

SamPOS Express

Code Genesis Pty Ltd

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This Guide will walk through the following...

- Setting up the Cash Register.
- Starting SamPOS Express for the first time.
- Adding Products.
- Sending those products to the Cash Register.
- Notes on Lining up some products with the cash register keypad.
- Callings Sales Each day.
- Before you start trade.
- Reports.

THE BASICS (GETTING STARTED)

[Quick Guide to installation, setting up ECR's and products.]

Setting up the cash register.

Using the Cash Register manual, set up one of the cash register com ports to the following RS232 parameters.

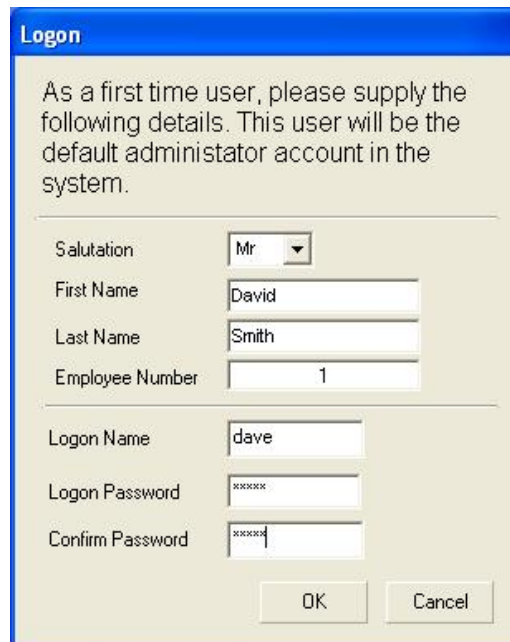
- Speed: 9600
- Data Bits: 8
- Stop Bits: 1
- Parity: None
- Use: PC Comms

It is also a good idea to ascertain what the “allocated memory” is for “number of PLU’s” and “Number of Groups”. You can then enter the correct figures when asked what they are in the Till set up screen in SamPOS.

Connect the cash register Comm Port to the computer Comm Port with the supplied serial cable. You will need to take note of what computer Comm Port is being used. That is usually anywhere from COM1 to COM6.

Starting SamPOS Express for the first time.

After a quick performance check , Sampos will ask for a Sampos administrator user name and password.



Logon

As a first time user, please supply the following details. This user will be the default administrator account in the system.

Salutation: Mr

First Name: David

Last Name: Smith

Employee Number: 1

Logon Name: dave

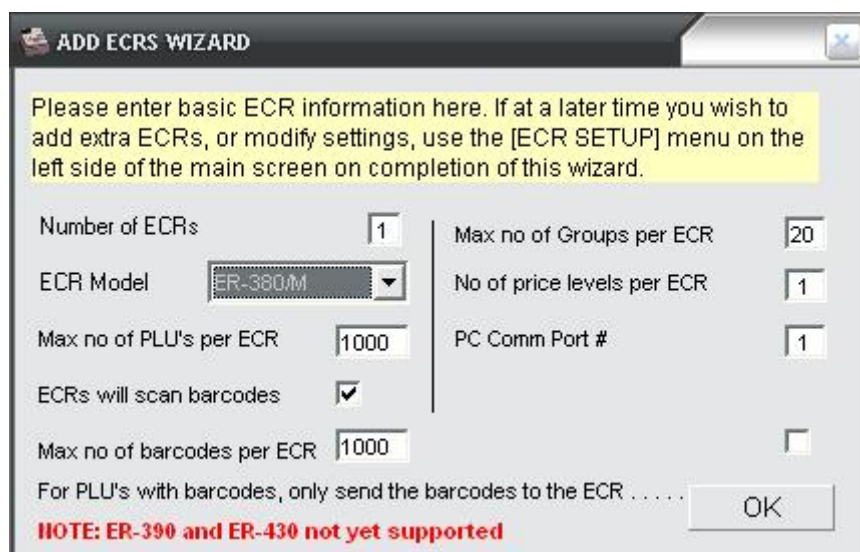
Logon Password: *****

Confirm Password: *****

OK Cancel

Sampos will remain fully functional for 21 days for requiring registration through your local Sam4S dealer.

