

SAM4S

SAP-6600/4800II & SAP-630/SAP-530

Sam4POS Operator Manual



Sam4POS Operators Manual v2.33

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Revision 2.0 - April 1, 2005

WARNING - U.S.

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

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

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ATTENTION



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

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

Precaution Statements

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

1-1 Safety Precautions

1. Be sure that all built-in protective devices are replaced. Restore any missing protective shields.
2. When reinstalling the chassis and its assemblies, be sure to restore all protective devices, including nonmetallic control knobs and compartment covers.
3. Make sure there are no cabinet openings through which people - particularly children - might insert fingers and contact dangerous voltages. Such openings include excessively wide cabinet ventilation slots and improperly fitted covers and drawers.
4. **Design Alteration Warning:**
Never alter or add to the mechanical or electrical design of the SAM4POS. Unauthorized alterations might create a safety hazard. Also, any design changes or additions will void the manufacturer's warranty.
5. Components, parts and wiring that appear to have overheated or that are otherwise damaged should be replaced with parts that meet the original specifications. Always determine the cause of damage or over- heating and correct any potential hazards.
6. Observe the original lead dress, especially near the following areas : sharp edges, and especially the AC and high voltage supplies. Always inspect for pinched, out-of-place, or frayed wiring. Do not change the spacing between components and the printed circuit board. Check the AC power cord for damage. Make sure that leads and components do not touch thermally hot parts.
7. **Product Safety Notice:**
Some electrical and mechanical parts have special safety-related characteristics which might not be obvious from visual inspection. These safety features and the protection they give might be lost if the replacement component differs from the original - even if the replacement is rated for higher voltage, wattage, etc.
Components that are critical for safety are indicated in the circuit diagram by shading,  or . Use replacement components that have the same ratings, especially for flame resistance and dielectric strength specifications. A replacement part that does not have the same safety characteristics as the original might create shock, fire or other hazards.

CAUTION

Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommend by the manufacturer.
Dispose used batteries according to the manufacturer's instructions.

ATTENTION

Il y a danger d'explosion s'il y a un remplacement incorrect de la batterie.
Remplacer uniquement avec une batterie du même type ou d'un type équivalent recommandé par le constructeur.
Mettre au rebut les batteries usagées conformément aux instructions du fabricant.

SAFETY NOTICE: "For pluggable equipment, the socket-outlet shall be installed near the equipment and shall be easily accessible.

1-2 Servicing Precautions

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

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

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

Precautions for Electrostatically Sensitive Devices (ESDs)

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

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Introduction

SAM4s Sam4POS Overview

SAM4POS from SAM4s is an Android based POS application solution designed to operate on the SAM4s:

- SAP-6600(II) & SAP-4800II (retired) Android terminals
- SAP-630 & SAP-530 (retired) Android terminals
- Hisense HM616 Android tablet

SAM4POS is available to resellers only as a hardware/software bundle; SAM4POS is not available as a generic application and will not run on other Android devices.

The SAM4POS application will automatically load when the terminal is powered-up, other Android applications or desktop functions are not available to the user without authorization.

Terminals or “Stations” within a network can have different settings and operating screens.

Hardware

The SAM4s SAP-6600(II) touch screen terminals have a 15” LCD with Projected Capacitive Touch (PCT) and LED Backlighting, making them a powerful and cost-effective Android touch screen terminal that will effectively run a variety of Android software applications.

The Sam4s SAP-630 Series registers are ECR-Style all-in-one Android POS terminals. Featuring a hybrid design, Sam4s has combined a 9.7" touch display for operating the Sam4POS application by touch with a large keyboard to support frequently used items, PLU's a built-in printer, customer display, card reader and cash drawer.

The Sam4POS Application software is a powerful platform for cafeteria, food court, thrift store, convenience store and many other applications.

SAP-6600(II)

The SAM4s SAP-6600 touch screen terminal is an attractive, powerful and cost-effective Android touch screen terminal that will effectively run a variety of Android software applications.

- Intel Braswell Celeron N3160 Quad Core 2.24GHz Fanless Processor
- Android 6.0 (Marshmallow) Operating System
- Stylish 15” LCD with Projected Capacitive Touch (PCT) with LED Backlighting
 - PCT is Inherently Faster, More Reliable and Robust
 - Vivid LED Backlight for Reliability and Energy Savings
 - Resolution 1024 x 768
- Integrated 1.5W Speaker
- 2GB DDR3 RAM expandable to 8GB
- Standard Magnetic Card Reader, Bluetooth and WiFi
- Energy Efficient and Low Heat Generation Architecture
- Fanless Operation – No Problematic Ventilation Holes
- Meets IP55 Standards for Exposure to Dust – Waterproof Front Panel
- Superior Serviceability and Ease of Installation
- **Optional:**
 - Integrated 2-Line by 20 Character VFD Customer Display – or –
 - 15” LCD Rear Display

SAP-630

The Sam4POS with the **SAP-630** All-In-One Android POS Terminal features a hybrid design and has a 9.7” TFT-LCD 5-Wire Resistive touch display combined with Traditional ECR components:

- 160-position flat keyboard or 90-position raised keyboard to support frequently used items.
- Integrated Internal 3” thermal printer.
- Key-Lock security with **Void, Off, Register, X, Z,** and **P** (program) positions.
- Integrated Two-Line alphanumeric rear VFD customer display.
- Heavy duty metal cash drawer.
- LAN Standard 10/100 Base-T Ethernet
- **Optional:**
 - Integrated Dual Track MSR (Card Reader)
 - WiFi: Compatible with IEEE802.11b/g/n
 - Bluetooth: v4.0+HS Standard – Backward Compatible with v1.1, v1.2 and v2.1+EDR, Up to 328 Feet (100m) Operating Range

HM616

The Hisense HM616 Android Ruggedized Tablet features a 10.1 inch, bezel-free and wide screen display is designed with Projected Capacitive (PCT) touch technology that helps to extend the operating life and allow multi-touch control.

- Front and Rear Cameras
- Integrated triple track Card Reader
- Two 1 Watt Speakers
- Sturdy Hand Strap - Remove the Hand Strap to Reveal the Standard VESA Configuration
- Protected Against Dust and Water Sprayed From All Directions (IP Grade IP54)
- Withstands a Drop of 4 Feet on to Concrete (MIL-STD-810G)
- Includes a Built-In 3.7v 900mAh Battery; provides 8 hours operation with 50% brightness
- WiFi and Bluetooth Wireless Communication
- Power Adaptor and Cord Included
- Tablet Connection: 10 Pin Pogo Style Connector
- Tablet I/O Interface: Audio Jack / Nano SIM / Micro SD / Micro USB / USB V3.0 (4GB Max) / DC Jack / Micro HDMI
- **Optional:**
 - Charging Dock I/O: 5V Charging / Two USB V2.0 (4GB Max)
 - Smart Dock: Cash Drawer / 24V Power In / Two RS232C / Ethernet / Three USB V2.0 (4GB Max)

Software

Sam4POS from SAM4s is an entry level POS solution running on the SAM4s SAP-6600 & SAP-630 Android terminals or the Hisense HM616 tablet. Sam4POS is available only as a bundle with the terminal hardware with the software; Sam4POS is not available as a generic application and will not run on other Android devices. The Sam4POS application will automatically boot on power-up, and other Android applications or desktop functions are not available to the user without authorization.

Options

Sam4POS does not require allocation of memory for specific features; each Sam4POS is configured with all options included. Database items such as PLU's, PLU groups and operators can be added and used virtually without limit, as the memory on the SAM4s Android terminal far exceeds memory available on Sam4POS-style proprietary terminals. This also means that certain functions can be replicated virtually without limit for example, tenders and discounts.

