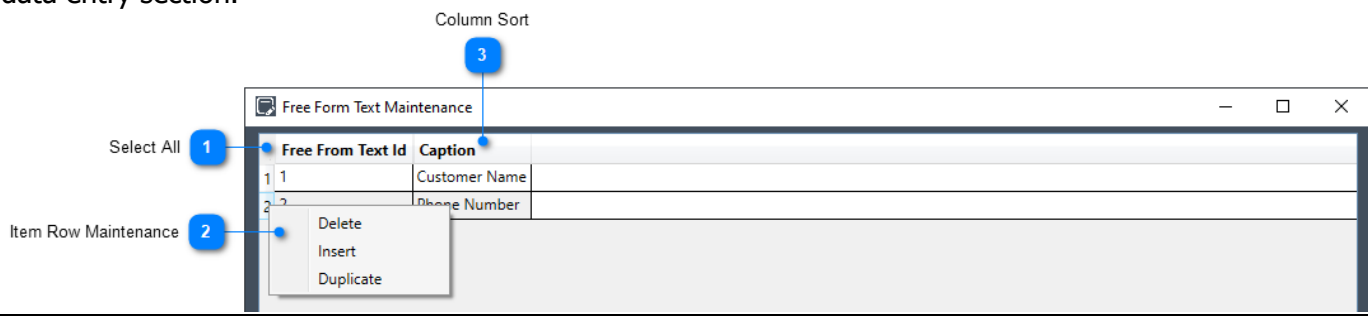
4	**Import** One or more balance functions exported from one program may be imported into the same or a different program. Each balance function saved during the export will be inserted as a new balance function into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Balance Functions Export file (*.bal) has been selected, the system will attempt to import each balance function included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more balance functions from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected balance function(s) to an OSI proprietary export file (BalanceFunctionsExport.bal). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Free Form Text Maintenance

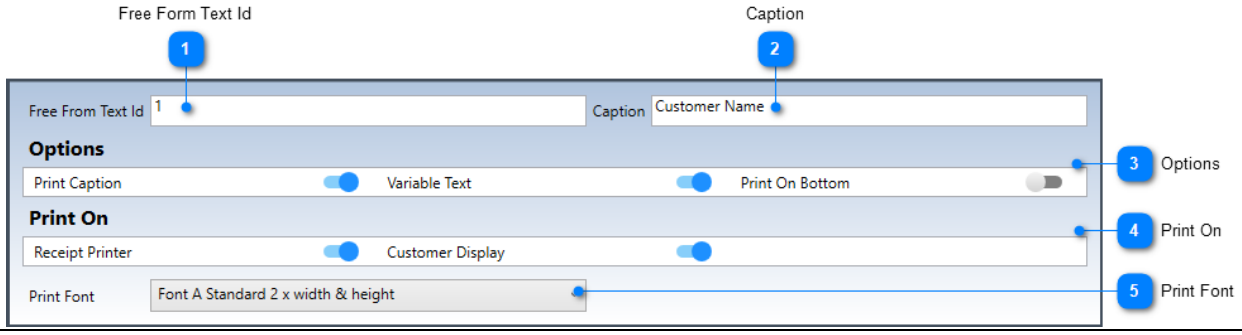
Free Form Text Maintenance allows you to insert, update and delete free form text.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined free from text entries. All fields are display-only and all modifications to free form text must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section. 

1	**Select All** Clicking on the upper left corner of the grid will select all free form text entries. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected free form text entries.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected free form text. 

1	**Free Form Text Id** Enter a unique integer value to identify the free form text entry. Required field. Duplicates not allowed. When modifying free form text entries, a warning message will be displayed indicating that any references to the free form text will be lost when the changes are saved.
2	**Caption** Enter the free form text display name. Required field. Max 25 characters.
3	**Options** Select one or more of the following options:

Print Caption	Select this option if you wish to print the caption on the receipt. You may select both print caption and variable text if you want both to be printed on the receipt.
Variable Text	Select this option if want to allow the user to enter text to be displayed on the receipt. Please note that if you do not select variable text, the caption will be printed on the receipt regardless of the print caption option.
Print On Bottom	Select this option if you wish to print the caption and/or variable text on the bottom of the receipt.

4	**Print On** All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.
5	**Print Font** Select one of the supported printer fonts. Font A Standard Font A Standard 2 x width & height Font A Standard 3 x width & height Font A Standard 4 x width & height Font A Standard 5 x width & height Font A Standard 6 x width & height Font A Standard 7 x width & height Font A Standard 8 x width & height

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted free form text will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

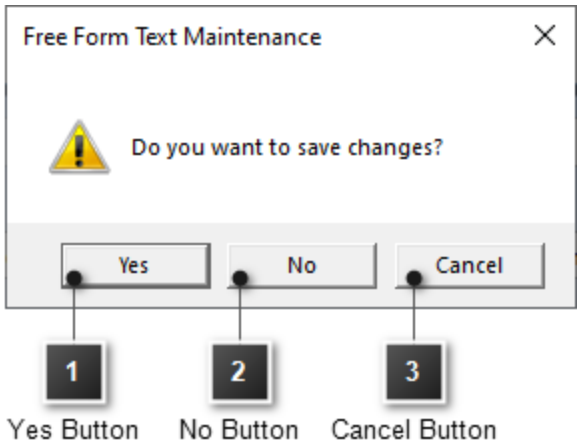
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

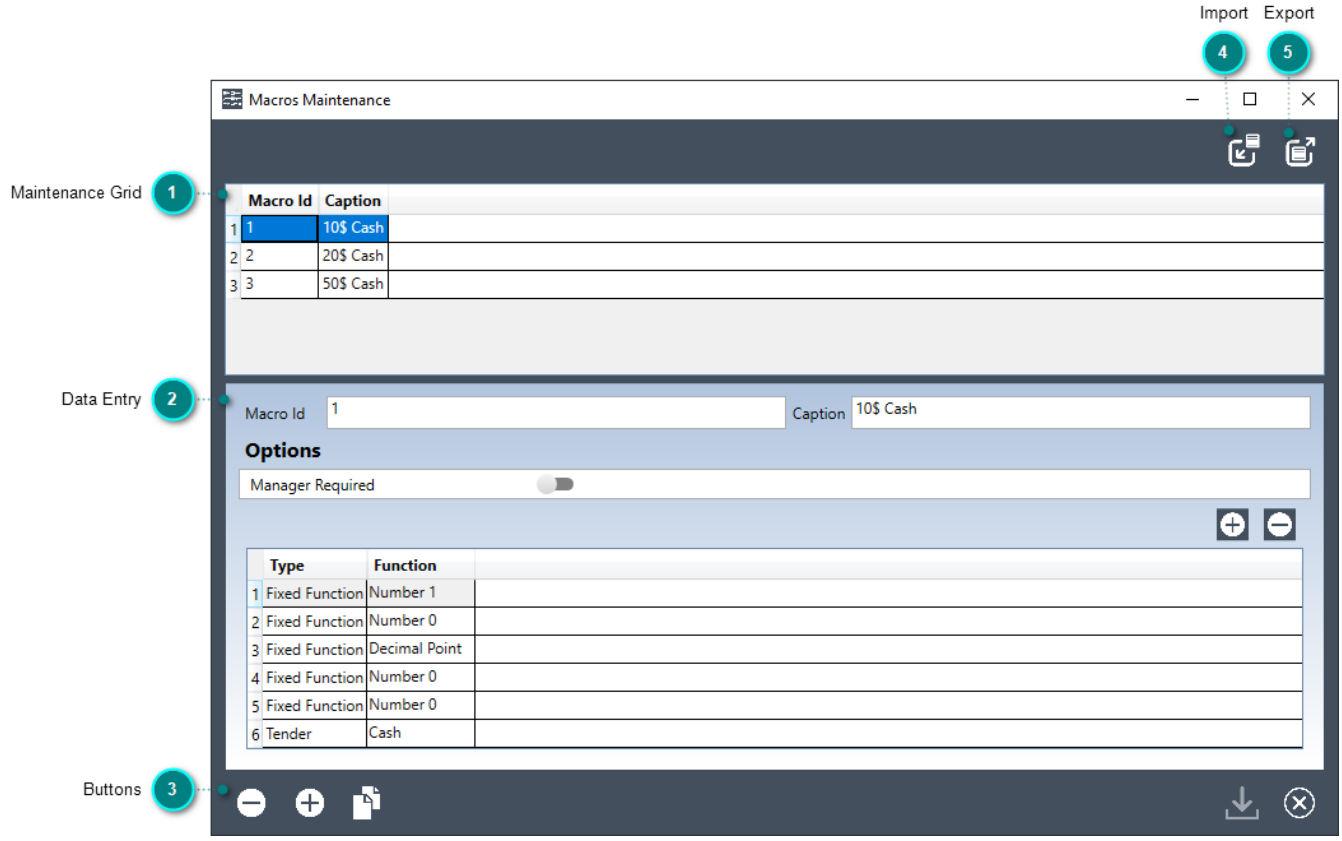
Click on Cancel to abort the close and return to the maintenance screen.

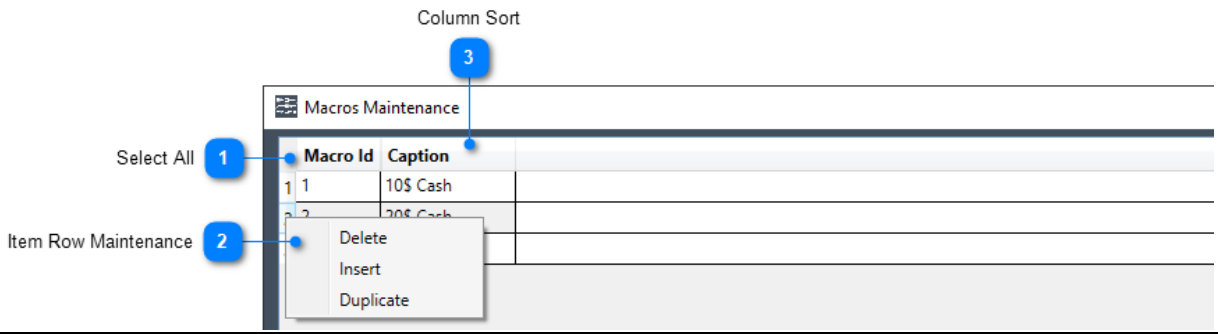
4	**Import** One or more free form text entries exported from one program may be imported into the same or a different program. Each free form text saved during the export will be inserted as a new free form text entry into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Free Form Text Export file (*.fft) has been selected, the system will attempt to import each free form text entry included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more free form text entries from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected free form text entry(s) to an OSI proprietary export file (FreeFormTextExport.fft). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Macros Maintenance

Macros Maintenance allows you to insert, update and delete macros.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined macros. All fields are display-only and all modifications to macros must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area. 

1 Select All

Clicking on the upper left corner of the grid will select all macros. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected macros.

2 Item Row Maintenance

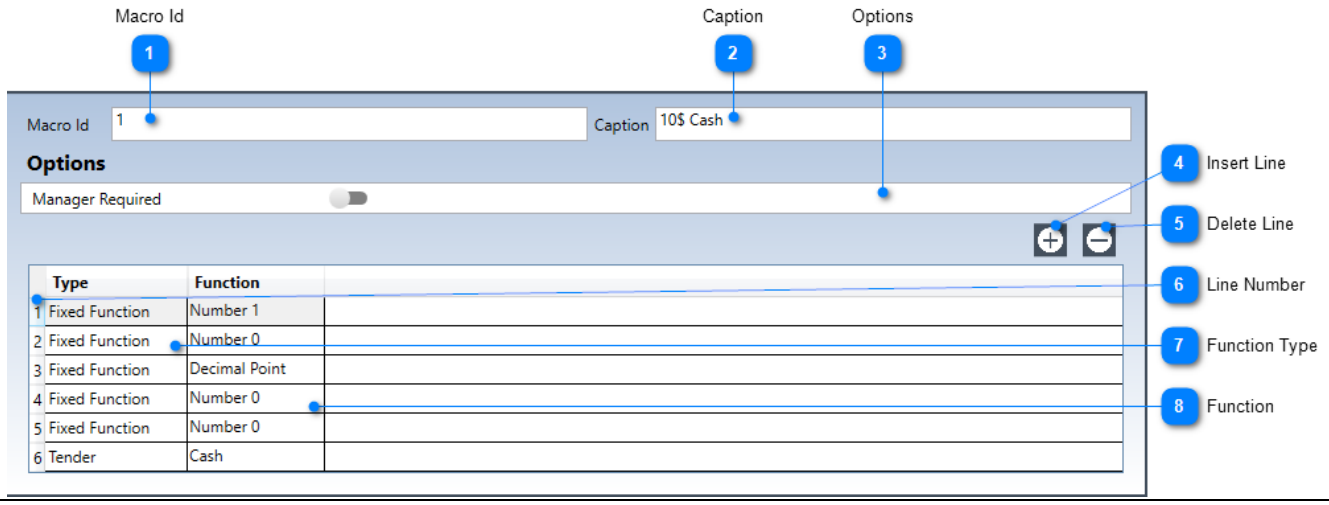
Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.

3 Column Sort

Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2 Data Entry

The data entry area dynamically displays the currently selected macro.



1 Macro Id

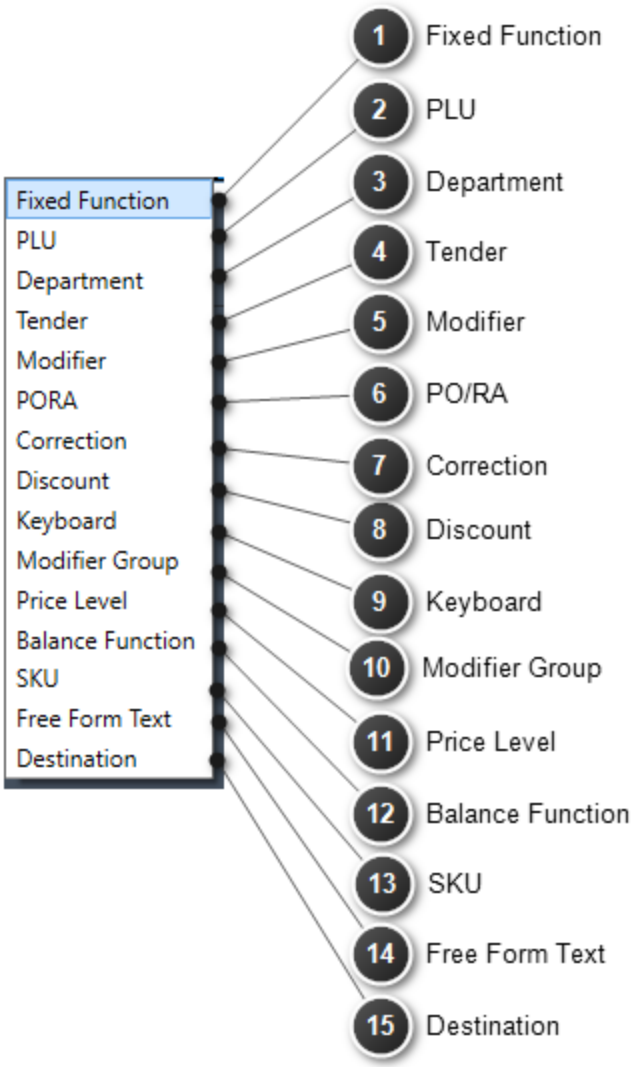
Enter a unique integer value to identify the macro. Required field. Duplicates not allowed. When modifying macro ids, a warning message will be displayed indicating that any references to the macro will be lost when the changes are saved.

2 Caption

Enter the macro display caption. Required field. Max 25 characters.

3 Options

Manager	Select this option if the user requires managerial rights. If the user does not have managerial rights, a "Manager Required" message will be displayed and the Macro may not be executed. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.

4	**Insert Line** Click on this button to add a new macro line. Rows may also be inserted by right clicking on the macro line row number and selecting Insert from the pop-up menu.
5	**Delete Line** Click on this button to delete the currently selected macro line. Rows may also be deleted by right clicking on the macro line row number and selecting Delete from the pop-up menu.
6	**Line Number** Right clicking on any of the macro line row numbers will display a pop-up menu that will allow you Delete or Insert a row. Rows may also be deleted or inserted by using the delete or insert endorsement line buttons. On GoPOS all macros will be executed in sequential line number order.
7	**Function Type** 

1	**Fixed Function** Select one of the supported fixed functions:

Number 0	Displays the number 0.
Number 1	Displays the number 1.
Number 2	Displays the number 2.
Number 3	Displays the number 3.

Number 4	Displays the number 4.
Number 5	Displays the number 5.
Number 6	Displays the number 6.
Number 7	Displays the number 7.
Number 8	Displays the number 8.
Number 9	Displays the number 9.
Number 00	Displays the value 00.
Decimal Point	Allows you to enter decimal values.
Clear	Clears the display screen once the transaction has been completed.
Enter	Completes the current action.
Multiply	Allows you to sell multiples of one item at once. In a Macro, this function may also be used to repeat the last entry made.
PLU	Allows you to enter the Product Id of the item being sold.
User	Allows you to switch users.
Subtotal	Displays the subtotal of the transaction.
Copy	Reprints the receipt of the last transaction entered.
Receipt On/Off	Turns the printing of receipts on or off. The Printer Icon displayed at the top of the unit will turn red when the receipt printing has been turned off and green when the receipt printing has been turned on. Alternatively, the user may press the printer icon to turn the receipt printing on or off, without the need to program a key.
Cash Declaration	Allows you to specify the amount on hand for each Tender.
Price Check	Allows you to verify the price of an item without a sale. When pressed a "Pc" icon will be displayed at the top of the APOS to indicate that you are currently in "Price Check" mode.
Hold	Allows you to pause the current transaction and start a new transaction. Held transactions may be recalled and completed or cancelled.
Tenders	Provides a pop-up of all defined Tenders.
Corrections	Provides a pop-up of all defined Corrections.
Discounts	Provides a pop-up of all defined Discounts.
Surcharges	Provides a pop-up of all defined Surcharges.
Tax Shift #1	Enables/Disables the charging of Tax #1 On GoPOS, pressing a Tax Shift key will disable the corresponding tax and display a "Tax # Disabled" message. A red "T#" icon will also be displayed at the top of the APOS to indicate that you are in "Tax Shift" mode. Pressing the same Tax Shift key when the Tax has already been disabled, will re-enable the tax and display a "Tax # Active" message. The red "T#" icon will also be removed from the top of the APOS to indicate that you are no longer in "Tax Shift" mode. Tax shifts will be applied to all items within the current transaction, but will be automatically be re-enabled for the next transaction.
Tax Shift #2	Enables/Disables the charging of Tax #2
Tax Shift #3	Enables/Disables the charging of Tax #3
Price Override	Allows you to enter a price and perform a one time override of the price entered in the product maintenance screen.
Tip Amount	Allows you to enter a tip amount.
Tip Percentage	Allows you to enter a tip percentage.
Food Stamp Subtotal	Will total up all the items in the transaction, without tax, that have the food stamp option enabled.

Pack	Will add up to two digits to the front of a scanned barcode. On GoPOS, pressing 1 => 2 => Pack before scanning a bar code will add 12 to the scanned SKU and use this new SKU to lookup the product and price.
Permanent Price Override	Allows you to override and update the current price entered in the product maintenance screen.
Tare Weight	Allows you to manually enter the Tare Weight of a scalable product. Entering the weight and pressing on the Tare Weight fixed function will display "T+ Weight entered + Base Weight Unit" at the top of the APOS to indicate that you are currently in "Tare Weight" mode. Selling a scalable product will deduct the tare weight from the total weight to calculate the price. To clear the Tare Weight, press on the Tare Weight fixed function key. To enter a new tare, enter the weight and press on the Tare Weight fixed function key.
Seat	When working with a Table, pressing on Seat will display a list of all open seats as well as an option to add a seat on the current table. Press on the seat you wish to work with or press on the next available seat# (New Seat) to add a seat to the current table. Pressing anywhere outside the pop-up window will close the window and cancel the change of seat. When working with a Table, you may also access a seat by entering the seat# and then pressing on the Seat function. (I.E. seat# + Seat) . If the seat does not exist, a new seat will be created for the current table. You may also access a specific table and seat by using the dotted notation. (I.E. table#.seat#) If the table does not yet exist, a new table and seat will be created. If the seat does not yet exist for the specified table, a new seat will be created.

2	**PLU** PLU allows you to link the key to any of the defined products via the PLU number. All products defined in the Product maintenance/Item maintenance screen will be displayed.
3	**Department** Allows you to link the key to any of the defined departments. All departments defined in the Departments maintenance screen will be displayed.
4	**Tender** Allows you to link the key to any of the defined tenders. All tenders defined in the Tenders maintenance screen will be displayed.
5	**Modifier** Allows you to link the key to any of the defined modifiers. All modifiers defined in the Modifiers maintenance screen will be displayed.
6	**PO/RA** Allows you to link the key to any of the defined poras. All poras defined in the Poras maintenance screen will be displayed.
7	**Correction** Allows you to link the key to any of the defined corrections. All corrections defined in the Corrections maintenance screen will be displayed.

8	**Discount** Allows you to link the key to any of the defined discounts. All discounts defined in the Discounts maintenance screen will be displayed.
9	**Keyboard** Allows you to link the key to any of the defined Keyboards. All keyboards defined in the Keyboards maintenance screen will be displayed.
10	**Modifier Group** Allows you to link the key to any of the defined modifier groups. All modifier groups defined in the Condiments maintenance screen will be displayed.
11	**Price Level** Allows you to link the key to a specific price level. The price levels defined by the Price Level Quantity value entered in Setting 4 - "Price Level Quantity" will determine the number of price levels displayed.
12	**Balance Function** Allows you to link the key to a balance function. All balance functions defined in the Balance Function maintenance screen will be displayed.
13	**SKU** SKU allows you to link the key to any of the defined products via the SKU number. All products defined with a SKU in the Product maintenance/Item maintenance screen will be displayed.
14	**Free Form Text** Allows you to link the key to a free form text entry. All free form text defined in the Free Form Text maintenance screen will be displayed.
15	**Destination** Allows you to link the key to an order destination entry. All destinations defined in the Destination maintenance screen will be displayed.

8	**Function** Enter one of the supported fixed functions or one of the defined items from the selected function type.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted macro or macros will be lost when the changes are saved.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

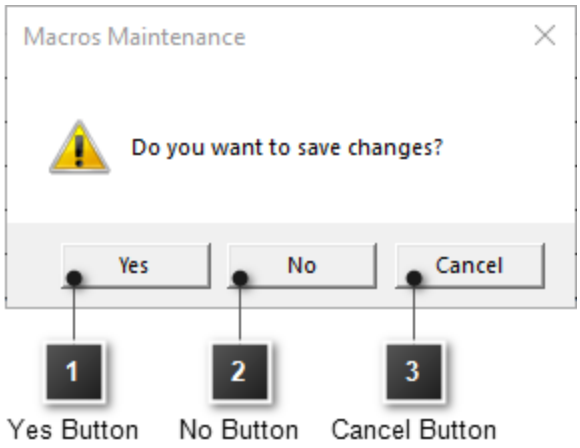
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

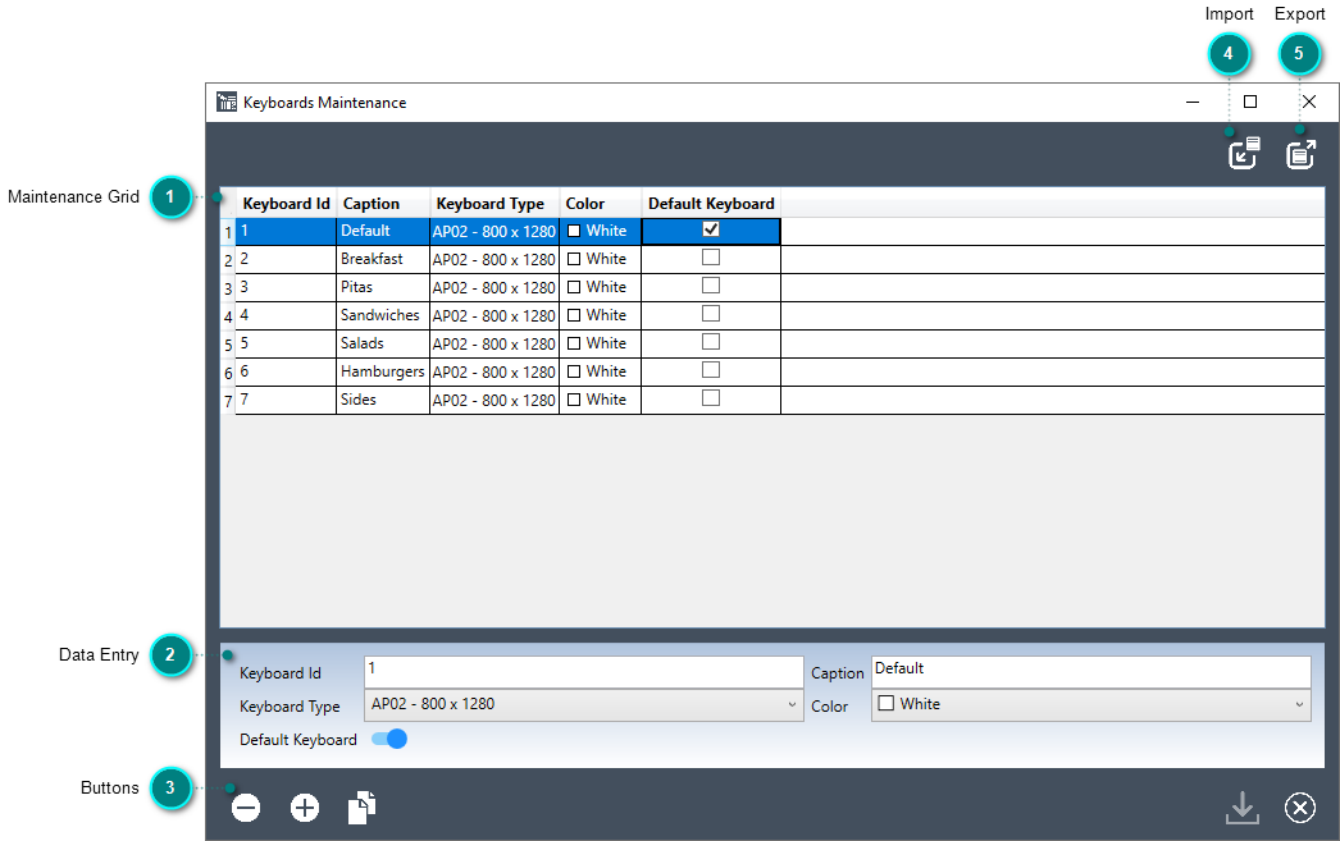
3 Cancel Button

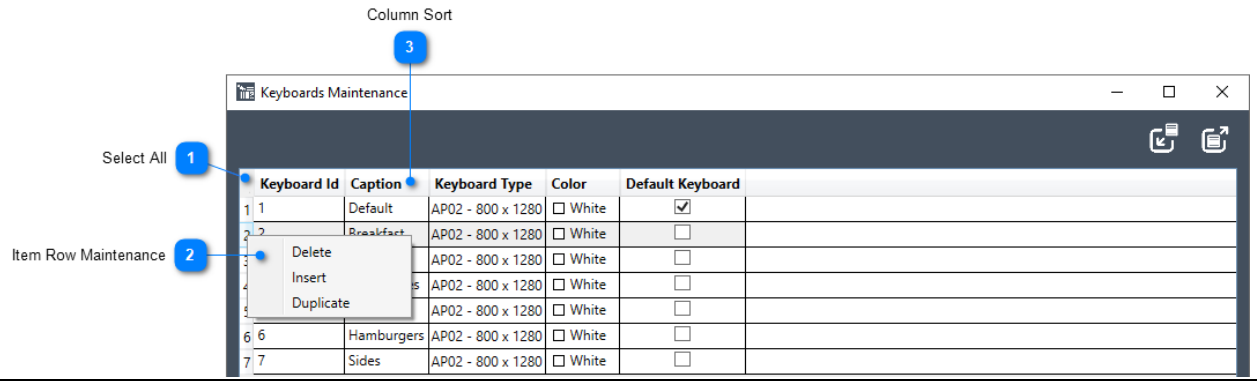
Click on Cancel to abort the close and return to the maintenance screen.

4	**Import** One or more macros exported from one program may be imported into the same or a different program. Each macro saved during the export will be inserted as a new group into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Macros Export file (*.mac) has been selected, the system will attempt to import each macro included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more macros from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected macro(s) to an OSI proprietary export file (MacrosExport.mac). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

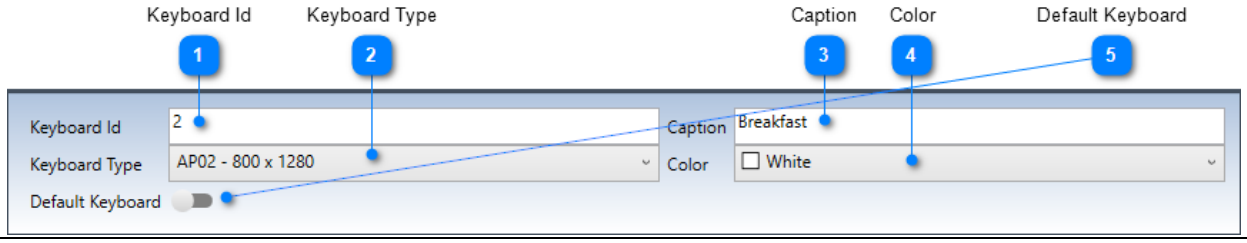
Keyboards Maintenance

Keyboards Maintenance allows you to setup and maintain a list of your APOS keyboards.



1	**Maintenance Grid** The maintenance screen displays the currently defined keyboards in a grid format. All fields are display-only and all modifications to keyboards must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area. Double clicking on a row will open the keys maintenance window. This screen will allow you to define and maintain the layout and functionality of all keys associated with the chosen keyboard. 