Next, select ECR model and its parameters. Please note “Max no of PLU’s”, Barcodes and Groups are asked so that SamPOS can politely prevent you from entering too many when the limit is actually reached.



ADD ECRS WIZARD

Please enter basic ECR information here. If at a later time you wish to add extra ECRs, or modify settings, use the [ECR SETUP] menu on the left side of the main screen on completion of this wizard.

Number of ECRs: 1

ECR Model: ER-380/M

Max no of PLU's per ECR: 1000

ECRs will scan barcodes:

Max no of barcodes per ECR: 1000

For PLU's with barcodes, only send the barcodes to the ECR

Max no of Groups per ECR: 20

No of price levels per ECR: 1

PC Comm Port #: 1

NOTE: ER-390 and ER-430 not yet supported

OK

The main program will now start

Sampos Express (Mr David Smith)

File Utilities Plu Spreadsheets Help

TODAY

Things for Today

ADD KILL SEND **To Do List**

Today's Notes and To Do List

Call Sales from ECRs

Send Changes and Updates to ECRs

SPECIAL 510 Start/End Sales Specials

SETUP

INVENTORY

REPORTS

TOOLS

July 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 05/07/2006

System Messages

ECR # 1 Sales not called today. Sales last called: (04/07/2006)

User / PC Status

Mr David Smith ==> CODEBASHER
CODEBASHERACTIVE

CAPS NUM INS

Access PLU details from the main screen

Sampos Express (MR Demo Foodstore)

File Utilities Product Utilities Report Spreadsheets Help

TODAY

Today's Note and To Do Li

Call Sales from ECRs

Send Changes and Updates to ECRs

SPECIAL Start/End Sales Specials

SETUP

PLU Screen

Price Spreadsheet

PLU Spreadsheet

Price Lists

Global Price Change

Setup Reporting Families

Tax Settings

To Do List

System Messages

ECR # 1 Sales not called today. Sales last called: (9/11/2004)