Sam4POS Power Requirements

Plug the Sam4POS terminal into a grounded 3-prong outlet. It is recommended to have dedicated branch circuits for the Sam4POS equipment and isolated grounding for all equipment in the system.

- Be aware that other electrical devices on the same circuit can cause your Sam4POS to malfunction. Avoid plugging your Sam4POS into outlets where other high-current devices are connected.
- Be aware that power quality issues, including voltage fluctuations, electrical noise, spikes, outages, interruptions, and other power viruses can disrupt or damage modern electronic equipment, including Sam4POS terminals and PCs.
- When Sam4POS is interconnected in networks, connected to PCs or where communications cables connect peripherals, particular care must be taken with power sources and communication cable routing. Your authorized dealer can provide detailed power specifications for these applications. Failure to implement installation requirements for networked systems may cause system failures and/or poor system performance.

Safe Operation

- Do not locate your SAM4s Sam4POS in a damp or wet environment. Avoid high humidity, direct sunlight and temperature extremes.
- Always plug your Sam4POS into a grounded three-prong outlet. Never use two-prong adaptors or ungrounded outlets.
- Check to make sure the power outlet provides the correct voltage: (120V +/- 10%).
- Immediately disconnect the Sam4POS from the power source in case of spilled liquid in the Sam4POS, smoke, or strange smells. Call your authorized dealer for assistance.
- Do not operate the Sam4POS with wet hands.
- Use a soft dry cloth to clean the Sam4POS cabinet. Do not use wet clothes or solvents.
- Do not open the Sam4POS case to attempt repairs. Dangerous voltages can cause shock. Service attempts by untrained personnel can cause unnecessary damage to your terminal.

About Power Conditioning Equipment

Surge Protectors and Power Conditioners

Most people are familiar with surge protectors, which guard against damage due to sudden spikes in the electrical current. A power conditioner provides protection against surges in power just as a surge suppressor does, but a power conditioner also maintains a continuous voltage during temporary voltage reductions, such as a brownout. This is referred to as conditioning. Power conditioners also can filter EMI emanating from a power source and can smooth the rhythmic cycle of alternating current. While surge protectors safeguard equipment, a power conditioner cleans the signal, eliminating interference on the line.



CRS recommends the POWERVAR ABC065-11 (CRS P/N 701002), a 0.65-amp power conditioner that is suitable for most Sam4POS applications. POWERVAR standard power conditioners are for use with any microprocessor based electronic equipment. Thanks to their low impedance isolation transformer, you can trust these conditioners to protect your sensitive equipment from the biggest problems for today's computers.

Ground Guard Conditioners

POS systems consisting of workstations connected in an Ethernet network must have the same point of reference, (i.e. common ground potential for all equipment in the system.) Unlike electronic loads, traditional electrical loads such as motors, lights, heavy appliances, etc. use the equipment ground for safety purposes only and do not rely on it for proper operation. Computer equipment, on the other hand, introduces the equipment-grounding conductor as an active part of the power supply in referencing digital logic. Therefore, networked POS systems require isolated/dedicated ground circuits to insure proper operation.



CRS recommends POWERVAR ground guard conditioners for network applications. Only the “Ground Guard” conditioner from POWERVAR can be used as an alternative to isolated dedicated ground circuits. Traditional power conditioners cannot be used as an alternative as they do not address the ground issues over a network. The Ground Guard conditioner must protect every piece of equipment in the POS system in order to operate properly. POWERVAR Ground Guard power conditioners are available in sizes from 0.65 to 16 amps, to protect single or multiple POS components.

Uninterruptible Power Supplies (UPS)

On sites where there is a known problem with temporary power outages or brownouts, battery back-up devices should be installed. Most battery back-up devices are known as Uninterruptible Power Supplies (UPS). When power to equipment is momentarily lost, the UPS devices draw power from an internal ‘gel cell’ battery to keep the equipment operating. The length of time these devices power the POS system is dependent on the capacity of the internal batteries. Many sizes are available, but typically the units installed on POS equipment keep the computers powered for about 20 minutes. This will give servers and managers time to settle bills, print checks and power down the system in an orderly fashion.



CRS recommends POWERVAR Security One Series Uninterruptible Power Supplies, the most advanced, line-interactive, true sine wave UPM products available for your application. Each model is designed to provide total protection for your system from a complete range of power quality problems. Security One Series Uninterruptible Power Supplies are available with or without the patented Ground Guard conditioning circuitry.

Controls & Connections

While the programming on the Sam4POS is essentially the same, the connections and controls may vary on the different terminals.

SAP-6600



Standard 3-Track
Front Facing
Magnetic Card Reader (MCR)

Power Button located
on the bottom right of
the touch panel

Standard 3-Track
Front Facing
Magnetic Card Reader (MCR)

Two v2.0 USB Ports

Connection Panel Access Cover

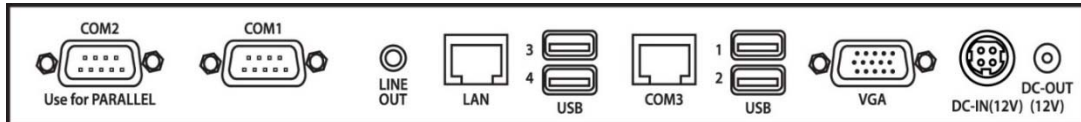
Cable Management Access Cover



Optional Integrated Rear
2 Line by 20 Character
VFD Customer Display



SAP-6600 Connection Panel



- COM1, COM2 = DB9M With Pin 9 voltage (+5V)
- COM3 = RJ45 Pin 8 (0V / +5V / 12V) Voltage selectable in BIOS
- Audio Line-Out port
- Four v3.0 USB Ports on I/O / Two on rear/side I/O
- LAN Port: RJ45 10/100/1000 Base-T
- VGA Port = DB15F for second display (Maximum resolution: 1920 x 1200)
- Power Connection for External 60W, 12V / 5A power adaptor 100-240V / 50-60Hz
- DC-Out (12V)



Standard Cash Drawer Port
(Located on the right side of the
connection panel near the DC-Out
and the Power Button.)
Selectable 24V / 12V

SAP-4800II

Retired -

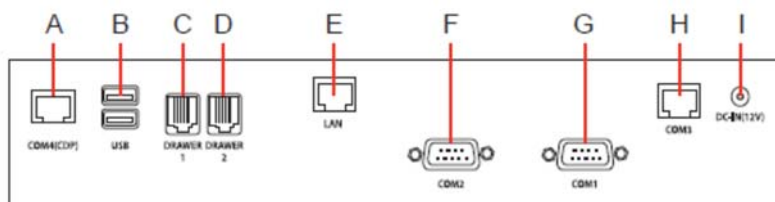


Standard 3-Track
Magnetic Card Reader
(MCR)

Power Button
Located on the bottom
of the touch display.

Break out tabs for
cable management.

