



L-POS Manual 4.1.2

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L-POS Manual 4.1.2

by Logivision

Logivision is a corporation specialized in the development of software for the retail industry with a particular focus on operation systems for front-end terminals. Innovative and always at the forefront of new technological developments, Logivision is committed to improving the service and the products we provide to our customers.

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Foreword

Logivision's documentation and manuals are subject to change as new software versions become available. Please ask your Logivision dealer about manual updates. This manual covers changes to L-POS version 4.1.2

1 Welcome to L-Pos set-up help



POS Software that understands you ...

... From people who understand POS.

L-POS is a highly programmable and feature rich point of sale application. L-POS is widely used in various retail environments including supermarkets, convenience stores, pharmacies, health food shops, liquor stores and many others. L-POS can be configured with different screen layouts, for example with either a touch screen or a point of sale hardware keyboard. This guide will help you set up the L-POS terminals for use in a store. Please take some time to read through the help manual to gain a lot of insight into how L-POS can be tailored. The set-up guide is followed by a brief explanation about how to use the different functions available on the POS application.

Logivision's documentation and manuals are subject to change as new software versions become available. Please ask your Logivision dealer about manual updates.
This manual covers changes to L-POS version 4.1.2

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Printed in Canada.

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3 The POS maintenance module.

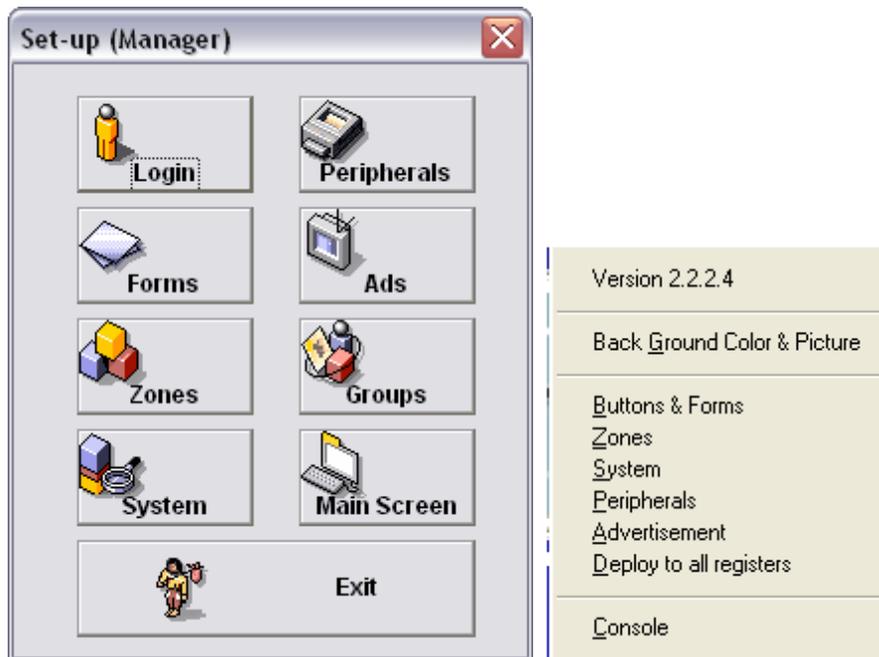
POSWIN maintenance module (POSSETUP.EXE)

Access to the set-up of the L-POS terminals is refused whenever the back-end server is unavailable. Whenever PosSetup.exe is accessed, either from the L-POS terminal or from the L-BOSS station, the system attempts to access data files on the server. It is not possible to run PosSetup from the POS terminal without a connection to the L-BOSS server. The system protects against changing on the lane without first changing in the back-end server database. PosSetup cannot be opened on 2 terminals at the same time.

All changes made using PosSetup are recorded in the back-end database only. However, whenever PosSetup is accessed from within the L-POS application, all changes made from *that* POS terminal are copied back to *that* POS terminal immediately. The changes are not sent to other POS terminals until the deploy changes command is executed. The command to send the changes can be executed from the L-BOSS event task/event menu (Deploy all changes) or from the pull-down menu available on the POS terminal by clicking on the serial number. Until the changes are deployed they will not be available at other POS stations.

The maintenance of the L-POS can be accessed by starting C:\POSWIN\POSSETUP.EXE or directly from the L-POS transaction entry screen. Users of touch screen systems will probably have a few pre-defined buttons to access the different programming options. For the keyboard driven systems we have assigned the Maintenance function list to the [Shift-F5] position of the standard PC keyboard. If you use a POS keyboard, search for the Set-Up button or the Function button to access the terminal programming mode. Press the button or select the menu option programmed for SET-UP.

The programming menu can also be accessed from the POS entry screen by entering MENU and pressing [PLU] or by clicking the General Info Form where the L-POS serial number is displayed. You must Login by pressing the Login button, entering your ID# and pressing enter (or PLU.) If you logged in, the POSSETUP.EXE will prompt you for store and terminal number as soon as you attempt to access any of the menu options. For users of touchscreen systems, once you have pressed the login button, double-click in the entry zone of the Login window to pop up a numeric keypad.



The 2 images above shows the access forms for PosSetup options. The form on the left opens when the Setup is run from the L-POS program group or from the L-BOSS modules menu. The form on the right is obtained by clicking the serial number while L-POS is operating in register mode.

3.1 Screen and Keyboard introduction

Screen and keyboard setup

The L-POS software includes a flexible design module that allows you to personalize the screen and keyboard. Three types of objects exist to set up screens and keyboards.

The first object type is called a **button**. A button is most often used to make transaction entries. **CASH**, **CASHIER** and **DISCOUNT** are buttons. Buttons are usually attached to a location on the keyboard or on a touchscreen. Buttons may also be used from a pull-down menu.

The second type of object is called a **form**. A form is an area of the screen.

A form fits into the third type of object which is called a **zone**. In order to create and assign a button to a touchscreen, you must create a form that will appear on the screen. To assign a form to the screen, you need to create a zone to place the form on.

This section of the help guide will assist you in setting up the screen and keyboard on your system. Specific understanding of cash registers and their functionality is a suggested prerequisite to using this part of the L-POS software.

3.1.1 Full-screen mode

L-POS can be run in a window or in full-screen mode where the taskbar and other programs are hidden when L-POS is being used. This selection is defined under the PosSetup advanced settings. You can define Windows mode or full-screen for each monitor. If you switch an existing system you may need to adjust the size of the zones or you may hide part of the form with the taskbar. The default setting for L-POS is full-screen with no visible taskbar.

Several advanced flags can be defined to modify screen appearance

Section: System related advanced flags:

- Border style number
- Main monitor full screen. (Default = yes)
- Customer monitor full screen. (Default = yes)
- Display Wic, FS, Manual weight symbols
- Stretch background image

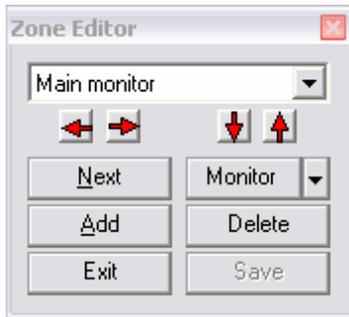
Other things to note when using Window mode for the screen layout. Suppose you have a 1024X768 monitor and you place a zone toward the right hand side of the monitor. Even though you do not place any zones on the left hand portion of the monitor, the POS application will occupy everything left of where you placed your zone on the right portion of your screen. If you place that same zone on the left hand side of the screen the POS application will occupy as far right on the monitor as that zone was extended. Now you can move the entire application window to the right of the screen, as you would with any other application's form. So if you want to leave the left hand side of the monitor available you need to place the zone on the left, then start L-POS and drag the entire program window over to the right of your monitor's desktop.

NOTE: *L-POS does not have a "maximize" function to extend the application form to full-screen size. You need to extend zones to the portion of the screen you want to hide with the POS application.*

3.1.2 Accessing Zone Setup

Accessing zone setup and the Zone toolbar

From the PosSetup menu, access the Zone programming . When the zone setup appears, you will see the currently assigned zones on the screen. The Zone editor tool is displayed and Zone 1 should be highlighted in blue.



Select a zone to edit: You can select another zone if required by clicking the [Next] button in the Zone editor or by clicking on the zone you want to edit.

Switch view from monitor 1 to monitor 2: The Zone editor also allows you to toggle among between multiple monitors if you system is equipped with more than one monitor. The default view is to display forms on the Main Monitor. Use the pull-down next to the name **Main monitor** to edit the zones placed on the **Customer monitor**.

Move a zone to the other monitor: To move a zone from one monitor to the other select the zone. Then click the Monitor button. You will be prompted to switch the zone to the other monitor. If you have more than 2 monitors, use the drop-down list to select the monitor you want to use for this zone.

Add a new zone: Use the [Add] button to create a new zone. It will be placed on the Monitor you are working on at that time. So to add a new zone to the customer monitor you should first select the customer monitor in the pull-down monitor selection field.

Delete a zone: Use the [Delete] button to remove a zone from the monitor.

Any changes will be saved in the database when the [Save] button is pressed.

N.B.: ZONE set-up for L-POS when updating from V2.x.x.x to V3.x.x.x and greater.

Systems using dual monitors require changes to zone set-up before running version 3. This procedure is necessary if you have installed an update from version 2.x.x.x to version 3.x.x.x.

Zones that are off viewing area of screen: In version 3 the zones must be assigned to a specific monitor. After update from a version 2 to a version 3 all zones are assigned to your main monitor. This means that some of those zones will be outside the viewing position of the monitor.

When L-POS detects this the program is suspended and PosSetup opens the zone menu with a prompt window requesting an action.

1- Reposition on the current monitor

- 2- Reposition on the other monitor
- 3- Delete them all
- 4- Do nothing

Most likely you should select option 2, to reposition the zones that are off screen onto monitor 2. Once this is done the POS will reload. You need to wait about 20 seconds for the POS to reinitialize and load the zones into their proper location.

Once this is complete you will need to use the LBOSS task named "Deploy screen" if you have other L-POS terminals in the store. The screen files will be deployed to the other lanes.

This should only occur if you are using dual monitors. If you get this message on a single monitor system you will reposition on the current monitor. You may then need to work on the zone that was repositioned. For example, maybe your zone was a few points too large and is now back on your screen. If it overlaps with another zone you will need to work on the zone set-up.

3.1.2.1 Keyboard shortcuts in zone editing.

Keyboard shortcuts in Zone editing

Here is a list of the functions available with the keyboard while you are editing the zone setup. They can be very useful when you have created a zone that is hiding another zone or when you want to move to the next zone.

- **[Alt]-[N]** (select next zone)
- **[Alt]-[S]** (save configuration now)
- **[Alt]-[C]** (cancel changes and exit now)
- **[Alt]-[Left arrow]** (reduce horizontal zone size)
- **[Alt]-[Right arrow]** (increase horizontal zone size)
- **[Alt]-[Up arrow]** (decrease vertical zone size)
- **[Alt]-[Down arrow]** (increase vertical zone size)
- **[Tab]** (select next function button within current zone)
- **[Ctrl]-[Left], [Ctrl]-[Right], [Ctrl]-[Up], [Ctrl]-[Down]** to reposition the zone on the screen
- **[Esc]** (exit now from setup)

3.1.2.2 Why create zones?

Creating zones

Zones are rectangular areas that need to be defined in area and position. Why create zones? The L-POS assigns forms (visible screen areas) to zones. By assigning forms to a zone, we feel we can save you a lot of time in the actual screen design. Zones are areas of the screen that you can assign multiple forms into.

For example, you may need to create some one-touch PLU screens. Rather than needing to set the size for each form separately, you create one zone and place the form in that zone. This way all forms placed in one zone will be the same size. We decided that rather than opt for a fixed screen layout it would be better to leave screen design and layout as a setup option.

When planning the zone layout, think about all the areas you need to see on your screen, not necessarily the final window content for each area. For example, you may want to see the Total in a separate area to the lower right hand corner of the screen. You will need to assign the form to a zone. So create a zone the correct size and position it where you want it.

This section explains the different steps involved in setting up zones on the screen.

3.1.2.3 Adding Zones

Adding zones

Select Zone 1 and click the Add button to create a new zone. The L-POS will assign the lowest number possible to keep subsequent set-up as simple as possible. Use the keyboard shortcuts or the mouse to drag the zone to its desired location.

When you are satisfied that your zone layout is complete, save the programming and exit the zone setup module. It is possible to return to the zone setup and add new zones without deleting any of the current setup. So don't worry about forgetting a zone in the initial setup phase.

3.1.2.4 Moving Zones

Moving zones

Select the zone and drag it to the position on the desktop you want to occupy. You can also move zones using keyboard shortcuts. See the related programming in this section.

3.1.2.5 Multiple Monitors

Multiple monitors

For systems using more than one monitor to display the Windows desktop, you will be able to place a zone on the second monitor as you would for any other Windows application. You could have a zone on the primary monitor that displays the receipt form and another zone on the secondary monitor that displays a different receipt form for the customer view. The forms sent to those zones will display in the proper location automatically.

You can also add a zone to the customer monitor even if that monitor is not present. In the Zone editor form, use the pull-down to select the monitor you want to work on. If the monitor is present you will see it as being active. If the monitor is not present you will still be able to assign zones to it. L-POS will display the zones on the Main monitor even though they are

assigned to the customer monitor. When the second monitor is attached and configured it will be detected and used by L-POS. When you use the Main monitor to view zones assigned to the second monitor, the zones normally appearing on the main monitor are hidden. You are really looking at the zones of monitor 2.

3.1.3 Buttons and Forms introduction

Buttons and Forms Setup

The L-POS software can be configured for use with many different types of equipment. Whether your system uses a touch screen or a normal keyboard, it is necessary to create buttons that will be used to enter data. On the keyboard driven systems, system defined **forms** are used to display the items entered (on the receipt form), the running totals are displayed on a Total form, etc. You may also have forms that show images such as a welcome message. On touch screen systems, **forms** are created to place department buttons, payment buttons, etc.

Tender buttons like  are necessary to accept payment, status buttons like  can be programmed to modify the taxability of an entry, while  buttons allows percentage or amount reduction. These buttons all contain functions that must be created on your back-end software before the button can be created and assigned to the key position or touch screen. A more detailed explanation of the button-function relationship is explained under the heading **Understanding buttons, functions and report totals** in this help guide.

Accessing button (and form) setup

Access PosSetup and select the "**Buttons and Forms**" module. When the menu appears you will see the currently programmed button list on the screen. Use the mouse to select any button in the button column and then scroll up or down the list to locate the button you want to program. To add a button press the small Calculator icon at the top of the Button Name list.

3.1.3.1 Understanding buttons, functions and report totals

Understanding buttons, functions and totalizers

L-POS uses buttons that are placed on a keyboard or a touch screen to operate. When a button is pressed, it executes a function that may sell an item, perform a correction, collect money, etc. When the transaction is completed, L-POS prepares a file that is used to update totals on a report produced by the back-end software. Because the L-POS software can be used with different back end systems, it is required that some of the inter-related programming be performed through both the back-end Maintenance and through the Pos Setup menus.

Totalizers are used to mainly to feed data to the report system from POS transactions. Each of the totals can be sent to different report types. The totals are updated each time the registers send data to the back-end application. For totalizers to be updated, a link with a **function** needs to be defined. This is done in the back-end **Maintenance** menu under the Register menu option. Whenever a total is added to the back-end system, it needs to be sent to L-POS. An example of linking a function to a total would be the Refund function #650 which feeds its data to the Refund key total #3011. There are other types of totals that need to be updated as well. For example, whenever a transaction is completed, L-POS counts a customer and updates the customer count totalizer. If you change the totalizer number used for customer count in the back-end, you must modify the link the L-POS uses to the former totalizer and set it to your new totalizer. This *mapping* is changed in the **Pos Setup** application under the System menu and the totalizer tab.

Functions are required on the system to perform register transactions. A function such as **Refund** #650 can be used in different ways on the L-POS terminal depending on the properties assigned to it. The functions required by L-POS are created in the back-end **Maintenance** menu under the Register menu option. Whenever a function is added or modified, it needs to be sent to L-POS. The properties of the function are defined through the register **Pos Setup** program. Each function can be incorporated into a button that will be placed on the POS keyboard or onto a form on the touch screen. Once the button is created, you add a function that will be executed when the button is pressed.

Buttons are used on the actual POS terminal keyboard or touch screen to perform tasks such as sign on, item entry, corrections, etc. A button incorporates a function, or several functions, to execute the required task. In the case of a refund button, the embedded function is the usually the refund function #650. The operational behavior of the refund button you create would be modified using the **Pos Setup** program under buttons and forms.

Forms are data windows on the terminal's screen. These data windows include the receipt window, the total window, the entry window, etc. On a touch screen system you have buttons in some of the windows in order to operate the system. Forms fit into pre-defined areas on the screens that are called **Zones**.

Zones are areas on the screen that L-POS uses to display the forms required for the particular application. Zones are created so that a window will fit exactly over another window if you need to swap the menu when buttons are depressed. By way of example, the touch screen system you are programming may only have room for 6 department buttons and a few payment buttons on the form you created. Whenever another department or payment button is needed you will need a button that swaps the first form and displays the second form with the additional departments or payment buttons. Both of these forms will be assigned to the same zone and will therefore appear in precisely the same position on the screen.

Where do I add records when I need a new button on my L-POS system? back-end Maintenance Pos Setup

Back-end Maintenance	POS Setup
Create / modify the totalizer	Create / modify Zones (if required)
Create / modify the new function functions	Create / modify Forms (if required)
Create / modify function - totalizer linking	Create / Modify Buttons to add the new key

Don't forget to send the changes from the back-end to the L-POS using the correct deploy commands.

The following table may assist in understanding the relationship between buttons, functions and totals. The table shows the results for the sale of item 1234 which is priced at \$ 1.00, taxable at rate 1 for 7%, and paid by cash where \$20 was tendered.

ENTRY	BUTTON USED	FUNCTION USED	TOTALIZER	REPORT RESULTS
1234 [PLU]	1 KEY	Button 1 (fct # 11)		
	2 KEY	Button 1 (fct # 12)		
	3 KEY	Button 1 (fct # 13)		
	4 KEY	Button 1 (fct # 14)		
	PLU KEY	Button 1 (fct # 10)	TOTAL SALES tlzr #2	\$1.00
			NET SALES tlzr #3	\$1.00
Internal	none	none	TAX 1 tlzr #22	\$0.07
2000 CASH	2 KEY	Button 2 (fct #12)		
	0 KEY	Button 0 (fct #10)		
	0 KEY	Button 0 (fct #10)		
	0 KEY	Button 0 (fct #10)		
	CASH	CASH (fct #101)	CASH tender tlzr #101	\$1.07
			CASH in drawer tlzr #1201	\$1.07
			CASH declared tlzr #1301	\$1.07

3.1.3.2 Adding buttons

Adding buttons

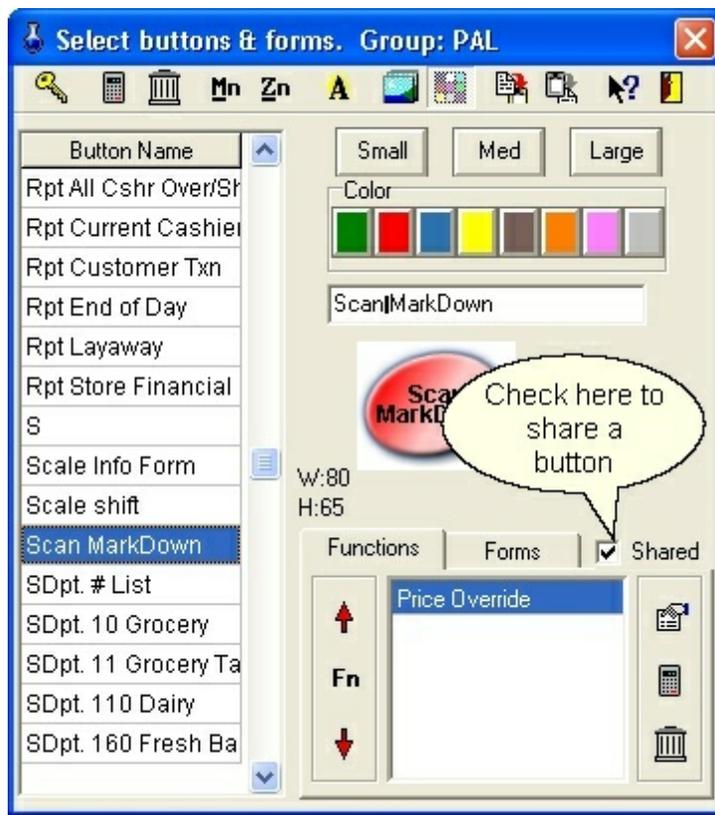
When you enter the buttons setup, your cursor is automatically placed in the column of the Buttons and forms setup screen. The cursor movement keys allow you to navigate the button list. You can also type the description of the button name you are searching for to reposition your cursor on that button. For example, if you want to find a button named PLU, typing "PLU" will advance the cursor to the first button on the list that begins with the letters "PLU".

Add a new button to the list by clicking the small  Calculator in the icon area above the button list.

You can also use the keyboard option  (Alt-M) to select the menu, then choose Button, then choose add. The button you add will use the previously highlighted button as a template for many of the settings including size, color, and button properties.

Delete the currently selected button by clicking the  recycle (garbage) bin in the icons area above the button list.

Buttons can be **shared**. This means that the button will be copied to each function (or screen) group on the system whenever it is modified.



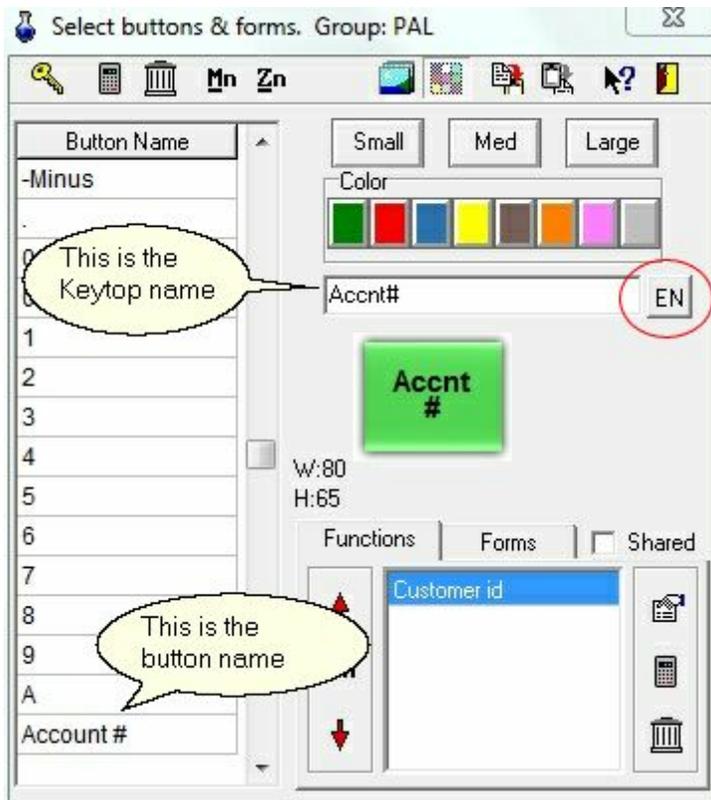
The example above shows the Scan Markdown button is shared among all Function target

groups. You must share buttons that will be used in the scanning definition table or certain other internal functions. The system will warn you when this must be done.

3.1.3.3 Naming Buttons

Naming buttons

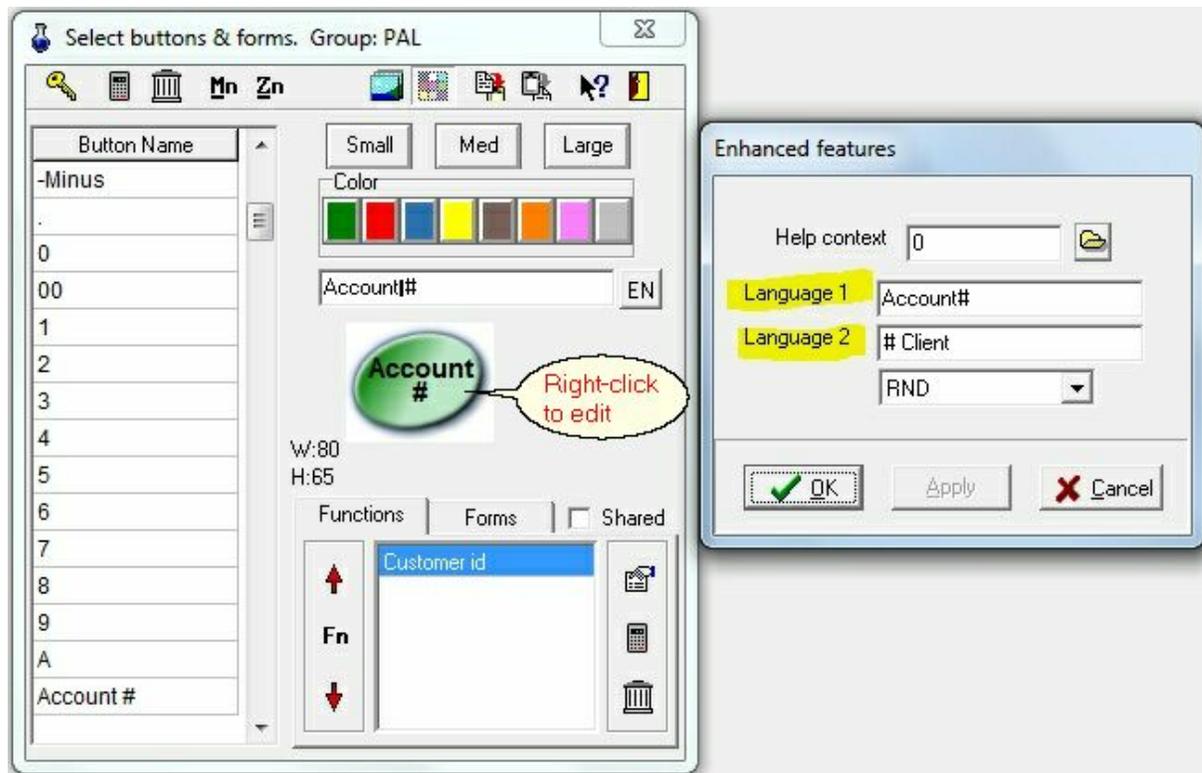
Open the Buttons programming and this image appears.



The button names are not shown on the POS screen or on the customer receipt. It is a reference field to locate on the list. The keytop label viewed on a button (with a touchscreen system) can be different than the button name. Our default setup shows many tender buttons that are all named according to a simple convention. We started the button name with TENDER= and added the type of tender key. This way all of the tender buttons appear together on the list. But they show CASH, CREDIT, DEBIT etc. on the POS screen.

Rename the button by double clicking the button name on the list. Type in the name you want to assign to the button. Remember that this name will not appear on any receipts, reports or screens. It is only a reference to position the button on the button list.

Whenever you add a button to the button list, the existing button properties can be carried forward to the new button. Try to find a button of identical proportions that already exists on the buttons list. Then when you add a new button, its properties will match those of the previously selected button.



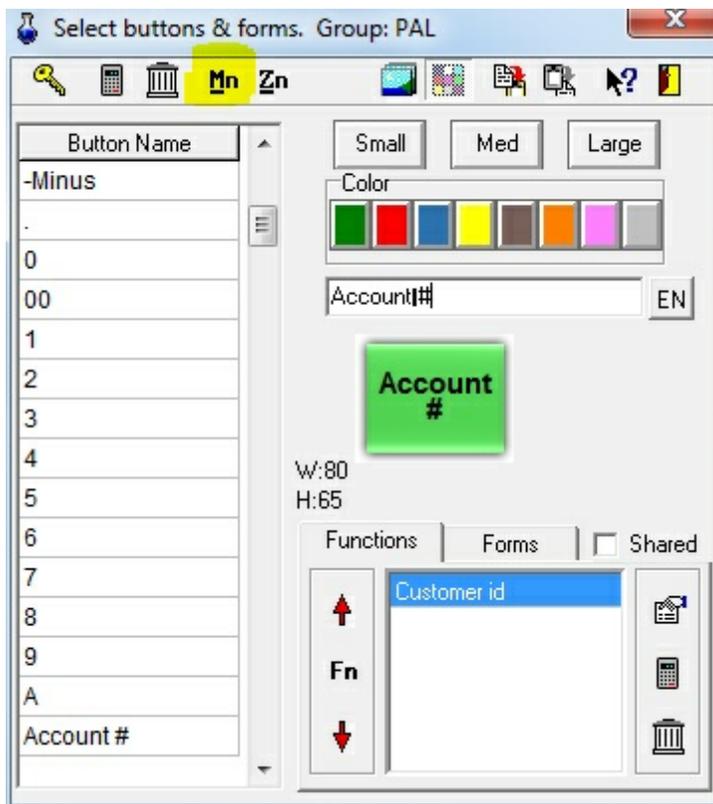
The button description is modified by right-click on the button image.

There are 2 types of buttons that can be used with L-POS. The standard buttons allow selection from 3 sizes: small, medium and large.

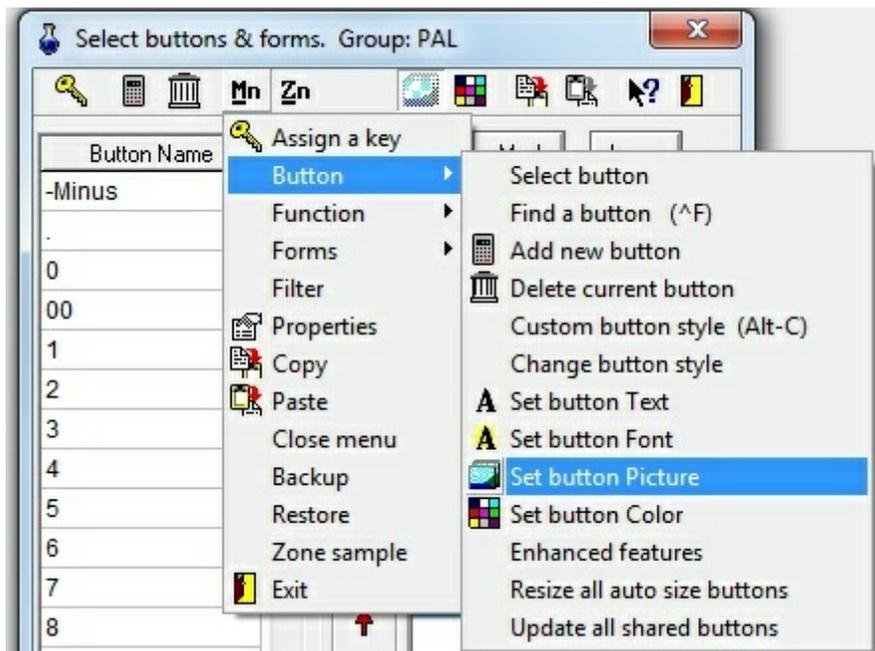
Right-click on the button image to open the enhanced features form and enter the description for each language. The Help context number allows you to point to custom help message that can appear when you ask for help with the button. These help files are not distributed with L-POS. Ask your dealer for more information on custom help files.

With the normal buttons you can select between Round (oval) buttons or Square buttons. These buttons are pre-defined to simplify setup. You can select from 6 colors and 3 sizes only. The round buttons are used by default. To use the pre-defined square buttons use the pull-down in the button properties and select SQR. This will change that button from a round image to a square image.

To modify all buttons to use the square images change any single button first. Then open the Button-Form menu by clicking the small **Mn** icon.



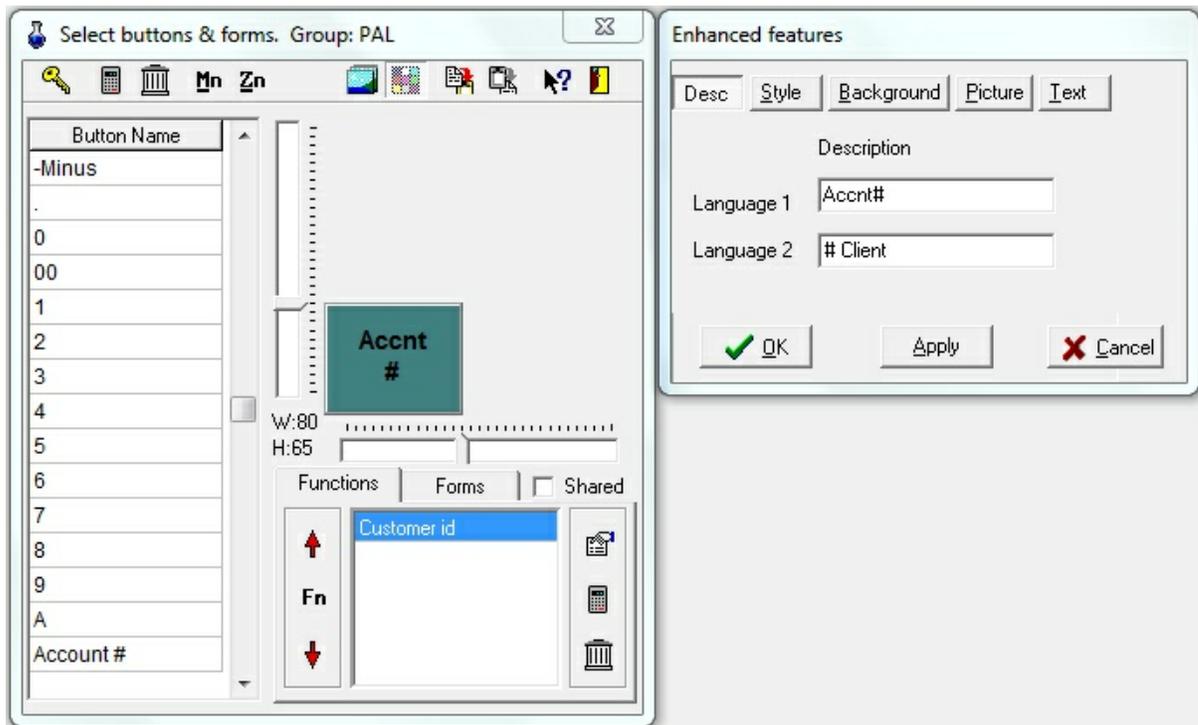
Now open the **Button** sub-menu and select:



If the last button selected was using a SQR image all buttons will be assigned a Square

image.

The system also includes a much more programmable button that can be programmed with more properties. Use the **Mn** icon to select **Enhanced features**. This will toggle the button type so that you can resize, change fonts, change colors, set a specific image and more.



Enter keytop text for a custom button type

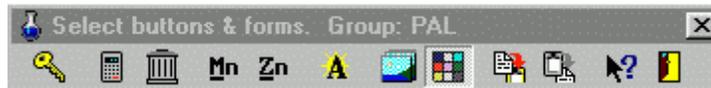
To modify the label placed on the keytop of a custom button right-click the button image. An entry window will appear showing the enhanced properties form. Take care in that the [ENTER] key is used to force a carriage return on the keytop. A vertical bar will be inserted in the button entry window to show the position of the carriage return. It will disappear when the entry is completed by pressing Ok or Cancel.

You can experiment with the other property sheets to customize buttons with images, variable text size and special color effects such as gradient. It is also possible to assign a specific image to the background of the custom buttons. Take note that the image must be a valid BITMAP file. No other image types can be loaded to a keytop.

3.1.3.4 Changing button properties

Modifying button properties

You can modify many of the settings associated with each button on your system. This is only for systems using touch screen for data entry. A normal keyboard system will not have buttons on the screen under normal circumstances. There are several icons on the Buttons and forms screen that allow you to modify the button appearance.



- The **Key** is used to assign a button to the keyboard.
- The **Calculator** is used to add a new button to the button list.
- The **trash can** is used to delete a button from the list.
- **Mn** will access the options available via a menu instead of using these icons or a mouse.
- **Zn** toggles the view from the Zone sampler to a true view of the form you are programming.
- **A** allows the alpha descriptor of a Button to be changed.
- The **Landscape image** is used to assign an image to the button background.
- The **color grid** allows you to change the button color. Double click to select the color for your button.
- The **Copy** icon is used to memorize the button properties.
- The **paste** icon is used to replicate the button properties and settings that were **copied** on another button.
- The **help** icon will open the L-POS help file.
- The **exit** icon will close the buttons and forms programming module.

L-POS uses 2 different button components. The custom button style and the normal button style. You can toggle between the button styles by selecting the button and pressing Alt+C. Normal buttons have 3 fixed sizes (small-medium-large) with a choice of among 6 colors. These buttons use fixed images. Those fixed images can be selected as oval or square. The only changes that can be made are the keytop text, button size and button color.

The custom button style allows you to further modify the button properties by opening the button component itself. Press Alt+C to toggle between normal and custom button style.

If you cannot right-click (as with a touch screen), you can use the **Mn (Menu)** shortcut and then select **Button** and **enhanced properties**. The enhanced button properties allow you to select the button type (modifies the look of the button). You may also assign a help file to call in the POS entry when the help key is depressed before this button is pressed. The Help context file is entered as a number is you type it manually. The number is a 6 digit number that begins with 2 and is followed by the 5 digit function number from the function list in the back end setup. For example, assign number 200610 to the Error correct key as the Help Context file. If you browse to search for the file, the file name for error correct would show **hl200610.htm**. Selecting that file will still input 200610 into the help context file.

Note: That you can modify the help files the users access by editing the html files with a HTML editor. Many other button properties can be modified and the best way to learn about them is to experiment on a system where changing things around will not cause a crucial error (like in your shop).

3.1.3.5 Assigning buttons to the keyboard

Assigning buttons to the keyboard

To assign a button to the keyboard, select the button on the button list. Then click on the small  Key icon above the button list. A new window will open up showing the currently assigned key locations.

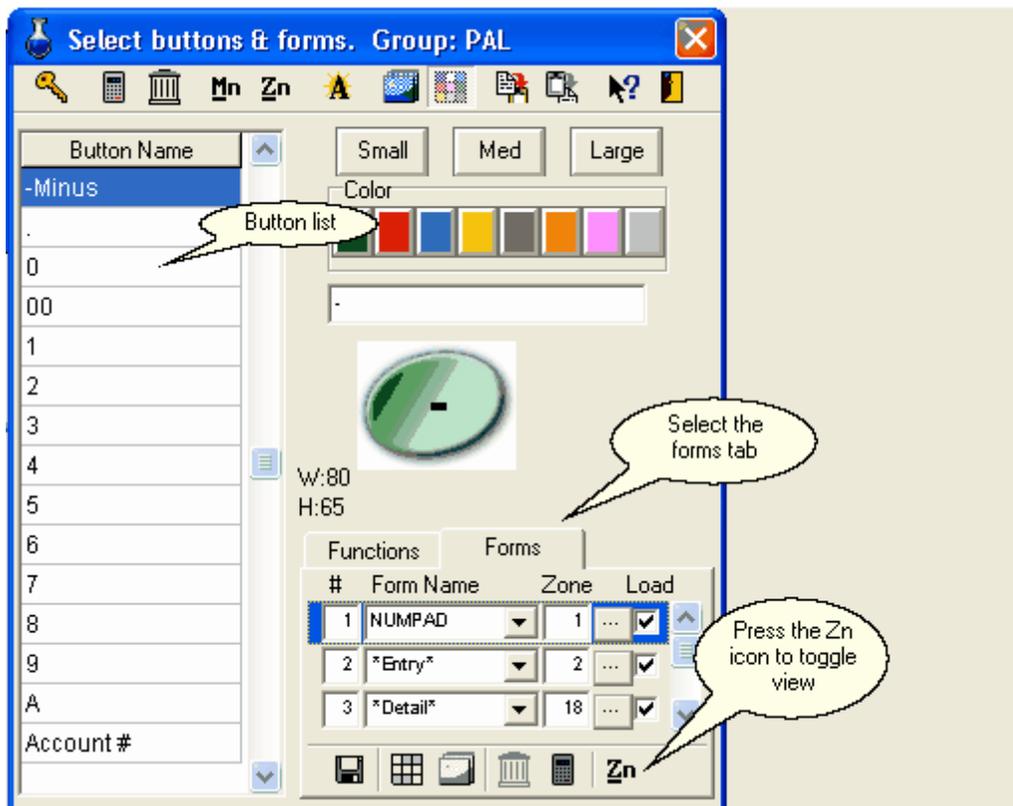
Press the small  calculator to add a new keyboard position. Each function can be assigned to more than one keyboard location.

To remove a keyboard location, click on the  garbage bin within the key assignment window.

The PLU and Sub-department functions can also be assigned in the POS mode using the **Keyboard Assign function 8063**.

3.1.3.6 Assigning buttons to the form

Begin by selecting the Forms tab from the Buttons and forms setup screen. The list of forms will be displayed.



When you have selected the forms tab click on the **Zn** icon. This will display the actual form rather than a sample view of all the zones in reduced size. Scroll down the form list until you find the form you want to add buttons to. Note that the window you are working in may move from place to place to show you the form that has been selected. This is normal, the cursor

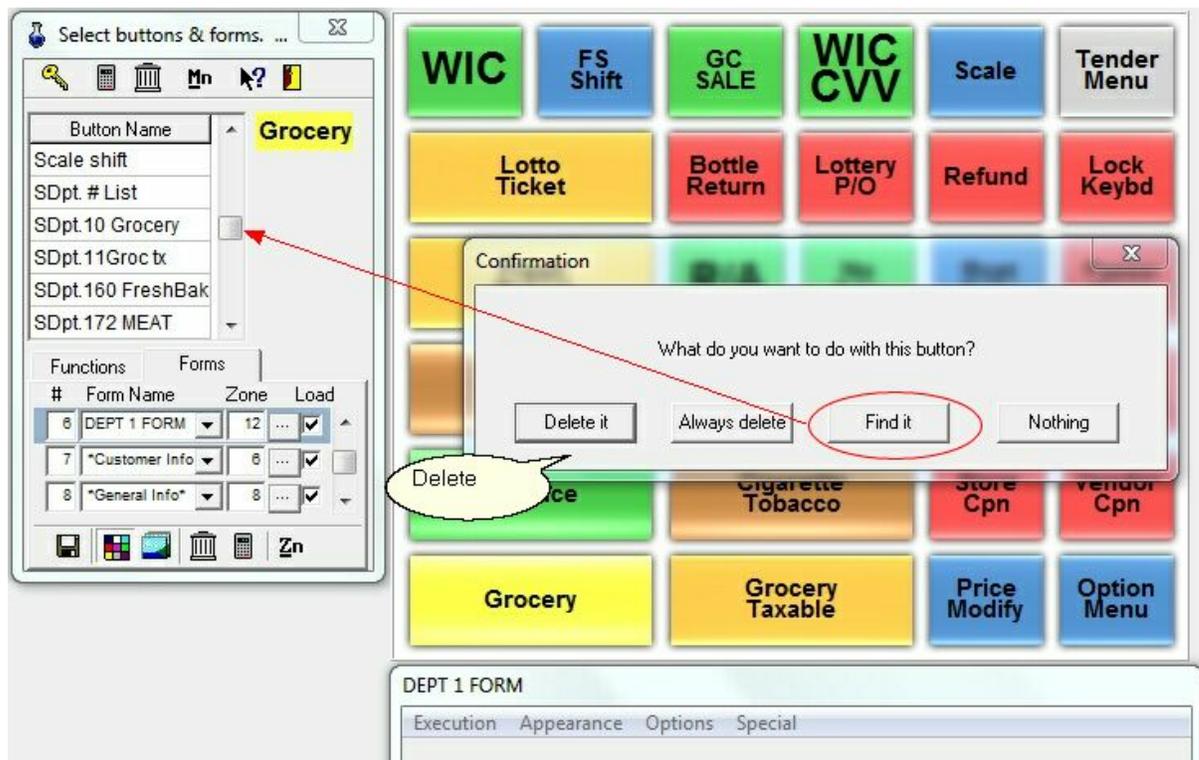
should remain active in the same field it was in.

Buttons cannot be added to a system form like the receipt or total forms. Those forms display information, they are not used to add buttons to the screen. By default there are a few button forms pre-programmed such as the department form 6 and the payment form 11. Once you see the correct form in the window you need to find the button on the button list. When the button has been highlighted click on it. When you move the mouse cursor it will change to a small circle that means you are going to copy the button to a free area on the form. Now click the free area you have selected onto the form. The button will appear and you can slide it into place.

The PLU and Sub-department functions can also be assigned in the POS mode using the **Keyboard Assign function 8063**.

3.1.3.7 Remove buttons from forms

Delete the button from a form by double-clicking on the button in forms set-up. You will be prompted to delete this button, always delete, find it or do nothing. If you respond Delete it the button will be removed. If you respond Always delete every button you double-click on the current form will be deleted without prompts.



Use the find it button to locate a button on a form that has a different name on the button list. Press find it and the corresponding button will show next to the scroll-bar on the button list.

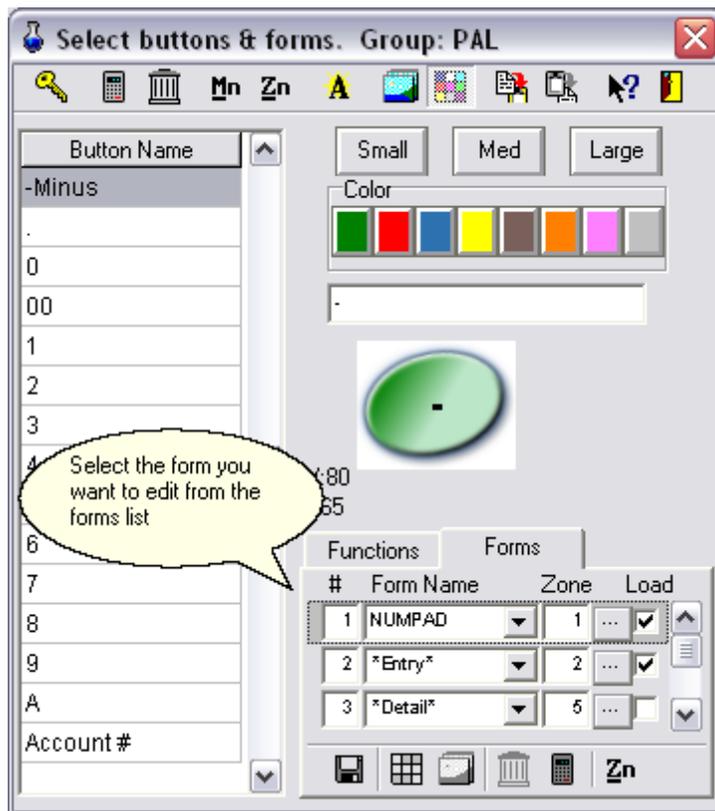
3.1.4 Form setup

Forms setup

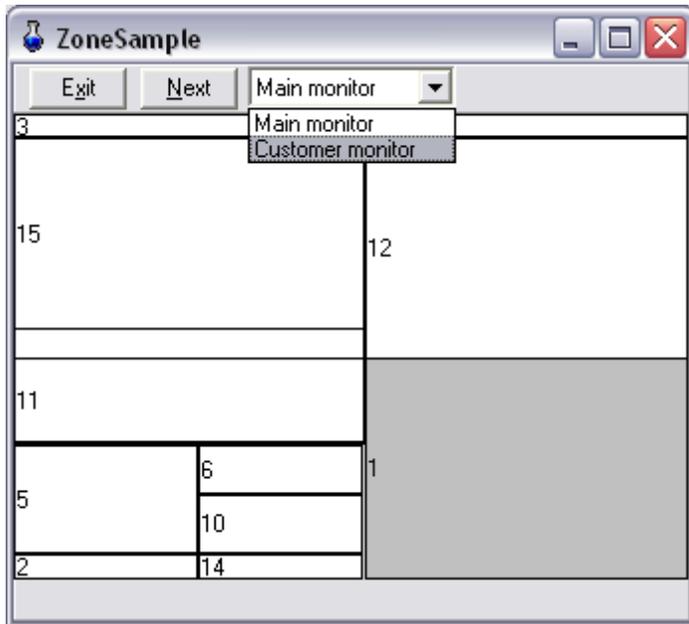
From the PosSetup menu, access the Buttons & forms programming.. When the menu appears you will see the currently programmed button list on the screen.

The area to the lower right hand side of the button / form window has a tab named Forms

. Use the mouse to select the Forms tab.



The screen will display the list of currently available forms. Select a form from the list or by clicking a zone from the "Zone Sample" window shown in the following image.



To select a form from the secondary monitor, select customer monitor in the zone sample window.

3.1.4.1 Form types

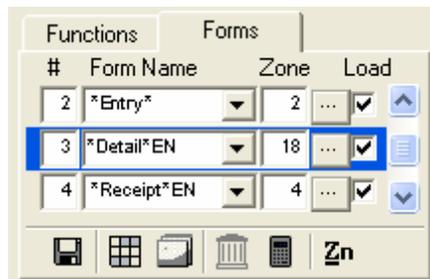
Form types

There are 2 different types of forms to set up. On both keyboard and touchscreen systems, the L-POS needs to have an entry form. Your system will also have a receipt form and a total form. These forms, and a few others, are system forms.

They differ from the button forms that are created to use with touch screen or with a mouse. Here is a list of the system forms and their intended usage:

- **Receipt form:** is used to display a line by line on screen résumé of the transaction entries simulating to some extent the receipt print-out for the customer.
- The on-screen receipt form in L-POS can be set to display in brief mode or in detailed mode. Brief mode does not display information like quantities, promotion pricing, etc. To toggle your receipt form from Brief mode to Detailed mode, access the Options>Display options.

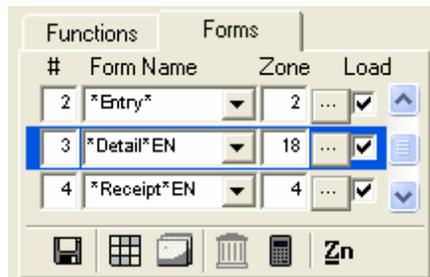
N.B.: To force a specific language on the receipt area of the POS screen, add the language indicator to the ***Receipt*** form name displayed on the form list. So if you want the screen to display English descriptions on the screen receipt you need to modify the form name as shown here:



This change is only required if you are using multi-language set-up and you want to specify a different language for the receipt. If no language indicator is added to the form name, L-POS uses the Windows operating system language. The receipt and detail forms have 4 language options: EN, FR, CUST or OPER (where CUST is the customer language and OPER is the cashier language.)

- **Message form:** is used to send message prompts for the operator. If no message form is used the system messages will be directed to the center of the screen.
- **Total form:** allows a running display of different amounts owing for the current transaction.
- **General info form:** provides system information options.
- **Detail form:** is used to display programming details such as unit price, tax status, etc., for the item being entered.

N.B.: To force a specific language on the detail area of the POS screen, add the language indicator to the ***Detail*** form name displayed on the form list. If you want the screen to display English descriptions on the detail form you need to modify the form name as shown here:



- This change is only required if you are using multi-language set-up and you want to specify a different language for the detail form. If no language indicator is added to the form name, L-POS uses the Windows operating system language. The receipt and detail forms have 4 language options: EN, FR, CUST or OPER (where CUST is the customer language and OPER is the cashier language.)
- **Entry form:** shows the keystrokes as they are being entered. The entry form is a compulsory form. Your software will not operate without the entry form enabled.
- **Customer display form** shows the product name and price on the last entry.
- **Customer info form** allows you to display customer related details on the screen.
- **Icons form:** displays the icons available for the different states the system is engaged in.

3.1.4.2 Numbering forms

Numbering forms

The forms are numbered automatically as they are created. When a form is deleted, the deleted form number will be assigned to the next form you create. So it is possible that a system would have forms 1,2,3 and 5 followed by 6 to 10. This would be because form 4 had been deleted after forms 1-10 had been created.

3.1.4.3 Adding forms

Adding new forms

To add a new form you need to toggle from the default view presented when you enter Buttons and Forms in the PosSetup program. If you are currently viewing the button list, press the **Forms tab** in the window called *Select buttons and forms* . This will change the focus from programming buttons to a list of the forms currently programmed on your system. There are several icons below the list of forms that are not available unless you toggle the view from *Zone sampler* to the view of each form.

- Press the **Zn** icon at the bottom of the window to toggle the view from buttons and zone sample to the form layout view. Now the icons at the bottom of the window will be available. These are the icons used to add, delete and save forms.
- The **diskette icon** is used to save changes you have made to the form being programmed.
- The **color grid** allows you to change the button color. Double click to select the color for your button.
- The **Landscape image** is used to assign an image to the button background.
- The **trash can** is used to delete a button from the list.
- The **Calculator** is used to add a new button to the button list.
- **Zn** toggles the view from the Zone sampler to a true view of the form you are programming.

To **add** a new form, click the **Calculator** . The lowest available form number will be assigned. So if you are using a system that has been modified or using one of the default set-up screens, you may see, for example, that you have added form 6. And this even though your current forms may go, for example, as high as 21. This is normal, L-POS always assigns the lowest available form number.

When you have added a new form you will need to select the type of form, the zone position and declare whether or not this form loads upon execution of the software (at startup.)

Warning: When a new form is added it may use a form number that had been previously used in a previous set-up. This can lead to strange behavior within the screen operation. For example, if the system is being programmed for touch screen operation and you add a new form you may notice that the form disappears for no reason from your screen. This is actually because there is a button on one of your forms that is affecting the appearance of the new form that was created. For example, pressing subtotal may make one of your receipt forms disappear from the screen. This is most likely because the Subtotal function is swapping the form. If you access the properties of the functions used in the subtotal button, you will probably see the swap command entered in one of the functions in that button.

You can easily check all buttons that affect a form. When you are in the Forms view of PosSetup, you will see a menu that allows access to the *Execution*, *Appearance*, *Options* and *Special* menu related to the form currently selected. Press the *Special* menu and select *Form info* . A list of all buttons that activate and deactivate the form is displayed. If a button activates the form but should not you need to access the button in question and modify the swap form settings that should not be there.

3.1.4.4 Special names for forms

Special names for forms

Some forms are given, by programming a specific name, a special status. The touchscreen systems that the L-POS is installed on have a numeric keypad enabled on the screen. Whenever a system message form appears it normally centers itself on the screen. This could happen after an error, or after the user pressed an open department button. Any forms that are overlapped by the system messages are deactivated to the touch. To ensure that the numeric keypad is never overlapped by another form or a system message you must name the numeric keypad form you create as "NUMPAD".

3.1.4.5 Loading forms at start-up.

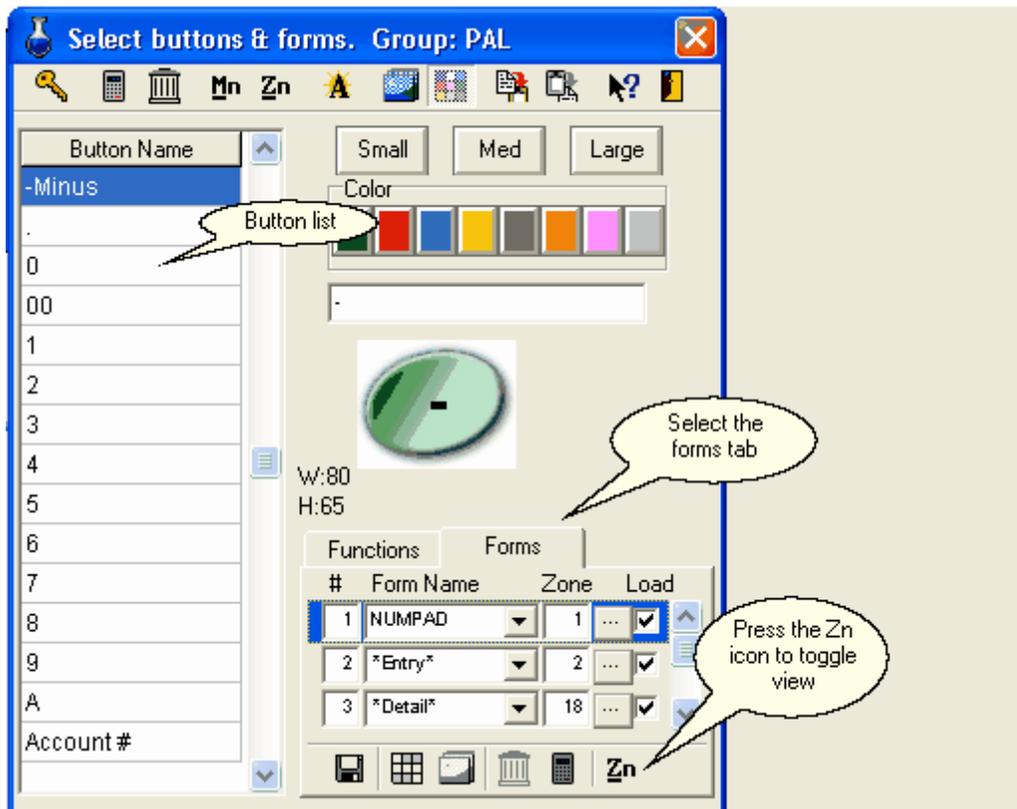
Loading forms at start-up

Select the LOAD column for each form that you want to have loaded when the system is started or whenever the L-POS program is reloaded. Leaving this column blank will allow the form to be called with a LOAD FORM function when a specific button combination is used.

Note: It is compulsory to load the ENTRY form.

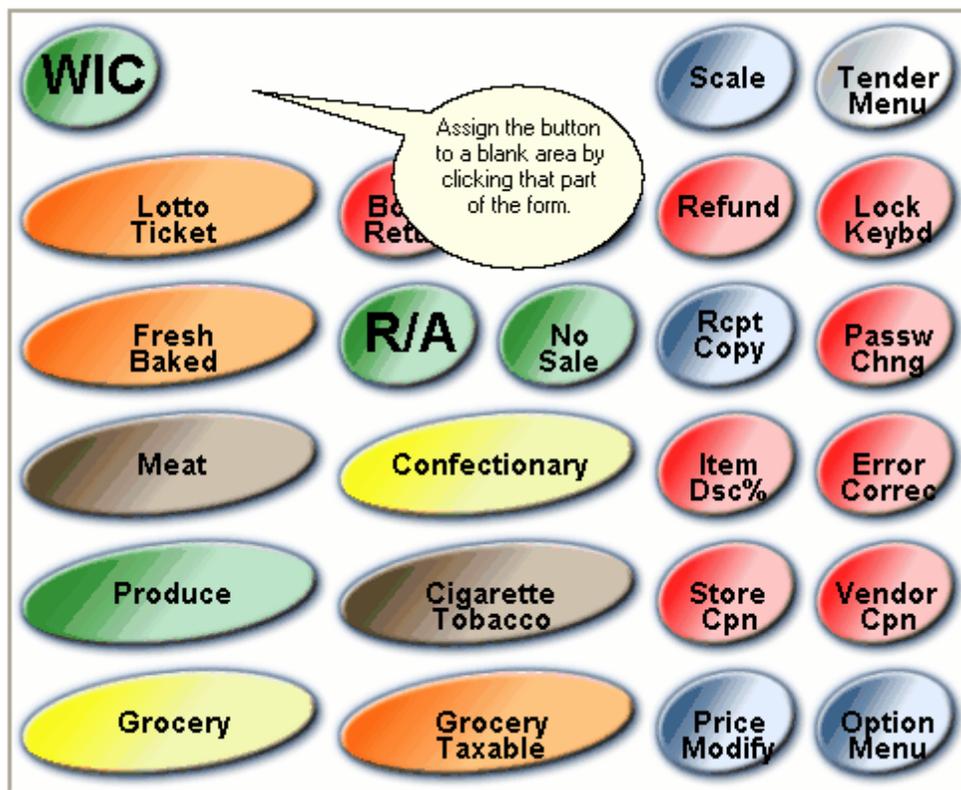
3.1.4.6 Assigning buttons to the form

Begin by selecting the Forms tab from the Buttons and forms setup screen. The list of forms will be displayed.



When you have selected the forms tab click on the **Zn** icon. This will display the actual form rather than a sample view of all the zones in reduced size. Scroll down the form list until you find the form you want to add buttons to. Note that the window you are working in may move from place to place to show you the form that has been selected. This is normal, the cursor should remain active in the same field it was in.

Buttons cannot be added to a system form like the receipt or total forms. Those forms display information, they are not used to add buttons to the screen. By default there are a few button forms pre-programmed such as the department form 6 and the payment form 11. Once you see the correct form in the window you need to find the button on the button list. When the button has been highlighted click on it. When you move the mouse cursor it will change to a small circle that means you are going to copy the button to a free area on the form. Now click the free area you have selected onto the form. The button will appear and you can slide it into place.



The PLU and Sub-department functions can also be assigned in the POS mode using the **Keyboard Assign function 8063**.

Remove a button from a form by double-clicking the button on the form.

3.1.4.7 Locate a button

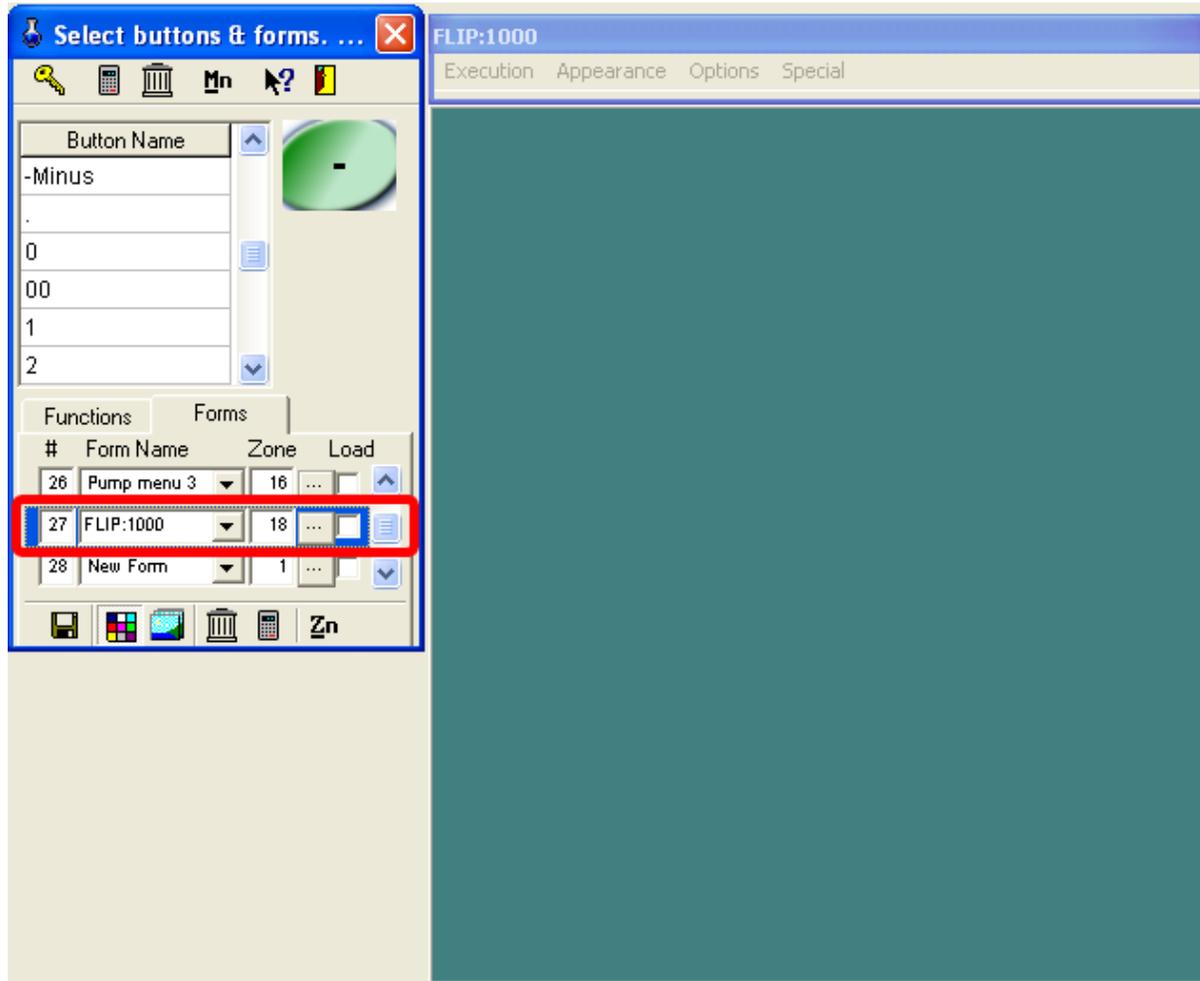
To locate a button on the button list press CTRL-F and enter its key-top description (or part of it).