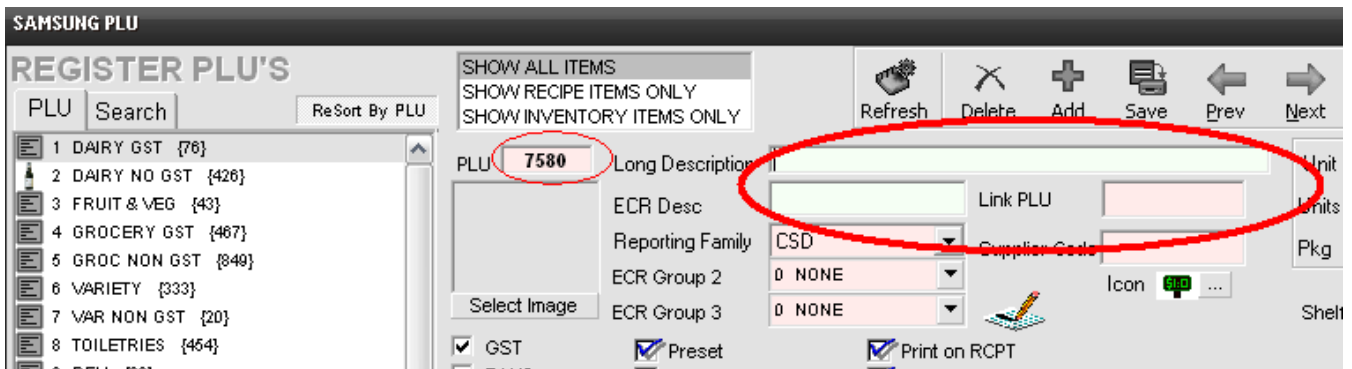
Changes waiting for ECR 1

ADDING PRODUCTS

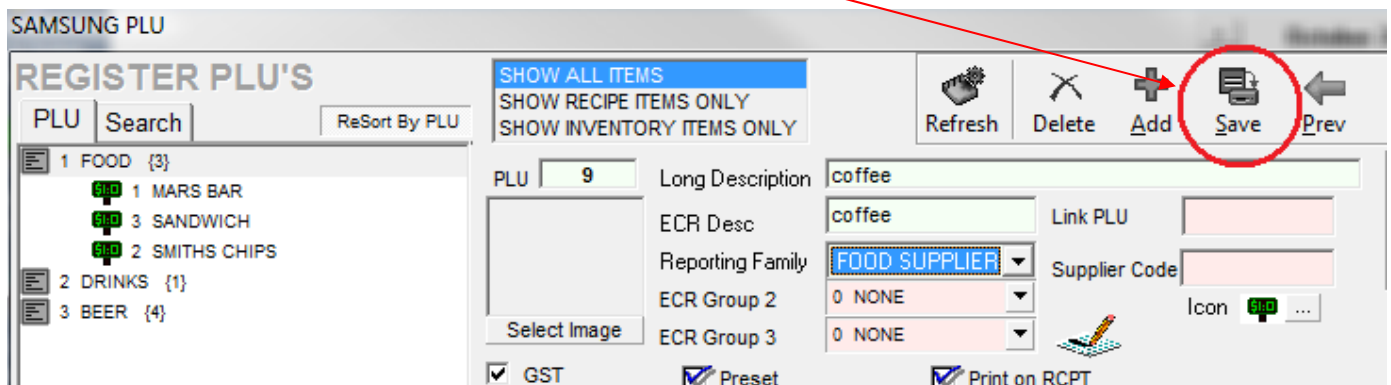
In the **PLU Screen** click on **Add** to add a new PLU



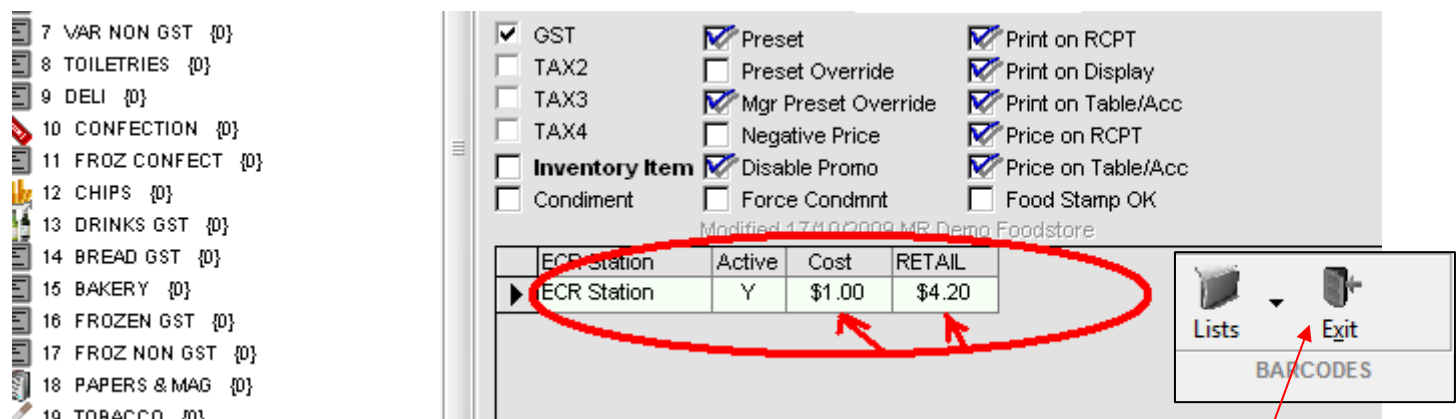
A PLU NUMBER is created automatically. Now enter a long description and register description.