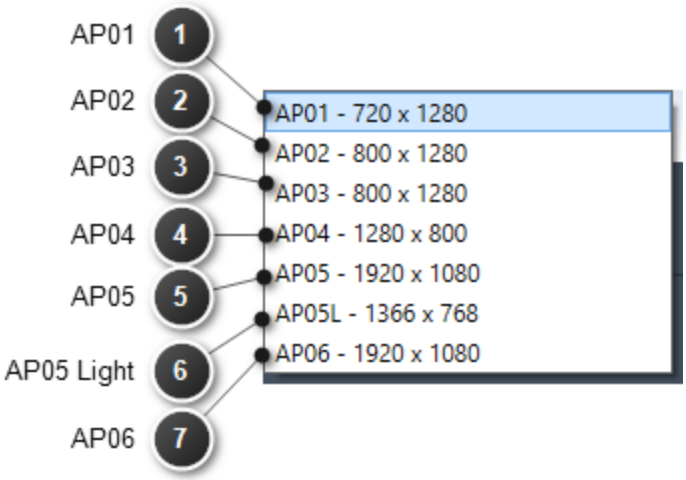
1	**Select All** Clicking on the upper left corner of the grid will select all keyboards. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected keyboards.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected keyboard. 

1	**Keyboard Id** Enter a unique integer value to identify the keyboard. Required field. Duplicates not allowed. When modifying keyboard Ids, a warning message will be displayed indicating that any references to the keyboard will be lost when the changes are saved.

2 Keyboard Type

Select the keyboard type that matches your APOS device. If you change the keyboard type, a message box will be displayed to warn you that the keys may not display properly on the new keyboard layout. If you wish, you may choose to auto-convert all existing keys to match the new keyboard layout. Please note that no conversion is required between the AP02 and AP03 keyboards.



1 AP01

Portrait Layout. Grid size - 720 x 1280



2 AP02

Portrait Layout. Grid size - 800 x 1280



3 AP03

Portrait Layout. Grid size - 800 x 1280

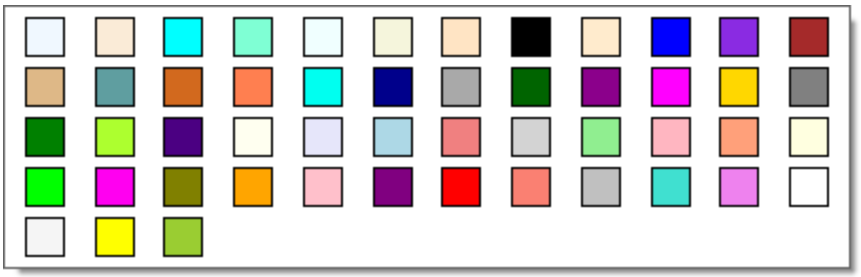


4 AP04

Landscape Layout. Grid size - 1280 x 800



5	**AP05** Landscape Layout. Grid size - 1920 x 1080 
6	**AP05 Light** Landscape Layout. Grid size - 1366 x 768 
7	**AP06** Landscape Layout. Grid size - 1920 x 1080 

3	**Caption** Enter the keyboard display caption. Required field. Max 25 characters.
4	**Color** Select one of the predefined colors from the color palette to set the keyboard background color.  Hint: Placing the mouse cursor over each color square will display a tool-tip indicating the color name.
5	**Default Keyboard** Click on the slider button to select the default keyboard. Only one keyboard can be designated as the default per keyboard type. This setting will be used to determine the initial display on the APOS device when the user presses the Register button on the GoPOS Home menu.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. A warning message will be displayed indicating that any references to the deleted keyboard or keyboards will be lost when the changes are saved. If you delete the "Default" keyboard, the first keyboard of that keyboard type, will become the new "Default".

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

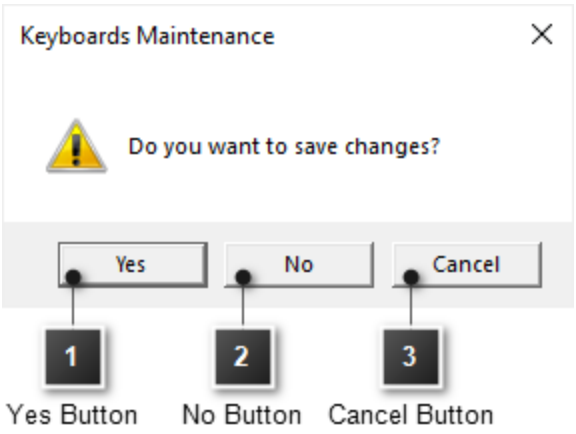
Click on this button to duplicate the keyboard as well as all keys associated with the selected keyboard. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

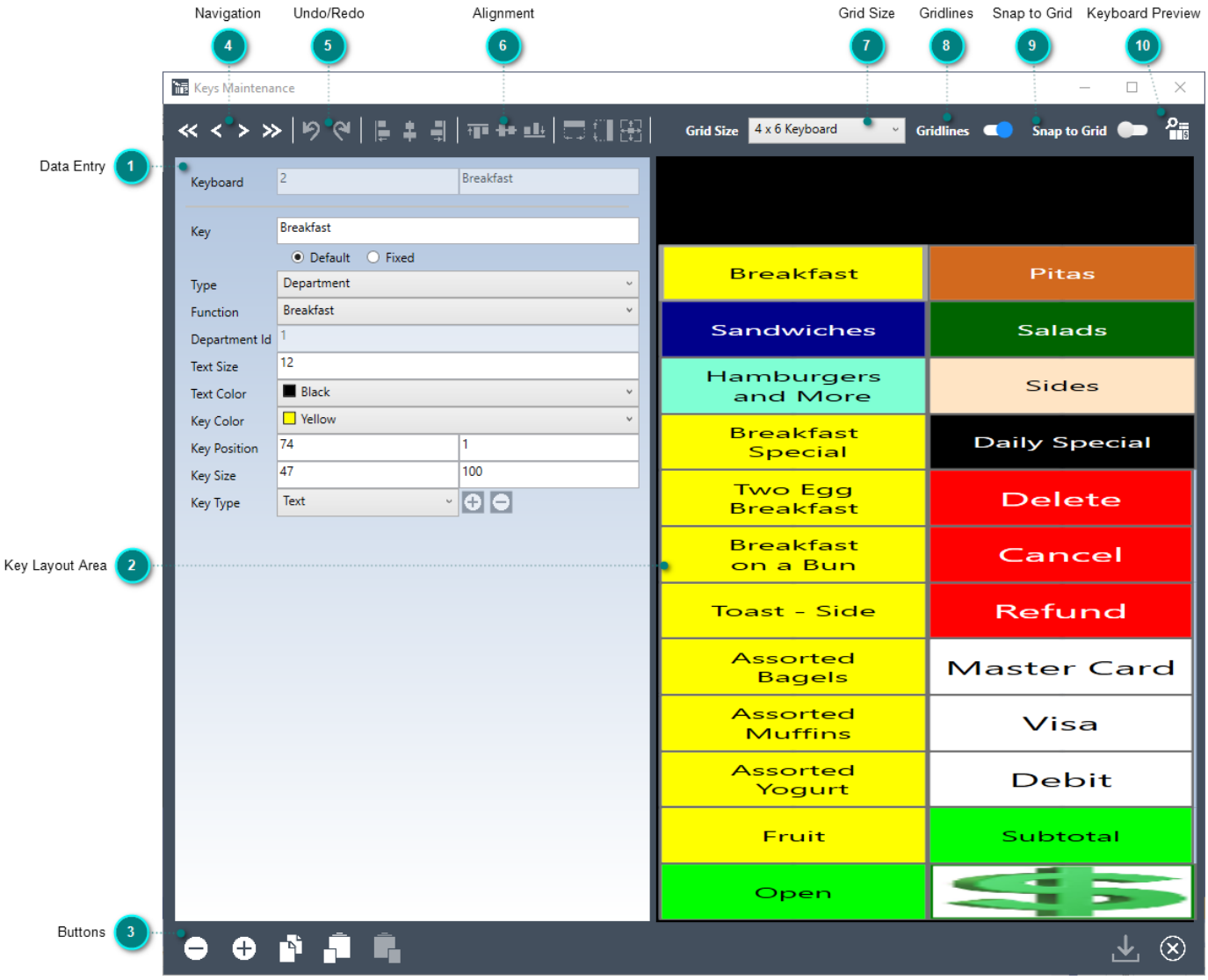
3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

4	**Import**
	One or more keyboards exported from one program may be imported into the same or a different program. Each keyboard saved during the export will be inserted as a new keyboard into the current program. If a key is linked to a reference that is not part of the new program, the key caption will be set to blank. The key type and function will need to be corrected on all invalid references by clicking on each blank key and re-linking the key to a valid reference within the new program. Click on the Keyboard Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid Keyboard Export file (*.kbd) has been selected, the system will attempt to import each keyboard and associated keys included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export**
	One or more keyboards from one program may be exported and then imported into the same or a different program. Select one or more of the listed keyboards and click on Keyboard Export button to open the "Save As" file dialogue. Type in the File Name and location where you want to save the keyboard export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

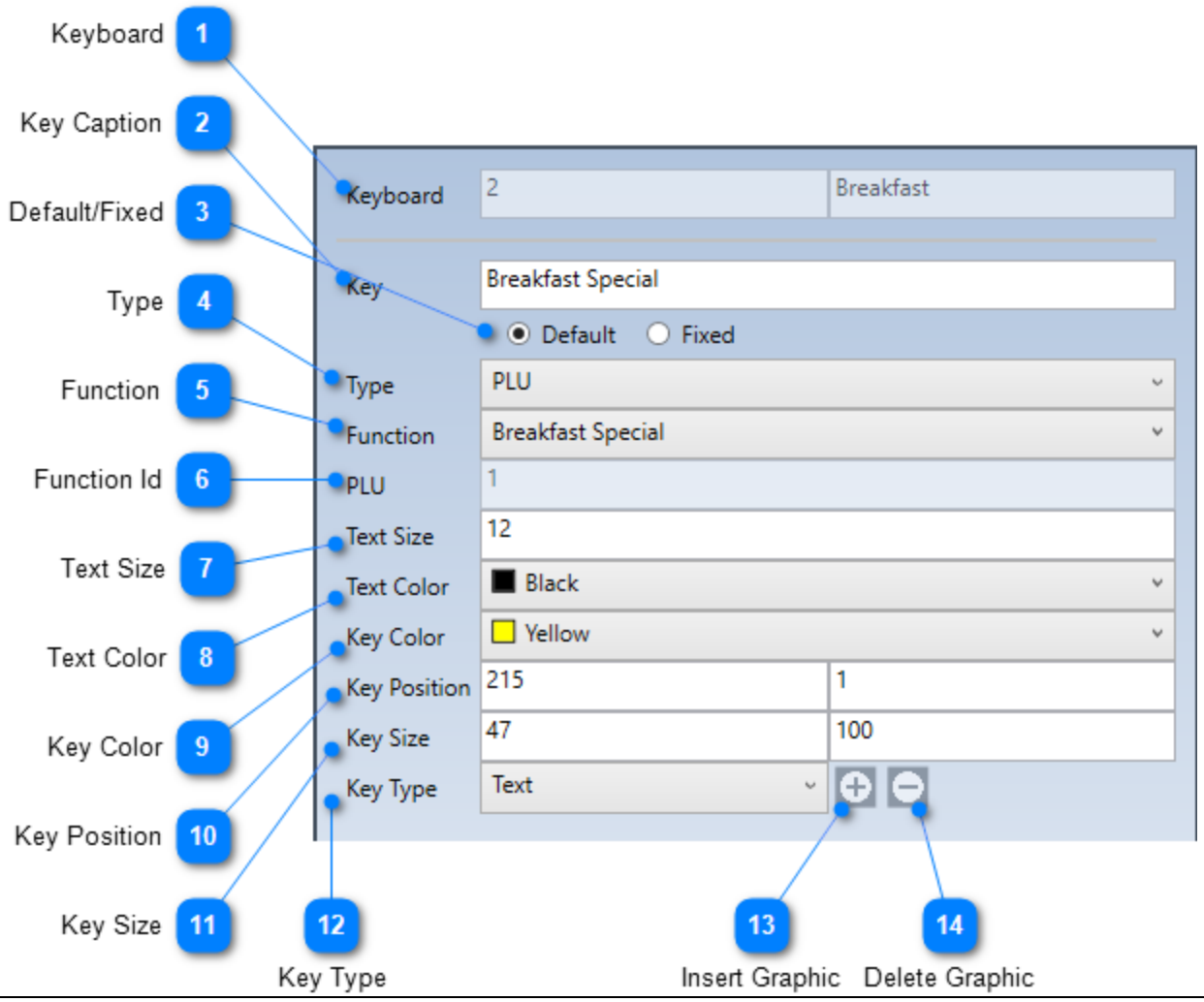
Keys Maintenance

Keys Maintenance allows you to insert, duplicate, modify and delete your point of sale keyboard keys.



1 Data Entry

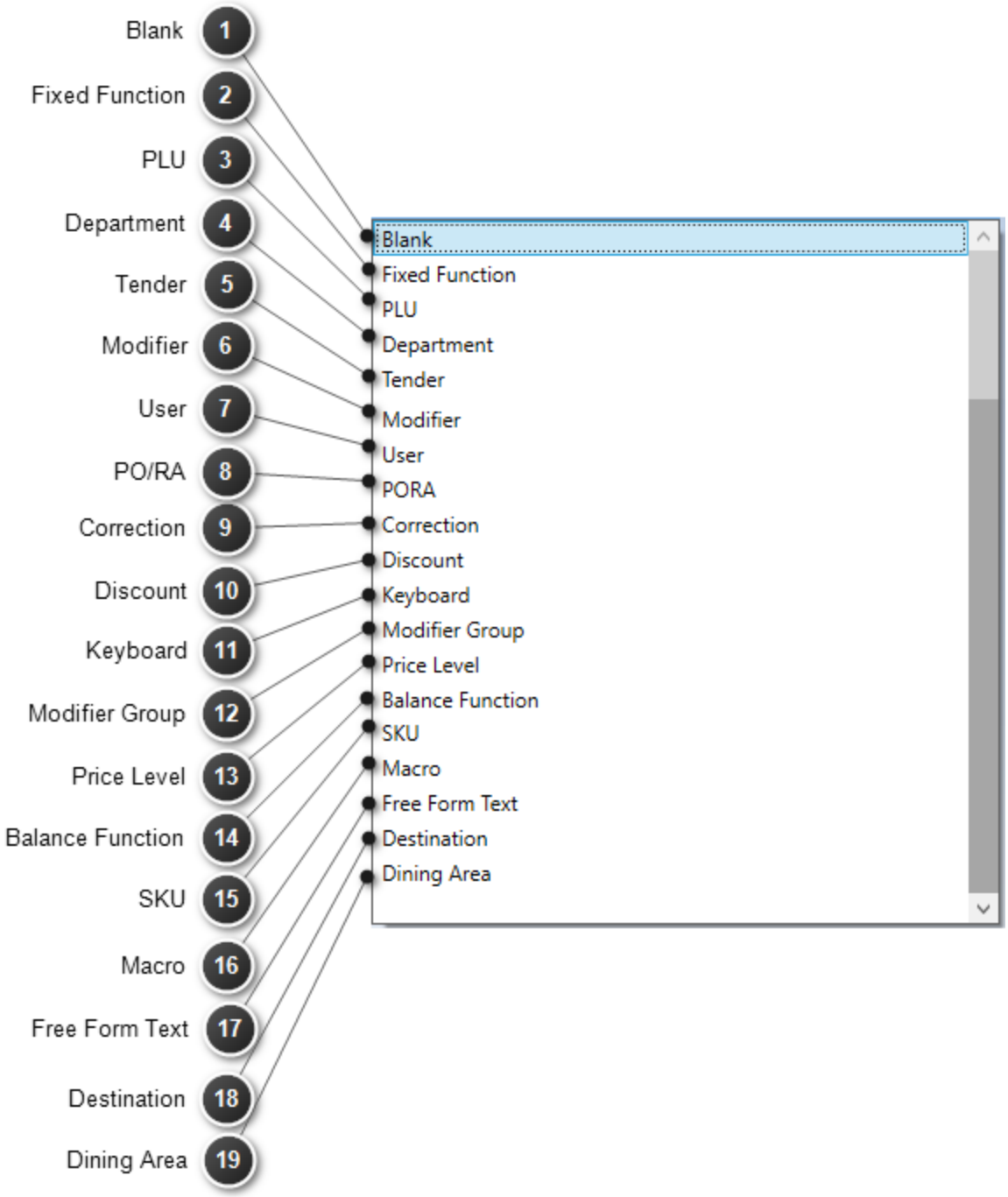
The data entry area dynamically displays the currently selected key.



1	**Keyboard** Displays the selected keyboard Id and name. Display-only.
2	**Key Caption** Enter the key name. Please note that the Default radio button will cause the key name to be overwritten with the name of the function linked to the key. If you wish to keep the name entered regardless of the chosen function, select the Fixed option.
3	**Default/Fixed** If the Default radio button is selected, the key name will be overwritten with the name of the function linked to the key. If you wish to keep the name entered regardless of the chosen function, select the Fixed option. Please be aware that choosing to have fixed text in the key caption may lead to a caption that does not reflect the actual function of the key.

4 Type

Select one of the supported key types.



1 Blank

No function will be linked to the key.

2 Fixed Function

Select one of the supported fixed functions:

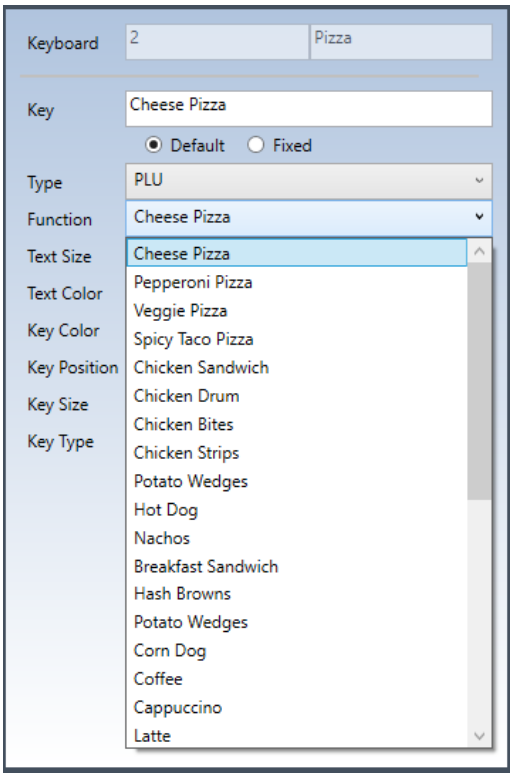
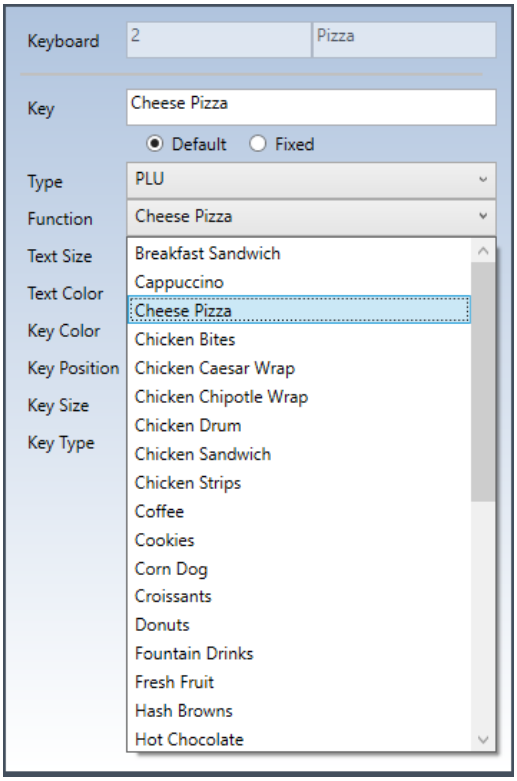
Number 0	Displays the number 0.
Number 1	Displays the number 1.
Number 2	Displays the number 2.
Number 3	Displays the number 3.

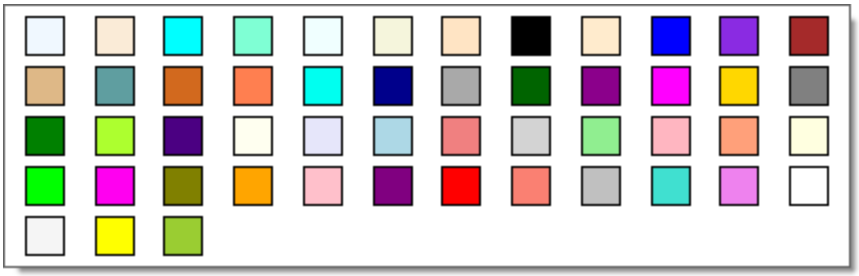
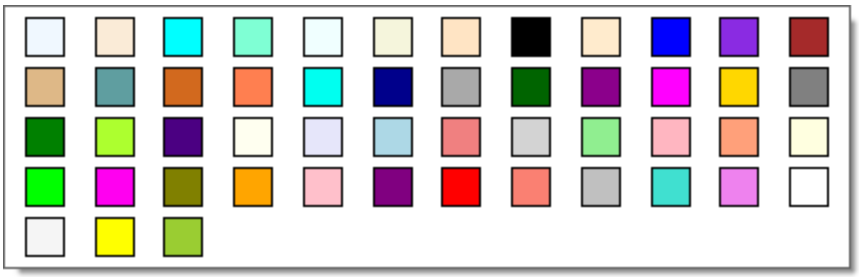
Number 4	Displays the number 4.
Number 5	Displays the number 5.
Number 6	Displays the number 6.
Number 7	Displays the number 7.
Number 8	Displays the number 8.
Number 9	Displays the number 9.
Number 00	Displays the value 00.
Decimal Point	Allows you to enter decimal values.
Clear	Clears the display screen once the transaction has been completed.
Enter	Completes the current action.
Multiply	Allows you to sell multiples of one item at once. In a Macro, this function may also be used to repeat the last entry made.
PLU	Allows you to enter the Product Id of the item being sold.
User	Allows you to switch users.
Subtotal	Displays the subtotal of the transaction.
Copy	Reprints the receipt of the last transaction entered.
Receipt On/Off	Turns the printing of receipts on or off. The Printer Icon displayed at the top of the unit will turn red when the receipt printing has been turned off and green when the receipt printing has been turned on. Alternatively, the user may press the printer icon to turn the receipt printing on or off, without the need to program a key.
Cash Declaration	Allows you to specify the amount on hand for each Tender.
Price Check	Allows you to verify the price of an item without a sale. When pressed a "Pc" icon will be displayed at the top of the APOS to indicate that you are currently in "Price Check" mode.
Hold	Allows you to pause the current transaction and start a new transaction. Held transactions may be recalled and completed or cancelled.
Tenders	Provides a pop-up of all defined Tenders.
Corrections	Provides a pop-up of all defined Corrections.
Discounts	Provides a pop-up of all defined Discounts.
Surcharges	Provides a pop-up of all defined Surcharges.
Tax Shift #1	Enables/Disables the charging of Tax #1 On GoPOS, pressing a Tax Shift key will disable the corresponding tax and display a "Tax # Disabled" message. A red "T#" icon will also be displayed at the top of the APOS to indicate that you are in "Tax Shift" mode. Pressing the same Tax Shift key when the Tax has already been disabled, will re-enable the tax and display a "Tax # Active" message. The red "T#" icon will also be removed from the top of the APOS to indicate that you are no longer in "Tax Shift" mode. Tax shifts will be applied to all items within the current transaction, but will be automatically be re-enabled for the next transaction.
Tax Shift #2	Enables/Disables the charging of Tax #2
Tax Shift #3	Enables/Disables the charging of Tax #3
Price Override	Allows you to enter a price and perform a one time override of the price entered in the product maintenance screen.
Tip Amount	Allows you to enter a tip amount.
Tip Percentage	Allows you to enter a tip percentage.
Food Stamp Subtotal	Will total up all the items in the transaction, without tax, that have the food stamp option enabled.

Pack	Will add up to two digits to the front of a scanned barcode. On GoPOS, pressing 1 => 2 => Pack before scanning a bar code will add 12 to the scanned SKU and use this new SKU to lookup the product and price.
Permanent Price Override	Allows you to override and update the current price entered in the product maintenance screen.
Tare Weight	Allows you to manually enter the Tare Weight of a scalable product. Entering the weight and pressing on the Tare Weight fixed function will display "T+ Weight entered + Base Weight Unit" at the top of the APOS to indicate that you are currently in "Tare Weight" mode. Selling a scalable product will deduct the tare weight from the total weight to calculate the price. To clear the Tare Weight, press on the Tare Weight fixed function key. To enter a new tare, enter the weight and press on the Tare Weight fixed function key.
Seat	When working with a Table, pressing on Seat will display a list of all open seats as well as an option to add a seat on the current table. Press on the seat you wish to work with or press on the next available seat# (New Seat) to add a seat to the current table. Pressing anywhere outside the pop-up window will close the window and cancel the change of seat. When working with a Table, you may also access a seat by entering the seat# and then pressing on the Seat function. (I.E. seat# + Seat) . If the seat does not exist, a new seat will be created for the current table. You may also access a specific table and seat by using the dotted notation. (I.E. table#.seat#) If the table does not yet exist, a new table and seat will be created. If the seat does not yet exist for the specified table, a new seat will be created.
Stock Received	Will create a stock received entry to allow users to add to the Stock Control counter. User Option 10 - "Allow Stock Management" and Setting 96 - "Allow Stock Control on GoPOS" must be set to true to enable the Stock Control functionality on GoPOS.
Stock Adjusted	Will create a stock adjustment entry to allow the users to reduce the Stock Control counter. User Option 10 - "Allow Stock Management" and Setting 96 - "Allow Stock Control on GoPOS" must be set to true to enable the Stock Control functionality on GoPOS.
Report in X Mode	Entering the Report Id and then pressing on the key will generate the specified report in X Mode. User must have X rights. Warning: The report will be printed on the receipt printer.
Consolidated Report in X Mode	Entering the Report Id and then pressing on the key will generate the specified report in X Mode, consolidating the reports from all APOS devices defined in the network. User must have X rights. Warning: The report will be printed on the receipt printer.
Report in Z Mode	Entering the Report Id and then pressing on the key will generate the specified report in Z Mode. User must have Z rights. Warning: The report will be printed on the receipt printer.
Consolidated Report in Z Mode	Entering the Report Id and then pressing on the key will generate the specified report in Z Mode, consolidating the reports from all APOS devices defined in the network. User must have Z rights. Warning: The report will be printed on the receipt printer.
Fiscal Invoice	Will display a pop-up screen on GoPOS allowing the user to capture client data required for Fiscal Invoices.

3	**PLU** PLU allows you to link the key to any of the defined products via the PLU number. All products defined in the Product maintenance/Item maintenance screen will be displayed.
4	**Department** Allows you to link the key to any of the defined departments. All departments defined in the Departments maintenance screen will be displayed.
5	**Tender** Allows you to link the key to any of the defined tenders. All tenders defined in the Tenders maintenance screen will be displayed.
6	**Modifier** Allows you to link the key to any of the defined modifiers. All modifiers defined in the Modifiers maintenance screen will be displayed.
7	**User** Allows you to link the key to any of the defined users. All users defined in the Users maintenance screen will be displayed.
8	**PO/RA** Allows you to link the key to any of the defined poras. All poras defined in the Poras maintenance screen will be displayed.
9	**Correction** Allows you to link the key to any of the defined corrections. All corrections defined in the Corrections maintenance screen will be displayed.
10	**Discount** Allows you to link the key to any of the defined discounts. All discounts defined in the Discounts maintenance screen will be displayed.
11	**Keyboard** Allows you to link the key to any of the defined Keyboards. All keyboards defined in the Keyboards maintenance screen will be displayed.
12	**Modifier Group** Allows you to link the key to any of the defined modifier groups. All modifier groups defined in the Modifier Groups maintenance screen will be displayed.
13	**Price Level** Allows you to link the key to a specific price level. The price level quantity value entered on the Settings maintenance; products tab will determine the number of price levels displayed.
14	**Balance Function** Allows you to link the key to a balance function. All balance functions defined in the Balance Function maintenance screen will be displayed.
15	**SKU** SKU allows you to link the key to any of the defined products via the SKU number. All products defined with a SKU in the Product maintenance/Item maintenance screen will be displayed.

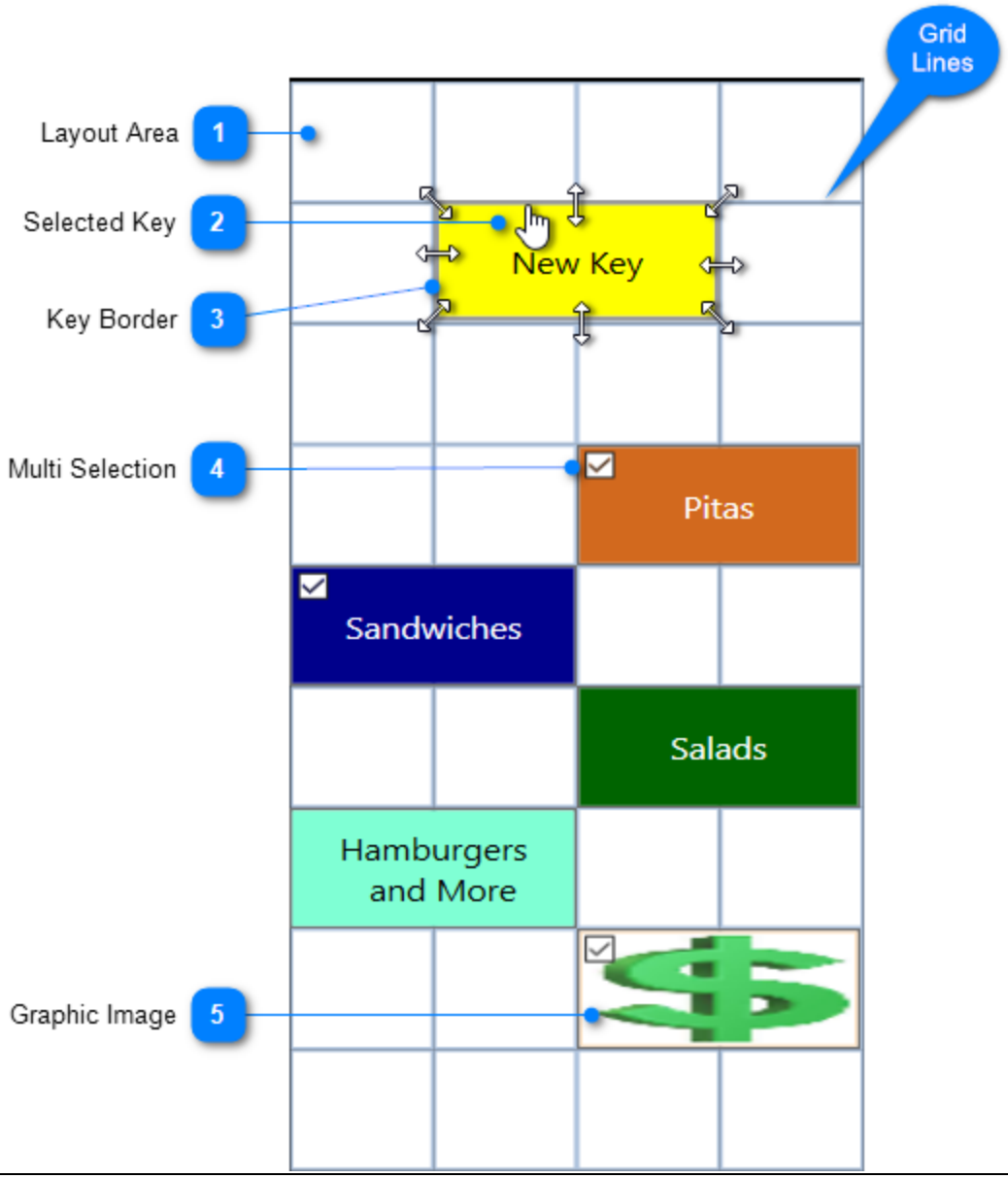
16	**Macro** Allows you to link the key to any of the defined macros. All macros defined in the Macros maintenance screen will be displayed.
17	**Free Form Text** Allows you to link the key to any of the defined free form text entries. All entries defined in the Free Form Text maintenance screen will be displayed.
18	**Destination** Allows you to link the key to any of the defined destination entries. All entries defined in the Destinations maintenance screen will be displayed.
19	**Dining Area** Allows you to link the key to any of the defined dining areas. All entries defined in the Dining Areas maintenance screen will be displayed.