SAP-4800-II Connection Panel



- A** - COM4 (Powered)
- B** - USB (2)
- C** - Drawer 1
- D** - Drawer 2
- E** - LAN
- F** - COM2 (Powered)
- G** - COM1 (Powered)
- H** - COM3 (Powered)
- I** - DC In (Power Input)



Rear VFD Display (optional)

Available as an option on the SAP-6600 & SAP-4800II



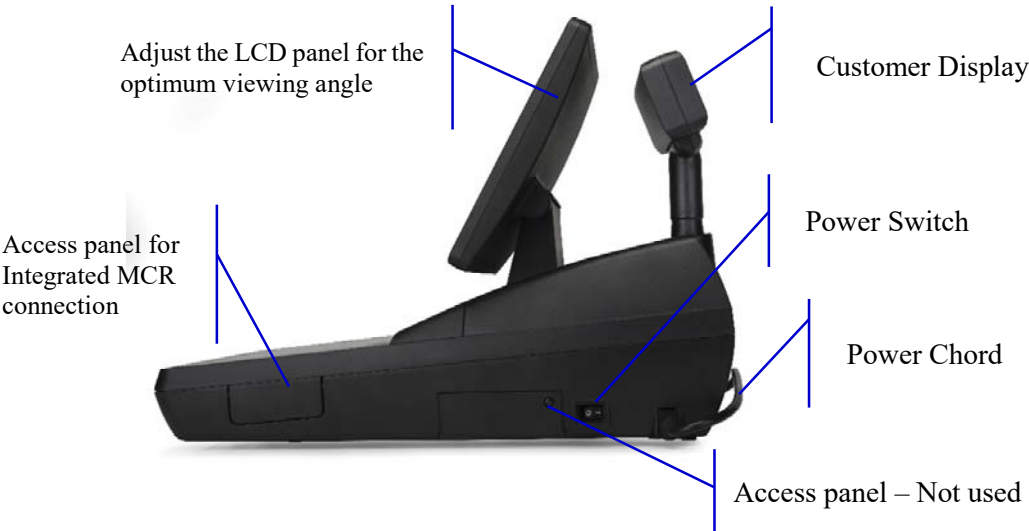
SAP-630/SAP-530

SAP-530 is Retired -



*Shown with Flat Keyboard
Raised Keyboard Style also available*

Side Connections

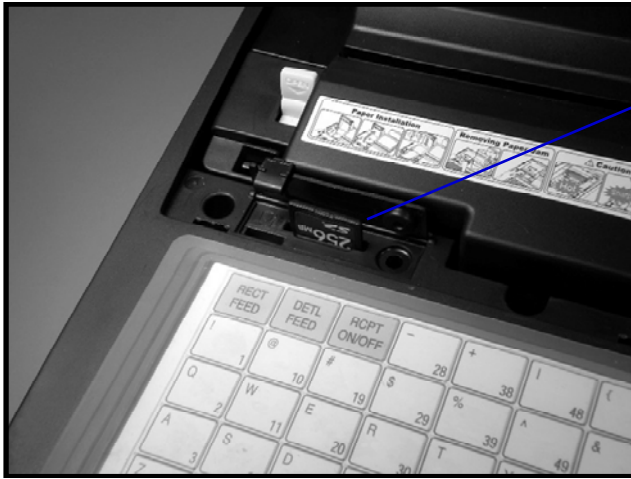


Rear Customer Display

The SAP-630 & SAP-530 terminals come equipped with an integrated rear VFD customer display.



SD Memory Card Slot



The SD Memory Card is located inside the printer compartment. It is seen as a USB by the terminal and can be used to:

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

Connection Panel



Standard ports include:

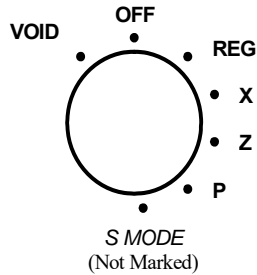
- 2 Additional Cash Drawer Ports (24v)
- LAN port
- 2-USB Ports (1 back panel/1 front)
- 4-RS-232C Comm. Ports (2-DB9 Male / 2-RJ45)

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



Control Lock

The Key-Lock / Mode Switch has 7 positions that can be access using keys provided with the terminal. Each SAP-630/SAP-530 is shipped with two full sets of keys.



VOID	Transaction Void: removes sales totals.
OFF	The register is inoperable.
REG	Register Mode: use for normal sale registrations.
X	Report Mode: use to read register reports, view and/or print reports.
Z	End Of Day: use to read register reports, reset and/or print reports.
P	Program Mode: use to program the register.
S MODE	Not used

Note: Before performing any operations in the register mode, a clerk must be signed on. Refer to the “Signing On/Off” operation on page 47 in the “Basic Operations” chapter for a description of clerk operations.

Control Keys

The SAP-630/SAP-530 Sam4POS includes two sets of keys that can be used to access the following control lock positions.

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

Note: Mode keys may be removed from the control lock in the *OFF* or *REG* positions only.

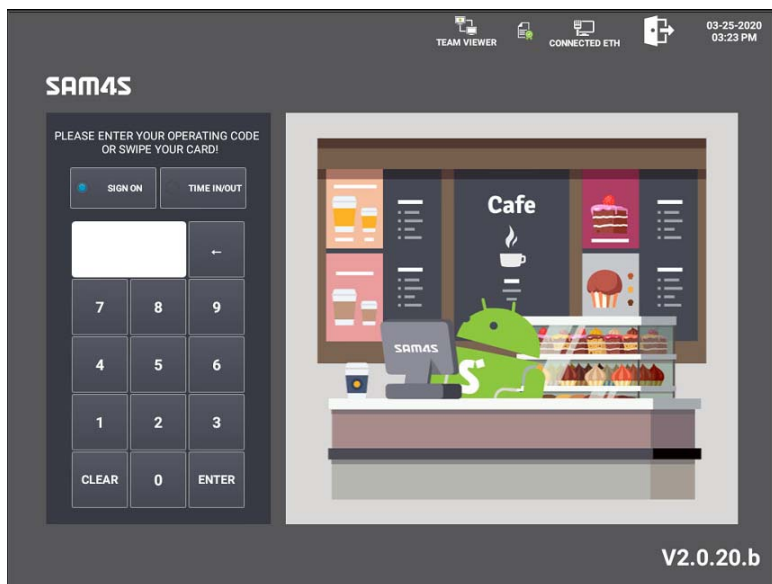
Getting Started

Default Screens

Main Sign On Screen

Upon boot up, the Sign on screen displays. This screen will display regardless of the position of the mode key. Use the default password “1” and touch “enter” to log in the first time. You must sign on to be able to operate the Sam4POS in any mode key position.

Time In/Out operations can also be performed from this screen, see Clocking In/Out operation on page 49 for details.



Main Sign On Screen Icons



Opens
Team
Viewer

Displays
License Info

Current
Connection
Method

Exits to the
main Android
screen

Current
Date/Time

Register Mode Screen Layout




On the SAP-6600 & SAP-4800II terminals, touch the Register Mode icon on the Main Menu screen to open the Sam4POS Register Mode Operator Screen. On the SAP-630 & SAP-530 terminals, turn the mode key to the REG position.

The register mode operator screen is divided into different zones to facilitate regular sales transactions. Review the “Register Mode Screen Zones” table on the next page for details about each zone.











The screenshot shows the Register Mode Operator Screen with the following zones labeled:

- A:** Top navigation bar containing a back arrow, title "REGISTER (POS-MAIN)", and various system icons.
- B:** Order list table with columns for QTY, DESCRIPTION, and PRICE.
- C:** Numeric keypad with buttons for digits 0-9, PLU, X/TIME, CLEAR, and a left arrow.
- D:** Top menu grid with categories like CHEESE & CHIPS, CHZ PLATE, CRAB & MUSHRM, CALAMARI, APPS SOUP SALAD, and size options SMALL and LARGE.
- E:** Bottom menu grid with categories like COBB SALAD, CAESAR SALAD, GRLD STK SALAD, BLKN STK SALAD, KIDS MENU, PUB GRUB, and BAR MENU.
- F:** Payment options bar with buttons for TAX EXEMPT, SUBTOTAL, CASH, TAX SHIFT, and a home button.

Pressing the Back Arrow icon  in the upper left corner of the screen will close the register mode operators screen and return to the main menu screen on the SAP-6600/SAP-4800II.

On the SAP-630/SAP530 the current employee will be signed off and the main sign on screen will display.