3.1.4.8 PLU forms

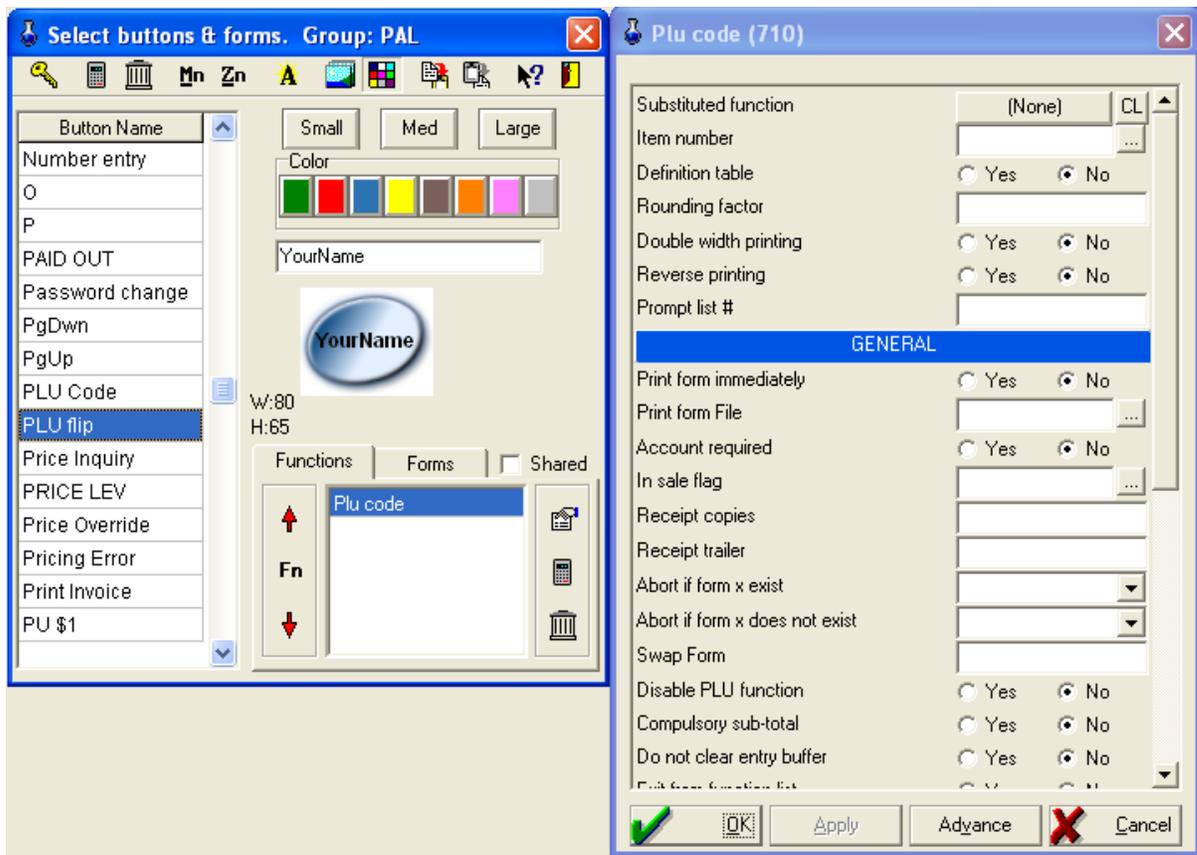
L-POS allows you to create flip charts to select preset items. But in some situations it may be preferable to use a normal form and assign PLU items direct to that form. To speed up creating forms for preset PLU items you can consider the following method and decide if it works for you.

These forms will load buttons automatically. The buttons that will load all use the same model. They will always be a PLU type function. They will all have the same appearance (color, size, font.) The PLU's that will be assigned to each form are based on the Report code assigned to the PLU item.

Start by creating a new form for the PLU preset buttons. The form must use the naming convention FLIP:n where n is 1000, 2000, 3000, etc. So you can have FLIP:1000, FLIP:2000, FLIP:3000, etc. Assign these forms to the zone they will appear in.



Now create a button that will be used as a model for the buttons on each of these forms. Create a BLUE button if you want all buttons on the form called FLIP:1000 to be blue. Use the button as a template to select the text font and size that will be used on the buttons assigned to form FLIP:1000. This button must include function 710-PLU Code. Place this button on the form called FLIP:1000.



Now create a Load Form button to load the FLIP:1000 form. This form will load up to 100 pre-set PLU buttons (depending on the size of the form and the size of the button you assigned as the model for all buttons on this form.) The system will load buttons (to the maximum that will fit the form named FLIP:1000) for all PLU's with a report code between 1000 and 1999.

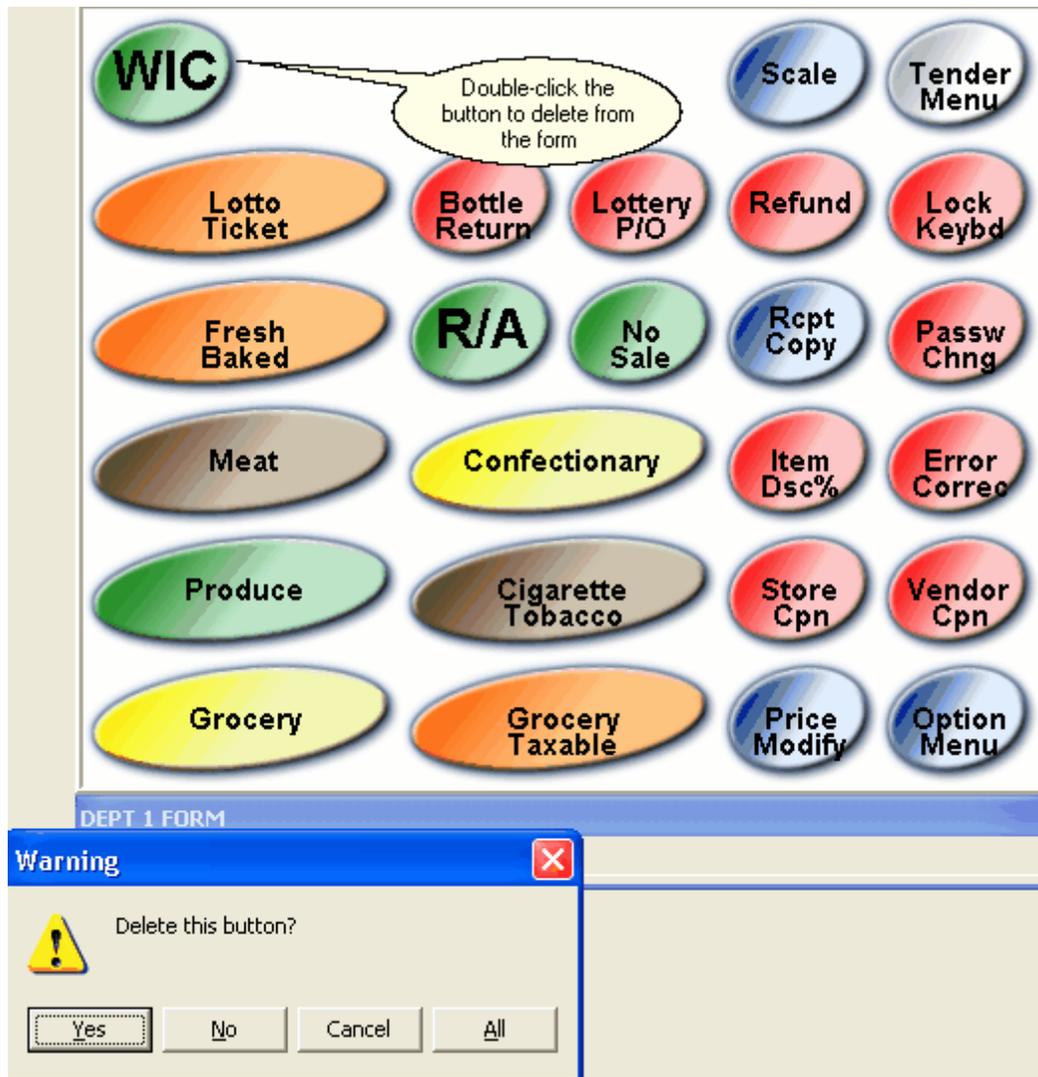
If you create form FLIP:2000 the system will load as many buttons as possible using the PLU items with a report code between 2001 and 2999.

The buttons will load in the order of the report code assigned to the PLU. By default the system will use the item description. However, if a comment is assigned to the item the comment field will appear on the button key-top.

3.1.4.9 Remove buttons from forms

Delete the button from a form by double-clicking on the button in forms set-up. You will be prompted

to delete this button or not, to cancel the procedure or to select the All choice. If you respond Yes the button will be removed. If you respond All the button will be removed and any other button you double-click on the current form will be deleted without prompts.

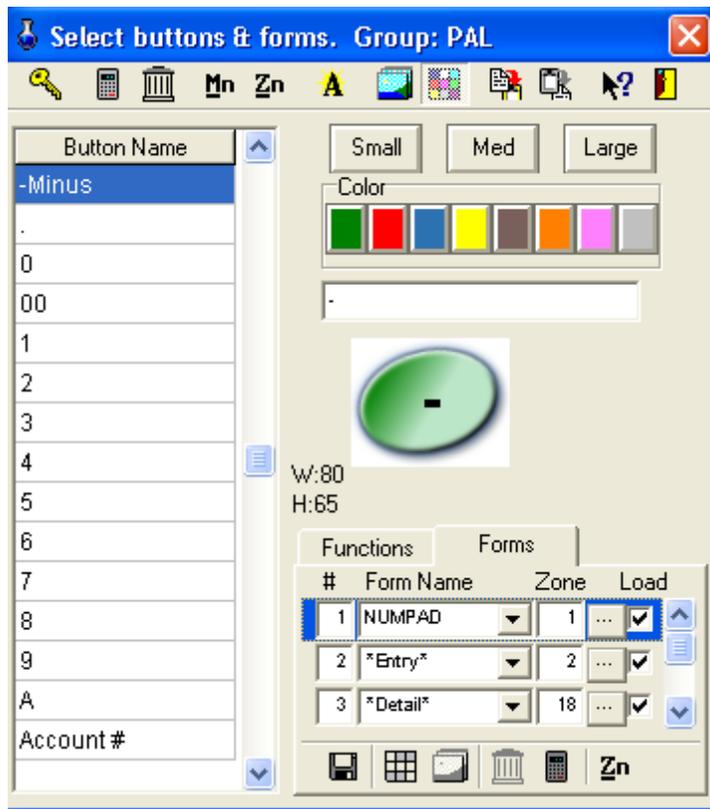


3.1.4.10 Attaching forms to zones

Attaching forms to zones

Each form you create must be assigned to a zone. Although you can assign multiple forms to the same zone, only one of those forms can appear on the screen at any given time. For example, on a touch screen system you may have an area of the screen that is normally used for department buttons. And it's possible that your form isn't large enough to display all department buttons simultaneously. Create 2 forms that both use the same zone and create a toggle function that swaps the department button forms. The same type of form set-up could be used to create drill-down flip charts or product lists.

To attach a form to a zone, open the Button/Form programming from the PosSetup menu.



Click on the forms tab below the image of the button. A list of the current forms is displayed. You can scroll down the list row by row. The rows include a form number, its description, the zone to which it is assigned and the Load setting. Assign the form you want to change to the zone it should appear in. The Load selection determines if the Form will be displayed when L-POS starts. If not you will need to execute a button that makes the form appear.

3.1.4.11 Adding and removing options on system forms.

Modifying appearance and options on Forms

The system forms like receipt, totals, general information all allow certain settings to be user defined. Some forms have totals and other data fields that can be selected. All forms have background color selection. Some have background picture selection. The form options, fonts and colors are programmed through the buttons and forms programming module.

The form options vary from one form to another. For example, the Total form has the option of displaying taxes, subtotals for food stamp items, account previous balance, etc.

To change the form properties enter the button and form programming. The window is divided into 2 sections with the Button list on the left and the Function/Form section on the right. Select the Form tab in the right-hand section. The view of that area of the window will show the existing forms. Move down the list to select the form you wish to modify. When you have selected the correct form click on the Zn icon to view the form you have selected instead of the Zone sampler.

The form you selected will appear with a menu available to make changes to the form attributes. Here is an explanation of the menu. Not all forms have the same menu option. If the option cannot be selected for the form type you are modifying the selection will appear greyed. If the form you want to modify covers the entire screen vertically, the menu shown below may be hidden behind your form. To access the window that is hidden behind a form press Alt-F6. The windows will toggle front-to-back.



The **Execution** menu allows you to select buttons that can be executed whenever the form is loaded or removed from the screen. This is more useful for touch screen systems when you need to open or close several forms at the same time.

Appearance is used to select the Font, form color or background picture, and the label color. Fonts and colors can be selected from the fonts and colors available on your operating system.

Options allows the choice of **display options** (e.g. Taxes, subtotal, etc), **captions** (option descriptors such as Cashier, GST for Tax 1), **Stretch image** for item detail box, and **Double size icons** for the Icon form.

Special gives access to **Form info** and to options that change the background color of the form during **Training** mode operation, the **Error message** form, and the **Leading messages** form.

When you access the Options menu and select Screen options, a window appears with the currently selected options showing to the right hand side and the remaining options available for the form to the left. To select or remove an option, highlight the option and use the small arrow icon to move it to the other side of the window. To select or remove all options for the form use the double-arrow icon. To move an option that has already been selected up or down the totals list, click the option and press Alt-Up or Alt-Down keys.

Note: The on-screen receipt form in L-POS can be set to display in brief mode or in detailed mode. Brief mode does not display information like quantities, promotion pricing, etc. To toggle your receipt form from Brief mode to Detailed mode, access the Options>Display options.

The Captions for a form can also be selected if required. In the example given above for the total form, if you want the system to display F-stamp Subtl before the amount, select Captions in the Options menu of the form programming window. Here are the options available for the system forms.

Total form options

- **Acct SubTI:** displays the running balance owing for the customer including all

current transaction amounts. Can be useful when customers make purchases and payments in the same transaction.

- **Acct Balance:** displays the charge account balance for the customer.
- **Discnt SubTI:** displays the total of discountable items in the transaction.
- **Tax 1, Tax 2, Tax 3, Tax 4** display the taxes collected in the current transaction.
- **WIC SubTI:** shows the outstanding amount of the sale eligible WIC payment.
- **F-stamp SubTI** shows the outstanding amount of the sale eligible for Food Stamp payment.
- **Payment** shows the amount of received on account entries made in the current transaction.
- **Subtotal** shows the total due in the current sale before sales tax.
- **Total** shows the total amount owing in the transaction.
- **You saved** shows the total difference between the regular price for products and the price paid by the current customer.
- **Points** shows the number of points issued in the current transaction.
- **Item count** shows the number of items purchased in this sale.
- **Weight** shows the current weight on the scale.
- **Foreign 1 subtl** shows the value of the current sale total converted to foreign currency 1 value
- **Foreign 2 subtl** shows the value of the current sale total converted to foreign currency 2 value
- **FSA Subtl** shows the FSA amount due
- **Loyalty units** shows the amount of loyalty units issued in the transaction
- **Discount** shows the total amount of all subtotal discounts that will be applied in this transaction. Includes discounts on account, TCD, Transaction discount.

Item detail form options:

- **Image display** shows a graphic image of a product in a reserved area of the item detail form. The image must be present in the images directory (miscellaneous configuration, directories tab) and be named according to the naming convention for linking images to products.
- **Taxability** shows the tax and other status for the product
- **Price** shows the price the item was sold for
- **Net price** shows the net price the item was sold for
- **Price level** shows the price level that was in effect for the line entry
- **Quantity** shows the number of items sold on the line entry
- **Weight** shows the amount of weight entered for scalable items
- **Retail price** shows the SRP field.
- **On hand** will display inventory quantity available
- **Item number** displays the PLU code number
- **Item description** displays the name of the product.

Customer info options:

- **Acct** shows the customer's account number

- **Company** will display the full account name.
- **Name** shows the customer name
- **Address** shows the customer address and street name
- **City** shows the city and state (province)
- **Points** shows the total points accumulated by the customer
- **Remark** displays the customer record remark field

General information form options:

- **Cashier** shows the name of the cashier signed on to the terminal
- **Register number** displays the terminal id#
- **Invoice number** shows the transaction number
- **Time** displays the current time
- **Date** displays the current date
- **Account name** shows the name of the customer
- **Account number** shows the number of the customer
- **Icons** show the status icons

Note: To verify which buttons affect a form (activating or deactivating the form) access the Special menu and select Form info . A list of all buttons that activate and deactivate the form is displayed. If a button deactivates the form but should not you need to access the button in question and modify the swap form settings that should not be there.

3.1.5 Function parameters

Function parameters

Each function can be programmed with parameters to control the behavior of the key. The functions listed in this section are the functions available from the back-end software maintenance module that can be assigned within buttons on the L-POS. The parameters for each of the button types are explained.

The parameters shown under the General header in the parameters screen can be set on any function.

From the button properties window you can select **Advance**. Advanced view allows you to see the programming options in their native state without the menu to program the options. Whenever the whole parameter window is highlighted in blue it means an option has been set which does not correspond to the parameters available for this function. It usually occurs when you are using a variable for a very specific POS application need.

Variables: L-POS allows you to set variables and test for certain results within a transaction. This can be useful for certain buttons you may need to program depending on the environment that you are using L-POS for.

Variable 00 represents the input buffer. The input buffer can be used for lots of things. For example, you want a sub-department where the entries record negative. In that sub-department button properties you would enter /CLC=00*-1. This means Calculate the result

of Entry buffer multiplied by (-1). This use of the variables is possible without entering the Advance properties of the button. Just press the ... icon beside Calculation and use the calculation wizard to enter the formula you want for this button.

This is a list of the preset Variables available within L-POS:

Preset variables:

- 00: Entry buffer
- 79: Day of the week (1=Sunday, 7=Saturday)
- 80: Client Points
- 81: WIC Total
- 82: Weight
- 83: 1 when in Edit mode
- 84: Price Level
- 85: Account level
- 86: Points redeemed in the current transaction
- 87: Points issued in the current transaction
- 88: PLU number
- 89: 1 when in transaction, 0 otherwise
- 90: The amount of the last item (1.2)
- 91: The net amount of the last item (1.1)
- 92: The quantity of the last item (1.234)
- 93: The amount of the last item (voidable) (1.20)
- 94: The net amount of the last item (voidable) (1.10)
- 95: The quantity of the last item (voidable) (1.234)
- 96: The sub-total (3.3)
- 97: To total of the sale including taxes (3.9)
- 98: The formatted amount of the entry buffer (12.00)
- 99: The quantity entered (8)

Most of these variables are read within a calculation. To set your own variable you would assign the flag in button properties of the key used to set the variable. For example /VAR01=Q would set Variable 01 to "Q". You could test for that variable during another entry by entering /IEQ01=Q. This means If variable 01 is equal to Q. That test will determine whether or not your function that checks the variable is executed. By the same token you could reverse the logic by entering /INE01=Q and the function would be executed only if variable 01 was not equal to Q.

Here are the functions that can be used with variables:

- /VARnn=x to set variable nn (00-88) to the value x
- /IEQnn=x If variable nn is Equal to x
- /INEnn=x If variable nn NOT equal to x
- /IGTnn=x If variable nn is greater than x
- /ISTnn=x If variable nn is smaller than x
- /BITnn=x If all bits x of variables nn are set (Ex: /BIT02=5 means if bit 0 and 2 are set)
- /NBInn=x If all bits x of variables nn are NOT set (Ex: /NBIO2=5 means if bit 0 and 2 are not set)
- /LORnn=x Make a logical OR with variable nn and the value x. Stores the result in variable nn
- /XORnn=x Make a logical Exclusive OR with variable nn and the value x. Stores the result in variable nn
- /ANDnn=x Make a logical AND with variable nn and the value x. Stores the result in variable nn

nn
/RES=n1n2n3n4nx Reset all variables to blank
/ADDnn=Calculate and store result in nn

3.1.5.1 General parameters

General parameters

The general parameters can be assigned to any function type used in a button.

- **Print form immediately:** Select Yes if this function should execute a print form command as soon as it is executed.
- **Print form file:** Enter the form file to be used with this function. For example, when printing an invoice this field may have a file called INVOICE.FRM. If you are endorsing a check the file may be called Checkendorse.frm. Note that when using the function WIC 2 for WIC C V V checks you need to make an exception when selecting the AMOUNT field to be endorsed. Normally that field for payment amount is field 100. In the case of a WIC C V V check endorsement the AMOUNT field is 119.
- **Account required:** Set this flag if it is compulsory to open an account before using this function.
- **In sale flag:** This option can be used to determine whether or not L-POS is in a transaction, in the tendering process, or not. An example for using this flag could be that you do not want to allow a certain form to be loaded once the tendering process has begun. The option In tendering could be set to accomplish this. Click the ... icon to select the option you need for this function.
- **Receipt copies:** This parameter allows you to obtain a detailed receipt copy automatically even with your printer was turned off. For example, a C-store may work with the receipt printer turned off on a regular basis. But on paid out transactions the owner needs a copy of the transaction for audit purposes. Set this parameter to one on the paid out function and L-POS will always issue one receipt for the transaction. If the receipt was on to begin the sale, no extra copy would be issued. If you set the parameter to 2 receipt copies, L-POS will issue up to 2 receipts automatically. If the printer was off, 2 copies but if the printer was on you would obtain the original receipt and one copy receipt.
- **Receipt trailer:** Use this flag to select an extra trailer message that you want L-POS to print whenever this button is used during a transaction. The trailer number refers to the trailers added in the receipt trailers set-up. Many trailers can be created. The first trailer will print each time a receipt is issued. The trailers 2, 3 or 4, etc will be printed after the first trailer has been printed on the receipt. This means that 2 trailers will print if an extra trailer is selected on a button.
- **Abort if form x exists:** This is used to stop execution when a specific form is in use. Click the small arrow to the right of the window to select the form you want to define.
- **Abort if form x does not exist:** This is used to stop execution when a specific form is not in use. Click the small arrow to the right of the window to select the form you want to define.
- **Swap form:** This is useful when you want to force on or force off a form or multiple forms after the execution of a button. For example, you want to invert the forms on

your touchscreen layout when you press the subtotal key. To force a form onto the screen, enter the + sign followed by the form number. For example, +16, +20 would force on forms 16 and 20. To force form off, enter the—sign and the form number. You may enter multiple forms by entering the + or -, the form number and a comma between each subsequent form number.

- **Disable PLU function** is used to prohibit the PLU function from operating when this function is in use. This is sometimes required after the subtotal key is depressed to stop inadvertent scans of the items belonging to the next customer at the check stand.
- **Compulsory sub-Total** set to Yes will force usage of a subtotal key.
- **Do not clear entry buffer** is intended to use in a situation where data may be entered prior to pressing a button instead of after the button. On a touch screen where the subtotal button loads a new form showing the payment buttons, this could be set on the subtotal function. Then you could enter an amount and press subtotal and the tender button. The entry buffer that includes the tendered amount would not be cleared and amount tendering would occur. Otherwise the tendered amount would disappear when the new screen appeared.
- **Exit from function list** will cause L-POS to stop executing the remaining functions in the multi-key set-up of the button you are executing when certain predefined variables have not been met.
- **Form to be selected with cursor** allows you to specify which form the cursor movement keys will control whenever this function is executed. This would be most useful on non-touch screen systems that want to use flip charts and navigate the flip charts with the cursor keys (up, down, right, left, page up, page down.)
- **Calculation** is used to enter a formula to be computed when this button is executed. You may use the basic mathematical operators.
- **Button number** can be used to define a button that will be depressed when the on-screen alpha keyboard is used for data input. For example, you have a number entry function to capture additional information. You would have created a button that executes the number entry function. But you need to enter additional alpha-numeric data. Create a Load Form button and set the flag for On-screen keyboard to Yes. Set the Button number to use the Number entry button you created to capture the data. When the On-screen keyboard data has been entered and you depress the Enter, L-POS will execute the Number entry button for you automatically.
- **On-screen keyboard** can be set to produce an image of the alpha-numeric keyboard for use on a touch screen or with a mouse if no alpha keyboard is available on your POS. You can also force the keyboard to pop up by double-clicking in the entry window rapidly.
- **Customer display message** is used when you want to send a specific message to your pole display. Enter the message for the pole (remember that if your pole has 2 lines X 20 characters L-POS will display 20 characters only on the line reserved for product description).
- **Play a sound** can be used to select a sound file you want to hear when this button is used. Of course it is assumed that speakers are available to hear the selected sound file.
- **Leading message:** Define a custom message in the System setup > General tab > Pole messages section. Enter the message number here. A form must be created to display messages. Refer to screen setup, forms for assistance on setting up a

message form.

- **Leading message duration:** Enter the time in seconds to display the leading message.

SEQUENCER

The sequencer is useful in situations where you must use or not use certain functions before another function can be executed. For example, you never want a cashier to accept credit card payment when the Fishing License subdepartment button was used. You would set the function flag when the Sub-department was pressed and enter the same value in the prohibited flag on the credit card button.

- **Function flag:** Enter the flag to set when this function is pressed. Flags are the combination of bit settings 1, 2, 4, 8, etc. So the Flag 17 would be bit 16 plus bit 1.
- **Compulsory flags:** Enter the flags that must have been set previously in order to use this function.
- **Prohibited flags:** Enter the flags that must not be set in order to use this function.
- **Clear flags:** Reset the flag total to zero.
- **Message:** What message does this function display if an error is encountered. Just type in the message you want to display.

3.1.5.2 Backspace #35

Backspace #35

This function is used to move the cursor back one position while erasing the data in that position.

Substituted function: Enter the function from the back-end program that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.

General: Please refer to the General function parameters at the beginning of this help section

3.1.5.3 Bottle return (manual amount entry) #111

Bottle return (manual amount entry) #111

(This will report the bottle return payouts as a tender function)

To create a Bottle return function that requires manual amount entry follow the suggestions on this page. The L-POS can also allow Scanned Bottle return. See the Refund function parameters for more information on scanning bottle returns.

If it does not exist, add a button and call it Bottle return. Add the Bottle return function 111 to this button. In the properties of the function set the parameters as follows:

- **Substituted function:** Press CL to set this to None

- **Preset amount:** Enter the pre-set amount if this function uses a pre-set amount.
- **Minimum and Maximum amount:** Enter the lowest and highest amounts available with this button. Leaving them blank will create a Pre-set only button. The pre-set amount is set in the previous field.
- **No minus:** Select No for this data bit.
- **Bottle sale:** Set this flag to No.
- **Taxes:** Bottle return is normally set as non-taxable.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.4 Bottle return #511

To create a Bottle return function that requires manual amount entry follow the suggestions on this page. The L-POS can also allow Scanned Bottle return. See the Refund function parameters for more information on scanning bottle returns.

If it does not exist, add a button and call it Bottle return. Add the Bottle return function 511 to this button. In the properties of the function set the parameters as follows:

- **Substituted function:** Press CL to set this to None
- **Preset amount:** Enter the pre-set amount if this function uses a pre-set amount.
- **Minimum and Maximum amount:** Enter the lowest and highest amounts available with this button. Leaving them blank will create a Pre-set only button. The pre-set amount is set in the previous field.
- **No minus:** Select No for this data bit.
- **Bottle sale:** Set this flag to No.
- **Taxes:** Bottle return is normally set as non-taxable.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **Reverse printing:** Use this option to print the background black and the text white. Not all printers support this option.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.5 Bottle sales #510

Bottle sales #510

This function is used to enter a bottle deposit amount manually. Bottle deposits are normally programmed within the individual PLU item by setting a bottle link number.

- **Substituted function:** The substitute function should be set to None.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.6 Buttons 0-9

Buttons 0-9

Use of the buttons 0-9 is usually limited to the set-up of a multi-function button. For example, setting up a Quick-tender key for an automatic \$20 cash payment would require use of the function named Button 2, the function named Button 0, the function named Button 0, the function named Button 0 and the Cash function.

3.1.5.7 Cancel order #630

Cancel order #630

This function is used to cancel the current transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Validation:** You can set the flag for validation to force a printed record of the transaction.
- **General:** Please refer to the General function parameters at the beginning of this help section

3.1.5.8 Card function #8048

Card function #8048

This type of function is used by the credit-debit system to perform certain transactions such as corrections of credit sales, settlement routines, etc.

- **Substituted function:** The substitute function should be set to None.
- **Card** argument depends on the bank interface system installed on your system. Instructions on setting up the card functions are available in the Possetup menu under the Bank tab and under the Info section. You must have selected a bank interface to have access to the info screen.
- **Override Bank DLL:** If this card function does not use the default bank driver this setting allows you to select the bank driver that should be used.
- **Do not clear receipt:** Use this in situations where you want to retain information displayed on cashier POS screen.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.9 Cash #101 (and other normal tender functions including Check, credit card, etc)

Cash #101 (All tender functions including Check, credit card, etc)

The tendering functions such as Cash are used to accept payment for a transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.
- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
 - **Double width printing:** Use this option to send the double size print command whenever this button is used.
 - **Reverse printing:** Use this option to print the background black and the text white. Not all printers support this option.
- **Avoid drawer opening** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Negative check** is used to refuse checks from customer placed on the black list. Use the back-end software account set-up to create the bad account numbers. Assign the proper risk level to refuse checks. When the same customer has multiple checking accounts and you want to refuse checks from all accounts if one was negative, enter the additional check account numbers into a new contact's home phone number. The POS will verify the account number and all the contact numbers home phone for a number that matches the check account. When a match is found and risk level is set properly the checks will be refused. You can also use one account for all negative checks and keep entering additional contacts to that account. Assign

the bad account number to the home phone number field of the contact. But if an account is opened, that account is used as bad check reference number.

- **Read MICR** is used to tell the software that it can read check data by using the printer's built-in micr reader. If your system is not equipped with a MICR do not set the option.
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Use rounding currency**
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Override bank DLL**
- **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount when this tender is used.
- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **Use Plugin:** Set this flag to force the system to use a PLUGIN application
- **Tender Plugin Name:** Enter the plugin application name. Do not enter the file's extension. For example you would enter GivexDirect and not GivexDirect.DLL.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.10 Charge #106

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.
- **Points** is used to calculate points using this ratio whenever this tender function is

used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.

- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **Reverse printing:** Use this option to print the background black and the text white. Not all printers support this option.
- **Avoid drawer opening** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Negative check** is used to refuse checks from customer placed on the black list. Use the back-end software account set-up to create the bad account numbers. Assign the proper risk level to refuse checks. When the same customer has multiple checking accounts and you want to refuse checks from all accounts if one was negative, enter the additional check account numbers into a new contact's home phone number. The POS will verify the account number and all the contact numbers home phone for a number that matches the check account. When a match is found and risk level is set properly the checks will be refused. You can also use one account for all negative checks and keep entering additional contacts to that account. Assign the bad account number to the home phone number field of the contact. But if an account is opened, that account is used as bad check reference number.
- **Read MICR** is used to tell the software that it can read check data by using the printer's built-in micr reader. If your system is not equipped with a MICR do not set the option.
 - **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
 - **Use rounding currency**
 - **Validation** is used to force a compulsory validation message on the validation printer.
 - **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
 - **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
 - **Override bank DLL**
 - **Card argument** is used to determine the type of card authorization performed on

this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.

- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount when this tender is used.
- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **Use Plugin:** Set this flag to force the system to use a PLUGIN application
- **Tender Plugin Name:** Enter the plugin application name. Do not enter the file's extension. For example you would enter GivexDirect and not GivexDirect.DLL.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.11 Check #102

Check #102 (All tender functions including Check, credit card, etc)

The tendering functions such as Check are used to accept payment for a transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.
- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.

- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **Reverse printing:** Use this option to print the background black and the text white. Not all printers support this option.
- **Avoid drawer opening** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Negative check** is used to refuse checks from customer placed on the black list. Use the back-end software account set-up to create the bad account numbers. Assign the proper risk level to refuse checks. When the same customer has multiple checking accounts and you want to refuse checks from all accounts if one was negative, enter the additional check account numbers into a new contact's home phone number. The POS will verify the account number and all the contact numbers home phone for a number that matches the check account. When a match is found and risk level is set properly the checks will be refused. You can also use one account for all negative checks and keep entering additional contacts to that account. Assign the bad account number to the home phone number field of the contact. But if an account is opened, that account is used as bad check reference number.
- **Read MICR** is used to tell the software that it can read check data by using the printer's built-in micr reader. If your system is not equipped with a MICR do not set the option.
 - **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
 - **Use rounding currency**
 - **Validation** is used to force a compulsory validation message on the validation printer.
 - **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
 - **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
 - **Override bank DLL**
 - **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
 - **Double card stub:** This will issue to credit card stubs.
 - **Cash out required:** Select this flag if you want to prompt for a cash back amount when this tender is used.
 - **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.

- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **Use Plugin:** Set this flag to force the system to use a PLUGIN application
- **Tender Plugin Name:** Enter the plugin application name. Do not enter the file's extension. For example you would enter GivexDirect and not GivexDirect.DLL.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.12 Clear #30

Clear #30

This function is used to clear an error state or to clear the entry buffer.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.13 Corporate card #112

Corporate card #112 (All tender functions including Check, credit card, etc)

Trying to use the function inside a button for the POS will give an error that the function is not defined in the POS. If you want to use this function anyway select Yes at the "Are you sure you want to use it?" message.

In the function properties use the Substituted function field to select the **Cash** function 101.

- **Substituted function:** Press the **None** button and select **Cash function 101**.
 - **Minimum amount tendered** is used to prohibit amount entry below this limit.
 - **Maximum amount tendered** is used to prohibit amount entry above this limit.
 - **Minimum quantity** is used to prohibit quantity entry below this limit.
 - **Maximum quantity** is used to prohibit quantity entry above this limit.
 - **Maximum change** is used to prohibit change above this amount when this tender key is used.
 - **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.

- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **Reverse printing:** Use this option to print the background black and the text white. Not all printers support this option.
- **Avoid drawer opening** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Negative check** is used to refuse checks from customer placed on the black list. Use the back-end software account set-up to create the bad account numbers. Assign the proper risk level to refuse checks. When the same customer has multiple checking accounts and you want to refuse checks from all accounts if one was negative, enter the additional check account numbers into a new contact's home phone number. The POS will verify the account number and all the contact numbers home phone for a number that matches the check account. When a match is found and risk level is set properly the checks will be refused. You can also use one account for all negative checks and keep entering additional contacts to that account. Assign the bad account number to the home phone number field of the contact. But if an account is opened, that account is used as bad check reference number.
- **Read MICR** is used to tell the software that it can read check data by using the printer's built-in micr reader. If your system is not equipped with a MICR do not set the option.
 - **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
 - **Use rounding currency**
 - **Validation** is used to force a compulsory validation message on the validation printer.
 - **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
 - **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
 - **Override bank DLL**
 - **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
 - **Double card stub:** This will issue to credit card stubs.
 - **Cash out required:** Select this flag if you want to prompt for a cash back amount

when this tender is used.

- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **Use Plugin:** Set this flag to force the system to use a PLUGIN application
- **Tender Plugin Name:** Enter the plugin application name. Do not enter the file's extension. For example you would enter GivexDirect and not GivexDirect.DLL.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.14 Correction #640 (Void)

Correction #640 (Void)

This function is used to cancel a previous item sold within the current transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Validation:** Set this flag to force printer validation when the function is used.
- **Keyed minimum level:** Set the minimum user level required to refund a PLU by entering the number through the keyboard. This setting does not restrict the refund of an item entered with the scanner.
- **Prohibit selection:** With this flag set you cannot move back up the receipt to correct a previous sub-department entry with this function. You will need to Press the Correction button, enter the amount, and the Sub-Dept button. L-POS will search backwards in the transaction from the bottom upwards for a match and correct the first match it finds.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.15 Credit card #104

Credit card #104(All tender functions including Check, credit card, etc)

The tendering functions such as Credit Card are used to accept payment for a transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.

- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.
- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Activate buttons on form** allows you to select a button that should be accessed whenever this function is executed.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.
- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount when this tender is used.
- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.

- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

PCI Security concerns

System access

Logivision recommends that access to PCs, servers and databases with payment applications should be restricted by the use of a unique username and complex password combination.

Data retention

Logivision took steps to minimize the storage and display of card data so as to minimize the possibility of that data being lost or compromised. Card account data is truncated on receipts, in electronic journal and in log files. Logivision only stores the LAST 4 digits to comply with both PCI requirements and FACTA rules. The data retention policies cannot be modified by system integrators or by end users.

Remote Access

Remote access is the ability to connect and interact with a remote network or computer as if you were directly connected of that remote network or computer. Full remote access implies that this access is available at will (on demand), and some level of network communication is allowed to or through a firewall. PCI/PABP recommendations are to use two-factor authentication for remote access login.

The industry recognizes that implementing two-factor authentication can be difficult and costly. If a merchant cannot justify the expense of implementing a two-factor authentication solution for remote access, there are other options available by providing connectivity needed to support customers without creating a "full" remote access solution. When considering these alternative solutions, the following principles must be addressed to ensure that the solution provides needed controls without enabling "full" remote access:

- Ensure that remote connectivity can be traced to a specific service request (this would allow identification the customer support representative and the user requesting support).
- Ensure that the solution does not allow "on demand" or "always on" access.
- Ensure the solution uses robust (at least 128 bit) encryption for all communications.
- Ensure that the solution does not allow for the exchange of credentials.
- Mandate that the customer environment must be monitored while access is enabled.
- Ensure that the connection is enabled by an outbound connection that does not require firewall port enablement.

Here are some examples of this type of solution that can be implemented to meet these requirements include:

- **Go To Assist** (full usage tracking with unique session tokens created by customer support rep) <http://www.gotoassist.com/>
- **LogMeIn Rescue** (full usage tracking with unique session tokens created by customer support rep) <https://secure.logmeinrescue.com/HelpDesk/Home.aspx>
- **Techinline Remote Desktop** (full usage tracking with unique session tokens created by customer support rep) <http://www.techinline.com/>
- **iRemotePC Remote Support Service** (full usage tracking with unique session tokens created by customer support rep) <https://www.iremotepc.com/>

- **Go To Meeting** (tracking of meeting IDs used and persons involved need to be tracked in support tickets) <https://www.gotomeeting.com/>
- **LiveMeeting** (tracking of meeting IDs used and persons involved need to be tracked in support tickets) <http://office.microsoft.com/en-us/livemeeting/default.aspx>
- **UltraVNC** (configure to require customer to initiate access and to connect to a specific IP address or range for support connectivity, and persons involved need to be tracked in support tickets) <http://www.uvnc.com/>

Encryption

Logivision does not use any data encryption because it is not needed within our application. The credit interfaces we provide do not control pin-pads or card data communication. No sensitive card data is stored in the L-POS or other Logivision applications.

Nonetheless it is important to know that Logivision has chosen software partners that are PCI-CISP approved. These partners have been validated to ensure that data is not stored that can lead to any type of compromise.

For detailed information on requirements to meet PCI compliancy you should review the **PCI Implementation guide for L-POS v1.01.Pdf** document delivered with this application.

3.1.5.16 Customer ID# #305

Customer ID #305 (=New Invoice 305)

The customer ID function is used to recall a customer account.

Substituted function: Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.

Compulsory number entry: use this flag to request a number entry preceding the customer account entry. You need to program a number entry button on the keyboard.

Minimum digits: Set the minimum number of digits available for account number entry.

Maximum digits: Set the maximum number of digits available for account number entry.

Library name: Enter your custom GPIC name here to execute your own custom DLL when the account button is used.

Function name: Enter the function this key uses within your custom DLL.

Argument: Enter the argument required by your custom DLL when this button is used.

Transaction type entry: Enter the transaction type required.

General: Please refer to the General function parameters at the beginning of this help section.

3.1.5.17 Debit Card #103

Debit Card #103(All tender functions including Check, credit card, etc)

The tendering functions such as Debit Card are used to accept payment for a transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.
- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Activate buttons on form** allows you to select a button that should be accessed whenever this function is executed.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.
- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount

when this tender is used.

- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

PCI Security concerns

System access

Logivision recommends that access to PCs, servers and databases with payment applications should be restricted by the use of a unique username and complex password combination.

Data retention

Logivision took steps to minimize the storage and display of card data so as to minimize the possibility of that data being lost or compromised. Card account data is truncated on receipts, in electronic journal and in log files. Logivision only stores the LAST 4 digits to comply with both PCI requirements and FACTA rules. The data retention policies cannot be modified by system integrators or by end users.

Remote Access

Remote access is the ability to connect and interact with a remote network or computer as if you were directly connected of that remote network or computer. Full remote access implies that this access is available at will (on demand), and some level of network communication is allowed to or through a firewall. PCI/PABP recommendations are to use two-factor authentication for remote access login.

The industry recognizes that implementing two-factor authentication can be difficult and costly. If a merchant cannot justify the expense of implementing a two-factor authentication solution for remote access, there are other options available by providing connectivity needed to support customers without creating a "full" remote access solution. When considering these alternative solutions, the following principles must be addressed to ensure that the solution provides needed controls without enabling "full" remote access:

- Ensure that remote connectivity can be traced to a specific service request (this would allow identification the customer support representative and the user requesting support).
- Ensure that the solution does not allow "on demand" or "always on" access.
- Ensure the solution uses robust (at least 128 bit) encryption for all communications.
- Ensure that the solution does not allow for the exchange of credentials.
- Mandate that the customer environment must be monitored while access is enabled.
- Ensure that the connection is enabled by an outbound connection that does not require firewall port enablement.

Here are some examples of this type of solution that can be implemented to meet these requirements include:

- **Go To Assist** (full usage tracking with unique session tokens created by customer support rep) <http://www.gotoassist.com/>
- **LogMeIn Rescue** (full usage tracking with unique session tokens created by customer support rep) <https://secure.logmeinrescue.com/HelpDesk/Home.aspx>
- **Techinline Remote Desktop** (full usage tracking with unique session tokens created by customer support rep) <http://www.techinline.com/>
- **iRemotePC Remote Support Service** (full usage tracking with unique session tokens created by customer support rep) <https://www.iremotepc.com/>
- **Go To Meeting** (tracking of meeting IDs used and persons involved need to be tracked in support tickets) <https://www.gotomeeting.com/>
- **LiveMeeting** (tracking of meeting IDs used and persons involved need to be tracked in support tickets) <http://office.microsoft.com/en-us/livemeeting/default.aspx>
- **UltraVNC** (configure to require customer to initiate access and to connect to a specific IP address or range for support connectivity, and persons involved need to be tracked in support tickets) <http://www.uvnc.com/>

Encryption

Logivision does not use any data encryption because it is not needed within our application. The credit interfaces we provide do not control pin-pads or card data communication. No sensitive card data is stored in the L-POS or other Logivision applications.

Nonetheless it is important to know that Logivision has chosen software partners that are PCI-CISP approved. These partners have been validated to ensure that data is not stored that can lead to any type of compromise.

For detailed information on requirements to meet PCI compliancy you should review the **PCI Implementation guide for L-POS v1.01.Pdf** document delivered with this application.

3.1.5.18 Department #716

This type of function can be used to assign a specific department to the keyboard.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Department number** is used to assign a specific department for usage with this button.
- **Button if no entry:** If no buttons are entered before you press this button you can make it select another button such as a search list.
- **Double width printing** will instruct the printer to print double size characters for entries made to this button.
- **Reverse printing** will send the background black and the text white. Not supported on all printers.
- **Minimum amount** will restrict the lowest amount an operator can enter to this button. This can also be specified in the department table programming. The higher amount of the two will act as restriction. If you set the minimum amount on the department in L-BOSS at 2.00 and you set the minimum amount at 1.00 on the button the L-POS

will use the 2.00 as minimum amount.

- **Maximum amount** will restrict the highest amount an operator can enter to this button. This can also be specified in the department table programming. The lower amount of the two will act as restriction. If you set the maximum amount on the department in L-BOSS at 50.00 and you set the maximum amount at 30.00 on the button the L-POS will use the 30.00 as minimum amount.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.19 Deploy command #8058

Deploy command #8058

Use this function to request the back-end to perform a task (deploy command).

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Sql command:** Enter the sql command to execute when this button is pressed. This command will be sent to the L-BOSS controller for execution.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.20 Dept store coupon 465

Store Coupon #460

This type of function is used to manually reduce the sale amount of a selected department when the amount is entered. The parameters for this type of functions are the following:

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Preset amount:** Enter the pre-set coupon amount if it is pre-set. Otherwise leave it blank.
- **Minimum and Maximum discount:** Enter the lowest and highest discount amounts available with this button. Leaving them blank will create a Pre-set only discount button. The pre-set amount is set in the previous field.
- **Positive coupon:** Set this flag to Yes to add the coupon amount to the transaction.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.21 Diners #135

Please refer to the Cash function 101.

3.1.5.22 Discount Global #410

Discount Global #410

A global discount such as function 410 will reduce (or increase) the amount of the sale of discountable items by the amount or by the percentage entered.

The global discount parameters are:

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Preset discount rate:** Enter the pre-set discount rate or amount.
- **Minimum and Maximum discount:** Enter the lowest and highest discount rates (or amounts) available with this button. Leaving them blank will create a Pre-set only discount button. The pre-set amount is set in the previous field.
- **No minus:** Select Yes if L-POS should not allow a negative total through use of this button.
- **Positive discount:** Set this flag to Yes to add the discount into the transaction as a premium.
- **Discount level (1-4):** L-POS can track up to 4 discount subtotals. Enter the discount subtotal being used in this discount function. The discount level entered here has a relation to offering discounts on discounts. If you have given item discounts in the transaction they always affect discount level 1. Set this to level 2 and the global discount button will discount the items that were discounted with the item discount. For example, you sell a 5.00 item. Then apply a 10% item discount. Sale subtotal is now 4.50. If you apply a global discount using a discount button set to level 1 it will give no discount because the 5.00 was already discounted with the item discount. That action removes the 5.00 from what remains discountable. If you do the same with a button set to give 10% on global discount level 2 it will take 10% off the balance of the transaction which is 4.50. So the transaction will then subtotal to 4.05. If you needed to give another subtotal discount for example to an employee you could have another button set up to use the discount global type function and assign discount level 3. That would remove a discount from the remaining 4.05.
- **Taxes:** Press the ... icon to select the taxes that are affected by this discount button. To make this discount button non-taxable make sure that no tax names are selected in this window. A greyed out tax name is the same as no tax selected.
- **Full tax:** Set this flag to No if you want L-POS to remove the tax collected on taxable items on a pro-rata basis according to the amount of discount given on the discountable items. L-POS will remove all tax from the taxable items if this flag is set to Yes.
- **Rounding factor:** Enter the rounding factor used with the discount button.

- **No percent displaying:** Set this flag to hide the discount rate that was used.
- **Reverse printing:** Set this flag to reverse the black on white print to white on black print. This is used to highlight the data on the printed customer receipt.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.23 Discount global account #412

This function is used internally by the account system and should not be assigned to a button in the POS.

3.1.5.24 Discover #133

Please refer to the Cash function 101.

3.1.5.25 Double coupon shift #8039

Double coupon shift #8039

This function is used to manually change the coupon multiplication level.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Multiplication factor** will shift the coupon entries by this multiplication factor. Fractions are accepted.
- **Stay shifted** means that all the entries made into a coupon function will be multiplied by the multiplication factor programmed on the Double coupon shift button. Otherwise only the coupon entries in the current transaction will use the multiplication factor assigned to this button. Pressing the Double coupon shift button again will revert the L-POS coupon doubling to the state it was in set at before the Double coupon shift button was used. See related programming in the System set-up under the Coupon tab
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.26 Down arrow #8021

Down arrow #8021

This type of function allows the control of cursor movement up or down by line or by page. It can also be used to navigate the electronic sales journal when the **Next transaction** parameter is selected. You may need to create 2 **Down** buttons, the first to move down the transaction you are in or to move down lists you are viewing and the second to move forward in the electronic journal.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Page scrolling** allows the function to operate as page down instead of moving down one line only.
- **Next transaction** is required when this function is used to move ahead while reviewing the electronic journal.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.27 EBT Cash #120

EBT Cash #120(All tender functions including Check, credit card, etc)

The tendering functions such as EBT Cash are used to accept payment for a transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.
- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Activate buttons on form** allows you to select a button that should be accessed whenever this function is executed.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.

- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount when this tender is used.
- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.28 EBT Food Stamps #121

Cash #101 (All tender functions including Check, credit card, etc)

The tendering functions such as Cash are used to accept payment for a transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.

- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Activate buttons on form** allows you to select a button that should be accessed whenever this function is executed.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.
- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount when this tender is used.
- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.29 ECC CHECK #128

Trying to use the function inside a button for the POS will give an error that the function is not defined in the POS. If you want to use this function anyway select Yes at the "Are you sure you want to use it?" message.

In the function properties use the Substituted function field to select the **Cash** function 101.

- **Substituted function:** Press the **None** button and select **Cash function 101**.
 - **Minimum amount tendered** is used to prohibit amount entry below this limit.
 - **Maximum amount tendered** is used to prohibit amount entry above this limit.
 - **Minimum quantity** is used to prohibit quantity entry below this limit.
 - **Maximum quantity** is used to prohibit quantity entry above this limit.
 - **Maximum change** is used to prohibit change above this amount when this tender key is used.
 - **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
 - **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
 - **Overtender fee** is set to charge an amount related to any change issued with this tender function.
 - **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
 - **Double width printing:** Use this option to send the double size print command whenever this button is used.
 - **Reverse printing:** Use this option to print the background black and the text white. Not all printers support this option.
 - **Avoid drawer opening** will prohibit the cash drawer from opening when this tender function is used.
 - **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
 - **Negative check** is used to refuse checks from customer placed on the black list. Use the back-end software account set-up to create the bad account numbers. Assign the proper risk level to refuse checks. When the same customer has multiple checking accounts and you want to refuse checks from all accounts if one was negative, enter the additional check account numbers into a new contact's home phone number. The POS will verify the account number and all the contact numbers home phone for a number that matches the check account. When a match is found and risk level is set properly the checks will be refused. You can also use one account for all negative checks and keep entering additional contacts

to that account. Assign the bad account number to the home phone number field of the contact. But if an account is opened, that account is used as bad check reference number.

- **Read MICR** is used to tell the software that it can read check data by using the printer's built-in micr reader. If your system is not equipped with a MICR do not set the option.
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Use rounding currency**
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Override bank DLL**
- **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount when this tender is used.
- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **Use Plugin:** Set this flag to force the system to use a PLUGIN application
- **Tender Plugin Name:** Enter the plugin application name. Do not enter the file's extension. For example you would enter GivexDirect and not GivexDirect.DLL.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.30 Electronic Coupon #440

This function is used internally by the reward system and should not be assigned to a button in the POS.

3.1.5.31 eWIC Pre-Auth #8076

EWIC Pre-Auth is used to verify the cardholder subscription at the start on an eWIC tender.

- **Substituted function:** The substitute function should be set to None.
- **Card argument** depends on the bank interface system installed on your system.

Instructions on setting up the card functions are available in the Possetup menu under the Bank tab and under the Info section. You must have selected a bank interface to have access to the info screen.

- **Override Bank DLL:** If this card function does not use the default bank driver this setting allows you to select the bank driver that should be used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.32 Exact pricing #8065

Exact pricing #8065

The exact pricing function is used to correct label errors according to a very specific set of rules applied in the province of Quebec, Canada. Exact pricing is used to correct a price, and then offer a discount to the customer. The Exact pricing function will subtract \$10.00 from the corrected price for all items that are priced over \$10.00. Items sold for less than \$10.00 are corrected and offered for free to the customer.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Keyed minimum level:** Set the minimum user level required to correct a PLU when the PLU number is entered through the keyboard and not scanned. This setting does not restrict the Exact pricing correction of an item entered with the scanner.
- **General:** Please refer to the General function parameters at the beginning of this help section.

There are several related flags in the PosSetup>General>Advanced area.

- **Override function used for EXACT PRICING:** Set this value when you need to differentiate the price changes done with the Exact pricing function as compared to the normal Price override function.
- **EXACT PRICING new price is sent to the office:** Set this to true to update the back-office database and the other POS terminals when the Exact pricing function is used.
- **EXACT PRICING minimum new price percentage before warning:** L-POS can warn the operator when the Exact pricing is used. You need to set the percentage variance that will trigger the warning message.

3.1.5.33 Exit #8012

Exit #8012

The exit function returns the L-POS terminal to the operating system.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-

POS.

- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.34 Flip charts #8054

Flip Chart #8054

This function is used to load the flip chart screens. Note that this function loads the flip charts to a predefined zone and that only certain types of buttons are enabled on the flip charts.

- **Substituted function:** The substitute function should be set to None.
- **Flip chart file:** The system allows two Flip chart files. Flip.INI and Flip1.INI. No entry is made to select the default flip.ini file. Enter 1 to select the second flip chart file. Note that if you are working with the **Ezipin** prepaid card interface Flip1.INI is reserved by the system.
- **Page number:** Set the Flip charts menu number that will be accessed when this button is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.35 Food stamp #118

Food stamp #118

Food stamp is a tender key used to receive payment for a sale. The food stamp function is pre-programmed and uses built-in characteristics. For example, tendering is always compulsory and changing the flag below will have no effect. Only food stamp items can be paid with food stamps.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.

- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Activate buttons on form** allows you to select a button that should be accessed whenever this function is executed.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.
- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount when this tender is used.
- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.36 Foreign currency #105

Foreign currency #105(All tender functions including Check, credit card, etc)

The tendering functions such as Foreign currency are used to accept payment for a transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.
- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Activate buttons on form** allows you to select a button that should be accessed whenever this function is executed.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.
- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/

debit card authorization center.

- **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount when this tender is used.
- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.37 Freebee #8060

Freebee #8060

Use this function to sell a free item. This item will not remove attached items like bottle deposits and sends data to separate totals for tracking the free items.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Must pay taxes** will leave the taxes on the PLU items that are not tax free even when the item is free.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.38 FSA tender

FSA #151

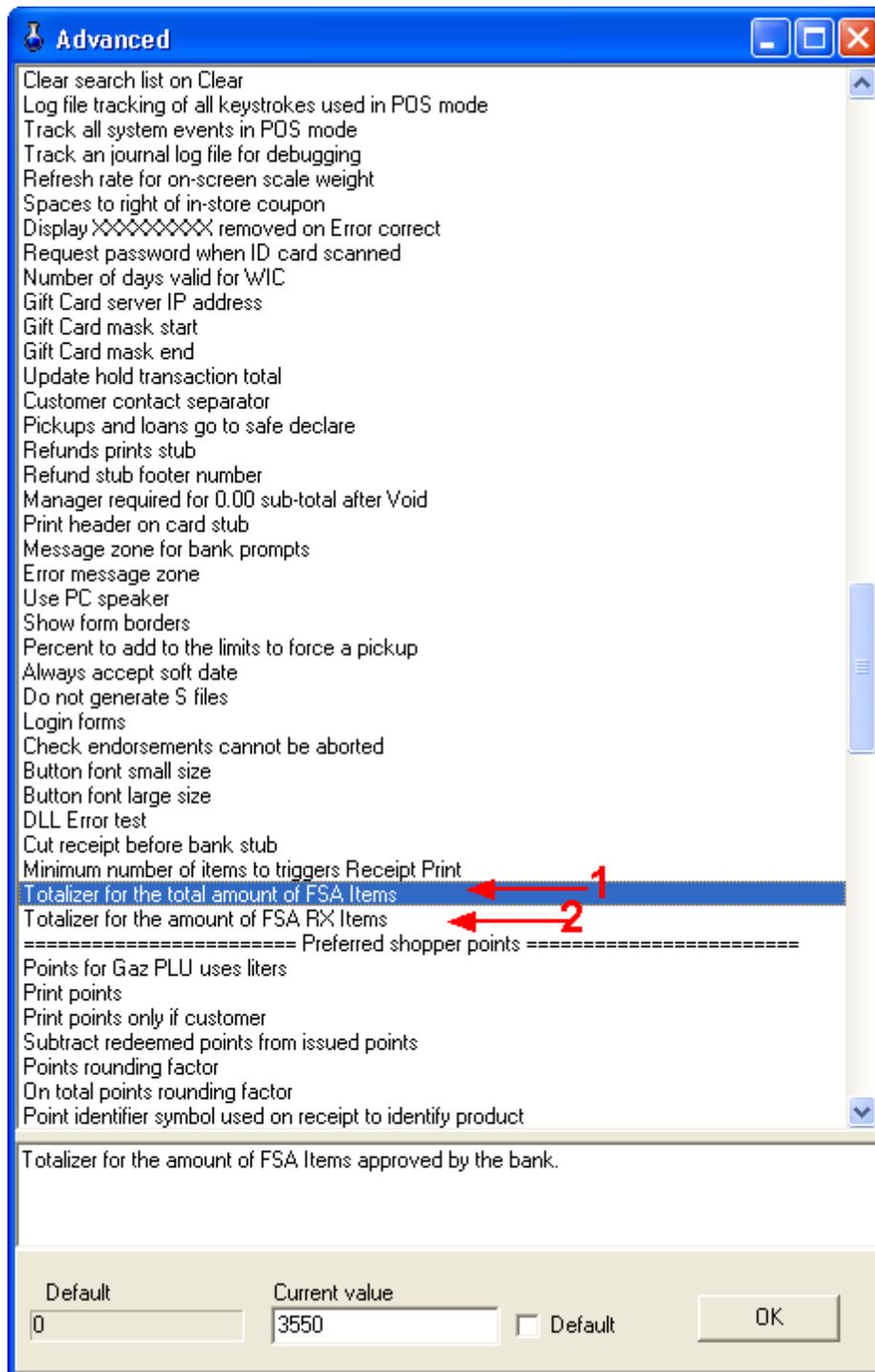
Flexible spending account cards allow card holders to pay for eligible health products and services. The FSA functions like other tenders with the restriction it can only be used to pay FSA eligible products.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.
- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Activate buttons on form** allows you to select a button that should be accessed whenever this function is executed.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.
- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount

when this tender is used.

- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

You should also check if the following totalizers are set properly. Access the PosSetup>System>General>Advanced parameters list.



- 1-Totalizer for the total amount of FSA items should be set to 3550.
- 2-Totalizer for the total amount of FSA RX items should be set to 3551.

3.1.5.39 Function code #8044

Function code #8044

The Function code is used to enter a button by an assigned number. This is particularly useful when the keyboard has limited positions.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.40 Generic Plugin

Manual tare may be required to remove weight included in a product being weighed at the point of sale. Normally the tare weight value is predefined in the back-end system. This function is only required to remove the tare weight amount manually.

- **Substituted function:** The substitute function should be set to None.
- **Card argument:** Enter the card argument required to use this function, Example **BGC**
- **Plugin name:** Enter the plugin name called by this function. Example **GivexDirect**. You cannot leave this field blank or the system will pass the button parameter to each available plugin and cause unwanted results.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.41 Gift Card #124

Please refer to the Cash function 101.

3.1.5.42 Gift cert issue #123

Gift certificate sold #123

This function is used if to sell a Gift Certificate or a Gift card. Gift certificates are designed for one time use. With gift certificates a decision is made when the system is set up concerning change on gift certificates. Either change is given, or a new gift certificate is issued when change is due. This decision is made in the set-up of the gift certificate redeemed button. If you are working with gift cards, change is never issued, it remains on the original gift card and uses the same tracking number.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Item number:** This can be used to set a specific gift certificate number to the keyboard.
- **Print certificate:** Select this flag to print a gift certificate.
- **Generate number:** This is used when L-POS will number the next gift certificate number.
- **Manual number:** This is used when the operator will enter the gift certificate number manually.
- **Pre-programmed:** This is used to tell L-POS to search for the gift certificate number in the gift certificate database.
- **Request amount:** Using this flag means you do not need to assign a value to the pre-programmed certificates. The POS will request an amount at the time of sale. So a gift certificate has no value until it is redeemed, even though it may have a printed value. Until it is authorized the paper or card is worthless.
- **Minimum digits** is used to limit the length of the certificate or card number.
- **Maximum digits** is used to limit the length of the certificate or card number.
- **Minimum amount** is used to prohibit amount entry below this limit.
- **Maximum amount** is used to prohibit amount entry above this limit.
- **Form file name::** Enter the form template's name that will be used to print the gift certificate issued.
- **Refund minimum level:** Set the minimum user level required to refund a gift card.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Note: *Gift cards:* Refer to the setup of function 117 for more information on setting up the L-POS gift card system..

Note2: *It is not possible to create a gift card on the fly from the POS. The numbers MUST be pre-programmed in the L-BOSS server receiving the gift card requests. You can create a range of gift cards easily to make them available quickly. Select the flag to **Request Amount** when you want to be able to enter the gift card amount at the point of purchase.*

Note 3: Scanning gift cards:

1. Create a button and call it "Sell Gift Cert." add function "load form" in there and map it on the keyboard.
2. In the properties of that function, click on "Advanced" and type in /VAR01=1. (This button will need to be pressed before scanning to sell the gift cert.)
3. In the properties of the "CLEAR" button, click on "Advanced" and type in /VAR01=0 (this is going to remove the variable from memory when "clear is pressed")
4. Create another button, this one called "Gift Cert.", and add 2 functions in there: Gift Certificate (+) #123 and Gift Certificate (-) #117. (no need to map that one to the keyboard as it's only going to be used in the definition table)
5. In that button, go in the Advanced properties for function Gift Certificate (+) #123, and in there type in /IEQ01=1 /VAR01=0 /TRA /BRK (this will execute the function only if var01

- is equal to 1 and set back the var01 to get out of selling mode)*
6. *Still in the same button, but on the 2nd function Gift Certificate (-)
#117==>properties==>advanced, type in /INE01=1 /OPN (this will execute the function only if var01 is NOT equal to 1)*
 7. *Your def. table needs to have an entry for that: set your [8 - Undef] function to use the "Gift Cert" button that you created at step 4 (you need a "key" on the barcode to be able to recognize that it is a gift certificate).*
 8. *To sell a new gift certificate, you push "Sell Gift Cert" (created at step #1) and scan your gift card. To redeem it, you just scan the card without pressing that button.*

Note 4: Gift certificate expiration:

1. *If there is no date in the EXPIRATION field in the gift certificate maintenance, AND there is no setting in LBOSS for number of days for gift certificate expiration, the gift certificate will never expire.*
2. *If the number of days for gift certificate (in the miscellaneous tab of the configuration of L-*
3. *BOSS) is set to 0, the expiration of the gift card (if any) will not be modified when it is sold. If there is a number in that field L-POS will set the expiration date to the date the certificate is sold plus the number of days in the configuration field for gift card expiration days.*
4. *There is a new flag in the advance set-up (System): "Gift certificate never expires". This option takes precedence over option 1 and 2.*

3.1.5.43 Gift certificate redeem #117

Gift certificate redeemed #117

Gift certificate redeemed is used to receive payment. The gift certificate system can be used as both a certificate intended for one-time use, or as a gift card that can control a decreasing balance. The same function 117 is also used to activate and reload gift cards for some 3rd party processors. To change the system from the internal gift certificate to the internal gift card function you need to set the Gift card server IP address in the advanced settings of Possetup.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.
- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether

tax is included in the calculation of the points issued.

- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Activate buttons on form** allows you to select a button that should be accessed whenever this function is executed.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.
- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Card type** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Gift number:** This is used when you are working with numbered gift certificates or gift cards that carry a balance on the system.
- **Credit note:** This selection is used when you want the change due on a gift certificate to be issued as a new gift certificate.
- **Form file name:** Enter the form template's name that will be used to print the gift certificate issued when change is due and the **Credit note** flag was selected.
- **Number of copies:** set the quantity of copies to print.
- **Signature:** Set this flag to require signature capture.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Note 2: Gift cards: The gift certificates can be used as Gift cards by making a few changes to the settings. Gift cards work similar to an account with a credit balance. Here are the steps required to set-up the system to use gift cards rather than gift certificates.

1. In PosSetup>System>General>Advanced you need to set the Gift card server IP address.
2. In L-BOSS Maintenance, open the function table and rename function 117 to Gift Card Redeem and function 123 to Gift Card Issued. In the totalizer maintenance

change the description of totalizer 117 to Gift card redeem and totalizer 123 to Gift Card issued. Change the related totalizers when prompted.

3. Create a button that uses function 117. In the Gift Card Redeem button set the flag **Gift number** to True.
4. Create a button that uses function 123 named Gift card Issued. Set Pre-programmed true. Set request amount true if you want to be able to override the amount the card was programmed for originally.

Note 3: Scanning gift cards:

1. POS Setup==>System==>General tab==>Pole messages, create a custom message "Please swipe the gift card now" (example: custom 4)
2. Create a button and call it "Sell Gift Cert." add function "load form" in there and map it on the keyboard.
3. In the properties of that function, set the leading message to 4. then click on "Advanced" and type in /VAR01=1. (This button will need to be pressed before scanning to sell the gift cert.)
4. In the properties of the "CLEAR" button, click on "Advanced" and type in /VAR01=0 (this is going to remove the variable from memory when "clear is pressed")
5. Create another button, this one called "Gift Cert.", and add 2 functions in there: Gift Certificate (+) #123 and Gift Certificate (-) #117. (no need to map that one to the keyboard as it's only going to be used in the definition table)
6. In that button, go in the Advanced properties for function Gift Certificate (+) #123, and in there type in /IEQ01=1 /VAR01=0 (this will execute the function only if var01 is equal to 1 and set back the var01 to get out of selling mode). Also, in the properties of this button, set "Exit from function list" to Yes.
7. Still in the same button, but on the 2nd function Gift Certificate (-) #117==>properties==>advanced, type in /INE01=1 (this will execute the function only if var01 is NOT equal to 1)
8. Your def. table needs to have an entry for that: set your [8 - Undef] function to use the "Gift Cert" button that you created at step 4 (you need a "key" on the barcode to be able to recognize that it is a gift certificate).
9. To sell a new gift certificate, you push "Sell Gift Cert" (created at step #1) and scan your gift card. To redeem it, you just scan the card without pressing that button.

Note 4: Third party gift cards, like Givex for example.

You should modify the function 123 and 124 and totalizer 123 and 124 descriptions using L-BOSS Maintenance, functions and totalizers. The function used in the button prints on the POS receipt. The totalizer attached to the function will print on the reports.

You need to use function 124 to redeem gift cards that are hosted by a bank. Card argument should be set to GC.

You need to create a button to activate a new gift card and use function 123 with card argument AGC.

You need to create a button to reload a gift card and use function 123 with card argument RGC.

3.1.5.44 Gift Cards scanned

The gift certificate system can be set up as a Gift cards system by making a few changes to the settings. Gift cards work similar to an account with a credit balance. Here are the steps required to set-up the system to scan gift cards rather than using keyed gift certificates.

1. In PosSetupSystemGeneralAdvanced you need to set the Gift card server IP address. This would be the LBOSS server that has the card balances.
2. Create a button and call it "Sell Gift Card" add function "load form" in there and map it on the keyboard.
3. In the properties of the load form function, click on "Advanced" and type in /VAR01=1. (This button will need to be pressed before scanning the gift card).
4. In the properties of the "CLEAR" button, click on "Advanced" and type in /VAR01=0 (this is going to remove the variable from memory when "clear" is pressed).
5. Create another button, this one called "Gift Card", and add 2 functions in there: Gift Certificate (+) #123 and Gift Certificate (-) #117 (no need to map this one to the keyboard as it's only going to be used in the definition table). Then place a check mark in the Shared field.
6. In the Gift Card button, open the Advanced properties for function Gift Certificate (+) #123. Add /IEQ01=1 /VAR01=0 /TRA /BRK (this will execute the function only if VAR01 is equal to 1 and then reset VAR01).
7. Still in the same button, but on the 2nd function Gift Certificate (-) #117==properties==advanced, type in /INE01=1 /OPN (this will execute the function only if VAR01 is NOT equal to 1).
8. Your def. table needs an definition line to recognize a gift card: set your [8 - Undef] function to use the "Gift Card" button that you created in step 4 (you need a "key" on the barcode to be able to recognize that it is a gift card).
9. To sell a new gift card, you press "Sell Gift Cert" (created in step #1) and scan your gift card. To redeem it, you just scan the card without pressing the button.
10. Be sure your PLU code button uses the definition table (button's properties, Definition table: yes or no.) To inquire the gift card balance press your "Sell Gift Cert" button, then the "Price Inquiry" button and then scan your card.

3.1.5.45 Government Check

Please refer to the Cash function 101.

3.1.5.46 GPIC #8055

GPIC #8055

This function is available for users who want to write their own program additions to the L-POS source code. It allows an external DLL file to be created for use as a function within the L-POS transaction. Related information is supplied in the POSWINDEVELOP folder which is created when the L-POS is installed. Open the files with your text file editor to view the documentation supplied.

- **Substituted function:** The substitute function should be set to None.
- **Library name** defines the name of the external application being called by the L-POS

GPIC function.

- **Function name** is used to call the specific function within the DLL program.
- **Argument** allows you to specify different arguments within the function being called.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.47 Help #5

Help #100005

The Help function is used during a POS transaction entry to obtain assistance on a specific button's operation.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.48 Hold Transactions #8037

Hold / recall #8037

The Hold / recall function is used to suspend a transaction that cannot be completed immediately. The same function button executes both the save and the recall.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Print on suspending** should be selected if you want the receipt printed for items entered to that point in the transaction.
- **Do not print stub** means that the hold slip will not print when this option is set to yes.
- **Form filename** can be used to send the data from the hold to a specific data form on a windows printer.
- **Special order** can be used to track items that have been put on hold. This can be used to track orders when you want a production list of all items that have been placed on order. An example of this would be a bakery that receives phone orders for bread to be delivered tomorrow. The inventory "items to order" report will provide a summary list of everything that needs to be baked for next day delivery. The next topic

explains how to set up the system to set up the special order function.

- **General:** Please refer to the General function parameters at the beginning of this help section.

Other points to consider:

There are flags that control the hold / recall behavior in the PosSetup>System>General>Advanced settings.

1-Barcode leading hold digit. By default this is set to 9. This means that the system will print a barcode after the hold transaction and it will start with an 9. This may cause a conflict with certain items, like for example EAN type bar codes may have an 9 in the position used by the special order digit. In that case we suggest changing it to a letter like H.

2-Barcode type for printing. The default is UPCA. But if you need to change the leading digit you may also need to select a different bar code type. Make sure the type you select is supported by the scanner you are using. If you want to print leading characters like H choose type CODE 39.

3-Barcode length for printing. You may need to modify the length of the barcodes printed to avoid conflicts with item codes.

4-Update hold transactions total. Set this flag if you want the POS to update a recalled transaction with current pricing.

There are flags that control the special order behavior in the L-BOSS > File > Configuration > Company > Advanced settings.

5-Hold on server. This flag is required when you do not want the special order numbers to change if they are recalled and returned to special order file. For example, you reopen the wrong special order by mistake. Then when you return the transaction to special order it creates a new order number. Now the system no longer has the same ticket number as the customer's printed copy. Set the "hold in server" flag to force L-POS to use the same special order number in this situation. Please be aware that this flag means special orders are not available if the server is not on-line.

If any of these flags are changed you must use the Deploy all changes command to initialize the POS system to use the flags.

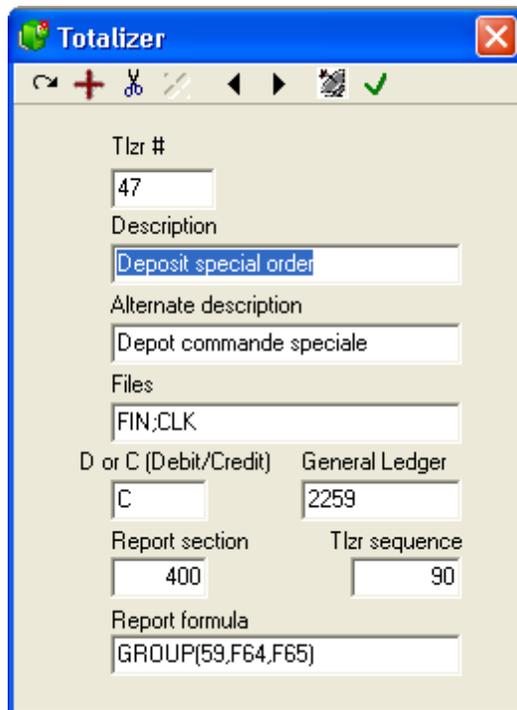
You can limit the number of hold transactions per terminal in PosSetup>System>General>Advanced flags: Maximum number of hold per lane.

3.1.5.48.1 Special order

Special orders can be used to track orders when you need a production list of orders to prepare for pickup at a later date. An example of this would be a bakery that receives phone orders for bread to be delivered tomorrow. Or when you want to prepare a wedding cake. The inventory "items to order" report will provide a summary list of everything that needs to be baked for next day delivery.

The special order function uses the same function type 8037 as hold. If you want to use the hold function for normal suspend resumes and you require a special order function you must create a new function in the L-BOSS maintenance application. To accept a deposit on the special order you must create a totalizer on the system to account for this revenue.

Create or modify totalizer 47 (if it is not used) as shown. Otherwise transfer this logic to your own totalizer. This will add the deposit amount into the "other revenues" section of the reports.



Tlzn #	47
Description	Deposit special order
Alternate description	Depot commande speciale
Files	FIN;CLK
D or C (Debit/Credit)	C
General Ledger	2259
Report section	400
Tlzn sequence	90
Report formula	GROUP(59,F64,F65)

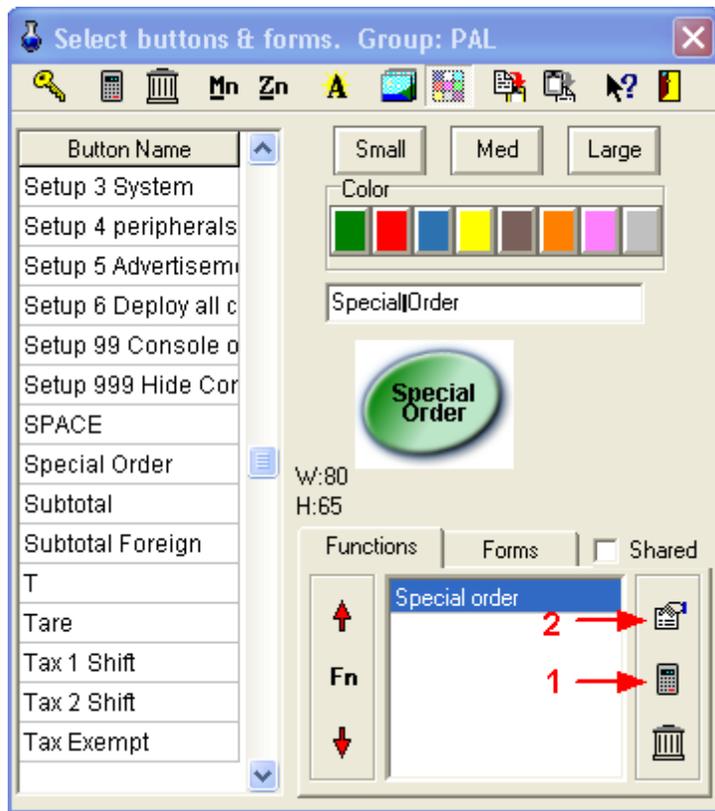
In the example above the amount of deposit on special order is being sent to GL account 2259. That may not be the same in your accounting system.

Now we will create a function to use as the Special order on the POS.

Tlzs	Description	Operand
2	TOTAL SALES	
47	Deposit special order	

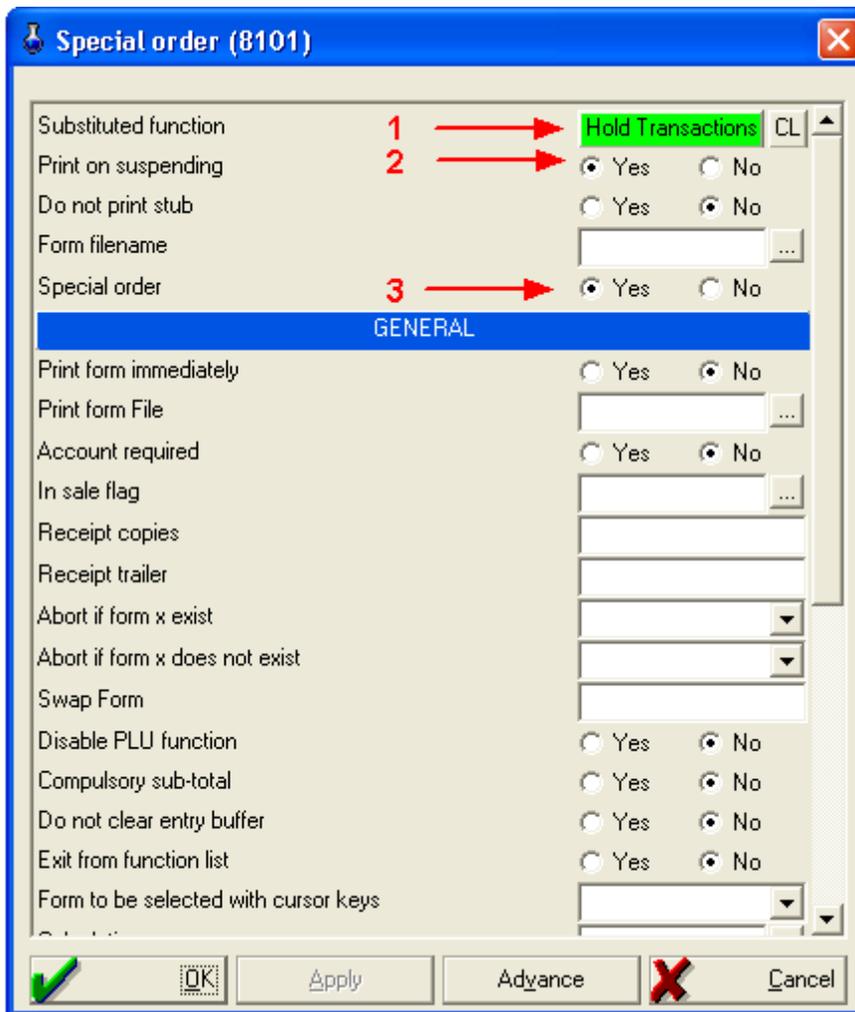
In the example we used function 8101 for the special order. It has been attached to totalizers 2 and 47. When these changes are complete deploy changes to the POS.

Now you need to create the button for the POS. From PosSetup > buttons and forms menu add a new button called Special Order.



Use the calculator icon (1) to add function 8101 to the button. You will be prompted that the function is not valid for the POS. Accept this function anyway.

Open the function properties by pressing the properties icon (2). The following window will appear.



- 1- Assign substitute function 8037 Hold transaction.
- 2- Assign print on suspending if you need the pickup date and time on receipt.
- 3- Assign the special order flag.

Other points to consider:

There are flags that control the special order behavior in the PosSetup>System>General>Advanced settings.

1-Barcode leading special order digit. By default this is set to 8. This means that the system will print a barcode after the special order and it will start with an 8. This may cause a conflict with certain items, like for example EAN type bar codes may have an 8 in the position used by the special order digit. In that case we suggest changing it to a letter.

2-Barcode type for printing. The default is UPCA. But if you need to change the leading digit you may also need to select a different bar code type. Make sure the type you select is supported by the scanner you are using. If you want to print leading characters like S choose type CODE 39.

3-Barcode length for printing. You may need to modify the length of the barcodes printed

to avoid conflicts with item codes.

4-Prompt for due date on special order. If you want to enter a pickup date and time when a special order is saved set this flag. When the due date is prompted you can double-click to select on the calendar tool. The time prompt is only a 2 digit entry. Use 14 for 2:00PM.

There are flags that control the special order behavior in the L-BOSS > File > Configuration > Company > Advanced settings.

5-Hold on server. This flag is required when you do not want the special order numbers to change if they are recalled and returned to special order file. For example, you reopen the wrong special order by mistake. Then when you return the transaction to special order it creates a new order number. Now the system no longer has the same ticket number as the customer's printed copy. Set the "hold in server" flag to force L-POS to use the same special order number in this situation. Please be aware that this flag means special orders are not available if the server is not on-line.

If any of these flags are changed you must use the Deploy all changes command to initialize the POS system to use the flags.

3.1.5.49 Invoice print #8046

Invoice print #8046

This function is used to print an invoice to a predefined form, normally on an 8.5" X 11" printer.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Form file name** is the name of the invoice template file to use for this invoice print.
- Set the **Number of copies** to the amount required.
- **In Transaction** can be selected as required. If you need to print an invoice as an estimate or for use as a picking slip, set the flag to No. Otherwise this flag should be set to yes.
- **Printer name** is used to define which printer will be used to print the full form invoice. Double click and select the appropriate printer.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.50 Item discount #450

Item discount #450

An item discount such as function 450 will reduce (or increase) the amount of the item entered by the amount or percentage entered. When a dollar amount or percentage discount button is used, L-POS will react according to the settings defined in the associated discount function. The item discount parameters are:

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Preset Discount Rate:** Enter the pre-set discount rate or amount.
- **Minimum and Maximum discount:** Enter the lowest and highest discount rates (or amounts) available with this button. Leaving them blank will create a Pre-set only discount button. The pre-set amount is set in the previous field.
- **No minus:** Select Yes if L-POS should not allow a negative total through use of this button.
- **Positive discount:** Set this flag to Yes to use this as a premium function instead of a discount function.
- **Amount discount:** Set this flag when the discount button you are programming is entered in dollar amounts as opposed to a percentage rate. This would be the case for the coupon keys.
- **Rounding factor:** Enter the rounding factor used with the discount button.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **Force scan:** Use this flag to force the operator to select to or scan an item that has already been entered in the transaction. This is useful if you want to apply a store coupon directly against an item previously entered into the current transaction. You can also use this discount type against a an open sub-department amount entered into the current transaction.
- **Transaction discount:** Use this flag to apply the discount to each of the discountable items that have already been entered in the transaction. Any item that was already discounted will not be discounted again.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.51 Item file #8067

Item file #8067

An item file is used to recall an external file that collected data to play back into L-POS. An example would be receiving data from a line buster application where data was collected on a mobile device. The item file parameters are:

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Delete file:** Select this flag to delete the file once it is played back by the POS.
- **General:** Please refer to the General function parameters at the beginning of this help section.

File parameters:

This function uses an advanced setting (Command Inbox) to find the location of a command file. The advanced settings are made to specify the command file executed. This would be the name of the file without an extension. The structure of the files as follows

```
{OPT=1|2,F01=pluNumber,F126=PriceLevel,F64=Qty,F65=Amount,F30=Price,ResID=ResponseID}
```

Option :

1= Sale using Pump quantity and price (F64,F65,F67)

2 = Sale using Pump quantity (F64,F67), POS calculate price

So, a file like this:

```
{F01=1}
```

```
{F01=2}
```

would ring item 1 and item 2 all their default

Please note that if an error occurs, the system stops processing the file.

3.1.5.52 Key assign # 8063

This function is used to re-assign and rename a specific PLU or a specific Sub-department to a button on the POS keyboard or on the touch screen.

With L-POS, any button can be assigned to the keyboard or touch screen in PosSetup under the button/form set-up. But that means you need to have access to button and form set-up. This function is designed to work from within the POS to make it easier to decide which PLU's or sub-departments will be used on pre-set buttons or on a touch screen form. This way only the pre-set keyboard or touch items can be changed. So your tender functions, discounts, etc., will not be disturbed by the user. The goal is to avoid going back and forth to PosSetup to assign a different PLU or sub-department to the keyboard.

Several considerations to think about before you begin:

- The keyboard or touch screen button you want to program with function 8063 needs to exist on the button list and must have been assigned to a form or to a keyboard position. So when you create buttons that will be used as PLUs you need to make them PLU functions (710 PLU.) But you don't need to set the PLU number or the keytop description. The PLU number and description will be set through the POS using function 8063. Same

for Sub-department buttons except you need to use function 715 (Sub-department).

- This means you could create 40 or 50 preset PLU functions and assign the actual PLU number and description with the L-POS user.
- The PLU or Sub-department needs to exist in the L-BOSS database.

Please refer to the operator's guide section about Keyboard assign to see a more detailed procedure on how to use this function.

Substituted function: The substitute function should be set to None.

General: Please refer to the General function parameters at the beginning of this help section.

3.1.5.53 Keyboard level #8057

Keyboard level #8057

Use this function to select the keyboard level.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Level:** Set the keyboard level to access when this key is used. Leave blank for a variable level.
- **Temporary:** Select this flag to instruct the POS to revert to the original key level immediately after a function is used on the new level.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.54 Layaway function #8050

Layaway #8050

This function is used to create or to recall **Layaway** transactions.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.

- **Minimum payment:** Enter the minimum amount required to establish a layaway.
- **Minimum is amount:** Otherwise the minimum is a percentage of the transaction amount.
- **No confirmation:** When no minimum payment is required, set this to true to remove the payment suggestion prompt.
- **Keep open:** Use this setting when you need to force layaways to stay open even though the layaway balance is zero. This is possible when you need to use the layaway function to track a transaction as a layaway, even though it has been entirely paid.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Cancel layaway: When you cancel a layaway you need to consider the deposit received from the customer. Since all items will be returned from the layaway the system will be out of balance because of the deposit already received.

If you want to return the layaway deposit amounts already received you need to Select the payment and press Error Correct to delete the payment. When you use Cancel Transaction the layaway will be reversed.

If you want to keep the layaway deposit you need to make sure you have created function 520 (Layaway cancellation) and attached it to total 2 and total 45 (Layaway cancellation fee.) When you cancel the layaway any deposits received will not be returned to customer. The system will report the deposit amount into the "other revenue" section using totalizer 45. Normally this total is called Layaway cancellation fee.

3.1.5.55 Left arrow #8023

Left arrow #8023

This type of function allows the control of cursor movement.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.56 List #8047

List #8047

This function is used to create a function list. For example, if your keyboard is too restricted to allow all the required buttons, a list could show the available tender (payment) keys.



- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Button list:** Click Select Buttons to open a new window where buttons are added to the button list.
- Use the **Add button** to select another button to place on the button list.
- **Delete** will remove a button off the list.
- **Up and Down** allow the buttons on the list to be repositioned.
- **Cancel** will ignore changes you have made while **OK** will save and exit the button list.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.57 Load Button 8000

Load button #8000

The load button function is used to load a button in the POS entry mode. The flags include:

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Button:** Enter the button number to load. The button number shows when you Right-click the button key-top image in button setup.

- **Form number** defines the form you wish to load the button to.
- **Top** is the top position on the form
- **Left** is the left position on the form
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.58 Load form #8001

Load form #8001

The load form function is used to open or close a form in the POS entry mode. The flags include:

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Form number** defines the form you wish to activate with this load form function.
- **Active** is set to yes to force this form on, otherwise set it to no.
- **Toggle on/off** is used when this form should be set to the opposite setting it currently uses.
- **View filename** allows you to select a file you want to view on the screen. Click the ... to browse for the file you wish to view. It is possible to view files with the extensions txt (normal text file) and rtf (rich text formatted).
- **Top line number** sets the line number in the file you are viewing to the top of the form you send it to. So if you have a message file that you want to display to a cashier only from line 101, enter 101 as the top line number.
- **Keep control** means that the cursor movement keys will have control over the file being viewed instead of the receipt area for scrolling purposes.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.59 Loan #8052

Loan #8052

This function is used to add money into the cash drawer for cash balancing reasons. It will augment the total float by the amount entered.

- **Substituted function:** The substitute function should be set to None.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.60 Lock Keyboard #8041

Lock keyboard #8041

This function is used to stop usage of the system by locking out the keyboard from unauthorized users. When this function is used, only the operator who locked the keyboard can sign back onto the system.

- **Substituted function:** The substitute function should be set to None.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.61 Login #10010 (Cashier-Manager)

Login #10010 (Cashier - Manager)

This function is used to enter the cashier id# or the manager id#.

- **Substituted function:** Enter the function from the back-end program that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Manager:** set this flag to yes to use this cashier function as a manager entry key.
- **Manager minimum level:** Use this flag to determine which operator level can use the manager override function. For example you want people with level 4 or greater to be allowed to override a function limit. This flag should be set on the login button used for

Manager login.

- **Login drawer open:** Set this flag to control the drawer activity at cashier sign-on.
- **Logout drawer open:** Set this flag to control the drawer activity at cashier sign-off.
- **No logout if hold:** This flag prohibits the operator from logging out if a sale is suspended on the transaction.
- **No stub on logout:** This flag suppresses the receipt printer from printing a stub showing sign-in and sign-out time for the operator that is logging out.
- **Closed message:** This flag is used to send a message to the on-screen customer display form (or to the actual customer display) when no operator is logged on to the register.
- **Button on login:** This can be used to instruct L-POS to press another button from the button list when an operator logs in.
- **Button on logout:** This can be used to instruct L-POS to press another button from the button list when an operator logs out.
- **Ask password to log out:** This can be used to enhance security by requiring a password on log out.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.62 Lotto terminal winner #109

Lotto terminal winner #109

Lotto terminal winner is used to pay money from the drawer when a customer brings back a winning lottery ticket. If your store uses a terminal machine and you want to settle the terminal winners separate from the scratch ticket winners, you will use this function. If it does not exist, add a button and call it Lottery Terminal Winner. Add the Lotto terminal winner function 109 to this button. In the properties of the function set the parameters as follows:

- **Substituted function:** Select the function 111- Bottle return
- **Preset amount:** Enter the pre-set amount if this function uses a pre-set amount.
- **Minimum and Maximum amount:** Enter the lowest and highest discount amounts available with this button. Leaving them blank will create a Pre-set only discount button. The pre-set amount is set in the previous field.
- **No minus:** Select No for this data bit.
- **Bottle sale:** Set this flag to No.
- **Taxes:** Normally set as non-taxable.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.63 Lottery ticket winner #110

Lotto ticket winner #110

Lotto ticket winner is used to pay money from the drawer when a customer brings back a winning lottery ticket. If your store sells scratch type lottery tickets and you want to settle the terminal winners separate from the scratch ticket winners, you will use this function. If it does not exist, add a button and call it Lottery Ticket Winner. Add the Lotto ticket winner function 110 to this button. In the properties of the function set the parameters as follows:

- **Substituted function:** Select the function 111- Bottle return
- **Preset amount:** Enter the pre-set amount if this function uses a pre-set amount.
- **Minimum and Maximum amount:** Enter the lowest and highest discount amounts available with this button. Leaving them blank will create a Pre-set only discount button. The pre-set amount is set in the previous field.
- **No minus:** Select No for this data bit.
- **Bottle sale:** Set this flag to No.
- **Taxes:** Normally set as non-taxable.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.64 Loyalty #152

Please refer to the Cash function 101.

3.1.5.65 Loyalty card #8068

Loyalty card #8068

Loyalty card is used to collect a card number in the transaction data. For example, loyalty card can be used to capture a card number like Aeroplan. These are loyalty programs maintained externally to L-POS.

- **Substituted function:** This is not required for the main loyalty card button.
- **Loyalty number:** Each system allows up to 5 different loyalty cards to be created. If you do need more than 1 loyalty card on your system please refer to the notes below. Use Loyalty number 3 to issue Loyalty points as a generic POS function. These points will not be transmitted to a 3rd party system but will be sent to the SIL and EJ files.
- **Prompt number if refund:** Enter the prompt number you created using the Prompting lists. This prompt will occur when a return is made to the loyalty function
- **Prompt number if reversal:** Enter the prompt number you created using the

- Prompting lists. This prompt will occur when a reversal is made to the loyalty function
- **Encrypt card number:** Use this flag to encrypt the card numbers when the data is stored to the transaction files.
 - **General:** Please refer to the General function parameters at the beginning of this help section.

Creating additional loyalty card buttons

Some situations occur where more than one loyalty card is required. In this case you need to create additional functions in L-BOSS register maintenance. For each new function you create it is necessary to link the new function with one of the totalizers that track the loyalty card usage. Choose a totalizer between 3522 and 3525. These totals exist in L-POS releases 3.0.1.0 or greater. On prior versions you must create them manually.

Once you have created the new functions and deployed them to the POS you are ready to create the new button for the POS. After creating the new button choose the function number created for the 2nd loyalty card. You will be warned that this function is not valid for the point of sale. Choose it anyway. Then in the properties of the new function you must use the Substituted function parameter to select the function 8068 as its model.

Advanced flags for Loyalty functions: These flags are under PosSetup, System, General, Advanced settings.

Name of the loyalty units program: Used to display the name in the total form and to identify the total units issued when data is sent to the SIL file.

Units in percentage: If true, it calculates the PLU units as a Percentage of the net amount of that PLU. If false, they are calculated as they are displayed in Item maintenance.

Receipt symbol: To be displayed beside the items that give loyalty units

Units rounding factor: To be applied to the units linked to the PLU. For example, if 0, it rounds down; if 0.5, it rounds up. Take note that if you modify the number of decimal places to 2 you need to modify this value to .005 to round properly.

Apply plu units rounding at finalization only: This applies the rounding when the sale is finished rather than after each item.

Units on total rounding factor: To be used when calculating the units on the total before tax. For example, if 0, it rounds down; if 0.5, it rounds up. Take note that if you modify the number of decimal places to 2 you need to modify this value to .005 to round properly.

Units on total value (percentage): to be used when calculating the units on the total before tax.

Number of decimals to display: Number of decimals to display in the receipt

Message units not received: Message to be displayed in the receipt when the client doesn't have the loyalty card

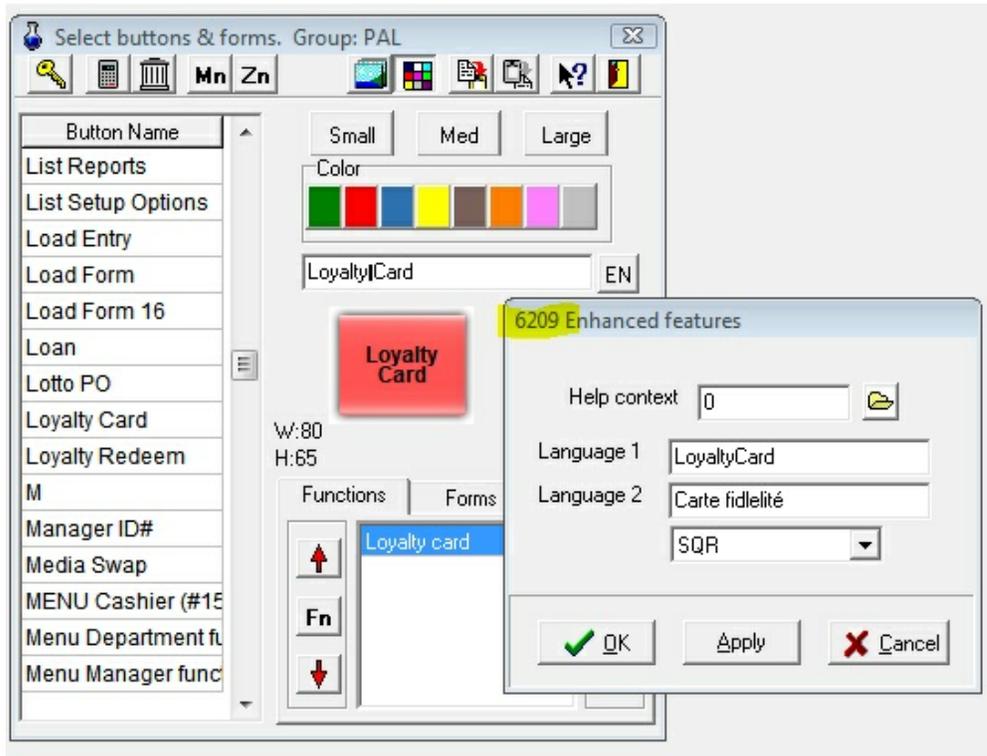
Message units received: Message to be displayed in the receipt when the client has his loyalty card

Loyalty units on promotion, totalizer number: This totalizer will be attached as part of SIL file to every item that has loyalty units assigned in item maintenance. Default totalizer is 3431.

Loyalty units on total, totalizer number: This totalizer will be attached to the total units of the transaction in the SIL file.

Loyalty Units button number: Button number of the button that calls Loyalty function. This

will be the button number that is used to capture the loyalty card number. It is the button number, not the function number. You can view a button number when you right-click on the button image in Button and Forms setup. In the image below we right-click the Loyalty Card image. The top of the button enhanced features shows the button number. In the example the button created for Loyalty card is number 6209.



3.1.5.66 Loyalty redeem #8073

Loyalty redeem #80673

Loyalty redeem is used to select items from a grid in exchange for customer points. This button will return a selection grid when a customer has enough points of file to use as payment for one or several products that were purchased in the transaction. Assign this function to the keyboard and press it when you want to use the selection grid for points redemption.

- **Substituted function:** This is not required for the loyalty redeem function 8073.
- **Card argument:** Leave blank unless you have documentation for a specific loyalty program such as Loyalty Lane.
- **Override bank DLL:** Leave blank unless you have documentation for a specific loyalty program such as Loyalty Lane
- **General:** Please refer to the General function parameters at the beginning of this help section

3.1.5.67 Maint. POS #8014(Maintenance)

Maint. Pos #8014 (Maintenance)

This function gives the user access to L-POS maintenance from the L-POS transaction entry screen. Several options are available to access different programming screens.

Substituted function: Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.

Maintenance type: Here you can select which maintenance program you want to run when this key is used. Click the small arrow to view the available choices. You may also assign this Maintenance function to a button without selecting the type. If you do so, L-POS allows you to enter a number before pressing this button in the POS screen.

- Press 1 [Maint.POS] to access Buttons and Forms
- Press 2 [Maint.POS] to access Zones
- Press 3 [Maint.POS] to access System
- Press 4 [Maint.POS] to access Peripherals
- Press 5 [Maint.POS] to access Advertising
- Press 6 [Maint.POS] to deploy all changes to the setup to all lanes
- Press 99[Maint.POS] to toggle the Console status.
- Press 999[Maint.POS] to toggle the visibility of the Console.

General: Please refer to the General function parameters at the beginning of this help section.

Maint. POS #8014 as Console function

This function will open a console window to allow a system administrator see the event exchange between the L-POS terminal and the other devices it is attached to (such as the back-end).

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Maintenance type** allows selection of the type of maintenance executed with this maintenance button. Select Console for this button by clicking the small arrow.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.68 Manual cost #8059

Manual cost #8059

Use this function to record the manual cost of an item sold by a sub-department.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS. .
- **General:** Please refer to the General function parameters at the beginning of this help section.

Note: L-POS can send the approximate cost of goods sold by department, sub-department, or Price Required PLU's. The entry must be made to a button assigned to the keyboard, it will not work on an entry prompted from a list. For each sub-department button assigned to the keyboard make the following modification in the button set-up:

1. Add a Load Form (8001) function to the sub-department button. Move the Load Form up so that it is executed before the sub-department function. Set the "Do not clear entry buffer" flag to Yes. Access the advanced features programming and add "/VAR01=#00" to the existing option.
2. Add a Manual Cost (8059) function to the sub-department button. Move the Manual Cost function up so that it is executed before the sub-department function. Set the "Do not clear entry buffer" flag to Yes. Set the Calculation field to "#00*.72" to capture a cost of 28% of the price that the item was sold for. (Set the Calculation field to "#00*.68" to capture a cost of 32% of the price that the item was sold for.)
3. In the properties of the Sub-department function set the minimum entry to .01 (or higher) to force a price entry *before* the sub-department key is pressed.
4. In the advanced properties of the Sub-department function add the following value "VAR00=#01"

3.1.5.69 Manual Points #317

Manual Points #317

Use this function to affect the points accumulated manually..

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **No minus:** Set this to prohibit using more points than the current balance in the

customer file.

- **Negative:** Set this flag to use this key as a redeem rather than an issue of points.
- **Current points:** Set this flag to include the current sale points in the available points for redemption.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.70 Manual tare #8056

Manual Tare #8056

Manual tare may be required to remove weight included in a product being weighed at the point of sale. Normally the tare weight value is predefined in the back-end system. This function is only required to remove the tare weight amount manually.

- **Substituted function:** The substitute function should be set to None.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.71 Manual Transaction Discount

Use this function to override the transaction discount settings used by your system.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Transaction discount rate:** Enter the rate to use in this transaction rather than the general rate set in the System advanced flags.
- **Transaction amount required:** Enter the transaction total required to trigger the discount rather than the general amount set in the System advanced flags.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.72 Master # 131

Please refer to the Cash function 101.

3.1.5.73 Money request 8070

Money request #8070

Money request can be used to order change from the store office for the cash drawer. This key is normally programmed to open a form with the different cash denominations. A receipt will print that is given to a store manager or head cashier to get the change.

- **Substituted function:** The substitute function should be set to None.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.74 Multiply #40

This function is used to change the quantity of items being entered.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Multiply indefinitely:** Set this flag to use the system as a cubic entry like 3 FT * 3 FT * Item number which will give 9. Otherwise it works as the @/FOR style. Meaning 3 @ 5 FOR 1.00 or 60 cents.
- **Minimum and maximum quantity:** Set the values as required.
- **Selected minimum level:** Set the user level required to modify a previous entered line item.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.75 No limit #8032 (Override, HALO)

No limit #8032

This function is used to all restrictions including amount limits and function access for the function being executed by the current operator.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Stay active** means that the limits and restrictions normally imposed will be overridden until clear is pressed or until the end of the current transaction.
- **Toggle auto log-off:** Use this function to change the Auto log-off at the end of each transaction. So when a store gets really busy and wants to toggle to using one cashier on a terminal they can press this key to keep the current cashier logged on until he logs off. Restart the POS will set the system to its default programming set-up.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.76 No sale #680

No Sale #680

This function is normally reserved to open the cash drawer without entering and sale items or payment amounts.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **No print** will prohibit L-POS from generating a receipt for this transaction.
- **Validation** will force validation of this transaction on the validation printer.
- **Ask password:** Set this flag to force operator password to open drawer.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.77 Number entry #8040

Number entry #8040

This function is used to enter data. An example of this could be the entry of a remark onto the receipt such as watering instructions in a florist shop.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Force entry** should be selected when data entry into this key cannot be aborted by the operator.
- **Double width printing** will set the printed font of the number entry data to double size.
- **Entry type (0-8)** is provided to allow specific types of number entry data to print at different areas of a customized 8.5" X 11" invoice print. This way if multiple data entries are required for fields such as **Tax #**, **purchase order #**, and **Ship to Address**, the fields could all be sent to a specific area of a pre-formatted invoice. All type 1 number entry functions share the same print area, as do all type 2. In regard to the standard receipt, the number entries print one after each other as do items.
- **Minimum digits** sets the minimum entry length
- **Maximum digits** sets the maximum entry length
- **Attach to PLU** will attach this number entry data to the PLU that follows it. This setting will also attach the number entry data to the description field of the item it is attached to in the SIL file.

- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.78 Offline Credit Card #134

Please refer to the Cash function 101.

3.1.5.79 Other program #8043

Other program #8043

This function is used to execute another program from the POS screen.

- **Substituted function:** The substitute function should be set to None.
- **Program name:** Enter the name of the program to execute when this button is used.
- **Argument:** Enter the program argument if required.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.80 Overtender Fee

This function is used internally by the system and should not be assigned to a button in the POS.

3.1.5.81 Paid out #330

Paid out #330

This function is used to pay an amount from the drawer such as in the purchase of supplies.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Compulsory number entry:** Set this flag to require number entry every time you use the paid out function. For example to record a supplier invoice number.
- **Minimum amount:** Enter minimum paid out amount.
- **Maximum amount:** Enter maximum paid out amount.
- **No print:** Set this flag to prohibit printing paid outs.
- **Prompt list #:** Enter the prompt list number to use with this function.
- **Validation:** Set this to force validation on paid out entries.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.82 Password #8045

Password Change #8045

This function is used to modify the operator password from the front end.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum digits:** This allows you to set a minimum number of digits for the front-end user password.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.83 Payment #310 (R/A-Account payment)

Payment #310 (R/A - Account payment)

This function is used to receive a payment from a customer towards his store charge account.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.84 Pickup #8053

Pickup #8053

This function is used to remove money from the cash drawer for cash balancing reasons. It will diminish the total in drawer by the amount entered. You can pick up amounts for any tendering type function such as cash, coupons, credit cards, etc.

- **Substituted function:** The substitute function should be set to None.
- **Do not open drawer:** Set this flag when you do not want the drawer to open.
- **Drawer number:** Enter the drawer number affected by this pickup function.
- **Force quantity:** Set this flag to force the system to always print a quantity for the pickup entry. When the quantity is not entered the system will set to one. This does not force the operator to use a quantity.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Note: Certain flags control the behavior of the pickup function. You can set the system to use "blind balancing." These flags are set in the System settings, General, Advanced flag settings.

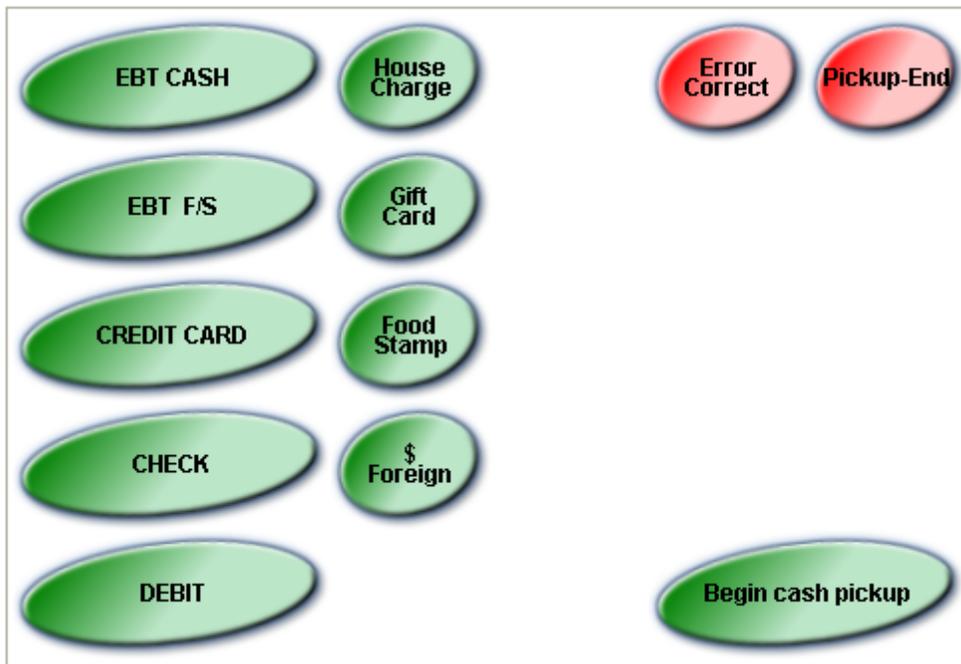
3.1.5.84.1 Printing detailed pickup receipts

Creating pickup buttons and forms for detailed receipt print

L-POS version 3.0.1.0 and greater allow you to set up the pickup function to print a detailed pickup slip. This slip can contain the information for the quantity of each coin and paper bill denomination to make it easier to balance the cashier's deposits. This is not the only way to set up the system, you can define many different screens to accomplish the POS pickups. The forms and buttons in this section are not part of the default set-up screens supplied b

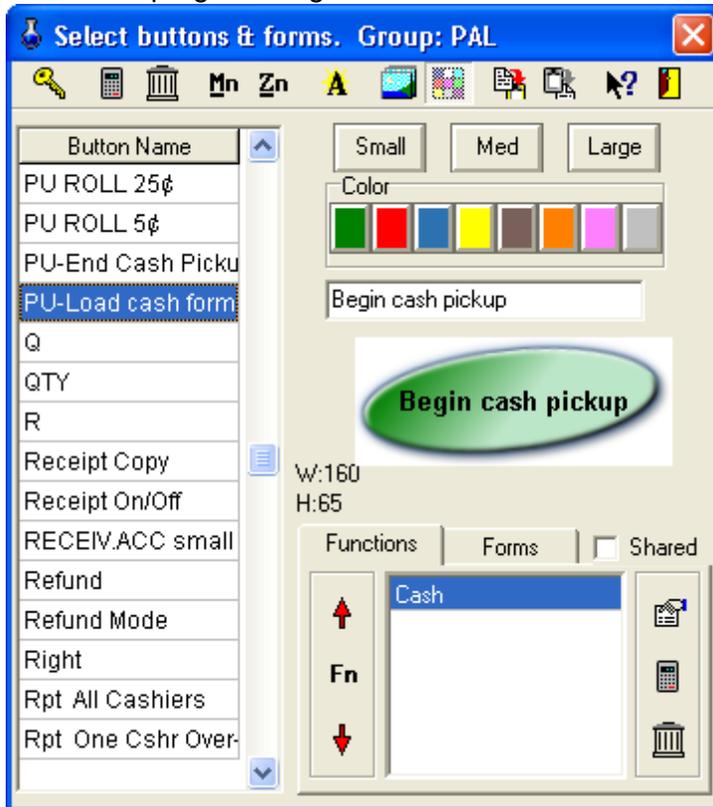
The cashier presses the Pickup button to start the pickup. This will load a PICKUP form with the different tender types you want to pick up. This pickup form will NOT allow pickups directly to the cash tender function. It will have a button that loads another form to start the CASH PICKUP. In the following explanation form 23 is the PICKUP TENDERS screen and form 20 is the PICKUP CASH screen. So the entries for all tenders except CASH are made on one form (23) and all Cash entries are made from form (20). The button called BEGIN CASH PICKUP will load the Cash pickup form 20.

Here is our example for form 23 we created for pickups. Most of these keys are just normal tender functions.



The BEGIN CASH PICKUP button uses the Cash function 101 to advise L-POS to start CASH PICKUPS. The settings for the BEGIN CASH PICKUP are explained below.

Here is the programming for the BEGIN CASH PICKUP button.



Endorsement Yes No
 Authorization center Yes No
 Override Bank DLL <Default>
 Card argument
 Double card stub Yes No
 Cash out required Yes No
 Pick up form number 20 - Pickup CASH
GENERAL
 Print form immediately Yes No
 Print form File
 OK Apply Advance Cancel

This is a cut-out of the parameters for the Cash function 101 used in the Begin Cash Pickup button.

The [Begin Cash Pickup] button is used to enter CASH PICKUP mode. In our test we set up form 20 to make the entries for the different cash denominations. This is set in the function properties by setting the flag **Pickup form** to 20. If you looked in the advanced view of function properties is entered as /FRM=20. If you press this [Begin Cash Pickup] key it will load form 20 that could look like this:



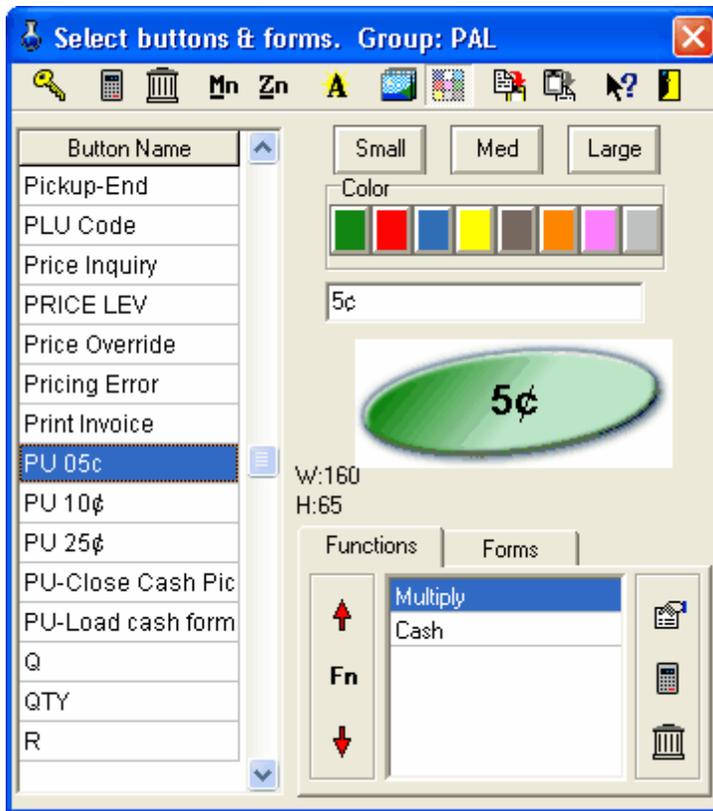
Each of these buttons was programmed to allow the receipt details to print for the pickup slip, in order to simplify reconciliation.

Create buttons for each denomination of coins, bills and rolls

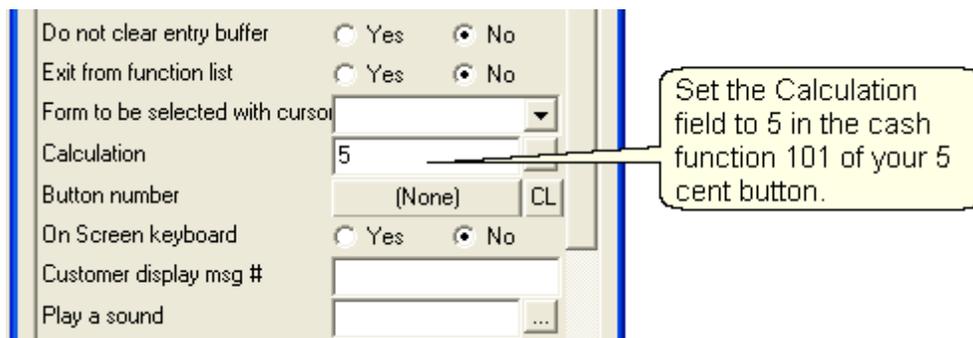
You need to create buttons to pickup each denomination or coin and bill in the drawers. You can also create buttons for the different coin rolls that need to be picked up. The description

from the button key-top is what will be printed on the pick-up slip. If you want to use an image on the key-top you still need to assign the text that will print on the receipt. For example, create a button called 5¢ to pick up the 5 cent coins. Create a button called Roll 5¢ to pickup the rolls of 5 cents, etc. All of these buttons will use the Cash function. For the 5 cents button set the calculation field of the function 101 to .05. To allow multiplication of the entries to the 5¢ button you need to insert the multiply function before the Cash function.

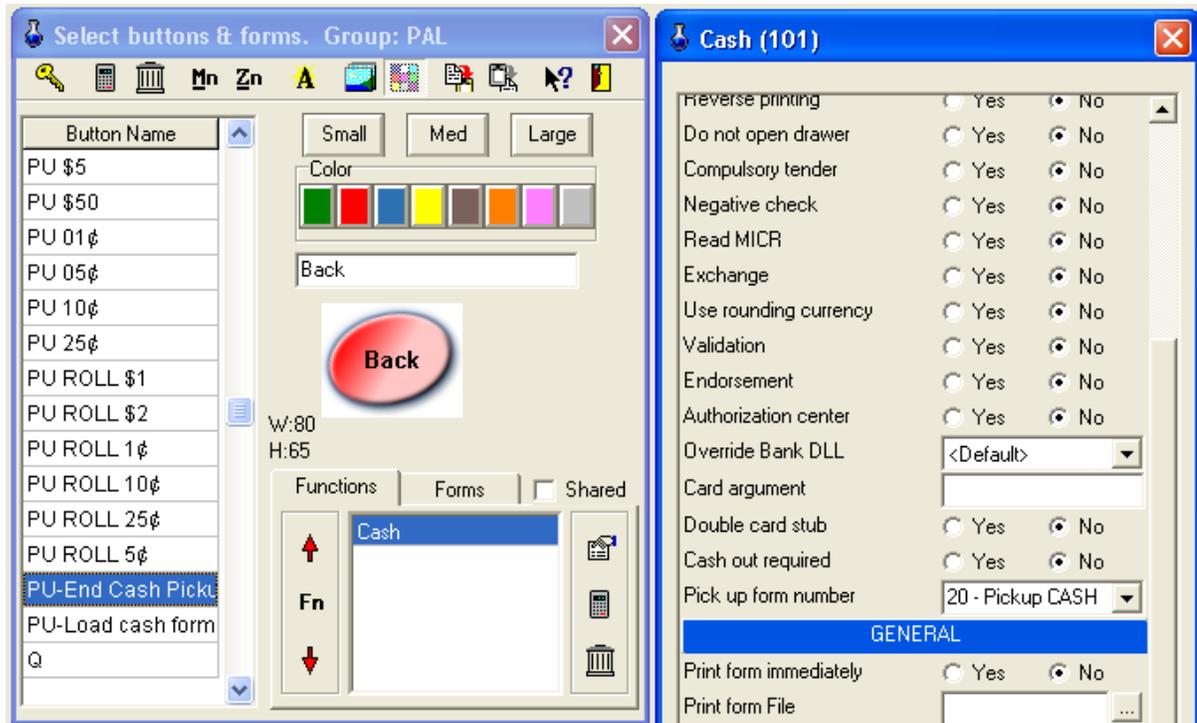
Here is how to set up the 5¢ button:



The multiply function has no special parameter settings. The CASH function has these parameters set:



Create the buttons for each coin and bill denomination you can pick up. Then you need to create the button that will end the CASH pickup and return to the normal Pickup tender screen where you can continue or finalize the pickup transaction. We called this button [Back] on the Cash pickup form 20 from the example above.



The BACK button is really another CASH function that "unloads" the CASH PICKUP FORM 20. The system returns to the pickup form that was on the screen before the Cash pickup form was accessed. The image above shows the parameter setting required. The BACK button also produces a printed subtotal for all the cash picked up.

From there you can continue the pickup of other tenders or press Pickup to terminate. On the Pickup Tenders form 23 you need to place a PICKUP function to exit from the pickup. In our example this button is called Pickup End.

The Pickup End button uses the PICKUP function 8053. In the Pickup end button we set the SWAP parameter to +11 to reload the normal department screen (form 11 in our working example.)

Transaction sample

```
[PICKUP]
Amount [Tender 1]
Amount [Tender 2]
[Begin Cash Pickup]
12 [ 1¢ ]
15 [ 5¢ ]
6 [ ROLL 10¢ ]
```

[BACK]
[END PICKUP]

Receipt sample

L-POS
POS SOFTWARE THAT UNDERSTANDS YOU...
...FROM PEOPLE WHO UNDERSTAND POS
17/03/2008 3:03:14 PM Carol

Pick up	
Debit card	\$59.99
Credit card	\$147.88
Food stamp	\$25.00
Cash	
122 X 1¢	\$1.22
15 X 5¢	\$0.75
47 X 10¢	\$4.70
23 X 25¢	\$5.75
3 X ROLL 1¢	\$1.50
12 X \$1	\$12.00
3 X ROLL 5¢	\$6.00
2 X ROLL 10¢	\$10.00
2 X ROLL 25¢	\$20.00
ROLL \$1	\$25.00
2 X \$50	\$100.00
Cash SUB TOTAL	\$186.92

Pick up	\$419.79
Trans:34464	Terminal:030001002-003001

You can become a Preferred Shopper today!
Please ask for information at
our courtesy booth.

THANK YOU & COME BACK

3.1.5.85 PLU Attach #8066

The PLU Attach function is used to attach the sale of an item to another product. An example of this would be if you want to use a PLU to add a descriptive remark to a main item. Using the attach function for the remark will force it to print with the main item regardless of report sorting.

3.1.5.86 Plu code #710

Plu code #710

This type of function allows the entry of a PLU code or can be used to assign a specific PLU to the keyboard.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Item number** is used to assign a specific PLU for usage with this button.
- **Definition table** set to yes will send the PLU number entered to the definition table to follow any special filtering rules that are required.
- **Rounding factor** is used to decide how amounts entered into the PLU function are rounded. Normal rounding is .005
- **Double width printing** will instruct the printer to print double size characters for entries made to this PLU code key.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.87 Points rewards #8081

The Points Rewards table is used to set up conversion of customer points to rewards. It is possible to create up to 10 records that each issue a specific reward in exchange for a pre-programmed number of points. The reward list will display on the POS screen.

Point Rewards # 1 → 1 5 / 10

Descriptor 2 → Free Gift Card

Alternate Descriptor Carte Cadeau Gratuit

Reward type 3 → Gift card

Points required 4 → 2500

Reward value 5 → 10

This shows the number of records used. Maximum number of rewards is 10.

Points reward table

- Enter a **Point rewards** record number.
- Enter the description and alternate description that will be used for this point reward.
- Enter the **Reward type**. You can issue a gift card, give an amount discount, or issue an in-store coupon that will print a voucher after a transaction.
- Enter the number of points that are needed to obtain this reward.
- Enter the value of the reward. Depending on the Reward type this will be the amount of either the Gift card, the dollar discount or the percentage amount.

Note: If you select Printed coupon as the reward type a new field appears:

- **Coupon trigger PLU:** When using the reward to Print a coupon voucher you will enter the PLU number that is linked to an in-store coupon. The system will record that PLU and trigger the in-store coupon to print. This reward type should not have a reward value entered.
- You must set a flag in PosSetup>System>General>Ad. Set the flag "Type M items Count" to True.
- The PLU you program to use as a trigger to issue the coupon should be set as Price method M, no price.

Notes:

The points reward system requires these settings:

Functions:

8078: Points to Gift Card. Link to Totalizer 160 Points converted.

8079: Points to Discount. Link to Totalizer 2 Total Sales and Link to Totalizer 14 Points converted discounts

8080: Points to Printed coupon. Link to totalizer 3508 Points to Coupon Print

8081: Points Rewards.

Totalizers:

14: Points converted to discounts. Use totalizer 8 as a model to copy from.

160 Points converted to Gift Card. Use totalizer 101 as a model to copy from. Please ensure that 1060, 1160, 1260, 1360, 1460, 2060, 2160, 2260, 2360, 2460 and 2560 also exist and are set up to report properly.

3513 Points converted to in-store coupons. This totalizer may exist in your system as Information 18.

When points are converted to a discount by dollar amount the system will always discount taxable items before discounting non taxable items. For example you convert points to offer a 5.00 dollar discount in a 10.00 transaction where 5.00 was taxable and 5.00 was non taxable. No tax will be collected because the 5.00 discount is applied to the taxable items first.

To use a printed coupon you need to set up the in-store coupon before creating the reward. When this reward type is used the POS will trigger the sale of a PLU if points are converted. That PLU would normally be set as a Zero price item (Price method M).

- Create a PLU that should be triggered when the points are converted. This is set up using PosSetup>System>Coupons>Instore coupons:



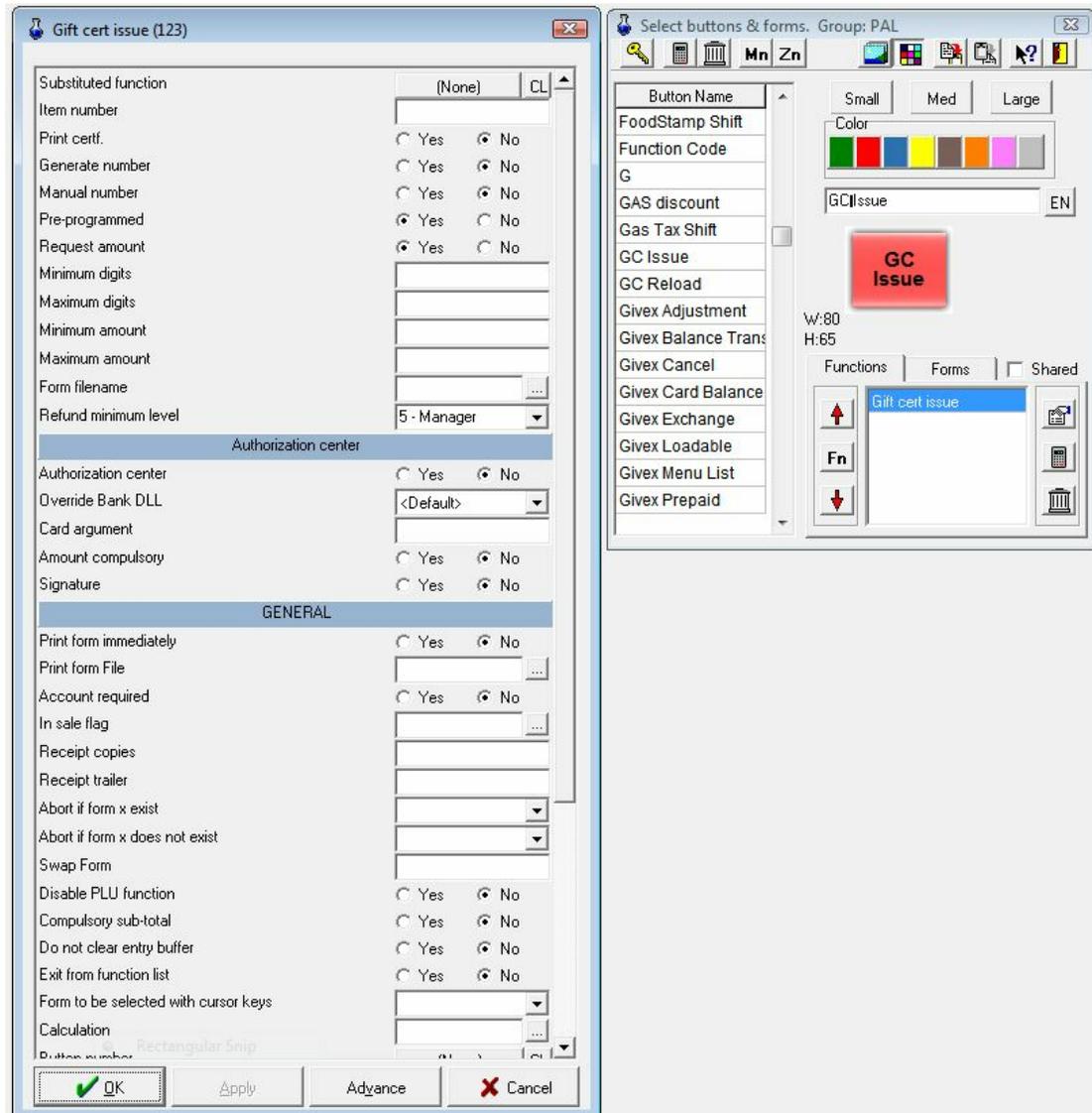
- Create an in-store coupon that will print when that PLU is triggered. Do not create a SALE coupon, create an Item coupon using the PLU created for that purpose.

PosSetup>Button setup

Add a button to issue a gift card in exchange of points.

Function type 123 Gift certificate +. You may want to modify the name of function 123 to call it Gift Card Issued.