5	**Function** Select one of the supported fixed functions or one of the defined items from the chosen key type. Right clicking on the drop down list will sort the list either alphabetically by caption or numerically by Id. You may also type the first letter of the item you are looking for. Sorted by Id  Sorted by Caption 
6	**Function Id** The Id of the selected function will be displayed. The label of the Id displayed will also change to reflect the chosen function.
7	**Text Size** Enter the font size of the display text.

8	**Text Color** Select one of the predefined colors from the color palette to set the color of the display text.  Hint: Placing the mouse cursor over each color square will display a tool-tip indicating the color name.
9	**Key Color** Select one of the predefined colors from the color palette to set the background color of the key.  Hint: Placing the mouse cursor over each color square will display a tool-tip indicating the color name.
10	**Key Position** Enter the X and Y coordinates of the top left corner of the key. Moving the selected key will automatically display the X, Y coordinates of the key as it is repositioned. The key must remain within the boundaries of the layout area.
11	**Key Size** Enter the height and width of the key. Resizing the selected key will automatically display the new height and width of the key as it is resized. The key must remain within the boundaries of the layout area.
12	**Key Type** Press on the drop down list to select either Text or Graphic. If Text is selected, the key caption will be displayed on the key. If multiple lines have been entered in the key caption field, each line will be centred on the key. If Graphic is selected, the Graphic Library Maintenance module will be displayed to allow you to select the image you wish to display on the key. The Insert Graphic and Delete Graphic buttons will also be enabled to allow you to change the image displayed on the key.
13	**Insert Graphic** Click on the Insert button to insert a graphic image using the Graphic Library Maintenance module. Select the file you want to use from the library by double clicking on the desired image row or directly on the image. This button will only be enabled if the key type is set to "Graphic".
14	**Delete Graphic** Click on this button to delete the graphic image displayed on the selected key. This button will only be enabled if the key type is set to "Graphic" and a valid graphic image has been selected and saved.

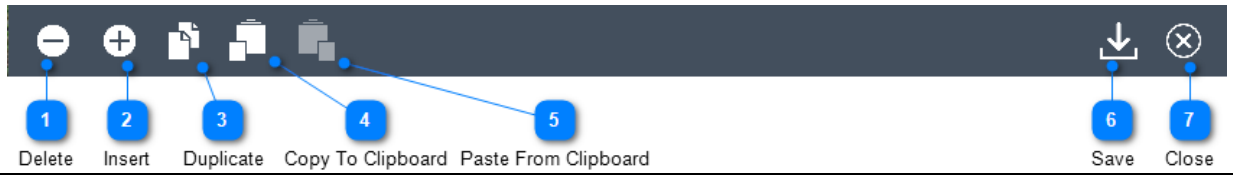
2 Key Layout Area

A new key may be inserted at any time by clicking on the Insert button in the button area of the screen or by hitting the keyboard Insert key. The new key will be inserted in the bottom left corner of the layout area. Before a key can be moved or resized, it must first be selected. You may select a key by clicking directly onto the key when the pointer (arrow icon) is above the highlighted key or by using the navigation buttons. The selected key will come to the forefront and start blinking. The key's name and current settings will be displayed in the data entry section.



1	**Layout Area** The key layout area will be drawn and positioned based on the APOS keyboard type chosen. AP01 - Portrait Layout. Grid size - 720 x 1280 AP02 - Portrait Layout. Grid size - 800 x 1280 AP03 - Portrait Layout. Grid size - 800 x 1280 AP04 - Landscape Layout. Grid size - 1280 x 800 AP05 - Landscape Layout. Grid size - 1920 x 1080 AP05L - Landscape Layout. Grid size - 1366 x 768 AP06 - Landscape Layout. Grid size - 1920 x 1080 However, since you are allowed to resize the Keys Maintenance window based on your configuration of monitor or monitors, this may stretch and distort the view and orientation (portrait or landscape) of your keyboards. To see an actual representation of your keyboard as it will appear on the specified APOS, click on the Keyboard Preview icon at the top right of the window.
2	**Selected Key** When the cursor is positioned above the currently selected key, the mouse cursor will change from the arrow icon to a hand icon. To move the key, click and drag the mouse when the hand is directly above it. When the snap to grid option is turned on, the key's position will snap to the nearest grid line. De-selecting this option or removing the gridlines will allow you to move the key anywhere within the layout area. To delete the key, click on the Delete button in the button area or hit the keyboard Delete key. To duplicate the key, click on the Duplicate button in the button area. You may also select more than one key at a a time by using the CTRL key on your computer keyboard and clicking on the key you wish to add to the selection. A small square with a check mark will be displayed at the top left corner of your key to indicate a multi-selection.
3	**Key Border** To resize the currently selected key, click and drag the mouse when the cursor is above any of the key's borders. The cursor will change to a double headed arrow indicating the direction of motion. When the snap to grid option is turned on, the key's borders will snap to the nearest grid line. De-selecting this option or removing the gridlines will allow you to resize the key anywhere within the layout area.
4	**Multi Selection** To perform a multi-selection press and hold the CTRL key on your computer keyboard and then click on the key you wish to add to the selection. A small square with a check mark will be displayed at the top left corner of your key to indicate a multi-selection. You may also perform the same steps to remove a key from the multi-selection by clicking on a multi-selected key while pressing on the CTRL key. Clicking on any key other than the first key selected, will remove all keys from the multi-selection. Clicking on any of the navigation keys will also remove all keys from the multi-selection. When in multi-selection mode, all edits, key sizing, alignment or movement made to the first selected key will be applied to all multi-selected keys. You may also copy the multi-selection to the clipboard and paste the keys on any of your keyboards. Pressing on the delete key while in multi-select mode will delete all selected keys.

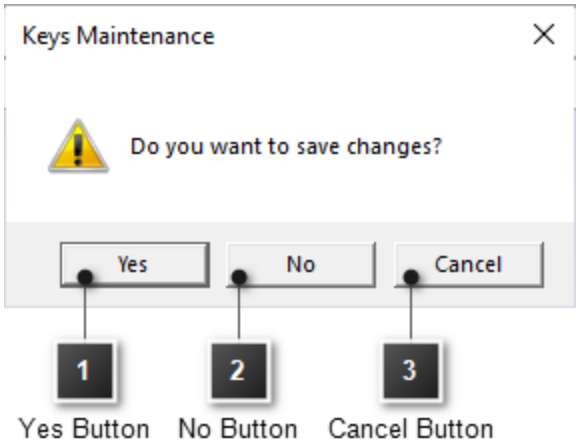
5	**Graphic Image** Each defined key may be setup to display the key caption or a graphic image depicting the intended function. If a graphic image is displayed on the key, double clicking the image will open up the Graphic Library Maintenance module.

3	**Buttons** The buttons area consists of the 5 standard buttons plus two buttons that will allow you to copy keys to and from your clipboard. 

1	**Delete** Click on this button or press Delete on your computer keyboard to delete the currently selected key or keys.
2	**Insert** Click on this button or press Insert on your computer keyboard to insert a new key on the bottom left of the key layout area. When a new keyboard is created, the system will automatically create a keyboard layout with a blank key in every square grid defined by the grid size chosen. If the empty keyboard option is chosen, the key layout will be blank. New keys will need to be inserted manually. Choosing the appropriate grid size before opening a new keyboard will remove the need to manually insert each key.
3	**Duplicate** Click on this button or press CTRL+D on your computer keyboard to duplicate the currently highlighted key. You may not duplicate a key if multiple keys have been selected.
4	**Copy To Clipboard** Click on this button or press CTRL+C on your computer keyboard to copy the selected key or keys to your clipboard. Once copied, the Paste From Clipboard button will be enabled to allow you to paste the copied key or keys in the layout area of the current keyboard or on any other keyboard you have defined in Keyboards Maintenance.
5	**Paste From Clipboard** Click on this button or press CTRL+V on your computer keyboard to paste the key or keys stored in your clipboard in the layout area of your keyboard. This button will only be enabled if the clipboard contains a copied key(s). Warning, each time you paste the clipboard content onto one of you keyboards, the key(s) will be pasted with the same size and at the same position as the copied key(s). This means that multiple keys will be overlaid and could lead to unexpected results when using the Register on GoPOS. It is always preferable to paste keys onto an empty keyboard or in an empty area to avoid having keys that are overlaid. The copied key(s) may also be moved as a group to an empty area while still in multi-select mode.
6	**Save** Click on this button or press CTRL+S on your computer keyboard to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

7 Close

Click on this button or the Close (X) button at the top right of the window or press ALT+F4 on your computer keyboard to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

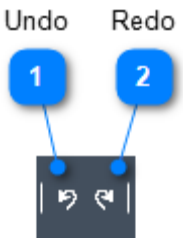
4 Navigation

The four navigation buttons at the top left of the screen, allow you to navigate through the list of currently defined keys. Clicking on a button will display the first, previous, next or last key in the list sorted by key id. The selected key will come to the forefront of the key layout area and start blinking. The key's name and current settings will be displayed in the data entry section.

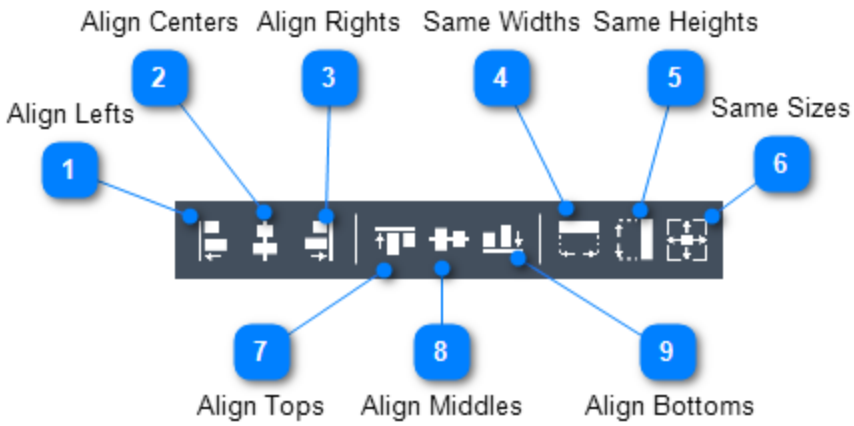
<< - First Key
< - Previous Key. If you are on the first key, clicking this button will take you to the last key.
> - Next Key. If you are on the last key, clicking this button will take you to the first key.
>> - Last Key

5 Undo/Redo

Allows you to reverse or restore the last editing actions, such as editing text size or color properties, or moving or resizing a key.



1	**Undo** Click on Undo or press CTRL+Z on your computer keyboard to undo the last edit or operation.
2	**Redo** Click on Redo or press CTRL+Y on your computer keyboard to redo the last edit or operation that was undone. This button will only be enabled if an edit or operation has been undone.

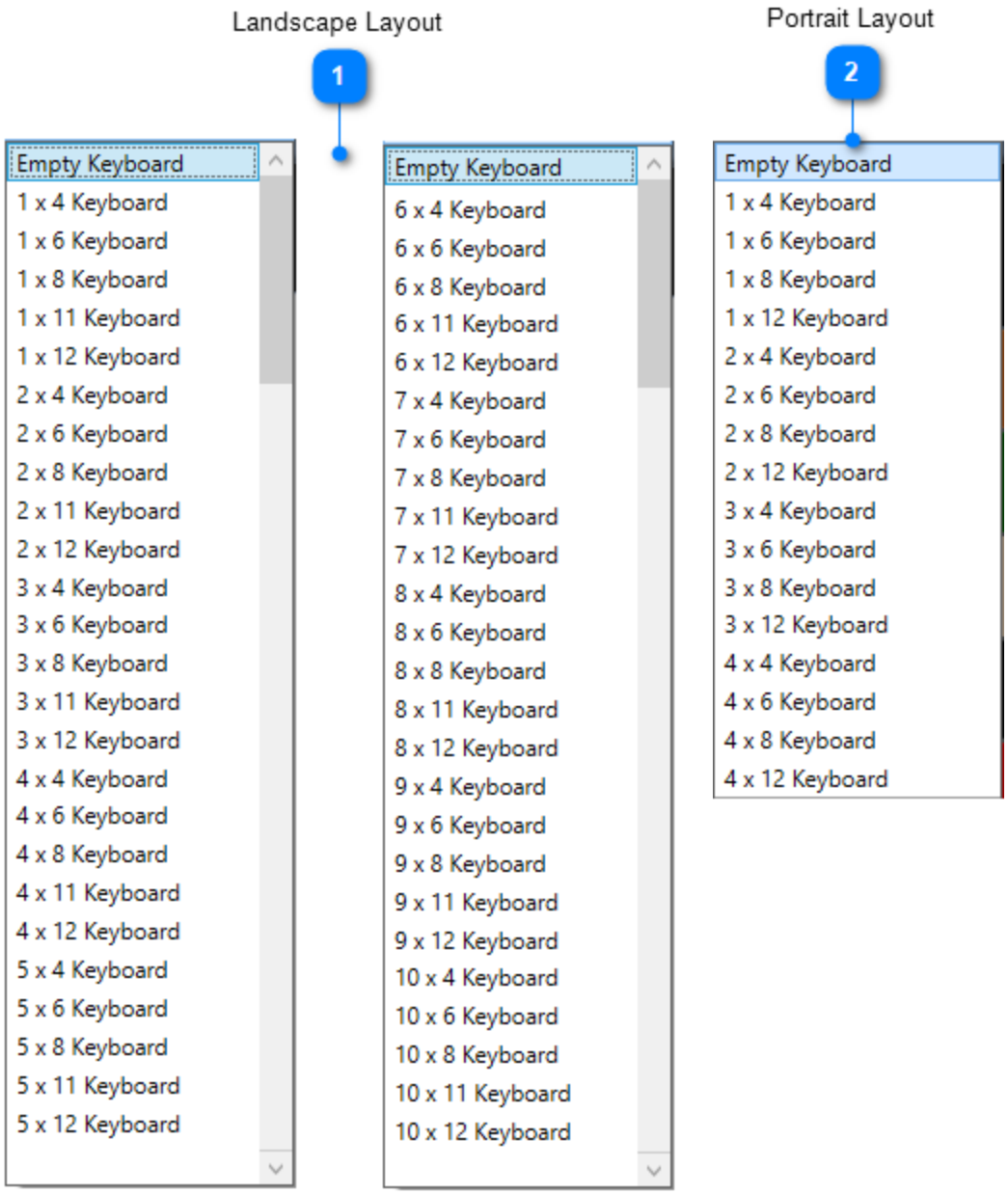
6	**Alignment** When in multi-select mode, the Auto Alignment and Size buttons available on the tool-bar, allow you to quickly position and resize the selected keys relative to another key. The Auto Alignment buttons position the selected objects relative to the first selected key. The Auto Size buttons make the width or height value of the selected keys the same as the first key selected. Multi-Select Mode: To select more than one key, click on the key in the keyboard layout area while holding down the computer keyboard CTRL key. 

1	**Align Lefts** Positions the left hand border of all selected keys in line with the left hand border of the first selected key.
2	**Align Centers** Positions the horizontal center between the left and right borders of all selected keys in line with the center of the first selected key. This may force a resize of the key to ensure that all selected keys remain within the canvas area.
3	**Align Rights** Positions the right hand border of all selected keys in line with the right hand border of the first selected key.
4	**Same Widths** Resizes the width of all selected keys to the same width as the first selected key. Each selected key must remain within the canvas area.
5	**Same Heights** Resizes the height of all selected keys to the same height as the first selected key. Each selected key must remain within the canvas area.
6	**Same Sizes** Resizes the height and width of all selected keys to the same height and width as the first selected key. Each selected key must remain within the canvas area.

7	**Align Tops** Positions the top border of all selected keys in line with the top border of the first selected key.
8	**Align Middles** Positions the vertical middle between the top and bottom borders of all selected keys in line with the middle of the first selected key. This may force a resize of the key to ensure that all selected keys remain within the canvas area.
9	**Align Bottoms** Positions the bottom border of all selected keys in line with the bottom border of the first selected key.

7 Grid Size

Select one of the supported grid sizes. If Empty Keyboard is chosen, no grid is displayed and Show/Hide Gridlines and Snap to Grid buttons are not available.The chosen grid size will be saved as a user preference and will determine if blank keys are automatically created for newly inserted keyboards. When Inserting a new keyboard, if a non-empty keyboard is chosen, blank keys will automatically be inserted into the key layout (one key per cell). Selecting Empty Keyboard before inserting a new keyboard will not create any blank keys and all keys must be inserted manually. Please note that the grid lines are not part of the keyboard and will not be displayed on the APOS. The gridlines are there simply to help you align your keys. Changing the Grid Size will not affect the layout of existing keys. It will only affect the layout of new keys or keys that are modified after the change in Grid Size.



8 Gridlines

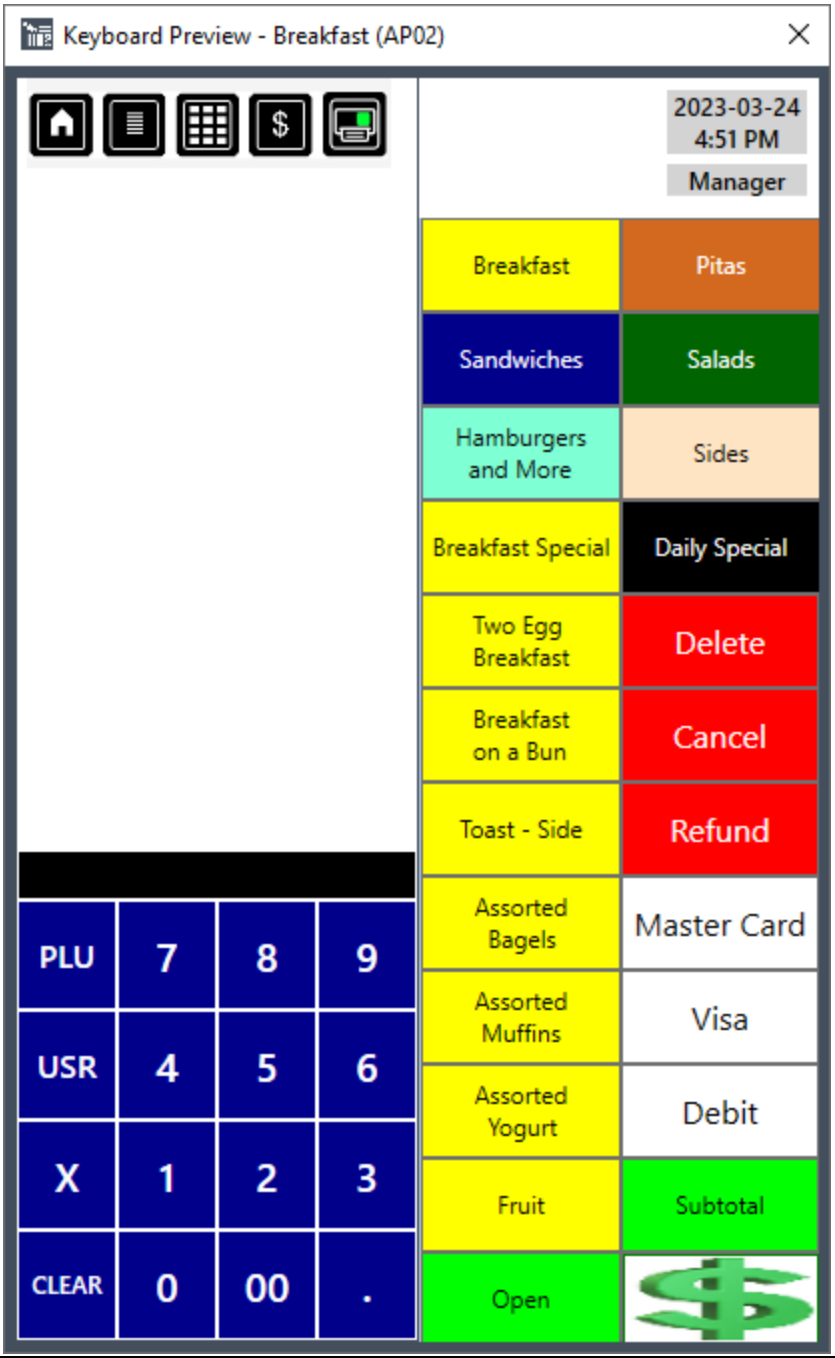
Select this option to hide/show the grid lines. The gridlines are drawn based on the selected Grid Size. Please note that these lines are not part of the keyboard and will not be displayed on the APOS. The gridlines are there simply to help you align your keys.

9 Snap to Grid

If Gridlines have been enabled, selecting this option will enable the snap to grid functionality. This will cause the key to snap to the nearest grid line when moving or resizing a key. Double clicking on a key will expand or shrink the key to fit the nearest grid cell or cells. If Gridlines have been disabled, your are allowed to resize of move a key to any position within the key layout area.

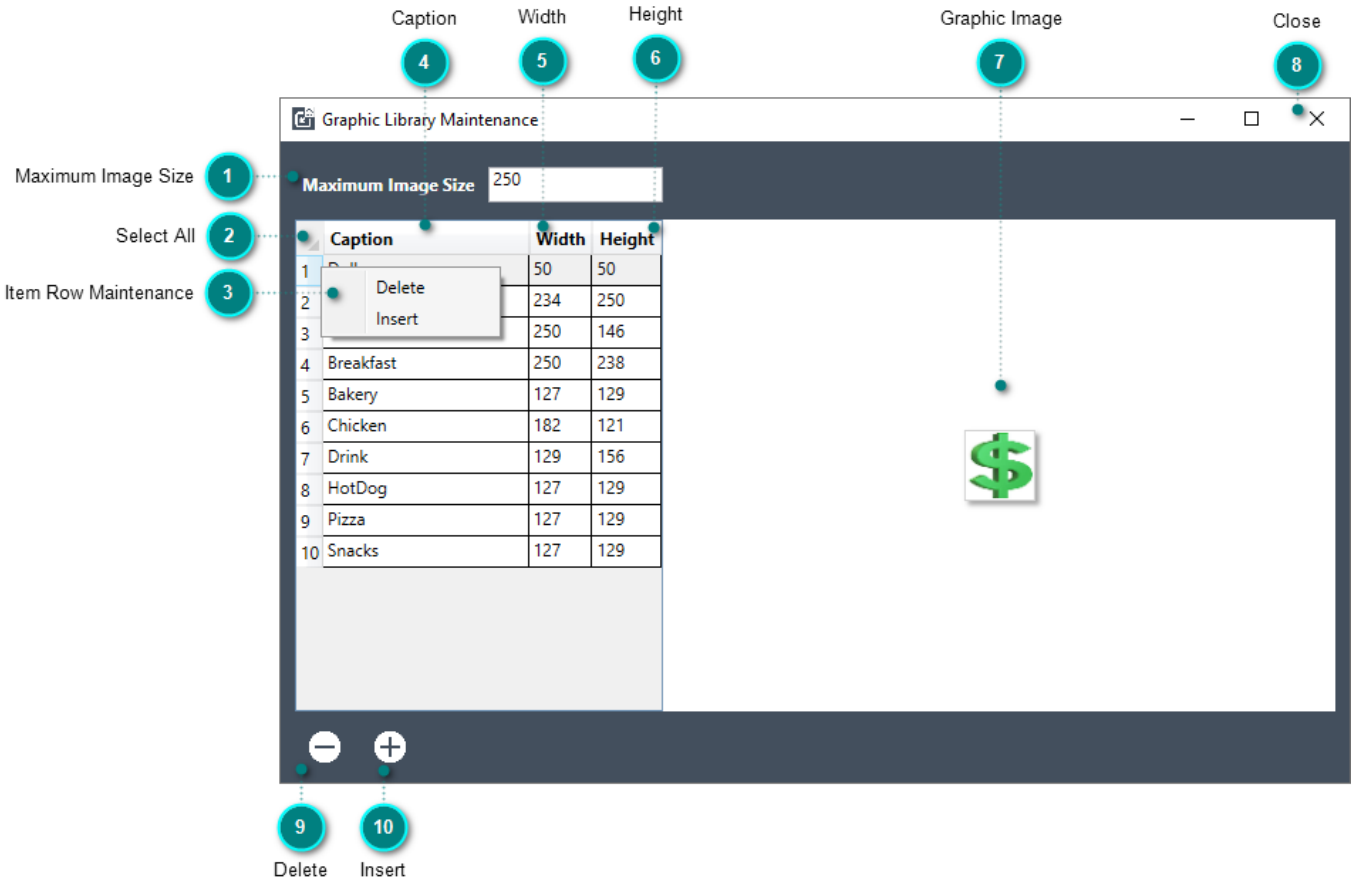
10 Keyboard Preview

Since you are allowed to resize the Keys Maintenance window based on your configuration of monitor or monitors, this may stretch and distort the view and orientation (portrait or landscape) of your keyboards. Click on the Keyboard Preview icon to display the current keyboard as it will appear on the Register of the APOS type chosen. The numeric keypad displayed at the bottom left of the window will not be displayed if Setting 56 - "Hide Numeric Keypad" has been enabled. Hovering your cursor over each of the defined keys will display the Key type and Function. Please note that due to the size of the APOS screens, a minimum computer screen resolution of 1280 x 720 is required to properly display your APOS keyboards.



Graphic Library Maintenance

The Graphic Library Maintenance module allows you to maintain a database of graphic images. These images may be used to create keyboard keys with graphics instead of displaying the key caption.



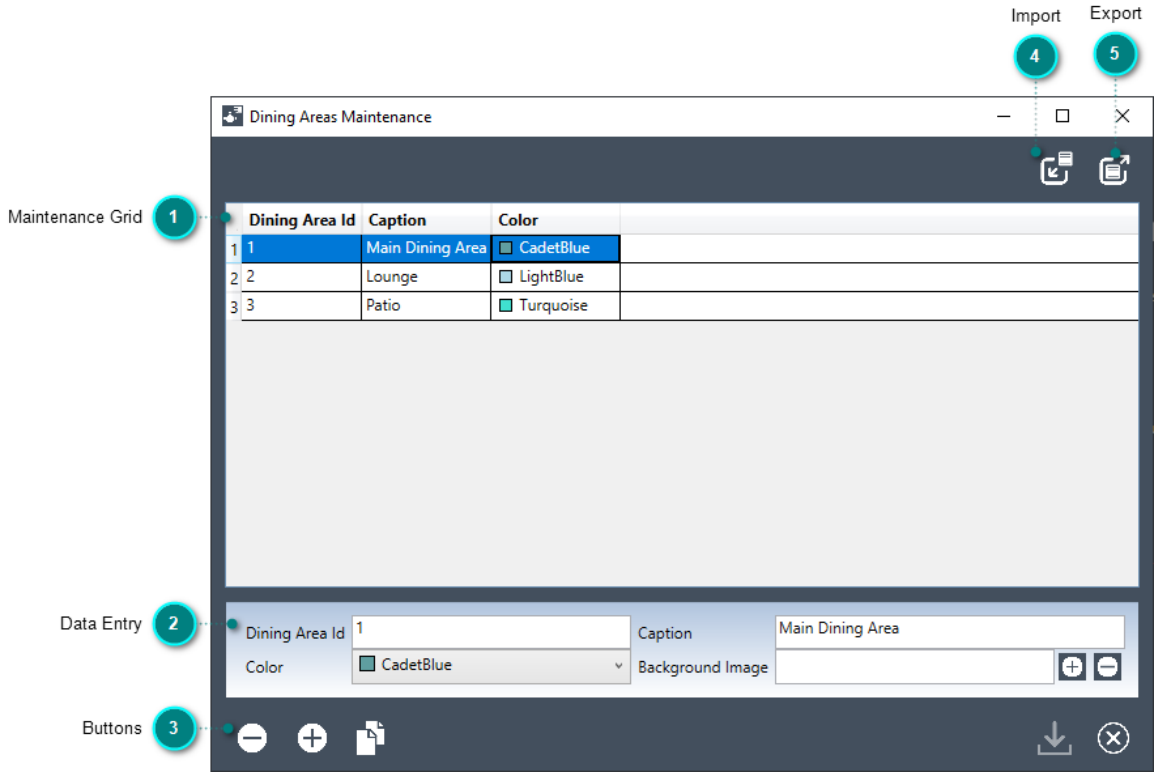
1	**Maximum Image Size** Enter the maximum image size allowed on GoPOS. By increasing the image size (maximum 250 x 250), the speed of program transmission to and from GoPOS will be greatly reduced. Each image linked to a key is also stored in the GoPOS memory further reducing the speed and responsiveness of the GoPOS application. It is recommended that the size be reduced as much as possible without affecting the image resolution.
2	**Select All** Clicking on the upper left corner of the grid will select all images. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. Selected rows may be deleted using the Delete key.
3	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete or Insert a row. Rows may also be deleted or inserted by using the delete or insert buttons in the buttons area.