Register Mode Screen Zones

Zone	Description
A	<p>Title bar Header – Top Row displays: Back Arrow, current Mode identifier, Utility Information Icon (for more utility functions), Table Display, Receipt On/Off, License Info and Connection method, and Date/Time.</p> <p>Title bar Header – Bottom Row displays: System Identification, PLU Key Info, Price Level, KP Period, Destination and Employee name.</p>
B	<p>Transaction Detail – Displays the items registered in the current sale. If more than 7 items are registered, a scroll bar allows you to scroll up/down the list.</p> <p>Touch the  icon to hide the 10-Key pad and expand the transaction detail area to view more items. Touch the  icon to open/restore the 10-Key pad again.</p> <p>If more than 16 items are registered, a scroll bar allows you to scroll up/down the list.</p>
C	<p>Numeric 10-Key pad – Used to enter numeric values for item prices,</p> <ul style="list-style-type: none">  numeric PLU entries,  PLU multiplication entries,  clear current value entered, or  back up/remove previous numeric entry.
D	<p>MLU – Menu Look Up selection keys are used to access various screens for registering categories of items or performing specific operations and functions. When more MLU's than can be displayed are available, scroll keys are provided to see the additional MLU's.</p> <p>MLU Navigation - When the option is selected in System Options, the MLU navigation buttons   are available in the Register Mode, this makes it easier to navigate long lists of MLU's.</p>
E	<p>Item Area – Displays the items or functions assigned to the selected MLU. Up to 56 keys can be assigned to each MLU.</p>
F	<p>FLU – Function Look Up. When more FLU's are available than can be displayed, scroll keys are provided   to move through all the available FLU's. Up to 14 keys can be assigned to each FLU.</p>







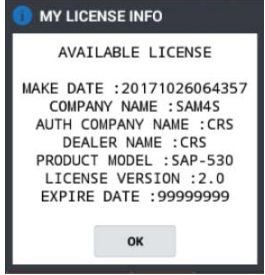

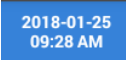
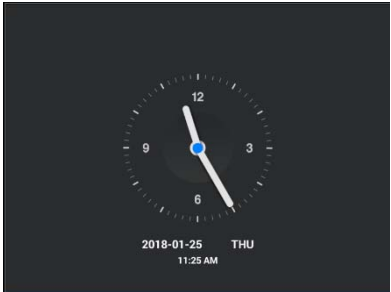
Register Mode Title Bar


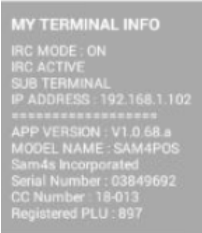

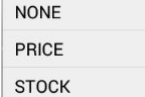






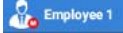
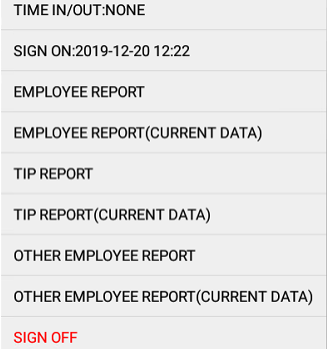
The icons displayed on blue header\title bar at the top of the register mode screen allows the cashier change price levels, destinations and other operations.

Refer to the “Title Bar Icon Details” on the following page for the function of each icon.



Title Bar Icon Details

Header Icons - Top Row		
	Back Arrow – Used to exit the register mode.	
	Mode – Indicates the current mode.	
	APP Launcher – Utility Information Icon – Tap to display: EOD Report, Memory Usage percentage, Memo Pad, Team Viewer, and Favorite’s selections. ** Refer to the Expanded Operator Screen Title bar section shown on page 27 for details.	
	Table Map – Opens the Table map. Table Map operations are discussed in the Advanced Operations\Table Map Operations on page 142.	
	Receipt On/Off – Turns receipt printing On and Off	
	<p>License Info – Touch this icon to display the terminal License information. (<i>Registers do not need to be online for normal operation.</i>)</p> <p>License Info Notes:</p> <ul style="list-style-type: none"> • Green Checkmark: Normal license is active. • Yellow Checkmark: License Expiring Soon. (Within 30 days.) • Red Checkmark: Expired or No License. Will also display red when the terminal is not online. After 31 days of not being online this icon will display “DEMO”. 	
	<p>Connection Method – Ethernet or WiFi: Tap this icon to access the main Android, Wireless & Network settings. The Manager Password is required for access. (<i>Registers do not need to be online for normal operation.</i>)</p> <ul style="list-style-type: none"> • If the terminal is not connected to the internet, the connection method may indicate: **DEMO** or **DISCON 1 DAY** this is normal and does not affect software or register operation, even when this number reaches “0”. <p>IRC Error - When IRC is used, if the main terminal is turned off, the IRC Error displays on the satellite terminals.</p>	
	Date/Time – Touch this icon to display the clock on the screen:	

Header Icons - Bottom Row		
	<p>System Identification – displays the terminal information:</p>	
	<p>PLU Key Info – Touch this icon to choose the information you want to display on PLU keys; ‘Price’ - ‘Stock’ or ‘None’:</p>	
	<p>Price Level – Displays the current Price Level; <i>(Must be enabled in System Option)</i> Touch this icon to select or change to a different price level</p>	
	<p>KP Period – Displays the current KP Period selection; <i>(Must be enabled in System Option)</i> Tapping this icon allows the operator to select/change the KP Period</p>	
	<p>Destination –Displays the current destination selection; <i>(Must be enabled in System Option)</i> Tap this icon to set the default destination or select None</p>	
	<p>Employee –Displays the currently signed on employee. <i>(Must be enabled in System Option)</i> Touch this icon to display: Time In/Out info, Sign on info, Sign Off Additional selections below appear only when then Authority Level is set: Employee Report, Employee Report(Current Data), TIP Report, TIP Report (Current Data), Other Employee Report, Other Employee Report (Current Data)</p>	

LICENSE EXPIRATION NOTES –

*** 1 / 2 / 3 YEAR LICENSES**

30 to 15 days before expiration – At end of day it will give a license expiring soon warning.


14 to 0 days before expiration – At end of day it will give a license expiring soon warning plus same warning in every 10 transactions.

After expiration – At end of day it will give a license expired warning plus the same warning in every transaction. Only 25 transactions per day will be allowed & all printed documents will have “Demo Version” on them.

*** 5 YEAR LICENSE**







Will continue to run after 5 years, however upgrade is no longer available until a new license is purchased.

Expanded Register Mode Title Bar

When the App Launcher - Utility Information Icon  is selected, additional icons display on the title bar, Memory usage, Memo, TeamViewer and Favorites icons display.



Utility Information Icons

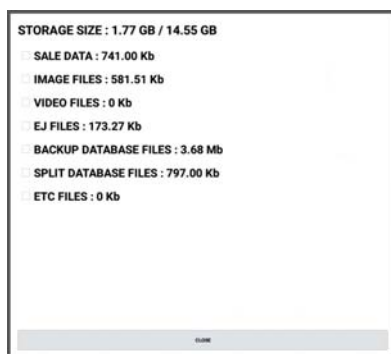
	APP Launcher – Utility Information icon – Provides access to the additional functions: End of Day report, Percentage of Memory Used, Memo, Team Viewer and Favorites icons to the title bar.
	End Of Day report icon – Available with appropriate authority level setting only. Allows Employee to access and perform the EOD report from the Register mode.
	Memory Usage Percentage icon – displays the memory storage management data. The Storage Threshold percentage can be set in Options\System Option.
	Memo icon – Opens the Memo Notepad.
	Team Viewer – Available with appropriate authority level setting or manager approval, allows access to the Team Viewer application for remote support directly from the register mode.
	Favorites – When selected, the register mode screen is added to the Favorites list. Note: The Favorite List is accessible from all modes except the Register Mode.

End Of Day

If selected, the EOD report is performed. The status dialog displays while the report is performed, then the EOD success displays briefly.