Here are the button parameters:

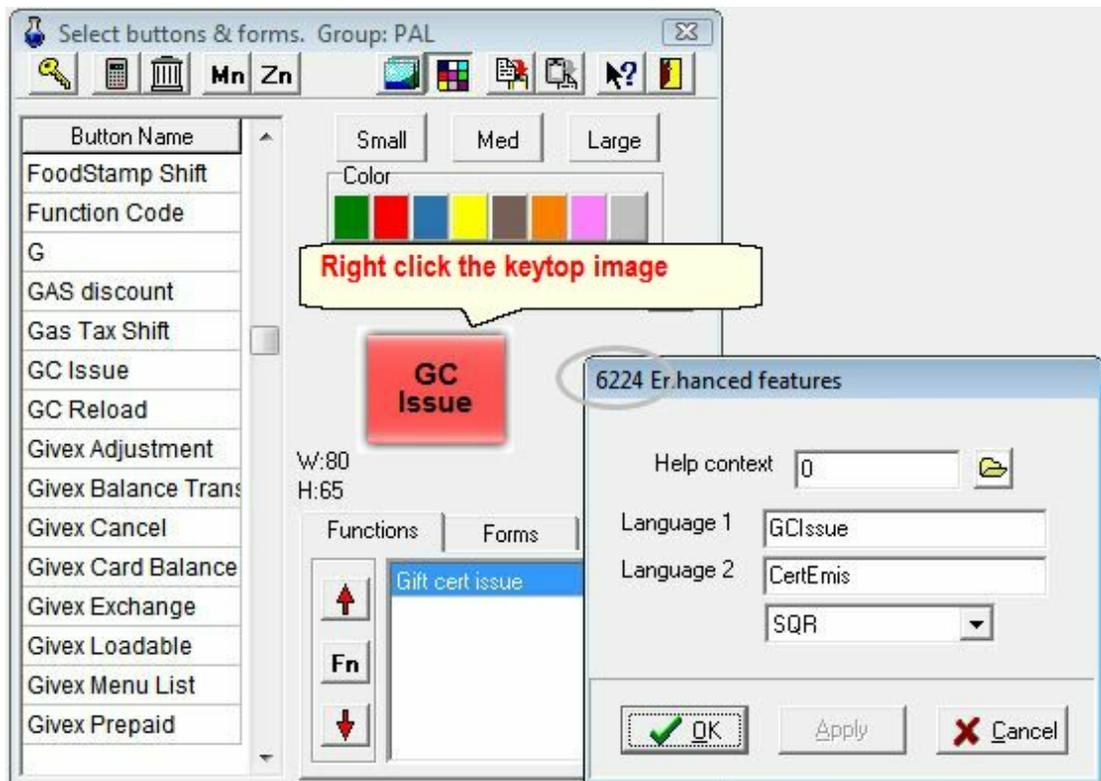


You must set the gift card function 123 properties:

Pre-programmed = Yes

Request Amount = Yes

Now you need to verify the button's database record number: Right-click on the Key-top image:



When you right click a new form appears with the button properties. The top of the window shows the database record number of the button. Take note of the number.

PosSetup>System>General tab "Ad" Advanced flags:

There are 2 advanced settings that control the POS behavior.

- The reward grid can be displayed automatically whenever a customer has accumulated enough points to obtain a reward. To use this method modify the **Advanced flag: Pop up Points Reward on entering customer.**
- Otherwise you need to configure a **Point reward button using function 8081** and when it is pressed the grid will appear if the customer has enough points to obtain a reward.
- You also need to assign the GIFT CARD button number that is used to call the gift card to be allocated in exchange for points. Search for the advanced flag called: **Gift card button number.** You need to assign the database record number for the button configured to issue the gift card in exchange for points. In our example it is button ID 6224.

3.1.5.88 Points tender #140

Use this function to tender a payment in points.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.

- **Double width printing:** Set this to send double width characters to the printer.
- **Reverse printing:** Set this to print reverse video
- **Avoid drawer opening:** If drawer not required set this flag.
- **Validation:** Set this to force validation.
- **Endorsement:** Set this to use the endorsement.
- **Block size:** Use this to control the minimum number of points that can be entered. If you set a block size of 200 you will need to Tender points in multiples of 200.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Note: Set the exchange rate for points in System Advanced flags under the Preferred shopper points section. Set the *Points redeemed conversion rate*

3.1.5.89 Pre-Auth 8064

Pre-auth is only available with the TDDirect bank interface.

- **Substituted function:** The substitute function should be set to None.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.90 PrePaid #8077

This function is used to pre-pay a fuel transaction.

- **Substituted function:** The substitute function should be set to None.
- **Minimum amount tendered:** Enter the minimum amount allowed for prepaid sale
- **Maximum amount tendered:** Enter the maximum amount allowed for prepaid sale
- **Argument:** Enter the argument required for this button by the Plugin you are working with. Refer to the plugin documentation.
- **Plugin name:** Enter the name of the Plugin used in this button.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.91 Price Inquiry #8033

Price inquiry #8033

This function is used to inquire on the price of an item without selling it. It can also be used to inquire on account balance.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Stay active** is used to allow multiple price inquiries in sequence without pressing the Price inquiry button each time.
- **Toggle allowed** means that this Price inquiry function can be switched between «

normal mode » and « stay mode ».

- **Detail form** is used to determine which form will be used to display the price inquiry information when this function is used.
- **In transaction check** changes the behavior of a Price inquiry. The POS will search the transaction (or the last transaction if you are not in a transaction) for the item number. This way you can quickly locate the last entry for the item in question and the total number of that item sold within the transaction.
- **With taxes:** Set this flag to display a price with taxes included.
- **Display in receipt:** Set this flag to display the price inquiry data in the on-screen receipt form.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.92 Price level #8030

Price level #8030

This function allows the selection of a price level. Several properties control the behavior of the price level function.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Price level** is the field in which you assign the price level to be activated by this function. Leave this field blank to select the price level manually. In other words you can have several price level keys on the keyboard pre-assigned to a specific level. Like a pre-set PLU. Or you could enter a price level number and press a price level button that does not have a level assigned. This would be like entering a PLU number and pressing the PLU key.
- **Temporary** should be selected to make the POS return to the original price level after a product is sold on the temporary price level. Items that are sold using a temporary price level will not be modified if a different price level is used later in the same transaction. This means that once you set the "Temporary=Yes" the flag "No override" is ignored because it is set internally.
- **No override:** controls how items are affected by price levels functions used in a transaction.
 - **No:** Items entered after this type of Price Level will be modified if a different price level is invoked later in the transaction.
 - **Yes:** This flag affects several behaviors:
 - Items that were already entered in the transaction will not change to this price level.
 - All items entered after this type of price level is used will never be modified by another price level used later in the transaction.

- A price level that is called with the "No override" set to "yes" will not be saved if the POS restarts. L-POS remembers the last price level set to "No override=No" after a restart. The POS will remember the price level at the end of the transaction, but not after a restart. It will always revert to the last price level used with the flag "No override=No".
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.93 Price override #8031

Price override #8031

This function is used to modify a price during a transaction. It can be set to act as a temporary price modification for this entry only or to update the back end price and immediately deploy the modification to all other lanes.

This function can also be used to over-ride the maximum entry amount assigned to an open PLU, a sub-department, or a department.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Vendor code** should be selected if you want to enter the vendor (warehouse) code to look up the product price. This is the number entered in the cost table for the UPC code. Note that the sale will be recorded under the UPC code of the item.
- **Update back office:** When selected this change will be sent to the back office maintenance and then to the other POS terminals. This functionality is not compatible when using multi-zone pricing from a central L-Remote. Changing the price on any L-POS terminal will end up changing the prices of all stores. **In a multi-store environment with different price targets do not select this option to update back office.**
- **SQL command file:** This parameter is used to change the behavior of the Price override function. Use the SQL query field to open a list of PLU items on the POS screen. The operator can then choose the item from the list, change the price, and post it. Using the **SQL command file** flag changes system behavior:
 - If this parameter is assigned you cannot use the button in a transaction.
 - The back office system is updated every time you use a Price modify button that uses the SQL command file list. The changes are sent to other terminals immediately irregardless of the **Update back office** flag setting.
- **Show 3 decimals:** This flag may be required if this button is being used to change the price of a gas item with 3 decimals.
- **No minus:** Use this flag to prohibit negative result.
- **Apply on last item:** Set this flag to apply the discount to the last item without selecting it,

- **Selected minimum level:** Sets a restriction to the user level needed to select a previous item in the same transaction for price override.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Note: Price modification can print an asterisk beside the modified price and add a line showing the original price. Set the flag in PosSetup>System>General tab advanced flag set-up.

Note 2: You can set a maximum percentage to be removed or added to the current price with the price modify button function. Set the flag in PosSetup>System>General tab advanced flag set-up.

Note 3: The flag to update the back office may not function if you use a 3rd party back office product. Please verify with the technicians who installed.

3.1.5.94 Pump function #8062

Pump function #8062

The Pump function is required for fuel interface control. It is also used with the Line Buster application. It will normally be used to start (Authorize) a pump, recall the fuel sale amount, recall a stored transaction from the line buster, etc.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Button ID** defines what the button does, for example it may authorize a pump, recall an amount, etc. Detailed instructions are available in the PUMP interface guide.
- **General:** Please refer to the General function parameters at the beginning of this help section.
- The Pump interface manual contains the button specific information required to set up the pump control interface.
- The L-HTML interface document explains how to set up the Pump functions for the Line buster application.

3.1.5.95 Quantity #40

Unit quantity (multiplication) #40

This function is used to enter the quantity of items being sold when it is different than the default quantity of one.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-

POS.

- **Multiply indefinitely** is used to change the behavior of this function from @/For to a cubic multiplication. This means that an entry of « 5 qty 5 qty 5 qty » would result in a multiplication of the unit price by 125.
- **Minimum quantity** will set the lowest multiplication factor available with this multiply function.
- **Maximum quantity** will set the highest multiplication factor available with this multiply function.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.96 Receipt copy #730

Receipt copy #730

This function is normally used to reprint a copy of the last transaction on the receipt printer. It can also reprint a past transaction being reviewed in L-POS. Press the zero key and the Receipt copy button to initialize the printer and reload the customer logo into the printer. You can create a multi function key that will do this key sequence automatically for you.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Endorsement reprint** should be selected if you need a function to reprint check endorsement after a print error occurred during the first endorsement attempt.
- **Manual coupon print** should be selected if you need a function to manually print the in-store coupons set to require Manual print. This could be useful in situations where certain criteria have been met, but not all customers require the specific coupon type to print. For example, a parking voucher is printed for customers that request it, but only when sale total is over \$50.00. Related set-up in System settings under Coupon tab.
- **Include bank info:** Set this flag to include bank information when you print a receipt copy (debit/credit authorization.)
- **Receipt format type:** This flag is normally used to select a different receipt formatting style for the copy. The system includes Receipt format 4 to print a Gift receipt that hides the prices. To print a Gift receipt enter 4 in this field.
- **Minimum level critical lines:** Receipt copies may contain sensitive data such as a PIN number when you are selling prepaid phone cards. This flag allows you to restrict the reprint of this critical data to the user level defined or greater.
- **General:** Please refer to the General function parameters at the beginning of this help section.

*Note: If you want to get copies of your transaction to print automatically when a specific button is used, you can set the number of **Receipt copies** flag in the General function parameters of the button in question.*

Note2: A PosSetup > System > General > Advanced setting allows you to set a trigger quantity X that will stop receipts from printing when fewer than X products are purchased.

3.1.5.97 Receipt on/off #732

Receipt on/off #732

This function is used to toggle the receipt printer status from on to off to on.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **On state:** This flag is used by L-POS to determine whether the printer will be turned on or turned off when the button is pressed. Select Yes for On, No for Off. If the flag "Toggle" is selected to Yes, then this flag is ignored.
- **Toggle:** This flag can be used to toggle on or toggle off the receipt printer. Meaning it will go on when it was off and vice versa. This flag overrides the "ON state" flag setting.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Note: To force receipt on, you can press 1 and Receipt on/off. To force receipt off you can press 2 and receipt on/off. This can be useful if you are programming multi-key functions and receipt status needs to be confirmed.

3.1.5.98 Received on account

Warning: Use the Payment function 310 when creating a button for customer payment on the POS.

3.1.5.99 Refund #650

Refund #650

The refund function has several uses. It can be set to use as an item refund, bottle refund and refund mode.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Refund mode** should be set to yes to force L-POS to treat each entry as a refund. To refund several items in sequence without pressing refund before each item, set

refund mode to yes. This also means that you cannot sell an item in the same transaction as you use the refund mode function. So if you want refunds done in a separate transaction set the Refund Mode flag.

Note: We recommend the use of the function type 660 for refund mode rather than the refund 650.

- **Bottle refund** will make the refund function behave as a bottle return key. When this flag is set to yes, pressing the key and scanning a PLU with a bottle deposit link will refund the bottle deposit amount and increment the bottle return totalizer.
- **Force price confirmation** means that the operator performing a refund on a pre-set item will be prompted for price confirmation. This means that it is possible to trap items that were purchased on special but that are being returned at today's price.
- **Keyed minimum level:** Set the minimum user level required to refund a PLU by entering the number through the keyboard. This setting does not restrict the refund of an item entered with the scanner.
- **Validation:** Set this to force validation on refund entries to PLU & sub-department entries.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Refund #650 as Bottle Return

The refund function has several uses. One of them is bottle return. Set the flag for bottle return for this refund type function to be used as a bottle return key. This function is used to refund the bottle deposit linked to the item that is scanned.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Refund mode** should be set to yes to force L-POS to treat each entry as a refund. To refund several items in sequence without pressing refund before each item, set refund mode to yes. This also means that you cannot sell an item in the same transaction as you use the refund mode function. So if you want refunds done in a separate transaction set the Refund Mode flag.
- **Bottle refund** will make the refund function behave as a bottle return key. When this flag is set to yes, pressing the key and scanning a PLU with a bottle deposit link will refund the bottle deposit amount and increment the bottle return totalizer.
- **Force price confirmation** means that the operator performing a refund on a pre-set item will be prompted for price confirmation. This means that it is possible to trap items that were purchased on special but that are being returned at today's price.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.100 Refund mode#660

Refund mode #660

The refund mode is used to reverse a previous entry. It is similar to a manual transaction reversal that affects the current operator.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **General:** Please refer to the General function parameters at the beginning of this help section

3.1.5.101 Remote Printer #8083

Use the function to send data immediately to the remote printers.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.102 Report #8010

Report #8010

The Report function is used to generate a report at the front end. the report request is actually processed on the back end server and transmitted to the front end terminal for display and print-out.

Substituted function: Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.

SQL command line allows an SQL statement to be inserted to execute the report request to the back-end. Here are some report request examples that can be made on the front end L-POS terminal:

Request all cashiers for today:

CGI=RPT_CLK,DETAIL=D,TARGET=RAL,TLZ1=0,TLZ2=999999

Request the currently signed-on cashier for today: CGI=RPT_CLK,DETAIL=D,
TARGET=RAL,TLZ1=0,TLZ2=999999,FIL1=@clk,FIL2=@clk

Request the financial report for the store for today:

CGI=RPT_FIN,DETAIL=D,TARGET=RAL,TLZ1=0,TLZ2=999999

Request the financial report for the store for the week:

CGI=RPT_FIN,DETAIL=W,TARGET=RAL,TLZ1=0,TLZ2=999999

Request the subdepartment report for today:

CGI=RPT_SUB,DETAIL=D,TARGET=RAL,TLZ1=0,TLZ2=999999,FIL1=0,FIL2=999999

General: Please refer to the General function parameters at the beginning of this help section.

3.1.5.103 RESERVED #127

This is a system reserved function. Please do not use.

3.1.5.104 Reversal #8049**Reversal #8049**

This type of function allows the reversal of a previous transaction.

- **Substituted function:** The substitute function should be set to None.
- **Affect current date/operator** allows you to decide whether the reversal performed with this function will affect the date and operator/lane/drawer of the original transaction or the date and the operator/lane/drawer of the current transaction. Leave the parameter set to **no** to write a negative transaction to the original date the transaction was made. (**Note** : You can create 2 separate reversal functions if you need one that corrects the original transaction and another that acts more like a global refund feature to give money back out of the current operator's drawer.)
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.105 Right arrow #8022**Right arrow #8022**

This type of function allows the control of cursor movement.

- **Substituted function:** Enter the function from the back-end that L-POS should use

the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.

- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.106 Scale shift #8036

Scale shift #8036

This function inverts the scale status of the item.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Toggle** should be selected to allow the **Scale** button to reverse the scale status of the next item. Selecting **No** in the **Toggle** and **Yes to Active** means the scale status of the next item can only be added, never suppressed. Selecting **No** in **Toggle** and **No** in **Active** means the scale status for the following item can only be suppressed, never added.
- The **Toggle** set to **Yes** is probably the most common setting. In rare circumstances, when you may need to always remove the scalable status you would set **Toggle** to **No**. An example would be using price levels to sell different sizes. If bananas are normally weighed on level 1 but not on level 2 because you sell by the case at a unit price, you could shift the scale status of bananas when selling on price level 2 to remove the scalable setting. But the same scale shift function could not be used on level 2 for an item such as a cucumber which is sold at a unit price on both levels.
- Pressing a scale shift button set to **Toggle** would turn the scale status to **On** for the cucumber. That is where the **Toggle** should be set to **No** and the **Active** bit should be set to **No**. Now the scale shift function used with level 2 pricing will never turn the scale status on, only off. Incorporating the scale shift and the price level key into one macro button will make the operation very easy.
- **Food stamp Shift:** can be used to affect the FS status of the next item you enter.
- **WIC Shift:** can be used to affect the WIC status of the next item you enter.
- **WIC type to shift** will determine which WIC status will be affected.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.107 Search #8011(Find PLU, ect...)

Search (FIND) #8011

The FIND function allows a search to be executed within the sale transaction. The search results depend on the request that is made. It is possible to search and list accounts, products, departments, etc.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **SQL command line** allows an existing SQL file to be selected for execution by this function. Press the small icon (...) to search for the appropriate SQL command. The default path for the search statements is the C:\POS\WINSFILES directory.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.108 Send message #8013

Send message #8013

This button is used to send a message from the an L-POS terminal to another terminal.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Enter the text** message to deploy with this button. The message format must be TEXT,DESTINATION STATION ID. For example: Wrapper needed now,901 will send a message to station 901 stating Wrapper needed now. The destination station sees the sending station in the message window that displays.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.109 Senior discount #411

Please use substitute function 410 Discount global.

- **Substituted function:** Enter the 410 Discount global.
- **Preset discount rate:** Enter the pre-set discount rate or amount.
- **Minimum and Maximum discount:** Enter the lowest and highest discount rates (or amounts) available with this button. Leaving them blank will create a Pre-set only discount button. The pre-set amount is set in the previous field.
- **No minus:** Select Yes if L-POS should not allow a negative total through use of this button.

- **Positive discount:** Set this flag to Yes to add the discount into the transaction as a premium.
- **Discount level (1-4):** L-POS can track up to 4 discount subtotals. Enter the discount subtotal being used in this discount function. The discount level entered here has a relation to offering discounts on discounts. If you have given item discounts in the transaction they always affect discount level 1. Set this to level 2 and the global discount button will discount the items that were discounted with the item discount. For example, you sell a 5.00 item. Then apply a 10% item discount. Sale subtotal is now 4.50. If you apply a global discount using a discount button set to level 1 it will give no discount because the 5.00 was already discounted with the item discount. That action removes the 5.00 from what remains discountable. If you do the same with a button set to give 10% on global discount level 2 it will take 10% off the balance of the transaction which is 4.50. So the transaction will then subtotal to 4.05. If you needed to give another subtotal discount for example to an employee you could have another button set up to use the discount global type function and assign discount level 3. That would remove a discount from the remaining 4.05.
- **Taxes:** Press the ... icon to select the taxes that are affected by this discount button. To make this discount button non-taxable make sure that no tax names are selected in this window. A greyed out tax name is the same as no tax selected.
- **Full tax:** Set this flag to No if you want L-POS to remove the tax collected on taxable items on a pro-rata basis according to the amount of discount given on the discountable items. L-POS will remove all tax from the taxable items if this flag is set to Yes.
- **Rounding factor:** Enter the rounding factor used with the discount button.
- **No percent displaying:** Set this flag to hide the discount rate that was used.
- **Reverse printing:** Set this flag to reverse the black on white print to white on black print. This is used to highlight the data on the printed customer receipt.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.110 Set date string #8074

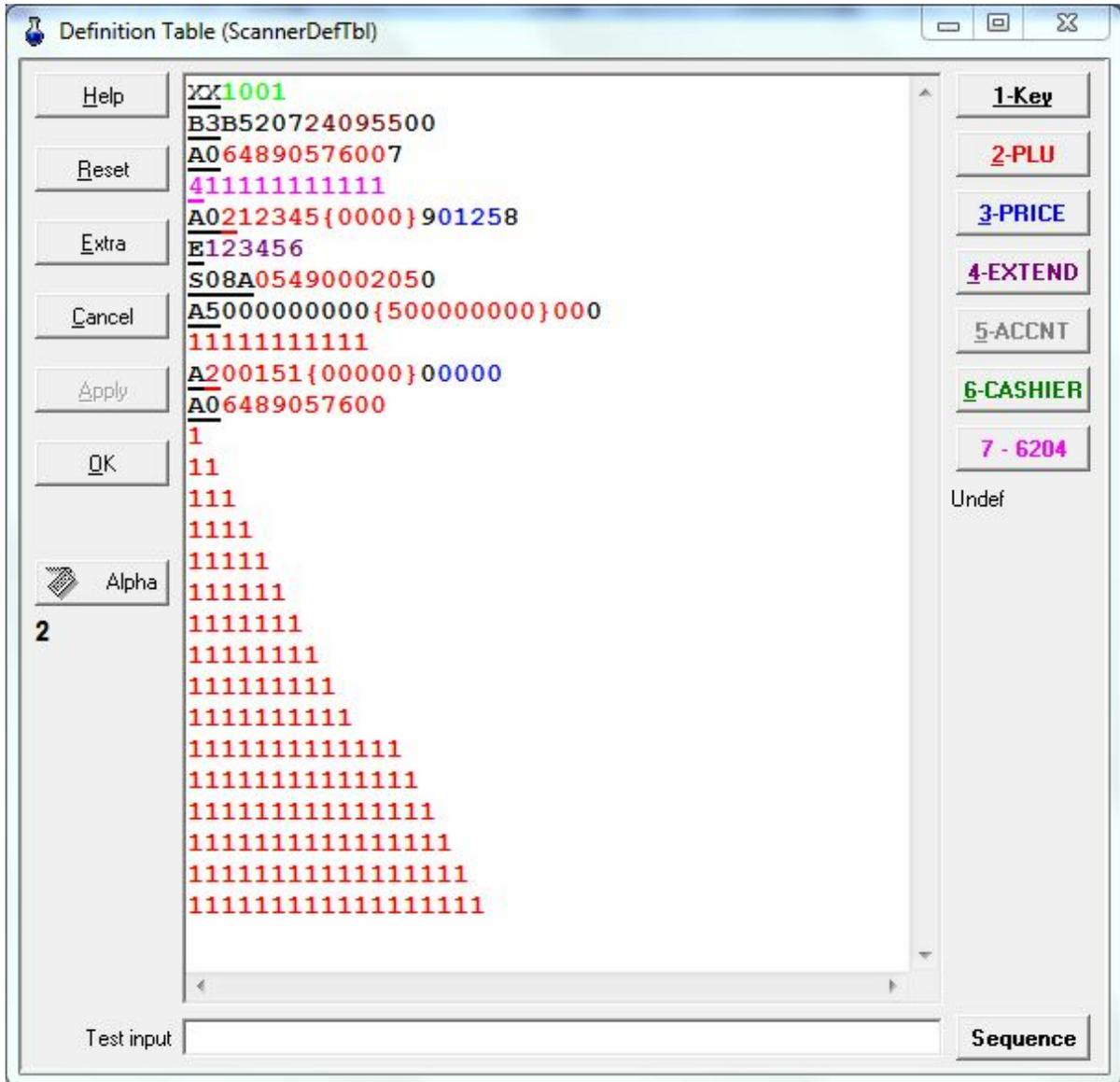
Set date string #8074

This button is used to send the date scanned to the input for age verification.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **General:** Please refer to the General function parameters at the beginning of this help section.

This function will be used in a button called by the scanning definition table. Create the button and assign this function to it. Then add a row to the definition table where the date string of the driver's license is sent to this as a custom button. The following image displays as

example:



Row 2 above shows an example of the scan data returned from a drivers license. This will not be the same for all states or provinces. In this case the birth date is Sept 29, 1955. This is encoded as 250953 in the bar code data.

Highlight the data for birthdate and press the 7-Custom button. Then in the button list choose the Set Date button you created earlier. Take note that the drivers license in this example sends the birth date data as DDMMYY. To make things simple you can change the regional settings for short date format to match, in this case it was changed from the normal setting to use DD-MM-YY.

If you cannot modify the regional settings of the short date format to match with the string received from the scanner you will need to use the sequence option in the definition table.

Refer to the Scanner definition table chapter.

3.1.5.111 Store Charge #106

Store Charge #106(All tender functions including Check, credit card, etc)

The tendering functions such as Store Charge are used to accept payment for a transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key is used.
- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Activate buttons on form** allows you to select a button that should be accessed whenever this function is executed.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.
- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Card argument** is used to determine the type of card authorization performed on this

card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.

- **Double card stub:** This will issue to credit card stubs.
- **Cash out required:** Select this flag if you want to prompt for a cash back amount when this tender is used.
- **Pickup form number:** Enter the form to load when this function is used during a pickup. Normally this will load a form with different denominations programmed to simplify the pickup routine. See detailed information in the Printing detailed pickups section.
- **Signature:** Set this flag to require signature capture to the L-Tracker files when this payment function is used.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.112 Store coupon #460

Store Coupon #460

This type of function is used to manually reduce the transaction amount. The parameters for this type of functions are the following:

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Preset amount:** Enter the pre-set coupon amount if it is pre-set. Otherwise leave it blank. If an amount is entered here the minimum and maximum are ignored, no open entries will be permitted if a pre-set value is set.
- **Minimum and Maximum discount:** Enter the lowest and highest discount amounts available with this button. If a preset amount is set the minimum and maximum are ignored.
- **Positive coupon:** Set this flag to Yes to add the coupon amount to the transaction.
- **Taxes:** Enter the taxes that will be reduced when this coupon is used. You need to understand that the store coupon will reduce as much tax as it can from a transaction, without allowing the tax to become negative.
- **Food stamp:** Set this flag to reduce the Food-stamp total by the coupon amount.
- **WIC:** Set this flag to reduce the WIC total by the coupon amount.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **Reverse printing:** Set this flag to enable white on black print to highlight the store coupons.
- **General:** Please refer to the General function parameters at the beginning of this help

section.

3.1.5.113 Subdepartement #715

Subdepartement #715

This type of function allows the entry of a subdepartment code or can be used to assign a specific subdepartment to the keyboard.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Subdepartment number** is used to assign a specific subdepartment for usage with this button.
- **Double width printing** will instruct the printer to print double size characters for entries made to this Subdept button.
 - **Reverse printing** will send the background black and the text white. Not supported on all printers.
 - **Prompt list #:** Enter the prompt list number if required. This allows you to set a prompt when entries are made to this button, for example a licence plate number for fuel sales.
 - **Minimum amount** will restrict the lowest amount an operator can enter to this button. This can also be specified in the sub-department table programming. The higher amount of the two will act as restriction. If you set the minimum amount on the sub-department in L-BOSS at 2.00 and you set the minimum amount at 1.00 on the button the L-POS will use the 2.00 as minimum amount.
 - **Maximum amount** will restrict the highest amount an operator can enter to this button. This can also be specified in the sub-department table programming. The lower amount of the two will act as restriction. If you set the maximum amount on the sub-department in L-BOSS at 50.00 and you set the maximum amount at 30.00 on the button the L-POS will use the 30.00 as minimum amount.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Note: L-POS can send the cost of goods sold by department, sub-department, or Price Required PLU's. The entry must be made to a button assigned to the keyboard, it will not work on an entry prompted from a list. For each sub-department button assigned to the keyboard make the following modification in the button set-up:

1. Add a Load Form (8001) function to the sub-department button. Move the Load Form up so that it is executed before the sub-department function. Set the "Do not clear entry buffer" flag to Yes. Access the advanced features programming and add "/"

- VAR01=#00" to the existing option.
2. Add a Manual Cost (8059) function to the sub-department button. Move the Manual Cost function up so that it is executed before the sub-department function. Set the "Do not clear entry buffer" flag to Yes. Set the Calculation field to "#00*.72" to capture a cost of 28% of the price that the item was sold for. (Set the Calculation field to "#00*.68" to capture a cost of 32% of the price that the item was sold for.)
 3. In the properties of the Sub-department function set the minimum entry to .01 (or higher) to force a price entry *before* the sub-department key is pressed. In the *advanced* properties of the Sub-department function add the following value "VAR00=#01"

3.1.5.114 Subtotal #720

Subtotal #720

This function is used to display the subtotal on the receipt and on the pole display.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Foreign currency table** allows you to select an exchange rate that will be executed when this Subtotal button is used. Click the small arrow to select the rate you want to assign. These rates are programmed in the System set-up under the Miscellaneous tab.
- **Execute account discount** must be selected whenever you are using a global discount function to remove the customer discount from the transaction. Select the automatic account discount function in the Account settings .
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.115 Tafmo #8069

Tafmo #8069

This function is used to open an external program Tafmo used for web based ordering. This function requires the Tafmo product. Further instructions are included with the Tafmo setup information.

3.1.5.116 Tax shift #8034

Tax shift #8034

This function is used to shift the tax status of the next item.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Taxes** allows selection of the tax rate(s) to be shifted by this button.
- **Toggle** is used to define the behavior of the tax shift function. Setting toggle to yes means the next item tax status will be inverted from its normal setting.
- **Set Suppress taxes** to Yes to delete all tax collected in the transaction for the tax rates affected by this button. Setting Suppress taxes to No and Toggle to No results in a tax shift that only removes the tax status of an item, never adding it as with the normal Toggle set to Yes.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.117 Temporary tender #198

Temporary Tender #198

This function allows you to set aside a transaction for tendering with the correct finalization key at a later time. It can be used in various situations such as delivery, or when more than one invoice needs to be printed for one single payment at the end.

The temporary tender function is useful when a transaction needs to be finalized but you are not certain how the payment will be made. This is often the case with deliveries.

The system can store several temporary tender totals that will each contain a list of transaction numbers and the amount due for each transaction. To store a transaction under temporary tender total 1 for driver 1, you would program the TEMP TENDER button to execute 1 [TEMP TENDER]. To store a transaction under temporary tender total 2 for driver 2, you would program the TEMP TENDER button to execute 2 [TEMP TENDER].

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Points** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.

- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Activate buttons on form** allows you to select a button that should be accessed whenever this function is executed.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.
- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.118 Tender transfer #8061

Tender transfer #8061

Use this function to transfer an amount from one tender to another tender if an error was made and the sale has been finalized.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Compulsory number entry:** Set this to force a confirmation number.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.119 Time Clock #8082

Use this function to punch in or out.

- **Substituted function:** Enter the function from the back-end that L-POS should use

the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.

- **Do not open drawer** will prohibit the cash drawer from opening during training transactions.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.120 Training mode #8038

Training mode #8038

This function is used to invoke the training mode operation.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Do not open drawer** will prohibit the cash drawer from opening during training transactions.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.121 Transaction Discount

This function is used to modify the Transaction Discount rate applied to the current transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Transaction discount rate:** Set the percentage to apply to the transaction
- **Transaction amount required:** Set the transaction amount required to trigger the discount.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.122 Up #8020

Up #8020

This type of function allows the control of cursor movement up by line or by page. It can also be used to navigate the electronic sales journal when the **Last transaction** parameter is selected. You may need to create 2 **Up** buttons, the first to move back up the transaction you are in or to move up lists you are viewing, and the second to move backward in the electronic journal.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Page scrolling** allows the function to operate as page up instead of moving up one line only.
- **Previous transaction** is required when this function is used to move backward while reviewing the electronic journal.
- **Maximum offset** allows you to define the maximum number of transactions that you can move back to when using the L-POS to open the electronic journal.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Note: To return direct to a specific transaction number, enter the transaction number and press the arrow key assigned the **Previous transaction** parameter.

3.1.5.123 Validation print #8042

Validation #8042

This button is used to activate the validation printer.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.124 Vendor coupon #420

Vendor Coupon #420

Vendor coupon is used to reduce the amount owing on a transaction. The vendor coupon parameters are:

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Preset amount:** Enter the pre-set coupon amount if this function uses a pre-set amount.
- **Minimum and Maximum discount:** Enter the lowest and highest discount amounts available with this button. Leaving them blank will create a Pre-set only discount button. The pre-set amount is set in the previous field.
- **No minus:** Select Yes if L-POS should not allow a negative total through use of this button.
- **Positive coupon:** Set this flag to Yes to add the coupon amount to the transaction.
- **Coupon level (1-4):** L-POS can track up to 4 coupon flags. Enter the coupon flag to verify for this coupon function.
- **Taxes:** Press the ... icon to select the taxes that are affected by this discount button. To make this discount button non-taxable make sure that no tax names are selected in this window.
- **Food stamp:** Set this flag to reduce the Food-stamp total by the coupon amount.
- **WIC:** Set this flag to reduce the WIC total by the coupon amount.
- **Full tax:** Set this flag to No if you want L-POS to remove the tax collected on taxable items on a pro-rata basis according to the amount of discount given on the discountable items. L-POS will remove all tax from the discounted portion of taxable items if this flag is set to Yes.
- **Double width printing:** Use this option to send the double size print command whenever this button is used.
- **Reverse printing:** Set this flag to enable white on black print to highlight the coupons.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.125 Visa #130

Please refer to the Cash function 101.

3.1.5.126 Visa Debit #136

Please refer to the Cash function 101.

3.1.5.127 Void last item #610 (Error correct)

Void last item #610 (Error correct)

The error correct function reverses the last item entered automatically. It can also be used to reverse the highlighted item if the operator scrolls back up the receipt area within the current transaction.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Validation:** Set this flag to force printer validation when the function is used.
- **Keyed minimum level:** Set the minimum user level required to refund a PLU by entering the number through the keyboard. This setting does not restrict the refund of an item entered with the scanner.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.1.5.128 Wic, Wic 2, Wic 3

Wic payment #119, Wic 2 # 149, WIC 3 #150

Wic is a tender key used to receive payment for a sale. Only WIC items can be paid with WIC checks. There are 3 WIC flags per item, sub-department and department. This allows you to set different WIC types on products. The same items can have WIC 1, 2 and 3 set at the same time. Items flagged for WIC 1 can only be paid with WIC tender 1 (function 119.) Likewise, Items flagged for WIC 2 or WIC 3 can only be paid with WIC tender 2 (function 149) or WIC tender 3 (function 150.) There is a flag related to WIC entry in PosSetup>System>General>Advanced settings. This allows you to decide if WIC items must be entered in separate transactions. The default behavior of the L-POS WIC feature is to allow entry of any items in a transaction. But you can only pay for WIC items with a WIC check. If you set the advanced flag "*WIC items only in the transaction*" you need to press one of the WIC keys to start item entry. Normally when you set this flag you will also prompt the operator for check amount and the check start and end dates.

- **Substituted function:** Enter the function from the back-end that L-POS should use the attributes from. This could be used if the function you are using has not been defined in L-POS and you want to use another function that has been defined in L-POS.
- **Minimum amount tendered** is used to prohibit amount entry below this limit.
- **Maximum amount tendered** is used to prohibit amount entry above this limit.
- **Minimum quantity** is used to prohibit quantity entry below this limit.
- **Maximum quantity** is used to prohibit quantity entry above this limit.
- **Maximum change** is used to prohibit change above this amount when this tender key

is used.

- **Points %** is used to calculate points using this ratio whenever this tender function is used. This way you can calculate points on the sale value rather than on item sales. If you want to issue more points for Cash payment than for credit card payments you would assign a higher value of points on Cash than on Visa, Master Card, etc. Points issued on tender will always be calculated as a percentage of the total. A related setting in PosSetup>System>General>Advanced flags allows you to decide whether tax is included in the calculation of the points issued.
- **Foreign currency table** is used to determine the exchange rate table to use with this tender function. The currency exchange tables are programmed in the System Set-up module.
- **Overtender fee** is set to charge an amount related to any change issued with this tender function.
- **Fee in percentage** is set to yes when the over tender fee should be calculated as a percentage of the change issued with this tender function.
- **Double width printing** selection will force the tender amount to print double size on the customer receipt.
- **Do not open drawer** will prohibit the cash drawer from opening when this tender function is used.
- **Compulsory tender** set to Yes will force the operator to enter the amount received into the tender key to perform change calculation
- **Negative check** will force this tender to request a checking account entry.
- **Read MICR** will force the POS to use the MICR reader to input the check account number.
- **Exchange** is used to decide whether this function can be traded for Cash. For example, you could set this flag to Yes on the Check function to allow check cashing.
- **Rounding currency** is used to allow this tender function to use the system rounding factor (for example, your country does not use pennies in the drawer so all entries in this tender are rounded to the nearest 5 cents.
- **Validation** is used to force a compulsory validation message on the validation printer.
- **Endorsement** is used to force a compulsory endorsement message on the endorsement printer. When you set this flag on WIC CVV tender (WIC 2, function 149) you also need to do something special in the check endorsement form file you use for printing. Normally the form file would use field 100 to print the amount of the endorsed check. WIC CVV using function 149 use the field 119 to print the amount of the WIC checks. So you need to create a different form file and assign it to the WIC CVV tender.
- **Authorization center** is used to decide if this function activates a call to the credit/debit card authorization center.
- **Card argument** is used to determine the type of card authorization performed on this card. Information on the correct settings for this field is available in the Device setup under bank. Press "**Set up Device**" and go to the Info tab. The settings depend on the bank that L-POS is connecting to. So once you have the correct bank interface selected this info field will contain the required data.
- **Prompt list #:** Enter the prompt list number associated with the button. When this field is left blank the POS will try to use prompt list 1. Enter prompt 0 if you do not want any prompt on the WIC function. The prompts are set up in the PosSetup>System>Misc>Prompting list menu. Depending on WIC behavior you may

need to add a prompt for check amount, start date and end date. For WIC 2 (WIC C V V) it is COMPULSORY to add at least an amount prompt.

- Since WIC 2 will be used for the fruit and vegetable vouchers it is possible that more than one check can be accepted in the sale. So a prompt list **MUST** be attached to WIC 2 function 149. This prompt list will behave differently than other prompts.
- Once the prompts have been answered for the first WIC CVV the same prompt will appear again to allow the entry of another WIC CVV amount.
- The POS will retain the total of the WIC CVV amounts entered during prompting to validate against the sale total.
- If the sale total is greater than the sum of the WIC CVV entered the POS will allow split tendering with other form(s) of payment.
- If the sale total is less than the sum of WIC CVV entered the POS will accept the sale but no change will be issued. The last WIC CVV check entered will be endorsed for the amount of all WIC CVV minus the sale total. So if the WIC CVV checks entered during the prompts were \$10.00 and \$10.00, but the transaction was for \$19.75, the last WIC CVV endorsed will be endorsed for \$9.75.
- **Signature:** Set this flag to force signature capture with this tender.
- **Whole dollars:** This flag will only allow entering whole dollar amounts into the tender. This means that \$2.00 is ok, but as an example \$2.35 would not be allowed. Note that if you add a prompt (with the prompting list) for Amount to this button the Whole dollars flag will be used to prohibit entering fractional amounts at the prompt.
- **General:** Please refer to the General function parameters at the beginning of this help section.

Note: The WIC 2 button is reserved for WIC CVV. WIC CVV is a type of wic voucher used to purchase fruits and vegetables. WIC CVV can only be accepted in whole dollar amounts. Set the flags as required in your jurisdiction. The WIC 2 function is different than the WIC 1 and WIC 3 functions. When you set WIC 2 you must attach a "prompt" sequence to the function properties. The prompt must be created using the Prompt list setup. The prompt must request an "Amount" field. The amounts entered are retained by the POS and become the tender amount when you press the WIC 2 button to end the transaction. Normally the prompt for WIC will also include a prompt for Start date and a prompt for End date. The advanced flag "*Number of days valid for WIC*" simplifies the entry of end date by adding that number of days to the start date. It automatically displays the end date by adding the specified number of days to the start date immediately after the operator enters the start date.

Note 2: The WIC 3 button is reserved for eWIC payment. Help on the eWIC is available in a separate document.

3.1.5.128.1 Setting up WIC

SETTING UP WIC AND WIC C.V.V. ON L-POS version 3.2.1.13 and greater

WIC items only in the transaction

First thing to consider is the **WIC items only in the transaction** flag. This flag forces you to press a button to start a WIC transaction. Then you can only scan items set to the same WIC

type (1, 2 or 3) as the WIC function used to start the transaction. If you want to be able to use WIC function 149 for WIC C.V.V you MUST set this flag. This flag is part of the advanced flags in PosSetup>System>General tab>Ad button. On a new installation this flag is set TRUE.

Creating the prompts for WIC checks

Use the PosSetup program if you need to create prompts for WIC check information. When the "**WIC items only in the transaction**" flag is used you must press a WIC button to start the sale. Normally you will want to prompt operator for **check start date and check end date**. Some states may have a pre-determined value on the WIC check, especially on WIC C.V.V checks. In that case you may also prompt for WIC check amount.

The prompts are set up in PosSetup>System>Misc>Prompting lists. Create a prompt with the questions you need:

- Enter WIC check amount (TYPE Amount)
- Enter WIC check start date (type start date)
- Enter WIC check end date (Type end date)
- There is an advanced flag to simplify entering the WIC end date. Look in PosSetup>System>General tab>Ad button for advanced flags. Set the flag **Number of days valid for WIC**. This will add the specified number of days to the WIC start date.

The prompts you create for the traditional WIC function 119 can be different than the prompts you create for WIC CVV function 149. For example, on WIC 1 you only prompt for start date and end date, but on WIC CVV you need amount, start and end date. This means, for example, that you will create prompt list 1 with 2 questions and prompt list 2 with 3 questions.

Important NOTE: L-POS will assign prompt 1 to the WIC function by default when no prompt number shows in the field in the function parameters set-up. If no prompt is assigned to the WIC function in the start WIC transaction button the POS will display an error showing that "prompt list #1 not defined." Use prompt number 0 (zero) to assign NO PROMPT to the function.

Assign the prompts to the WIC functions

The prompts will be attached to the buttons used to begin a normal WIC transaction or a WIC C.V.V transaction. Locate the button(s) used to begin the WIC transaction and assign the prompt number in the function properties.

Important NOTE: L-POS will assign prompt 1 to the WIC function by default even if no prompt number shows in the field in the function parameters set-up. If no prompt is assigned to the WIC function in the start WIC transaction button the POS will display an error showing that "prompt list #1 not defined." Use prompt number 0 (zero) to assign NO PROMPT to the function.

Prompt for WIC loss

There is another flag to consider: **Prompt for WIC loss**. This is required in some states that require retailers to honor the WIC check amount and items listed even when the prices issued are lower than the prices at the store. The transaction total can actually be higher than

the WIC check amount. This flag only affects the traditional WIC function 119. It does not affect the WIC C.V.V function 149. This flag is set under PosSetup>System>Misc tab.

If the **Prompt for WIC loss** is *not used* 2 possibilities exist:

- There is NO prompt for the WIC check amount at start of sale. In this case there is no amount assigned to the customer's WIC check. At the end of transaction you enter the amount of the WIC subtotal and press the WIC button to end the sale.
- There IS a prompt for the WIC check amount at start of sale. The system will prohibit creating a WIC sub-total higher than the amount of the WIC check amount when the **Prompt for WIC loss** flag is not used. When the limit is reached the system will warn the operator that the WIC sub-total cannot exceed the WIC check amount.

When the **Prompt for WIC loss** option *is used* the system compares the check amount entered at start of transaction to the sub-total of the WIC items entered. Therefore a prompt for WIC check amount **MUST** be assigned to the button used to start the WIC transaction.

- When the sub-total of WIC items is greater than the WIC check amount you will be prompted for manager authorization to finalize. When the transaction is authorized using the manager override function the POS will accept the amount of the WIC check.
- The difference will be sent to the WIC LOSS function 454. So this means you need to make sure you create function 454 called WIC LOSS. This function should be linked to totalizer 2 and totalizer 9. Rename totalizer 9 to WIC LOSS.
- If you press the WIC key to finalize and the sub-total of WIC items is less than the WIC check amount you entered the sale will end and the WIC check will be accepted for the amount of the transaction. The difference is lost by the customer because no change is issued on WIC checks. The endorsement will print the transaction amount on the check.

If the flag **WIC items only in the transaction** is not set you can ring non WIC items and WIC items in the same transaction. But you will not be able to use the WIC 2 or WIC 3 as payment buttons if the **WIC items only in the transaction** option is set to false.

3.1.5.129 Wic Payment #119

Please refer to the Cash function 101.

3.1.5.130 Wic Subtotal #8035

Wic subtotal #8035

This function is used to display the amount payable by WIC check.

- **Substituted function:** The substitute function should be set to None.
- **General:** Please refer to the General function parameters at the beginning of this help section.

3.2 System settings

System configuration

This section of the maintenance is used to modify different system options such as taxes, coupon settings, file paths, PLU flags, account flags, etc.

The screenshot shows a dialog box titled "System" with a close button (X) in the top right corner. The dialog has a tabbed interface with the following tabs: Headers, Restrictors, Coupons, Misc, Events, Language, Currency, Rent, General (selected), Directories, Alias, Taxes, Food stamps, PLU, Account, Totalizers, and Zones. The "General" tab is active and contains the following fields and controls:

- Store name: Text box containing "The Store"
- Address: Text box containing "1234 Street Ave."
- City: Text box containing "Cityville" and a "Prov." label with a "Prov." text box.
- Phone #: Text box containing "(800) 555-1212"
- Store Number: Spin box containing "001" and a "Terminal" label with a spin box containing "003".
- Lane #: Spin box containing "1"
- Balancing by: Dropdown menu set to "Cashier" and a "CID limits" button.
- Currency symbol: Dropdown menu set to "Always show" and a "Pole messages" button.

At the bottom of the dialog are four buttons: OK, Cancel, Apply, and Help.

3.2.1 General tab

General tab

When you access the system settings option, the default view shows the general settings tab selection. This is where you will enter the **Store name** and **address**, **phone number**, and the **store and terminal numbers** to be used on the machine. The store number is a 3 digit field that should be set to 001 unless you are working in a multi-store environment. In the multi-store environment it is important to set all stores with different numbers. If not sales data from different stores will be impossible to obtain. You also need to determine how the front end sends data to the back-end in respect to **balancing cashiers**. You may choose to balance the cashiers, balance the lane or balance the actual drawer. The default cashier balancing does not require any special attention.

Balancing type

Several balancing types are available: cashier balancing, terminal balancing or drawer balancing. The system cannot use more than one balancing method in the same store. So you need to evaluate the set-up options to make the correct choice for your installation.

Cashier balancing

L-POS will track the drawer related information by cashier. Cashier balancing is the default method so no set-up changes are required.

Terminal balancing

Use this option to track drawer related totals by terminal. This means that the loans, pickups, declares, in drawer and over/short information will be tracked for each terminal but not for individual cashiers.

Virtual cashiers for terminal balancing

When you select balancing by terminal you will need to create several **virtual** cashiers. L-POS uses these **virtual** cashiers to record the balancing totals for all transactions done on the particular terminal.

The cashiers are added to the system under the L-BOSS | Maintenance | Register | Operators menu:

1. Use the  icon from the tool-bar. You must create one **virtual** cashier record per terminal. So if you have 4 terminals you will need to create 4 extra cashier records. We recommend using operator numbers 1111, 2222, 3333 etc. This is not compulsory. These numbers cannot be used as cashier id numbers for other operators.
2. Do not set any password for these operator records.
3. The print name and first name should say Terminal 1 for L-POS lane 1.
4. You **must** set the **Level** field to 0 (zero.)
5. The other fields are not used so they do not need to be entered.

Selecting the terminal balancing option

The Terminal balancing option is selected from PosSetup | System | General tab | Balancing by field. This is a one-time set-up that **MUST** be executed at the POS station. The information is recorded into a file stored locally on the POS terminal. Although PosSetup can be executed from the back-office menu the required settings will not be sent to the POS terminal.

The screenshot shows a 'System' configuration window with the following fields and values:

- Store name: The Store
- Address: 1234 Street Ave.
- City: Cityville
- Prov: Prov.
- Phone #: (800) 555-1212
- Store Number: 644
- Terminal: 001
- Lane #: 1111
- Balancing by: Terminal (selected in a dropdown menu)
- Currency symbol: Terminal (selected in a dropdown menu)
- SMTP Server: Drawer

Buttons at the bottom: OK, Cancel, Apply, Help.

- 1- Select **Terminal** from the pull-down list in the **Balancing by** field.
- 2- The system already shows the **Store number**, **terminal** number and may or may not display a **Lane #**. You must set the **Lane #** to match the virtual cashier number you created in operator maintenance.
- 3- This change **MUST** be made directly on the POS terminal. The setting is not available from the back-end.

Once you have completed the changes and sent the virtual cashier records to the POS you are ready to begin balancing by terminal. Sign on using the normal method by entering the operator number and password for the operator working on the terminal.

If you see the error "Balancing terminal/drawer number not found" it means the number you entered in the **Lane #** field does not match with any of the virtual cashier records, or the virtual cashier records were not sent to the POS terminals (use the task "Deploy all changes".)

If you see the error "Balancing terminal/drawer number must have a level of 0" it means the number you entered in the **Lane #** field is not using security level 0. Modify the level number for each of the virtual cashier records you created and deploy the changes to the POS terminals.

Drawer balancing

Use this option to track drawer related totals by drawer. This means that the loans, pickups, declares, in drawer and over/short information will be tracked for each drawer but not for individual cashiers. This option is sometimes required when cashiers need to be balanced more than once per day with separate totals, as in the case of split shifts. Drawer balancing is not related to using a dual cash drawer system. The dual cash drawer system is used with the normal cashier balancing system. The drawer balancing option will prompt the operator who signs on to enter a **drawer number**. This number is assigned to the physical tray the operator was given for the current shift. These drawer numbers need to be created in L-

BOSS operator maintenance.

Virtual cashiers for drawer balancing

When you select balancing by drawer you will need to create several **virtual** cashiers. L-POS uses these **virtual** cashiers to record the balancing totals for all transactions done with the particular drawer (or cash drawer tray insert.) The cashiers are added to the system under the L-BOSS | Maintenance | Register | Operators menu:

The screenshot shows the 'Operators' window with the following fields and values:

- Operator #: 9901
- Password: 003000006
- Print name: Tray 9901
- Level: (empty)
- Date hired: (empty)
- Termination date: (empty)
- Social Security #: (empty)
- Birth date: (empty)
- Email: (empty)
- Target: PAL
- Drawer: (dropdown menu)
- Language: (dropdown menu)
- Address 1: (empty)
- Address 2: (empty)
- City: (empty)
- Prov/State: (empty)
- Postal / Zip: (empty)
- Country: (empty)
- Phones: (empty)

6. Use the  icon from the tool-bar. You must create one **virtual** cashier record per cash drawer tray insert. So if you have 20 tray inserts you will need to create 20 extra cashier records. We recommend using operator numbers that fall outside the normal range of operators. This is not compulsory. These numbers cannot be used as cashier id numbers for other operators.
7. Do not set any password for these operator records.
8. The print name and first name should say Tray 9901 if you have labeled the tray 9901.
9. You **must** set the **Level** field to 0 (zero.)
10. The other fields are not used so they do not need to be entered.

Selecting the drawer balancing option

The Drawer balancing option is selected from PosSetup | System | General tab | Balancing by field. This is a one-time set-up that **MUST** be executed at the POS station. The information is recorded into a file stored locally on the POS terminal. Although PosSetup can be executed from the back-office menu the required settings will not be sent to the POS terminal.

The screenshot shows a 'System' configuration window with the following fields and values:

Field	Value
Store name	The Store
Address	1234 Street Ave.
City	Cityville
Prov.	Prov.
Phone #	(800) 555-1212
Store Number	644
Terminal	001
Lane #	
Balancing by	Drawer
Currency symbol	Cashier
SMTP Server	25

Buttons at the bottom: OK, Cancel, Apply, Help.

- 1- Select **Drawer** from the pull-down list in the **Balancing by** field.
- 2- This change **MUST** be made directly on the POS terminal. The setting is not available from the back-end.

Once you have completed the changes and sent the virtual cashier records to the POS you are ready to begin balancing by drawer. Sign on using the normal method by entering the operator number and password for the operator working on the terminal. Now you will be prompted to enter the "drawer" number the cashier is using. This is the number you have assigned to the cash drawer insert tray given to the operator for the current shift.

If you see the error "Balancing terminal/drawer number not found" it means the "drawer number" you entered does not match with any of the virtual cashier records, or the virtual cashier records were not sent to the POS terminals (use the task "Deploy all changes".)

If you see the error "Balancing terminal/drawer number must have a level of 0" it means the drawer number you entered is not using security level 0. Modify the level number field for each of the virtual cashier records you created and deploy the changes to the POS terminals.

There is also access to the **currency symbol** so that behavior can be assigned and to the system sound settings. The **CID limits** can be modified to set the maximum in drawer amounts for 5 tender functions. Select the corresponding **In Drawer** totalizer from the list

that appears when you press the **CID limits** button. Enter the maximum allowed in drawer for that tender. When the maximum of ANY tender set here has been reached, a visual indicator (Moneybag) will appear in the icons area of the POS transaction screen. The Moneybag icon will remain on screen until ALL tenders are below their prescribed limits. The cash in drawer limits are affected by movement in and out of the cash drawer by sales, loans to the register, pickups, paid outs, etc.

L-POS has a floating cashier file built-in. This means that reports are available for the same cashier even if that cashier worked on several terminals the same day. The CID limit is verified at log-on through the floating cashier system. If the cashier has worked on another terminal and is over the CID limit for one of the tenders, the Moneybag will appear. When the store controller is unavailable (L-POS is operating off-line) the accumulated totals for the cashier cannot be verified. This means that the CID amount is only based on the sales being done on the current terminal, with no verification possible at log-on. As soon as the L-POS returns on-line, the data will be restored to the Store Controller. But the CID limit will not be updated from the central file until the next log-on by the cashier.

The cash in drawer sentinel can also be set up to add enhanced in-drawer security. By default the system will only warn the operator that a pick-up is required by displaying the money-bag icon. L-POS can also send warning messages and even block transactions when the in-drawer limit is exceeded by a set percentage. Use the Advanced parameters programming to set the allowable percentage before the system is locked for further use. If no value is entered in this key, L-POS will display an icon to warn the operator that a pickup is required. When a value is entered in the *Percent to add to the limits to force a pickup* advanced parameter L-POS will warn the operator that a pickup is required soon. Once the percentage is reached, L-POS will block further transaction entries.

The **Advanced** flags button gives access to *advanced* flags. With the list open you will see the default value and the current setting for each of the advanced flags. The default check-box can be selected to return that specific advanced system parameter to the default value. The flags are separated by section into PLU related flags, Account related flags and system related flags. To search while you are editing the advanced flags press CTRL-F and enter the search text. Press F3 to locate the next occurrence of that text string. These are flags that will probably never change on your system more than once. Please contact your technical resource for an explanation of each flag setting.

Press the **Pole message display** button to change the welcome and register closed messages that appear on the pole display. .

Use the **SMTP server** field to identify the server used by your mail client to send messages.

Enter the **Port** that your email client uses to send messages.

3.2.1.1 Advanced settings

PLU
relate
d
advan

Press Ctrl-F to search and F3 to search again

ced**flags**

Use condiment form when alias used on PLU link	
GLOBAL: Manager can override PLU repeat	This is a global setting and can be overwritten by a store setting
STORE: Manager can override PLU repeat	This is a store setting and it overwrites the global settings. 0 = Manager cannot overwrite 1 = Manager can overwrite
Print TCD notification	When a TCD kicks in, the system insert a line on the display to notify the operator/customer. Set this option to YES to print this notification on the receipt.
No void late return fee for rented items	
Print ECL description beside PLU	
Bottle deposit on the same line as the PLU on Invoice	When this is set, the system will store the bottle deposit in field <Item Bottle Deposit> of the invoice in form manager
Item discount on the same line as the PLU on Invoice	When this is set, the system will store the item discount in field <Item Discount> of the invoice in form manager
Print a star on promo items	
Type M items count	
Allow not for sale as linked item	
Scanned bottle returns report to the in-drawer totals	By default the system uses function 511 to execute scanned bottle returns. Set this flag to send the bottle return to Bottle return function 111. This will report to the tender total 111 and show an amount as Bottle return in drawer for pick-ups.
Allow overriding price of multiplied items	When using the price override function on a plu that used the quantity, the system will allow it.
Prompt if price override on multiple items	When using the price override function on a plu that used the quantity, the system will confirm if the operation is correct.
Force GAS plu to use price level 1	This is handy if you want to use only one price for all levels, but use the levels to store the discount per volume.
Print the return time for rentable items	This will display and print the date and time where the item is due.
Display number of days late in whole day only	
ByPass contact on late return	
Command file inbox	This is the directory where the command files will be written. See function 8067 for more information
Add a checkdigit to the plu number	

Print quantity of 1	
Force amount confirmation for sub-departments	Must re-enter the same amount to correct a sub-department
Allow decimal quantity for non-scalable items	Use this option to prohibit the use of fraction with non-scalable items. Must be FALSE in USA to comply with the Weight and measures.
Items in the same package will be accepted even if their regular price is different	Set this option to TRUE if you understand the risk of error is greatly increased by allowing items of different price in the same package
Always print the NOT FOUND PLU even if the receipt is OFF	Disactivate if you want to control the printing with the Receipt On/Off button
Check digit included within the PLU number	Set this flag to TRUE means that the CDV is in the PLU file. This is used to strip the last digit before sending the PLU code to the bar code printing.
Group the mix and match for printing	When 2 or more different items use the same mix/match number, the system will group them together for printing (regardless of the sort option)
Entry made before a preset PLU reacts as a quantity	When this is set to FALSE, the system gives an invalid entry error. When set to TRUE, the system uses the multiply function before the PLU
No correction on first item of the sale	This will require a manager to be able to correct the first item of a sale.
Minimum percentage allowed for price override in percent of the original price	This will protect from lowering the price below the set percentage. Ex: 65 will prohibit lowering the price of a \$1.00 item below \$0.65
Maximum percentage allowed for price override in percent of the original price	This will protect from raising the price above the set percentage. Ex: 120 will prohibit raising the price of a \$1.00 item higher than \$1.20
Print original price if it has been modified	This will print an extra line on the receipt: Modified from: \$n.nn
Print the promo descriptor and the promo end date	This will print the description of the promotion if any
Print the promo descriptor only	This will print the description of the promotion if any
Show weight for price type I	The receipt will display the weight by dividing the amount by the base price
Function used for PLU price record dollar discounts	Change the function number to route the dollar discounts programmed on PLU items to a different totalizer than the default 3301
Default rounding value for discount	This is the value to add to the discount result before truncating the value to dollars

Maximum preset PLU price	and pennies Enter the maximum preset PLU price to avoid back-end errors on the POS
Minimum preset PLU price	Enter the minimum preset PLU price to avoid back-end errors on the POS
Check maximum PLU price setting	System verifies the PLU maximum price
Auto accept not-found PLU	The system will automatically prompt for sub-department and price when a not-found item is entered
Bottle deposit follows FS status	Do bottle deposits follow the main PLU food stamp status
Bottle deposit follows WIC status	Do bottle deposits follow the main PLU WIC status
Bottle deposit follows tax status	Do bottle deposits follow the main PLU tax status
VAT tax calculated by item	Normally, the tax is calculated on the sub-total. If you use this option, the VAT tax will be calculated by item, and then added to get the total
Bottle deposit function	This is the function to use to send the bottle deposit when it is automatically done by the PLU. Normally, the totalizer on this function will be totalizer 2
Allow zero price PLU	PLU items at zero price can be sold on the system
Search for item code in cost table	When a PLU is entered if not found in main PLU file should the POS search in the cost table
Orphan PLU sent to back	Send orphan PLU information to the report database
Orphan PLU prints stub	Not found PLU will print a stub receipt after transaction
Minimum weight	Enter the minimum weight allowed
Wait For Scale Time	Enter the number of second to wait for a weight from the scale
Wait if scale read below minimum	Please note that if your scale beeps when it reads a weight, this option will cause the scale to continuously beeps when there is a weight below minimum on the scale
Weight number of digits after decimal	Leave it blank to have it automatic
Weight rounding	Leave it blank to have it automatic
Weight is metric	Leave it blank to have it automatic or 0 for lbs and 1 for METRIC. This is used only with the item DIVISOR field to display grams or ounces
Ask legal age	Prompt for legal age rather than birth date when age prompt required
Sort buy one get one free items	Receipt sorting for buy one get one free or

Sale sub-total discount will compute over discounted items	buy one get only one free items Use this flag to allow sub-total discount to be removed from items that were already discounted in the transaction with item discount function
System prints price level custom descriptor	System will print the custom price level description, L1=Description, L2=Description, etc.
Don't default to price level 1	Will not return to price level 1 when the selected price level does not exist
Price level 1 custom descriptor	Enter a custom price level description to print if the PrintExplainPLevel flag is set to true
Price level 2 custom descriptor	Enter a custom price level description to print if the PrintExplainPLevel flag is set to true
Price level 3 custom descriptor	Enter a custom price level description to print if the PrintExplainPLevel flag is set to true
Price level 4 custom descriptor	Enter a custom price level description to print if the PrintExplainPLevel flag is set to true
Price level 5 custom descriptor	Enter a custom price level description to print if the PrintExplainPLevel flag is set to true
Price level 6 custom descriptor	Enter a custom price level description to print if the PrintExplainPLevel flag is set to true
Barcode type for printing	By default, 101 is UPCA. Valid values are: UPCA=101, UPCE=102, EAN8=103, EAN13=104, CODE39=108
Barcode length for printing	By default, 11 for UPCA
Barcode fill with leading 0	By default UPCA must be filled
Barcode leading string for LayAway	By default, the Layaway are identified by 8999
Barcode leading hold digit	By default: 9 is used to differentiate the HOLDS from the normal PLU
Barcode leading special order digit	By default: 8 is used to differentiate the special orders from the normal PLU
PLU function number to use for pump system	By default, PLU function is the same as for the scanner
Use PRP descriptor as item descriptor	The system will print the descriptor of the PRP record rather than the word item on the customer receipt when describing the accumulated totals to date
Print the PRP Report	Print the PRP Report after an item is given
Always show PRP count	This feature will print a line showing the count after each item

Suggested price message 1 for GAS	The PUMP system used this descriptor to show the original non discounted price
Suggested price message 2 for GAS	The PUMP system used this descriptor to show the original non discounted price
Visual Verify restictor code for Self Checkout	
No Tax on Vendor coupon applied to eWic Item	No tax will be collected on Vendor Coupons applied to eWic items.
GS1 Expiry date confirmation	Enter 0=Never accept expired date, 1=Always accept expired date, 2=Prompt to accept or reject expired date
GS1 <Best Before> date confirmation	Enter 0=Never accept date, 1=Always accept date, 2=Prompt to accept or reject date
Account related advanced flags	Press Ctrl-F to search and F3 to search again
Time in seconds to keep account balance locally	After every transaction that have either a HOUSE CHARGE or a PAYMENT on a house charge, the balance will be kept locally for x seconds. This will give time to the file to reach L-BOSS and being processed.
GLOBAL: Manager can override account charge limit	This is a global setting and can be overwritten by a store setting
STORE: Manager can override account charge limit	This is a store setting and it overwrites the global settings. 0 = Manager cannot overwrite 1 = Manager can overwrite
Extend account from expiry date	Extends the account expiry for 1 year from the account expiry date instead of from the current date.
Maximum days to allow for account renewal	If you set the flag <Extend account from expiry date> to yes an account cannot be renewed at the POS if it expired more than this number of days ago.
Print a new client stub	When creating a new account on the POS, the system will print a stub at the end of the transaction with the information of the new client.
Display and print the contact number in braces	
On-screen receipt display of account balance will follow print options	When TRUE, the system uses the same flag as for the account printing of the account balance. When FALSE, the account balance is not displayed.
Receipt copy includes stub	In case of reprint, and if the option to print the stub is activated, the stub will be reprint as well
Client server port	Enter the port number of the client server if different than normal port for a LB-CENTRAL

Client server IP address	Enter the IP address of the Client server. Please note that if an IP is entered here, L-POS will not send the command to L-BOSS to deploy the balances to all stores.
Customer confirmation prompt form number	Form number to use for customer confirmation prompt
Negative check double prompt	Negative check prompts first for account number then for check account number
Prompt check account number for every check	Prompt for account number each time check function used in transaction
Hide MICR account data	Set False to display the MICR account information on screen and receipt
Hide MICR account data from electronic journal	Display the MICR account information in the electronic journal
Allow multiple account payments with single R/A	Set flag to true to allow opening several accounts in same transaction for one total RA payment
Delay to wait for Account balance lookup	Set the timeout in tenths of a second (60=6 seconds) before the system will display account balance not available
First letter for account SIL file	This is the first letter used for the 3 sil files created when a transaction has a charge or a payment
Print account # and transaction # bold	Only for house charges, the account number and the transaction number will be printed in bold and double wide.
Transaction related advanced flags	Press Ctrl-F to search and F3 to search again
PLUGIN: Global Discount Amount Function	
PLUGIN: Coupon Function	
PLUGIN: Item Discount Percent Function	
PLUGIN: Item Discount Amount Function	
Transaction Percent discount	Enter the percentage of automatic discount over a certain amount of transaction. Leave it blank if this option is not required.
Transaction amount to get automatic discount	This is the minimum amount required in the current transaction to trigger the automatic discount.
PLU number required within the transaction to trigger the automatic discount	Leave it blank if no special PLU is required to trigger the discount.
Get the order number from L-BOSS	With this option, the order number will be unique by store.
Start the order number at 1 every day	This is only to use when the above prompt is set to FALSE
Print on remote printers when	

transaction is put on HOLD	
Button to execute on transaction idling	Will execute this button after n seconds of inactivity within a transaction
Number of seconds of inactivity before executing button	This is the number of seconds of inactivity before executing the button above
GLOBAL: Manager can override discount rate and coupon limits	This is a global setting and can be overwritten by a store setting
STORE: Manager can override discount rate and coupon limits	This is a store setting and it overwrites the global settings. 0 = Manager cannot overwrite 1 = Manager can overwrite
Execute TCD discount as item discount	Executes TCD discount for each item instead of only once per transaction
Harmony tax active	
Print individual tax with Harmony Tax	
Main descriptor for Harmony tax	
Alt descriptor for Harmony tax	
No refund item prohibits a reversal	Prohibit transaction reversal when an item within that transaction had the flag REFUND PROHIBITED turned on.
No modification after tendering started	As soon as a partial payment has been received, the system will not allow any more items to be sold, modified or deleted until the end of the transaction. The account key will also be disabled at this point.
Print sub-department format	Normal is 10000 for: Each digit means Bold, Red, Reverse, Double wide, Double wide and Double Height
Suppress voids from the screen	When an item is corrected (deleted) it will be removed from the on-screen receipt
CLEAR will turn off all toggles	By default, CLEAR does not reset the toggles like PRICE OVERRIDE, FREEBE and NO LIMIT
Override function used for EXACT PRICING	By default, it uses the normal PRICE OVERRIDE function
EXACT PRICING new price is sent to the office	If set, the new prices are sent to the back office, and then deployed to the other lanes.
EXACT PRICING minimum new price percentage before warning	80 means that the system will ask for a confirmation if the new price is less than 80% of the current price.
Rental item footer number	Enter the footer number to print when a rental item is rented
Field <Retail Price (F30)> showed as currency in PLU search.	Do not use this if GAS plu in the system.
If only one pre-authorization, recall it automatically	By default, the system always show all pre-auth of the system. If you select this option, the system will only look at the pre-auth done on the self and use it if there is only one.