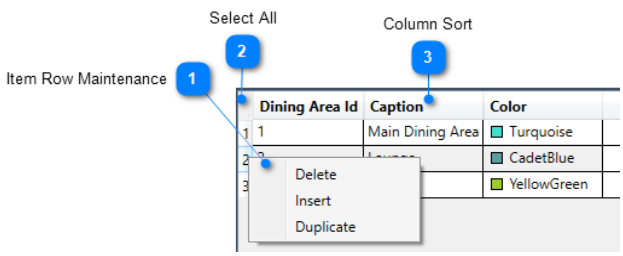
4	**Caption** Displays the selected image file name. Max 25 characters.
5	**Width** Image width. Max 250 pixels. Display only.
6	**Height** Image width. Max 250 pixels. Display only.
7	**Graphic Image** Displays the currently selected image.
8	**Close** Click on this button to close the window without selecting a new image. If any changes have been made to the library, you will be prompted to save the changes before closing the window. Double clicking on any of the rows or directly on the image, will add the chosen image to the key and close the Graphic Library Maintenance window.
9	**Delete** Click on this button to delete the selected image or images from the Graphic Library. If a single image has been selected, all references to the image must be removed before you are allowed to delete the row. If multiple or all rows have been selected, a message will warn you that all references to the deleted images will be lost when the changes are saved.
10	**Insert** Click on the Insert button to insert a graphic image using the "Open" file dialogue. Select the file or files you want to include in the library and click on the Open button. If a valid file was selected (BMP, JPEG, GIF, TIFF, PNG), the image will be displayed in the layout area. Click on the Cancel button to cancel the import and close the "Open" file dialogue.

Dining Areas

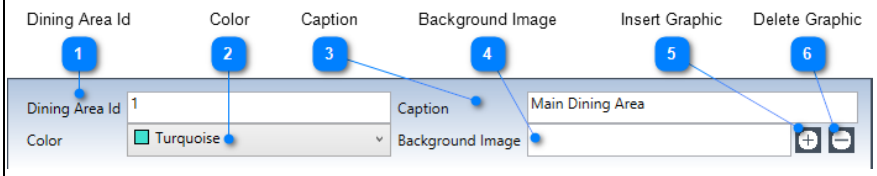
Dining Areas Maintenance allows you to setup and maintain a list of your dining areas.

The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined dining areas. All fields are display-only and all modifications to a dining area must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area. Double clicking on a row will open the dining table maintenance window. This screen will allow you to define and maintain the layout and functionality of all tables associated with the chosen dining area. 

1	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
2	**Select All** Clicking on the upper left corner of the grid will select all dining areas. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected dining areas.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected dining area. 

1	**Dining Area Id** Enter a unique integer value to identify the dining area. Required field. Duplicates not allowed. When modifying Dining Area Ids, a warning message will be displayed indicating that any references to the dining area will be lost.
2	**Color** Select one of the colors from the color palette to be used as the dining area's background color.  Hint: Placing the mouse cursor over each color square will display a tool-tip indicating the color name.
3	**Caption** Enter the dining area name or tittle. Required field. Max 25 characters.

4	**Background Image** A background image of the dining area may be used to help with the layout of the tables. A picture or rendering (BMP, JPEG, GIF, TIFF, PNG) of the actual room layout may be used without any size restriction. However, by increasing the image size, the speed of program transmission to and from GoPOS will be greatly reduced. Each image linked to a dining area is also stored in the GoPOS memory further reducing the speed and responsiveness of the GoPOS application. It is recommended that the size be reduced as much as possible without affecting the image resolution.
5	**Insert Graphic** Click on the Insert button to insert a graphic image using the Graphic Library Maintenance module. Select the file you want to use from the library by double clicking on the desired image row or directly on the image. Please note that due to the image size restriction imposed on keyboard keys, the images displayed in the Graphic Library Maintenance Module for the dining area layout will be separate from the images stored for your keyboard keys.
6	**Delete Graphic** Click on this button to delete the graphic image if you no longer want to display the dining area with a background image.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

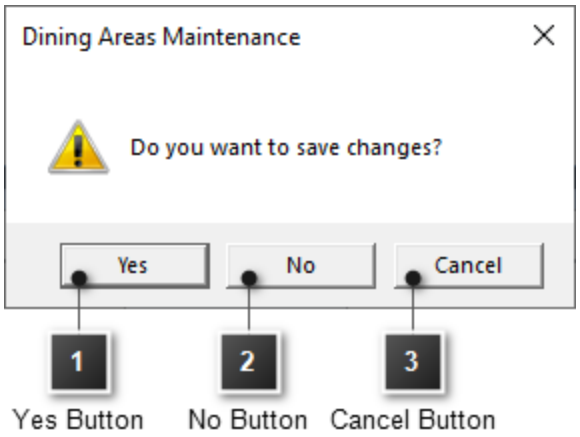
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

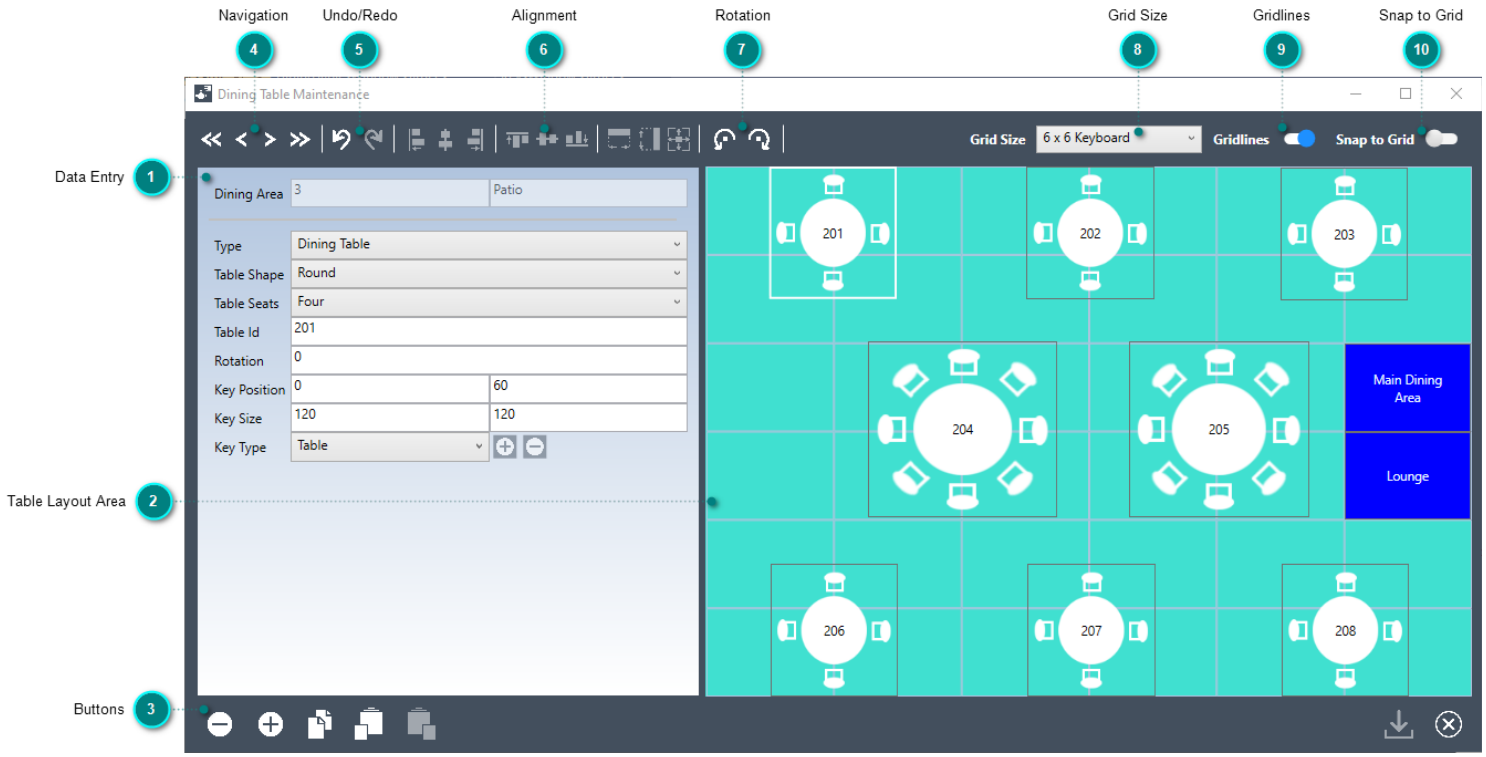
3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

4	**Import** One or more dining areas exported from one program may be imported into the same or a different program. Each dining area saved during the export will be inserted as a new dining area into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Dining Areas Export file (*.din) has been selected, the system will attempt to import each dining area included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more dining areas from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected dining area(s) to an OSI proprietary export file (DiningAreaExport.din). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

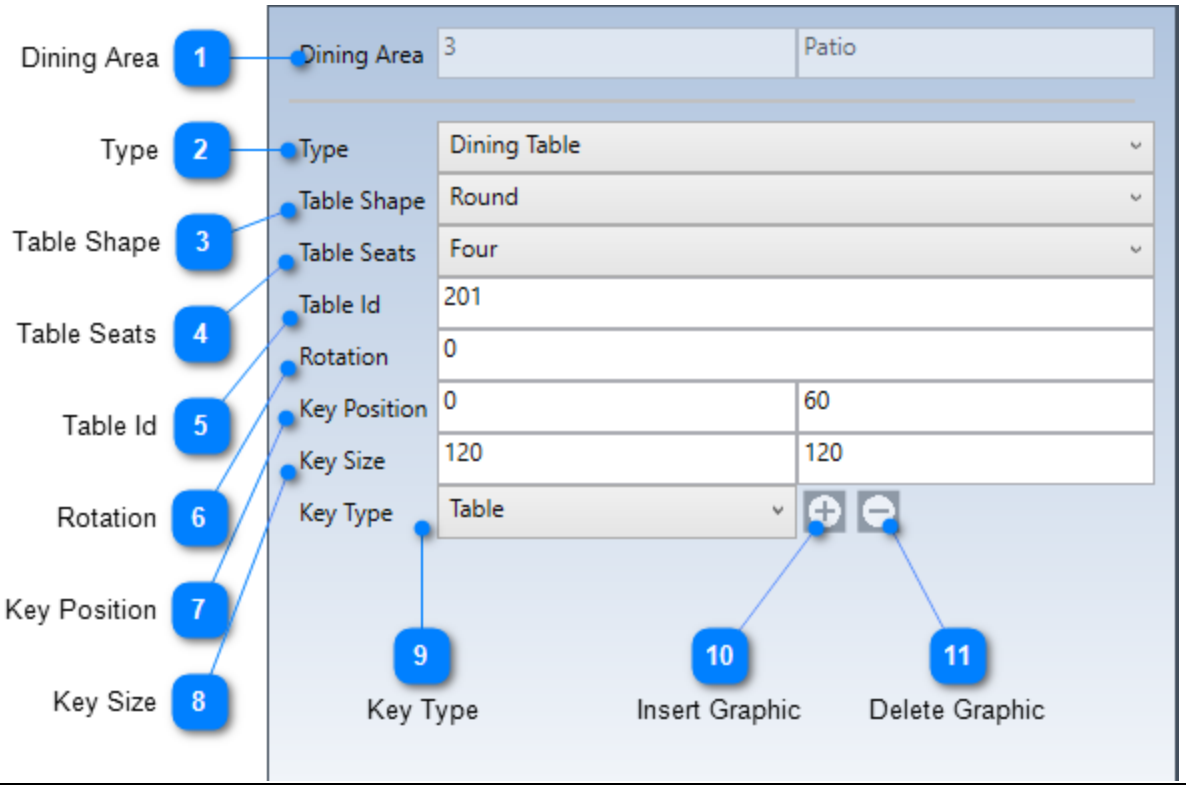
Dining Table Maintenance

Dining Table Maintenance allows you to insert, duplicate, modify and delete the tables associated with each dining area.



1 Data Entry

The data entry area dynamically displays the currently selected key or table.

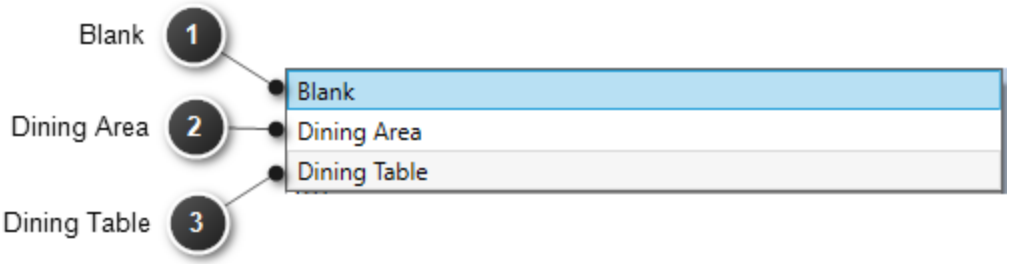


1 Dining Area

Displays the selected dining area Id and name. Display-only.

2 Type

Select one of the supported key types.



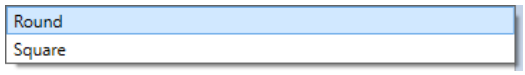
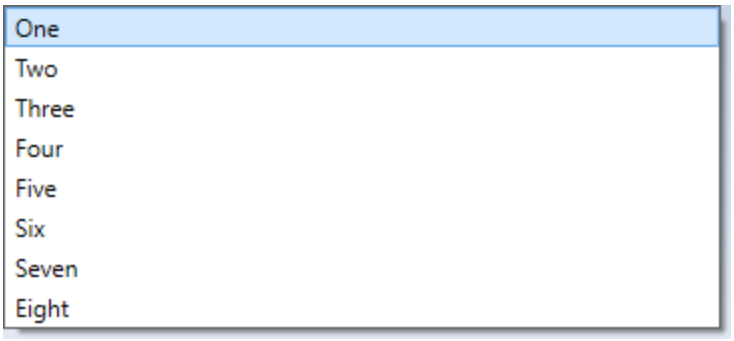
1 Blank

No function will be linked to the key. No action will be performed when pressing on this key in GoPOS.

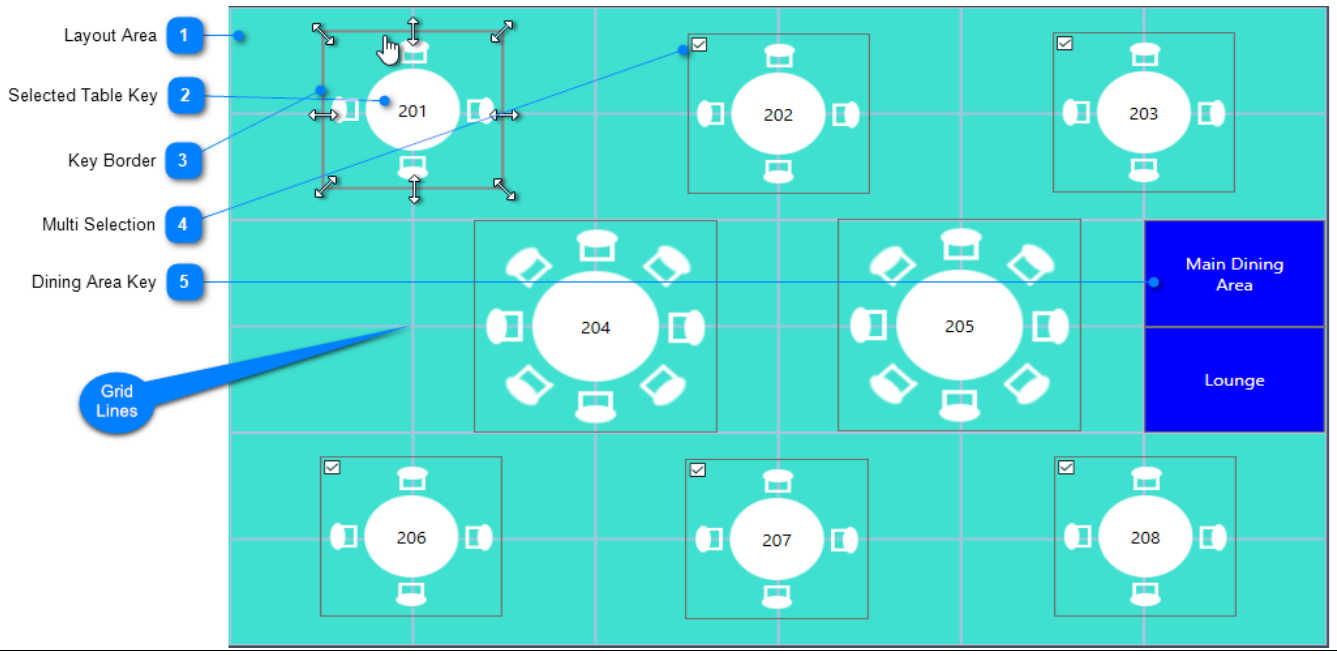
2 Dining Area

Allows you to link the key to any of the defined dining areas. All dining areas defined in the Dining Areas maintenance screen will be displayed. Pressing on this key in GoPOS will display the associated dining area and tables.

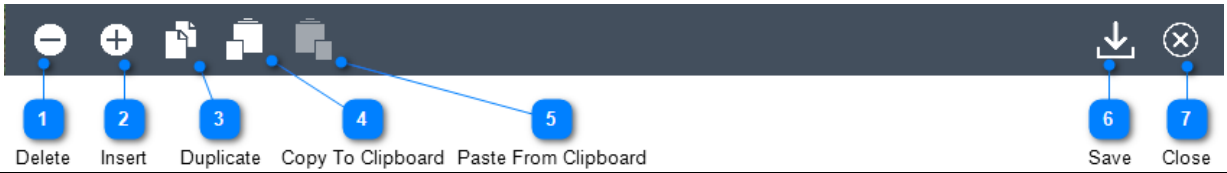
3	**Dining Table** Allows you to define the shape of the table and the number of seats. Pressing on this key in GoPOS will allow you to select a seat and open the account associated with the selected table and seat. Doted notation is also allowed to access a particular seat, where the seat number is entered and then the table is pressed. A long press on a table will display the Table Status pop-up menu allowing you to change the status and associated color of the table.

3	**Table Shape** Select one of the supported table shapes (Round or Square). 
4	**Table Seats** Select one of the supported number of seats for the table (1 to 8).  Please note that the number of seats associated with each table will not limit the number of accounts opened for each table. Any number of seats and associated accounts can be opened and linked to a table.
5	**Table Id** Enter a unique integer value to identify the table. Required field. Duplicates are not allowed. The label of the table displayed will also change to reflect the entered table Id. On GoPOS, you may access the table and seats by pressing directly on the table when the dining area is displayed on the register. Selecting a seat will open up a new account for the chosen table and seat if it has not already been opened. Entering a seat number before pressing on a table key will allow you direct access to a specific seat on the table. You may also access the table by entering the table Id and then pressing on the Table Open/Add/Close balance function to open the balance for the specified table and seat. For example, to open Table #1 Seat #2, press on 1 dot 2 then on the Open/Add/Close Table function key. You may then add transaction items to the open table and seat. Once the transaction has been finalized, you may close the balance to return to the dining area view or continue with other transactions by pressing on the Table Open/Add/Close balance function key. If you need to add more items to a closed balance you will be allowed to reopen the balance until the account is fully tendered. If inter-register communication (IRC) has been enabled, you will not be allowed to open a table seat if it is already open on another register. Please see Setting 15, Setting 16 and Setting 46 for further detail on setting up IRC.
6	**Rotation** Enter the rotation in degrees, from 0 to 359. You may also use the Rotate Left and Rotate Right buttons to rotate the table 5 degrees at a time.

7	**Key Position** Enter the X and Y coordinates of the top left corner of the key. Moving the selected key will automatically display the X, Y coordinates of the key as it is repositioned. The key must remain within the boundaries of the layout area.
8	**Key Size** Enter the height and width of the key. Resizing the selected key will automatically display the new height and width of the key as it is resized. The key must remain within the boundaries of the layout area.
9	**Key Type** Press on the drop down list to select either Text or Graphic for Blank and Dining Area keys or Table for table keys. If Text is selected, the key caption will be displayed on the key. If multiple lines have been entered in the key caption field, each line will be centred on the key. If Graphic is selected, the Graphic Library Maintenance module will be displayed to allow you to select the image you wish to display on the key. The Insert Graphic and Delete Graphic buttons will also be enabled to allow you to change the image displayed on the key.
10	**Insert Graphic** Click on the Insert button to insert a graphic image using the Graphic Library Maintenance module. Select the file you want to use from the library by double clicking on the desired image row or directly on the image. This button will only be enabled if the key type is set to "Graphic".
11	**Delete Graphic** Click on this button to delete the graphic image displayed on the selected key. This button will only be enabled if the key type is set to "Graphic" and a valid graphic image has been selected and saved.

2	**Table Layout Area** A new key may be inserted at any time by clicking on the Insert button in the button area of the screen or by hitting the keyboard Insert key. The new key will be inserted in the bottom left corner of the layout area. Before a key can be moved or resized, it must first be selected. You may select a key by clicking directly onto the key when the pointer (arrow icon) is above the highlighted key or by using the navigation buttons. The selected table key will come to the forefront and start blinking. The key's name and current settings will be displayed in the data entry section. 

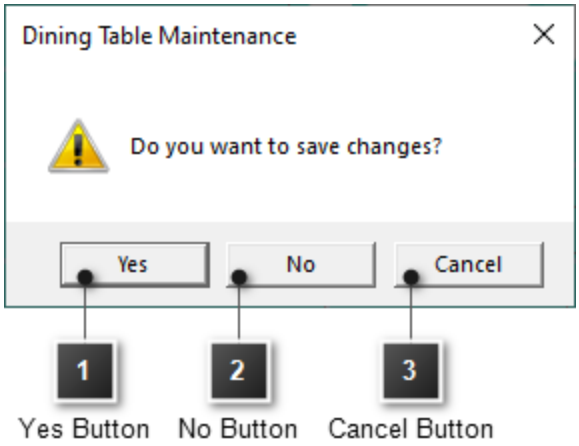
1	**Layout Area** The key layout area will be drawn and positioned based on the APO5 Landscape Layout. However, since you are allowed to resize the Dining Table Maintenance window based on your configuration of monitor or monitors, this may stretch and distort the view and orientation (portrait or landscape) of your dining areas. It is best to attempt to keep this window in a Landscape orientation to resemble the actual display on your landscape APOS devices. Please note that the dining area and table mapping functionality is only currently available on the AP05, AP05 Light and AP04 models. You may still access the table account balances using the Balance functions on other devices, but the table Map Layout will not display on the AP01, AP02 or AP03.
2	**Selected Table Key** When the cursor is positioned above the currently selected table, the mouse cursor will change from the arrow icon to a hand icon. To move the key, click and drag the mouse when the hand is directly above it. When the snap to grid option is turned on, the key's position will snap to the nearest grid line. De-selecting this option or removing the gridlines will allow you to move the key anywhere within the layout area. To delete the key, click on the Delete button in the button area or hit the keyboard Delete key. To duplicate the key, click on the Duplicate button in the button area. You may also select more than one key at a a time by using the CTRL key on your computer keyboard and clicking on the key you wish to add to the selection. A small square with a check mark will be displayed at the top left corner of your key to indicate a multi-selection.
3	**Key Border** To resize the currently selected key, click and drag the mouse when the cursor is above any of the key's borders. The cursor will change to a double headed arrow indicating the direction of motion. When the snap to grid option is turned on, the key's borders will snap to the nearest grid line. De-selecting this option or removing the gridlines will allow you to resize the key anywhere within the layout area.
4	**Multi Selection** To perform a multi-selection press and hold the CTRL key on your computer keyboard and then click on the key you wish to add to the selection. A small square with a check mark will be displayed at the top left corner of your key to indicate a multi-selection. You may also perform the same steps to remove a key from the multi-selection by clicking on a multi-selected key while pressing on the CTRL key. Clicking on any key other than the first key selected, will remove all keys from the multi-selection. Clicking on any of the navigation keys will also remove all keys from the multi-selection. When in multi-selection mode, all edits, key sizing, alignment or movement made to the first selected key will be applied to all multi-selected keys. You may also copy the multi-selection to the clipboard and paste the keys on any of your keyboards. Pressing on the delete key while in multi-select mode will delete all selected keys.
5	**Dining Area Key** Each dining area key may be setup to display the dining area caption or a graphic image depicting the dining area. If a graphic image is displayed on the key, double clicking the image will open up the Graphic Library Maintenance module. Pressing on this key on the GoPOS register will display the dining area and associated tables.

3	**Buttons** The buttons area consists of the 5 standard buttons plus two buttons that will allow you to copy keys to and from your clipboard. 

1	**Delete** Click on this button or press Delete on your computer keyboard to delete the currently selected key or keys.
2	**Insert** Click on this button or press Insert on your computer keyboard to insert a new key on the bottom left of the key layout area.
3	**Duplicate** Click on this button or press CTRL+D on your computer keyboard to duplicate the currently highlighted key. You may not duplicate a key if multiple keys have been selected.
4	**Copy To Clipboard** Click on this button or press CTRL+C on your computer keyboard to copy the selected key or keys to your clipboard. Once copied, the Paste From Clipboard button will be enabled to allow you to paste the copied key or keys in the layout area of the current dining area or on any other dining area you have defined in Dining Areas Maintenance.
5	**Paste From Clipboard** Click on this button or press CTRL+V on your computer keyboard to paste the key or keys stored in your clipboard in the layout area of your dining area. This button will only be enabled if the clipboard contains copied key(s). Warning, each time you paste the clipboard content onto one of your keyboards, the key(s) will be pasted with the same size and at the same position as the copied key(s). This means that multiple keys will be overlaid and could lead to unexpected results when using the Register on GoPOS. It is always preferable to paste keys onto an empty keyboard or in an empty area to avoid having keys that are overlaid. The copied key(s) may also be moved as a group to an empty area while still in multi-select mode.
6	**Save** Click on this button or press CTRL+S on your computer keyboard to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

7 Close

Click on this button or the Close (X) button at the top right of the window or press ALT+F4 on your computer keyboard to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

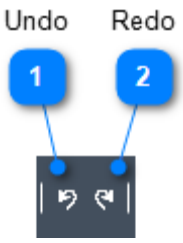
4 Navigation

The four navigation buttons at the top left of the screen, allow you to navigate through the list of currently defined tables and keys. Clicking on a button will display the first, previous, next or last key in the list sorted by key id. The selected key will come to the forefront of the key layout area and start blinking. The table or key's current settings will be displayed in the data entry section.

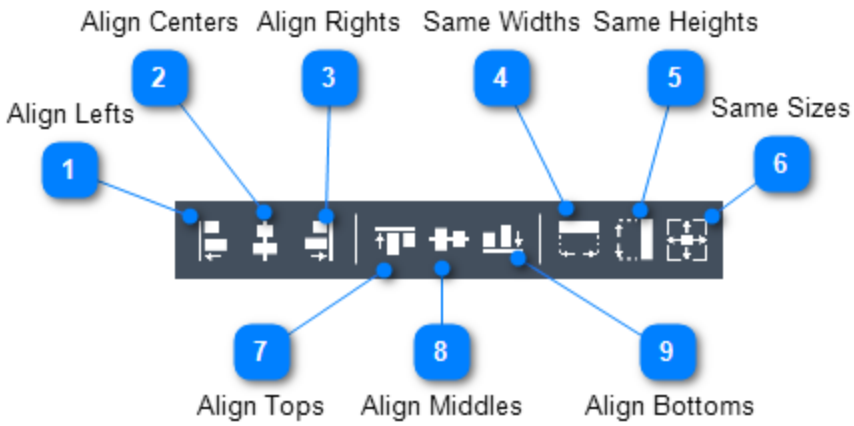
<< - First Key
< - Previous Key. If you are on the first key, clicking this button will take you to the last key.
> - Next Key. If you are on the last key, clicking this button will take you to the first key.
>> - Last Key

5 Undo/Redo

Allows you to reverse or restore the last editing actions, such as editing text size or color properties, or moving or resizing a key or table.



1	**Undo** Click on Undo or press CTRL+Z on your computer keyboard to undo the last edit or operation.
2	**Redo** Click on Redo or press CTRL+Y on your computer keyboard to redo the last edit or operation that was undone. This button will only be enabled if an edit or operation has been undone.

6	**Alignment** When in multi-select mode, the Auto Alignment and Size buttons available on the tool-bar, allow you to quickly position and resize the selected keys relative to another key. The Auto Alignment buttons position the selected objects relative to the first selected key. The Auto Size buttons make the width or height value of the selected keys the same as the first key selected. Multi-Select Mode: To select more than one key, click on the key in the keyboard layout area while holding down the computer keyboard CTRL key. 

1	**Align Lefts** Positions the left hand border of all selected keys in line with the left hand border of the first selected key.
2	**Align Centers** Positions the horizontal center between the left and right borders of all selected keys in line with the center of the first selected key. This may force a resize of the key to ensure that all selected keys remain within the canvas area.
3	**Align Rights** Positions the right hand border of all selected keys in line with the right hand border of the first selected key.
4	**Same Widths** Resizes the width of all selected keys to the same width as the first selected key. Each selected key must remain within the canvas area.
5	**Same Heights** Resizes the height of all selected keys to the same height as the first selected key. Each selected key must remain within the canvas area.
6	**Same Sizes** Resizes the height and width of all selected keys to the same height and width as the first selected key. Each selected key must remain within the canvas area.

7	**Align Tops** Positions the top border of all selected keys in line with the top border of the first selected key.
8	**Align Middles** Positions the vertical middle between the top and bottom borders of all selected keys in line with the middle of the first selected key. This may force a resize of the key to ensure that all selected keys remain within the canvas area.
9	**Align Bottoms** Positions the bottom border of all selected keys in line with the bottom border of the first selected key.

7	**Rotation** Tables may be rotated to the right or to the left using the rotate right and rotate left buttons. Each click of the button will rotate the table 5 degrees. You may also rotate your table by directly entering the rotation in degrees, from 0 to 359 in the rotation field displayed when a table is selected.