Memory Storage Management




The memory usage percentage icon is available when you press the APP Launcher - Utility Information icon on the register screen title bar. When you tap on the memory usage icon, the memory storage management dialog is displayed. This feature is used to view the memory storage resources.

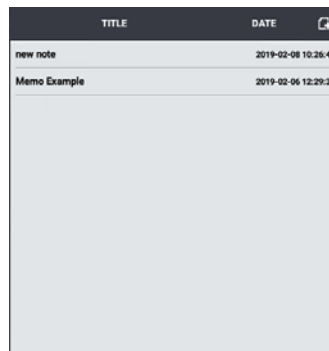
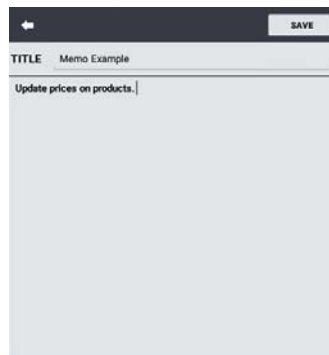
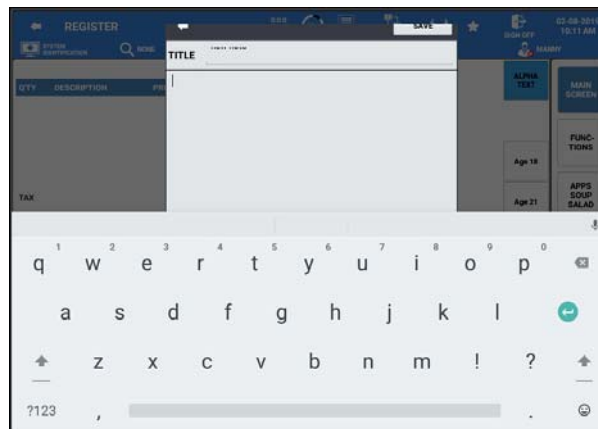
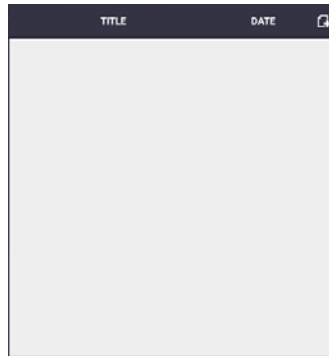






- Press **CLOSE** to exit the memory usage data dialog.

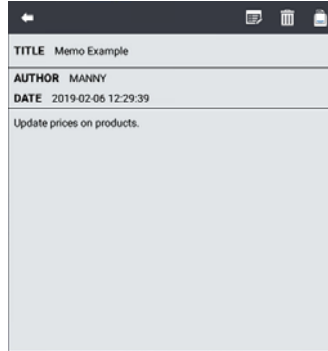
Memo Icon

The Memo icon is available when you press the APP Launcher - Utility Information icon on the register screen title bar. Selecting the Memo icon allow the operator to add a note or reminder that can be reviewed at a later time.

1. Sign on to the SAM4POS application from the main Log On screen.
2. Tap the register mode icon or turn mode key to **REG**.
3. Press the **APP Launcher – Utility Information icon**  to access the Memo icon.
4. Press the **Memo Icon**  to view or add notes.
5. On the note pad that displays; Press the  **Add Record** icon to add a new note or reminder to the list. The memo dialog and a keyboard display.
6. Type in a **TITLE** for the note/reminder using the keyboard on the display. *(An external keyboard connected to the terminal may also be used.)*
7. Type a **Message** for the new note; then type the message.
8. Press **SAVE** when finished.
9. The new **memo/note/reminder** is added to the list.





10. To edit or delete notes; tap/touch on the desired note from the list:
11. Press the:
 - a. **note pad**  icon to edit the note;
 - b. **trash can**  icon to delete the note;
 - c. **print**  icon to print the selected memo;
 - d. **return**  icon to close the note.
12. Press anywhere outside the memo list to close the list and return to the register screen.



Team Viewer

The Team Viewer icon is available when you press the APP Launcher – Utility Information icon on the register screen title bar. Team Viewer is a remote access utility that can be used to remotely support the SAM4POS application. The Team Viewer Quick Support application is already pre-loaded on the SAM4POS terminals. To be able to utilize this tool, a connection to the Internet is required.

Favorite Icon

The Favorite icon is available when you press the APP Launcher – Utility Information icon on the register screen title bar. When selected  the register mode is added to the Favorites List; when not selected  the register mode is removed from the Favorites List.

The favorite list is accessed from the main menu screen.

Custom Screen Layouts

After your authorized dealer has prepared your Sam4POS for installation, your register mode main MLU & FLU screen will look different. Each screen will contain the variety of item and function keys that you require.

Your screens will be designed using the following capabilities:

The main MLU screen and all other MLU screens can provide up to 56 single size key locations in a 7 x 8 matrix.

These keys can be configured as Large wide and vertical keys, unused locations may be hidden from view.

Key background colors and text colors can be chosen from a 25-color palate.

Images may be used instead of text for key identification.

Keys that are not assigned a PLU, MLU or function will not display.



The main FLU screen and all other FLU screens can provide up to 14 single size key locations in a 7 x 2 matrix.

All other configuration aspects for FLU keys is the same as MLU keys.




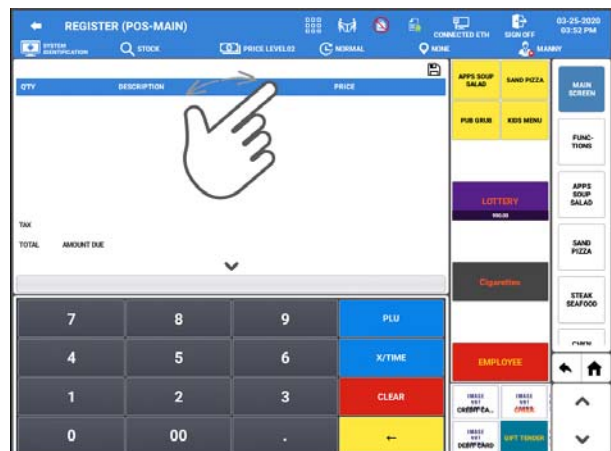
Sale Screen Size Edit

If the option in the Program Mode\Options\Options\General Option: ALLOW SALE SCREEN EDIT is enabled, you can adjust the size of the sales screen in the register mode.

1. If the screen edit option is ON, the gear icon  will display above the transaction detail area (*Sale List*) in REGISTER MODE allowing for the screen size to be edited.
2. Press the **Gear** icon to change the size of the sale display:
3. **Press and drag** in the white area next to the save icon  to expand the sale display area.



4. Press the **Save** icon  to save the new screen configuration.
5. The **Sale List Font Size** can be edited to be larger or smaller as desired. Refer to the Program Mode \ Options \ Options \ General Option for this setting



Note: All register mode display areas are adjusted, any hidden MLU/FLU keys will no longer be accessible when registering sales.