Click on **SAVE**

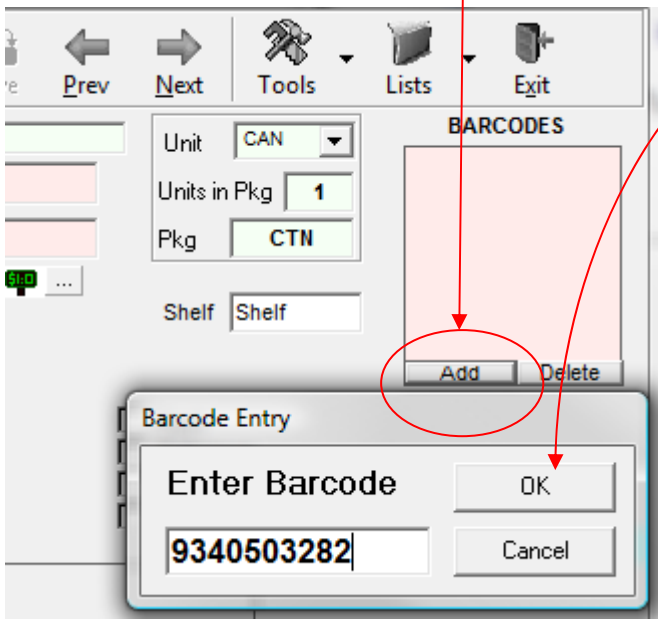


The cost and price will show in the middle of the screen. Set these.. They will save automatically.

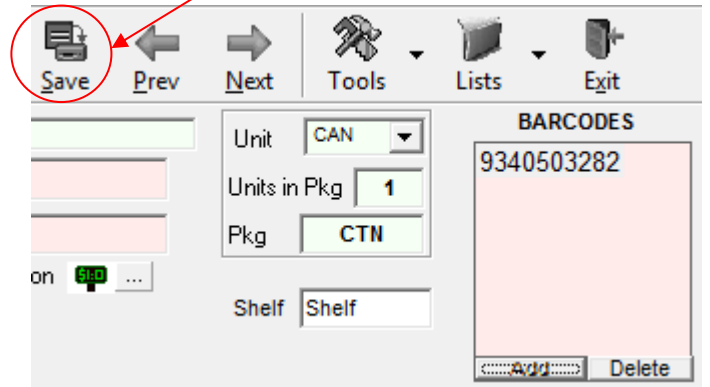


NOTE: You can close the product screen with the EXIT button top right of the product screen

To attach a Barcode to an item, click on ADD in the barcode list, enter the barcode and click OK.