8

Grid Size

Select one of the supported grid sizes. If Empty Keyboard is chosen, no grid is displayed and Show/Hide Gridlines and Snap to Grid buttons are not available.The chosen grid size will be saved as a user preference. Please note that the grid lines are not part of the dining table layout and will not be displayed on the APOS. The gridlines are there simply to help you align your tables. Changing the Grid Size will not affect the layout of existing keys. It will only affect the layout of new keys or keys that are modified after the change in Grid Size. Please not that landscape layout is the only supported layout at this time. Dining area table mapping is only available on the AP05, AP05 Light and AP04.



9

Gridlines

Select this option to hide/show the grid lines. The gridlines are drawn based on the selected Grid Size. Please note that these lines are not part of the dining area layout and will not be displayed on the APOS. The gridlines are there simply to help you align your tables and keys.

10

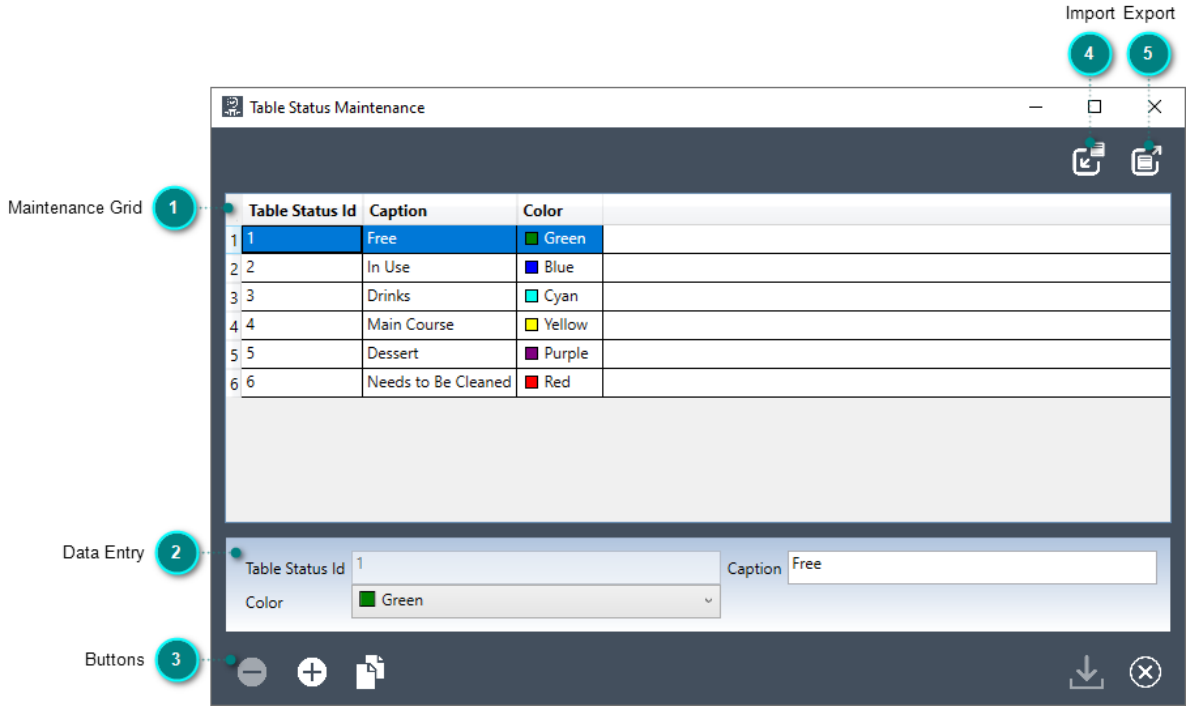
Snap to Grid

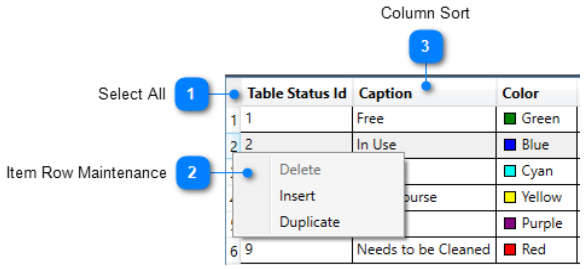
If Gridlines have been enabled, selecting this option will enable the snap to grid functionality. This will cause the key to snap to the nearest grid line when moving or resizing a key. Double clicking on a key will expand or shrink the key to fit the nearest grid cell or cells. If Gridlines have been disabled, your are allowed to resize of move a key to any position within the dining area layout.

Table Status

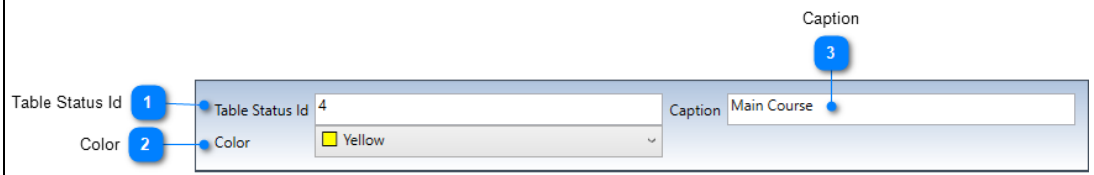
Table Status Maintenance allows you to define the available statuses for your dining tables.

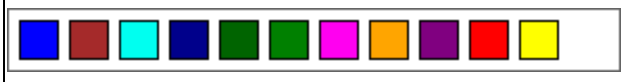
The maintenance screen is divided into the following three sections:



1	**Maintenance Grid** The grid area displays the currently defined table statuses. All fields are display-only and all modifications to a status must be done by selecting the item row and modifying the fields in the data entry area. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All defined values for the selected item will be displayed dynamically in the data entry area. 

1	**Select All** Clicking on the upper left corner of the grid will select all statuses. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. All data edits or option changes will be applied to all selected rows. Pressing on the Delete button while in multi-select mode will delete all selected rows. Please note that the "Free" and "In Use' status are predefined and required by GoPOS and can not be deleted.
2	**Item Row Maintenance** Right clicking on any of the row numbers will display a pop-up menu that will allow you Delete, Insert or Duplicate a row. Rows may also be deleted, inserted or duplicated by using the delete, insert or duplicate buttons in the buttons area.
3	**Column Sort** Clicking on a column header will sort the rows either in ascending or descending order, A small arrow at the top of the column will point up for ascending or down for descending order.

2	**Data Entry** The data entry area dynamically displays the currently selected status. 

1	**Table Status Id** Enter a unique integer value to identify the status. Required field. Duplicates not allowed. The predefined "Free" and "In Use" status Ids can not be changed.
2	**Color** Select one of the colors from the color palette. Placing the mouse cursor over each color square will display a tool-tip indicating the color name.  On GoPOS the tables defined within each dining area will change color based on the current status of the table. When a table is "Free", the table will be displayed in the dining area with the specified "Free" color. Once a server presses on a table and opens a seat (account) for the table, the table status will change from "Free" to "In Use" and change color accordingly. All other changes to the table status must be done manually by the server with a long press on the table. This will present the server with a pop up selection with all the defined table statuses. Once the table status has been changed the table color will change to reflect the new status. If IRC is enabled, all APOS devices in the network will also be updated to reflect the table's new status.

3	**Caption** Enter the status name or tittle. Required field. Max 25 characters.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row or rows. Please note that the "Free" and "In Use' status are predefined and are required by GoPOS and can not be deleted.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

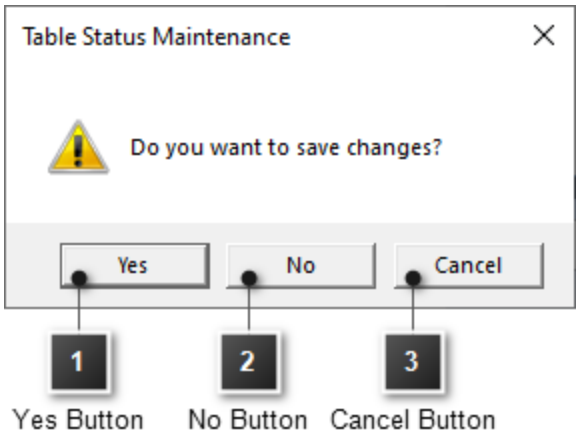
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

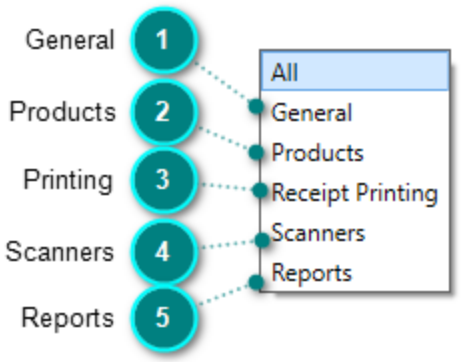
Click on Cancel to abort the close and return to the maintenance screen.

4	**Import** One or more statuses exported from one program may be imported into the same or a different program. Each status saved during the export will be inserted as a new status into the current program. Click on the Import button to open the "Open" file dialogue. Select the File you want to use to import data from, and click on the Open button to verify the file. If a valid OSI Status Export file (*.stt) has been selected, the system will attempt to import each status included in the file. Click on the Cancel button to cancel the import and close the "Open" file dialogue.
5	**Export** One or more statuses from one program may be exported and then imported into the same or a different program. Click on Select All or select the row or rows you wish to include in the export file. Click on the Export button to open the Save As dialogue window which will allow you to export the selected status(es) to an OSI proprietary export file (TableStatusExport.grp). The name of the export file will be defaulted based on the selection or selections made, but may be changed to a file name of your choice. Type in the File Name and location where you want to save the export file and click on the Save button to perform the export or click on the Cancel button to cancel the export. A message will be displayed when completed indicating whether the export was successful or not.

Settings Maintenance

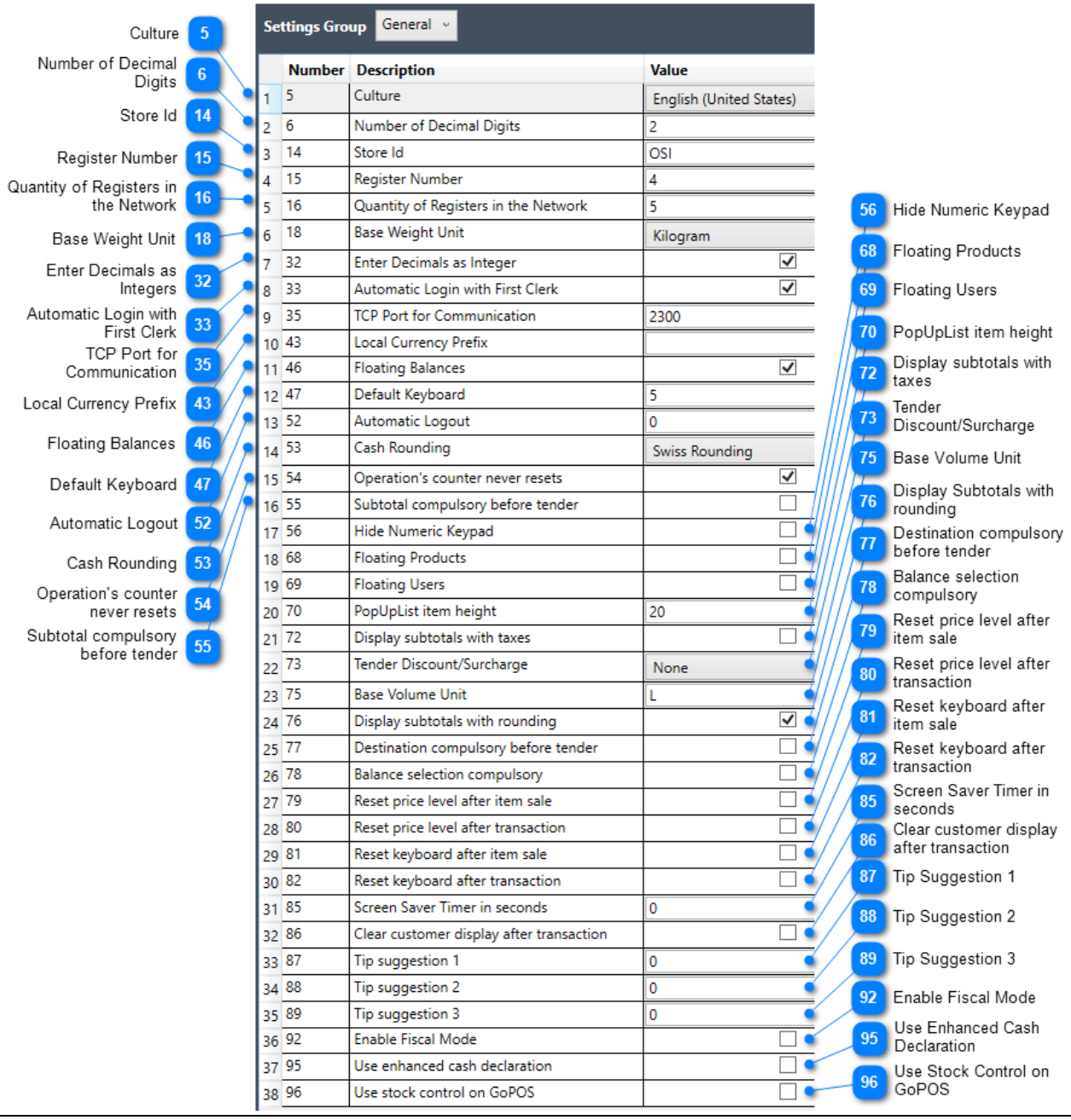
Settings Maintenance allows you change the system setting options for this application and for your GoPOS Point of Sale devices.

The maintenance screen can be viewed by setting number (All) or grouped into the following additional five tabs:



1 General

These settings are used to control display and user options.



5 Culture

A list of cultures will be created from the input languages installed on your computer. You must select a culture linked to one of the supported languages (English, French or Spanish). If a non supported culture is chosen, the default language of English will be used. Once a change to the culture is made, you must shut down and restart the PcProg application for the corresponding display language to take effect. On GoPOS the culture affects the display of monetary values and date formats only. The display language in GoPOS is controlled by the default language setup in the Android settings.

6 Number of Decimal Digits

Enter the number of decimal digits to display in this application and on the GoPOS system.

14	**Store Id** Enter the store name or identification. This text will be printed on the customer receipt if Settings 12 - "Print Store Id on the Receipt" has been set to true.
15	**Register Number** Enter the Point of Sale register number. Each APOS should have a unique number from one to the total number of registers in the network. This will allow the application to find and communicate with individual registers. This setting should be verified and set directly on each APOS unit. When updating the register number on GoPOS, you must reboot the unit before the change will take effect.
16	**Quantity of Registers in the Network** Enter the total number of GoPOS registers on the network. This value is used when communicating with multiple registers on the network. PcProg will attempt to find the first register using the base IP entered and increment this IP by 1 until the quantity of registers in the network has been reached. This setting is also used by inter-register communication (IRC).
18	**Base Weight Unit** Select one of the defined units of measurement (kg, g, lb, oz). This unit will print on the receipts when using scalable products sold by weight and they are flagged to Print the Weight/Volume Info Line.
32	**Enter Decimals as Integers** Select this option to enter decimal values as Integer values, without the decimal separator. If this value is enabled (set to true) you are allowed to enter numbers with or without the decimal separator. For example entering 700 or 7.00 will both be interpreted as 7.00. If this value is disabled (set to false) 700 will be interpreted as 700.00. Please note that the previous examples given assume that Setting 6 - "Number of decimal digits is set to 2. If the number of decimal digits was set to 3 and Setting 32 was enabled, 700 will be interpreted as 0.700 and 7000 will be interpreted as 7.000.
33	**Automatic Login with First Clerk** Select this option if you want the POS system to automatically login with the first clerk defined. If this option is not chosen, after each GoPOS re-start, a manual login will be required before being allowed to enter transactions.
35	**TCP Port for Communication** Enter the TCPIP port for POS communication. This port will be used to communicate with all registers. Please note that when sending and receiving files to and from GoPOS, the IP and Port entered on PcProg must match the IP and Port of the APOS unit. If a change is made to the Port on GoPOS, you should reboot the unit to properly initiate the change in the communication protocol.
43	**Local Currency Prefix** Enter the currency symbol used for the local currency.

46

Floating Balances

Enabling floating balances will allow you to transfer table, room or account balances between multiple APOS units. For example, you can Open an Account on APOS 1 and enter transactions. Once you close this account on APOS 1, the Account and balance would be replicated on all other APOS units defined on your system. You could then walk over to APOS 2 and re-open the same Account and enter new transaction. Once the account is closed on APOS 2, the updated account balance would be replicated on all terminals. You could then walk over to APOS 3 and re-open and tender the same account. The updated account balance would be replicated on all terminals but would no longer be available to re-open on any of the terminals, since it was Tendered and Closed.

All APOS units must be properly defined with a unique register number (Setting 15) and a fixed sequential terminal IP address. Setting 16 must also be set to the number of APOS units in your network. If properly setup, this should equal the maximum unique register number entered. For example, if you have 3 APOS units, then each APOS will have a unique register number starting with 1 (1, 2 and 3) and all units must have the number of APOS units in the network set to 3. As indicated, each APOS must also have a fixed sequential terminal IP address. So, if the base IP of unit 1 is X.X.X.201, then unit 2 must have a fixed IP of X.X.X.202 and unit 3 must have a fixed IP of X.X.X.203.

Please note that when updating the register number on GoPOS, you must reboot the unit before the change will take effect.

47

Default Keyboard

Enter the keyboard ID of the default keyboard. This setting will be used to determine the initial display on the APOS devices when the user presses the Register button on the GoPOS Home menu. This value is also set automatically when changing the Default keyboard on the Keyboards Maintenance screen.

52

Automatic Logout

Enter the idle time, in seconds, before automatic logout. If there is no activity between transactions and GoPOS has reached the defined idle time, the transaction screen will be cleared and the user will be logged out. The user must then log back in to enter any new transactions. Enter zero for no automatic logout.

53

Cash Rounding

The rounding option chosen will be applied to all Tenders that have the Rounding option set to true in the Tenders Maintenance module.

Select one of the following options:

No Rounding	Select this option if no rounding should occur.

Swiss Rounding	Select this option to round cash decimal values to the nearest $0.05 cent value.Payments made in cash round to the nearest $0.05. Round Down $1.01 or $1.02 round down to $1.00 $1.06 or $1.07 rounds down to $1.05 Round Up $1.03 or $1.04 round up to $1.05 $1.08 or $1.09 round up to $1.10 Note: Sale totals including taxes are calculated to the penny. Only the total cash payment or change made for a cash payment is rounded to the nearest $0.05.
4/10 Rounding	Select this option to round cash decimal values to the nearest $0.10 cent value. Payments made in cash round to the nearest $0.10. Round Down $1.01, $1.02, $1.03 or $1.04 round down to $1.00 Round Up $1.05, $1.06, $1.07, $1.08 or $1.09 round up to $1.10 Note: Sale totals including taxes are calculated to the penny. Only the total cash payment or change made for a cash payment is rounded to the nearest $0.10.
Rounding up to even	Select this option to round cash decimal values up to the nearest $0.02 cent value. Payments made in cash round to the nearest $0.02. Round Up $1.01 round up to $1.02 $1.03 round up to $1.04 $1.05 round up to $1.06 $1.07 round up to $1.08 $1.09 round up to $1.10 Note: Sale totals including taxes are calculated to the penny. Only the total cash payment or change made for a cash payment is rounded to the nearest $0.02.

54	**Operation's counter never resets** A transaction Id is generated using the operation counter and the Z counter. If, for example, the register performed 100 transactions, the last transaction Id of the day will be 001000100. The following day with this option enabled (set to true), the transaction counter will not be reset and the first transaction on day 2 will be 002000101. If this option is disabled (set to false), the transaction counter will reset and the first transaction on day 2 will be 002000001.
55	**Subtotal compulsory before tender** If this option is selected, users must press the subtotal key before tendering and terminating the transaction.

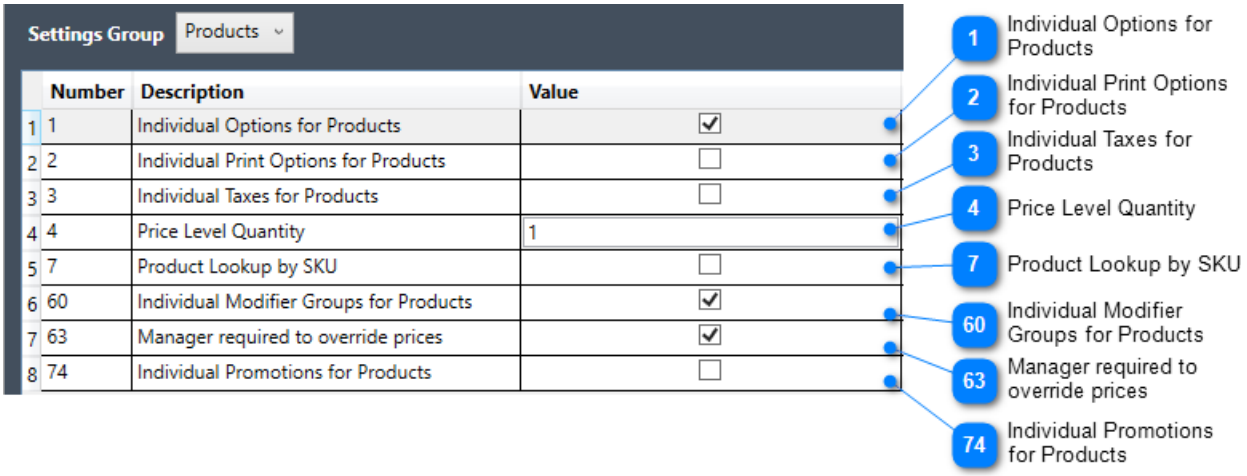
56	**Hide Numeric Keypad** Select this option if you wish to hide the fixed numeric keypad on the bottom left of the GoPOS register and when displaying the keyboard previews. Please note that many of these fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the fixed function keys required by the user will be added to the keyboard in Keys Maintenance.
68	**Floating Products** Enabling floating balances will allow you to make product changes directly on your APOS and have those changes replicated on all APOS units defined in your network. All APOS units must be properly defined with a unique register number (Setting 15) and a fixed sequential terminal IP addresses. Setting 16 must also be set to the number of APOS units in your network. All APOS units must be properly defined with a unique register number (Setting 15) and a fixed sequential terminal IP address. Setting 16 must also be set to the number of APOS units in your network. If properly setup, this should equal the maximum unique register number entered. For example, if you have 3 APOS units, then each APOS will have a unique register number starting with 1 (1, 2 and 3) and all units must have the number of APOS units in the network set to 3. As indicated, each APOS must also have a fixed sequential terminal IP address. So, if the base IP of unit 1 is X.X.X.201, then unit 2 must have a fixed IP of X.X.X.202 and unit 3 must have a fixed IP of X.X.X.203. Please note that when updating the register number on GoPOS, you must reboot the unit before the change will take effect.
69	**Floating Users** Enabling floating users will allow you to make changes to the users directly on your APOS and have those changes replicated on all APOS units defined in your network. All APOS units must be properly defined with a unique register number (Setting 15) and a fixed sequential terminal IP addresses. Setting 16 must also be set to the number of APOS units in your network. All APOS units must be properly defined with a unique register number (Setting 15) and a fixed sequential terminal IP address. Setting 16 must also be set to the number of APOS units in your network. If properly setup, this should equal the maximum unique register number entered. For example, if you have 3 APOS units, then each APOS will have a unique register number starting with 1 (1, 2 and 3) and all units must have the number of APOS units in the network set to 3. As indicated, each APOS must also have a fixed sequential terminal IP address. So, if the base IP of unit 1 is X.X.X.201, then unit 2 must have a fixed IP of X.X.X.202 and unit 3 must have a fixed IP of X.X.X.203. Please note that when updating the register number on GoPOS, you must reboot the unit before the change will take effect.
70	**PopUpList item height** Enter the height of the individual items in the PopUpLists displayed on GoPOS. Must be a valid integer between 1 and 100 pixels.
72	**Display subtotals with taxes** This option will determine if the Cash and Credit subtotals should be displayed on GoPOS with or without taxes.

73	**Tender Discount/Surcharge** Select None for no automatic cash discount or credit card surcharge while tendering on GoPOS or select one of the defined discounts/surcharges. If enabled, two subtotals will be displayed on the GoPOS register. The total on the bottom left will display the adjusted amount based on the discount or surcharge defined. the total on the bottom right will display the non-adjusted transaction amount. Both of these totals can be displayed with or without taxes as well as with or without rounding.
75	**Base Volume Unit** Enter the base volume unit of measurement. This unit will print on the receipts when using products sold by volume and they are flagged to Print the Weight/Volume Info Line.
76	**Display Subtotals with rounding** This option will determine if the Cash and Credit subtotals should be displayed on GoPOS with or without rounding. A valid rounding option must be defined for rounding to occur.
77	**Destination compulsory before tender** If this option is enabled (set to true) you will be forced to enter an order destination before completing a transaction. If you attempt to tender a transaction without first declaring the order destination a warning message will be displayed on GoPOS.
78	**Balance selection compulsory** If this option is enabled (set to true) you will be forced to select an account balance before starting a transaction.
79	**Reset price level after item sale** When this option is enabled (set to true) all price level changes, will be reset to the user's default price level after each item sale.
80	**Reset price level after transaction** When this option is enabled (set to true) all price level changes, will be reset to the user's default price level after each transaction.
81	**Reset keyboard after item sale** If this option is enabled (set to true) the default keyboard will be displayed after each item sale.
82	**Reset keyboard after transaction** If this option is enabled (set to true) the default keyboard will be displayed after each transaction.
85	**Screen Saver Timer in seconds** Enter the idle time, in seconds, before the screen saver is activated. Enter zero for no screen saver.
86	**Clear customer display after transaction** Select this option if the customer display should be cleared after each transaction.
87	**Tip Suggestion 1** Enter the first suggested tip amount as a percentage.
88	**Tip Suggestion 2** Enter the second suggested tip amount as a percentage.
89	**Tip Suggestion 3** Enter the third suggested tip amount as a percentage.

92	**Enable Fiscal Mode** Select this option to enable the Puerto Rican YCS PR or Mexican Factura Mx Fiscal Mode.
95	**Use Enhanced Cash Declaration** Enabling this option will speed up the cash declaration and minimize entry errors by displaying a dialogue with all defined currency denominations. This will allow the user to simply enter the quantity of each denomination while performing the cash declaration. When disabled, the clerk must enter both the quantity and the denomination of the currency.
96	**Use Stock Control on GoPOS** Stock control can be managed directly on GoPOS when this setting is enabled. Users will be allowed to enter stock received and stock adjustments if they have been granted User Option 10 = "Allow Stock Management". All sale transactions on GoPOS will directly update stock control to adjust stock on hand. Please note that when stock control has been enabled on GoPOS, it will no longer be available on PcProg.

2 Products

These settings control department and product settings.

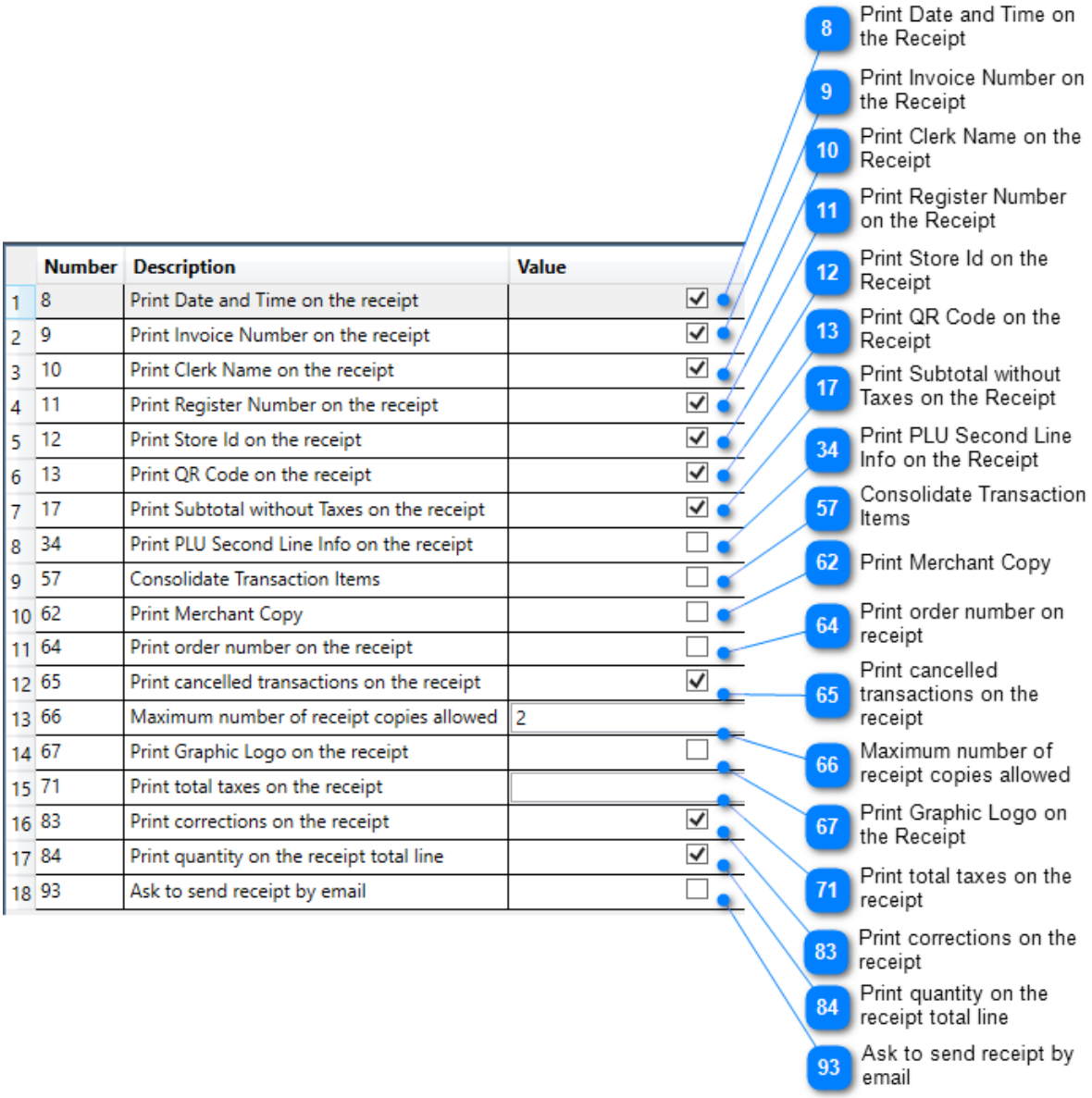


1	**Individual Options for Products** Select whether product options should be set at the department or product level. All product options will default from the chosen department, but may be overridden if this option is enabled.
2	**Individual Print Options for Products** Select whether product print options should be set at the department or product level. All product print options will default from the chosen department, but may be overridden if this option is enabled.
3	**Individual Taxes for Products** Select whether taxes should be set at the department or product level. All product tax options will default from the chosen department, but may be overridden if this option is enabled.
4	**Price Level Quantity** Enter the amount of price levels supported for each product. Integer value from 1 to 10. A new Price Level column will appear in Product Maintenance which will allow you to enter a different price for each price level defined. On GoPOS, pressing a key that is linked to a Price Level will change the price of any new items added to the transaction. The user must be granted access to each specific Price Level in User Maintenance.