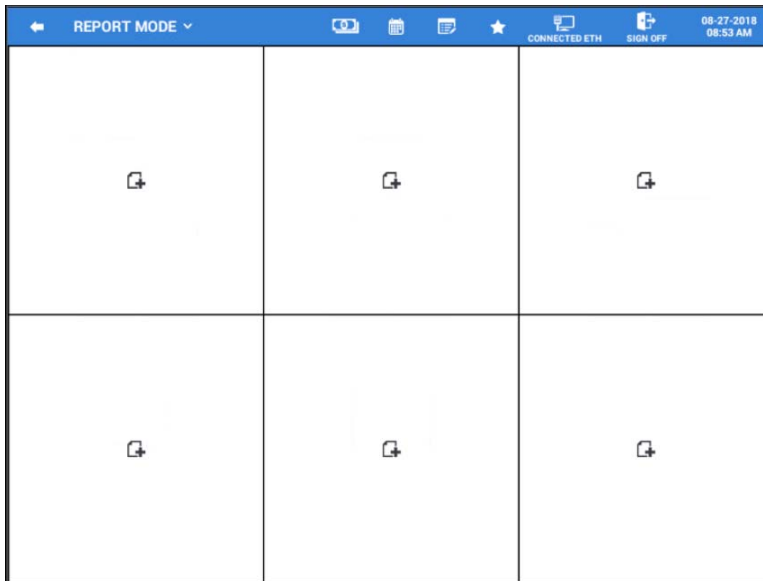
Report Mode Screen



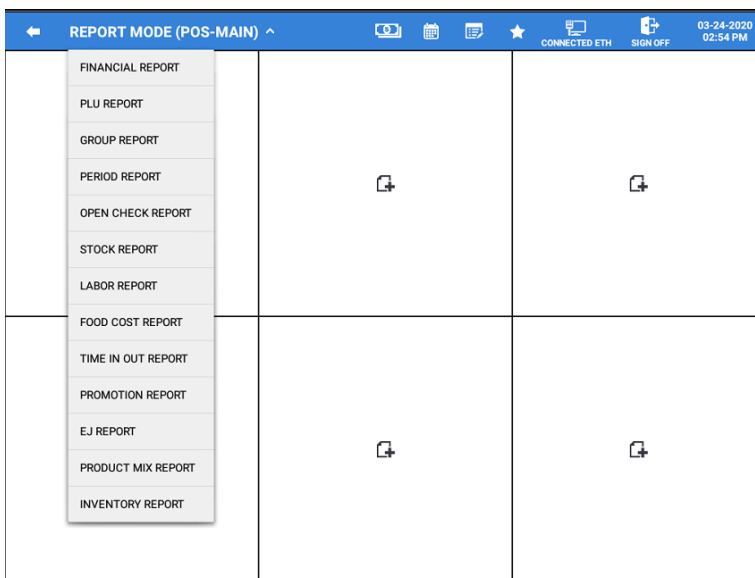
On the SAP-6600 & SAP-4800II terminals, touch the REPORT icon on the main menu screen to access, view and print the available register reports without clearing the totals. On the SAP-630 & SAP-530 terminals, the report mode is accessed by turning the mode key to the X-position.

When the Report Mode is selected, a grid of six quick view summary reports displays for managers to quickly see selected report information. Refer to “Summary Reports” in the “REPORTS” section on page 160 for details about using the Summary Reporting.

Cash Declaration is also provided in the Report Mode as well as a calendar view for sales data. Refer to “Detailed Reports” in the “REPORTS” section on page 163 for details about the reports available in X-Mode Detailed reporting.



To access the detailed reports such as a Financial, Group or Clerk reports, touch the ‘REPORT MODE ∨’ selection dropdown menu. Refer to the “Detailed Reports” chapter on page 163 for information regarding the detailed reports.



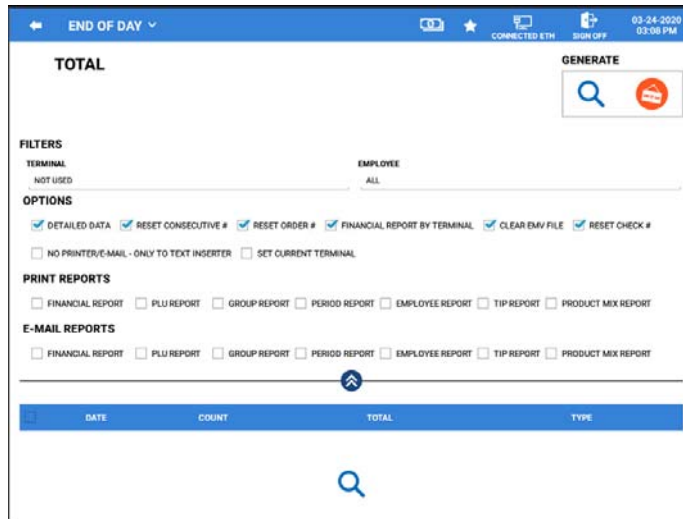
End Of Day Screen



Touch the **End Of Day** icon on the main menu screen on the SAP-6600 & SAP-4800II to access the End Of Day report screen. On the SAP-630 & SAP-530 terminals, turn the mode key to the Z-position.

The **End Of Day** operation allows the operator to clear the current totals and if desired, print the Financial, PLU, Group, Period, Employee and TIP Reports for all employees or select specific reports for specified employees as per the filters and options selections. When the End Of Day report is generated, all report information is updated and all report data is available for review in the Report Mode.

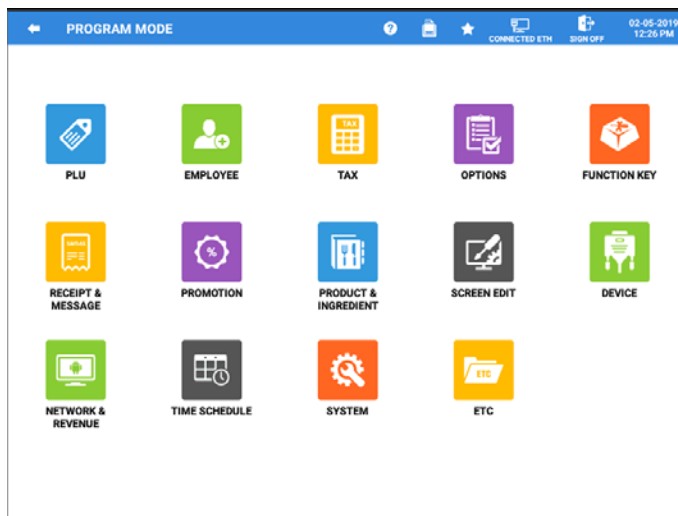
Cash Declaration is also provided on the End Of Day screen. Refer to the “End Of Day” section on page 193 for details about generating the EOD report.



Program Mode Screen



When you select the program icon from the Main Menu Screen (*P-position on the SAP-630 & SAP-530*), the main PROGRAM MODE menu categories are displayed. Touch any of the categories shown to enter the programming options for that category.



Screen Saver

A screen saver can be set to display on the operator display after the terminal has been idle for a pre-determined amount of time. Your authorized dealer can install a custom graphic image to display as the screen saver or you can choose to display a clock. Depending upon the setting, the screen saver will display after 0 to 99 minutes of inactivity.

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

Passwords

Specific passwords may be required to access the Report Mode and Program Mode. A separate Manager Password can also be set to allow access to manager controlled operations and activities. Operations set as 'Manager Required' can be completed only after the correct password is entered.

Password Notes

- ◆ The default password for access to the Report Mode and Program Mode is **0** (meaning no password entry is required to access this mode); the default Manager Password is: **9999**.
 - ◇ You can set your own 4-digit system passwords by going to:
PROGRAM MODE > OPTIONS > OPTIONS > SYSTEM OPTION
- ◆ When an employee performs an operation requiring manager approval, the Manager Required prompt appears. The manager will be required to enter the appropriate password to allow the operation to proceed. The password can be entered several different ways:



- You can type in the system Manager Password and press Enter
- You can enter the operating code of any employee that has the ADMIN USER option checked.
- If an employee card system is used, employees with manager status can swipe their card to complete the transaction.