Allow manager to release drawers	When selected, this feature will prompt a manager code to release drawer.
Create 61 day backup of the SIL files	All transactions SIL files are sent to the back office system. To keep a second copy of each of these files for the last 61 days, set this to TRUE
Number of days for SIL Backup	This will automatically clean up the SILBACK directory of the register. There is no need to keep extra days as they are transferred to the back-office.
Allow recalculating change after transaction	After the transaction, you may enter an amount (higher than the total of the last sale) on the cash key to recalculate the change.
Rejected card message timeout in tenths of a second	When a card is not accepted by the authorization center, the last message displayed will stay on the monitor for 10 seconds (default)
Show running time on customer pole display	This feature shows the time every second on the pole display
Screen target	This is the target used by the KEY ASSIGN function (8063)
Update PLU descriptors during transaction review	This feature requests the PLU descriptors from the database to allow reviewing and/or re-printing a past transaction in the selected language
Maximum number of hold transactions per lane	Enter here the number maximum of transaction on hold allowed per lane. A manager can override this limit
Hold list with numbers	When a list is displayed on the screen, the first digit is a line number used to be recalled with the keypad. Some people are confusing this number with the actual hold number. This option can be used to turn it off
Hold list with identifier	Display <HOLD #> in front of every hold number in the list
Send Urgent message when auto delete hold	
Manager allowed to unlock keyboard	When the keyboard is locked, any manager can unlock the keyboard by login out the current cashier
Allow same cashier on different lanes	Cashier is allowed to log on to multiple terminals simultaneously
Re-initialize Windows printer	System will re-initialize Windows printer
Use the internal printer copy	If the windows printer can use the internal copy counter, the system will be faster
WIC items only in the transaction	This flag means that pressing the WIC

	tender function to start the sale prohibits non-WIC items from being entered
Store MICR of WIC in EJ	
Clear receipt after sale	Automatically clear the receipt screen area after the transaction. This only apply to the transaction where the drawer does not open, and there is no change
Always clear receipt after sale	Automatically clear the receipt screen area after each transaction.
Auto receipt clear delay	Set the delay time in seconds before the system will automatically clear the receipt
Invoice prints consolidated	Invoice print consolidates like items, PLU, etc.
Print you saved	Does the system display and print the "You saved" total
Disable scanner when reading the scale	Disable scanner input when the scale is being read (as in quick weight request)
System rounding factor for split price items	Modify the rounding factor used on split price items and entries
Catalina data output port	Enter the output port for Catalina coupon data packets
Catalina Protocol Originator	6. The Protocol Originator should be a unique name describing the authoring organization. If a trademarked name is not available, Catalina should be contacted to decide on a name that guarantees uniqueness.
Catalina Protocol Revision	The Protocol Revision should be in 3 parts, each a two digit number, separated by periods. An example would be 01.02.33, but the number is at the discretion of the originating organization. However, it is meant to symbolize, by position, the degree of change between releases such that the first position (from left to right) signifies the greatest degree of change.
Lane Report request timeout	Enter the timeout delay in seconds before the POS will terminate the report request
Fade error message	System error messages fade in when they appear to reduce screen flashing
Clear search list on Clear	Clear removes search list data when on-screen keyboard is used
Log file tracking of all keystrokes used in POS mode	Keep a log of every button used by operators in the POS transaction mode only
Track all system events in POS mode	Keep a log of events and errors in the POS. LOG file
Track a journal log file for debugging	Keep a journal log in the JOURNAL.LOG file
Refresh rate for on-screen scale weight	Refresh rate set to default value 0 will

	display weight every second (change to another value in tenths of a second but beware of overhead placed on CPU with this function), La valeur de 0 par défaut rafraîchit le poids à toutes les secondes (cette valeur est entrée en dixièmes de seconde mais demande beaucoup de puissance de votre CPU)
	System, System, RightCompensation, 0, 2, Spaces to right of in-store coupon, Espaces de justification sur coupon imprimé en magasin, Right justification may be required on your coupons printed with the in-store coupon issuing system, Nombre d'espaces de justification (à droite) sur coupon imprimé en magasin
Request password when ID card scanned	System, System, ShowRemovedMessage, True, 4, Display XXXXXXXXXX removed on Error correct, Afficher XXXXXXXXXX enlevé" sur annulation Set this flag True to request manual entry of Password when scanning an ID card for cashier or manager
Number of days valid for WIC	If not 0, will add a number of days to the begin date prompt of the WIC and automatically set the end date
Gift Card server port	Enter the port number of the Gift Card server if different than normal port for a LBOSS. If you use LB-CENTRAL the port number is 8044. If you use LB-REGIONAL the port number is 8045
Gift Card server IP address	Enter the IP address of the Gift Card server
Gift Card mask start	Enter the starting digit for the masking of the gift certificate number (Ex: Start mask=3 End mask = 6)
Gift Card mask end	Enter the ending digit for the masking of the gift certificate number (Ex: Start mask=3 End mask = 6)
Update customer balance with hold transaction	Update transaction recalled from hold with the current customer balance
Customer contact separator	Enter the separator to be used by the scanner to read the customer card that contains contact information
Pickups and loans go to safe declare	The pick and loan functions will affect safe totalizers 2301 (and 2401 if auto declare turned ON)

Refunds prints stub	This is mainly used for pickup the refunds
Refund stub footer number	Enter the footer number to print when the stubs for refunds pickups are printed
Manager required for 0.00 sub-total after Void	Set this flag to force Manager Approval if a 0.00 sub-total occurs after a VOID (when all items in sale are voided)
Print header on card stub	Print the header information on the customer credit card stub
Message zone for bank prompts	Zone to use to display the bank messages
Error message zone	Zone to use to display the error messages. 0 will center the error message on the screen
Use PC speaker	Use the internal PC speaker instead of sound card
Show form borders	Use this option to hide the form borders from the screen
Percent to add to the limits to force a pickup	
Always accept soft date	If the soft date is more or less a single day, the system will automatically accept the softdate. Otherwise, it'll prompt the operator for confirmation
Do not generate S files	The S files are the acknowledge that files have been processed, sent to the back office. If you turn off this option, L-BOSS will keep outstanding file count forever.
Login forms	Form numbers to display when there is no cashier logged in. Ex: 1,3,12
Check endorsements cannot be aborted	When a check is requested for endorsement, the system will insist for printing before proceeding.
Button font small size	Font size used for non custom buttons
Button font large size	Font size used for non custom buttons
DLL Error test	Enter the name of the DLL to call for error test. The function called inside this DLL 'TestError'
Cut receipt before bank stub	Turning this feature OFF will attach the bank receipt to the sale receipt
Minimum number of items to triggers Receipt Print	Even if the receipt is on, the system will NOT print a receipt if the number of items is less than the value entered here.
Always print receipt if account opened	It will always print the receipt if there's an account, regardless of the value in Minimum number of items that triggers receipt print.
Totalizer for the total amount of FSA Items	Totalizer for the amount of FSA Items approved by the bank. (Suggested Number: 3550)
Totalizer for the amount of FSA RX Items	Totalizer for the amount of FSA RX Items approved by the bank. (Suggested Number:

3551)

Preferred shopper points	Press Ctrl-F to search and F3 to search again
Points for Gas PLU uses liters	For gas plu, the points will be calculated based on the number of liters rather than one point per transaction
Print points	Does the system print points on the receipt
Print points only if customer	Only print points if a customer account is used
Subtract redeemed points from issued points	Subtract redeemed points from the current transaction from the issued points of the current transaction
Points rounding factor	Set the points rounding factor
On total points rounding factor	Rounding factor to be applied when Apply point rounding at finalisation is on
Point identifier symbol used on receipt to identify product	Symbol to print before the item price on items that issue points
Suppress PLU attached points when item discount is used	Answering FALSE will give points on the full price of the item before discount
The calculation of the points giving on the tenders will be based on the total sale including tax	This feature excludes the VAT tax
The point Tender function is used to pay the total amount	Otherwise it uses the points of items not excluded
Apply point rounding at finalization only.	Otherwise the rounding occurs in the item level
Print the points issued as a dollar value	
Points Value	When points are issued as dollar amount how much is one point worth
Spending block size	This value is use to calculate the available spending points on the receipt
Spending value	Enter the conversion rate used from issued to spending. For example, if you need to acquire \$100.00 of purchases to be able to spend \$10.00 of points, the spending value would be .1
Point Redeemed Conversion Rate	This is used to control the redemption value of points. Divide the number of points required by the amount reduction those points give. Enter the value.
Point Issued Display Factor	This will multiply the actual points issued by the factor entered and change the way points are displayed. It does not change the actual points issued.
Custom CURRENT POINT message	Receipt descriptor for printing the Current points issued
Custom ACCUMULATED POINT message	Receipt descriptor for printing the Current

Custom REDEEMED POINT message	points issued Receipt descriptor for printing the Current points Redeemed
SPENDING AVAILABLE custom message	Receipt descriptor for printing the Current points available
Gift Card button number	Button to be executed when a gift card is given in exchange for points
Pop up Point Rewards on entering customer	Automatically pop up points rewards when entering customer if customer has enough points for at least one option
System related advanced flags	Press Ctrl-F to search and F3 to search again
Use button name on list function	The button name (F2001) can contains 30 characters to describe the button but it does not follow the language. Selecting FALSE will use the button text (F2007 and F2295) which only contains 20 characters but will follow the language of the operator.
Send alive signal to L-BOSS	This feature will send a UDP packet to L-BOSS every 15 seconds.
MEV IP address	Enter the IP address of the MEV server. if you have two, separate them by a comma.
MEV server communication port	Enter port number
Taxes to be used as GST	This is related to consolidating the GST taxes for the MEV, Quebec only. If more than 1 tax, enter a comma separated list, for example, 1,2. The system will acumulate these taxes and send them as GST
Taxes to be used as PST	This is related to consolidating the TVQ taxes for the MEV, Quebec only. If more than 1 tax, enter a comma separated list, for example, 3,4. The system will acumulate these taxes and send them as PST
Delay to clear the change prompt in seconds	
Color of account list	
Prompt for Due Date on Special Order	When a date is prompted, double click in the prompt window to get a calendar
Gift certificate never expires	This flag overwrites any expiration of gift certificate (or gift card)
Manager approved totalizer number	If a count is required for manager authorization, enter its totalizer number here
Print quantities with departement titles	When using <Sorted by sub-department> or <Sorted by department>, the system will compute the quantities total for the related department/sub-department
Sleep time in ms after loading	Please do not change this value unless

advertisement	recommended by Logivision
Gray text for attached PLU	
Color of gray text	
Border style number	Valid styles are from 0 to 4
Main monitor in full screen	False means Windows style
Customer monitor in full screen	False means Windows style
Stretch background image	If an image is set for the background of any monitor, it'll be stretch for fill the monitor.
Maximum number of monitors	Enter the maximum number of monitors here. Accepted values are from 2 to 4
Show screen saver message	This is useful when using a touch screen and the advertisement inactivity is set to the customer monitor
Show FS, WIC and Manual weight symbols	If this is set, the corresponding symbol will be displayed before the amount (with detailed view only)
Scanner always ON (never disabled)	This will accept scans even when the system is busy.
Always show change	Will show change on the customer display even if the change is 0.00 (otherwise it will show the total)
Always popup the change prompt	Will popup the change prompt even if the change is 0.00 (only if the <Change prompt> option is activated)
Print Signature in Receipt	Print the signature after each tender
Error messages stay on top	If set, the system will always take the focus to show the error message window
Monitor open/close drawer	This will monitor the manual drawer opening and show the count on the report
TCP/IP ports	Press Ctrl-F to search and F3 to search again
Internal L-BOSS communication	Enter port number
L-POS communication	Enter port number
Monitor program communication	Enter port number
Internal L-BOSS communication 2	Enter port number
Internal L-BOSS communication 2	Enter port number
External L-BOSS communication	Enter port number
Form manager communication	Enter port number
RF monitor communication	Enter port number
Price checker communication	Enter port number
EJ/Tracker communication	Enter port number
Pump server communication	Enter port number
Native peripheral interface parameters	Press Ctrl-F to search and F3 to search again
Read status only on error (serial port)	Will get the printer status only if an error occurs instead of before sending each line. Print faster but may cause lost of print data.

Read status only on error (LPT port) Will get the printer status only if an error occurs instead of before sending each line. Print faster but may cause lost of print data.

Vendor's specific

Special Account Identifier

Press Ctrl-F to search and F3 to search again

Leave it blank to disable this function. Use an asterisk to enable all customer accounts. Set a specific account prefix to enable only those accounts in the special points program.

JOIN ip

Leave it blank to disable this function

JOIN port

Leave it blank to disable this function

JOIN response timeout

Delay in number of seconds to wait for an answer

TAFMO Interface

TAFMO (pcTAFMO.exe) must be installed before

Payment System Send Port number

Enter the port number to send the requests to a payment system

Payment System Receive Port number

Enter the port number to receive the requests from a payment system

Payment System host

Enter the host name or IP of a payment system

Pick up

Press Ctrl-F to search and F3 to search again

Use blind balancing in Pickup
Difference permitted when short.
Difference permitted when over
Max. difference permitted

Amount over which a manager must approve pickup

Number of retries permitted

Number of retries allowed before the manager is required to approve the pickup

Totalizers to control

Totalizers' list - example: '1201,1202'

Loyalty Units

Press Ctrl-F to search and F3 to search again

Name of the loyalty units program
Units in percentage.

Used to display the name in the total form
If true, it calculates the PLU units as a Percentage of the net amount of that PLU. If false, they are calculated as they are in maintenance.

Receipt symbol

To be displayed beside the items that give units

Units rounding factor

To be applied to the units linked to the PLU. For example, if 0, it rounds down; if 0.5, it rounds up

Apply plu units rounding at finalization only.

It applies the rounding when the sale is finished

Units on total rounding factor

To be used when calculating the units on the total before tax. For example, if 0, it

Units on total value (percentage)	rounds down; if 0.5, it rounds up To be used when calculating the units on the total before tax
Number of decimals to display	Number of decimals to display in the receipt
Message units not received	Message to be displayed in the receipt when the client doesn't have the loyalty card
Message units received	Message to be displayed in the receipt when the client has his loyalty card
Loyalty units on promotion, totalizer number	This totalizer will be attached to every item that qualifies for units
Loyalty units on total, totalizer number	This totalizer will be attached to the total units of the transaction
Loyalty Units button number	Button number of the button that calls Loyalty function
Manager Override Functions	Press Ctrl-F to search and F3 to search again
Function Item Discount	Function 450, if true, Manager can override it
Function Account Item Discount	Function 452, if true, Manager can override.
Function Account Id	Function 305, if true, Manager can override it

3.2.2 Directories tab

Directories tab

The screenshot shows a Windows-style dialog box titled "System". It has a tabbed interface with the following tabs: Zones, Headers, Restrictors, Coupons, Misc, Events, Language, Currency, Rent, General, Directories (selected), Database, Taxes, Food stamps, PLU, Account, and Totalizers. The "Directories" tab is active, showing a "Server paths" section with two text input fields. The first field is labeled "PC Name" and contains the text "SUPPORT9". The second field is labeled "OFFICE" and contains the text "C:\PROGRAMDATA\LOGIVISION\OFFICE644\". At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and "Help".

The directories tab should be populated automatically by the installer.

- **PC Name** refers to the name of the computer running the L-POS.
- **Office** refers to the location of the back-end program office subdirectory on the back-end system.

3.2.3 Database

Database tab

The screenshot shows a Windows-style dialog box titled "System" with a close button in the top right corner. The dialog has a tabbed interface with the following tabs: Zones, Headers, Restrictors, Coupons, Misc, Events, Language, Currency, Rent, General, Directories, Database, Taxes, Food stamps, PLU, Account, and Totalizers. The "Database" tab is selected. Inside the dialog, there is a "Back office" section with the following fields:

- DB Server: A dropdown menu showing "SUPPORT9\LOGI".
- DB User Name: A text box containing "LogiU".
- DB Password: A text box filled with 12 asterisks "#####".
- Database name: A dropdown menu showing "LogiDB".

At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and "Help".

The database tab should be populated automatically by the installer.

- **DB Server** refers to the name of the computer running the SQL server, followed by the name of the SQL instance.
- **DB User Name** is the name of the database user (not to confuse with SQL administrator user).
- **DB Password**, self explanatory (strong password).
- **Database name** is the name of the database. Using our default install, it is normally LogiDB.

3.2.4 Taxes tab

Taxes tab

The screenshot shows a 'System' dialog box with the 'Taxes' tab selected. The 'Tax 1' dropdown is set to 'Tax 1'. The 'Style' section has 'Rate' selected with radio buttons, and an 'Edit' button is next to it. The 'Tax set-up' section contains input fields for 'Rate' (7.000), 'Rounding' (0.0050), 'Starting' (0.10), and 'Ntx Qty' (0), along with an 'Always print tax' checkbox. The 'Tax on tax' section has checkboxes for 'Tax 1', 'Tax 2', 'Tax 3', and 'Tax 4'. The 'Taxables' section has a 'Print Taxables' checkbox and radio buttons for 'One line' (selected) and 'Two lines'. At the bottom are buttons for 'OK', 'Cancel', 'Apply', and 'Help'.

The tax settings can be entered for up to 4 rates. Select the tax you want to program first. Then set the rate, rounding and minimum taxable amount for this rate. For taxes 2, 3 and 4 it is possible to select a flag to calculate that tax compounding over the tax amount already charged in this transaction.

Always print tax: Some tax jurisdictions use zero rate tax on certain items. It is possible you are required to report the total sales for those items, as you do for truly taxable items. Use the flag **Always print tax** to force the system to always print the sales tax and the taxable sales amount will be updated even for a zero rate tax.

It is also possible to print the taxable amounts instead of the default setting that only shows the tax amount. If you select the **print taxable**, you can decide whether or not you need to condense the printing of the taxable amount and tax amount on one line.

You may also edit tax tables if they are required in your tax jurisdiction. The setting for VAT relates to businesses who need to show tax inclusive prices and split out the inclusive taxes on the customer receipt as well as on the sales reports.

Ntx Qty can be set to remove taxes after a certain amount of items is bought. For example, if a single donut is taxable, but a package of 6 donut is **non-taxable**, set this field to 6. This will affect all items with the corresponding tax flag checked. If certain items are always taxable (beer for example) and you cannot use the Ntx Qty flag on tax 1 and 2, you can consider

using tax 3 and tax 4 on the pastry items and set the Ntx Qty on those taxes only.

3.2.5 Food stamps tab

Food stamp tab

The screenshot shows a dialog box titled "System" with a close button (X) in the top right corner. The dialog has a tabbed interface with the following tabs: Zones, Headers, Restrictors, Coupons, Misc, Events, Language, Currency, Rent, General, Directories, Database, Taxes, Food stamps (selected), PLU, Account, and Totalizers. The "Food stamps" tab is active and contains the following controls:

- A "Food stamp" label above two radio buttons: "Illinois" (selected) and "New Jersey".
- Two text input fields: "Food stamp receipt symbol" containing "F" and "WIC receipt symbol" containing "W".
- Two text input fields: "FSA Non RX receipt symbol" containing "H" and "FSA RX receipt symbol" containing "P".
- Four buttons at the bottom: "OK", "Cancel", "Apply", and "Help".

Select the food stamp jurisdiction your state uses. You may change the receipt symbol for both food stamp items and WIC items.

3.2.6 PLU tab

PLU tab

General rules used for every PLU in the database can be selected in the PLU settings.

The Miscellaneous section:

- Select **Qty on same line** to reduce the number of lines of print data whenever multiple quantity entry is used.
- If you need points calculated in percentage rather than as an amount, check the **points in percentage** setting.
- **No discount on promo** will override the discountable status of any item that is not at the regular price when it is sold on the L-POS system. When you set this flag you no longer need to set the Prohibit discount flag for items you place on sale. If you are using the batch system, this flag overwrites the discountable status that can be set for individual batches. So if you need some batches to be discountable and others to be non-discountable, do not use this flag.
- The PLU **definition table** uses the same set-up rules as the Scanning definition table so refer to the scanner set-up for a detailed explanation.
- **Maintain cost** must be set if you want the POS system to return the cost of goods sold to the reports database.
- **Allow selling below cost** refers to items that have been modified by the Price Override function. It is not allowed by default.
- **Gas desc** is the descriptor that will be printed for GAS type PLU's. This will show as a calculation of the total amount entered for the PLU divided by the unit price. So you may see 25.78 liters or 7.14 gallons calculated according to the total amount and per unit price.
- You can also decide which PLU function is used for manual PLU entry by defining the function in the **PLU Function** area.
- **Button executed if PLU does not exist:** This selection is used to press a button when a PLU number is entered for a non-existent PLU. For example, in a dollar store

you may want to program only items worth more than a dollar. This button could be used to ring a pre-set PLU programmed at \$1.00 whenever you scan an item that was not programed. Since you did not program any items worth \$1.00 this PLU button would be used automatically by the system to ring them all.

- **Definition table** opens a window to define the definition table for the PLU key. Use this link to access the help section on the definition table.

Note: L-POS can send the cost of goods sold by department, sub-department, or Price Required PLU's. The entry must be made to a button assigned to the keyboard, it will not work on an entry prompted from a list. For each sub-department button assigned to the keyboard make the following modification in the button set-up:

1. Add a Load Form (8001) function to the sub-department button. Move the Load Form up so that it is executed before the sub-department function. Set the "Do not clear entry buffer" flag to Yes. Access the advanced features programming and add "/VAR01=#00" to the existing option.
2. Add a Manual Cost (8059) function to the sub-department button. Move the Manual Cost function up so that it is executed before the sub-department function. Set the "Do not clear entry buffer" flag to Yes. Set the Calculation field to "#00*.72" to capture a cost of 28% of the price that the item was sold for. (Set the Calculation field to "#00*.68" to capture a cost of 32% of the price that the item was sold for.)
3. In the properties of the Sub-department function set the minimum entry to .01 (or higher) to force a price entry *before* the sub-department key is pressed.
4. In the advanced properties of the Sub-department function add the following value "VAR00=#01"

The Printing options:

The selections on the right hand side of the window are related to the format printing will occur for PLU entries. We suggest that you experiment with the different print methods to understand the one most appropriate to your customer's needs. In summary these are the meanings of the different settings you can choose from:

- **Print Plu number** Select this option to print the PLU item number for each item sold.
- **Net price** will print the item price after any reduction as opposed to printing the price and then the discount amount. This option is normally not selected.
- **Explain price** shows the price status of items that are sold in a quantity different than one or that are part of any type of special pricing method.
- **Explain discount** shows the discount that was given to arrive at the net price. It may be printed as a statistic (offset into the center of the receipt) or in the pricing column if net price was not used. Note that if you did not select net price the explain discount flag is automatically selected for you.
- **SRP** is an abbreviation for suggested retail price. This field can be maintained in the back-end program and transferred to the L-POS. Select this field to use the SRP as the basis for price comparison on the customer receipt.
- **Your price** will print that descriptor beside the customer's price for the item.
- **You saved** will print that descriptor beside the difference in price between the customer's price and either **SRP** or **price level 1** regular retail. Note that the system only has one current price for level one. If the product is on sale or in a promotion batch on level one the system does not have the regular level one price. For this type of comparison between regular retail and a sale price you **MUST** maintain the regular

retail price in the SRP field. The only comparison to level one price is when the item price is coming from another price level. Then L-POS can compare between the customer's price and price level one.

- **Based on SRP** and **based on level 1** selects the price used for the price comparison as described above.

N.B. No matter which receipt sort options are set, the system will consolidate the receipt print for mix match items when the related flag is set in the System>General>Advanced>Group the mix and match for printing

Note: The system **You saved** features also have a flag in the Advanced flags on the General tab of system setup. Search for the Flag **Print you saved** in the *Transaction related flags section*. Set this flag to **True** to get the **Total you saved** to print on the bottom of the receipt. This will print the total based on the difference between the price used and the SRP price or the level one price. If you do not select the **You saved** in the print options, the system will only print the total if you do select the **Print you saved** in the advanced settings.

Note 2: The system set-up may seem confusing depending on which options are selected.

- When you select **Based on SRP** the 2 options at the bottom of that column will be greyed out.
- If the fields **Your price** and **You saved** are greyed out, you **MUST** first select the **SRP** option. Then select the option you require. When your selection is complete remove the **SRP** if you do not want to show suggested retail price for every PLU you sell. When you remove the SRP the other fields will appear greyed out again. But if you change to a different set-up tab, then return to the PLU page the selection should appear correct.

Note 3: If you want the system to print only the total you saved as compared to SRP, select the option **Based on SRP** and set the **Print you saved** flag in the General settings advanced flag list.

There are flags related to printer set-up in the Peripheral, printer set-up section of this guide.

3.2.7 Account tab

Account tab

The account settings are global settings that affect all account transactions. The screen has 3 areas. Print options, Behaviour, and Account discount settings.

1. Print options

- **Print account name** will show the customer company name on the receipt.
- **Print contact name** will show the customer first name and last name (from the contact table) on the receipt.
- **Print account number** will show the customer account number on the receipt.
- **Print full address** will show the full customer address on the receipt.
- **Print account summary** will print a transaction summary for the charge transactions on the bottom of the customer receipt.
- **Print stub receipt** will print a stub receipt for the charge transactions after the customer receipt has been printed.
- **Print account balance** will print the customer charge balance at the start and end of the transaction whenever a charge or payment is made to the account.
- **Print account comment** will print the POS comment entered for the account on the back-end account set-up software
- **Print account points bal.** will print the customer points information when an account is opened.

Note: In order to print the account information in double width refer to Printer set-up under peripherals.

2. Behaviour options

- **Get account balance** will send a request to the back-end server for the up-to-date customer charge account balance and retrieve it into the sale if available. If the back-end is unavailable the operator will be prompted to abort the transaction or continue without the up to date customer account balance.
- **Compulsory** means that an account number must be supplied for every transaction.
- **Must be first** means that when an account is used it must be the first entry in the transaction or it will be refused.
- **Confirmation** means that the operator will be prompted with the account name when the account number is entered. The operator will be able to confirm acceptance or refusal of the account look-up.
- **Extend expiry date** can be used when the customer account expiration date has been exceeded. The system will add one year to today's date and set the new expiry date. You can also execute a button automatically when this feature is used. The **Account renewal fee** button is assigned on the same page. It is available when the **Extend expiry date** is enabled. This is useful if you want to charge a fee to extend the expiry date. You need to program the button properties in button & form set-up.
- **Accept not-found customers** allows the front-end L-POS to send new customer data to the back-end system. The account 9999999 can be created to use as a mask for accounts created on the POS. So if you want to assign some default values they would be assigned to the account 9999999.
- **Create in back-end** will send a new account record to back-end L-BOSS system. **N. B.** You cannot set this flag when running PosSetup from the POS terminal. Please execute PosSetup from the L-BOSS>Modules menu to change this setting.
- The **Prompts** button allows you to select the prompts that the POS will display when creating a new account on the POS terminal and not in the back-office maintenance.
- The button below Prompts in the image above is used to assign a fee to account renewals. It is not available if the extend account expiry date is not set. Choose a button from the button list that the POS will execute when the expiry date is extended on the POS.
- **Button executed on Not-found customer:** Select the button to be pressed by the system when an account number is used for a non-existent customer.

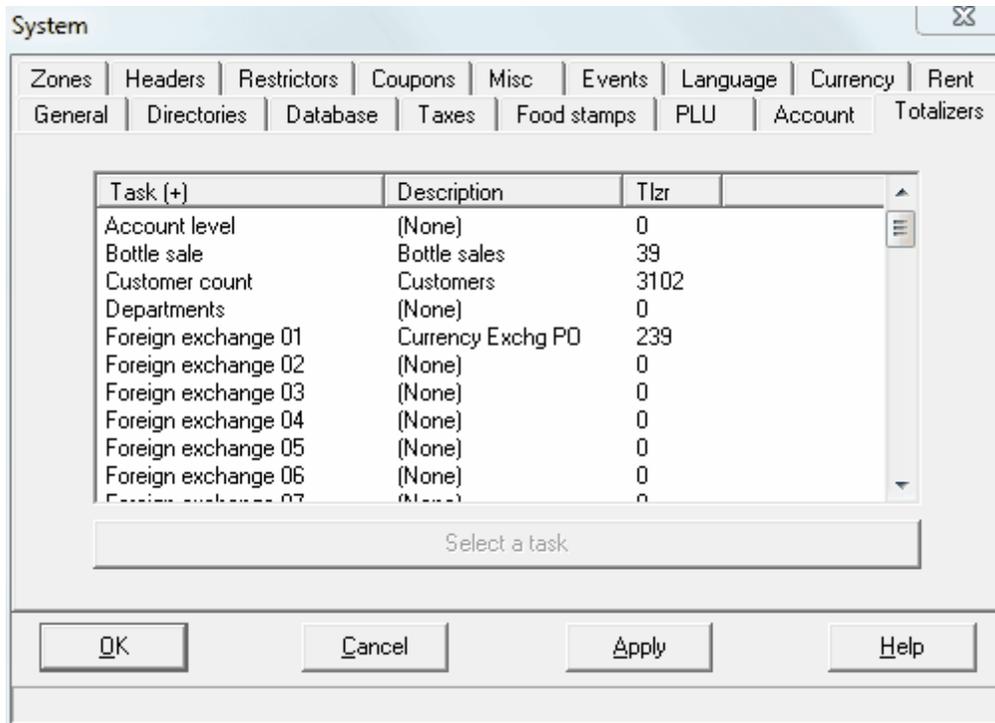
3. Account discount settings.

Select **Apply %** to each item to apply the customer discount as in item discount rather than as a sub-total discount. The account discount functions (Account subtotal discount must use fct 412 and Account Item discount must use fct 452).

Use discount table: This flag will use the discount rates set up in LBOSS>Maintenance under the Account>Discount menu. You can program a different discount rate, or cost plus a premium by sub-department for each customer level. The discount table always applies discounts at the item level.

3.2.8 Totalizer tab

Totalizer tab



The totalizers are normally set in the back-end system. There are a few tasks executed in the L-POS system that do not exist in the back-end. These tasks must be linked to back-end totalizers in order for the reports to include the data entries. An example would be the taxable amount of merchandise sold. There is no function in back-end for this entry because it is a system total created as you sell taxable items. All of the front-end specific tasks created in the L-POS must be linked to a totalizer in the back-end. Select the task from the list and link it to the appropriate totalizer from the back-end.

3.2.9 Zones tab

Zones tab

The screenshot shows a 'System' window with a menu bar containing: General, Directories, Database, Taxes, Food stamps, PLU, Account, Totalizers, Zones, Headers, Restrictors, Coupons, Misc, Events, Language, Currency, Rent. The main area contains the following fields:

- Form number for HELP: 9 - Help form (dropdown)
- Zone number (grouped box):
 - Prompt list (HOLDS, etc...): 15 (text box with ellipsis)
 - Leading messages: 11 (text box with ellipsis)
- Search (grouped box):
 - Zone number: 15 (text box with ellipsis)
 - Button to execute on close search: Close form (button with red X icon)

At the bottom are buttons for OK, Cancel, Apply, and Help.

Form number for help: Enter the form number used for help.

Prompt list (HOLDS, etc...): Enter the zone used to display the lists of hold transactions, special orders, etc.

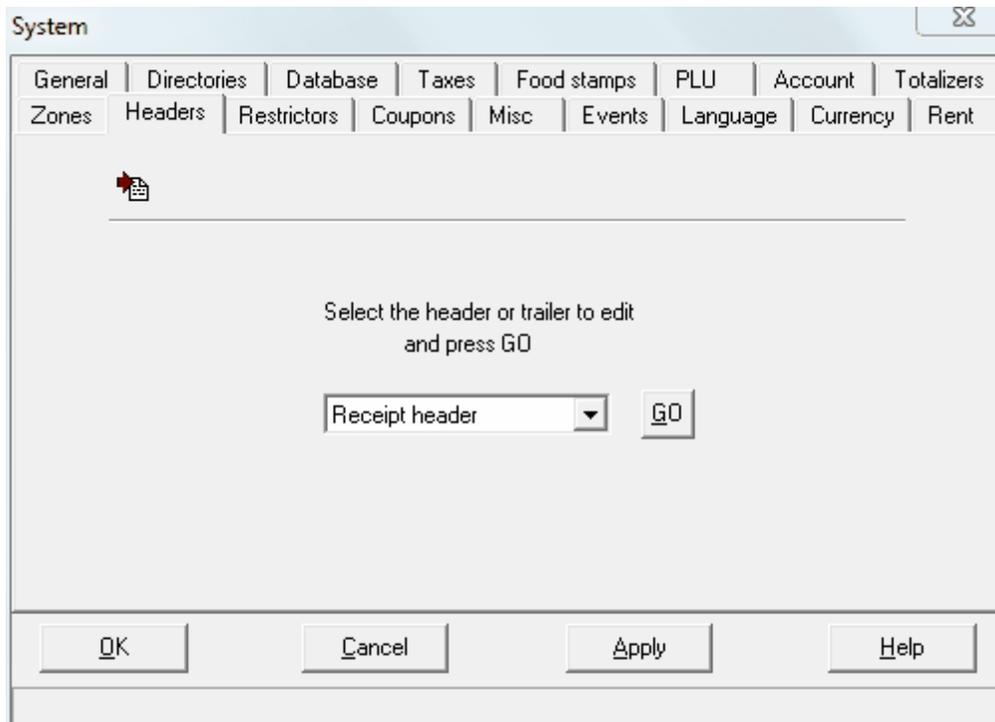
Leading messages: Enter the zone number where leading messages will be displayed. If blank the system will use the center of the monitor.

Search: Enter the zone number that will be used to display the search results.

Button to execute on Close search: Select the button that will be pressed by the system when the search list is closed.

3.2.10 Headers tab

Headers tab



Select the header or trailer you want to modify and press the GO button. The receipt header and trailer can both be defined with up to 15 lines of text. The settings for the printed text include double height and width, bold, reverse and red. Of course these options depend on the printer being used. To define a logo using a bitmap or another compatible file format, return to the receipt printer set-up in the peripherals programming section.

If you need more than 4 receipt trailers just press the GO button and enter the custom trailer number you need to set up.

Note that the editing features in the header set-up are rather basic. For example, to center the text, place the cursor at the start of the line and fill with spaces to move the data to the page center. The trailers printed on the receipt after a sale can vary according to the buttons used within a transaction. For example, if you give a discount on the items in the sale, you may want to add a message that says *Discounted items are non refundable and must be exchanged within 10 days of purchase*. You could select receipt trailer 2 and add that message. You must also designate which buttons print the trailer number 2. This is done in the button setup by editing the function properties.

You can also add a prompt to any of the receipt trailer. Use this feature whenever you require some specific but variable information that must be entered at the end of the sale. For example, after a refund, you want to enter customer name and phone number. You could add 2 prompts as follows into the trailer generated whenever refund is used:

```
{PROMPT:Enter customer name?}
{PROMPT:Enter phone number?}
```

The name and phone number will print at the bottom of the receipt after the normal trailer information.

To add a barcode representing the transaction number to the receipt trailer add {TRANS} in the footer message where you want to print the barcode.

NOTE: When an order is sent to the remote printer it is identified by an ORDER number. You can print the matching ORDER number on the customer receipt Header or Trailer by adding the correct field as follows:

MY STORE INC.
2424 Any Street
City, Province

ORDER # {402,0,0}

Where ORDER # is text to describe the information field and where {402,0,0} is the instruction for L-POS to print the data field 402 which corresponds to the remote print order number.

You can add the field 402 to header or trailer section of the receipt print out.

Note: That the normal receipt trailer always prints and that the trailer 2 will print immediately after it on the receipt.

Note 2: The system allows you to create a different header for hold sale transactions to allow a significant difference with a normal receipt.

3.2.11 Restrictors tab

Restrictors tab

The restrictors table should be used when you need to prohibit sale of products at certain times or in quantities exceeding the programmed limit. These are normally state or provincial requirements that need to be enforced at the point of sale.

To add a restrictor, press the **Add** button. Choose a new restrictor number, and enter the description. Select the restrictor type in the **Type** pull-down list. Restrictors can be set for day & time or for maximum allowable quantity in a transaction.

When you have selected the type as Day of week the screen displays an area where you can define the specific day(s) the restrictor should apply. You must also define the time of day the restrictor should apply for. In cases where you need to restrict a product for different times on different days you can add a second page to the restrictor by pressing the **Add page** button. This allows you to repeat the same process and add a second restriction level for the product. An example situation is when you need to restrict beer sales all day Sunday and before 10 am other days. Set the first page to restrict the product Sunday between 12 am and 11:59 pm. Set the second page to restrict the item every day between 12:00 am and 9:59 am.

When you select Maximum quantity as the restrictor type you must enter the quantity in the maximum field. This will restrict the sale of any product using the restrictor when the total quantity of any of those products is reached in the transaction.

You must also assign the products to the same restrictor code in the back-end file maintenance application. Don't forget to deploy the changes to send any items modified to the front end. This will stop the product assigned to the restrictor from being sold during according to the settings in the restrictor table.

3.2.12 Coupon tab

Coupon tab

The Coupon tab provides access to 3 distinct features of L-POS coupon related programming:

Maximums		Transaction	Item
Vendor coupon		10.00	1.00
Store coupon		9999.99	1.00

- The first is the setting for **Coupon multiplication**. This multiplication applies to both manual coupon entries and scanned vendor coupon entries.
- The second feature that can be accessed is the maintenance of the **Vendor coupon** table itself.
- The third feature concerns the set-up of **in-store coupons** triggered by customer activity in a transaction.

1. Coupon multiplication

- **Coupon multiplication** represents the factor by which coupons are multiplied. This is often required by retailers situated in very competitive environments.
- The **Maximums** area allows limits to be programmed.
- **Maximum vendor coupon per transaction** will restrict any multiplication of vendor coupon above the limit entered on a per transaction basis
- **Maximum vendor coupon per item** will restrict any multiplication of vendor coupon above the limit entered on a per item basis. This means that you could stop a 75 cents coupon from multiplying higher than \$1.00 for example.
- **Maximum store coupon per transaction** will restrict any multiplication of store

coupon above the limit entered on a per transaction basis

- **Maximum store coupon per item** will restrict any multiplication of store coupon above the limit entered on a per item basis. This means that you could stop a 75 cents coupon from multiplying higher than \$1.00 for example.
- **Absolute** refers to how the maximum per transaction amount is used.
 - When the **Absolute** flag is NOT set, the maximum amount per coupon is used to determine at what point doubling stops based on the total obtained from doubling the coupon base amount. If the limit is set to \$1.00 and a 75 cent coupon is accepted, it will increase in value up to the maximum set in the per item field for that coupon type, in our example \$1.00. A 40 cent coupon would double to 80 cents. A 90 cents coupon will double, but stop at maximum of \$1.00. A coupon with face value over the per item maximum will never double or increase in value.
 - When **Absolute** is set, the maximum coupon per item is the maximum value of the coupon that will be doubled. So, with the limit set at \$1.00, and the absolute flag set on, a .75 cent coupon will double to \$1.50. A .40 cent coupon will double to 80 cents. A \$1.00 coupon will double to \$2.00. A coupon with face value over the per item maximum will never double or increase in value.
- Below the maximum area there is a button used to select which totalizer the **over-face-value** amount is sent to.
- An example: you can set the system to double vendor coupons up to a maximum of \$2.00 per item and to a limit of \$10.00 per transaction. Select the totalizer in the back-end that will be affected by the double coupon portion of the coupon. This is especially important for the balancing routines to work properly. If the coupon for 50 cents is doubled to \$1.00, the merchant will only claim back the \$0.50 face value of the coupon. The other \$0.50 is money he decided to offer on his own and therefore the overage is usually sent to another back-end totalizer.

Note: Set the related flags in the "Double coupon" button in Button/Form set-up to control coupon doubling manually.

2. Vendor coupon value table

The **vendor coupon value table** is predefined in the L-POS system and should not be modified. Consult your system administrator or your L-POS dealer if the table values need to be modified. Access is given to set the **authentication** level your application requires. First decide whether vendor coupon scanning is active. If active is selected it is possible to prohibit vendor coupon unless a corresponding vendor id code is found in the transaction and the coupon parameters are met. You can also assign a coupon family code to each product in the L-BOSS back-end maintenance. This is a 3-digit code that can be found in the coupon bar code. To authenticate the coupon family code, place a check mark in the appropriate box.

3. In store coupons

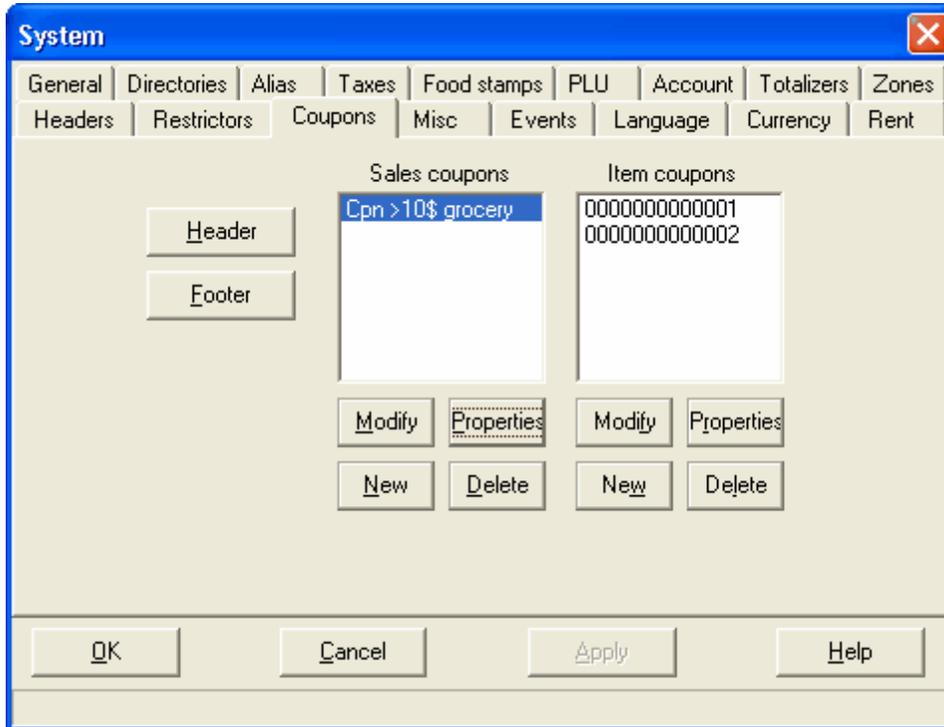
L-POS allows you to program rules by which customers can be rewarded for spending in your store. Press the **[In store Coupon Generation]** button to modify the current rules.

[Header] and **[Footer]** are used to assign a message to the top (header) and bottom (trailer)

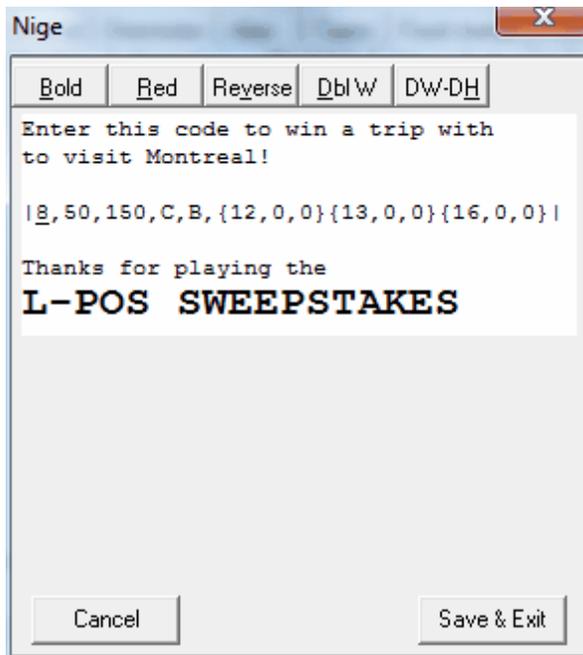
of the in-store coupons you program. All in-store coupons will use these messages.

Two windows are available to create **sales coupons** and **item related** coupons. A **sale** coupon is triggered by totals in the transaction while an **item** coupon is triggered by the sale of an item during the transaction.

1. Sales Coupons



Create a new sales coupon by pressing "**New**". You will be prompted for a coupon name. This name is only used as a reference. It will not be printed or shown on the actual coupon. It will appear in the window with the other sale coupons you create. You can modify an existing coupon by selecting that coupon in the sales coupon window and pressing "**Modify**". The **Modify** button opens a form where the coupon text can be entered. This is the main text of the coupon that will print when conditions are met.



Note the special options that can be used in the coupon text to add variables from the current transaction.

{field,Length,Option}

If Length = 0 then uses the length of the item

Option = 1 to Right Justify

2 to Center

; 3 to center with "*"

; +4 to write amount in words

; +8 Pennies only

; +16 Leading 0 without decimal (00000450)

; 10 - Date (Option: 32 = Long Date format)

; 11 - Time;

; 12 - Store number

; 13 - Terminal number

; 14 - Cashier name

; 15 - Manager name

; 16 - Trans Number

; 17 - Gift Cert Number

; 21 - 28 # entry type

; 50 - Expiry date (Option: 32 = Long Date format)

; 100- Amount Net

; 101- Description

; 102- Total Sale

; 103- Total Sale (No currency symbol) (Option: 32 = Absolute number)

; 104- Quantity

; 105- Quantity 0 decimal (truncated)

; 106- Quantity 1 decimal

```

; 107- Quantity 2 decimals
; 108- Quantity 3 decimals
; 109- Weight
; 110- Weight 0 decimal (truncated)
; 111- Weight 1 decimal
; 112- Weight 2 decimals
; 113- Weight 3 decimals
; 114- Price
; 115- Price (extra digit)
; 116- Plu discount price
; 117- Plu discount price (Extra digit)
; 118- PLU discount amount
; 119- Amount of the item
; 201- Account Number
; 202- Account Name
; 203- Account Address
; 204- Account City
; 205- Account Remark
; 206- Account Points
;
;
; The following fields are related to each PLU in the transactions
; (Each time the same field is used, it accesses the next PLU
;
;
; 301- PLU Number
; 302- PLU Description
; 303- PLU Quantity
; 304- PLU Amount
;
;
; 401- Calculated amount. Used with other variables to execute a calculation.
; Example: {401:#96*4/100,0,0} will print a field on the form with the sale subtotal multiplied by
4%.

```

When adding these variables to the coupon message text you must place the variable, or the computed variable, inside accolades as shown in the sample above. If you do not use the accolades the system will print the text literally rather than using the system variable. Any syntax error will result in the system printing the literal value, not the data from the system variable.

The example above includes a special command to print a barcode on the receipt. This is not an item barcode entered in the Barcode field of the coupon properties page. This is a barcode where you can print things like transaction number, store number, etc. This command added to the coupon text prints a barcode:

|8,50,150,C,B,{12,0,0}{13,0,0}{16,0,0}|

There are 6 values required to print a bar code as part of the text on the coupon:

1ST value=SYMBOLLOGY where 1=UPCA, 2=UPCE, 3=EAN8, 4=EAN13, 5=2OF5, 6=I2OF5, 7=CODABAR, 8=CODE39, 9=CODE93, 10=CODE128

2ND value= Barcode HEIGHT in DOTS

3RD value= Barcode WIDTH in DOTS

4TH value= Barcode ALIGNMENT (Left, Center, Right OR value in dots from left margin)
 5TH value= Human readable characters POSITION (None, Above, Below)
 6th = Barcode data

In our example the barcode will print type CODE 39, 50 points high, 150 points wide, centered on print area with the item number below the bar code. The actual BARCODE number will be made up of {12,0,0}{13,0,0}{16,0,0}. By referring back to the list of available fields you will see that {12,0,0} is the store number, {13,0,0} is the terminal number and {16,0,0} is the date.

Select a coupon and press "**Properties**" to set the rules this coupon will follow. The sales coupon flags include:

- **Only one per sale:** Select this option to prohibit issuing more than one of this particular coupon no matter how many times the conditions are met.
- **Compared to sub-department** is used to decide with which subdepartment total in the transaction the coupon criteria will be compared to.
- **Compared to sale total** is used to declare that the coupon issuing will be based on a transaction total and not a subdepartment amount as explained above.
- **Client level** will restrict this coupon from being issued if this customer level is not used in the transaction.
- **Manual Coupon** is available to limit the issue of coupons. Any coupon that is programmed *Manual coupon* will not print unless both the criteria are met and you use a button programmed as function type 730, Receipt Copy, with the Manual coupon print flag set. An example is given in the Receipt copy function programming section of this manual.
- **Totalizer** can be set to collect data on the qualifying amount that was captured for this coupon to be generated.
- **Bar code** can be used to print a barcode number on the customer coupon that prints

on the system receipt printer. The bar code can either represent a PLU that was programmed as a store coupon or it can be programmed as a rebate amount that would be captured as a generic store coupon at the time it is scanned.

- Creating the bar code as a Coupon like PLU requires that you create an item set as a negative PLU by using the store coupon flag in the POS tab of the item maintenance. If the PLU has been programmed into the back-end and sent to the L-POS, then L-POS will sell the item as a reduction when it is scanned. The advantage to using negative PLU as store coupon is the reporting issue. An individual total for each PLU will be available.
- Creating the bar code as a generic store coupon would require a **standard** convention as the beginning digits of the PLU number in the bar code you assign for the print ID of the coupon. For example, you could assume that no products in the store will begin with 77777 and assign the barcodes as 7777700100 for a \$1.00 coupon. Bar code 77777700050 would represent a \$0.50 barcode. Of course you still need to define the scanner definition table and the PLU definition table to decode the bar-code and send the coupon amount to the store coupon redeemed button.
- **Select printer** is available in order to select a specific printer to issue in-store coupons. For example, if you are printing Entrance tickets on a high speed label-style printer every time an entry fee is paid, you would redirect the output to the appropriate Windows based printer rather than the receipt printer. If you select receipt or slip, L-POS uses internal set-up to redirect to the appropriate
 - If you have selected to use a windows driven printer you will have access to the **Select Windows** button. Press this button to select the appropriate windows printer.
 - If you have selected to redirect in-store coupons to a Windows based printer you can define the form that will be used in the Form window.

The "**Delete**" button will remove the selected coupon from the list of existing coupons.

2. Item coupons

Create a new **item coupon** by pressing "**New**". You will be prompted for a coupon name. This name is the number of the item that must be sold for this coupon to be issued. It will not be printed or shown on the actual coupon. It will appear in the window with the other item coupons you create. You can modify an existing coupon by selecting that coupon in the item coupon window and pressing "**Modify**". Select a coupon and press "**Properties**" to set the rules this coupon will follow.

The item coupon generation can also be restricted by the same flags that the sales coupons follow:

- **Only one per sale**: Select this option to prohibit issuing more than one of this particular coupon no matter how many times the conditions are met.
- **Compared to sub-department** is used to decide with which subdepartment total in the transaction the coupon criteria will be compared to.
- **Compared to sale total** is used to declare that the coupon issuing will be based on a transaction total and not a subdepartment amount as explained above.
- **Manual Coupon** is available to limit the issue of coupons. Any coupon that is programmed **Manual coupon** will not print unless both the criteria are met and you

use a button programmed as function type 730, Receipt Copy, with the Manual coupon print flag set. An example is given in the Receipt copy function programming section of this manual.

- **Totalizer** can be set to collect data on the qualifying amount that was captured for this coupon to be generated.
- **Bar code** can be used to print a barcode number on the customer coupon that prints on the system receipt printer. The bar code can either represent a PLU that was programmed as a store coupon or it can be programmed as a rebate amount that would be captured as a generic store coupon at the time it is scanned.
 - Creating the bar code as a Coupon like PLU requires that you create an item set as a negative PLU by using the store coupon flag in the POS tab of the item maintenance. If the PLU has been programmed into the back-end and sent to the L-POS, then L-POS will sell the item as a reduction when it is scanned. The advantage to using negative PLU as store coupon is the reporting issue. An individual total for each PLU will be available.
 - Creating the bar code as a generic store coupon requires a standard number mask as the beginning digits of the bar code number you assign. For example, you could use **77777** as the first 5 characters and assign the barcodes as 7777700100 for a \$1.00 coupon. Bar code 77777700050 would represent a \$0.50 barcode. L-POS would then process the coupon bar-code in the same way that it processes UPC2 labels for variable weight items. Of course you still need to define the scanner definition table and the PLU definition table to decode the bar-code and send the coupon amount to the store coupon redeem button.

3.2.13 Miscellaneous tab

Miscellaneous tab

Button executed before sale:

This allows you to define a button that will be executed at the start of a new transaction.

Button executed after finalization:

This allows you to define a button that will be executed at the end of the payment process. This is required when electronic payment systems are used on a touch-screen system and you want the payment form to be removed and the department form relocated onto the screen. Use a load form function that swaps the appropriate forms.

Function list table:

L-POS buttons can be accessed by a keyboard shortcut if the button was assigned to the keyboard. Sometimes the size of a keyboard is restrictive and therefore cannot contain all the L-POS buttons required. This is where the usage of a Function Code key can be handy. If you need to modify a price but no Price Modify button was not assigned to a key, you could use the Price modify button by entering a function number and pressing the Function Code button. The Function code list is where you assign the Button to a number that will be used as in the Price Modify example. Access the Function list table by clicking the Function list table button. Now enter the function number and then choose the button from the Pop-up list that appears.

Flip charts:

This icon will access the set-up of flip charts. Data is saved to the flip chart initialization file called Flip.INI. There is also a small arrow that allows you to set up a different flip chart file. When you program this file data is saved to Flip1.INI. **N.B.** If you are working with Ezipin prepaid cards the system uses Flip1.ini to load the prepaid card PLU data.

Flip charts are screen forms that have been pre-defined as far as the size, position, color and button type are concerned. Flip charts were intended to be used for, among other things, produce look-up charts. Access the flip charts by pressing the small icon. By default, the flip chart will fill 75% of the user screen. Up to 99 flip charts with 30 individual buttons can be programmed. You have the choice of assigning an *Index bar* on the top of the flip chart pages. This creates 6 *common* buttons that are automatically copied to each flip chart page. The 6 common buttons do not have to appear, it depends on your application more than anything else. By default, the 6 common buttons will not appear. To change the Index bar setting access the **Options** button.

To set up a flip chart, press the first button you want to program. Buttons on flip charts can do one of the following built-in functions: **SUB-DEPARTMENT**, **PLU** or **PAGE**.

Sub-department is just that: assigning this function to the Button will allow that key to be used as an open entry button to a sub-department.

Choose **PLU** to use the position as a preset PLU button.

Choose **Page** to use this position to access another Flip chart page number.

Each type of button requires some parameter settings:

The sub-department, PLU or Page number. If you choose sub-department or PLU, you may use the finder to locate the item you want to assign at that screen position. Double click in the PLU number field and select the item from the list.

By default, the button description will be copied to the text field from the PLU descriptor. You can change the text as required. **NOTE** that the text field is important. If you ever add a new button to the page you may want to sort the buttons in alphabetical order. The sorting follows the button text entries when the sort is executed.

Display picture and **display text** do exactly what they say on the button facing. If you place a picture and text, the image will shrink.

If you select **Use as default**, each new button you access will have the same default properties as the one you told the system to use as default. You can set Use as default, program a series of like items, and then change the default to add more buttons with different properties.

Use the **Picture** icon to browse the drive for an image to assign to the button. It will be resized automatically. The modified image will end up in the Poswin\Images\FC folder with the same name as the original image that was assigned to the button. This is done to speed up access to the flip chart forms. The **Go to page** button allows you to skip to the page number assigned to the next menu key you depress. This is how you change the page number you are programming. If you are setting up a button that will select a Page number in the L-POS entry sales entry module, you use Go to Page in the set-up to get to that page.

Press **Options** to access the following menu choices:

Sort this page only: will place all buttons on this page into alphabetical order. **Index bar** is used to toggle the top row from normal buttons that are unique to each menu page to a row of 6 common buttons that are the same on each page.

Show focus will highlight the currently selected button. This is useful if you are using the flip charts on a non-touch screen terminal and you want to select the menu items with the cursor movement keys.

Button style allows you to select different types of buttons for the flip charts. It is only a cosmetic issue.

Increase font size will make the button font larger.

Decrease font size will make the button fonts smaller.

The **Ok** button will close the screen you are active in.

Layaway prompts:

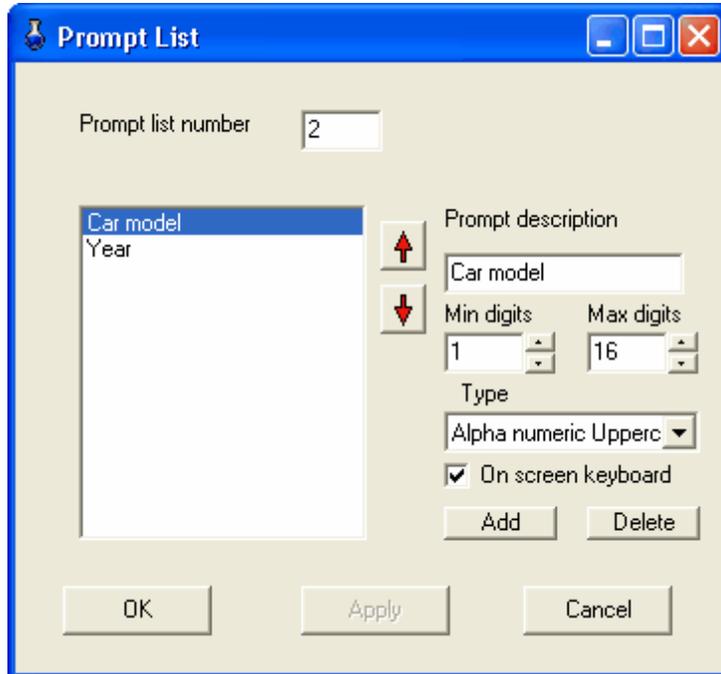
Press here to set the prompts that will be displayed when a layaway account is created on the POS terminal.

Sounds:

Press here to select the sounds that L-POS will use for different events that occur during operation. The L-POS sounds section will probably appear well down the list

because it was added after other programs. Obviously, no sounds will be heard without the proper audio features.

Prompting lists:



Use this option to create prompt requests that you require on the system. For example, if you want to prompt for a car model and year when using a specific sub-department button, you can create the prompt here. Create as many different prompting schemes as you require. Each prompting scheme can have as many questions as required. Different types of data can be collected including alphanumeric, numeric, dates, etc.

- Double-click in the prompt list number field to view the existing prompts.
- Add a new prompt by entering a new number in the prompt list number field. Now you need to add the prompt questions that will be displayed when the operator uses a button with the prompt attached to it. By default the first question is called prompt. Modify the description (as in the example above it displays "car model." Set the minimum and maximum number of digits you want to allow in the answer to your prompt, and the type of data that can be entered. Once you have entered the first prompt you want to show the operator, you may press the "Add" button to create another question (such as "Year" in our example) and enter the other settings related to the new question you add. The virtual on-screen keyboard can be called up for use in the prompt entry by selecting "On-screen keyboard."
- The prompts are attached to selected function in the Button setup under the function properties.
- The **Add** button does not add a whole new prompt list. It adds a question to the prompt list opened for editing. Add a new prompt list by typing a new number in the prompt list field.
- The **Delete** button does not delete the whole prompt list. It deletes the selected question from the prompt opened for editing. To delete a prompt list from the table

use the delete button to remove all questions associated with that prompt list.

Creating a prompt LIST for WIC Checks:

The system is delivered with 3 default prompt lists. These are the most common prompts assigned to the WIC buttons.