7	**Product Lookup by SKU** Select this option if you wish to allow product Lookups by SKU on the GoPOS system. If this option is not enabled, the PLU will be used to lookup products when a number is entered and the PLU fixed function key is pressed.
60	**Individual Modifier Groups for Products** Select whether modifier groups should be set at the department or product level. All product modifier groups will default from the chosen department, but may be overridden if this options is enabled.
63	**Manager required to override prices** If enabled, managerial rights will be required to override prices on the GoPOS system. To override the set price of a product, enter the price, press the "price override" key and select the product.
74	**Individual Promotions for Products** Select whether promotions should be set at the department or product level. All product promotions will default from the chosen department, but may be overridden if this options is enabled.

3 Printing

These settings let you decide what information is printed on customer receipts.



	Number	Description	Value
1	8	Print Date and Time on the receipt	☑
2	9	Print Invoice Number on the receipt	☑
3	10	Print Clerk Name on the receipt	☑
4	11	Print Register Number on the receipt	☑
5	12	Print Store Id on the receipt	☑
6	13	Print QR Code on the receipt	☑
7	17	Print Subtotal without Taxes on the receipt	☑
8	34	Print PLU Second Line Info on the receipt	☐
9	57	Consolidate Transaction Items	☐
10	62	Print Merchant Copy	☐
11	64	Print order number on the receipt	☐
12	65	Print cancelled transactions on the receipt	☑
13	66	Maximum number of receipt copies allowed	2
14	67	Print Graphic Logo on the receipt	☐
15	71	Print total taxes on the receipt	
16	83	Print corrections on the receipt	☑
17	84	Print quantity on the receipt total line	☑
18	93	Ask to send receipt by email	☐

8 Print Date and Time on the Receipt

Select this option to print the current date and time on the receipt. "Date:" followed by the long form of the current date will be printed at the bottom of the receipt.

9 Print Invoice Number on the Receipt

Select this option to print the invoice number on the receipt. "Trans:" followed by the transaction number will be printed at the bottom of the receipt.

10 Print Clerk Name on the Receipt

Select this option to have the clerk name printed on the receipt. "Clerk:" followed by the user name will be printed at the bottom of the receipt.

11 Print Register Number on the Receipt

Select this option to print the register number on the receipt. "POS #:" followed by the register number will be printed at the bottom of the receipt.

12	**Print Store Id on the Receipt** Select this option to print the store Id on the receipt. "Store:" followed by the store Id will be printed at the bottom of the receipt.
13	**Print QR Code on the Receipt** Select this option to print the QR code on the receipt. When scanned by a QR reader, the receipt information is displayed in a table format. Future enhancements will allow you to scan the QR code to directly recall the transaction on GoPOS. If enabled, a QR code will also be added when printing Account and Table balances. Scanning the QR code will recall and display the account or table balance if the account is still active.
17	**Print Subtotal without Taxes on the Receipt** Select this option to print subtotals without taxes on the receipt. "SUBTOTAL" and the total transaction amount before taxes will be printed on the receipt.
34	**Print PLU Second Line Info on the Receipt** Select this option to print the PLU second line information on the Receipt. The PLU number, SKU number and unit price of the product will be printed as a second product line for each product in the transaction.
57	**Consolidate Transaction Items** Select this option to consolidate individual product sales under one heading on the receipt. If multiple transactions are entered using the same product, the total number and total price of the items will be displayed under one product heading.
62	**Print Merchant Copy** Select this option to print an additional EFT Merchant copy of the receipt. This option is only valid when there is an EFT device linked to the tender. After printing the customer receipt the system will print a merchant copy showing the transaction payment details.
64	**Print order number on receipt** Select this option to print an order number on the receipt. A unique order number will be generated automatically using the current transaction number and printed at the top of the receipt.
65	**Print cancelled transactions on the receipt** Select this option to print cancelled transactions on the receipt. If disabled, no receipt will be printed when a transaction is cancelled.
66	**Maximum number of receipt copies allowed** Enter the maximum number of receipt copies allowed. A value of zero indicates no receipt copies will be allowed.
67	**Print Graphic Logo on the Receipt** Select this option to print a graphic log on the receipt. A valid black and white image must be linked to the printer in Hardware Maintenance. A separate graphic logo may be specified for 58mm and 80mm paper.
71	**Print total taxes on the receipt** Enter the description of the total taxes to be displayed on the receipt. A null or empty value will indicate that taxes should not be totalled.
83	**Print corrections on the receipt** Select this option if you wish to print deleted or error corrected transactions on the receipt.

84	**Print quantity on the receipt total line**
	Select this option if you wish to print quantities on the receipt total line.
93	**Ask to send receipt by email**
	Select this option if you wish GoPOS to display a prompt asking customers if they would like their receipt sent by email. The clerk may select "Print only", "Email only" or "Print and email". If "Print only" is selected, the receipt will be printed. If "Email only" is selected the receipt will be emailed to the address entered in the Email field and will not be printed. If "Print and email" is selected the receipt will be emailed to the address entered in the Email field and will also be printed.

4

Scanners

These settings allow you to customize scanner bar codes and functionality. The system currently supports both Universal Product Code (UPC) and European Article Number (EAN) barcode formats. The UPC format is used primarily in the US and Canada, while the EAN is used everywhere else globally. The EAN barcode and UPC barcode are the same, except for the placement of the human readable numbers below each code. These numbers are only there as a back-up in case the barcode does not scan properly, and the information must be manually entered into the register or point of sale system. If a manually entered or scanned item is not found, the GoPOS system will display a warning message and emit a sound.

The format of the barcode must be F, Code, PCD, P, CD.

Where:

F	Format Flag - This must be one of the supported In-store Marking Format Flags (2, 02, 20 - 29) defined in Settings 19-30.
Code	Department or Product Id (SKU) - Numeric values.
PCD	Price Check Digit for price or quantity - Optional system generated digit to ensure the price is valid.
P	Price or quantity - Numeric values with no decimal or commas.
CD	Check Digit - System generated digit to ensure the bar code is valid.

The format of the In-store Marking Flag, defined in Settings 19-30 must be XYZ.

Where:

X - Value from 1 to 3 where:

1. The Code is used as PLU number and the flag is included in the PLU number.
2. The Code is used as PLU number and the flag is not included in the PLU number.
3. The Code is used as Department number and the flag is not include in the Department number.

Y - Code value from 0 to 5 where:

0. The Code is interpreted as quantity code with no decimals.
1. The Code is interpreted as quantity code with 1 decimal.
2. The Code is interpreted as quantity code with 2 decimals.
3. The Code is interpreted as quantity code with 3 decimals.
4. The Code is interpreted as price with 2 decimals and no Price Check Digit.
5. The Code is interpreted as price with Price Check Digit.

Z - Number of digits from 0 to 9 for quantity or price.

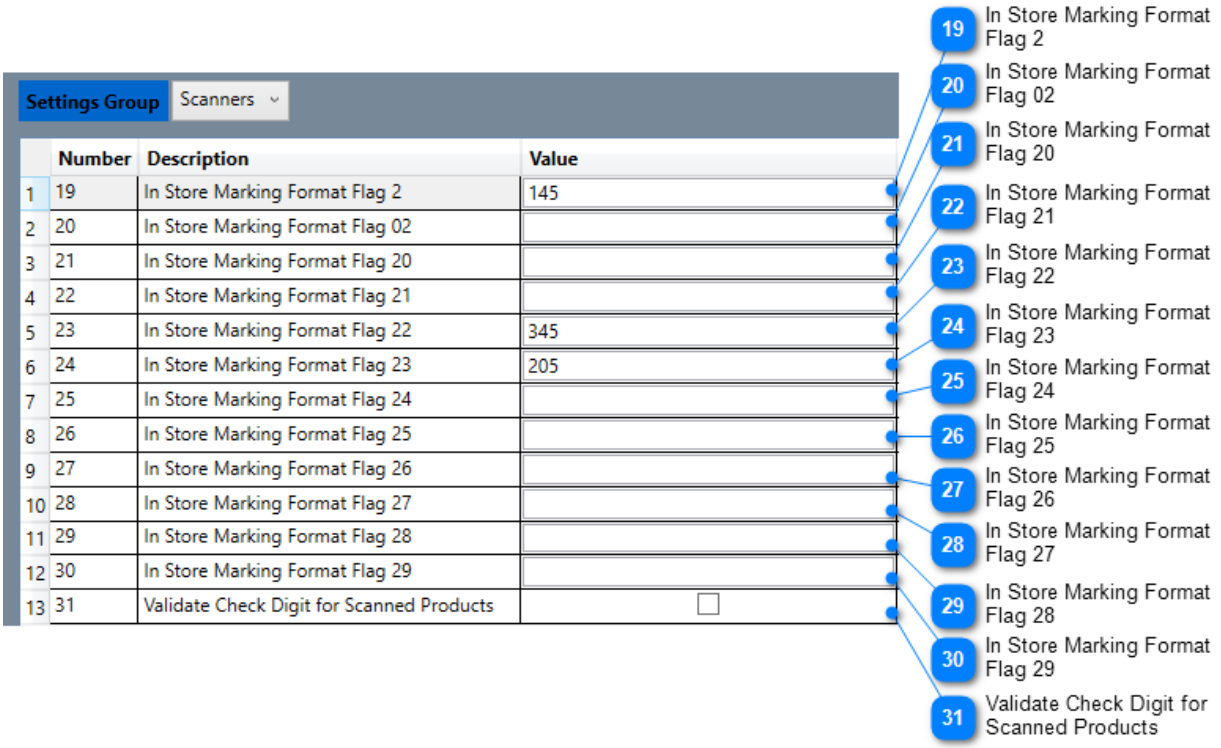
UPC 12-digit example:

- 145 - 212345004555 - $4.55 on product 212345
- 245 - 212345004555 - $4.55 on product 12345

EAN 13-digit example:

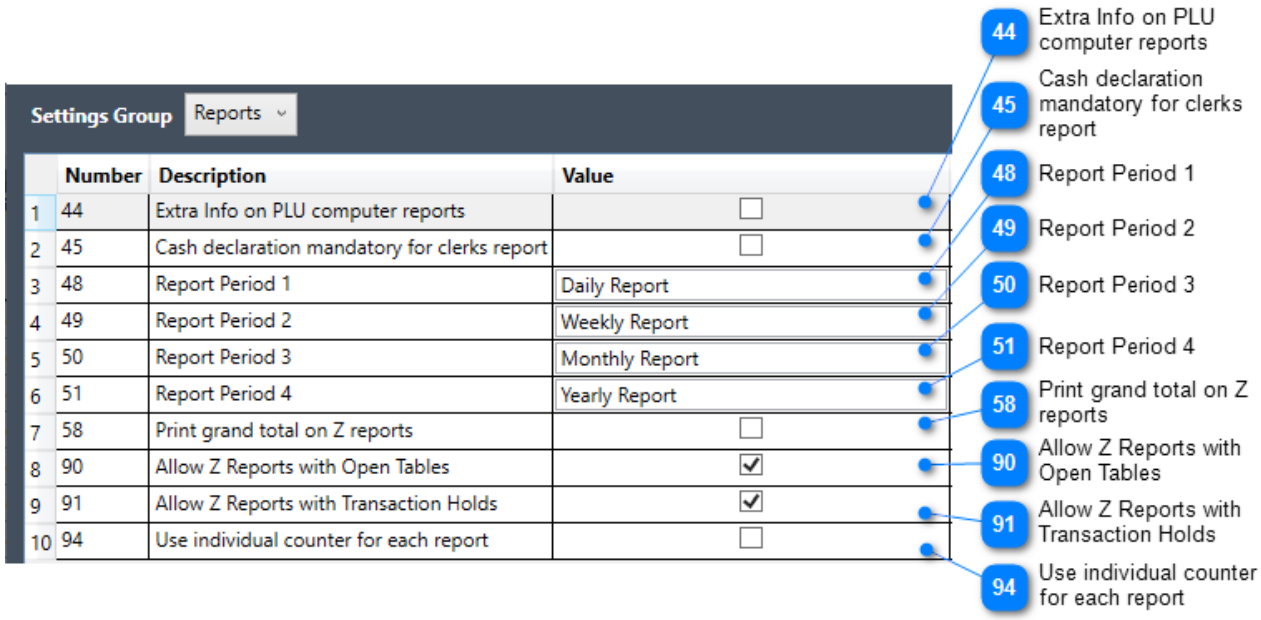
- 345 - 2200001004559 - $4.55 on department 1
- 205 - 2312345000026 - 2 units of product 12345

4 Scanners



19	**In Store Marking Format Flag 2** Universal Product Code (UPC) - Enter the in-store marking format flag number 2 (Blank).
20	**In Store Marking Format Flag 02** Universal Product Code (UPC) - Enter the in-store marking format flag number 02 (Blank).
21	**In Store Marking Format Flag 20** European Article Number (EAN-13) - Enter the in-store marking format flag number 20 (Blank).
22	**In Store Marking Format Flag 21** European Article Number (EAN-13) - Enter the in-store marking format flag number 21 (Blank).
23	**In Store Marking Format Flag 22** European Article Number (EAN-13) - Enter the in-store marking format flag number 22 (345).
24	**In Store Marking Format Flag 23** European Article Number (EAN-13) - Enter the in-store marking format flag number 23 (205).
25	**In Store Marking Format Flag 24** European Article Number (EAN-13) - Enter the in-store marking format flag number 24 (Blank).
26	**In Store Marking Format Flag 25** European Article Number (EAN-13) - Enter the in-store marking format flag number 25 (Blank).
27	**In Store Marking Format Flag 26** European Article Number (EAN-13) - Enter the in-store marking format flag number 26 (Blank).

28	**In Store Marking Format Flag 27** European Article Number (EAN-13) - Enter the in-store marking format flag number 27 (Blank).
29	**In Store Marking Format Flag 28** European Article Number (EAN-13) - Enter the in-store marking format flag number 28 (Blank).
30	**In Store Marking Format Flag 29** European Article Number (EAN-13) - Enter the in-store marking format flag number 29 (Blank).
31	**Validate Check Digit for Scanned Products** All supported scanner are plug and play but must be configured to send the carriage return, with or without a check digit. If the scanner is set up to send check digits, then bar codes in the system need to be created with check digits and this option must be enabled. If the scanner is set up to not send check digits, then bar codes in the system need to be created without check digits and this option must be disabled.

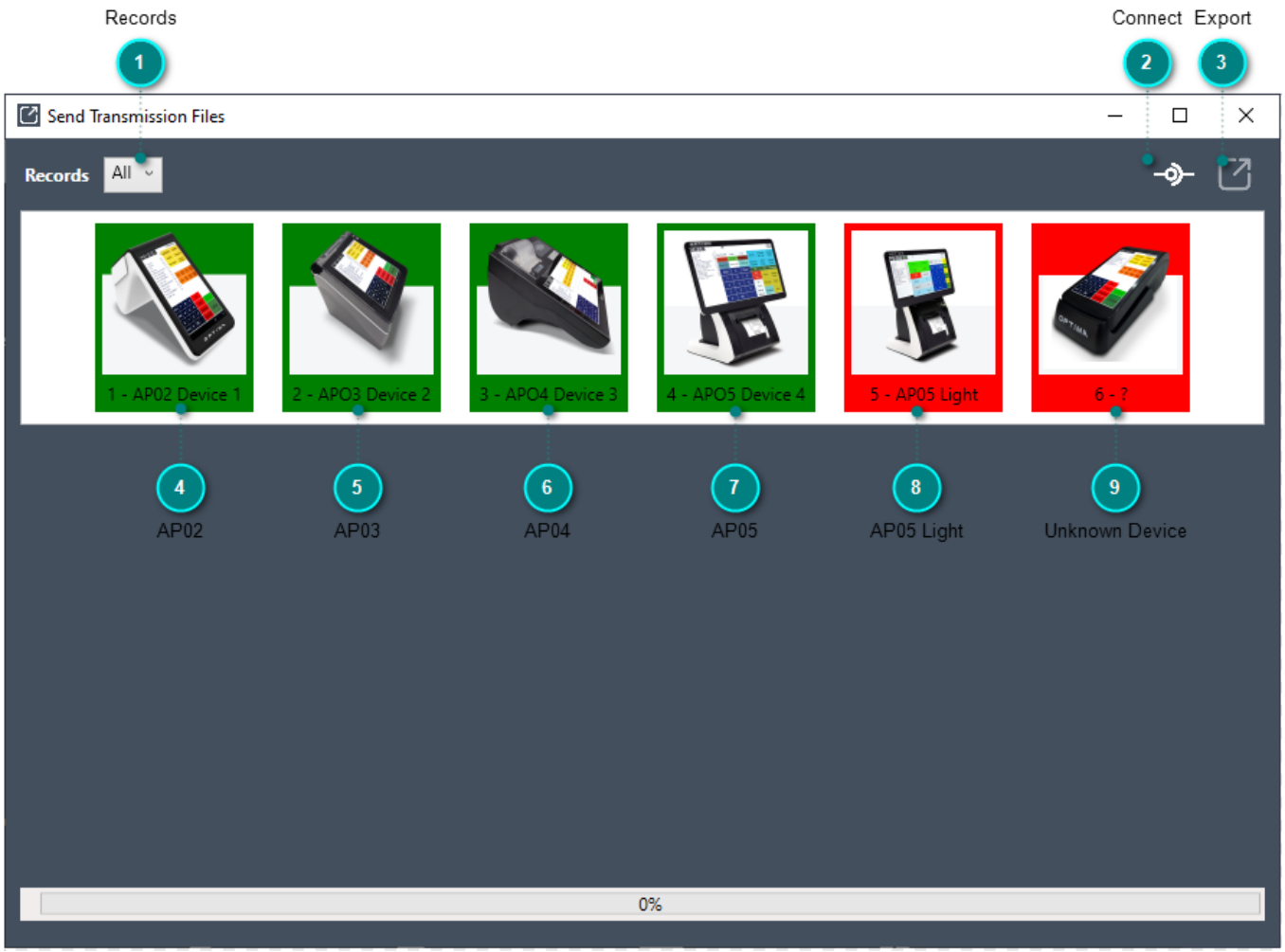
5	**Reports** These settings allow you to customize report names and options. 

44	**Extra Info on PLU computer reports** Select this option if you want extra product information printed on the PLU Reports.
45	**Cash declaration mandatory for clerks report** Select this option if a cash declaration is mandatory before the clerk reports can be generated. You must have at least one tender with the Requires Cash Declaration option enabled.
48	**Report Period 1** Enter the name of the report for Period 1. The report name for Period 1 will default to "Daily Report".
49	**Report Period 2** Enter the name of the report for Period 2. The report name for Period 2 will default to "Weekly Report".

50	**Report Period 3** Enter the name of the report for Period 3. The report name for Period 3 will default to "Monthly Report".
51	**Report Period 4** Enter the name of the report for Period 4. The report name for Period 4 will default to "Yearly Report".
58	**Print grand total on Z reports** Disable this option if you do not want to see the old and new grand totals when generating Z period reports on the APOS.
90	**Allow Z Reports with Open Tables** Disable this option if you do not want to allow the generation of Z period reports on the APOS if there any Tables with open balances.
91	**Allow Z Reports with Transaction Holds** Disable this option if you do not want to allow the generation of Z period reports on the APOS if there any Transactions on Hold.
94	**Use individual counter for each report** Select this option if you want GoPOS to track individual X and Z counters for each report type on GoPOS. If enabled, GoPOS will only increase the X or Z counter for the specific report type being generated (Clerk Report, All Clerk Report, Daily Report, Weekly Report, Monthly Report, Yearly Report, Items Report, Hourly Report or Journal report). If disabled, a single X counter will be increased each time a new report is generated and a single Z counter will be increased each time a new report is generated and cleared. The individual X and Z counters for each specific report type will no longer be updated. Please note that the X and Z counters on PcProg are independent of the X and Z counters on GoPOS. Downloading reports from GoPOS to PcProg will not impact the X and Z counters on GoPOS. Each Report Type on PcProg (Period Report, Clerk Report or Journal Report) will have it's own X and Z counter. This means that each time one of the period reports is downloaded to PcProg, the Period X counter will be increased and each time one of the Period reports is cleared, the Period Z counter will be increased.

Send

Send allows you to send a project file to one or more of your APOS Point of Sale devices.



1	**Records** Select whether you wish to send All Records or Only Records that have been modified since the data was last received from one of your APOS devices. If Modified is chosen, please ensure that the program currently on the APOS unit matches the program you are sending to the unit. The only differences between the two should be the records modified in PcProg since you last received the program from your APOS. Sending modifications only to an APOS unit with a different program may corrupt your database and cause unpredictable behaviour on the APOS. If in doubt, it is best to send "All" records to the APOS.

2	**Connect** The IP and Port entered in the Hardware Device Maintenance screen will be used to connect to each of your defined APOS devices. Each connected device will display a device type and corresponding Icon on a green background. If a device was not found a message box will allow you to cancel or continue the operation and the Unknown Device icon will be displayed on a red background. Hovering your mouse over the device icon will display a successful connection or an invalid device message with a possible reason the connection could not be completed. If a device can not be reached, please ensure that your PC or Laptop running PcProg is connected to the same network as the APOS unit. Confirm the IP address of the APOS unit by pressing and holding the "OPTIMA GoPOS" logo on the GoPOS home screen. Ensure the parameters entered for each device in the Hardware Device Maintenance screen are correct. Use the Connect button to validate the IP and Port and that the APOS type, register number and serial number entered match the APOS device being connected to.
3	**Export** The Export button will be enabled once you select one or more of the connected devices. To select multiple contiguous devices, select the first device then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last device in your range. To select multiple devices that are not contiguous, select the first device then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent device that you want to include in the selection. Once you are done selecting all your devices, you can release the CTRL key. Unknown devices may not be selected. Please ensure that all transactions have been completed on each of the APOS units your are communicating with. Sending data to an APOS unit while transactions are being performed may lock up the database and could cause data corruption. Click on the Export button to send the data to the chosen POS device or devices. The progress bar at the bottom of the screen will indicate the overall progress of the data transfer. When completed, a message will be displayed indicating whether the export was successful or not.
4	**AP02** Optima AP02 connected successfully.
5	**AP03** Optima AP03 connected successfully.
6	**AP04** Optima AP04 connected successfully.
7	**AP05** Optima AP05 connected successfully.
8	**AP05 Light** Optima AP05 Light with an invalid device message.

9

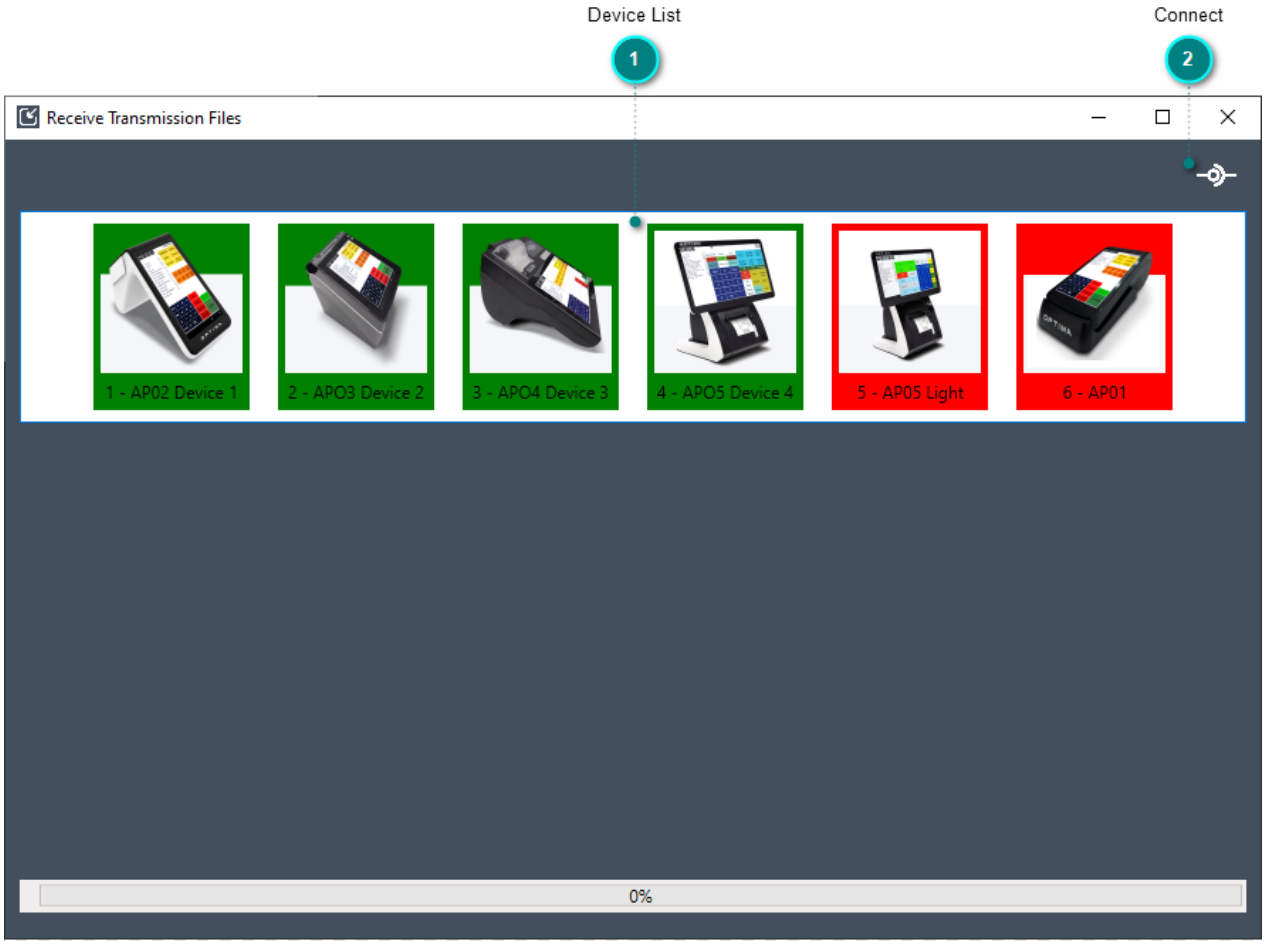
Unknown Device

Optima AP01 with an invalid connection message. PCProg was unable to connect to this device. Please ensure that your PC or Laptop running PcProg is connected to the same network as the APOS unit. Confirm the IP address of the APOS unit by pressing and holding the "OPTIMA GoPOS" logo on the GoPOS home screen. Press on the "Register" button to return to register mode on the APOS. If you still can not connect to your device you may also attempt to communicate with your APOS directly from windows to confirm proper network connectivity. From the windows search (bottom left next to the windows start icon), type Ping XXX.XXX.XXX.XXX replacing all X's with the actual IP address of the APOS. If you do have proper network connectivity a "Reply From" message will appear with each attempt to connect. If no reply was received, please check all network connections on the PC/Laptop running PcProg. Verify Microsoft Network and Internet Settings Properties to ensure your PC/Laptop also has a valid IP within the proper domain range. Normally, this means that the first 3 segments of the IPs would match and only the last segments of the IPs would differ.

Please note that if you intend on communicating with multiple units simultaneously and/or you want to use IRC, it is important to setup each APOS with a distinct, sequential Register Number and IP. For example if you have three units, Setting 16 - "Quantity of Registers in the Network" would be set to 3. Setting 15 - "Register Number" would be set to 1 for the first APOS and it's IP set to the Primary IP. The second APOS would have it's Register Number set to 2 and it's IP set to the Primary IP + 1. The third APOS would have it's Register Number set to 3 and it's IP set to the Primary IP + 2. Setting 15 - "Register Number" as well as IP need to be set directly on each APOS unit and must match the register number and IP entered in the Devices Maintenance module. Once all settings on GoPOS have been changed, you must restart the APOS for the changes to take effect.