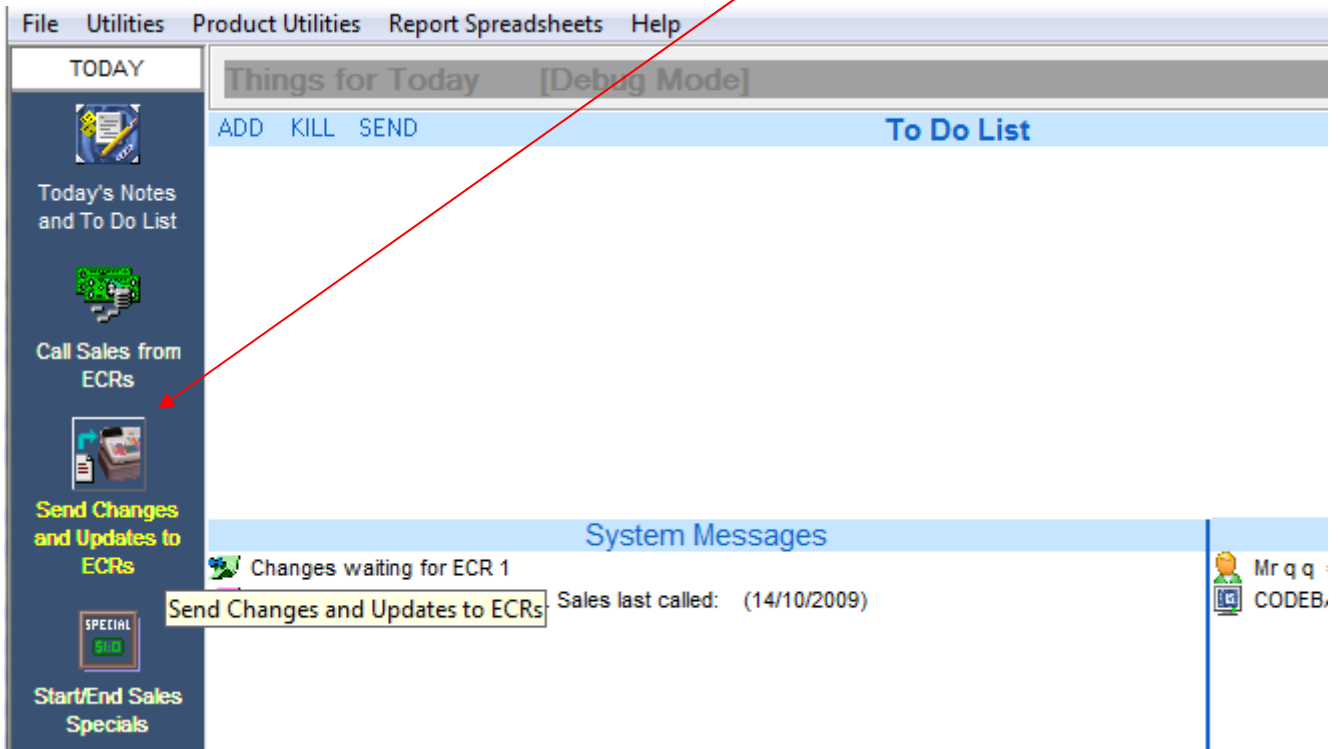


Then click on SAVE to save the barcode listed



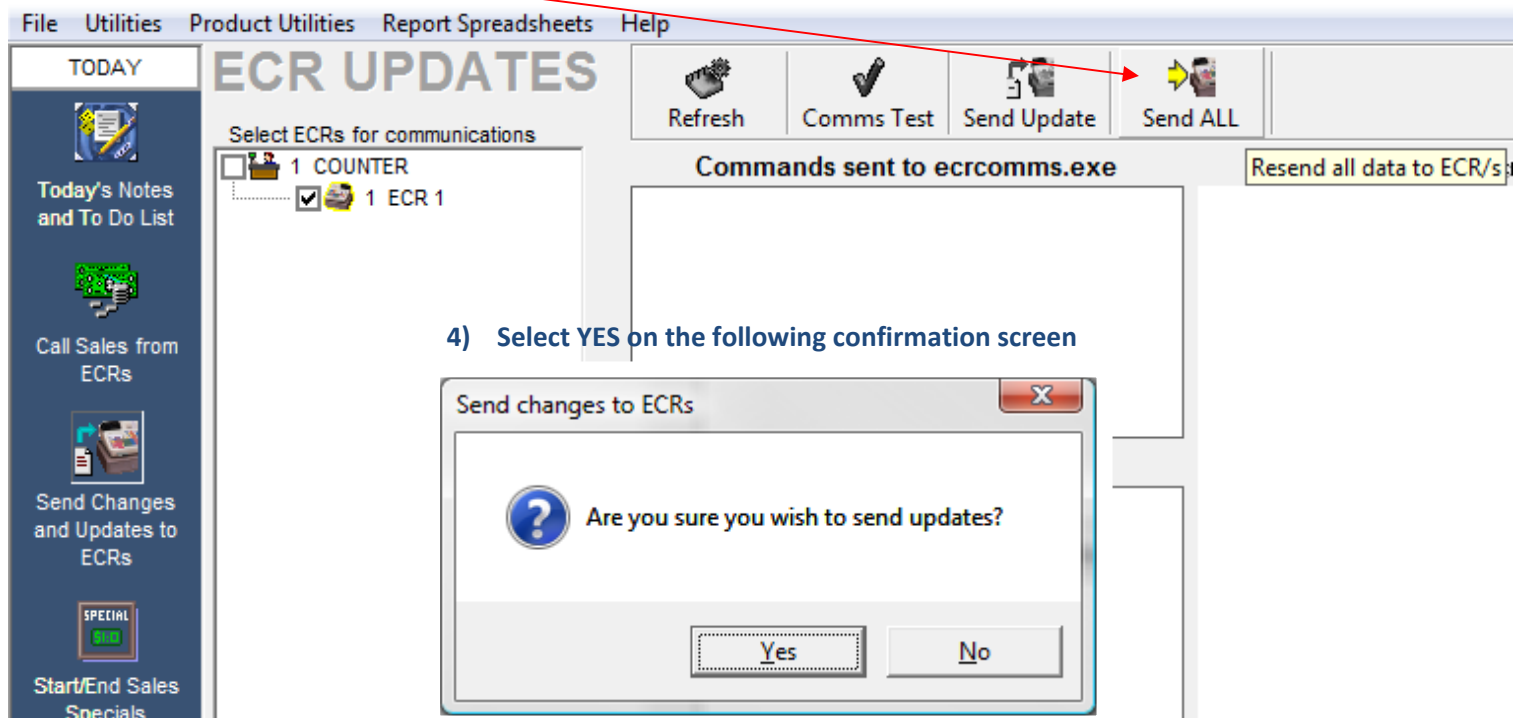
Sending those products to the Cash Register

Select the following button



The following screen will present itself. To send products to the Register do the following.