- Prompt 1: (This is used for WIC cvv and for states that issue checks with an amount.)
 - WIC Check amount
 - WIC check start date
 - Wic check end date
- Prompt 2:
 - WIC Check amount
- Prompt 3: (This is used for states that do not print the amount on the WIC check.)
 - WIC check start date
 - Wic check end date

If these prompts do not meet your requirements please follow these steps to modify the prompt list table.

Prompt List

Prompt list number 1

Enter prompt number

Prompt description

Min digits 0 Max digits 0

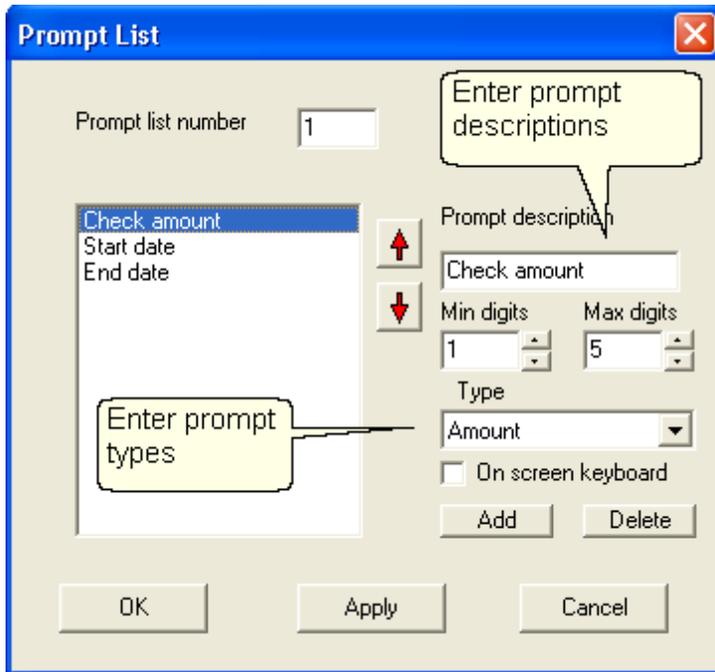
Type

On screen keyboard

Add Delete

OK Apply Cancel

1-Enter the prompt number.



2-Add the prompt descriptions and types.

2.1- In this case we want the prompt to ask for the check amount. The Type field must be set to Amount. This amount will be limited by the minimum and maximum tender amounts you set on the WIC 2 function.

2.2- Add a second prompt to this list to get start date. Set the type to Start date.

2.3- Add a third prompt to this list to get end date. Set the type to End date.

3-Attach the prompt number to the WIC button under function properties.

List sizes:

This option is used to define the font size and row height for lists displayed in the Pos module.

Internal keytone:

This feature is intended to provide an audible tone from the CPU when buttons are pressed, especially on a touch screen terminal that has the CPU built-in. It will emit a keyboard type of beep by using the internal tone indicator of the CPU. It will not be effective if the CPU is located away from the keyboard or screen, such as under the counter.

Btl rtn reports to CID:

Select this flag to report bottle return made by using function 650 (refund) or by using Bottle return PLU items as a tender type function, meaning the amounts will report direct to the tender and the in-drawer amounts rather than appearing in other revenues or in net sales.

Note: When you select this flag you need to use function 111 as the function in the manual bottle return button. If you do not select this flag use function 511 in the button used for manual bottle return.

Print barcode on hold transaction:

Select this option to print a barcode on the receipt generated for a suspended

transaction. This option will not function if your printer does not support barcode printing.

Print barcode on new PLU:

Select this option to print a barcode on the receipt generated for a not found PLU. This option will not function if your printer does not support barcode printing.

Change prompt:

Select this option to be prompted in a separate form for the change due on the transaction. This form requires cashier confirmation by pressing the CLEAR key to continue.

Btn font:

Set the font to use on the buttons (the round style, not the custom button type).

Food stamp change prompt:

Select this option to be prompted in a separate form for the food stamp change due on the transaction. This form requires cashier confirmation by pressing the CLEAR key to continue.

Transaction limits:

When these limits are reached, a manager code will be required to complete the transaction.

Last item correction: enter the total of Item correction that you permit within a transaction before a manager is required.

Selected correction: enter the total of previous item correction that you permit within a transaction before a manager is required. Previous item correction includes corrections done with the Void function or with the Item correction on any item except the last (Item correct can be done on a previous item by pressing the Up arrow to select a previous item in the same transaction.)

Refund: enter the total of refunds that you permit within a transaction before a manager is required.

Minus transaction: Enter the highest negative subtotal you permit before manager intervention is required to finalize a transaction.

Manager select:

This option is used to customize the manager override function. If you leave the default setting of **Manager select**, L-POS will prompt the user with a choice when manager number is entered for override. Select either an override of the next entry or override until the end of the current sale. This would be comparable to turning a manager key to the override position and removing it after the next entry, or turning the manager key to override and leaving it there until the current transaction is over.

When you select **Override item**, L-POS will automatically set the manager override for the next item only. This means that to execute several restricted functions in the same sale, the manager code will be required before each entry.

When you select **Override transaction**, L-POS will invoke the manager override for the duration of the current transaction.

Prompt for WIC loss

This is required in some states that require retailers to honor the WIC check amount even when the check is issued for a total lower than the amount of the transaction. This means the retailer must absorb a loss. This flag only affects the traditional WIC function 119. It does not affect the WIC C.V.V function 149.

If the **Prompt for WIC loss** is *not used* 2 possibilities exist:

- There is NO prompt for the WIC check amount at start of sale. In this case there is no amount assigned to the customer's WIC check. At the end of transaction you enter the amount of the WIC subtotal and press the WIC button to end the sale.
- There IS a prompt for the WIC check amount at start of sale. The system will prohibit creating a WIC sub-total higher than the amount of the WIC check amount when the **Prompt for WIC loss** flag is not used. When the limit is reached the system will warn the operator that the WIC sub-total cannot exceed the WIC check amount.

When the **Prompt for WIC loss** option *is used* a prompt for WIC check amount MUST be assigned to the button used to start the WIC transaction. The POS compares the check amount entered at start of transaction to the sub-total of the WIC items entered.

- When the sub-total of WIC items is greater than the WIC check amount you will be prompted for manager authorization to finalize. When the transaction is authorized using the manager override function the POS will accept the amount of the WIC check.
- The difference will be sent to the WIC LOSS function 454. So this means you must create function 454 called WIC LOSS. This function must be linked to totalizer 2 and totalizer 9. Rename totalizer 9 to WIC LOSS.
- If you press the WIC key to finalize and the sub-total of WIC items is less than the WIC check amount you entered the sale will end and the WIC check will be accepted for the amount of the transaction. The difference is lost by the customer because no change is issued on WIC checks. The endorsement will print the transaction amount on the check.

Note: This flag is ignored unless you set the advanced flag WIC items only in the transaction.

3.2.14 Events tab

Events tab

System

General | Directories | Database | Taxes | Food stamps | PLU | Account | Totalizers
Zones | Headers | Restrictors | Coupons | Misc | Events | Language | Currency | Rent

Inactivity period before locking the keyboard 00:20
 Time of day to delete all HOLD transactions 02:00 AM
 Inactivity period before signing off the cashier 00:20
 Time of day to force cashier log off 12:20 AM
 Auto cashier log off after each transaction

0 Prompt list number to attach to the age verification
6000 Maximum key delay time out (in ms)
3.0 Delay before showing sub-total (in seconds)
30 Delay before displaying the time after transaction (in seconds)

Timed events

OK Cancel Apply Help

The Events tab allows different timed events or system events to be defined.

Inactivity period before locking the keyboard: Set the timer to the amount of time that the keyboard must remain untouched before it locks automatically. Once this locking occurs, only the cashier code who locked the keyboard can unlock the keyboard. You must also select the feature by placing a check mark in the check box.

Time of day to delete all Hold Transactions: Enter the time that all suspended transactions will be deleted. A report can be created on the back store system to list out these transactions for auditing purposes. You must also select the feature by placing a check mark in the check box.

Inactivity period before signing off the cashier: Enter the delay required before L-POS will sign off the currently assigned cashier from the terminal.

Time of day to force cashier sign-off: Set this time to force the cashier off the machine and ensure sign in on the new system date. This is normally required in non 24 hour operations who often forget to sign off at night. If that was to occur, the **L-POS** would continue to send transactions with the date of the last sign-in.

Auto cashier logoff after each transaction: Set this time to force the cashier off the system after every transaction.

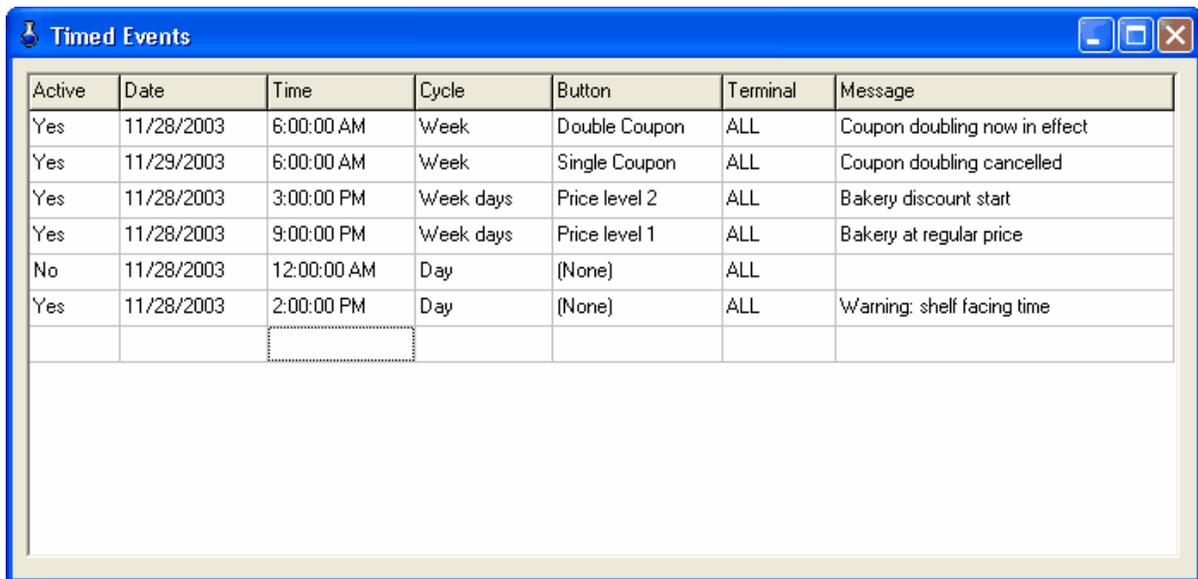
Prompt list number to attach to the age verification is used to add a prompt(s) to the age verification request.

Maximum key delay time out: Set the number of milliseconds before L-POS will create an error situation if keys were pressed but no function is used. (Avoid errors created when cashiers attention is removed from the POS and they forget that a partial entry had been made...)

Delay before showing sub-total (in seconds): This setting is related to the customer pole-type display. Set the delay after an item is scanned to display the total amount due on the customer pole display. The faster you want to see the sale sub-total, the shorter the delay.

Delay before displaying the time after the transaction (in seconds): This setting is related to the customer pole-type display. L-POS will wait the specified number of seconds to display the time on the customer pole display count after the sale has been completed. The faster you want to see the time on the display, the shorter the delay should be.

Timed events: This button will open a new window where POS events are created. The events are used to launch functions at the specified time. For example, you may want your system to use a specific price level at a given time, or you may want the L-POS to invoke coupon doubling every Tuesday morning.



Active	Date	Time	Cycle	Button	Terminal	Message
Yes	11/28/2003	6:00:00 AM	Week	Double Coupon	ALL	Coupon doubling now in effect
Yes	11/29/2003	6:00:00 AM	Week	Single Coupon	ALL	Coupon doubling cancelled
Yes	11/28/2003	3:00:00 PM	Week days	Price level 2	ALL	Bakery discount start
Yes	11/28/2003	9:00:00 PM	Week days	Price level 1	ALL	Bakery at regular price
No	11/28/2003	12:00:00 AM	Day	(None)	ALL	
Yes	11/28/2003	2:00:00 PM	Day	(None)	ALL	Warning: shelf facing time

Active: set the event to active when it is to be executed. You can stop the event execution by setting the active status to **No**.

Date: this is the date the event will start executing.

Time: this is the time the event will start executing.

Cycle: this setting is used to determine the frequency the event will repeat on. You can select from hourly, daily, weekly, monthly, once only, all week days, weekend days only.

Button: this is where you define the action that the L-POS will take when the event occurs. For example, if you want L-POS to use price level 2 on Tuesdays, then you need to create a button that sets price level 2. This button would be called by the event programmed to

execute Tuesday morning. Of course you will also need to create another event to be executed on Wednesday that will execute a button programmed for price level 1.

Terminal: Use this to define events that should only be executed on a specific terminal.

Message: The message text will display on the L-POS when the event is executed. You can also set an event that will only act as a message to the operator. The example above that shows the message Warning: shelf facing time executed daily at 2:00PM. Since there is no button executed the system will only generate a warning

3.2.15 Language tab

Language tab

System

General | Directories | Database | Taxes | Food stamps | PLU | Account | Totalizers
Zones | Headers | Restrictors | Coupons | Misc | Events | Language | Currency | Rent

Multi-language configuration

LED descriptors

	T1	T2	T3	T4	FS	WI	SC	DS	
Descriptor 1	EN	T1	T2	T3	T4	FS	WI	SC	DS
Descriptor 2	FR	T1	T2	T3	T4	BA	WI	BL	ES

Print both descriptors for PLU

The items, totalisers and departements may have dual descriptors.
Define the language for each descriptor.

OK Cancel Apply Help

L-POS can display and print information and messages in 2 languages. Use the Language tab to select the language used by L-POS for descriptor 1 and descriptor 2 for PLUs, Departments, functions, messages, etc.

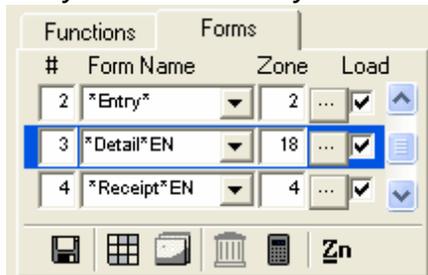
When no language setting is specified, L-POS will determine the Windows regional setting entry and use that language by default. L-POS messages are only available in English and French at the current time.

When L-POS is installed on a system with Windows in US English, messages and receipts will print in English. If a customer is defined as French in the back-end language setting for the customer, the receipt will print French for that customer. If a cashier is defined as French, the screen messages will appear in French for that cashier. But of course the setting for language **Descriptor 2** would need to be **fr** and the customer or cashier record would also

need to show **fr** in the language setting. Totals and functions should be preprogrammed in English and French by default. You must ensure that items are programmed in both languages for the bilingual nature of the product to be available.

L-POS also includes a details form that displays status flags, unit price, and other information related to the items being scanned. Use the LED descriptor fields to modify the labels shown on the details form. For example, you can change the default T1 (for tax 1) descriptor to something more significant like state tax or GST. T2, T3 and T4 are for the additional tax rates. FS is for identifying food stampable items. WI is used for WIC items and DS is for discountable items.

Note: To force a specific language on the receipt area or the details form of the POS screen, add the language indicator to the ***Receipt*** or the ***Detail*** form name displayed on the form list. So if you want the screen to display English descriptions on the screen receipt or the details form you need to modify the form names as shown here:



This change is only required if you are using multi-language set-up and you want to specify a different language for the receipt. If no language indicator is added to the form name, L-POS uses the Windows operating system language.

3.2.16 Currency Tab

Currency tab

System

General | Directories | Database | Taxes | Food stamps | PLU | Account | Totalizers
Zones | Headers | Restrictors | Coupons | Misc | Events | Language | Currency | Rent

  Currencies exchange

Currency table	Descriptor	Rate
1 - US	US	30.500

Amount of the smallest piece of money: 0.01

Rounding used to calculate the smallest piece of money: 0.00

OK Cancel Apply Help

Foreign currency:

Use the pull down arrow to select the **Currency table** to be modified. Then enter the foreign currency exchange rate required. The table number is assigned to the Tender function in the Buttons and Forms set-up by accessing the Properties of the Tender function. You may modify the descriptor of the foreign currency table. So if a rate for YEN and another rate for French Francs is required they each have their own name on the programming list. The actual name of the tender key is assigned in the functions set-up of the back-end system. The name on this list is only a reference provided for convenience sake.

Use the [Calc] button to set the rate required for this foreign currency type. Enter the value issued in the foreign currency against \$1.00 of the domestic currency. This will display the correct foreign currency rate to be used.

Amount of smallest piece of money can be used where pennies are no longer used in cash transactions. This is the case, for example, in Australia. If you set the amount to 5 cents, then L-POS will use the next flag, **Rounding used to calculate the smallest piece of money**. This means, how does L-POS round a transaction that adds to \$5.57? If you enter a **2** as the rounding amount, the sale of \$5.57 will round down to \$5.55 but a sale for \$5.58 will round up to \$5.60 (because L-POS uses the closest 2 cents.) Each **Tender** function can be set to use the rounding factor individually. So if you want to continue collecting the exact sale amount for Checks, Visa, etc., you would only set the **Rounding** flag on the cash tender function. This is selected on the properties set-up page for the actual tender under the buttons and forms menu option of PosSetup.

3.2.17 Rent tab

Rent tab

Rental items can be controlled by L-POS when the system is used with the L-BOSS back-end system. The rental tab includes general programming that defines how the rental system will operate. The rental items are set up in the LBOSS system under PLU programming.

Return time:

L-POS can control return time for rental items two ways. The more popular application for rental with L-POS is controlling films in a c-store type application. In this type of environment, the return time is usually determined as being 6:00 pm or thereabouts. If this is your case, leave the Check box for **Based on the period** as a blank. An item rented today at 3PM will be due at the return time tomorrow. Same thing for an item rented at 11PM tonight, it will be due tomorrow at 6:00PM if a return time is specified.

When L-BOSS is used for rental that is based on time, you need to place a check mark next to **Based on the period**. This would be used in an application where something is rented for an hour, 2 hours, 8 hrs, etc. An example would be strollers rented to customers by the hour in an amusement park. When you select this option, any time that shows in the Return time will be ignored.

Late fee

Open account: Set this flag to automatically open the customer account who is returning a film late. There is a related flag in the PosSetup>System>General>Advanced flags: Bypass customer contact on late return. This flag must be set if you

want to open the account and charge a fee automatically with the Late fee button.

Charge late fee: Select this flag if you want the system to activate a button when a film is returned late.

Automatic quantity: Use this flag to send the number of days an item is late to the Late fee button. An item returned 3 days late will enter 3 QTY end press the Late fee button.

Use same PLU: Select this flag to use the same item as the late fee. When you select this flag it is important to set the PLU function 710 as the first function executed in the late fee button.

Late fee button: By default there is no button programmed as late fee on the default L-POS set-up. So the button shows [None]. To charge a late fee you need to assign a button in the rental set-up screen. If you decide to set the flag "**Automatic quantity**" and "**Use same PLU**" assign the PLU button. If you want to charge a different fee you can program a PLU as late fee charge and assign a Pre-Set PLU as the Late fee button.

Grace period

To permit an automatic grace period beyond the return time, enter the grace time in hours (probably as a fractional amount) or in percentage of the rental period. Selecting a percentage of the rental period (such as 10%) would obviously extend a 30 day rental by 3 days (such as a pair of crutches in a pharmacy.)

Copy identifier

When several copies of the same item are available it may be necessary to easily learn if a copy of the item is still in the store. By creating a pattern or mask for the item numbers of the same film L-POS will be able to respond on film availability.

You can determine which digits represent the copy number within the PLU number entered to rent the item. The copy identifier digits can be placed at the start or at the end of the PLU number created in LBOSS. Choose **First x digits = copy** to place the copy identifier digits at the start of the PLU number. Or select **Last x digits = copy** to place the copy identifier at the end of the actual PLU number.

You may also determine that the PLU number itself is a specific length and the remaining digits are used as the copy number following the same logic as above.

Select **First x digits = Item** or **Last x digits = copy** if this is the case.

You can also define how many digits are required to identify the copy. If you never have more than 9 of the same item, select 1 in the **#digits** entry. This field corresponds to the value **x** referred to in the *First x digits = copy* field.

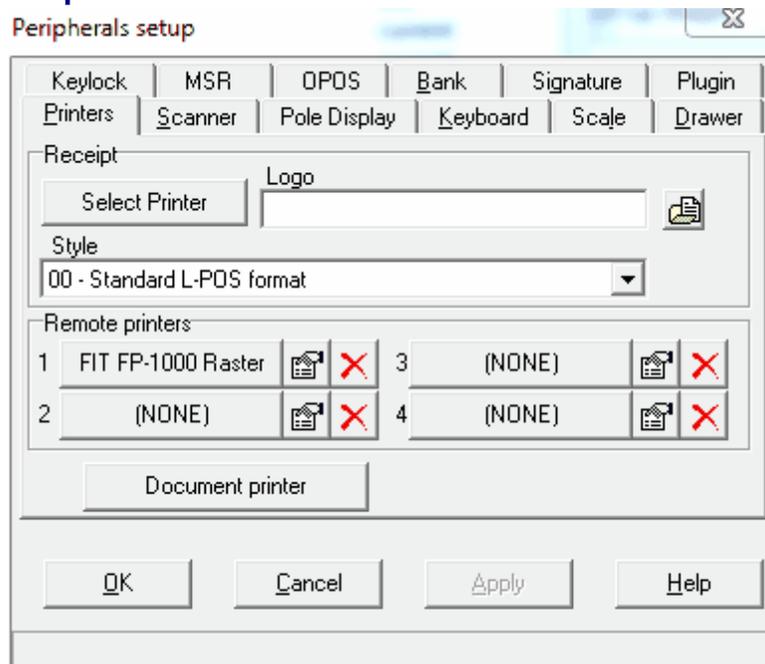
If you never have more than 9 copies of a film, one digit will be enough to differentiate between the films. Take the example of item number 12345 which is the PLU code for the film Titanic. If you had 4 copies of the film you could number them 123451, 123452, 123453, 12344. If you were to set the configuration of the copy identifiers to use the **Last x digit**, and set 1 in the **number of digits** field L-POS will understand to search all 4 items when you request status for item 12345.

Note: When no copy identifier is required the value "**# of digits**" should be set to zero to speed up inventory queries on the POS system. This would be the case when you never have more than one copy of a film, or when you receive pre-coded films that cannot be fit with the L-POS masking system.

Type H period is used to define the fixed period used by price type H PLU items. These are rental items that do not have variable rental periods like the price type G items. This would be most common for items like films in a c-store that are always rented for the same time period.

3.3 Peripherals

Peripherals



L-POS uses internal drivers supplied by Logivision or OPOS drivers to communicate with peripheral devices. The hardware manufacturer supplies these OPOS drivers. They are intended to provide compatibility across software platforms. OPOS software and compatible hardware normally allows tests to be performed that will validate the functionality of the product before any application software such as L-POS is used. This way you can always determine that a device is malfunctioning and why. L-POS supports the following peripherals:

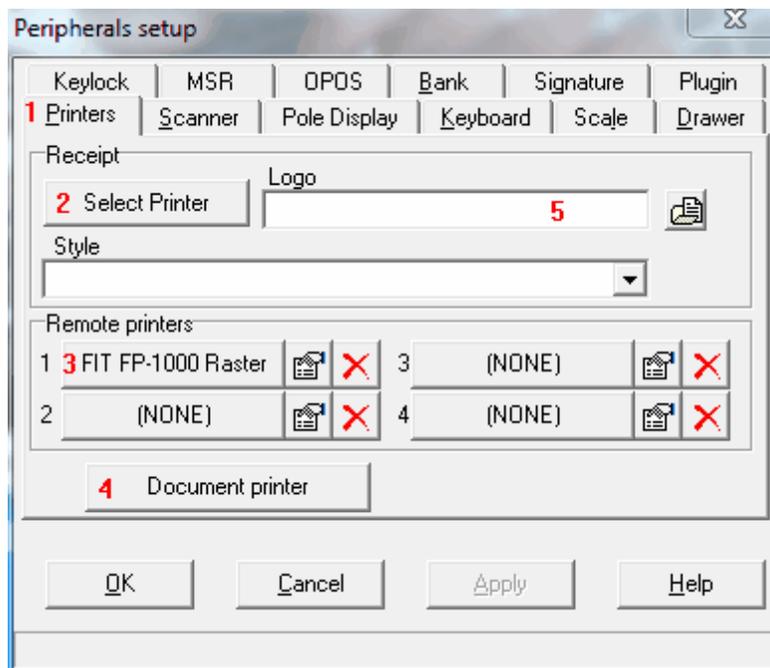
- Printers
- Scanner
- Pole display

- Keyboard
- Scale
- Drawer
- Keylock
- Magnetic stripe reader
- Bank terminal
- Signature capture

3.3.1 Printers

Printers

Access the **Peripherals** configuration by pressing **4 Shift-F5**. Now select the **Printers** tab. You can modify settings for 3 types of printers (**receipt**, **document** and **Remote**).



- 1- Select the **Printers** tab
- 2- To assign a "Receipt" printer click the Select printer button in the "Receipt" form.
- 3- To assign a "Remote" printer click one of the 4 remote printer buttons.
- 4- To assign the document printer click the Document printer button
- 5- Use the small folder icon to select a logo that will print on the Receipt printer

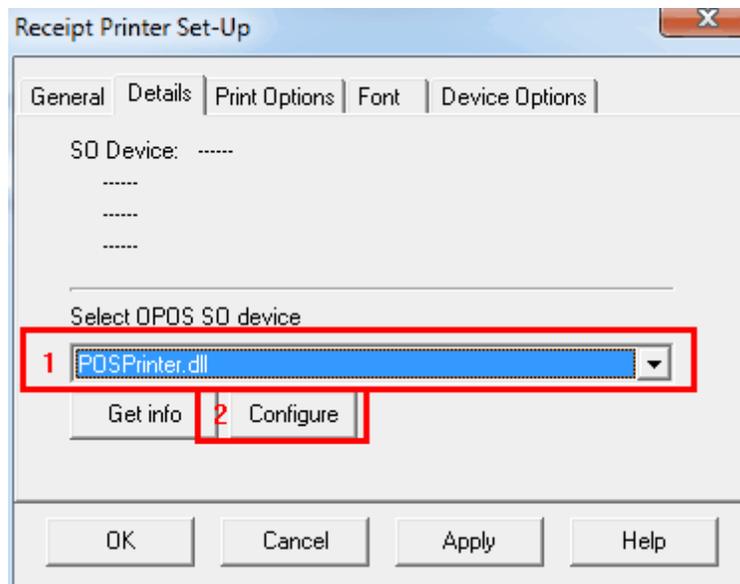
Receipt printer

General tab

This selection allows you to enter a filename in the comment field if you want to direct the printer output to a file for test purposes. The test function here was provided for users that implemented early versions of L-POS with OPOS interface. This button is not used with the direct interface now used within L-

POS.

Details tab

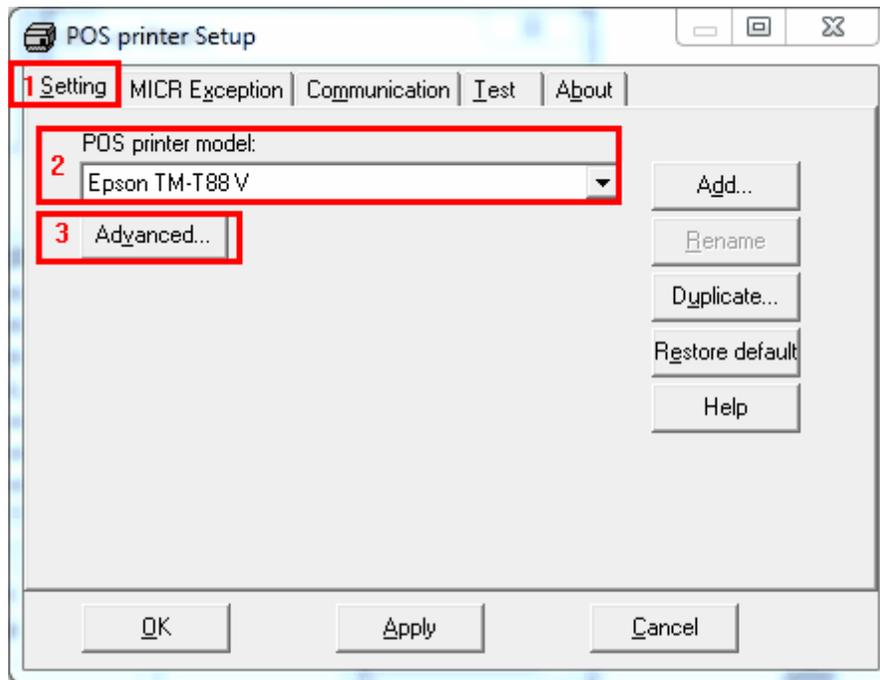


Use this tab to select the printer interface method.

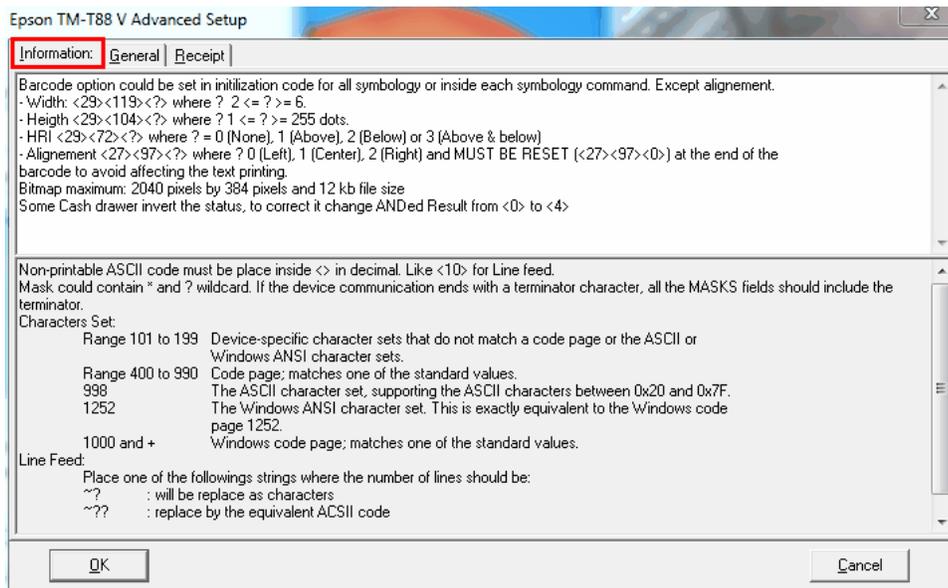
1- Select **PosPrinter.DLL** as the OPOS SO device type.

2- Press **Configure** to open the POS Printer Setup windows. This window contains 5 tabs.

Settings, MICR Exception, Communication, Test, About.



- 1- Open the *Settings* tab.
- 2- Select the printer model from the pull-down list. This will assign that model with what we understand are the default settings for the selected model. If you have modified settings under the advanced menu you can always use the "Restore defaults" top return to the default settings we have made for that model and that should match the printer factory defaults.
- 3- Press *Advanced* button to access the printer codes used by L-POS for different functions like open drawer, double size print, etc. This will open a new window form with 3 new tabs:



The *Information* tab under the settings menu shows some general information on the printer itself. No settings can be changed here.

Epson TM-T88 V Advanced Setup

Information: **General** | Receipt | Cash drawer

Station:
 Receipt Document Cash drawer Line Display MICR Reader: Not supported
 Use receipt POS must eject if MICR failed

On line status:
 Use CTS Use Ring
 Use DSR Use DCD
 Use status request:

Request: <16><4><1>
Mask: <8>
AND data with mask:
ANDed result: <0>

Cover open status:
Request: <16><4><2>
Mask: <4>
AND data with mask:
ANDed result: <4>

Initial settings:
Initialization: <27>@<29><72><2>
Clear Buffer:
Retransmission timeout (sec.): 15
Send/Read delay (milliseconds): 10

Characters set:
Set: Command:
437 <27>t<0>
101 <27>t<1>
850 <27>t<2>
860 <27>t<3>

Barcode:
UPC-A
UPC-E
JAN-8
JAN-13
Standard 2 of 5
Interleaved 2 of 5
Codebar
Command: <27><97><1><29><107><0>*<0><

OK Cancel

Access the *General* tab to select the devices that are controlled by the printer such as cash drawer, validation printer or document printer if your model includes those features. Each device you select will dynamically create a new tab. The information under that tab will pertain to the device you enabled. In our image the *General* tab has a selection made for *Receipt* and *Cash Drawer*. That created 2 extra tab, one for receipt printer commands and one for cash drawer commands.

Epson TM-T88 V Advanced Setup

Information: General | **Receipt** | Cash drawer

Format:

	On:	Off:
Bold:	<27>G<1>	<27>G<0>
Underline:	<27>-1	<27>-0
Italic:		
Red color:		
Reverse video:	<29>B<1>	<29>B<0>
Double wide:	<27>l<32>	<27>l<0>
Double high:	<27>l<16>	<27>l<0>
Double wide & high:	<27>l<48>	<27>l<0>
Letter quality:		

Receipt activation:
End of line: <10>
Begin of line:
Form feed: <10><29>V<66><5>
Partial paper cut: <10><29>V<1>
Line feed: <27>d~??
Width: 42

Under most circumstances you should not need to edit these printer codes.

Near paper end status:
Request: <16><4><4>
Mask: <12>
AND data with mask:
ANDed result: <12>

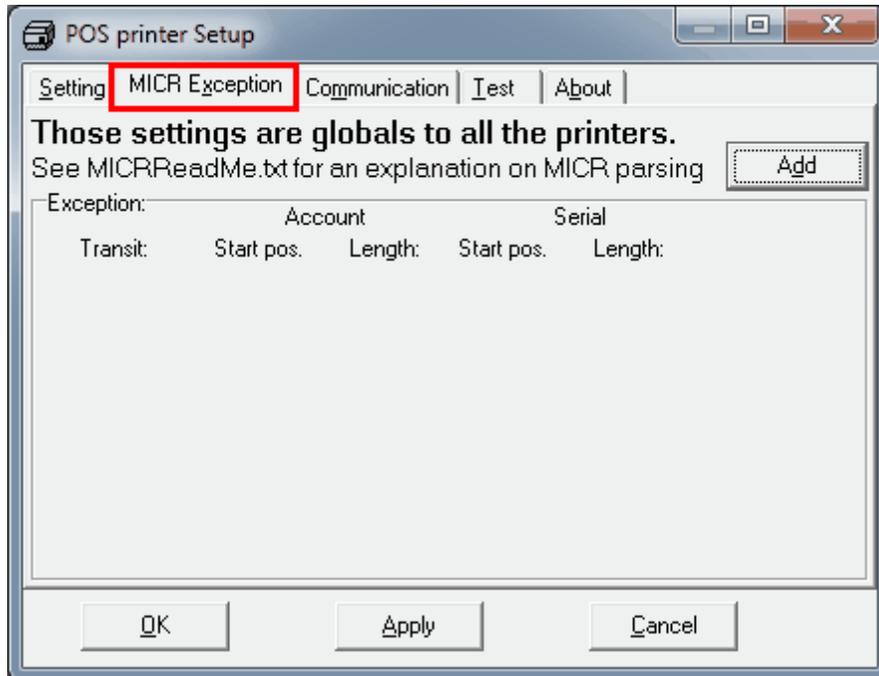
Paper end status:
Request: <16><4><4>
Mask: <96>
AND data with mask:
ANDed result: <96>

Bitmap:
Print logo: <29>/0
Download method: Epson ESC/POS
Print Signature: Not supported
Dots per line: 512

OK Cancel

The settings on this page allow you to adapt the L-POS commands depending on changes you may have made to your printer. If you modify these settings inadvertently you can always use the "Restore defaults" button located on the *Settings* tab as explained above.

Once you terminate with the "Advanced" settings you can set the communication parameters and test the application. If your printer supports MICR you can also define exceptions to the normal MICR reading.



This is the MICR reader exceptions page.

Parsing the Check Serial Number

The MICR line at the bottom of a check encodes three or four separate items. If the check is longer than 6.5 inches, the left most field is the Auxiliary On-U.s. It usually has the check number in it. If the check is 6.5 inches or less in length, this field is eliminated.

The next area (to the right) is the Transit field. This identifies the bank or institution. Next, to the right, is the On-U.s field, which is usually the business or person's account number. Finally, the right most area, which appears blank when the check is first issued, is the Amount field. This is filled in by the bank or another processing authority.

Most banks print the check serial number in three easily recognizable spots. The POSPrinter.dll will look for the number in these spots, using the following ordered algorithm.

The examples use letters to represent symbols on the check:

- t Transit symbol
- o On-us symbol
- a Amount symbol
- Dash
- c Check serial number
- x Any other number

1- A number bracketed by On-us symbols in the auxiliary On-Us field is the serial number.
(Auxiliary On-Us : left most On-Us field)

```
occccco txxxxxxxxt xxxxxxxxo
occccco txxxxxxxxt xxxxxxxxo axxxxxa
```

2- Otherwise, a three or more digit number to the right of the rightmost On-Us symbol, and to the left of the leftmost amount symbol if an amount field is present, is the check serial number.

```
txxxxxxxxt xxxxxxxxo cccc
txxxxxxxxt xxxxxxxxo cccc axxxxxa
```

3- If both of these searches fail to produce the check serial number, extract the whole account number field from between the rightmost transit symbol and the rightmost On-Us symbol. A three, four, or five-digit number to the right of the rightmost transit symbol, separated by a space or a dash from the rest of the

account number is the check serial number.

```
txxxxxxxxt cccc xxxxxxxxo
txxxxxxxxt cccc-xxxxxxxxxo axxxxxa
txxxxxxxxt cccc xxxxxxxxo xx
```

4- If all of these searches fail to produce the distinct check serial number no check serial number will be returned. If it is imbedded within the account number field, it will be returned as part of that variable length field.

Exceptions table

Some banks print the check serial number in a location that cannot be electronically distinguished without specific exception information, although it can be visually distinguished because it is repeated in the upper right corner of the check. The specific bank is picked out by its transit number, and the POSPrinter.dll will look in the exception table for a transit number match before looking in the normal check serial number locations.

In this example, without an exception table entry, the software would always pick the rightmost four-digit number as the check serial number following rule two above. The bank with the three digit check serial number and the four digit extension after the On-Us symbol would need to be exceptionally recognized:

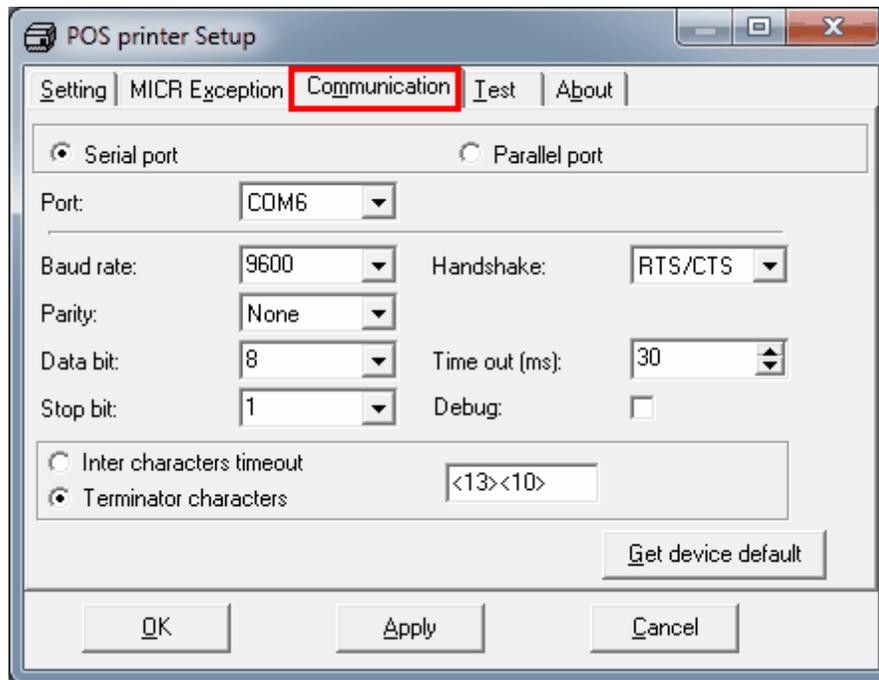
```
txxxxxxxxt ccc-xxxxxxxxxxxxx
txxxxxxxxt xxx-xxxxxxxxxxxxccc
```

In this example, without an exception table entry, the software would not be able to pick out the check serial number because it is not separated from the rest of the account number:

```
txxxxxxxxt cccxxxxxxxxxo
```

In this example, without an exception table entry, the software would not be able to pick out the check serial number correctly, because it is imbedded within the rest of the account number:

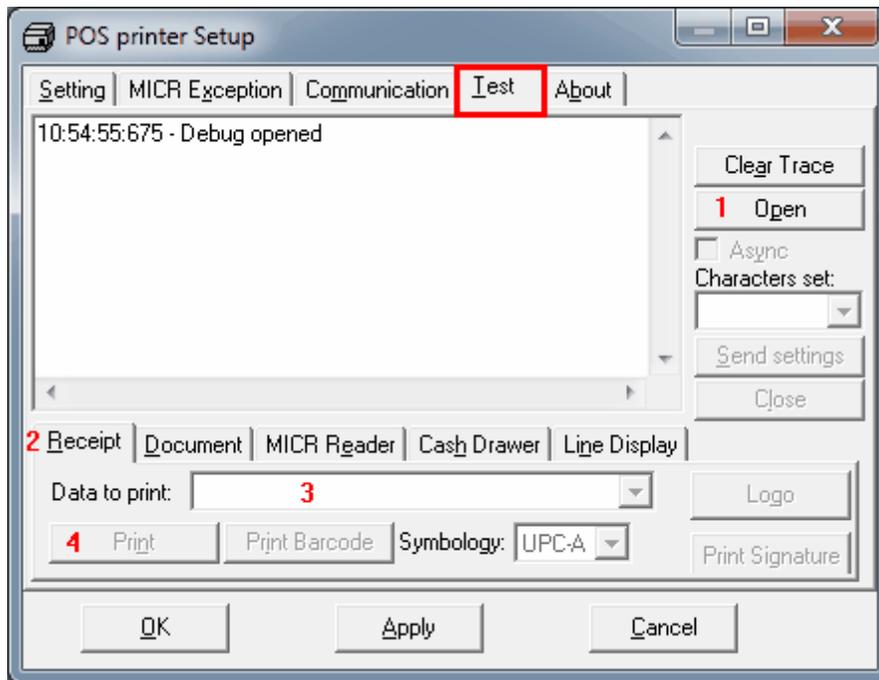
```
txxxxxxxxt xxx-ccc-xxxxxxxxxo
```



The *Communication* settings must be entered to match the printer setup. The PosPrinter.DLL interface allows you to select either Serial port or Parallel port as the interface. USB printers can be connected using USB to Serial converters. L-POS also supports some OPOS interfaces and some Windows Printer drivers for POS printers. Support for the OPOS cannot be guaranteed because of the differences in OPOS versions. You should test before. Windows Printer interface is supported for EPSON POS printers. Other models may work if they include built-in printer fonts.

Use the *Get device default* button to return L-POS to the assumed default communications parameters for the printer model you selected.

Once you have selected the communication protocol use the *Test* tab to validate your settings.

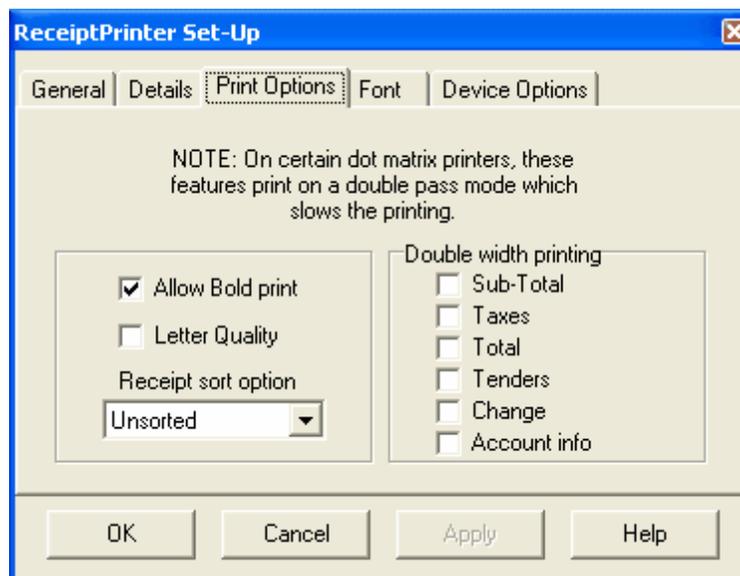


- 1- Press the *Open* button to connect with your device.
- 2- Choose the device connected to your printer that you want to test
- 3- Enter the data you want to print.
- 4- Press the *Print* button. It will be available if you are connected to your device successfully.

Other printer settings and options

Once you have selected the printer model and tested the setup

Print options:



Allow bold print prints some data in bold depending on other settings.

Letter quality sets that type of print.

Receipt sort option: Select the sort option you want to use for receipt print. It is required to use the Spool transaction option in the **Device options** tab to allow receipt sorting. **Description** sorting will print all items in alphabetical order at the end of the sale. **Sub-department** sorting will group items by department on the receipt. **N.B.** No matter which receipt sort options are set, the system will consolidate the receipt print for mix match items when the related flag (Group the mix and match for printing) is set in the System>General>Advanced flag section.

Double width printing: Check the box next to the data you want printed double size on your receipts.

Font tab:

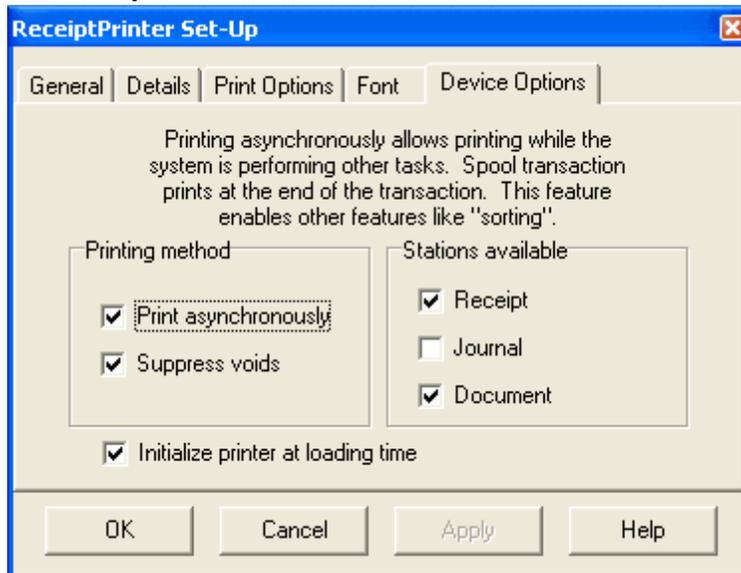
Characters per line determines the number of characters across the line.

Character set is the character code set used by the printer.

Line height is the number of points high for each line printed.

Line spacing is the amount of space left between lines.

Device options



Selecting **Print asynchronously** will add extra levels of data communication validation and slow down the receipt printing.

Select **Suppress voids** to print only the net items sold and not the corrections. This has the same effect and invoices printed on a windows based full size printer.

You should also place a check mark in the box available according to the printer stations you want to use on your device. So if you want to use check endorsement on a 2 station printer you will need to select **Document**.

Endorsement

; Description of fields used in check endorsement and in coupons
;
;

```
; {field,Length,Option}
; If Length = 0 then uses the length of the item
; Option = 1 to Right Justify
;   2 to Center
;   3 to center with "*"
;   +4 to write amount in words
;   +8 Pennies only
;   +16 Leading 0 without decimal (00000450)
;
; ***** ROTATE COMMANDS *****
;
; .R 1 Print Normal
; .R 257 Rotate Right 90
; .R 258 Rotate left 90
; .R 259 Rotate 180
;
;
; 10 - Date (Option: 32 = Long Date format)
; 11 - Time;
; 12 - Store number
; 13 - Terminal number
; 14 - Cashier name
; 15 - Manager name
; 16 - Trans Number
; 17 - Gift Cert Number
; 21 - 28 # entry type
; 50 - Expiry date (Option: 32 = Long Date format)
; 100- Amount Net
; 101- Description
; 102- Total Sale
; 103- Total Sale (No currency symbol) (Option: 32 = Absolute number)
; 104- Quantity
; 105- Quantity 0 decimal (truncated)
; 106- Quantity 1 decimal
; 107- Quantity 2 decimals
; 108- Quantity 3 decimals
; 109- Weight
; 110- Weight 0 decimal (truncated)
; 111- Weight 1 decimal
; 112- Weight 2 decimals
; 113- Weight 3 decimals
; 114- Price
; 115- Price (extra digit)
; 116- Plu discount price
; 117- Plu discount price (Extra digit)
; 118- PLU discount amount
; 119- Amount of the item
; 201- Account Number
; 202- Account Name
; 203- Account Address
; 204- Account City
```

```

; 205- Account Remark
; 206- Account Points
;
; The following fields are related to each PLU in the transactions
; (Each time the same field is used, it accesses the next PLU
;
; 301- PLU Number
; 302- PLU Description
; 303- PLU Quantity
; 304- PLU Amount
;
; 401- Calculated amount. Used with other variables to execute a calculation.
; Example: {401:#96*4/100,0,0} will print a field on the form with the sale subtotal multiplied by
4%.

```

This is a simple endorsement test

Date: {10,0,0}

Time: {11,0,0}

Terminal: {12,0,0}{13,0,0}

Cashier: {14,0,0}

Manager: {15,0,0}

Trans: {16,6,1}

Amount spelled: {100,40,7}{100,2,8}

Amount: {100,12,1}

Descriptor: test{101,0,0}Test

Total Sale: {102,0,1}

Account number: {201,0,0}

Account Name: {202,0,0}

Account Add: {203,0,0}

Account City: {204,0,0}

Account Remark: {205,0,0}

Account Points: {206,0,0}

3.3.1.1 Remote printer

L-POS has the ability to send item data to a remote printer, typically for order preparation. Remote print does not work using PosPrinter.DLL or OPOS interface. You must use a windows driver. Logivision has tested the Epson printer brand. Other brands may work but configuration will be dealer's responsibility.

Peripherals setup

Keylock | MSR | OPOS | Bank | Signature | Plugin
Printers | Scanner | Pole Display | Keyboard | Scale | Drawer

Receipt

Select Printer: Logo
LogoLogi_Printer.bmp

Style: 00 - Standard L-POS format

Remote printers

1	(NONE)			3	(NONE)		
2	(NONE)			4	(NONE)		

Document printer

OK Cancel Apply Help

Click the button "None" for the remote printer you want to install.
Select the Printer to use from the list of printers that work with a windows driver.
Click the Properties icon beside the printer name.

WinPrinter

Normal font

Font name: FontA11
Font size: 9

Double wide font

Font name: FontA21
Font size (size must be same as normal font size)

Double wide double height

Font name: FontB22
Font size: 13.5

Partial cut

Font name: control
Font size: 1
Command: P

Open drawer

Font name: control
Font size: 1
Command: E

Barcode

Font name: barcode1
Font size: 65

Logo command

Font name: [empty]
Font size: 1
Command: G

OK Help Cancel

The values in the window above should work for an Epson printer. (These are the same values to use if selecting the Windows based Epson POS Printer as the receipt printer.)

NOTE: When an order is sent to the remote printer it is identified by an ORDER number. You can print the matching ORDER number on the customer receipt Header or Trailer by adding the correct field as follows:

MY STORE INC.

2424 Any Street
City, Province

ORDER # {402,0,0}

Where ORDER # is text to describe the information field and where {402,0,0} is the instruction for L-POS to print the data field 402 which corresponds to the remote print order number.

You can add the field 402 to header or trailer section of the receipt print out.

3.3.1.2 MEV

The MEV is the fiscal device used in Quebec to control fraud in retail. The MEV is connected to the POS to capture all sales information, encode in barcode format, and then send the data and bar code to the customer receipt.

First you should also set up L-POS to print direct to the printer in case of MEV failure.

1. Set up the printer communication and model as you would normally when no MEV is installed.
2. Test that the printer connection works when connected direct to the L-POS terminal.
3. Make sure you do this BEFORE configuring the MEV address. as per instructions in the next section.

Now you configure the MEV:

4. Connect this MEV to the network so that L-POS sees the IP address as it sees any other device on the network.
5. Connect the receipt printer to the MEV serial port.
6. Open the Possetup>System>Advanced settings and locate the key: MEV IP address. Enter the IP address of the MEV unit the POS will send data to. You may use a ";" to separate the IP addresses of multiple MEV units. If the POS does not see the first MEV it will try the next address. This allows for backup print to a second MEV if first MEV breaks.
7. You are ready to use the MEV once the IP address is entered.

In case of failure of all MEV units:

8. A message will indicate that communication with the MEV is not available.
9. The POS will ask if you want to de-activate the MEV.
10. Disconnect the printer from the MEV and connect to the com port used in the step 1 above.
11. Answer YES to deactivate the MEV and the system will print direct to the printer, bypassing the MEV.

After repairing the MEV:

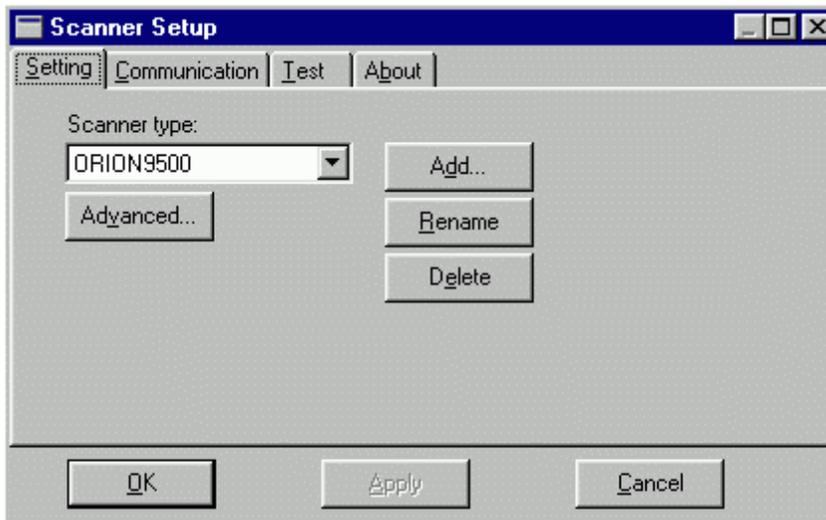
12. Connect the printer back onto the MEV communication port and L-POS will direct the print information to the MEV rather than direct to its local serial port.

3.3.2 Scanner

Scanner

L-POS native scanner interface (Scanner.dll)

If you are not using an OPOS scanner device driver, you will not see any scanner names on the pull-down list. To use the L-POS native communication interface, select the **scanner.dll** file as the name on the pull-down list. When you select the **scanner.dll**, the Button will appear to allow you to set the communication parameters for your scanner. Access the scanner set-up by pressing the Button.



The **setting** menu allows you to select the scanner model being used with the native RS232 connection. Several popular scanner models have been predefined. If your scanner is not on the list you can add it. The advanced button is used to modify some of the data settings L-POS uses to communicate with the scanner. These settings are available from the scanner technical documentation.

The **Communication** menu is where you enter the communications parameters your scanner has been programmed with. The **Test** menu is for performing a scan test without loading the L-POS application. Once you have selected the scanner model you can define the scanner definition table. This is a table that contains the rules the POS uses to filter data received from the barcode scanning devices on the system. It allows a lot of flexibility in setup but requires specific setup for each type of scanner and the type of data you are scanning.

Definition table purpose and set-up

Use this link to access the help section on the definition table.

OPOS scanner set-up:

Access the Peripheral Configuration screen and select the *Scanner* tab. If you are using an **OPOS** driver, select the scanner brand and model from the pull-down window. If you have not installed the OPOS service objects you must do so to continue. Refer to the OPOS information provided with your hardware. We have added some basic information on the Magellan scanner setup at the end of this section.

Magellan OPOS set-up

In order to use a device with L-POS, you must register the device. The Magellan scanner-scale uses a program developed by PSC Inc. that follows the OPOS standards. The program is distributed as a zipped file called OPOS-INSTALL.ZIP. Unzip the file and run the SETUP program to install the PSC files. During set-up you are prompted to register Control Objects, Service Objects, Sample settings and a test utility. **DO NOT** install the control objects. If you installed according to defaults except for the Control objects, the program is installed to the Program Files\PSC Inc folder. Access that folder and locate the OPOS\Sample Settings directory. You will need to edit at least one of the *reg* type files that are marked as read-only after the install. Remove the read-only status of the Magellan.reg or the Magellansc.reg file. The difference between the files is that the Magellansc.reg is designed for the single cable rs232c model only.

The file must be edited to reflect the parameters programmed into the scanner/scale. Ensure that the baud rate, parity, data bits, etc., all match those that were programmed in the device during set-up of the device. When you have edited the file to the correct specs, register the Magellansc.reg (or the dual cable Magellan.reg) by double-clicking it. Then return back one folder level to the OPOS directory where you will find the required *dll* files. If you registered the single cable model, you need to register the PSC_SC232.dll file by double clicking it. If you registered the dual cable model, you need to register both the PSC_RS232_Scanner.dll and the PSC_RS232_Scale.dll files. If you registered any other RS232 scanner in the PSC family, you would register the PSC_RS232_Scanner.dll to use it. The L-POS should now be able to scan or weigh with the devices.

3.3.2.1 Definition table

L-POS allows you to define a set of rules that will translate data read by the scanner, by the MSR or by the PLU button. This means that you can use many different types of scanners, barcode types, and create rules that will allow data to be processed according to your requirements. The same logic presented here for the scanner definition table can be used for data keyed manually (PLU definition table) and magnetic card data in the MSR definition table.

You need to ensure that the bar code types you want to use pass data correctly. The scanners themselves allow you to program bar code types that can be read. The scanner programming allows you to define whether or not a check digit will be sent with the item code. You can also set leading characters, do things like expand UPCE to UPCA, and a lot of other internal settings. The scanning definition table converts data received from the scanner to make it match with the way the data has been entered into the L-BOSS database. If your item

file was created without the check digit you need to make sure that PLU function in L-POS receives the item code without the check digit. You can program your scanner to not transmit the CD, or you can program L-POS to skip the Check digit. L-POS intercepts the data coming from the scanner, then uses the rules in the definition table to parse the data.

So the first rules you need to define are to decode the PLU data properly. We will start with a very simple example. You have created UPC items in the database. The visible item code on the product is 0 70735 02097 0. But the product was created in L-BOSS by typing in 07073502097. Meaning the CD was not entered into the database as is typically the case for most retailers. If you were to look on the LBOSS item maintenance this product would show up as 00007073502097. L-BOSS will normally pad the item code to a 14 digit number starting with zeroes. So in this case it added 3 zeroes to the front of the 11 digit number typed from the package. Once the item is created you will need to scan the item to sell it. Let's assume that the scanner is programmed to transmit the check digits with the UPCA code. This means that the scanner will send, at least, 070735020970 to the POS application. You will have to create a rule in the definition table to recognize this type of entry and then make sure the application removes the check digit before pressing the PLU key. If you were to enter the whole 12 digits to the PLU function L-POS would tell you the item does not exist. And that is true because you set up the items without the check digit.

Maybe you want to scan cards with a bar code to identify cashiers. Make your cashier cards begin with a common string that is unique to cashier cards. That makes it easy to define a rule that sends those scans to the cashier function, rather than to the PLU function. The system can also add data to a scanned bar-code. For example, you may have pre-pack scales that were set up to put the weight, rather than a price, in the Type 2 UPC code printed by the scale. This allows you to sell that fish to different customers at different prices by using price levels for each shopper type. In this case, the scale will send 1234 as weight to represent 1.234 kg. The POS requires the decimal input, but that decimal isn't printed by the scale. With the definition table you could create a definition line that will insert the decimal point at the correct place in the data input.

There is no fixed or hard-coded restriction to using incoming data. You can scan cashier cards, manager over-ride cards, or customer cards and use them with the POS. Just make the cards have something common and different than products or other cards. Then you can set a rule that recognizes the difference and processes the data to the correct function type. Other uses we know of: scanning codes from prescriptions issued in the lab of pharmacies, reading tags used for line busting from 3rd party applications, or any other specific data input you may need to capture bar code data into the transaction.

use the * (asterisk) which is interpreted as a wildcard that allows any number of characters to be processed.

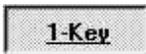
- **Note:** When an asterisk is part of a "Key" (underlined) it will not be used as a wildcard. It will require that position to be a single asterisk.
- Rule 2: On a row in the table all characters defined as "**KEY**" must match exactly with the data received from the scanner. The **key** characters are underlined. They can be any color but must be underlined to be considered as a **Key**. The button [**1-Key**] on the upper right side of the definition table is used to define key characters.
- If no match to your data is found the system will display No match found in both POS Setup and in the actual POS sales screen.

Here is how to set up a new line in the definition table. There are eight buttons to the right of the window. Data from the scanner is parsed using these functions. Characters assume the color of the button you assign to that data. If you select a few characters on a line and press

the  button, those characters will be red. There is an exception: when you select

data and press  that data will be underlined. It is also possible to select data that will be both "1-KEY " and another function such as "2-PLU." That data would be **RED** and **UNDERLINED**. To remove a function, or color, from characters, select the data and press the same function button. The buttons act as toggle on-off.

BUTTONS:

 Select characters and press this button to set a **KEY**. This is data from scanner that L-POS will only process when an exact match is found. Let's say you have account cards printed with a barcode. To avoid conflicts with product numbers you have the cards made as 13 characters starting with ACC. In the L-POS database you created your accounts as 10 digit numbers, omitting the ACC. So you need to make sure that when your scanner sends the data L-POS will not try to include the ACC when looking up the account number in the database. Here is an example of that functionality:

Look at the 6th line in the definition table sample above. It shows:

ACC1234567890

The first 3 characters are black and underlined. When characters are underlined it tells the system to ignore anything that does not match those characters EXACTLY. So this row of the definition table will only be used when the scanner passes data starting with ACC. Whenever characters are BLACK they are not sent to any function in L-POS. So in this case the L-POS will validate that the scanner data received starts with ACC, but it will then drop that data before processing the remaining data received from the scanner.

Then the next 10 characters are colored **gray**. This is because when the row was defined those characters were highlighted and then the 5-ACCNT button was pressed. This tells L-POS that it must accept the 10 digits and send them to the Customer account number function.

2-PLU

This is used to send data from the scanner to the PLU function. Look in the 3rd line of the scanner definition table image: it shows:

A064890576001

The row contains 13 characters starting with an A. Not all scanners will output an A like that. The A is sent by some scanners to define this data as a UPCA item number to some systems. L-POS is not hard-coded that way. Our definition table allows you to decide what will happen with scanner data.

The row of data then has 12 digits which correspond to the item number on the barcode.

You can see that 11 digits are red and the last digit is black.

The RED numbers will be passed to the PLU function to look up an item number. The black number will be skipped. This is the check digit. Some databases include the check digit, others do not. There is no right or wrong in that. And scanners can be programmed to send the check digit with the scanner data or not to send it. There is no right or wrong. But it is important that you program your scanners to send the check digit if you include the check digit when programming items in your database. In this example the L-POS will input 06489057600 to the PLU function and try to find that item in the database.