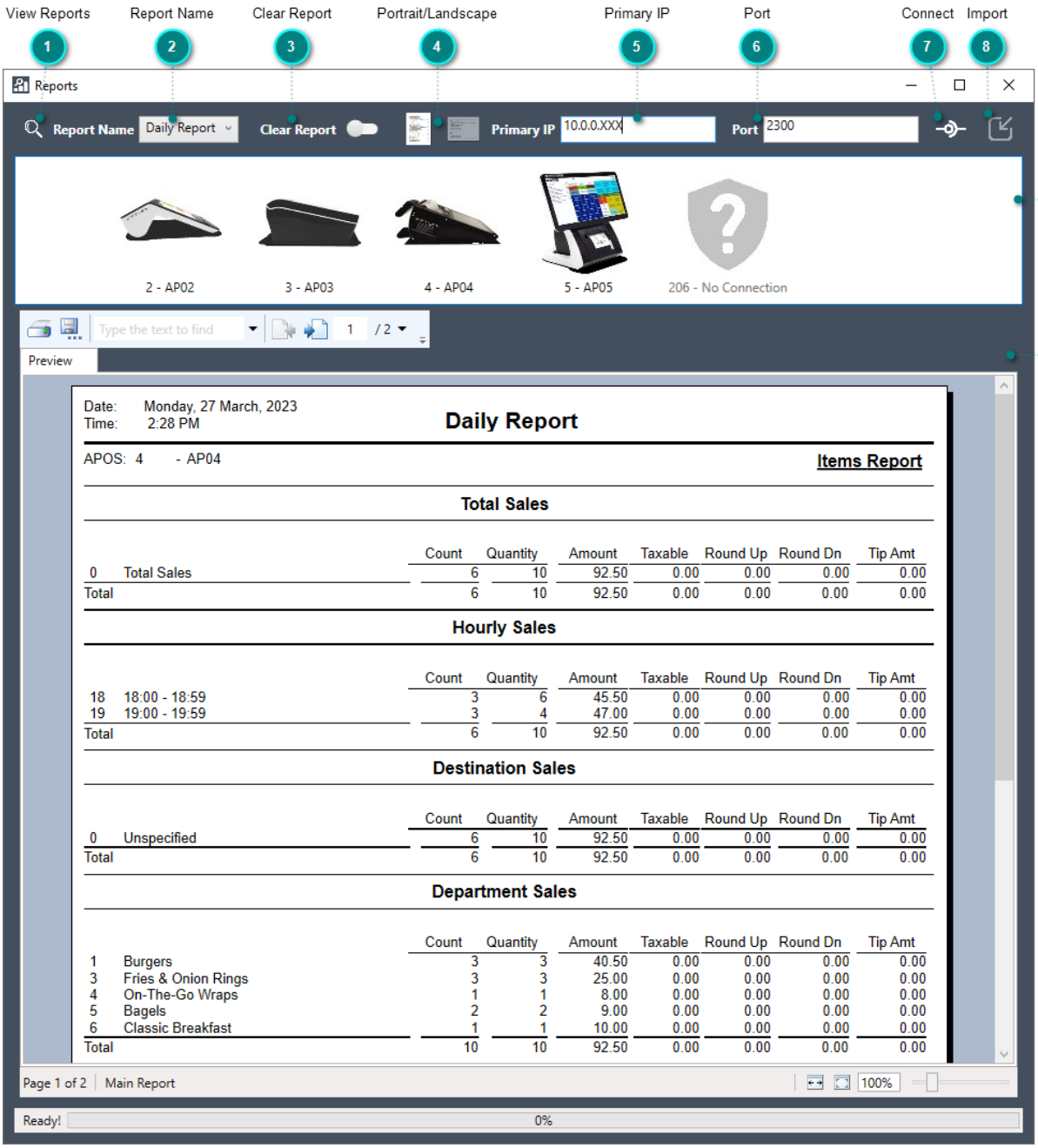
Receive

Receive allows you to receive a project file from one of your GoPOS Point of Sale devices.



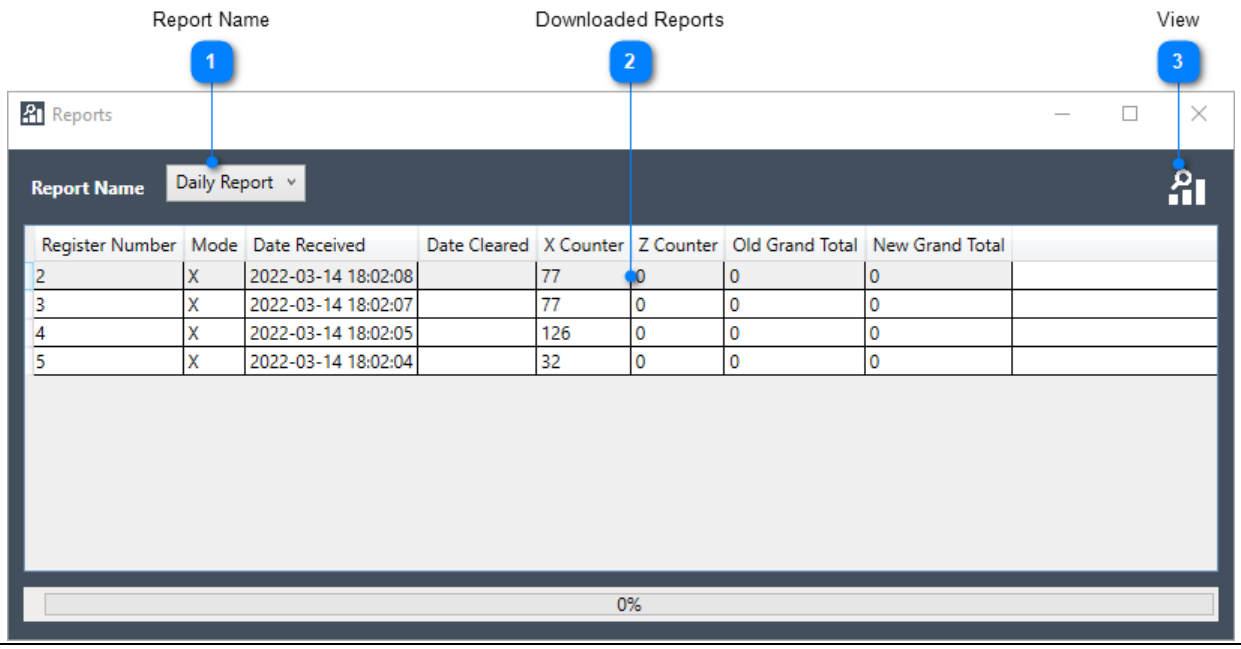
1	**Device List** Select one of the connected devices (green background) by clicking on the device icon to select it. Unknown or unconnected devices (red background) may not be selected. Hovering your mouse over the device icon will display a successful connection message or an invalid device message with a possible reason the connection could not be completed. Clicking on a valid connected device icon will display a message box asking you to confirm that you wish to receive data from the chosen APOS device. Click on Yes to receive the program data from the chosen APOS device. Click on No to cancel the import. ✓ Please ensure that proper backups have been made or that you have a valid project file saved (see Save Project) or POS device from which you can restore your program data. ✓ This operation will delete all module data currently stored in the application before importing. ✓ All changes made will be lost if they have not been exported to a file or to one of your devices. A highlighted grid showing a row for each of the Maintenance modules is displayed. Highlighting will be removed as each module is imported. The Date Last Received will be updated to reflect the current time and date and the Date Last Modified will be set to null. The progress bar at the bottom of the screen will indicate the overall progress of the import. A message will be displayed when completed, indicating whether the import was successful or not.
2	**Connect** The IP and Port entered in the Hardware Device Maintenance screen will be used to connect to each of your defined APOS devices. Each connected device will display a device type and corresponding Icon on a green background. If a device was not found a message box will allow you to cancel or continue the operation and the Unknown Device icon will be displayed on a red background. Hovering your mouse over the device icon will display a successful connection or an invalid device message with a possible reason the connection could not be completed. If a device can not be reached, please ensure that your PC or Laptop running PcProg is connected to the same network as the APOS unit. Confirm the IP address of the APOS unit by pressing and holding the "OPTIMA GoPOS" logo on the GoPOS home screen. Ensure the parameters entered for each device in the Hardware Device Maintenance screen are correct. Use the Connect button to validate the IP and Port and that the APOS type, register number and serial number entered match the APOS device being connected to.

Reports


View Reports
Report Name
Clear Report
Portrait/Landscape
Primary IP
Port
Connect
Import
1
2
3
4
5
6
7
8
Reports
Report Name
Daily Report
Clear Report
Primary IP
10.0.0.XXX
Port
2300
2 - AP02
3 - AP03
4 - AP04
5 - AP05
206 - No Connection
9
Device List
Type the text to find
1
/ 2
Preview
10
Crystal Report Viewer
Date: Monday, 27 March, 2023
Time: 2:28 PM
Daily Report
APOS: 4 - AP04
Items Report
Total Sales
Count Quantity Amount Taxable Round Up Round Dn Tip Amt
0 Total Sales 6 10 92.50 0.00 0.00 0.00 0.00
Total 6 10 92.50 0.00 0.00 0.00 0.00
Hourly Sales
Count Quantity Amount Taxable Round Up Round Dn Tip Amt
18 18:00 - 18:59 3 6 45.50 0.00 0.00 0.00 0.00
19 19:00 - 19:59 3 4 47.00 0.00 0.00 0.00 0.00
Total 6 10 92.50 0.00 0.00 0.00 0.00
Destination Sales
Count Quantity Amount Taxable Round Up Round Dn Tip Amt
0 Unspecified 6 10 92.50 0.00 0.00 0.00 0.00
Total 6 10 92.50 0.00 0.00 0.00 0.00
Department Sales
Count Quantity Amount Taxable Round Up Round Dn Tip Amt
1 Burgers 3 3 40.50 0.00 0.00 0.00 0.00
3 Fries & Onion Rings 3 3 25.00 0.00 0.00 0.00 0.00
4 On-The-Go Wraps 1 1 8.00 0.00 0.00 0.00 0.00
5 Bagels 2 2 9.00 0.00 0.00 0.00 0.00
6 Classic Breakfast 1 1 10.00 0.00 0.00 0.00 0.00
Total 10 10 92.50 0.00 0.00 0.00 0.00
Page 1 of 2
Main Report
100%
Ready!
0%

1 View Reports

Click on this button to view a list of all downloaded reports.



1	**Report Name**
	Select one of the four Period reports or the Journal report from the drop down list.

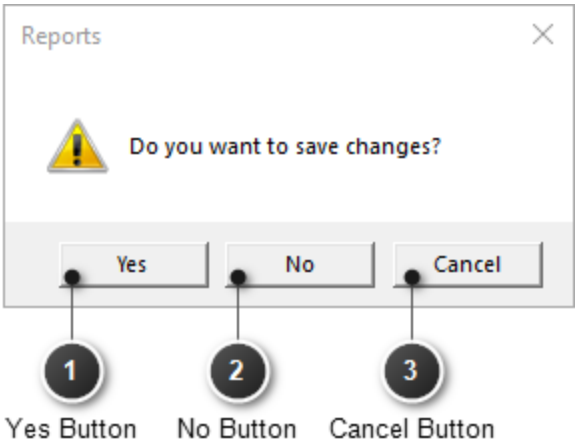
2 Downloaded Reports

A list of downloaded reports of the specified report type will be displayed. Each row corresponds to a specific report type for a specific APOS.

Clicking on the upper left corner of the grid will select all reports. To select multiple contiguous rows, select the first row then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last row in your range. To select multiple rows that are not contiguous, select the first row then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent rows that you want to include in the selection. Once you are done selecting all your rows, you can release the CTRL key. Press on the View button to display the selected report or reports.

Pressing the Delete key on your keyboard will delete all selected reports from the grid.

If any rows have been deleted you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to permanently delete the report and close the window.

Please note that deleted reports will no longer be available. It is recommended that you export or print a copy of the report before deleting.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the downloaded reports window.

3 View

Click on this button to view the selected report or reports in the report viewer. If multiple reports have been selected, each report will be displayed along with a consolidated view.

2 Report Name

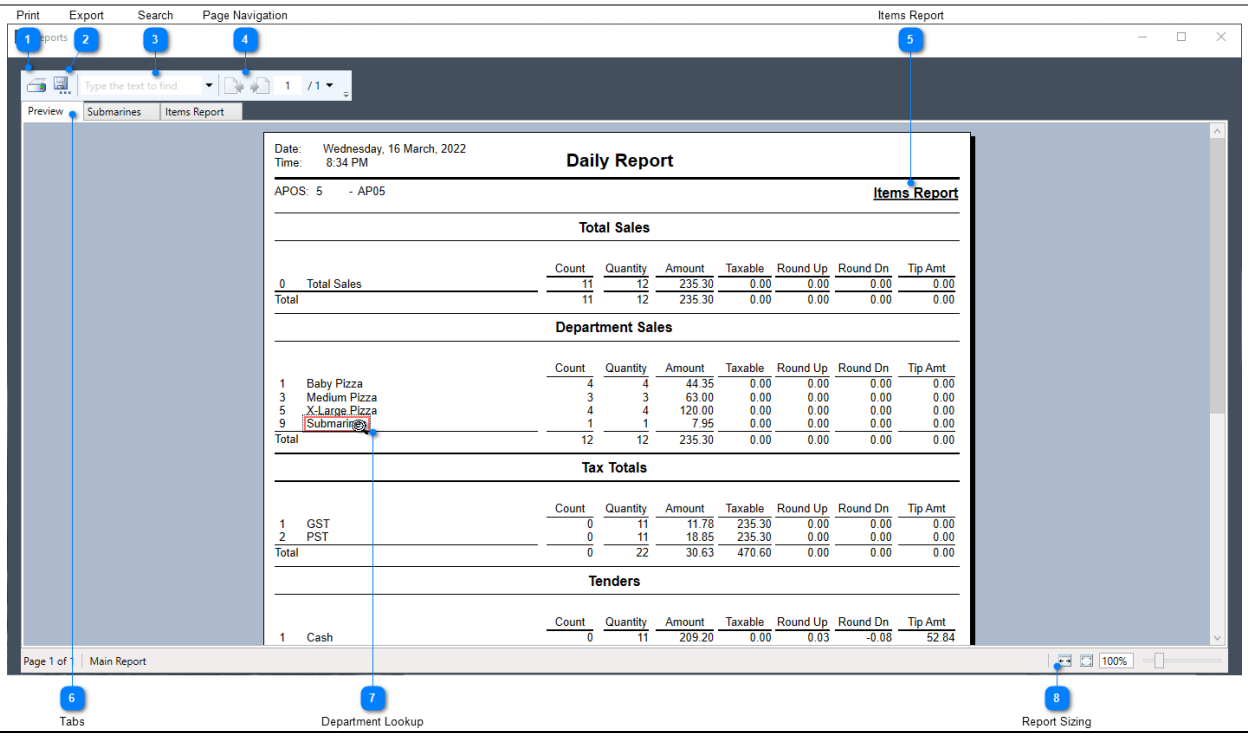
Select one of the four Period reports or the Journal report from the drop down list.

3 Clear Report

Select this option if you wish to clear the report on the APOS once downloaded.

4	**Portrait/Landscape** These buttons display the current page orientation of the reports. Clicking on Landscape will change the orientation of the reports from landscape to portrait. Clicking on Portrait will change the orientation from portrait to landscape.
5	**Primary IP** Enter the Primary IP of the devices on your network. The Primary IP will be saved to your preferences once entered.
6	**Port** Enter the Port number of the devices on your network. The default value for the Port Number will be taken from Setting35 - "TCP Port for Communication".
7	**Connect** Once the Connect button is clicked, the system will attempt to communicate with each of the POS devices connected to your network. The Primary IP entered will be used to connect to the first device and the IP will be incremented by one for each subsequent device until the max number of devices defined has been reached. The Number of devices on your system is defined in Setting16 - "Quantity of Registers in the Network". Each device will display a device type and corresponding Icon. If a device was not found, a message box will allow you to cancel or continue the operation and the Unknown Device icon will be displayed. If a device can not be reached, please ensure that your PC or Laptop running PcProg is connected to the same network as the APOS unit. Confirm the IP address of the APOS unit by pressing and holding the "OPTIMA GoPOS" logo on the GoPOS home screen.
8	**Import** The Import button will be enabled once you select one or more of the connected devices. A message box asking you to confirm that you wish to receive report data from the chosen APOS device or devices will be displayed. Click on Yes to receive the report data from the chosen POS device(s). Click on No to cancel the import. The progress bar at the bottom of the screen will indicate the overall progress of the report import. A message will be displayed when completed, indicating whether the import was successful or not. If the Period 4 - "Yearly" report is downloaded, a stock entry for each product will be created showing total sales to date per APOS. These entries, in conjunction with the stock received entries, will be used to calculate stock on hand.
9	**Device List** Select on one or more of the connected devices. To select multiple contiguous devices, select the first device then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last device in your range. To select multiple devices that are not contiguous, select the first device then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent device that you want to include in the selection. Once you are done selecting all your devices, you can release the CTRL key. Unknown devices may not be selected.

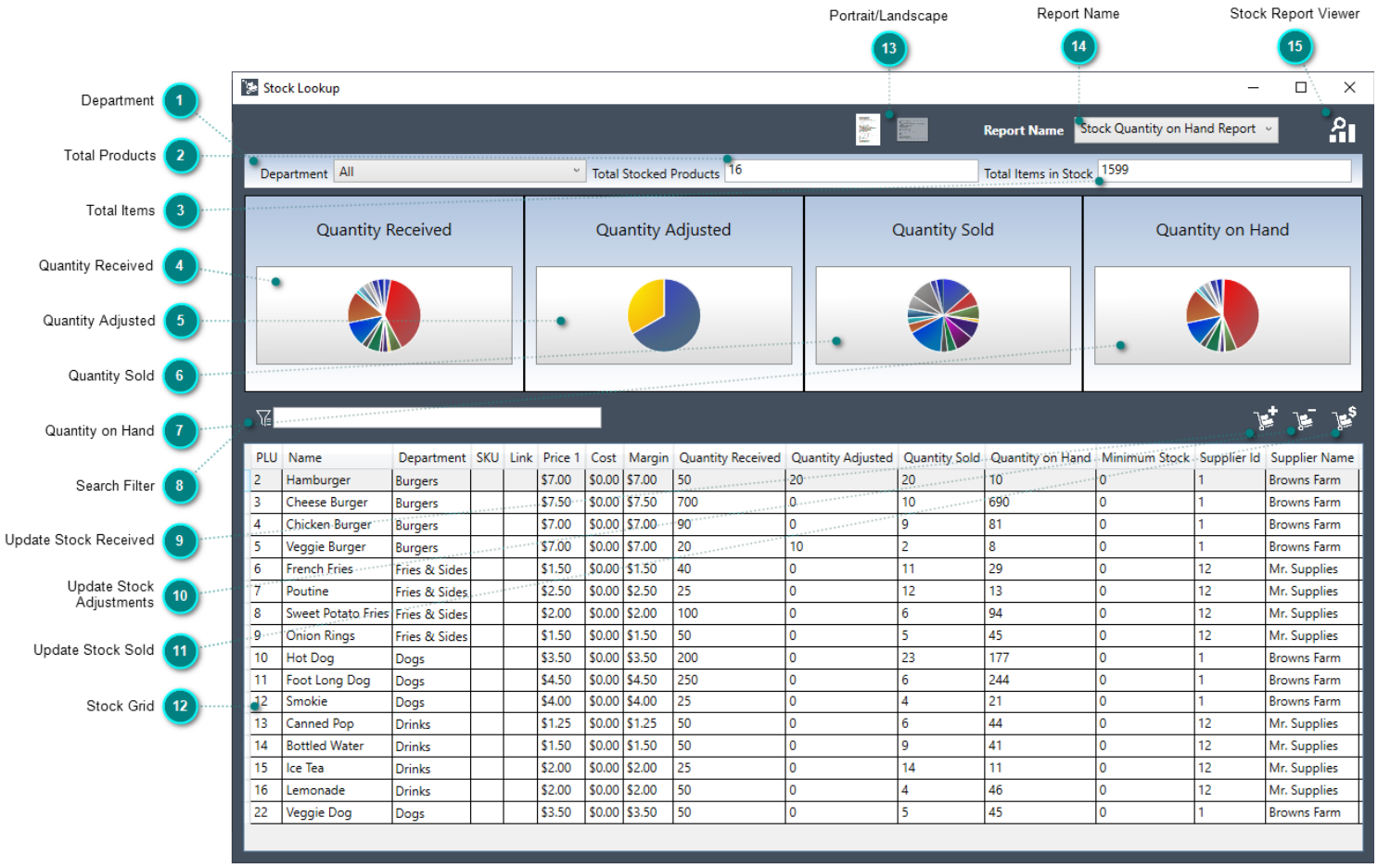
10 Crystal Report Viewer



1	**Print** Click on this button to print the report.
2	**Export** Click on this button to export the report to one of the supported formats.
3	**Search** Type the text or value you would like to search for.
4	**Page Navigation** Click on the Previous Page, Next Page or enter the specific page you wish to view.
5	**Items Report** Click on this button to generate the Items Report for all articles sold within the specified period and specific APOS.
6	**Tabs** Each sub report will be displayed in it's own tab. Click on the tab to navigate directly to a specific report.
7	**Department Lookup** Double clicking on a department line item will generate the Items sub-report, showing the individual department items sales. The full Items Report showing all departments may be viewed by clicking on the Items Report button.
8	**Report Sizing** Click on Fit to Width, Full Page or click and drag the slide bar to display a specific view percentage.

Stock Lookup

Stock Lookup on PcProg, allows you to view and maintain inventory received and sold as well make inventory adjustments. Stock received and adjusted will be created by inserting new entries and specifying the product and amount added or subtracted. Stock sold entries will be auto-generated by downloading sales from your APOS device or devices. When inserting stock received and adjusted entries or downloading stock sold entries, only products flagged as stock items at the Department or Product level will be included. Please note that Stock Control can also be managed directly on GoPOS by enabling Setting 96 - "Use Stock Control on GoPOS". If enabled, stock control will no longer be available on PcProg.



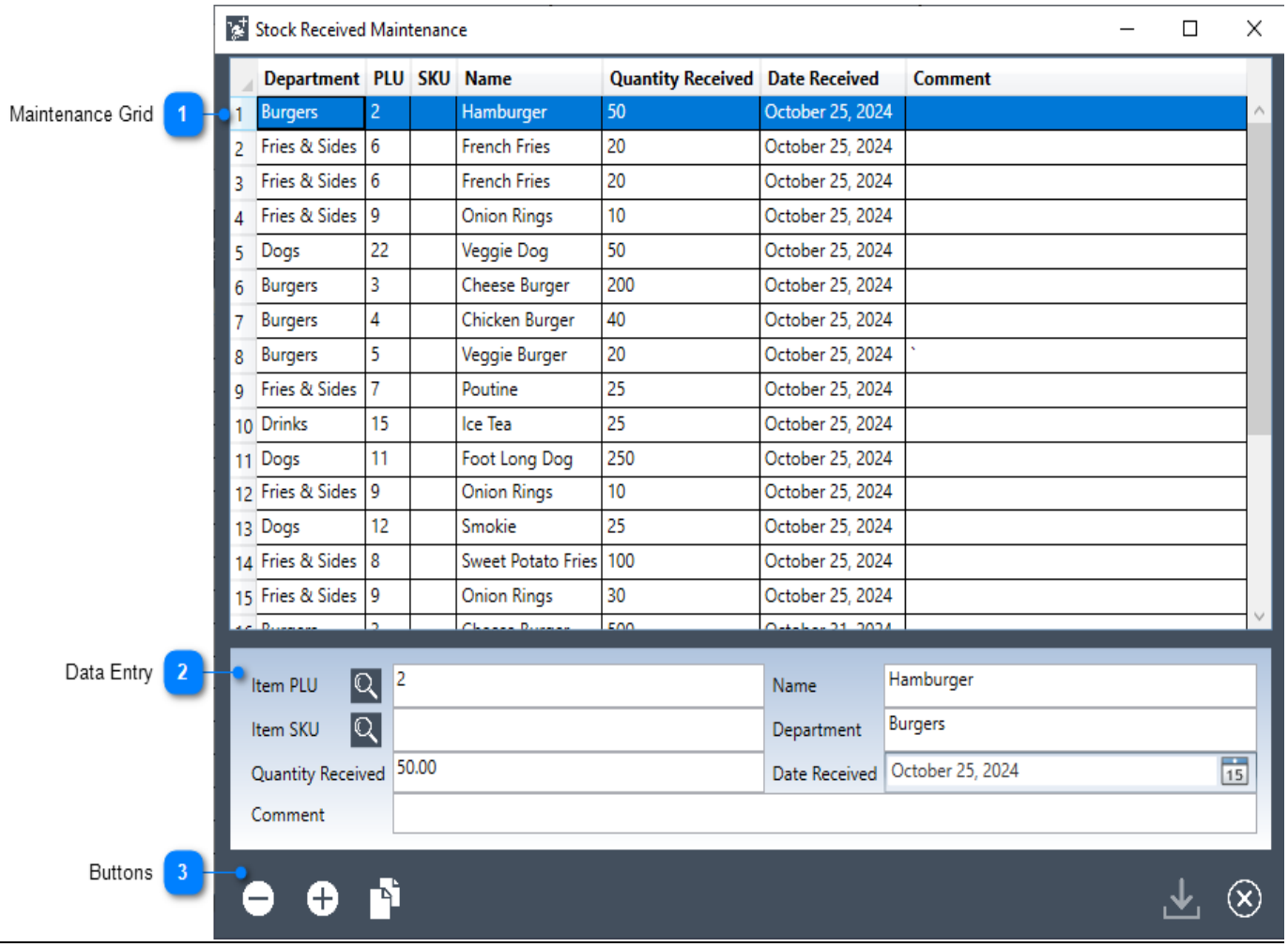
PLU	Name	Department	SKU	Link	Price 1	Cost	Margin	Quantity Received	Quantity Adjusted	Quantity Sold	Quantity on Hand	Minimum Stock	Supplier Id	Supplier Name
2	Hamburger	Burgers			$7.00	$0.00	$7.00	50	20	20	10	0	1	Browns Farm
3	Cheese Burger	Burgers			$7.50	$0.00	$7.50	700	0	10	690	0	1	Browns Farm
4	Chicken Burger	Burgers			$7.00	$0.00	$7.00	90	0	9	81	0	1	Browns Farm
5	Veggie Burger	Burgers			$7.00	$0.00	$7.00	20	10	2	8	0	1	Browns Farm
6	French Fries	Fries & Sides			$1.50	$0.00	$1.50	40	0	11	29	0	12	Mr. Supplies
7	Poutine	Fries & Sides			$2.50	$0.00	$2.50	25	0	12	13	0	12	Mr. Supplies
8	Sweet Potato Fries	Fries & Sides			$2.00	$0.00	$2.00	100	0	6	94	0	12	Mr. Supplies
9	Onion Rings	Fries & Sides			$1.50	$0.00	$1.50	50	0	5	45	0	12	Mr. Supplies
10	Hot Dog	Dogs			$3.50	$0.00	$3.50	200	0	23	177	0	1	Browns Farm
11	Foot Long Dog	Dogs			$4.50	$0.00	$4.50	250	0	6	244	0	1	Browns Farm
12	Smokie	Dogs			$4.00	$0.00	$4.00	25	0	4	21	0	1	Browns Farm
13	Canned Pop	Drinks			$1.25	$0.00	$1.25	50	0	6	44	0	12	Mr. Supplies
14	Bottled Water	Drinks			$1.50	$0.00	$1.50	50	0	9	41	0	12	Mr. Supplies
15	Ice Tea	Drinks			$2.00	$0.00	$2.00	25	0	14	11	0	12	Mr. Supplies
16	Lemonade	Drinks			$2.00	$0.00	$2.00	50	0	4	46	0	12	Mr. Supplies
22	Veggie Dog	Dogs			$3.50	$0.00	$3.50	50	0	5	45	0	1	Browns Farm

1	**Department** Stock entries may be viewed by "All" departments or viewed by a specific department by selecting the appropriate department from the drop down list. The Total Stocked Products, Total Items in Stock and Quantity pie charts will be updated to reflect the counts and totals of the items in the specified department. You may also further refine this list by entering a search value in the Filter field.
2	**Total Products** The Total Stocked Products is a count of all products flagged as "Stock" at the department or product level. This count is affected by the Department selection as well as by the filter being used. Only stock items currently displayed in the data grid are included in the count. Setting the Department to "All" and removing all filters will count all items flagged as "Stock" in your database.

3	**Total Items** The Total Items in Stock is a count of all items currently on hand. This count is affected by the Department selection as well as by the filter being used. Only stock items currently displayed in the data grid are included in the count. Setting the Department to "All" and removing all filters will count the number of items on hand for all items flagged as "Stock" in your database.
4	**Quantity Received** This pie chart represents the top 25 quantity received for the items currently displayed in the data grid. Each slice of the pie chart represents a single product. Hovering your cursor over a slice will display the product name, total quantity received and percentage of all products received in the pie chart. Selecting an item in the data grid will highlight the slice representing the selected product.
5	**Quantity Adjusted** This pie chart represents the top 25 quantity adjusted for the items currently displayed in the data grid. Each slice of the pie chart represents a single product. Hovering your cursor over a slice will display the product name, total quantity adjusted and percentage of all products adjusted in the pie chart. Selecting an item in the data grid will highlight the slice representing the selected product.
6	**Quantity Sold** This pie chart represents the top 25 quantity sold for the items currently displayed in the data grid. Each slice of the pie chart represents a single product. Hovering your cursor over a slice of the pie chart will display the product name, total quantity sold and percentage of all products sold in the pie chart. Selecting an item in the data grid will highlight the slice representing the selected product.
7	**Quantity on Hand** This pie chart represents the top 25 quantity on hand for the items currently displayed in the data grid. Each slice of the pie chart represents a single product. Hovering your cursor over a slice of the pie chart will display the product name, total quantity on hand and percentage of all products on hand in the pie chart. Selecting an item in the data grid will highlight the slice representing the selected product.
8	**Search Filter** Entering a search text will filter the list of stock items and only display product names containing the entered text. The Total Stocked Products, Total Items in Stock and Quantity pie charts will be updated to reflect the counts and totals of the items in the filtered list. If this field is blank, all stocked items in the selected department will be displayed.

9 Update Stock Received

Clicking on the Update Stock Received Data button will display the Stock Received Maintenance window.

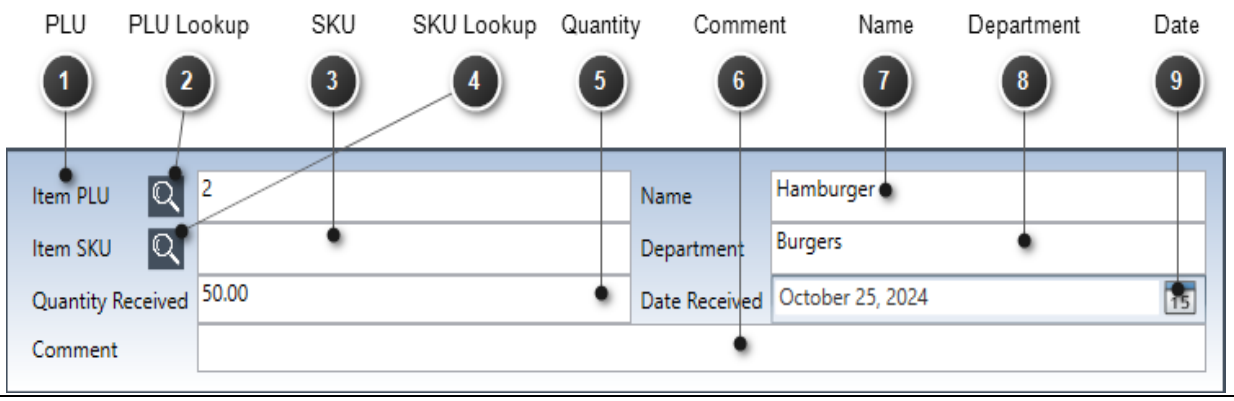


1 Maintenance Grid

The grid area displays the currently defined stock received entries. All fields are display-only and all modifications to stock entries must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section.