- 1) Tick the cash register in the screen
- 2) Turn the cash register key to REG (or PC Comms for the ER 650)
- 3) Click on Send ALL



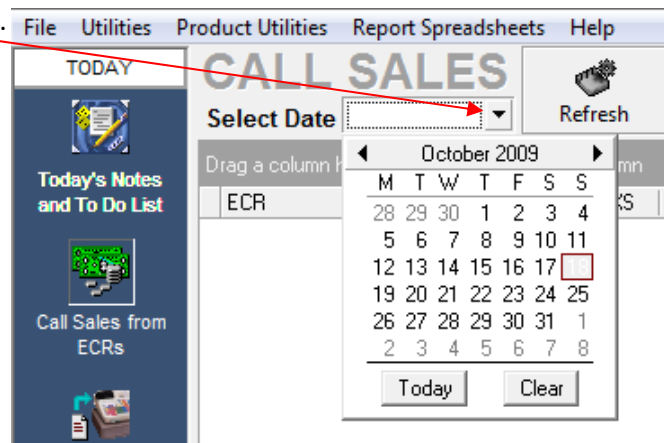
Your products will now go down to the cash register.

Notes on lining up some products with the cash register keypad.

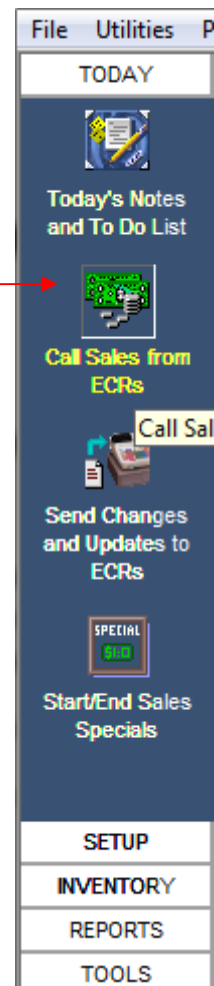
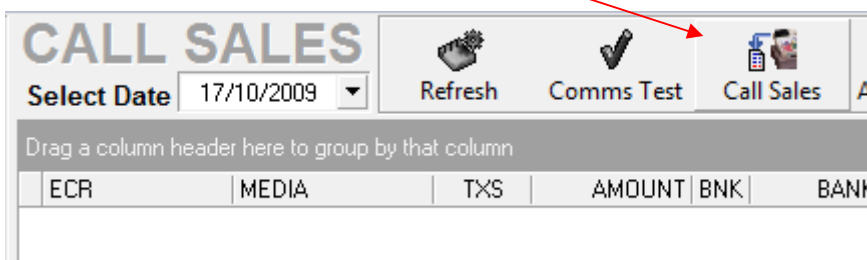
- The Cash Register key pad will have keys numbered 1, 2, 3, 4, 5, 6 etc etc. These correlate with the **PLU number** on the PLU screen. PLU number 1 will come up when you press button number 1, PLU number 2 will come up on button number 2 and so on.
- Scanned products will come up when scanned according to their BARCODE number.
- If you want to move an item from one keypad location to another, simply change the PLU number in the SamPOS PLU screen.

Callings Sales Each day.

- Select the Call Sale Button in SamPOS
- Select the Date for sales made.