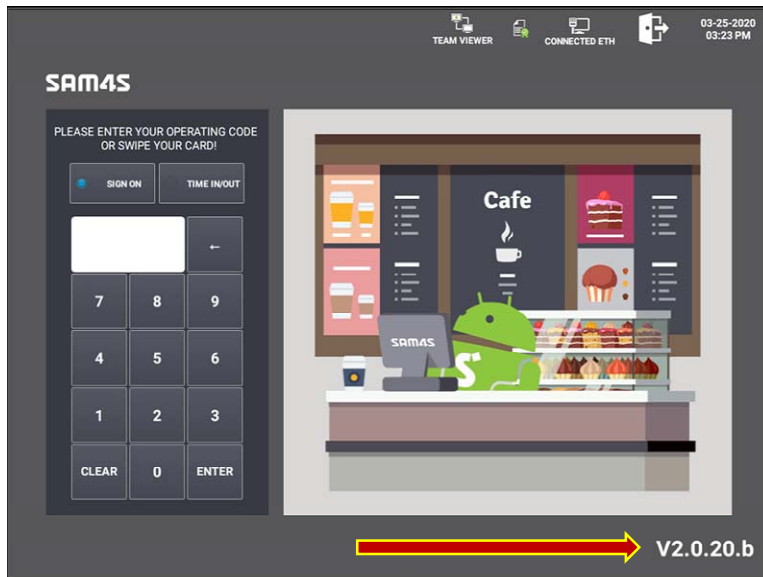
Initial Clear/Re-boot

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

Initial Clear

The initial clear function allows you to exit any register activity and return to a beginning or cleared state. No program data is lost by performing this operation.

1. Tap the **Version** information, in the lower right corner, three times to initial clear the SAM4POS terminal.



2. The Notification dialog below is displayed:



3. Press **YES** to proceed with the initial clear; or press **NO** to exit without the initial clear.
4. Sign on to the Sam4POS as normally.

Reboot






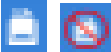









1. To Reboot the SAP-6600/4800 Sam4POS, use the main power button on the lower right bottom of display to power **OFF** the Sam4POS terminal. (*Right side rear, on the SAP-630/530.*)
2. Press the confirmation '**Power off**' dialog to continue.
3. When the Sam4POS is completely shut down, press the power button again to power on the Sam4POS terminal.
4. The Sam4POS will reboot to the main sign on screen.















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

Navigation Tips

Navigating the screens within the Sam4POS application is very intuitive. Screens are setup with easily identifiable icons to quickly access and select the various program areas and options. Many of the icons used are common throughout the operation and programming screens.

Common Icons

Icon	Description
	Back Arrow is used to exit the current Mode selection.
	APP Launcher – Utility Information Icon – Tap to display Memory Usage percentage, Memo Pad, Team Viewer, and Favorites selections. ** Refer to the expanded operator screen title bar shown below.
	Memory Usage – Tap the icon to display the percentage Memory Usage Data. The Storage Threshold percentage can be set in Option\System Option.
	Memo Icon – Opens the Memo\Reminder Notepad.
	Table Map – Tap this icon to open the table map (<i>if used</i>).
	Receipt On/Off – Tap this icon to toggle the receipt printing On & Off.
	Favorites icon , white is not added to favorites, gold indicates selection is added to favorites.
	License Information for the Sam4POS terminal. Touch this icon to display the terminal License information: <ul style="list-style-type: none"> • Green Checkmark: Normal license is active. • Yellow Checkmark: License Expiring Soon (within 30 days) • Red Checkmark: Expired or No License. Will also display red when the terminal is not online. After 31 days of not being online this icon will display “DEMO”.
	Connection method. Tap this icon to access the main Android, Wireless & Network settings, the Manager Password is required for access. (<i>Registers do not need to be online for normal operation.</i>) <ul style="list-style-type: none"> • If the terminal is not connected to the internet, the connection method may indicate: **DEMO** or **DISCON 1 DAY** this is normal and does not affect software or register operation, even when this number reaches “0”.
	Return icon – is used to go back to the previous screen/selection.
	Mode Sub Menu icons, used to display/hide the sub menu for the current mode.
	Add Record – used throughout programming to add new entries to the program category.
	Menu icon – used to access sub-menu selections for editing the current category database.
	GOTO – This icon appears on many programming screens, allows you to jump to the programming options for that program area, group, recipe or MLU etcetera, from within the current program area.
	Drop Down button opens a list of selections for the current program option.

Icon	Description
	Pencil icon allows you to open a window to enter a value for the current program selection.
	Option check box with option not selected.
	Option check box with option selected.
	Note pad – Allows you to Edit the current list.
	Trash Can\Delete icon – is used to delete records.
	Inactivate icon – is used to make function inactive without deleting them.
	Exit or clear the current entry area or field.
	Copy Icon –
	Refresh –
	Show or Magnify – reloads\refreshes the data or expands the selection
	Print – Typically used in reports but appears on other screens as well.
	Export – Allows you to export the file as a CSV or PDF to a USB or email
	Scroll keys – Used for navigating long lists. Single arrow keys scroll Up/Down one page at a time, the double arrow scroll keys go to the Beginning/End of the list.
	Sort menus – displays current setting for the edit/sort menu; if you press this icon, the sort will go back to the default setting.

LICENSE EXPIRATION NOTES –

*** 1 / 2 / 3 YEAR LICENSES**

30 to 15 days before expiration – At end of day it will give a license expiring soon warning.

14 to 0 days before expiration – At end of day it will give a license expiring soon warning plus same warning in every 10 transactions.

After expiration – At end of day it will give a license expired warning plus the same warning in every transaction. Only 25 transactions per day will be allowed & all documents will have “Demo Version” on them.

*** 5 YEAR LICENSE**

Will continue to run after 5 years, however upgrade is no longer available until a new license is purchased.

Function Key

Function Keys are separated into three categories, Function Key, Tender Key and MACRO Key. The options for each will vary by key type selected. Refer to the Function/Tender Key Definitions List for specific information about each key type. Custom descriptors up to 30 characters can be programmed on the keys.

For Example: a discount function key may be programmed and labeled to operate as a store coupon key.

Macro Keys are special function keys used to register a series of specified keystrokes without having to press each key individually. Custom key descriptors up to 30 characters can be programmed on the keys. Consult with your local dealer for information on setting up and using MACRO keys.

Function Key Definitions

FUNCTION KEY	Description
ALPHA TEXT	Used to type a name or message for an item within the sale. Touch the ALPHA TEXT key any time after an item has been registered, then type a message (up to 40 characters) using the alpha keyboard overlay and touch OK . Multiple message lines can be entered. The message is saved and printed/displayed with the order.
CANCEL	CANCEL is used to abort a transaction in progress. All current items are removed.
CASH OUT	Not utilized at this time.
CHECK-CASHING	Use the CHECK-CASHING key to exchange a check for cash outside of a sale.
CURRENCY CONVERSION	Used to convert and display the value of the transaction in foreign currency. Only cash tender is allowed after touching a CURR CONV key. Change is calculated and issued in home currency.
CUSTOMER	When the delivery feature is used, pressing the Customer key will bring up the customer list. This allows the cashier to add new customers or edit existing customer information and start a deliver order for customers.
DELIVERY	The Delivery key is used to initiate a delivery transaction. When pressed, the Delivery key opens the customer record screen. From here existing accounts can be opened, edited or deleted and New delivery orders can be started.
DESTINATION	Destination keys are used for Eat-In/Take-Out/Drive-Thru operations. They are typically used as a subtotal function. Touch destination key to record the amount of the transaction in the Eat-In/Take-Out/Drive-Thru total on the financial report. Tax calculation can be changed to accommodate different tax rules for eat-in sales. Sales cannot be split between eat-in and take-out.
DISCOUNT	Used to discount an item or a sale by an amount or percentage, same as the % keys.
DONE	Can be used to exit an operation or MLU screen.
DOWN	In large orders where all items are not able to be seen, the Down key can be used to scroll down the sale display to view the additional items.
DUPLICATE	Used to reprint the last transaction.