2 Data Entry

The data entry area dynamically displays the currently selected stock received entry.



1	**PLU** Enter the product PLU number or click on the PLU lookup to select it from the product lookup window.
2	**PLU Lookup** Clicking on the PLU Lookup button will display the Inventory Product Lookup window. Only products flagged as inventory items at the Department or Product level will be displayed. The lookup window will allow you to search for and select the product received. Double clicking on an item row, will close the lookup window and return the chosen PLU to the Stock Received Maintenance screen.
3	**SKU** Enter or scan the product SKU number or click on the SKU lookup to select it form the product lookup window.
4	**SKU Lookup** Clicking on the SKU Lookup button will display the Product Lookup window. This will allow you to search for and select the product received. Double clicking on an item row, will close the lookup window and if defined, will return the chosen SKU to the Stock Received Maintenance screen.
5	**Quantity** Enter the amount or quantity of product received.
6	**Comment** Free form text allowing you to enter comments on the product received.
7	**Name** Displays the product name. Display only.
8	**Department** Displays the product department. Display only.
9	**Date** Enter the date the stock was received or click on the Calender icon to select the date.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

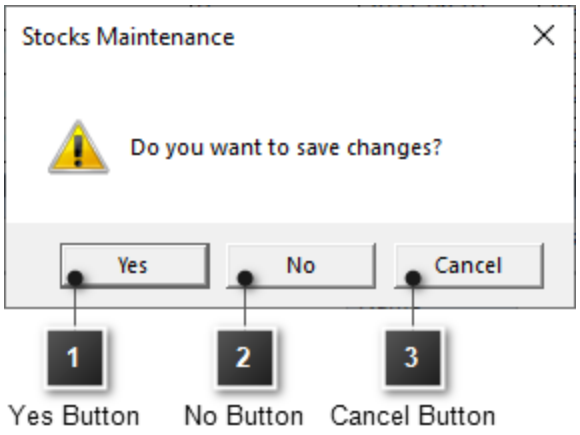
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

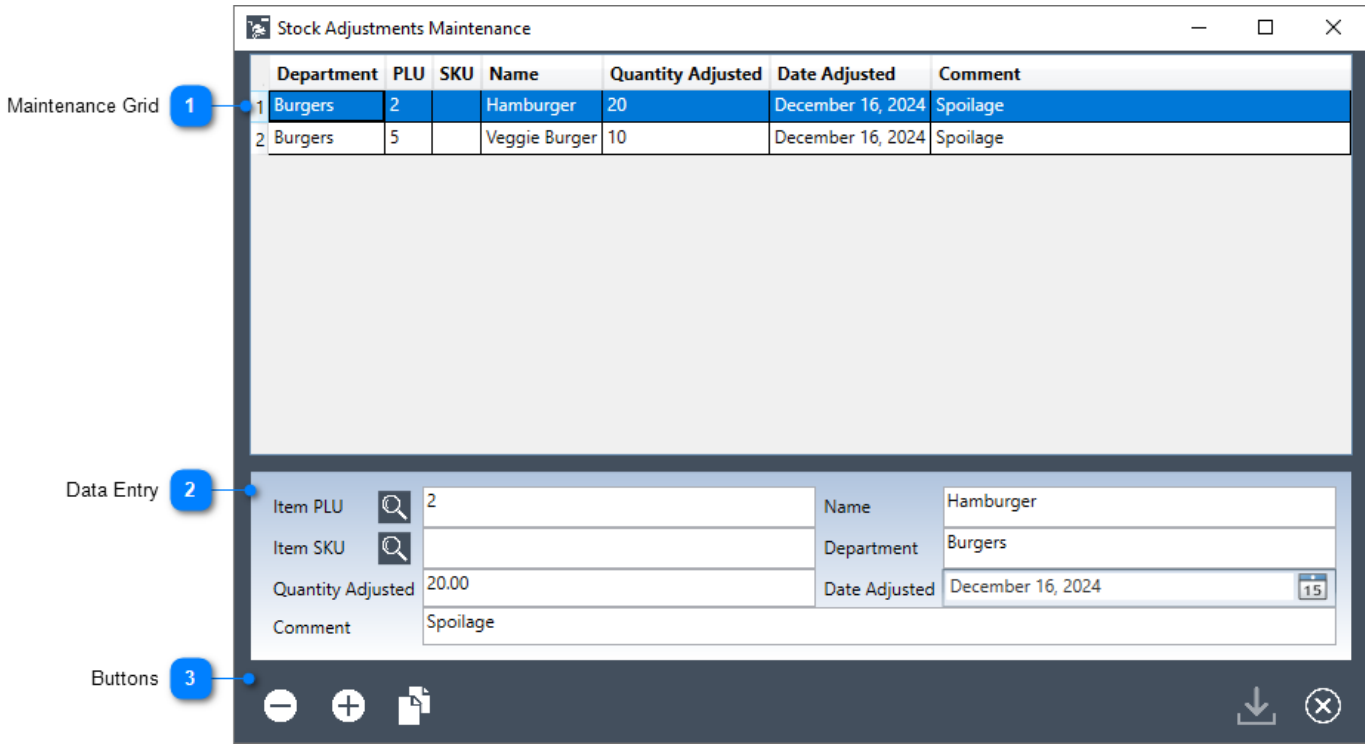
Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

10 Update Stock Adjustments

Clicking on the Update Stock Adjustments button will display the Stock Adjustments Maintenance window.

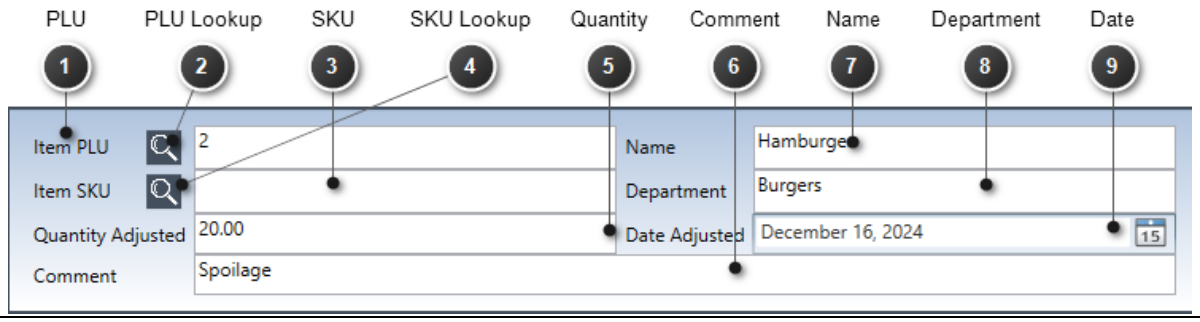


1 Maintenance Grid

The grid area displays the currently defined stock received entries. All fields are display-only and all modifications to stock entries must be done by selecting the row and modifying the fields in the data entry section. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. All values for the selected item will be displayed dynamically in the data entry section.

2 Data Entry

The data entry area dynamically displays the currently selected stock adjustment entry.



1 PLU

Enter the product PLU number or click on the PLU lookup to select it from the product lookup window.

2	**PLU Lookup** Clicking on the PLU Lookup button will display the Inventory Product Lookup window. Only products flagged as inventory items at the Department or Product level will be displayed. The lookup window will allow you to search for and select the product being adjusted. Double clicking on an item row, will close the lookup window and return the chosen PLU to the Stock Adjustments Maintenance screen.
3	**SKU** Enter or scan the product SKU number or click on the SKU lookup to select it form the product lookup window.
4	**SKU Lookup** Clicking on the SKU Lookup button will display the Product Lookup window. This will allow you to search for and select the product being adjusted. Double clicking on an item row, will close the lookup window and if defined, will return the chosen SKU to the Stock Received Maintenance screen.
5	**Quantity** Enter the amount or quantity of product adjustment. This will reduce the quantity of stock on hand.
6	**Comment** Free form text allowing you to enter comments on the product being adjusted or to document inventory adjustments.
7	**Name** Displays the product name. Display only.
8	**Department** Displays the product department. Display only.
9	**Date** Enter the date the stock was adjusted or click on the Calender icon to select the date.

3 Buttons

The buttons area consists of the following 5 buttons:



1 Delete

Click on this button to delete the currently selected row.

2 Insert

Click on this button to insert a new row at the end of the list. All validation errors on the current row must be corrected before inserting a new row.

3 Duplicate

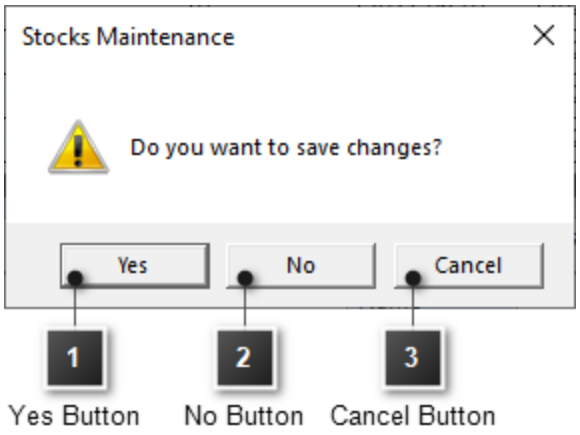
Click on this button to duplicate the currently selected row. All validation errors on the current row must be corrected before duplicating the row.

4 Save

Click on this button to save changes. All validation errors must be corrected before saving your changes. The button will not be enabled until a change has been made.

5 Close

Click on this button to close the window. If any changes have been made you will be prompted to save the changes before closing the window.



1 Yes Button

Click on Yes to save changes and close the window. All validation errors must be corrected before saving your changes.

2 No Button

Click on No to discard all changes made and close the window.

3 Cancel Button

Click on Cancel to abort the close and return to the maintenance screen.

11 Update Stock Sold

Clicking on the Update Stock Sold Data button will display the Update Stock Sales Data window.



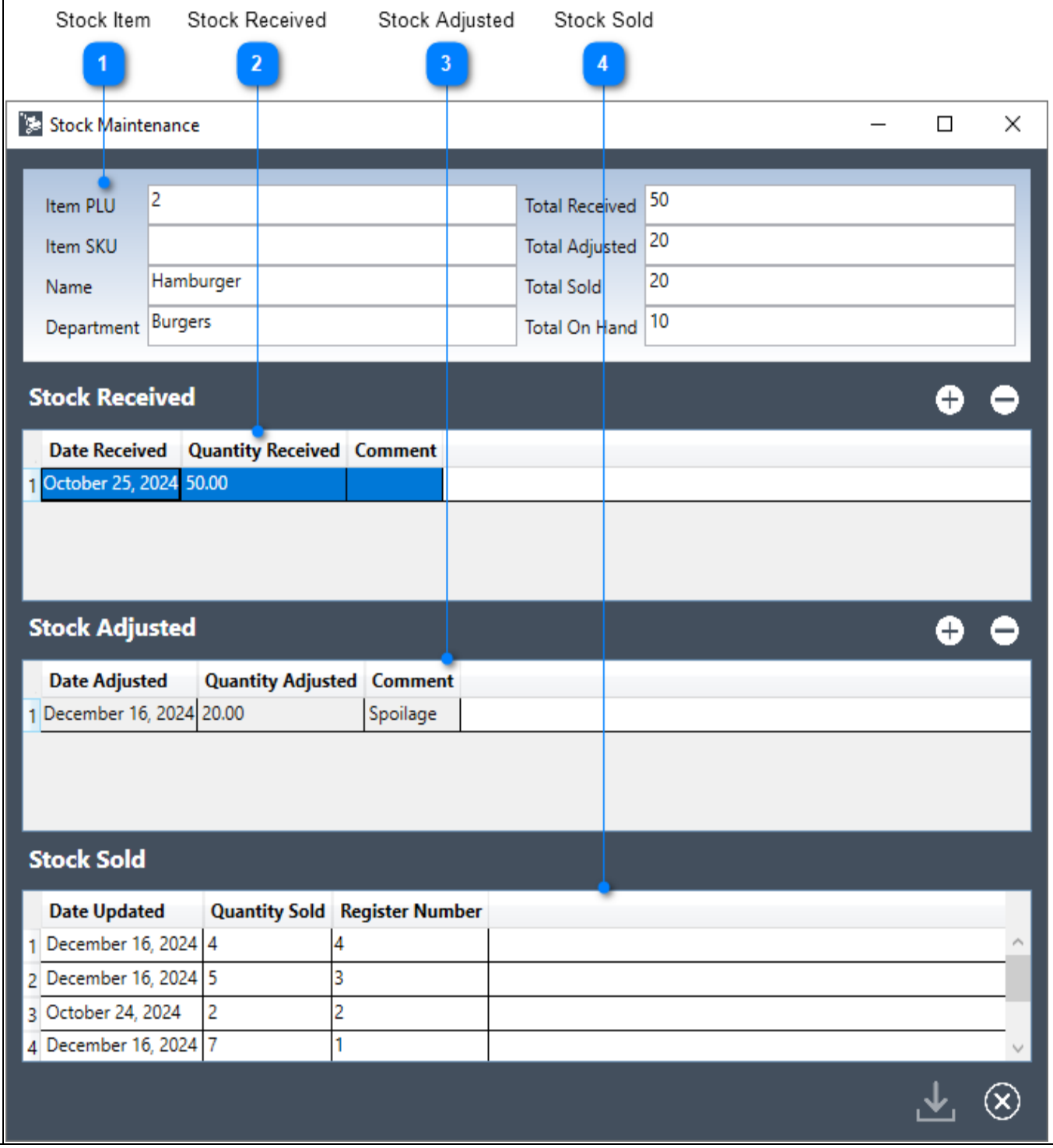
1	**Primary IP** Enter the Primary IP of the devices on your network. The Primary IP will be saved to your preferences once entered.
2	**Port** Enter the Port number of the devices on your network. The default value for the Port Number will be taken from Setting35 - "TCP Port for Communication".
3	**Connect** Once the Connect button is clicked, the system will attempt to communicate with each of the APOS devices connected to your network. The Primary IP entered will be used to connect to the first device and the IP will be incremented by one for each subsequent device until the max number of devices defined has been reached. The Number of devices on your system is defined in Setting16 - "Quantity of Registers in the Network". Each device will display a device type and corresponding Icon. If a device was not found, a message box will allow you to cancel or continue the operation and the Unknown Device icon will be displayed. If a device can not be reached, please ensure that your PC or Laptop running PcProg is connected to the same network as the APOS unit. Confirm the IP address of the APOS unit by pressing and holding the "OPTIMA GoPOS" logo on the GoPOS home screen. Press on the "Register" button to return to register mode on the APOS.

4	**Update** The Update Stock Sales Data button will be enabled once you select one or more of the connected devices. Click on the Update Stock Sales Data button to receive the sales data from the chosen POS device or devices. A message box asking you to confirm that you wish to import sales data from the chosen APOS device will be displayed. Click on Yes to receive the data from the chosen POS device. Click on No to cancel the import. The progress bar at the bottom of the screen will indicate the overall progress of the import. When completed, a message will be displayed indicating whether the import was successful or not.
5	**Device List** Select one of the connected devices by clicking on the device icon. To select multiple contiguous devices, select the first device then press down the SHIFT key on your keyboard and while the SHIFT key is pressed, select the last device in your range. To select multiple devices that are not contiguous, select the first device then press down the CTRL key on your keyboard and while the the CTRL key is pressed, select each subsequent device that you want to include in the selection. Once you are done selecting all your devices, you can release the CTRL key. Unknown devices may not be selected. Click on the Update Stock Sales Data button to receive the sales data from the chosen POS device or devices.

12 Stock Grid

The grid area displays the currently defined stock entries. Once the focus is within the grid area, you may use the arrow-up and arrow-down keys to navigate through each of the rows. Selecting an item in the data grid will highlight the slice in the pie charts representing the selected product.

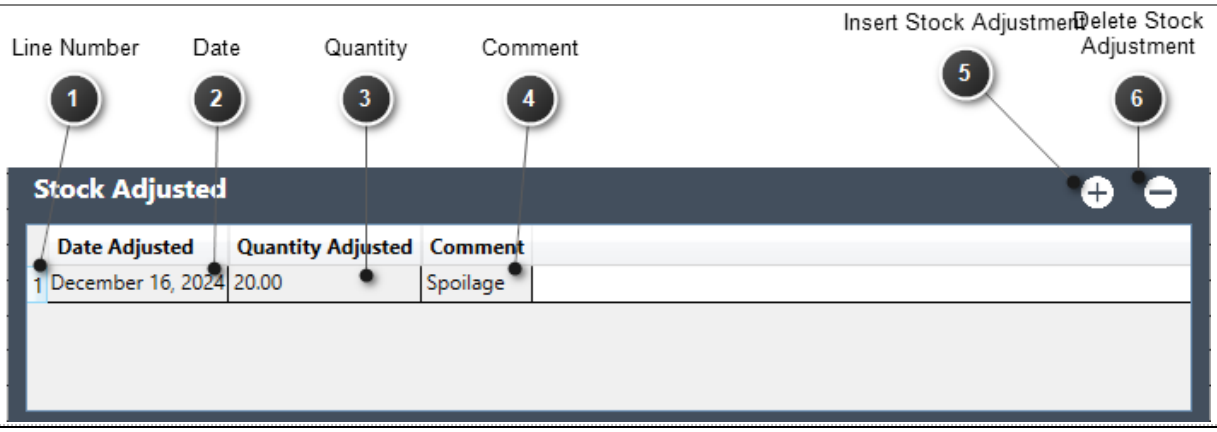
All fields are display-only and all updates to stock sold must be performed by clicking on the Update Stock Sales Data button or by downloading the Period 4 - "Yearly" report in the reports module. Stock received entries and adjustments must be entered by clicking on the Update Stock Received or Update Stock Adjustments button or by double clicking on a row to display the Stock Maintenance Window.



1	**Stock Item** The selected stock item information will be displayed along with the counts for total received, total adjusted, total sold and total on hand.
2	**Stock Received** 

1	**Line Number** Right clicking on any of the stock received line row numbers will display a pop-up menu that will allow you Delete or Insert a row. Rows may also be deleted or inserted by using the delete or insert stock received buttons.
2	**Date** Enter the date the stock was received or click on the Calender icon to select the date.
3	**Quantity** Enter the amount received. For inventory adjustments, a negative value may be entered.
4	**Comment** Free form text allowing you to enter comments on the product received or to document inventory adjustments.
5	**Insert Stock Received** Click on this button to add a new stock received line. Rows may also be inserted by right clicking on the stock received line row number and selecting Insert from the pop-up menu.
6	**Delete Stock Received** Click on this button to delete the currently selected stock received line. Rows may also be deleted by right clicking on the stock received line row number and selecting Delete from the pop-up menu.

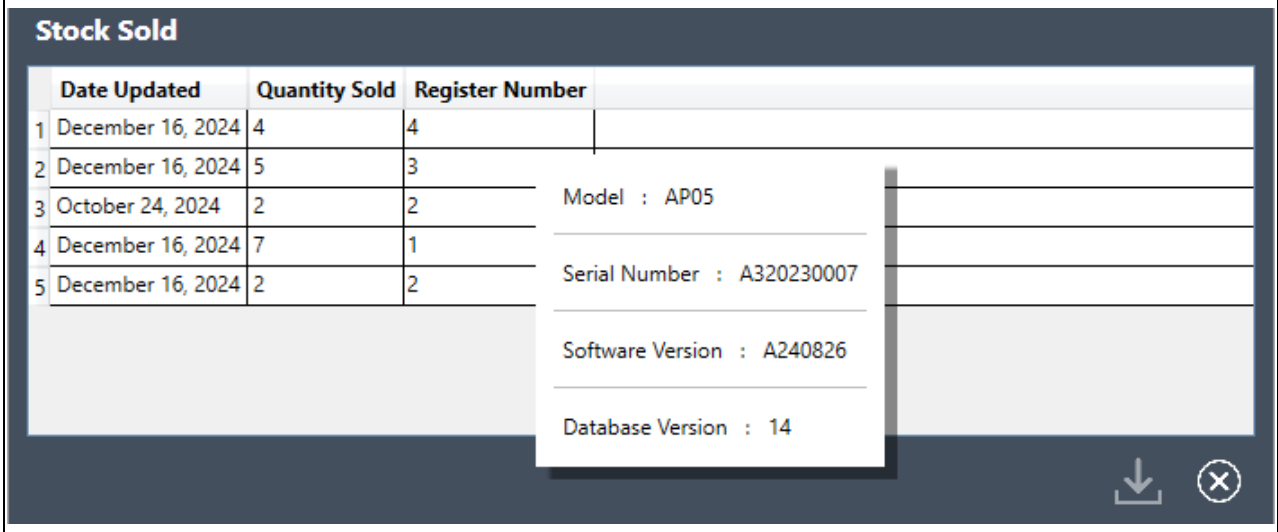
3 Stock Adjusted



1	**Line Number** Right clicking on any of the stock adjusted line row numbers will display a pop-up menu that will allow you Delete or Insert a row. Rows may also be deleted or inserted by using the delete or insert stock adjustment buttons.
2	**Date** Enter the date of the stock adjustment or click on the Calender icon to select the date.
3	**Quantity** Enter the amount adjusted. This will reduce the amount of stock on hand.
4	**Comment** Free form text allowing you to enter comments on the product being adjusted or to document inventory adjustments.
5	**Insert Stock Adjustment** Click on this button to add a new stock adjusted line. Rows may also be inserted by right clicking on the stock adjusted line row number and selecting Insert from the pop-up menu.
6	**Delete Stock Adjustment** Click on this button to delete the currently selected stock adjusted line. Rows may also be deleted by right clicking on the stock adjusted line row number and selecting Delete from the pop-up menu.

4 Stock Sold

The Stock Sold entries are display only and can not be modified or deleted. Updates to the auto generated entries must be done by performing a sales data download through the Update Stock Sales Data or by re-running the "Yearly" report in the reports module. Once the "Yearly" report has been run in Z mode, the entries will no longer be updated. Running the "Yearly" report after it has been cleared, will auto-generate new stock entries for all new sales in the new fiscal period.



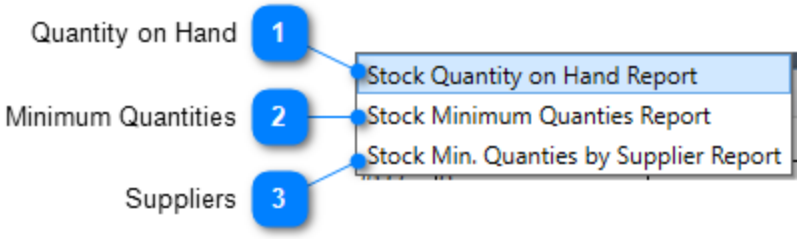
The date the data was last downloaded, the quantity sold and the register number of the APOS that performed the sale is displayed. Hovering the mouse cursor over the Register Number will display a pop-up window showing the Model Number, Serial Number, Software Version and Database Version of the register used to generate the entry. Double clicking on an entry will display the Yearly Report in the Reports Viewer, if available. If the report has not been generated or has been deleted, a warning message will be displayed.

13 Portrait/Landscape

This button display the current page orientation of the stock report. Clicking on Landscape will change the orientation of the report from landscape to portrait. Clicking on Portrait will change the orientation from portrait to landscape.

14 Report Name

Select one of the three stock reports available from the drop down list.



1 Quantity on Hand

The Stock quantity on hand report will provide you with a quick snap shot of the available stock on hand. This report is grouped by Department.

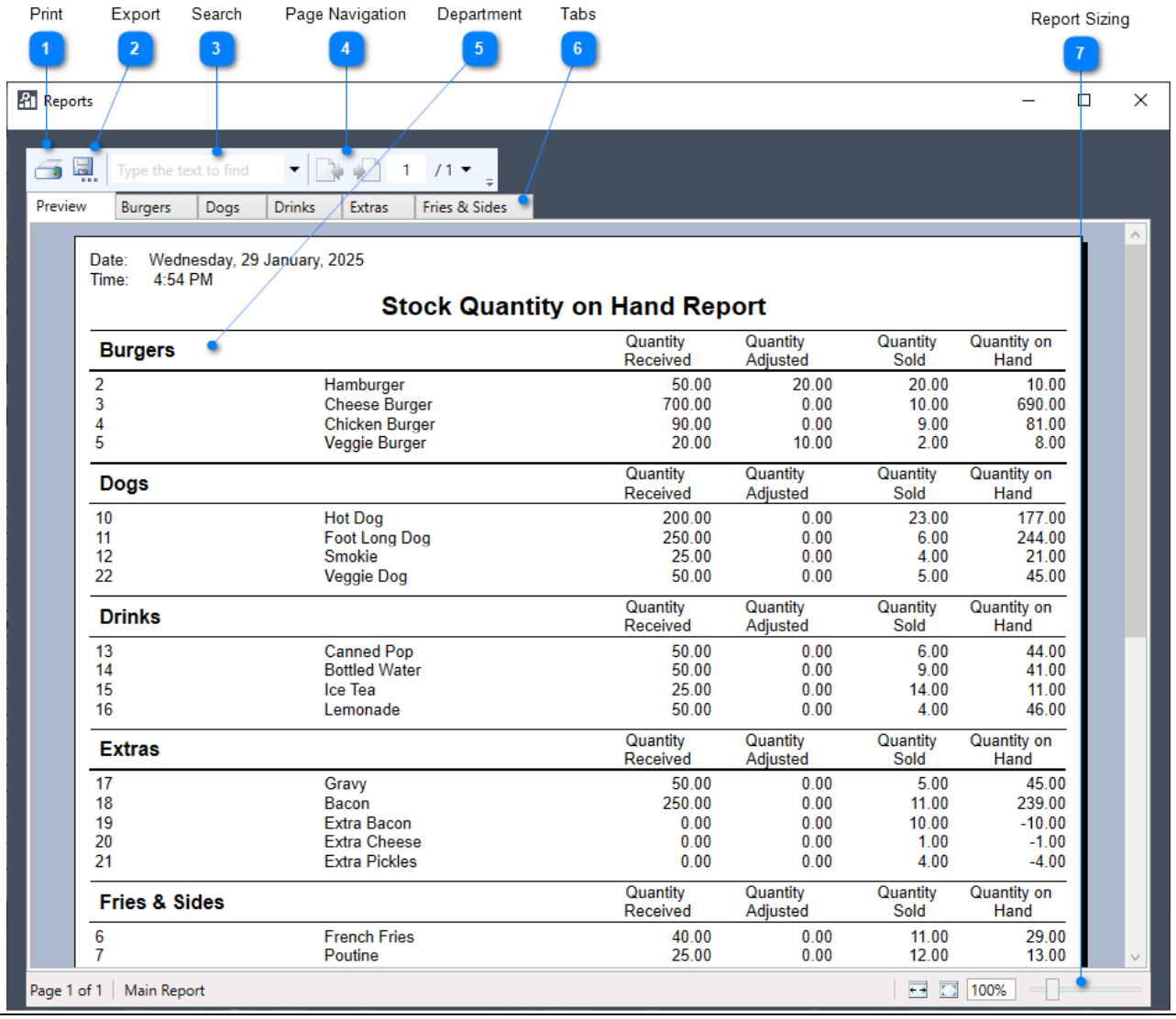
2 Minimum Quantities

The Stock minimum quantities report will display a shopping list of all items in inventory that currently fall under the minimum quantity on hand defined at the Department/Product level.

3	**Suppliers** The Stock minimum quantities by supplier report will also provide you with a shopping list, but this report is grouped by supplier.

15 Stock Report Viewer

Click on this button to view the Stock Report selected, showing amounts received, amounts sold and quantity on hand. The Portrait/Landscape buttons displays the current page orientation of the stock report. Clicking on Landscape will change the orientation of the report from landscape to portrait. Clicking on Portrait will change the orientation from portrait to landscape.



Stock Quantity on Hand Report

Burgers		Quantity Received	Quantity Adjusted	Quantity Sold	Quantity on Hand
2	Hamburger	50.00	20.00	20.00	10.00
3	Cheese Burger	700.00	0.00	10.00	690.00
4	Chicken Burger	90.00	0.00	9.00	81.00
5	Veggie Burger	20.00	10.00	2.00	8.00

Dogs		Quantity Received	Quantity Adjusted	Quantity Sold	Quantity on Hand
10	Hot Dog	200.00	0.00	23.00	177.00
11	Foot Long Dog	250.00	0.00	6.00	244.00
12	Smokie	25.00	0.00	4.00	21.00
22	Veggie Dog	50.00	0.00	5.00	45.00

Drinks		Quantity Received	Quantity Adjusted	Quantity Sold	Quantity on Hand
13	Canned Pop	50.00	0.00	6.00	44.00
14	Bottled Water	50.00	0.00	9.00	41.00
15	Ice Tea	25.00	0.00	14.00	11.00
16	Lemonade	50.00	0.00	4.00	46.00

Extras		Quantity Received	Quantity Adjusted	Quantity Sold	Quantity on Hand
17	Gravy	50.00	0.00	5.00	45.00
18	Bacon	250.00	0.00	11.00	239.00
19	Extra Bacon	0.00	0.00	10.00	-10.00
20	Extra Cheese	0.00	0.00	1.00	-1.00
21	Extra Pickles	0.00	0.00	4.00	-4.00

Fries & Sides		Quantity Received	Quantity Adjusted	Quantity Sold	Quantity on Hand
6	French Fries	40.00	0.00	11.00	29.00
7	Poutine	25.00	0.00	12.00	13.00

1	**Print** Click on this button to print the report.
2	**Export** Click on this button to export the report to one of the supported formats.
3	**Search** Type the text or value you would like to search for.

4	**Page Navigation** Click on the Previous Page, Next Page or enter the specific page you wish to view.
5	**Department** Double clicking on a department will generate the Items sub-report, showing the individual department quantities.
6	**Tabs** Each sub report will be displayed in it's own tab. Click on the tab to navigate directly to a specific report.
7	**Report Sizing** Click on Fit to Width, Full Page or click and drag the slide bar to display a specific view percentage.

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