- Click on CALL SALES to initiate polling the register

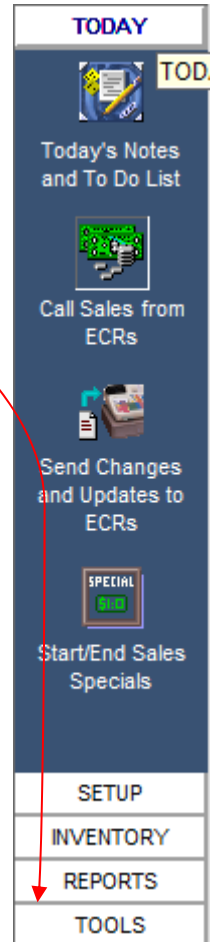
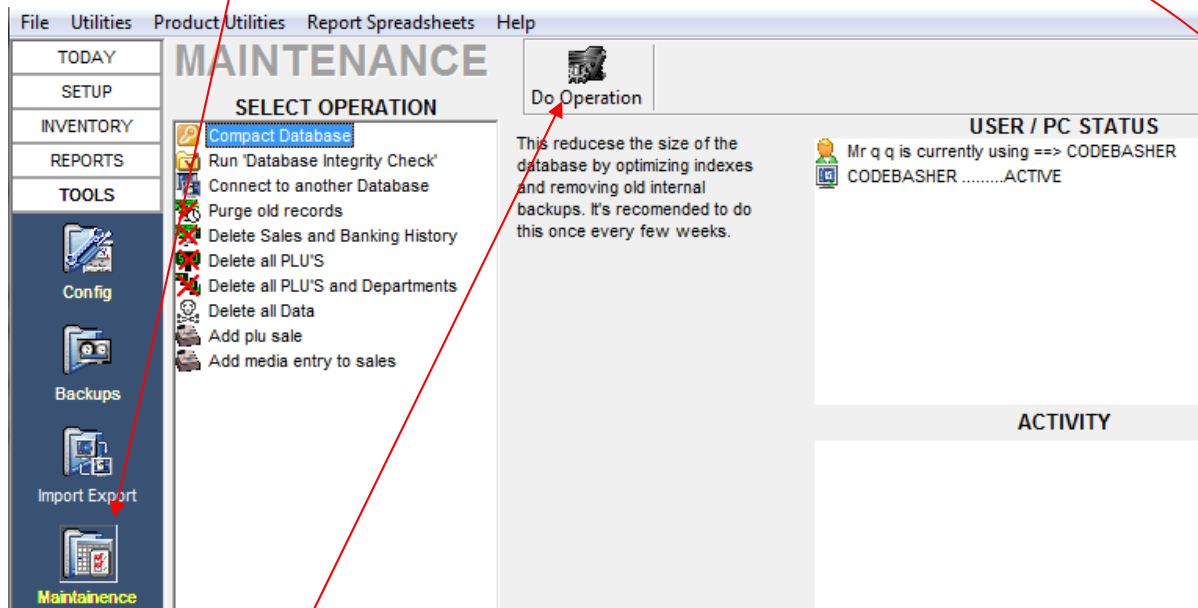


This will pull sales data from the register into SamPOS and also clear all sales data from the register.