3-PRICE

This is used to send data from the scanner to the price function. It is used, for example, with UPC2 (meat) labels where L-POS needs to read the price from the label. Look at the 2nd line of the definition table image. It shows:

A0212345{00000}901258

This is a sample of data that may be received when a UPC2 label is scanned. In L-POS these items are created as "PRICE REQUIRED" where the item price is obtained from the label printed by the scale. For example

This line includes more than one function to process the scanner data. The black characters are skipped. The red characters are sent the PLU function to look for an item number. The Blue characters are processed as a price. When the system receives data from a meat label it will process the line like this:

AO are skipped

21234500000 will be sent to the PLU function. The { } characters are not sent to the PLU function. They are used to define extra characters you want to force into the scanned data before executing the function.

The system will ask for price.

9 will be skipped.

0125 will send to PLU function in response to the request for a price.

8 will be skipped.

Of course the entry will happen too quickly to really see the price being requested.

There is something else that should be explained here. The databases that are maintained by a grocery wholesaler for scale items would usually be set up with 11 digit numbers starting with a 2, followed by a five digit number and ending with five zeroes. For example 21234500000. If that is the case you will need to make sure that L-POS sends

the same item number to the PLU function to find the product in the database.

But a label printed on the deli scale will have the price where the 00000 characters are. You must use the { } function to force L-POS to include the missing zeroes before pressing the PLU function. Look again at the line 2 in the image. The {00000} will add the 5 zeroes to the scanner data that is sent to the PLU function.

4-EXTEND

This is used to Expand UPCE to UPCA when the scanner cannot perform the expansion itself. So if your database was programmed with the UPCE expanded to UPCA this function will convert the scanner data that was not expanded.

5-ACCNT

This is used to send data from the scanner to the account function. The row with **ACC1234567890** will be processed as account data.

6-CASHIER

This is used to send data from the scanner to the Cashier function. There is no example of data being sent the cashier function in our image.

Z-Custom

This button is actually a look-up button. It allows you access to any button you have programmed in the button set-up. This means that you can filter data and send to any button you want to. The 5th row in the definition table shows data being sent to a custom button to process scan data for Givex gift cards. 07675000000000000000000000000000. The 076750 acts as both key and part of the data string sent as gift card number. Whenever a 30 digit number starting with 076750 is received it will be processed as a Givex gift card.

8-GS1

This button is used to decode a GS1 barcode. Line 7 shows an example of GS1 decoding. In this sample the scanner identifies GS1 barcodes with the leading characters 1 c1. The data identifiers will vary from scanner to scanner. You need to figure that part out by doing test scans with different GS1 barcodes and determining what the leading characters are. Then there is an * (**asterisk**). The GS1 barcode type allows for a wide variety of uses. GS1 includes product barcodes based on the UPCA symbology but 14 digits rather than 12. this allows for a longer company prefix that allows global trading. GS1 will also replace the UPC coupon table, be used for shipping tags, can include dates, weight and much more. So the GS1 barcode length is variable. That is why we used the **ASTERISK** symbol. Asterisk means to take ANY LENGTH of data and send it to the highlighted function. In this case it is being sent to button 8, which is the built in GS1 parser.

Here is an example of how to set up L-POS to parse scanner data:

1. Scan an item. We scanned UPCA item code labeled 0 70735 02097 0 (including leading and trailing digits from the bar code). The scanner returned A070735020970. Of course not all scanner will send an A0 at start of scan. Not all scanners will send the check digit. Our scanner was programmed to sent both.
2. Copy and paste the data from the test input area to top of the definition table. You now

need to set the filtering rules to tell L-POS how to process the data. First question: is this type of data a product code? Answer is yes so we need to send part of the scan data to the PLU function. You do that by highlighting that part of the scan and pressing the **2-PLU** button. Next question: how are the UPCA items programmed in the database? Were they entered with the check digits? If they were then the check digit needs to be entered on the POS to look up the item. If the check digit was not entered into the database you need to skip the check digit when the item code is entered by the scanner. Let's assume the check digit was not entered into the database. And of course the database will not include the leading A that the scanner returns to identify a UPCA barcode. So you need to tell the system to skip the A, enter 07073502097, and skip the check digit. You want that line to look like this:

A070735020970

This tells L-POS: check to see if the data from scanner is 13 digits long. If it is 13 digits in length it will verify that the 13 digits begin with "A0". If those 2 conditions are met the data will be filtered by taking the 2nd through 12th digits and using the PLU function. Since the A at start and 0 at end are black they will be ignored.

For the example given above, you would need to highlight the A0 from the data you pasted into the definition table. When A0 is highlighted press the button **1-Key**. Now highlight 07073502097 and press the **2-PLU** button. You will see the selected characters appear in red in the definition table. Then press the Enter button on your keyboard to save the entry. As long as the last digit is black you are all set. If it is not black select that digit and toggle off the function that was assigned by pressing the same function button again.

CUSTOM BUTTON EXAMPLE

Here is an sample for what you may do with the custom buttons. Let's say you have some special labels printed up as mark-down tags. Those tags get placed on merchandise to remove a fixed amount off the item. When you drop a can of soup and want to reduce the price by \$1.00 you would take a tag that is used for \$1.00 price reduction and add it to the can of soup. You leave the regular bar-code visible and add a big red markdown label to your can. Since there are soups that need to sell at the regular price you cannot just change the retail price in L-BOSS. You need to give a discount, or markdown, on the damaged can. if you create some markdown labels with the price in the bar code L-POS will be able to apply the markdown. You would scan the UPC on the soup at it's regular price. And then you would scan the markdown label. So let's say you have created markdown labels with barcodes that are 10 digits long starting with 99999 and then have 5 characters for the markdown amount. The scanner could return 9999900100 because the amount in the label is \$1.00. You need to create a button in the Buttons & Forms programming module that will be used as a "Custom" button in the scanning definition table. Create a button using function type Price Override with the following parameters assigned:

Price Override (8031)

Substituted function (None) CL ▲

Vendor code Yes No

Update back office Yes No

Sql command file [] ...

Show 3 decimals Yes No

No minus Yes No

Apply on last item Yes No

Selected minimum level 0 - No User ▼

GENERAL

Print form immediately Yes No

Print form File [] ...

Account required Yes No

In sale flag [] ...

Receipt copies []

Receipt trailer []

Abort if form x exist [] ▼

Abort if form x does not exist [] ▼

Swap Form []

Disable PLU function Yes No

Compulsory sub-total Yes No

Do not clear entry buffer Yes No

Exit from function list Yes No

Form to be selected with cursor [] ▼

Calculation #93/#95-#98 ...

Button number (None) CL

On Screen keyboard Yes No

Customer display msg # [] ▼

OK Apply Advance Cancel

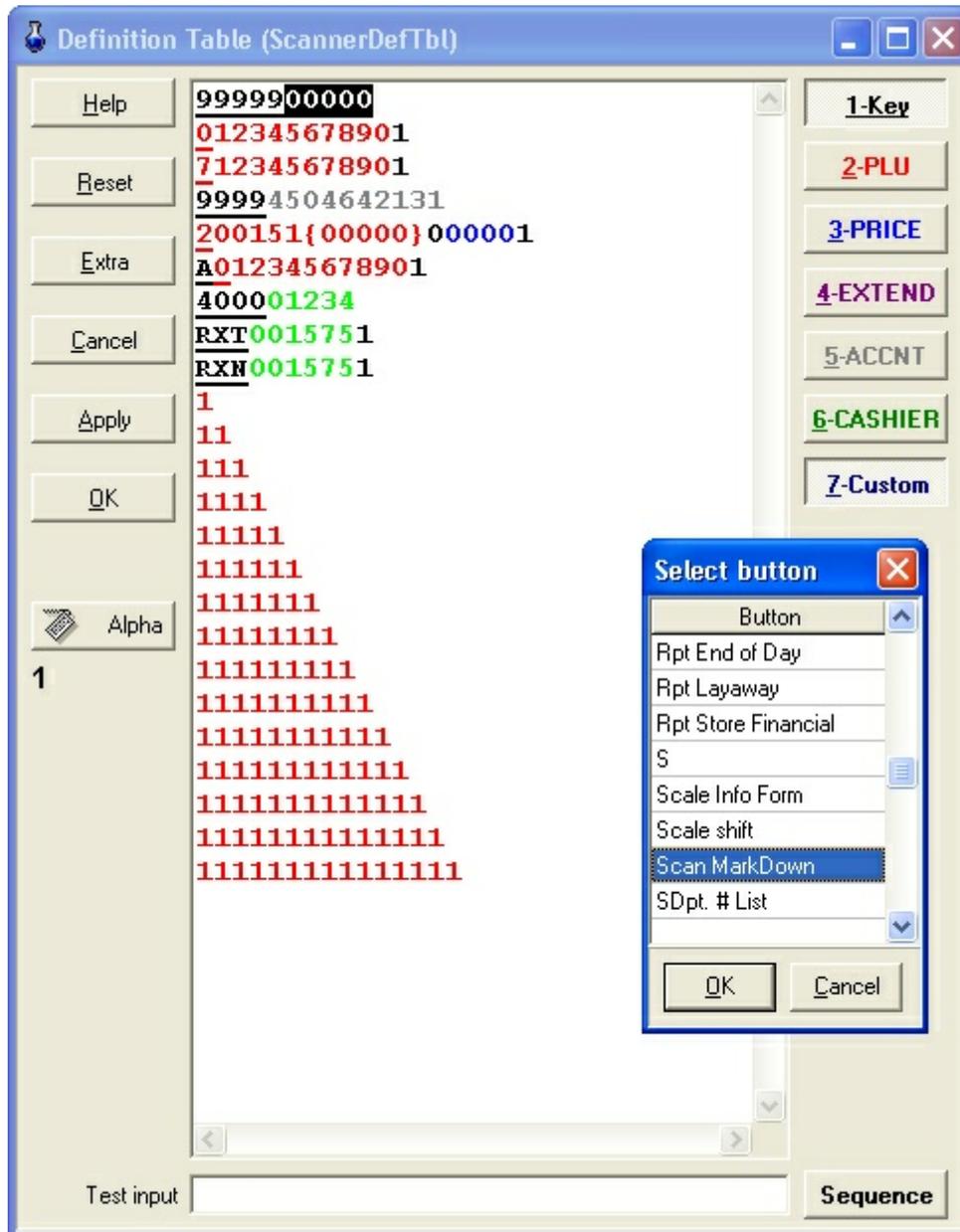
Apply on last item: Select this flag for L-POS to apply your discount amount to the last item scanned, or to the selected item if you have selected a previous item.

Calculation: Enter the fields as shown to subtract the markdown amount from the price that was scanned originally.

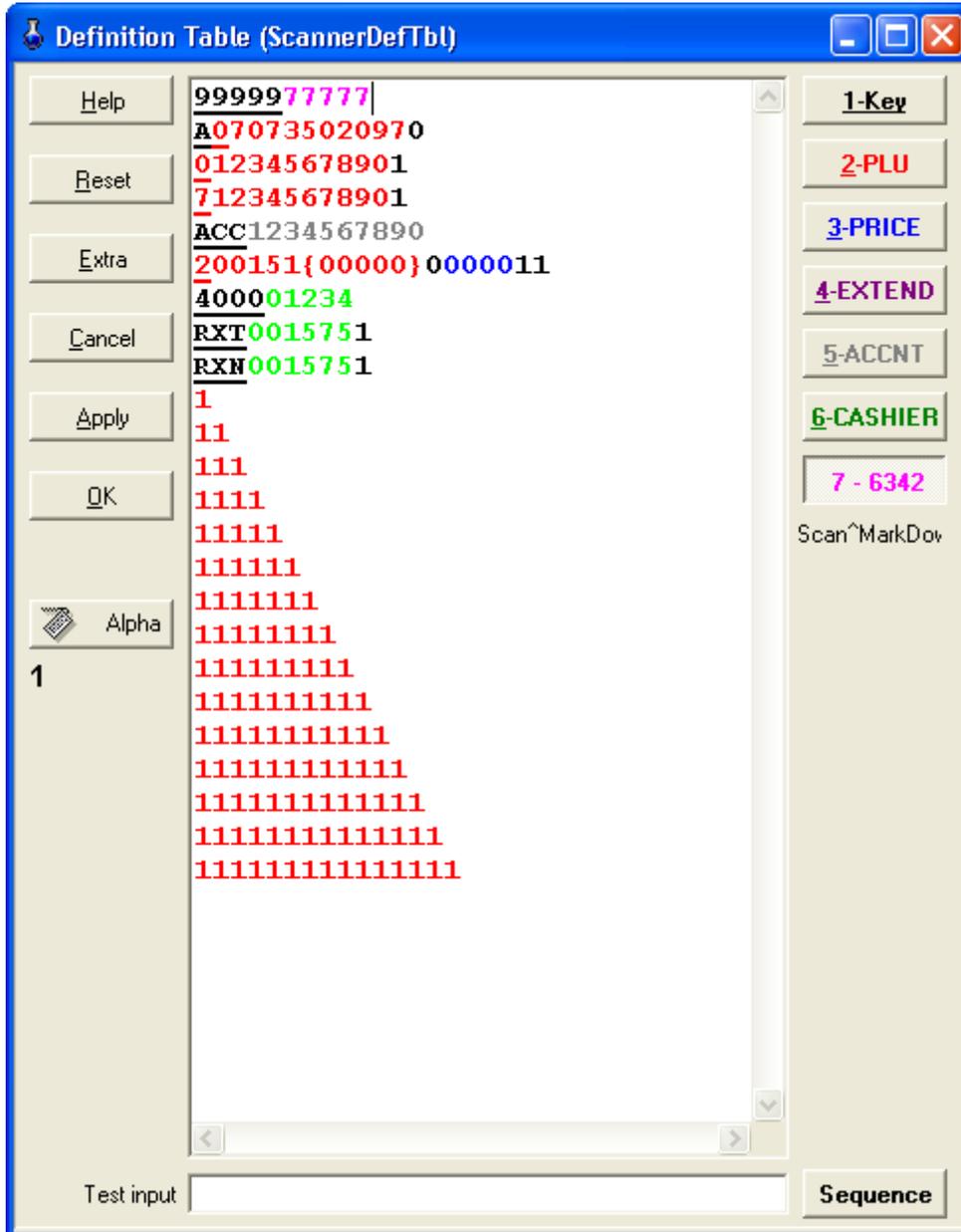
In the **Button** set-up, this button you create must be set as **Shared** as shown here. If you do not share the button it cannot be used by the scanning definition table, or any other definition table.

Now go back to the scanning definition table. Scan the item markdown label. In our example

the scanner will input **9999900100**. Paste this data to the TOP row in the definition table. Highlight the first 5 "9's" and press **1-KEY**. Those characters should now be underlined and Black. Like this 9999900100. If they are not black remove the function assigned to them as explained previously. Now highlight the last 5 characters and press the **7-CUSTOM** button. When you press **7-Custom** button a list will appear. This is a list of all the buttons created on the system. Find the Button you created to use for Scan-Markdown.



Once you locate the button press OK. The 5 characters you assign to this custom button will assume a new color. We cannot say which color because the number of custom buttons you create determines how many new colors you will have on selected text. In our example when we assign Scan-Markdown to the 5 characters we see this in the definition table:



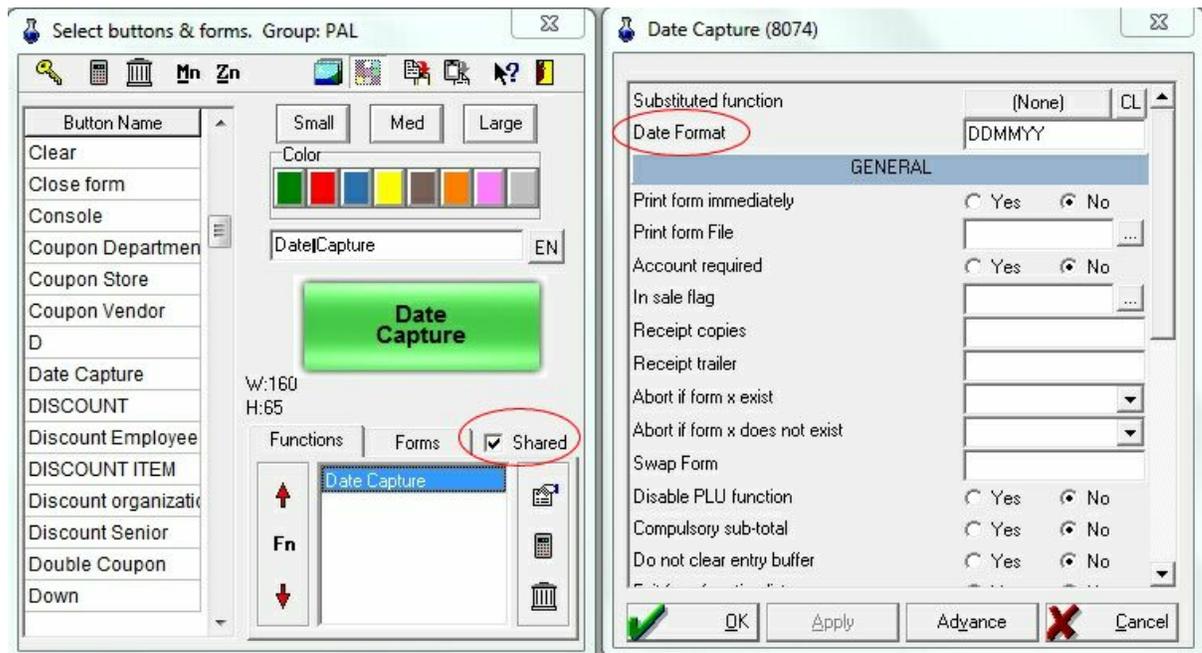
You can see that the last 5 characters are pink. If you have your cursor in that area you can also see that the button **7-Custom** shows **7-6342** because the button is number 6342 in the database file. In your system it may not be the same button number because you have more or less records in your database than in our sample. The name of the button assigned to that pink text shows right below the custom button image on the right hand side of the window.

Sequence. This allows you to change the input order of data received. For example you scan a date that shows YY-MM-DD but you need to input as DD-MM-YY. Press the Sequence button to modify the input order of the data.

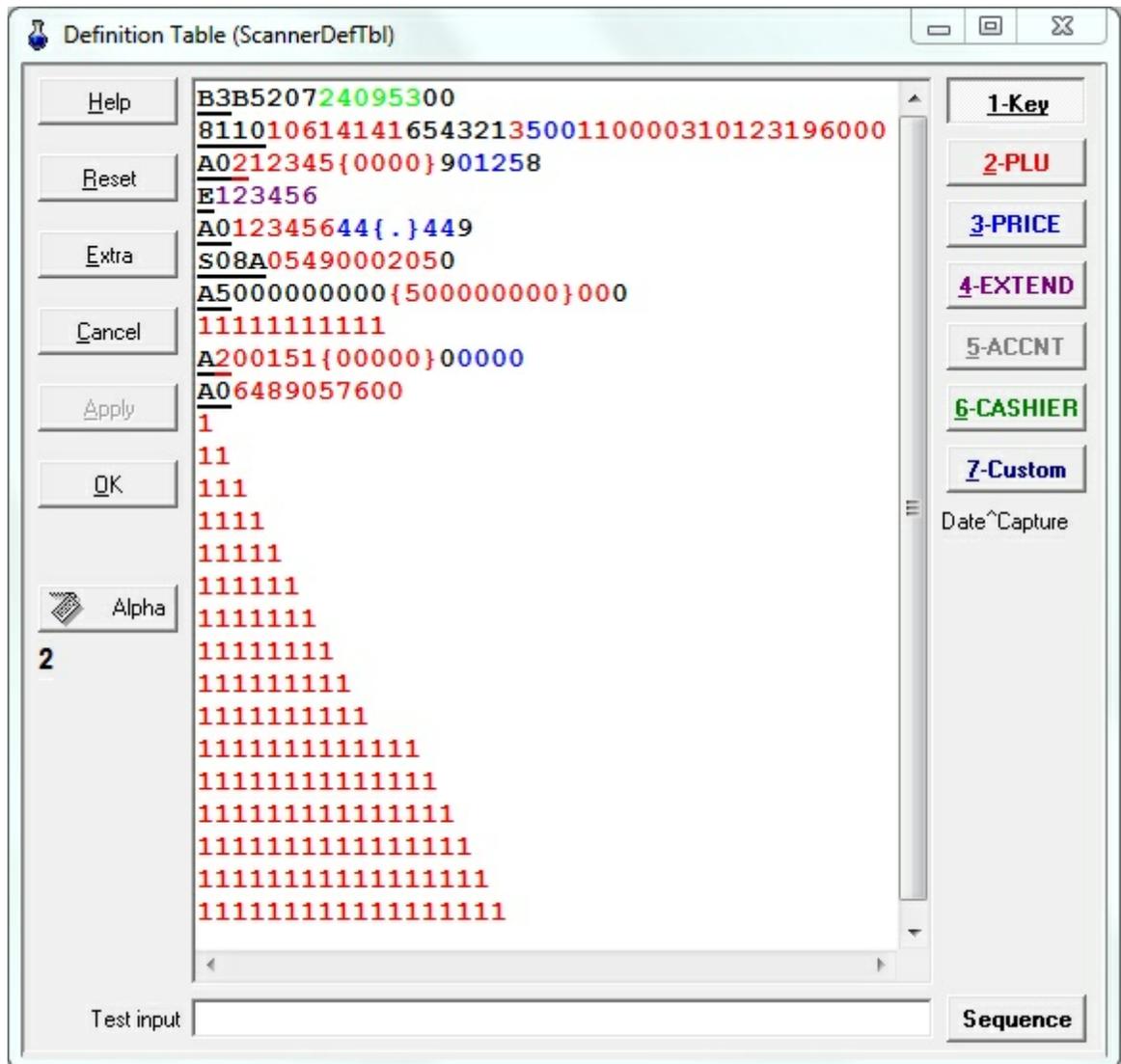
3.3.2.1.1 Scan date from driver's license

You want to scan a driver's license to feed the Age Verification prompt.

You will need a button programmed with the Date Capture function 8074. If your system doesn't have this function add it in L-BOSS Maintenance. Set the HOST to POS and deploy to the POS terminals. Create a button that uses this function. Make sure that you assign the "Shared" flag on the button. You will need to define the date format in the bar code data received from the driver's license.



Test the scanner output when you scan the ID card. Let's suppose the scanner sends "B3B520724095300" when you scan the driver's license. You will need to add a new line in the scanner definition table to parse the date from the entire data string. In this case the date is a 6 digit number in DDMMYY format. B3B5207**240953**00. That 240953 needs to be sent to the button you created called Date Capture. The date format of the button needs to correspond to the data scanned. So the definition table would need a line that looks like the top line in the next image:



The scanner definition table rule for line one was set as follows: **B3B520724095300**
B3 is black and underlined. Black signifies read the digits but drop them. Underline sets a KEY which means the characters in that position MUST be an EXACT match. By testing with several drivers licenses you will see the key that you need to define for your store's trading area. If there are licenses from different states with different bar code formats you may need to create several definition lines and maybe several DATE CAPTURE buttons.
B5207 is part of the card's ID but not required for the date input so it is skipped from input to L-POS (BLACK).
240953 is the date in DDMMYY format. It is sent to the button created for Date capture. Do this by highlighting the data and pressing the **7-Custom** button. A button list will open for you to select the Date Capture button you created.
00 is part of the card's ID but not required for the date input so it is skipped from input to L-POS (BLACK).

3.3.3 Pole display set-up

Pole display setup

If you are using a line display attached with a receipt printer on a common communication port, select the line display option in the receipt printer settings. If you are using an OPOS driver for the pole display you can select the device in this section and define whether it is used for customer or operator guidance. Assure that the correct OPOS drivers have been loaded and verified.

3.3.4 Keyboard set-up

Keyboard setup

Select the OPOS keyboard you wish to use. Note that some POS keyboards that use the standard keyboard port and that are windows compatible do not require an OPOS driver.

3.3.5 Scale set-up

Scale set-up

L-POS can communicate with different device types using different communication methods. You may choose from the OPOS interface for those devices that are shipped with the OPOS software interface. You may also communicate with your device with the proprietary L-POS communication driver for serial communication ports (RS232C). If you have installed OPOS drivers for your scale, the OPOS installed device(s) will appear on the pull-down list under the heading "Select the scale". If you choose to communicate with the L-POS communication driver, choose the **Scale.dll** and then press "**Configure**".

With the **Scale Setup** window open the **Setting** tab where you can select the scale type or add a new one if the scale you are using is not on the list. Then you need to verify that the settings for the scale are entered according to the scale specifications. This is done by selecting the correct scale type and pressing "**Advanced**".

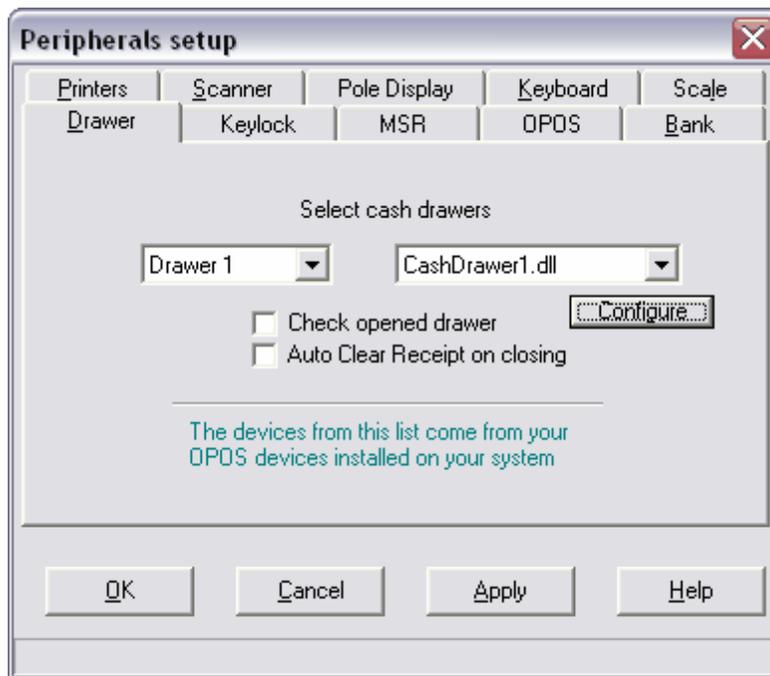
Next you should select the **Communication** tab. This is where you will set the communication port, speed, and data settings. **Test** is used to verify the communication between device and system. L-POS has been pre-configured for several popular POS scales. The values entered have been tested for some brands. No system should be delivered without first testing the scales ahead of time. If approval for the scale weighing

accuracy is required ensure that the communication is functional before scheduling the approval session.

You may also select a symbol to identify manual weight entry on the customer receipt to differentiate the items which were weighed on another scale and for which the weight was entered manually by the cashier, not by the POS scale. The default symbol is **M** (meaning manual.) The correct configuration for the OPOS driver with the Magellan scale is explained in the help page that refers to Scanner set-up.

3.3.6 Drawer set-up

Drawer Setup



Systems that use the Printer to control the cash drawer will not install the drawer drivers on this menu. That is done using the printer set-up menu.

If you are using a cash drawer connected to a printer use this menu to determine if you can work with an opened drawer and whether you clear receipt when the drawer is closed. All other drawer settings are controlled by the printer configuration menu if the drawer is attached to the printer.

Select the **Check opened drawer** flag to force closing the drawer between transactions. This option requires that the drawer be equipped with a micro-switch for open/close detection. If your system generates an error at the end of each sale it is probable that the drawer switch is not present but the OPOS registry is trying to check for drawer status.

Note: If you are having any problems with the drawer opening, verify in the OPOS setup that the drawer opens "high" or "low" and try the opposite setting. Remark that the OPOS configuration utility should have a health check. If the drawer does not open with the health check, it will not open in the POS program.

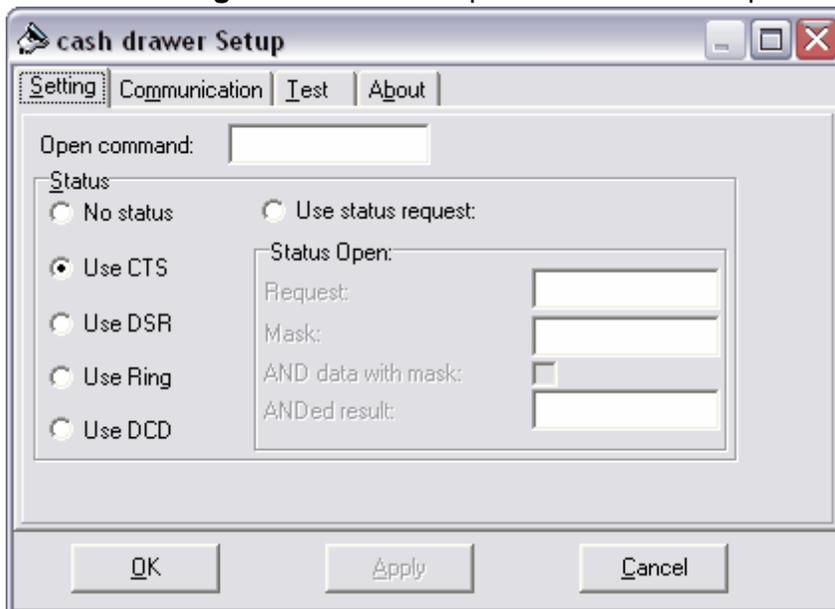
Auto clear receipt on closing can be selected to force an automatic screen clear as soon as the drawer is closed after a transaction.

Note: The receipt will be cleared automatically 15 seconds after the transaction if the flag to clear the receipt on closing the drawer is set where the tender is NOT opening the drawer. To set the time to a different setting than 15 seconds, use the following flag of the system. ini, system section: AutoClearReceiptTime=15

If you are using OPOS drivers you will use this program to select the OPOS device instance name created during the OPOS software installation.

If you are using a drawer attached to a serial port you should select the native driver provided with the application. For drawer 1 select CashDrawer1.dll.

Press the **Configure** button to set up the communication parameters.



Refer to the documentation that came with your drawer for the command and communication information.

3.3.7 Keylock set-up

Keylock setup

L-POS can utilize the key lock positions by assigning buttons that are to be executed when the key position is changed. Your hardware must have an OPOS driver for the key lock and the driver needs to be installed. Once you have chosen the key lock model, select the position and the button to execute when the key is turned to that position.

3.3.8 MSR set-up

MSR Set-up

Assign the magnetic card reader type being used with the L-POS. You must install the OPOS driver compatible with the Msr to use this option. Once the device is installed you can set up a definition table in order to interpret the data from different card types in different ways. This is very similar to the scanning definition table in the scanner set-up. Of course if you are using a regular keyboard interface no special OPOS drivers are required.

Many MSR devices feed data through the keyboard input. In this case you need to define buttons in PosSetup. Open Notepad and swipe a card on the MSR. If data appears then the card is sending data through the keyboard buffer. Take note of any non-numeric characters. These characters will need to be added to the button list and assigned to their respective keyboard shortcuts.

If no data appears when you swipe a card in Notepad there are 2 probable reasons. You may be using an MSR that requires a 3rd party driver to be installed. For example an OPOS driver. The other reason is that the MSR is not connected or is defective. If your MSR uses OPOS please set it up according to the instructions provided by the manufacturer. You don't need to define any characters for an OPOS device or a special DLL program interface.

Example: With an MSR set up to send data from track 2 of the cards you may see this when you scan in Notepad:

;54999901234567891=13051015432198712345?

That is only an example. But in this case you need to program a few buttons that we highlighted in red. We assume you know how to set up buttons and assign a keyboard shortcut. If not please read the detailed instructions in the Buttons and forms chapter of this guide.

For this example:

Add a button that is called ";" (semi-colon)

Assign this button to the ";" (semi-colon) key on your keyboard.

Add a button that is called "=" (equal sign)
Assign this button to the "=" (equal sign) key on your keyboard.

Add a button that is called "/" (question mark)
Assign this button to the "?" (question mark) key on your keyboard.

3.3.9 OPOS set-up

OPOS set-up

This menu option allows a link to the setup program for the OPOS device drivers you are using. Choose the setup program you want to execute and L-POS will call that program for you. Note that the OPOS software accessed through this menu option is an external program which is not part of the L-POS system.

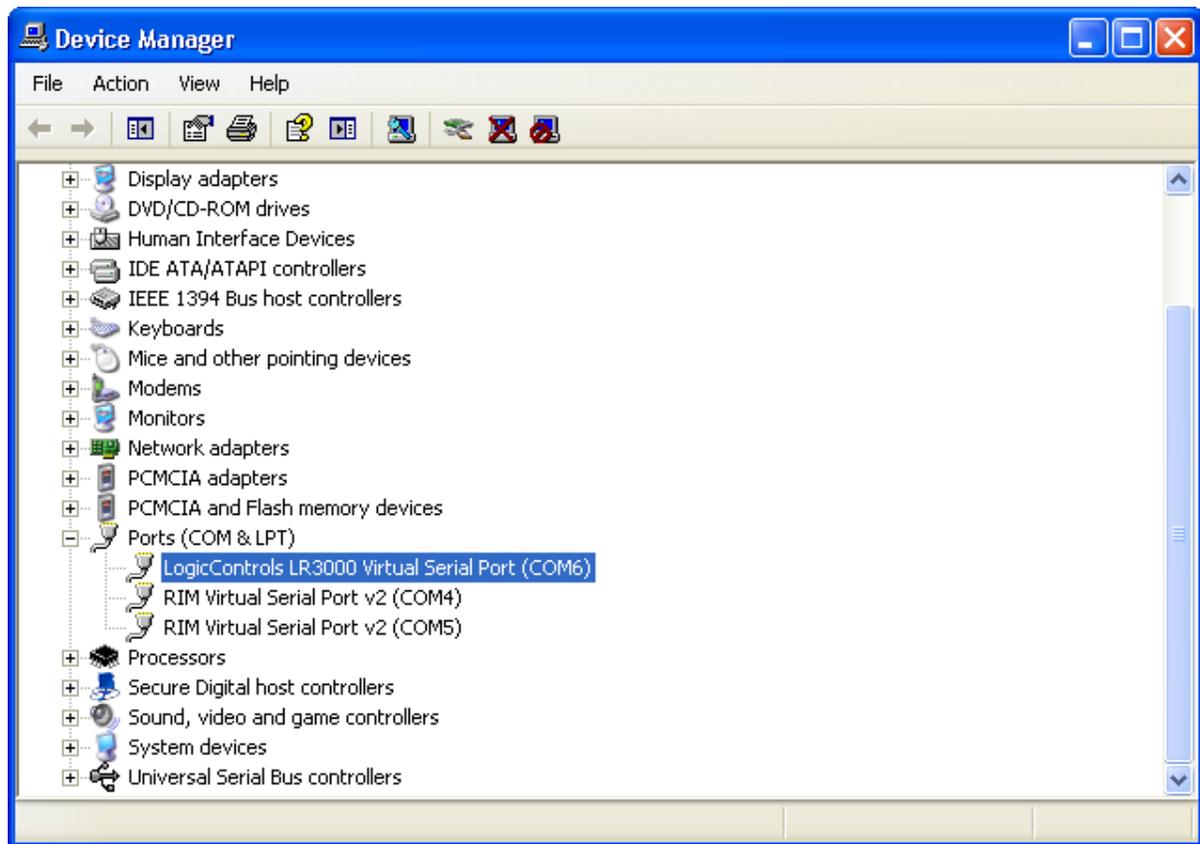
Installation example

Here is an explanation of how to set up and use the Logic Controls LR3000 USB printer with the OPOS interface software supplied by Logic Controls. The Logic Controls OPOS application must be obtained from Logic Controls. You need to set up LR3000 USB interface using the Logic Controls OPOS and Virtual serial port drivers.

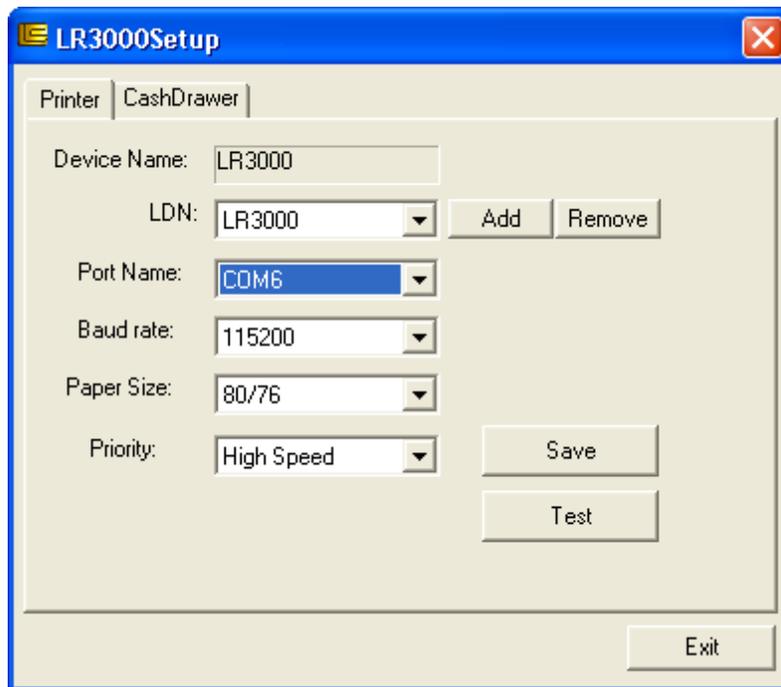
Installing the manufacturers OPOS application.

Install the OPOS driver pack supplied by Logic controls. We used the LR3_OPOS_Setup.exe program. This program installed an OPOS setup program and a virtual com port application. This installation runs silent but looks like it has frozen so be patient and wait for the prompts.

During the virtual port installation a com port was created. If you are unsure which com port was assigned you can return to the Device manager to verify which port was selected. You need to assign this port in the OPOS setup program supplied by Logic Controls.

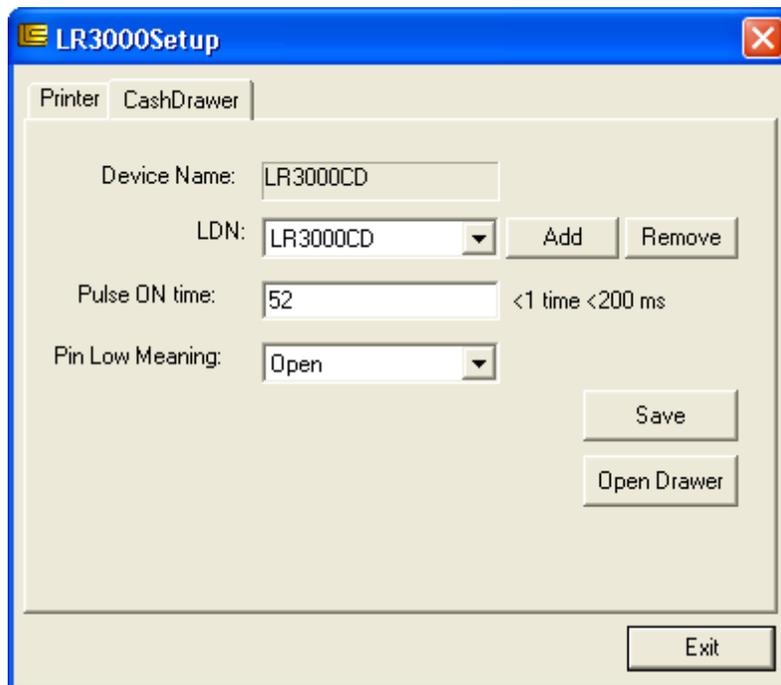


Once you are certain which port was created run the LR3000Setup to finalize. The default program location is found under C:\Program Files\Logic Controls LR3000 Thermal Printer OPOS Driver\LR3000Setup.exe.



Set the Port Name to the port number used by the LogicControls LR3000 Virtual Serial port as seen in the Device manager.

If you want to use the LR3000 printer to attach a cash drawer you will need to set up the OPOS driver for the cash drawer. Run the same application LR3000Setup.exe and select the Cash Drawer tab.

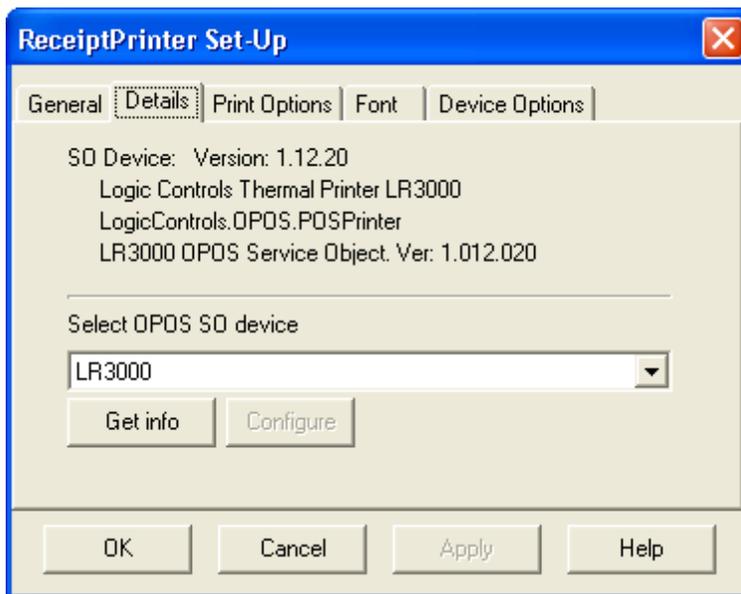


The cash drawer we had available for testing used the default settings and worked properly. It is possible that you may need to invert the field Pin Low Meaning if your system misinterprets the open or close state of the drawer.

Configure the peripheral devices in L-POS

Printer set-up

Open the PosSetup>Peripherals menu and select Receipt printer.
Open the Details tab.



Use the pull-down menu to select the LR3000 model from the available OPOS SO devices. This tells L-POS that it will use the LogicControl OPOS driver rather than the native PosPrinter.dll application.

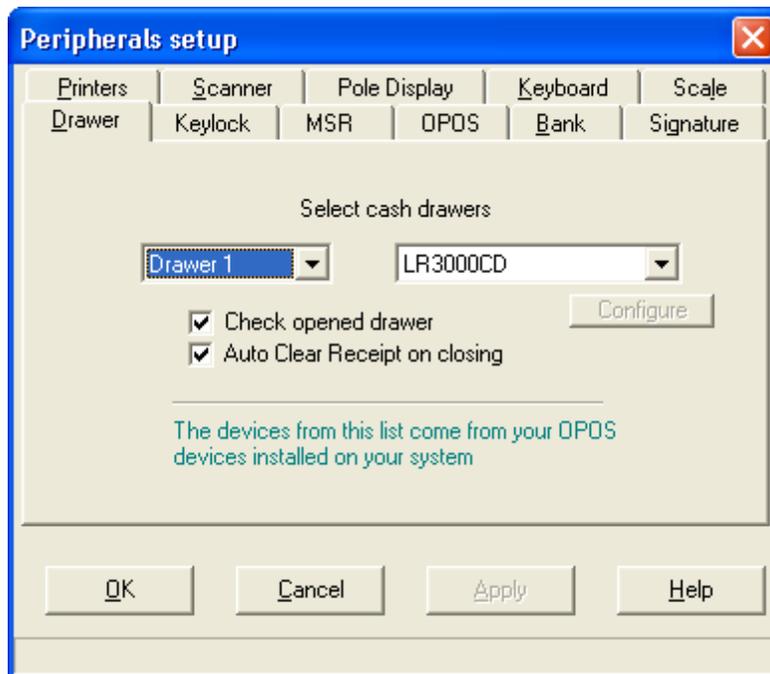
Go to the **Print options tab** and select the options appropriate for your install.

Go to the **font tab** and set the number of characters per line to 48.

Go to the Device options tab and select the options you need, as well as placing a check-mark in the Receipt printer station.

Cash drawer set-up

Open the PosSetup>Peripherals menu and select **Cash drawer tab**

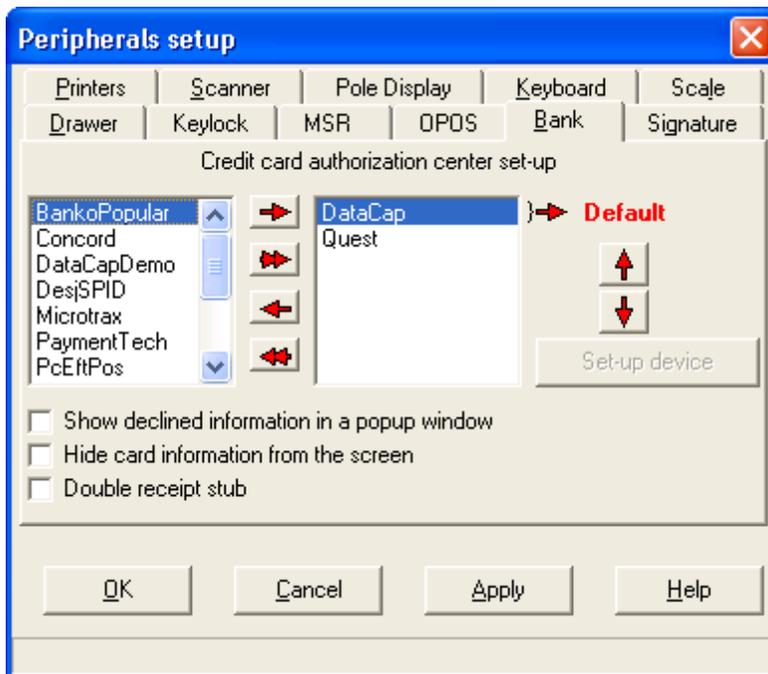


Select the Cash drawer number you want to assign and the OPOS model LR3000CD. Don't forget to assign your cashiers to the drawer in operator maintenance screen.

3.3.10 Bank set-up

Bank setup

This is where you define the credit authorization center being called and program the pos-pad for communications. You can obtain more assistance on the set-up for your bank driver in the INFO tab of the Bank set-up screen.



This is where you define the bank interface to use with your system. Select the bank driver from the left hand window and move it to the right to allow the POS to use that interface. This allows you to select different interfaces for different authorization calls. The "default" Credit authorization interface is used in the buttons unless you use the "Override bank DLL" to select another interface type for that button. So we recommend you place the most used interface as the default. Use the Up and Down arrows to reposition the selected drivers order in the list on the right. In the example screen above Datacap has been set as default. Buttons that need to use the Quest interface must assign Quest in the Override bank dll parameter in the button properties.

For help on installing and configuring the bank interfaces get the help files from the documentation area on the Logivision web site.

If you try to program a bank interface by running PosSetup from the back end you will receive an error stating that the bank interface is not enabled. This message should say that the bank interface must be programmed from the POS.

To use an MSR that works like a keyboard wedge you may need to define some keys according to the MSR set-up. Please refer to the MSR set-up under the peripherals menu.

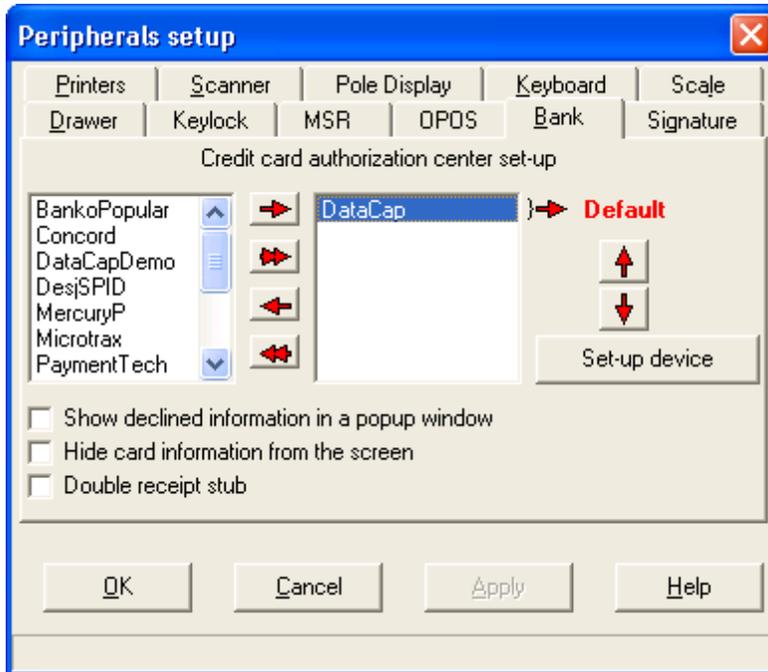
3.3.11 Signature capture

Signature capture

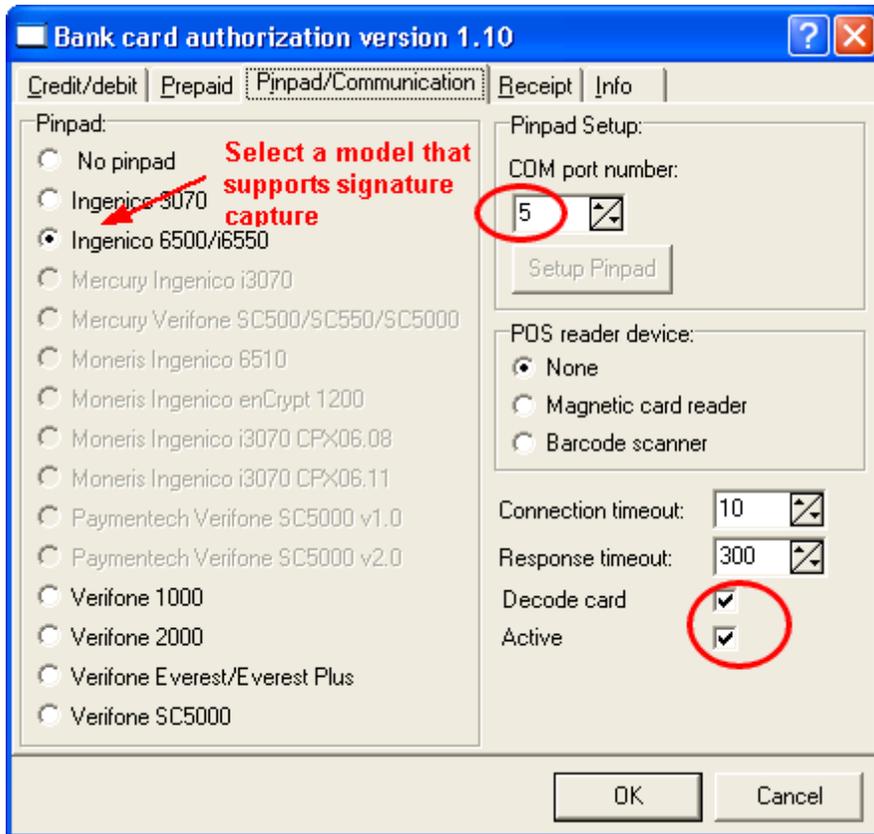
Signature capture requires either the DSICLientx V3.8.4.0 or greater (provided by **Datacap** for use with NETePay and Mercury Payments), the **MTX WinEPS** application or the TOPAZ devices with an OPOS interface to operate.

Datacap

1. Install the DSIClientx application as instructed by Datacap.
2. Open PosSetup > Peripherals> Bank tab and choose Datacap as the interface type.



3. Click the **[Set-up device]** button in the setup screen to access the Datacap application. Enter the Credit/debit information required to connect to your host. Then open the Pin-Pad tab to select the correct model to allow signature capture.



In this image we selected the Ingenico 6500/i6550 model and assigned the com port 5. Select **Decode card** and **Active** flags.

4. Once you have selected a pinpad model that supports signature capture you need to turn on a flag in the **Credit/Debit** tab. Select the flag **Prompt for signature (Credit)** to prompt for signature capture when a credit card transaction is processed. Note that the **Signature** flag on each payment button is ignored when you are using the Datacap software with a bank interface. The signature flag on the individual payment buttons is only used when the buttons are used without a bank interface, for example the CHARGE button for internal house charge. If you want to capture a customer signature to the electronic journal for charge transactions you need to set the Signature flag on the Charge button.

Bank card authorization version 1.10

Credit/debit | Prepaid | Pinpad/Communication | **Signature** | Info

Host:
Mercury payment system Host-Based (NET ePay)

Each lane connect to it's own NET ePay:

Server list:
x1.mercurydev.net

Merchant account:
Use local in-store server:

Merchant ID: 595901

Terminal ID: 001

Send L-PDS terminal instead of Cashier ID:

Use host initiated batch close:

Prompt for tip on pre-authorization:

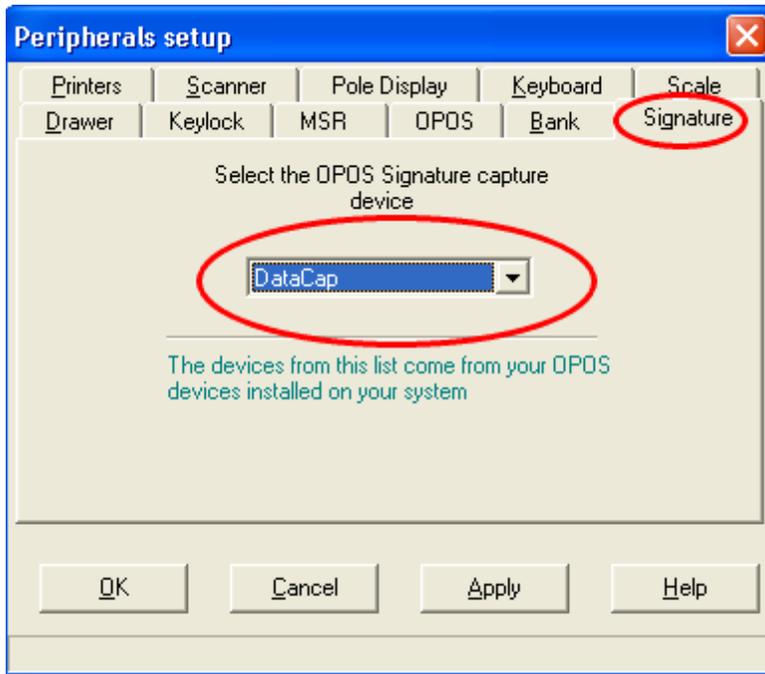
Prompt for Signature (Credit)

Credit card CVV/CVS
 None
 Manually entered
 All card

Credit card Zip code
 None
 Manually entered
 All card

OK Cancel

5. Now from the Possetup menu **Signature** tab.
Select the DATACAP interface.

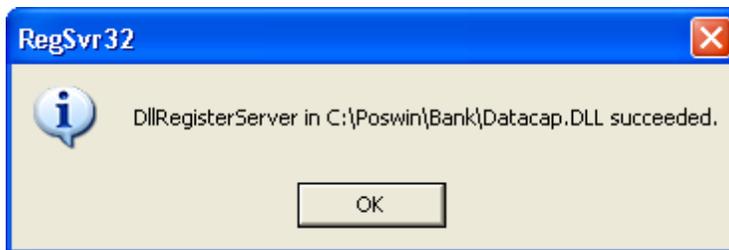


6. You need to register the Datacap.dll file supplied by Logivision using RegSvr32.EXE.

From each POS terminal using the Signature capture:

Windows Start menu > Run:
 Regsvr32 C:\Poswin\Bank\Datacap.DLL

You should see this confirmation prompt.



If everything is configured properly the signature data will be stored to the electronic journal. You must have the L-Tracker module to view and re-print the signature with transactions on file.

MTX signature capture devices

1-Install and configure your MTX WinEPS/OpenEPS application to require signature as documented by MTX.

2-Browse to the POSWIN folder of the POS you are configuring. Select and run (double-click) the "RegisterSigCap.bat" file to register the "Opos_Constants.dll" and "OPOSSigCap.ocx" files.

3- You need to register the Microtrax.dll file supplied by Logivision using RegSvr32.EXE.

From each POS terminal using the Signature capture:

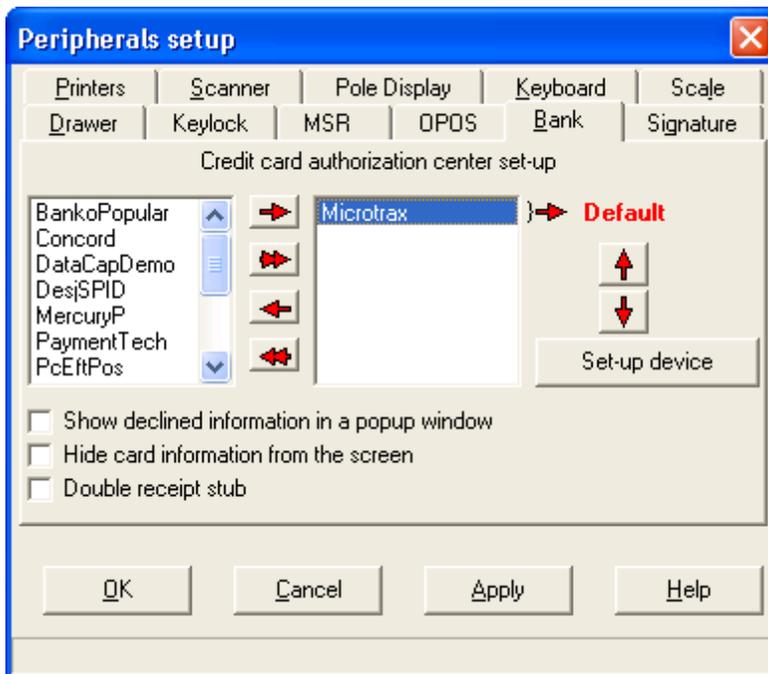
Windows Start menu > Run:

Regsvr32 C:\Poswin\Bank\Microtrax.DLL

You should see this confirmation prompt.



4- From peripherals menu select the Signature tab. Select the device type Microtrax.dll.



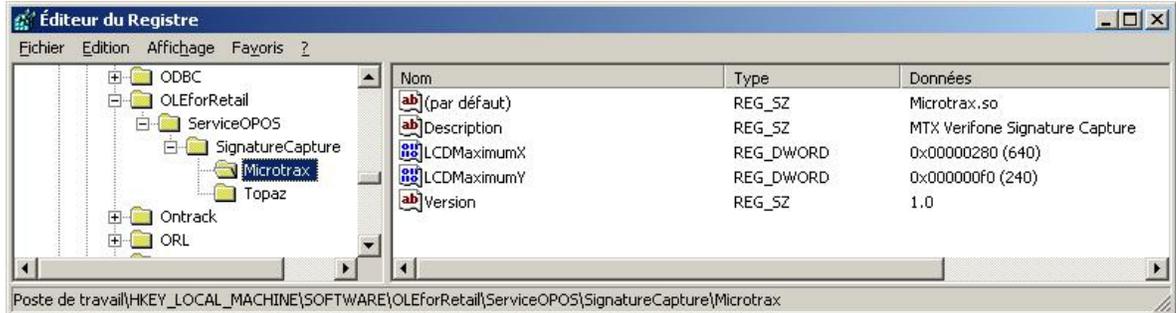
5- You must configure your MTX Terminal configuration OpenEPS Lane to request signature on the specific payment keys you are using. If you want to capture the signature for a house charge on the pinpad you need to set the signature flag on the Charge button. If everything is configured properly the signature data will be stored to the electronic journal. If you have the L-Tracker module you will be able to view and re-print the transactions including the signature on file.

Note: We have tested the HypercomL4250. We needed to make a few settings to interface

with this device.

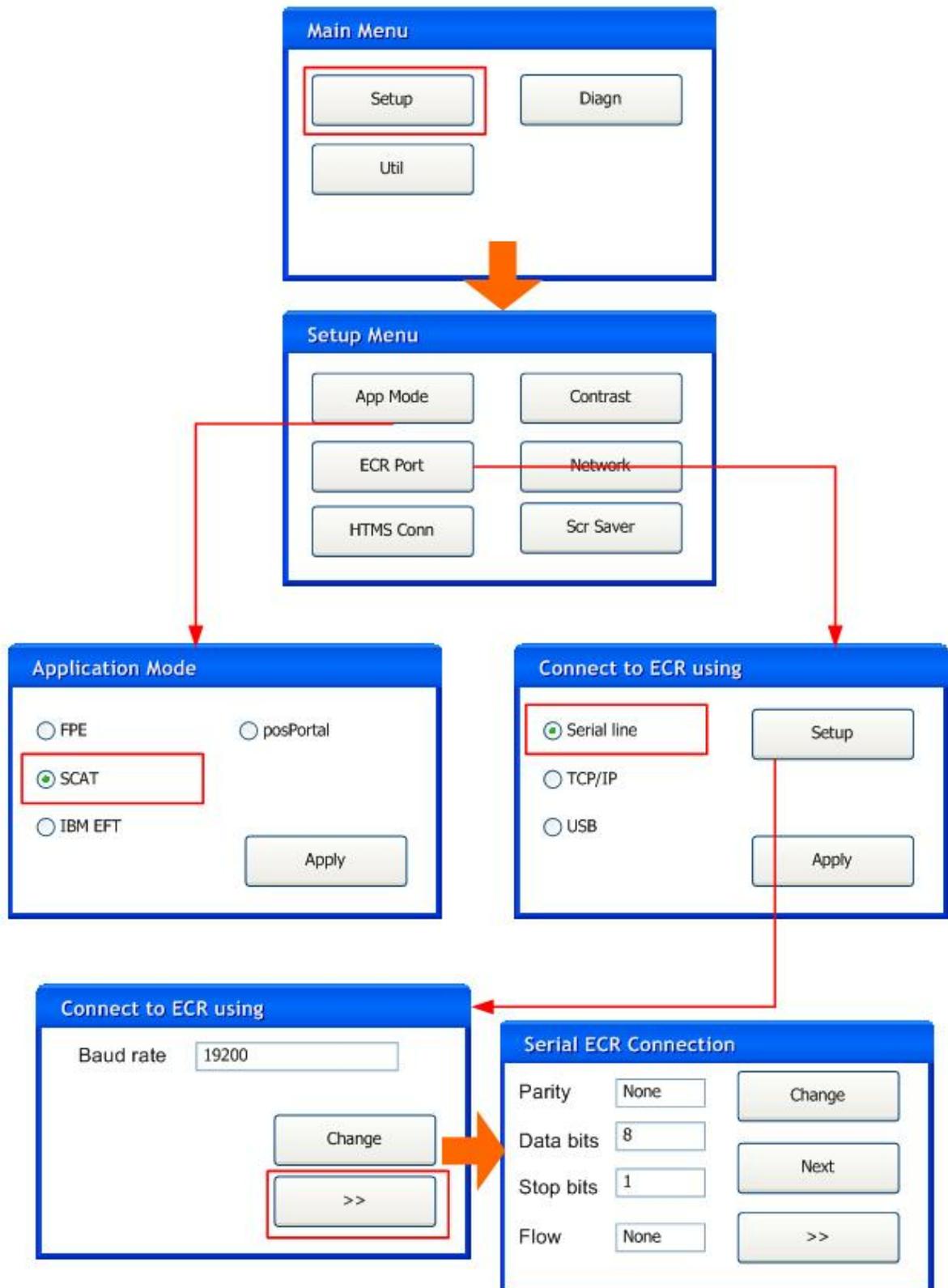
Please modify the following the key in the windows registry:

HKEY_LOCAL_MACHINE\SOFTWARE\OLEforRetail\ServiceOPOS\SignatureCapture\Microtrax and set the LCD maximum values as shown below.



Now make sure that the Hypercom device is set up with the SCAT interface:

Hypercom L4250 Setup (pwd:685845263)



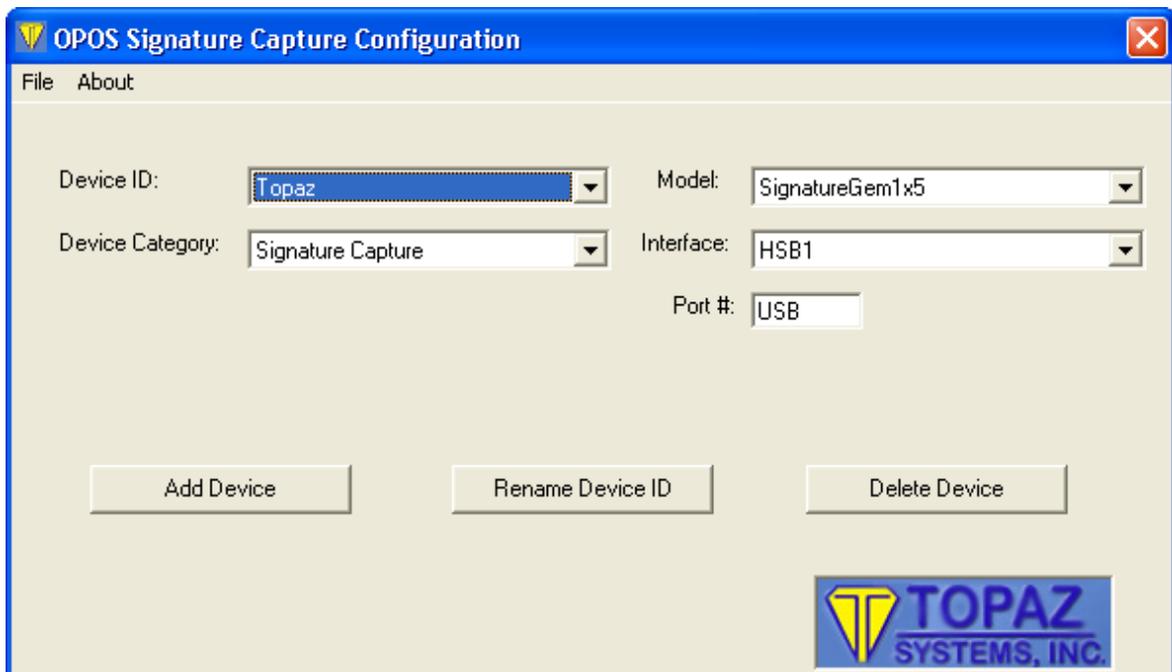
For any further assistance with device settings please contact Mtx support.

TOPAZ Systems signature capture devices

1-Configure your Topaz hardware using the software supplied by Topaz. At the time of publishing this manual we used the SigPlus.exe and SigPlusOpos.exe applications obtained from the Topaz website: <http://www.topazsystems.com/>
<http://www.topazsystems.com/Software/download/sigplusactivex.htm> contains the download link for SigPlus.Exe
<http://www.topazsystems.com/software/download/javapos/index.htm> contains the link for the OPOS drivers download.

2-Install the SigPlus and the SigPlusOpos applications.

3-Configure the correct device using the Topaz application from Start menu >All Programs > Topaz Systems Signature Capture OPOS > Configuration utility. Make sure you select the correct device type and assign it to the correct port.



4- Browse to the POSWIN folder of the POS you are configuring. Select and run (double-click) the "RegisterSigCap.bat" file to register the "Opos_Constants.dll" and "OPOSSigCap.ocx" files.

5- From peripherals menu select the Signature tab. Select the device type Topaz.



6- Configure your POS payment buttons to require signature. You need to select the **Signature** flag. This must be done on the Charge button to capture in-house charge signatures. This will tell L-POS to prompt the customer for signature on charge transactions. If everything is configured properly the signature data will be stored to the electronic journal. If you have the L-Tracker module you will be able to view and re-print the transactions including the signature on file.

3.4 Creating register groups

Register Groups

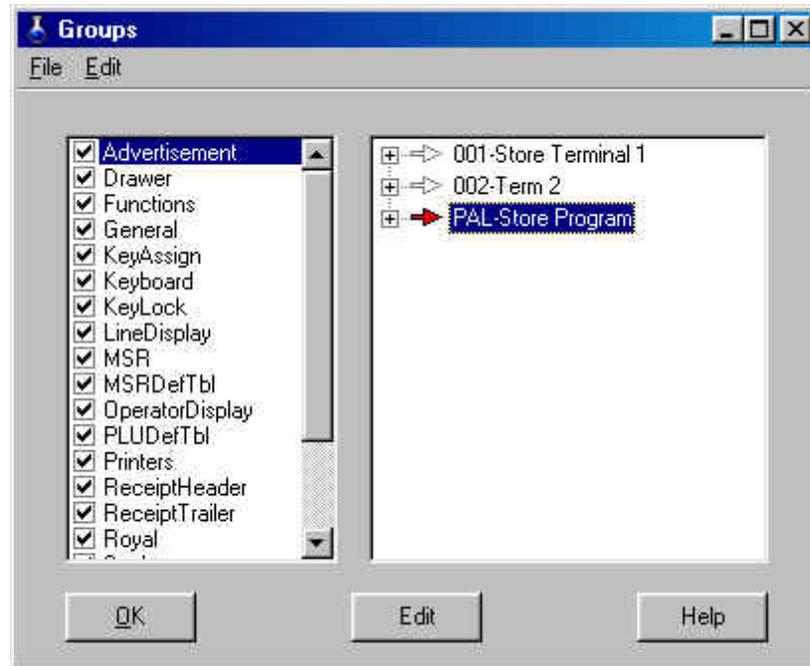
Groups are used when front-end terminal set-up is not identical throughout the store. When one counter has a different scanner than another, 2 groups are required for the different scanner set-ups. In a store where different terminals have different printers, separate printer groups are required for each different printer type.

The L-POS terminals are all defined as part of program group PAL in the L-BOSS system. All programming is shared by default. In order to use distinct programming set-up for different terminals you will need to create terminal groups in the L-BOSS maintenance module. You can create as many program groups as required by the complexity of your application. The L-BOSS groups programming is specified in the back-end maintenance under system files. Create the terminals and associate them to the different groups as required. Note that the terminals must be associated to Program groups. You can also assign the report or exchange status to the terminal groups if required.

Let's take an example of a 2 lane store with 1 terminal using scale-scanner and receipt-endorsement printer while the other terminal a scanner and a receipt printer.

You need to start with the initial setup on every terminal in the store and you need to have completed the `deploy_pos_load` to each lane. Now you are prepared to set up the scanner and printer groups. From the `C:\Poswin` folder open the L-POS programming module called `PosSetup.exe`.

After logging into the `PosSetup` program, select the Groups Icon. The Groups Window is divided into 2 sections as shown below:



The Left hand sections shows the programming options which can be assigned to a group. The right hand section shows the groups created in L-BOSS that have been assigned the Program status. Expand the view of a program group to view the terminal list within the group.

Now back to our example: two different scanner setups in the store. Since you executed `deploy_pos_load` to all terminals, they all have the same setup so far.

You need to move the scanner setup from the group **PAL** to include it in Group **001** and Group **002**. Move the cursor to highlight Group **001**. With Group **001** selected, change to the left hand window panel and move down the list until you see **Scanner**. Place a check mark to select **Scanner** for Group 001.

A new window will appear requesting you to define the source group to copy the scanner programming from. This is because you are creating a new file for the scanner programming and L-POS needs a base configuration to begin from.



Select **Scanner.pal** as the source group. Once this selection has been made, L-POS will create a new file named **Scanner.001**. If you click on the left hand window pane again on scanner, you should see that 2 groups on the right-hand window pane (**PAL** and **001**) are set for scanner programming. Now L-POS needs to be advised that the file Scanner.pal is no longer required.

In the right-hand window panel, select group PAL again. Now return to the left hand panel and remove the check mark from Scanner. Click once more on Scanner and you should see only one red arrow pointing to Group 001 on the right.

To add a new scanner file for lane 2, select Group 002 on the right hand window panel. Then place a check mark in the box on the Scanner file on the left hand panel. This will once again prompt for a source file. Select Scanner.001 as the source file. L-POS will create a new file named Scanner.002 that will be used whenever you program changes to the scanner set-up of lane 2.

NB You should note that you may still share the Scanner definition table among lanes if required. If you don't want to share the scanner definition among the lanes, you need to create separate Scannerdeftbl groups the way you created individual Scanner groups.

4 PCI DSS requirements

PCI Security concerns

System access

Logivision recommends that access to PCs, servers and databases with payment applications should be restricted by the use of a unique username and complex password combination.

Data retention

Logivision took steps to minimize the storage and display of card data so as to minimize the possibility of that data being lost or compromised. Card account data is truncated on receipts, in electronic journal and in log files. Logivision only stores the LAST 4 digits to comply with both PCI requirements and FACTA rules. The data retention policies cannot be modified by system integrators or by end users.

Remote Access

Remote access is the ability to connect and interact with a remote network or computer as if you were directly connected of that remote network or computer. Full remote access implies that this access is available at will (on demand), and some level of network communication is allowed to or through a firewall. PCI/PABP recommendations are to use two-factor authentication for remote access login.

The industry recognizes that implementing two-factor authentication can be difficult and costly. If a merchant cannot justify the expense of implementing a two-factor authentication solution for remote access, there are other options available by providing connectivity needed to support customers without creating a "full" remote access solution. When considering these alternative solutions, the following principles must be addressed to ensure that the solution provides needed controls without enabling "full" remote access:

- Ensure that remote connectivity can be traced to a specific service request (this would allow identification the customer support representative and the user requesting support).
- Ensure that the solution does not allow "on demand" or "always on" access.
- Ensure the solution uses robust (at least 128 bit) encryption for all communications.
- Ensure that the solution does not allow for the exchange of credentials.
- Mandate that the customer environment must be monitored while access is enabled.
- Ensure that the connection is enabled by an outbound connection that does not require firewall port enablement.

Here are some examples of this type of solution that can be implemented to meet these requirements include:

- **Go To Assist** (full usage tracking with unique session tokens created by customer support rep) <http://www.gotoassist.com/>

- **LogMeIn Rescue** (full usage tracking with unique session tokens created by customer support rep) <https://secure.logmeinrescue.com/HelpDesk/Home.aspx>
- **Techinline Remote Desktop** (full usage tracking with unique session tokens created by customer support rep) <http://www.techinline.com/>
- **iRemotePC Remote Support Service** (full usage tracking with unique session tokens created by customer support rep) <https://www.iremotepc.com/>
- **Go To Meeting** (tracking of meeting IDs used and persons involved need to be tracked in support tickets) <https://www.gotomeeting.com/>
- **LiveMeeting** (tracking of meeting IDs used and persons involved need to be tracked in support tickets)
<http://office.microsoft.com/en-us/livemeeting/default.aspx>
- **UltraVNC** (configure to require customer to initiate access and to connect to a specific IP address or range for support connectivity, and persons involved need to be tracked in support tickets) <http://www.uvnc.com/>

Encryption

Logivision does not use any encryption for card data because it is not needed within our application. No sensitive card data is stored in the L-POS or other Logivision applications. Nonetheless it is important to know that Logivision has chosen software partners that are PCI-CISP approved. These partners have been validated to ensure that data is not stored that can lead to any type of compromise.

For detailed information on requirements to meet PCI compliancy you should review the **PCI Implementation guide for L-POS v1.04.Pdf** document delivered with this application. You are fully responsible for creating and maintaining a secure environment as explained in the implementation guide.

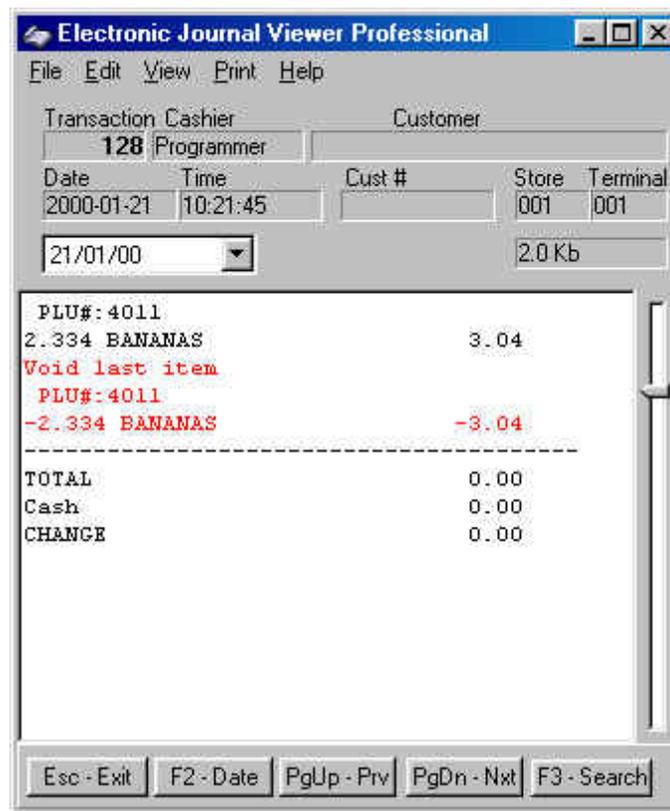
5 Electronic Journal

L-POS electronic journal utility

The electronic journal allows reviewing sales transactions made on the L-POS system. The program is executed by running the EJ.EXE executable in the POSWIN directory.

Two program versions are available, basic and professional version. The basic version is included with L-POS on each lane while the Professional EJ version is an optional purchase. Call your L-POS dealer to purchase the Professional version if it has not been enabled.

The first window shown here is the normal EJ layout. This view of the EJ is used to review transactions. The File menu allows rebuilding the pointer files and exiting the application.



The Edit menu allows you to memorize personalized searches that are used frequently. More assistance on this feature is explained in the Professional version section.

View allows you to toggle the view options including PLU number, extended to view the search input area, and the **animation** option.

The **Print** menu allows you to launch the search and print each transaction with data that responds to the search; to print the current transaction; and to print the entire transaction file

for the current day.

Help opens this file.

Here is an explanation of the function keys available within the EJ program. The EJ program can be operated without the mouse by using the function buttons to execute the required command. It is also possible to use the mouse if preferred.

Press "**F2-Date**" to select the date you want to review. You can also select the date from the date pull-down window above the receipt area. When the calendar is open, the Home key will select today's date automatically.

The receipt area shows the transaction data. Use the scroll bar within the receipt area to move up or down the transaction. From anywhere within the transaction file for a given day, the **Home** key returns to the top of the file and the **End** key advances to the end of the transaction file.

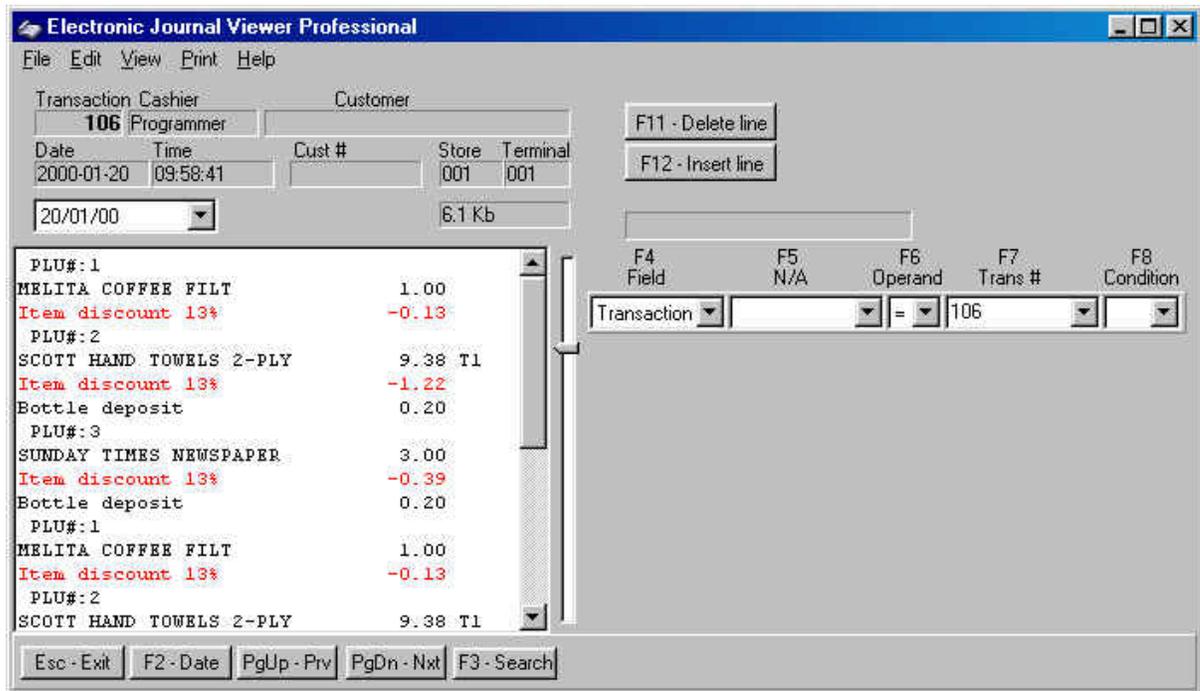
"**PgUp Prv**" moves back to the previous transaction in the same day. Although it is not shown, **Ctrl-Pgup** moves one date backward.

"**PgDn - Nxt**" moves ahead to the next transaction in the same day. **Ctrl-PgDn** moves ahead one full date.

Use the track-bar to the right of the scroll bar to move up and down the transaction list for the date you selected. The track-bar moves proportionally to the size of the file (indicated below the Sore and Terminal numbers.)

Press "**Esc-Exit**" to close the EJ program.

Press to extend the EJ window to the following layout:



The ProfessionalEJ program includes search functions not available in the standard EJ.

The search tool allows you to set a maximum of eight criteria to find the data you need. For example, you could search for all customers who purchased a particular product or spent an amount equal to, greater than, etc. Cashier review tools such as finding voids, refunds or other negatives are also easily performed.

The pull-down windows in the search columns can be accessed by clicking the small arrow button or the function button above the search fields. The headers in each of the columns are explained below.

F4 - Field is used to set filters to use within your search. The fields include: Transaction, text, cashier, amount, PLU number, customer, date, time, store, terminal, subdepartment, department, function, and totalizer.

F5 is adjusted dynamically to reflect the filter type you selected in the F4 column. For example, if you select PLU number, the header for the F5 column becomes PLU #.

F6 - Operand is used to set an argument such as = (equal to), > (greater than), < (lesser than), etc.

F7 - also changes according to the filter field set in the F4 column. For example, set the F4 column to PLU number, and you will see the **F7** column becomes Amount.

F8 - Condition is used to determine whether or not an additional search line should be added to the current entries. As you add multiple lines to the search you may realize that one of the entries is invalid. Use the "**F11-Delete line**" button to remove a search line. Use "**F12-Insert**

line" to add a search line into the current search data.

The first step is to select a field to search by, in order to display only data that is required. For example, if you need to see all transactions between 10:00AM and 2:00PM that included manual amount entries into the subdepartment 5, you would set the following:

Electronic Journal Viewer Professional

File Edit View Print Help

Transaction Cashier Customer

Date Time Cust # Store Terminal

2000-01-20 09:28:09 001 001

20/01/00 6.1 Kb

F11 - Delete line

F12 - Insert line

Program started

F4 Field	F5 N/A	F6 Operand	F7 Sub-Dept#	F8 Condition
Time		>	9:59	AND
Time		<	14:01	AND
Sub-Departr		=	5	

Esc - Exit F2 - Date PgUp - Prv PgDn - Nxt F3 - Search

Initiating a search with incomplete data will display an error telling you which search line is incomplete. The cursor will be positioned automatically in the field where the data must be added to assist you. Note that in the interest of simplifying the data entry, we have enabled use of the Enter key to change fields within the search data entry forms. So if you have entered Time in the F4 column, press Enter to move to the F5 field, enter to move to the F6 column, etc. If the last column is left blank, L-POS assumes that the search criteria is complete and pressing Enter will execute the search. If an additional entry is required to funnel toward the data you are searching for, press the down arrow key to add a condition to create another search entry line.

The EJ search executes all OR conditions before executing the AND conditions. All conditions must be true for a search result to be available.

Program and help file updates are available periodically from www.logivision.com

6 Communicator

Communicator

The **Communicator** is required to import the data files received from the back-end system. When **L-POS** is started, the **Communicator** will be started automatically after 15 seconds. This gives you time to login and exit the program before the import of those files begins if necessary.

The **Communicator** will start as an icon in the system tray to avoid inadvertent closing of the application. You can open the communicator by clicking the system tray icon. Close the **Communicator** by right-clicking the icon in the system tray and selecting Exit.

If you start the **Communicator** as a separate program manually, it will not be closed when you exit the L-POS. When it is started automatically by **L-POS**, it closes when you exit **L-POS**.

7 Monitoring

Watching the Front End

L-POS includes a monitoring utility that allows you to view the current transactions from any L-POS lane in the installation. The Monitoring utility is useful in watching cashiers' activity during transactions. Execute Monitor.EXE from the POSWIN folder to launch the monitoring tool.

Note: Monitoring is also used to output transaction data to security systems. Consider placing a shortcut to the Monitor.exe application in the system startup folder. Users should be trained to leave the application open at all times.

These selections are available on the File menu:

New: This will clear the current monitor session so you can start over.

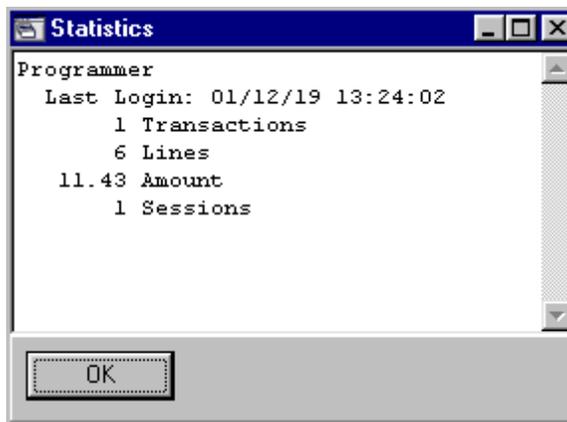
Open: Use this selection to manually open a POS lane to monitor. Enter the store number and lane number of the terminal you want to see. Note that terminals should be in the same workgroup to facilitate monitoring.

Note: You can also use the  button to select the terminals to monitor. Place a check mark beside the terminals you want to view, then click the check mark button above the list. You can open multiple monitor windows simultaneously, and arrange the open windows within the Monitor utility.

Beep on red: You can set the Monitoring utility to alert you with a "BEEP" when certain functions are used, notably functions that are set to be "red", meaning negative functions that subtract amounts from the current transaction. To activate the warning beep, select the terminal to track, then from the Monitoring utility's "File" menu, select "Beep on red". If a negative function is used during the transaction, the Monitoring utility will issue a warning "beep".

Monitoring Statistics

The utility also provides totals for all activity tracked during the monitoring process. The "File" menu contains a "Statistics" option that opens a window showing the statistics for the selected terminal.



This example shows a sample of Monitor Statistics.

Redirect output: Use this option to set up a data output for a 3rd party security system. This data will be sent to the designated TCP/IP or RS232C port for display on another system, such as video surveillance cameras. The **Prefix** field may be required by some systems when more than one POS terminal is sending data to a common port. This prefix on lane one could say "POS01", the prefix on lane 2 could say "POS02", etc. This way we will differentiate the data from lane 1, 2 and 3, even though all data from each lane is being received at the sameport/address. All rows of data arriving from lane 1 will be "prefixed" by POS01, etc.



The Folder is used to open a specific L-POS terminal manually.

Use the  tool if you have highlighted text and want to copy to another application.

The **red arrow down** diminishes the number of characters, narrowing the space used. The **red arrow up** widens the column used in each monitor window.

Use the "A" button to change the font.

The  tool will display a list of all active terminals.

The  tool exits the application. Monitoring stores the settings and will reopen all terminals that were being viewed the last time it ran.

8 Advertising Set-Up

Advertising Set-up

L-POS has an advertising option. The Advertising option is set up by building image and animated files that are displayed on the POS screen. The ads can be displayed during transactions on a zone reserved for the ads, after an inactivity period in a screen saver type mode, or in both modes.



Image filename: Enter the name of an image you want to display with the advertising module. Use the **Browse** button to select the image from a specific folder. Images for the advertising module need to be copied to the LBOSS\OFFICE\ADD folder. You will be prompted to copy the file when you select from a different source location.

Text: Use the field to type a text message you want to display below the image you selected.

Trigger item number is used to return the ad display sequence to the associated image when the trigger item is scanned. The ad sequence will continue forward from that point in the images sequence. The goal is to allow negotiation with suppliers that want their products advertised more than others. This type of ad display is only appropriate if you are using the ads on a continual basis.

Note that the same trigger item will only reposition the ads once in the same transaction.



This tool is used to reposition an image on the list of available images.



This tool is used to reposition an image on the list of available images.



This tool is used to delete an image from the advertising list.



The delay field to the right of the down arrow is used to set the image specific display duration. If you have a more complex image that needs to be displayed longer (or shorter) than the default setting you enter the time for this picture here. For every new item you add this field will be set to match the default delay. If you change the default delay it will change all images that match the default delay setting.

Stretch: Select this to stretch the images to fit the zone size used by the advertising module.

List of advertisements area: This displays the list of images that will be displayed by the advertising module.

Normal font:

Use this to select the font properties for any text message you attach to an image displayed during regular "in transaction" ads.



Use the color panel to select the color for default font.



Set the scrolling time for text messages that are too wide to fit onto the advertising form.

Animation:

Set the speed of the transition effects for changing slides.

Default Delay:

This field controls the time that images will be played unless you specify a different duration for each specific image. Enter the value in seconds for the default duration.

Advertising on:

To enable the advertising, place a check mark in the **Advertising ON** check box found at the bottom of the form.

Advertisement form:

This is the form that will be used to display images on a continuous basis during transactions. If you do not want the advertising to be displayed during transactions set this to None.

Inactivity advertisement:

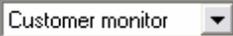
This is where you decide whether the advertising will toggle to full-screen mode after a specified period of inactivity.

Enable: Place a check mark to use this feature.

Delay: Set the inactivity time in seconds before the full-screen advertising mode will start.

: Select the font properties for the images when they are used in full-screen mode. You will see the same text as in regular mode, but the fonts will appear much smaller in full-screen mode.

 Set the scrolling time for text messages that are too wide to fit onto the advertising form.

 Select the monitor to be used for the inactivity ads.

Advertising on: To enable the advertising, place a check mark in the **Advertising ON** check box found at the bottom of the form.

You may find it slow to return to the POS application when you exit the advertising set-up on a front end terminal. This is because the image files are being copied back to the lane. You have no alternative but to wait. Large animated files like avi and mpeg can be quite large and take some time to copy to the lane.

NOTE that if your system license does not include advertising it will not function even though you program in values and enable it.

9 Point of sale operator's guide

This section explains how to use the functions that may be installed on your system. Because of the many settings available on different functions it is not possible to ensure that all the buttons on your POS installation have been explained. Please refer to your dealer for further assistance.

9.1 Account number

Account #305

The Account function is used to enter a customer number for the current transaction.

Enter the customer number and press [ACCOUNT]. The POS will display the customer name and account number. Your system may require a confirmation to accept the customer record.

You may also press [CLEAR] to abort the Account entry if no transaction data has been entered.

You may close an account entry opened in a transaction by using the Correction function (type 640) and then entering the account number to close. You may also replace an account after you opened the wrong one. Enter a new account number and press [Account]. The system will prompt you to replace the account.

Search for an account

Press price inquiry.

Enter part of the customer account name or contact name.

A list of all accounts that match will be displayed.

Select the account you want to see.

The customer information will be displayed in the inquiry window.

If you press clear the account inquiry window will close.

To use the same account immediately in a transaction press the Account button.

The POS will recall that account into a new transaction.

9.2 Account payment

Account payment (Received on account)

(RA or Account Payment) #310 Account payment is used to receive a payment towards a customer store charge account.

Enter the amount of payment the customer wants to make and press the RA button. Continue the sale as you normally would. You may enter a payment during a normal sale transaction or as a separate transaction. Pressing Account payment (RA) with no entry

assumes payment of the entire account balance.

9.3 Amex

Amex #132

The tendering functions such as **Amex** are used to accept payment for a transaction.

Enter the amount received and press [**Amex**].

Certain options may be programmed on your system such as credit or debit authorization. Follow the prompts to complete the transaction. This will probably include reading a card on a magnetic card device hooked up to your terminal.

If your system uses remote credit/debit approval, the POS will display the amount due or the change due after the approval has been returned from the bank to the system.

9.4 BackSpace

Backspace #35

The Backspace function is used to delete the last character entered.

Press [BACKSPACE] to delete the last character entry in the currently active window.

9.5 Bottle return (manual amount)

Bottle refund (manual amount entry)

Bottle refund is used to pay money from the drawer when a customer brings back empty bottles. Enter the amount and press the button.

You may use the Multiplication function with Bottle refund.

9.6 Bottle sales

Bottle deposit #510

The Bottle deposit function is used to collect manual bottle deposits for items with no link bottle code.

Enter the amount and press [Bottle deposit] to charge an amount for empty bottles sold.

9.7 Card function

Card function 8048

The card function is used to perform various operations related to credit authorization, for example initiating settlement and performing refunds. Detail instructions on the procedures are available in the PosSetup module under the devices, bank set-up, and the info tab.

9.8 Cash tender

Cash #101

(and other normal tender functions including Check, credit card, etc)

The tendering functions such as Cash are used to accept payment for a transaction.

Enter the amount received and press [CASH]. The POS will display the amount due or the change due.

9.9 Check tender

Check #102

The tendering functions such as Check are used to accept payment for a transaction.

Enter the amount received and press [CHECK]. The POS will display the amount due or the

change due.

Certain options may be programmed on your system such as check writing or endorsement. If so, you will need to insert the check which requires writing or endorsement into the printer.

Your system may prompt that a check limit has been reached for the customer. If so, advise the customer or call the manager.

9.10 Credit card

Credit card #104

The tendering functions such as Credit Card are used to accept payment for a transaction.

Enter the amount received and press [Credit Card].

Certain options may be programmed on your system such as credit or debit authorization. Follow the prompts to complete the transaction. This will probably include reading a card on a magnetic card device hooked up to your terminal.

If your system uses remote credit/debit approval, the POS will display the amount due or the change due after the approval has been returned from the bank to the system.

9.11 Debit-MAC

Debit-MAC #103

The tendering functions such as Debit-MAC are used to accept payment for a transaction.

Enter the amount received and press [Debit-MAC].

Certain options may be programmed on your system such as credit or debit authorization. Follow the prompts to complete the transaction. This will probably include reading a card on a magnetic card device hooked up to your terminal.

If your system uses remote credit/debit approval, the POS will display the amount due or the change due after the approval has been returned from the bank to the system.

9.12 Department

Department #716

The Department function allows the entry of an open amount. Departments into which data is frequently entered are normally placed on the terminal keyboard.

Enter the amount and press the [Dept Button] ex: 2.29 [Grocery]

Departments also function by number. Enter the department number and press [Dept #]. L-POS will prompt for a price. Enter the price and press **[PLU]**

To obtain a list of the existing departments during a transaction, press the [Dept #] button with no entry. Scroll down the list to select the department you want to use. Press [PLU] to accept the department. Enter the price and press [PLU].

9.13 Department coupon

Store Coupon #465

Department Coupon allows entry of an amount reduction for a department.

Enter the amount and press **[Department Coupon]**. The POS will prompt for you to press the department the reduction is to be removed from and validate that the purchase in the department was made.

On systems that use Coupon multiplication, the original coupon amount shows in brackets beside the coupon descriptor and the multiplied coupon value shows below the other item prices on the receipt.

9.14 Diner's Club

Diner Club #133

The tendering functions such as **Diner Club** are used to accept payment for a transaction.

Enter the amount received and press **[Diner Club]**.

Certain options may be programmed on your system such as credit or debit authorization. Follow the prompts to complete the transaction. This will probably include reading a card on a

magnetic card device hooked up to your terminal.

If your system uses remote credit/debit approval, the POS will display the amount due or the change due after the approval has been returned from the bank to the system.

9.15 Discover

Discover #133

The tendering functions such as **Discover** are used to accept payment for a transaction.

Enter the amount received and press [**Discover**].

Certain options may be programmed on your system such as credit or debit authorization. Follow the prompts to complete the transaction. This will probably include reading a card on a magnetic card device hooked up to your terminal.

If your system uses remote credit/debit approval, the POS will display the amount due or the change due after the approval has been returned from the bank to the system.

9.16 Double coupon shift

Double coupon shift #8039

Double coupon shift sets the coupon multiplication to the factor preprogrammed within the key setup.

To activate coupon multiplication manually press [**Double coupon shift**].

The **Double coupon shift** function can be programmed to stay active until deactivated or to remain active for the next coupon entry only. Verify with the store manager how your **Double coupon shift** button is programmed.

Note: Your system may be programmed for automatic coupon multiplication. Consult your manager for more information.

9.17 Down

Down #8021

Down allows the movement of the cursor or the selection bar within certain windows of the POS system.

Down can also be used to review the electronic journal files. If you are searching in the EJ for a specific transaction, you can enter the transaction number and press the **Down** button that has been programmed for **Next transaction** review.

9.18 EFS Electronic food stamp

Electronic Food stamp #121

The tendering functions such as Electronic food stamp are used to accept payment for a transaction.

Enter the amount received and press [**Electronic food stamp**]. The POS will display the amount due or the change due.

*Note: The [**Electronic food stamp**] cannot be used after any other tender with the exception of the WIC tender function or the normal Food stamp.*

9.19 Exact pricing

The exact pricing function is used to compensate a consumer for a labeling error. The law in Quebec forces retailers to compensate customers if a price is charged that does not match with the advertised or shelf price.

Press the [Exact pricing] button.
Scan or key in the PLU number.
Enter the displayed price that consumer is entitled to pay.

The next 3 steps may not be required depending on how your Exact price function was set up.

(Confirm the price discrepancy if you are prompted to)
(Enter the price the product *should* be programmed at)
(Confirm the price discrepancy if you are prompted to)

The POS will calculate the rebate the customer is entitled to and correct the price for all items in the transaction.

9.20 Exit

Exit #8012

Use EXIT to terminate the L-POS program and return to the operating system.

Press [EXIT].

9.21 Flip charts

Flip Chart 8054

Use the **Flip charts** button(s) to load forms that have been programmed for item look-up on your POS terminal. When the form has been loaded you will have the choice of pressing any of the buttons on the screen. If enabled, the top row is a constant **Menu** that is always the same on each form.

The buttons at the bottom of the screen either allow you to return back one menu or to close the flip charts. Other keys either access another menu page or items or sub-departments. Whenever you use a PLU or a subdepartment key to sell an item, the flip charts close automatically.

*Note: That you may close the flip charts at any time by pressing [**Clear**] or by touching any area of the screen outside the flip-chart.*

9.22 Food stamp

Food stamp #118

The tendering functions such as Food stamp are used to accept payment for a transaction.

Enter the amount received (in whole dollars only) and press [**Food stamp**]. The POS will display the amount due or the change due.

*Note: The [**Food stamp**] cannot be used after any other tender with the exception of the WIC tender function or the Electronic Food stamp.*

9.23 Foreign currency

Foreign currency #105

The tendering functions such as **Foreign currency** are used to accept payment for a transaction. On most systems that use foreign currency tenders, a [Foreign Currency Subtotal] button is normally available. Press this subtotal button to obtain the amount owing in Foreign currency.

Enter the amount received and press [**Foreign currency**]. The POS will display the amount due or the change due.

Note: Any change displayed is owed to the customer in normal domestic currency.

9.24 Front-end report

Report # 8010

This function allows the operator to select a report for printing on the front end register.

Press the **report** function and select the report to be printed.

9.25 Function code

Function #8044

The Function button is used to enter a function by number rather than pressing a button on the keyboard. This is used for functions that are used rarely and which were not assigned to the L-POS keyboard or touchscreen.

Enter the function number and press [**Function**].

L-POS will display the description of the function you have chosen. Press [**Function**] again to invoke the function.

Other types of functions require data entry before they are used. Such as a Paid Out function. For this type of function you enter the function number and press [**Function**]. Then you enter the data and press [**Function**].

9.26 Global discount

Global discount #410

Use the Global discount function to reduce the entire sale (really the discountable items that qualify) by a percentage. A preset Global discount will remove the discount automatically. Just press the [**Global discount**] button.

An open Global discount requires an entry. Enter the discount percentage and press [**Global discount**].

Once a Global discount has been used in a transaction, the discountable total is set back to zero to avoid giving a global discount on items which had already been discounted.

9.27 Help

Help #5

The Help function is used to display a help message related to the usage of buttons on the keyboard.

Press [**Help**] and then press the Button you require help with.

9.28 Hold (Suspend-resume)

Hold #8037

The Hold function is used to suspend or resume a transaction than cannot be completed immediately. Placing transactions on hold:

To suspend a transaction at any time press [**Hold**]. A Hold number will be assigned to the

transaction by the system.

You may also enter a remark to the Hold transaction. Enter the remark and press **[Hold]**. The remark will be saved with the Hold number assigned to the transaction by the system.

To suspend and assign a specific recall number to a transaction, enter the recall number (maximum 7 digits) and press **[Hold]**. Your Hold number will be assigned to the transaction.

You may also enter a remark to the Hold transaction that you save with your own recall number. Enter a remark and press the QTY-@/for button. Enter the recall number (maximum 7 digits) and press **[Hold]**. Your remark will be saved with your Hold number

Recalling transactions:

Note: The following sequences only function outside of a transaction.

Press **[Hold]** to recall the transactions on hold. If no transactions are on hold on your terminal nothing will happen. If only one transaction is on hold on your terminal it will be restored automatically.

Pressing **[Hold]** when more than one transaction is on hold on the local terminal will display a list of all hold transactions.

Enter **[0][Hold]** to recall all hold transactions from all terminals even when no hold transactions exist locally.

Enter xxxxxx **[Hold]** [Qty-@/for] [mc#] will recall that hold transaction from the specified terminal number (where xxxxxx = a hold transaction number and mc# = a terminal # on the local network).

Note: You can limit the number of hold transactions per terminal in PosSetup>System>General>Advanced flags: Maximum number of hold per lane

9.28.1 Special order

Creating a new special order

If you created a special order button it works like the hold button.

- 1-Enter the transaction items as you normally would.
- 2-Enter account number if needed. (This can be first entry if you prefer.)
- 3-Enter deposit amount and press payment button.
- 4-If you did not enter an account number but you need a reference name type the name before pressing the Special order button.
- 5-Press special order button to terminate.
- 6-Enter the pickup date and time if prompted.

Recall a special order.

- 1-Scan the barcode from the special order ticket that was issued when the transaction was created.
- 2-Enter the special order number and press the special order button.
- 3-You can add items, delete items, accept payment or return to special order.

Search for a special order:

- 1-Press [0] and Special order. A list of all special orders will be displayed.
- 2-You can also search all special orders for a specific name if an account was used when you created the special order.
 - Press the [PLU INQUIRY] button
 - Enter characters from the customer name.
 - Press the [Account] button.
 - A list of all accounts that contain those characters will be displayed.
 - Select the account from the list by double-click or pressing enter when the account is highlighted.
 - Press the Special order button.
 - A list of all special orders attached to that account will be displayed.
 - Select the special order you want to recall and press [PLU] or double-click to select.
- 3-To list the special orders that belong to a specific account:
 - Press Price inquiry.
 - Enter the account number (or an exact match of the comment you want to search)
 - Press the special order button.
 - The system will display the list of special orders with an exact match to that account or text in the special order memo field.

9.29 Invoice print

Invoice print #8046

The Invoice print function is used to print a full invoice on 8.5" by 11" pre-formatted invoices.

Press [**Invoice print**].

9.30 Item correct - Void last

Void last item (Error correct) #610

Void last item is used to reverse an item entry.

Press[**Void last item**] or [**Error correct**] to reverse the last entry.

Scroll back up the receipt to a previous item entry in the current transaction and press **[Void last item]** or **[Error correct]** to reverse a previous entry within the current transaction.

9.31 Item discount

Item discount #450

Use the Item discount function to reduce the last item entered by a percentage or amount. A preset Item discount will remove the discount automatically. Just press the **[Item discount]** button.

An open Item discount requires an entry. Enter the discount percentage or the discount amount and press **[Item discount]**.

9.32 Keyboard assign

Keyboard assign #8063

This function is used to re-assign and rename a specific PLU or a specific Sub-department to a button on the POS keyboard or on the touch screen.

1-Assigning PLUs to the keyboard/touch-screen.

- Press **[Keyboard assign]**. The **KB** icon will appear to show you are in **Keyboard assign** mode.
- Enter or scan a PLU that you want to assign to the keyboard or touch screen.
- Press the keyboard or touch screen location to be used for this PLU. Note that this button must have been programmed as a PLU type 710 using buttons and forms programming.
- The description of the button will appear in the Entry form. Enter the description you would like to see on the Key-top and press PLU/Enter. (This will change the name of the touch screen button image, not the name of the button itself.)
- Enter the next PLU to assign to another button and repeat or press **[Keyboard assign]** to exit **Keyboard assign** mode.

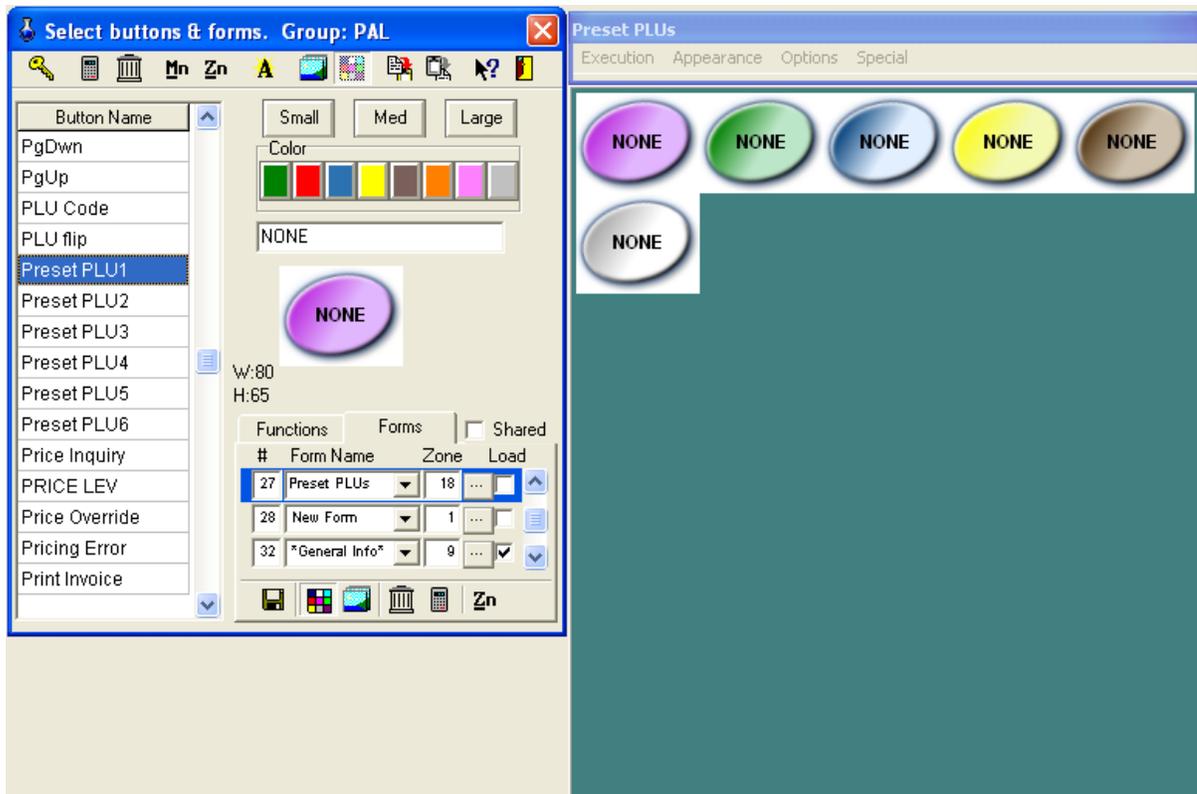
1-Assigning Sub-departments to the keyboard/touch-screen.

- Press **[Keyboard assign]**. The **KB** icon will appear to show you are in **Keyboard assign** mode.
- Enter The sub-department number that you want to assign to the keyboard or touch screen.

- Press the keyboard or touch screen location to be used for this Sub-department. Note that this button must have been programmed as Sub-department type 715 using buttons and forms programming.
- The description of the button will appear in the Entry form. Enter the description you would like to see on the Key-top and press PLU/Enter. (This will change the name of the touch screen button image, not the name of the button itself.)
- Enter the next Sub-department to assign to another button and repeat the process or press [**Keyboard assign**] to exit **Keyboard assign** mode.

You can create a new form to insert all the preset PLU/subdepartment buttons. This form can be called anything. If you need to have 15 preset PLUs, you need to create 15 buttons in PosSetup. Do not assign any specific PLU to it, only assign function #710. If the button description is "NONE", the buttons will NOT appear on the pos, unless you are in Key assignment mode. This is useful when you want to create all your preset button in PosSetup, but might not have the time to assign all the PLUs to the buttons in the POS.

Here I created 6 preset PLU buttons, and added them on my new form:



Now back in the POS, the cashier hits the KeyAssign key:



Hit the Load form button if you want to see the new form you created (it could also be directly on the main screen). Then follow the instructions.

9.33 Layaway transactions

Layaway #8050

This function is used to create or to recall **Layaway** transactions.

To initiate a layaway enter the transaction as you normally would. Press the layaway button to create the layaway. Follow the prompts to complete the transaction.

A layaway button can be created that will retain a transaction as layaway even though the transaction is paid. If you are using the layaway function to store transactions with a zero balance you need to press the layaway button before accepting the complete payment amount.

Cancel layaway: When you cancel a layaway you need to consider the deposit received from the customer. Since all items will be returned from the layaway the system will be out of balance because of the deposit already received.

If you want to return the layaway deposit amounts already received you need to Select the payment and press Error Correct to delete the payment. When you use Cancel Transaction the layaway will be reversed.

If you want to keep the layaway deposit you need to make sure you have created function 520 and attached it to total 2 and total 45. When you cancel the layaway any deposits received will not be returned to customer. The system will report the deposit amount into the "other revenue" section using totalizer 45. Normally this total is called Layaway cancellation fee.

9.34 List

List

The **List** function is used to create a pull-down list to place more functions on a keyboard.

9.35 Lock keyboard

Lock Keyboard 8044

Lock keyboard is the function that locks the keyboard and prevents unlocking by anyone other than the cashier who locked it. It may be activated automatically by a period of inactivity as well. In this case it still prevents anyone else from unlocking the keyboard.

Press [**Lock Keyboard**] to invoke this feature.

When the keyboard is locked, only the cashier signed on before the lock state occurred can unlock the keyboard. To unlock the keyboard sign on as normal with the same cashier who locked it.

9.36 Loan

Loan 8052

Use the **Loan** button to add funds to the cash drawer.

Operation: Press **Loan**. Enter the amount being added to the float for each tender type being added.

Press **Loan** to terminate the Loan process.

9.37 Lotto terminal winner

Lotto terminal winner

Lotto terminal winner is used to pay money from the drawer when a customer brings back a winning lottery ticket. If your store uses a terminal machine and you want to settle the terminal winners separate from the scratch ticket winners, you will use this function. Enter the amount and press the button.

9.38 Lotto ticket winner

Lotto ticket winner

Lotto ticket winner is used to pay money from the drawer when a customer brings back a winning lottery ticket. If your store uses a terminal machine and you want to settle the terminal winners separate from the scratch ticket winners, you will use this function. Enter the amount and press the button.

9.39 Loyalty redeem #8073

Loyalty redeem is used to pop up a selection grid for using points to pay for selected items.

When you press this key a grid will appear when a customer has enough points to pay for certain items purchased in the transaction. For example TIDE Detergent may cost 7.99 regular price. But a customer can use 3,000 points to buy it for 4.99 or use 5000 points to get it for free.

Please take care because once you have selected reward calculation you cannot make further modifications to the items in the transaction. This means the no more additions, or corrections can be made to the transaction.

9.40 Maintenance (PosSetup.exe)

Maintenance #8014

Maintenance is used to access the set up program for the POS.

Press [1][Maintenance] to access Buttons and Forms set up.

Press [2][Maintenance] to access Zone set up.

Press [3][Maintenance] to access System set up.

Press [4][Maintenance] to access Peripherals set up.

Press [5][Maintenance] to access Advertising set up.

9.41 Master card

Master Card #131

The tendering functions such as **Master** are used to accept payment for a transaction.

Enter the amount received and press [**Master**].

Certain options may be programmed on your system such as credit or debit authorization. Follow the prompts to complete the transaction. This will probably include reading a card on a magnetic card device hooked up to your terminal.

If your system uses remote credit/debit approval, the POS will display the amount due or the change due after the approval has been returned from the bank to the system.

9.42 Multiply

Multiply (@/for) #40

The multiply function is used to enter a quantity other than 1 which is the default quantity.

Enter the number of items being sold and press [Qty-@/for] to multiply the next entry by the factor entered.

Example: 3 [Qty-@/for] 123 [PLU]

For split price calculation, enter the quantity and press [Qty-@/for], enter the split price factor and press [Qty-@/for], enter the price and press the [Dept button]

Example: 3 [Qty-@/for] 5 [Qty-@/for] 149 [Grocery] (\$0.90 Grocery)

Note: Your system may be set to use cubic multiplication instead of the split price division as shown in the above example.

Example: 3[Qty-@/for] 5 [Qty-@/for]

123 [PLU] (15 times 123 PLU)

Note: The [Qty-@/for] is used to separate fields when recalling hold transactions.

Note2: A number entered before scanning an item will be accepted as a quantity by default before scanning an item or using a pre-set PLU. To force use of the Multiply function you need to set the related flag in PosSetup>System>General>Advanced settings: Entry made before a preset PLU react like a quantity.

9.43 No limit

No Limit #8032

The No limit function overrides the entry limit assigned to a function. When an amount entered is higher than the limit permitted, press [**No Limit**] and enter the data again.

9.44 No sale

No Sale #680

The No sale function is used to open the cash drawer without making a normal sale transaction.

Press [No Sale] to open the cash drawer.

L-POS reports the no sales on the cashier balancing report.

9.45 Number entry

Number entry #8040

This function is used to enter miscellaneous data such as a reference number, driver's license, etc.

Enter the data to be captured and press [Number entry] button.

9.46 Other program

Other program #8043

Other program function allows L-POS program to call another program.

L-POS will start any program assigned to an **[Other program]** button.

9.47 Paid out

Paid out #330

The Paid out function is used to make cash pay outs from the drawer, normally to settle a COD supplier invoice.

Enter the amount and press **[Paid Out]**.

You should keep a copy of the receipt for drawer auditing.

9.48 Password

Password Change #8045

Password change is used to modify a user's secret code. The password can be 3 numeric digits.

You must first sign on to the register as you do normally.

Then press **[Password change]** .

Enter your current password and press **[Password change]**. Enter your new password and press **[Password change]**.

If you are entering your password for the first time, you must first sign on as a cashier, then press **[Password change]**.

Enter your new password twice and press **[Password change]**.

9.49 PLU attach

The PLU Attach function is used to attach the sale of an item to another product. An example of this would be if you want to use a PLU to add a descriptive remark to a main item. Using the attach function for the remark will force it to print with the main item regardless of report sorting.

9.50 PLU entries

PLU #710

The PLU function is used to enter a product number (UPC) to execute a Price Look Up.

Enter the product identification number and press **[PLU]**.

9.51 Pickup

Pickup 8052

Use the **Pickup** button to remove funds from the cash drawer.

Operation: Press **Pickup**. Enter the amount being removed from the float for each tender type being affected.

Press **Pickup** again to terminate the Pickup process.

You may use the quantity button to perform multiplications if required.

Example 22 **[@/FOR]** 20.00 **[CASH]** will do the same thing as entering 440.00 **[CASH]**.

9.52 Price inquiry

Price inquiry #8033 (also used as Account balance inquiry)

Price inquiry is required to verify a price on the L-POS terminal.

Enter the PLU number and press **[Price inquiry]** or Press **[Price inquiry]** and scan the item.

L-POS will display the price and any related information in the item details window.

Press **[Price inquiry][Price inquiry]** to invoke Price Inquiry Mode. This means L-POS will keep checking prices until **[Clear]** is pressed.

Note: L-POS software may be programmed to inhibit the Price Inquiry Mode operation. Please consult the manager for further assistance.

*Note2: To perform an **Account balance inquiry**: Press [**Price inquiry**], enter account number, press [**Account**].*

Note3: L-POS will not verify a price if the item is set to Not for Sale.

9.53 Price level

Price level #8030

Price level allows manual selection of the price level.

Enter the desired level and press the [**Price level**] key. The L-POS system may be programmed for temporary price level. If this is the case, L-POS will return to the original price level immediately after the sale of the item.

Note: The L-POS system may be programmed so that one key depression selects a preset price level.

9.54 Price override

Price override #8031

This function allows the operator to change the price of an item within a normal sale transaction. The button can be programmed to update the back office price or only modify the price in the transaction.

Press [**Price override**] to modify the price of the next item entry. The current price will be displayed in the entry form. Enter the new price and press [Plu - Enter] to accept the price.

If you set the [**Price override**] to search for **Vendor code**, pressing it will allow you to type or scan the vendor code to look up the product in the database.

[**Price override**] can also be used to override a maximum amount set on an open PLU, a sub-department, or a department. Press [**Price Override**] and enter the amount and press the [SUB-DEPT] button.

9.55 Receipt copy

Receipt copy #730

Receipt copy is used to reprint a copy of the last transaction. It must be used immediately after the last transaction.

Receipt copy can also be used to print a previous transaction that you are viewing with the Ej viewer in L-POS.

Receipt copy can also be programmed to reprint a check endorsement message.

Press [0] [Receipt Copy] to initialize your printer whenever it is required.

9.56 Receipt on/off

Receipt on/off #732

Receipt on/off is used to reverse the on-off status of the receipt printer. It works as a toggle function.

Pressing it with receipt on will turn the receipt off, and vice versa.

9.57 Received on account

Received on Account

(RA or Account Payment) #310 Received on account is used to receive a payment towards a customer account.

Enter the amount of payment the customer wants to make and press the RA button. Continue the sale as you normally would. You may enter a payment during a normal sale transaction or as a separate transaction.

9.58 Refund

Refund #650

This button is used to perform a merchandise return and possibly issue change back to a customer.

Press [**Refund**] and enter the product code. If the item is on file you will be prompted with the current price for refund to your customer. Press [**PLU**] to accept the programmed price. In the case that the price to be refunded is not the same, enter the amount to be refunded and press [**PLU**].

Note: Some systems may be programmed not to allow price confirmation during refund.

Note2: When the subtotal is negative you may use split tender. Take note that the amount to refund is shown in the tender function descriptor and that the Change amount is only showing what you need to keep from the complete amount tendered. It is the opposite of what normally happens when you tender a regular sale.

9.59 Refund mode

Refund mode #660

This button is used to set the terminal into refund mode in order perform merchandise returns and normally possibly issue change back to a customer.

Press [**Refund mode**]. The register will record the transaction entry opposite the normal entries. The system will return to normal entries when you finalize the transaction.

9.60 Rental transactions

Rental transactions require the entry of a customer account number. Enter the item number and press [PLU]. Normal rental items such as video films will be sold at their normal rental price.

For items that are rented for different periods of time, L-POS offers two methods of programming the items. Depending on the programming method selected the POS behavior changes.

Items set with different periods of time and that have no default time period pre-defined will prompt the operator with a selection window. The window shows the different time blocks available for that item. Select the appropriate time block and press PLU.

Items set with different periods of time but also have a default time period defined will not prompt the operator with a selection window. The item will be rented for the default time block. To obtain the other periods you need to press the [Price Override] button before entering the item number. The window shows the different time blocks available for that item. Select the appropriate time block and press PLU.

To verify the on-hand quantity of an item your system needs to be set up to display the on-hand quantity in the details window. Enter the rental item number and press [Price Inquiry].

9.61 Reversal

Reversal 8049

Reversal is a post-void function that allows you to reverse the contents of a previous transaction by creating a new transaction with the opposite entries. Enter the transaction number to reverse and press [**Reversal**].

9.62 Scale shift

Scale shift # 8036

This function changes the scale operation for the next product entry.

Press the [**Scale shift**] to modify the scale status of the next item. Note that the scale shifting status is programmable. Your Scale shift function be programmed to remove, add or to toggle the scale status of the next item.

9.63 Search

Search # 8011

Enter the data and press the [**Search**] key to view a list. Different search functions can be set. Most popular is the search for item or account by description. Keys for searching by department, category, price, etc., can all be added as required.

9.64 Send message

Messages:

You can send both pre-programmed messages and messages created on-the-fly from the L-POS terminals to another station.

Send message #8013

This button is used to send a pre-programmed message from L-POS.

Press the [**Send Message**] button that contains the pre-programmed message you wish to send.

Sending an on-the fly message:

To send a chat message to another terminal, enter the message, press [QTY], enter the destination station number and press [QTY].

The station number can be a lane number such as 1, 2, 3 etc., or it can be a back office number such as 901, 902, etc.

9.65 Store coupon

Store Coupon #460

Store Coupon allows entry of an amount reduction for a product or department offered by the store (as opposed to Vendor Coupon).

Enter the amount and press [**Store Coupon**]. The POS will verify that the item allows the coupon reduction and other settings which dictate coupon operation. A Store coupon can only be entered immediately after the sale of a qualifying item unless the button is programmed as a department coupon.

If your terminal is programmed to require department entry, you will need to press a department key after using the [**Store Coupon**]. You are not allowed to accept manual store coupons for more than the current sales amount in the related department.

On systems that use Coupon multiplication, the original coupon amount shows in brackets beside the store coupon descriptor and the multiplied coupon value shows below the other item prices on the receipt.

9.66 Store charge

Charge #106

The Charge function is used to transfer an amount due on a transaction to the account receivable (A/R) system. Charge is not allowed without a customer account opened.

Enter the amount tendered and press [**Charge**].

The system will display the change or the remaining payment amount due.

Note: The POS will also print an account summary slip and a stub receipt for customer signature. Keep the signed slip for balancing your drawer.

9.67 Subdepartment entry

Sub-Department #715

The SubDepartment function allows the entry of an open amount. SubDepartments into which data is frequently entered are normally placed on the terminal keyboard.

Enter the amount and press the [SubDept Button] ex: 2.29 [Grocery]

SubDepartments also function by number. Enter the subdepartment number and press [**SubDept #**]. L-POS will prompt for a price. Enter the price and press [**PLU**].

To obtain a list of the existing subdepartments during a transaction, press the [**SubDept #**] button with no entry. Scroll down the list to select the Subdepartment you want to use. Press [**PLU**] to accept the Subdepartment. Enter the price and press [**PLU**].

9.68 Subtotal

Subtotal #720

Subtotal is used during a transaction to calculate the exact amount owing.

Press [**Subtotal**]. The system will display the outstanding amount due.

9.69 Tax shift

Tax shift # 8034

Tax shift is used to modify the tax status of the next entry.

Press [**Tax shift**]. The tax status of the following entry will be shifted according to the set-up of the tax shift function.

Note: L-POS software may be programmed several different ways with regards to the tax shift function. Please consult your store manager for more details.

9.70 Temporary Tender

The temporary tender function is useful when a transaction needs to be finalized but you are not certain how the payment will be made. This is often the case with deliveries.

The system can store several temporary tender totals that will each contain a list of transaction numbers and the amount due for each transaction.

To store a transaction in the temporary tender total press [Temporary Tender]. You may store several transactions into the same temporary tender total.

To recall the transactions that have been stored press [Temporary tender]. The transaction list will appear. Enter the payment amount for CASH and press [CASH]. Enter the payment amount of CHECK and press [CHECK]. Repeat this until the temporary tender has been paid off.

To store more than one temporary tender you need to enter a number before pressing [Temporary Tender]. If you enter a normal sale and press 1 [Temp Tender] you will have that transaction under the total for TEMP TENDER 1, or driver 1 in a real example. If you enter a normal sale and press 2 [Temp Tender] you will have that transaction under the total for TEMP TENDER 2, or driver 2.

To recall the transactions on the TEMP TENDER 1 list only, press 1 [TEMP TENDER].
To recall the transactions on the TEMP TENDER 2 list only, press 2 [TEMP TENDER].

To recall a list of all temporary tender balances outstanding press 0 [TEMP TENDER].

9.71 Time Clock #8082

Press the [**Time Clock**] button.

Enter your employee number (scan your cashier card if you use one)

Press the Cashier # button.

Select the reason. For normal login select "No reason".

9.72 Training

Training 8038

Press the [**T**raini**ng**] key to put the terminal into the training mode.

Press the [**T**raini**ng**] key again to quit the training mode.

9.73 Up

Up #8020

Up allows the movement of the cursor or the selection bar within certain windows of the POS system.

Up can also be used to review the electronic journal files. If you are searching in the EJ for a specific transaction, you can enter the transaction number and press the **Up** button that has been programmed for **previous transaction** review.

9.74 Validation

Validation #8042

This button is used to activate the validation printer.

Place the form in the validation printer and press [**V**alidati**on**].

9.75 Vendor coupon

Vendor Coupon #420

Vendor Coupon allows entry of an amount reduction offered by the Vendor of the product. When you scan a Vendor Coupon, the POS validates the acceptance of the coupon according to the restrictions set up on your terminal.

You may be permitted to enter an amount and press [**Vendor Coupon**]. If this is the case you are required to verify that the coupon applies in the current transaction and that it should be accepted or refused.

On systems that use Coupon multiplication, the original coupon amount shows in brackets beside the vendor coupon descriptor and the multiplied coupon value shows below the other item prices on the receipt.

9.76 Visa

Visa #130

The tendering functions such as Visa are used to accept payment for a transaction.

Enter the amount received and press [**Visa**].

Certain options may be programmed on your system such as credit or debit authorization. Follow the prompts to complete the transaction. This will probably include reading a card on a magnetic card device hooked up to your terminal.

If your system uses remote credit/debit approval, L-POS will display the amount due or the change due after the approval has been returned from the bank to the system.

9.77 Void - Correct previous item

Void past item #640

Correction is used to cancel a previous item without scrolling up the receipt to select the item.

Press [**CORRECTION**] and enter the item code to be corrected. You may also press [

CORRECTION] and scan the item.

To correct a department entry press [**CORRECTION**], enter the price and press the [**Department button**].

Note: Correction of an item that was preceded by scale-shift must be made without the scale-shift. You only need to place the item on the scale, press [CORRECTION] and enter the PLU code. For an open department, press [CORRECTION], enter the amount, and press the [Department button].

9.78 Wic subtotal

WIC subtotal 8035

The [**Wic subtotal**] function displays the amount of the sale that WIC payment can be applied to.

9.79 WIC & WIC CVV Tender

Wic payment #119, Wic 2 # 149, WIC 3 #150

Using the WIC function 119

Press the WIC button to start the sale.
Enter the WIC check amount if prompted.
Enter WIC check start date if prompted.
Enter WIC check end date if prompted.

Enter WIC items.

Press WIC button to end the sale. The amount tender is fed automatically from check amounts entered during the prompts at start of transaction.

NOTE: If no prompt for check amount was set you need to enter the WIC tender amount manually. In this case you must tender the amount of the WIC subtotal.

Using the WIC 2 (WIC C.V.V) function 149

Press the WIC C.V.V button to start the sale.
Enter the WIC check amount at prompt.
Enter WIC check start date.
Enter WIC check end date.
At the prompt select YES to enter another check amount.

Enter WIC items.

Press WIC CVV button to end the sale. The amount tender is fed automatically from check

amounts entered during the prompts at start of transaction.

- If the WIC CVV subtotal is less than the sum of the WIC CVV checks entered the transaction will finalize. If you use check endorsement you will need to enter the checks for endorsement as prompted. Any difference will be reduced from the final check.

If the WIC CVV subtotal is higher than the WIC check amounts you must use another form of tender to finalize the transaction. You cannot have a WIC payment accepted higher than the WIC subtotal. If you try to remove items from the transaction after partial WIC CVV tender you will get an error when the WIC subtotal would be less than the WIC payments received.

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L-POS Manual 4.1.2

Logivision manuals are
produced and printed in Canada