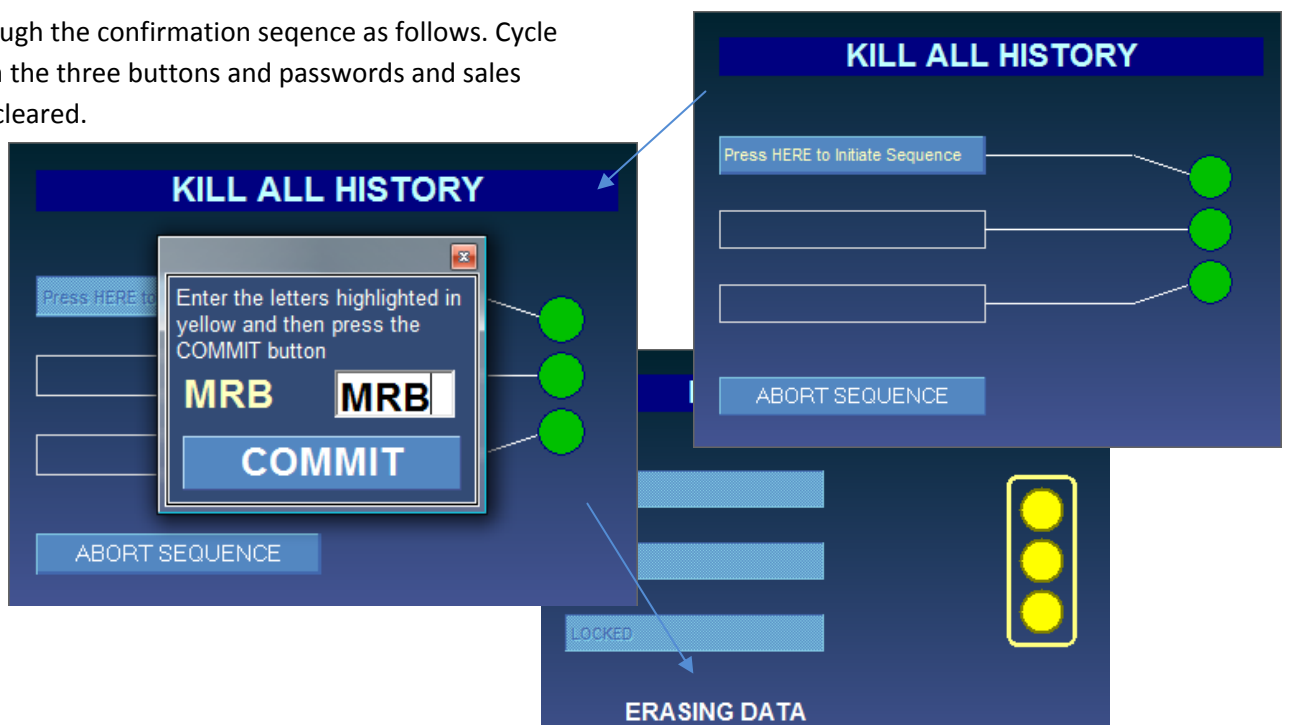
Before you start trade.

- After practicing you will want to 1) Call Sales from the register to clear sales there. Followed by 2) clearing sales history in SamPOS.

- 1) Call sales as shown in the previous screen.
- 2) Click on TOOLS tab in SamPOS
- 3) Click on the MAINTAINANCE button to bring up the following.



- 4) Select (highlight) with mouse. => Delete Sales and Banking History
- 5) Press **Do Operation**
- 6) Go through the confirmation sequence as follows. Cycle through the three buttons and passwords and sales will be cleared.



Reports.

Under the REPORTS tab in SamPOS lies available report grouped as shown below. The most common will be BANKING and PLU SALES

The screenshot displays the Sampos Express software interface. The main window is titled "PLU SALES". On the left sidebar, the "REPORTS" section is expanded, and "PLU Sales" is highlighted. A red circle highlights the "PLU Sales" icon in the sidebar. Another red circle highlights the "Banking & Misc" icon. A callout box points to the "Date Range PLU Sales" folder in the "Favourites" list, with the text: "Double Click on a folder to display actual reports".

The "Date Range PLU Sales" folder is expanded, showing a list of reports:

- PLU Sales Spreadsheet
- PLU Sales Consolidated
- PLU Sales Sub-Grouped By Group
- PLU Sales Sub-Grouped By Family
- PLU Performance (Select From Group/Family)
- SPECIALS sales performance
- PLU Sales (Summarised by Group)
- PLU Sales (Summarised by Family)
- PLU Sales (Summarised by ECR Station)
- Group Sales
- PLU Family Sales (Inc Tax)
- Sales by ECR Station
- Sales By Store
- Period PLU Sales
- Date Range GP%
- TOP SELLERS
- WORST SELLERS

The "Report Parameters" panel on the right side of the screen contains the following fields:

- From Date: 18/10/2009
- To Date: 18/10/2009
- From Period: [Dropdown]
- To Period: [Dropdown]
- From Group: 1 FOOD
- To Group: 3 BEER
- From Family: [Dropdown]
- To Family: [Dropdown]
- ECR Station: 1 COUNTER
- Store: [Dropdown]

At the top right of the "Report Parameters" panel, there are buttons for "Fav Add", "Fav Rem", "Open", and "Preview". The "Open" and "Preview" buttons are circled in red. A red arrow points from the text below to these buttons.

Each report will have it's own list of available parameters that become available on the right hand side of the screen. Once selected press the OPEN or PREVIEW button at the top right to view the report.

For further information on reports view the the SamPOS Reports.PDF supplied of view them on
<http://sampos.com.au/help/Sampos Reports.htm>