FUNCTION KEY	Description
EFT OPERATION	When pressed (REGISTER Mode) a list of EFT functions displays: Close Batch, Void Sales &/or Return by Record Number, Gratuity Entry, Get Gift Card Balance, Get EBT Balance, EMV Voucher for EBT, Clear EMV File, Zero Auth, Pin-Pad Reset, Reprint Batch.
EMPLOYEE	The EMPLOYEE # key is used to sign on a cashier, clerk, or server.
END OF DAY	Can be assigned to the screen or real-keyboard to Allow processing of the EOD reports from the register mode.
FOOD STAMP SHIFT	Touch FD STMP SHIFT to shift the pre-programmed food stamp status of an item prior to its registration.
FOOD STAMP SUBTOTAL	Touch FD STMP SUBTTL to display the total of food stamp eligible items registered in the current transaction.
GUEST	Use to record the number of guests served by a transaction. The entry may be compulsory. The entry appears on receipts and the kitchen printer/KVS.
HOLD	Use to identify an individual item, or an entire transaction so that the designated items will not print/display at the kitchen printer/KVS at the current finalization. Items designated as "hold" items will display on the screen with an "H".
KP ROUTE	The KP ROUTING key is used to override KP Time Period control. For example, a restaurant might normally operate two kitchens at one time and one kitchen at other times. In case the volume of business changes, the manager might want to control the KP routing manually. Also, a single item, or large order might be required to be sent to a different printer than normal. Select STAYDOWN or POP UP. To operate, before the transaction, touch [1] [KP ROUTING] for period one or [2] [KP ROUTING] for period two.
LIST HELD ITEMS	Use the LIST HELD ITEMS to display Items designated as "hold" items (<i>with an "H"</i>).
LIST PAID	Allows the operator to view previously closed transactions for a specified day or date range. A specific transaction can be selected from the list to preview and reprint the receipt. The list can be filtered to view just specified transaction types and/or tender types.
LIST SALE INTERRUPT	Allows the operator to list previously interrupted transactions when the Clerk Interrupt Feature is used. A specific transaction can be selected to preview. We can filter the list to view just No Sale or Cancel transactions.
LIST TABLE	Touch LIST TABLE to display a list of all open soft checks in the file.
LOG BACKUP	Backs up the Log Data to a USB or SD Card or to an FTP site.
MODIFIER	Preceding a PLU entry, a modifier key changes a digit of the PLU number, causing a different PLU to be registered. Modifier keys can be set to affect any of the 18 PLU digit positions to any specified digit (0-9).
NO SALE	Use to open the drawer outside a transaction.
NOTE #	Use this key to add a Note (up to 30-characters) to the transaction, the note will display at the top of the transaction detail in the register mode. <ul style="list-style-type: none"> • Note # can be linked on Destination keys, R/A & P/O keys • Notes may also be set to print on the receipt

FUNCTION KEY	Description
PLU INFO	If an Employee has authority to Edit PLU's and Edit PLU from PLU Info: They can view, edit and sell PLU's from the PLU Info function. If the Employee does not have the authority to Edit PLU's and Edit PLU from PLU Info: They can only view and sell PLU's from the PLU Info function.
PO	Paid Out, used to remove cash, check or miscellaneous media from the drawer.
PRICE CHECK	Use to check the price of a PLU; Edit the PLU or print a barcode.
PRICE LEVEL	Touch a LEVEL key prior to a PLU entry to shift the price of a PLU to a different price set in PLU programming.
PRINT GUEST CHECK	Prints the soft guest check (tracking file) that is currently displayed. The PRINT CHECK key may be programmed to store (service) the check automatically.
PRINT HOLD	Use to remove the "Hold" designation from an item or order, so that the items and their instructions are now sent to the kitchen printer/KVS at finalization.
PROMO	Touch the PROMO key to void the price (the item remains) of an item. Can be used for 2 for 1 promotion. A PROMO count is available for each menu item.
PROMOTION	The Promotion key is used with the Coupon Search feature with the Mix & Match, Multi-Buy or Combo Discount promotions when the Coupon option "Manually Apply Discount" is selected.
QUANTITY CHANGE	Allows you change the quantity of a registered item in the current transaction.
RA	Received on Account is used to add cash, check or miscellaneous media into the drawer.
REAL KEYBOARD	Used on the SAP-630/530 terminals to allow the operator to change the current Real Keyboard selection.
RECALL TABLE	The check tracking system can maintain balances and the entire transaction in the register memory. You can create as many RECALL keys as necessary for your application. Touch one of the four RECALL CHECK # keys directly to begin a tracking transaction or enter the tracking number and touch the RECALL CHECK # key to access the existing tracking balance.
RECEIPT ON/OFF	Touch RECEIPT ON/OFF to toggle the receipt printing from on to off.
RECEIPT REPRINT	Touch the REPRINT key to issue a transaction receipt at the designated receipt printer or Gift Receipt if the option is set.
RECIPE	Press the RECIPE key prior to selecting an item to view the recipe associated with the item. If the item no recipe associated the message "No Link Recipe" is displayed.
REPEAT	Touch the REPEAT key to quickly re-order a set of items. When a check is recalled, simply touch the REPEAT key to automatically register all of the items registered at the previous posting.
REPORT	The REPORT key allows running several reports all at one time from the register mode. Select the desired report on the REPORT function key. Filter by ALL Employees or Signed On Employee.
RETURN	Touch the RETURN key to adjust items inside or outside of a transaction.
SCALE	Use to enter SCALE weight when a remote scale is used.

FUNCTION KEY	Description
SEAT #	Use to identify a specific SEAT # (or person) within a transaction. Facilitates separate payment by seat and identifies to the food preparation staff (through the kitchen printer/KVS) how to assemble meals. Seat numbers may be assigned at the time of entry or, if necessary, later in the transaction.
SERVER ORDER	Used in conjunction with a kitchen video system. Enter a KVS cell number and touch SERVE ORDER to serve or bump the order from a video monitor. No video keypad is needed for this function.
SPLIT ITEM	When like items are consolidated in a transaction you can move the cursor to the item and touch the SPLIT ITEM key to display the items separately, instead of in consolidated form, used normally to assist the items to seat allocation.
SPLIT PAY	Touch the SPLIT PAY key to divide the amount of a transaction into equal segments for payment by more than one person.
SPLIT TABLE	The Split Table function provides another method of splitting checks for payment. Note that this method works best when check numbers are not automatically assigned. Many programmers/installers will use the table number as the check number, and in this situation the feature works quite well.
STOCK CHECK	Use this function key to view and/or edit the stock available on a selected item. Can be used inside or outside a transaction.
STORE TABLE	The check tracking system maintains balances and the entire transaction in the register memory. Touch the STORE keys to store a check tracking transaction. (This function is equivalent to a <i>SERVICE</i> function.)
SUBTOTAL	Touch SUBTOTAL to display the message “SUBTOTAL” on the display. Although a running total is always displayed on the bottom of the screen, the SUBTOTAL key may be required before some functions, such as subtotal discount.
TAX EXEMPT	The TAX EXEMPT can be preprogrammed to exempt specific taxes from a sale.
TAX SHIFT	Use to change the preprogrammed tax status of an item.
TIME CLOCK IN/OUT	Touch the CLK IN/OUT key to record start and stop work times for the registered employee. Hours worked are maintained by the time clock system.
TIP CHARGE	Use TIP CHARGE to enter Tips to an open guest check.
TIP DECLARE	Used TIP DECLARE enter Tips received by an employee.
TRANSFER TABLE	Use to transfer one or all open soft checks form one server to another server. A transfer check receipt will print.
UP	In large orders where all items are not able to be seen, the Up key can be used to scroll up the sale display to view the additional items.
VOID ITEM	Touch the VOID ITEM key to remove an item from a transaction. Locate the cursor on the item you wish to remove and touch the VOID ITEM key.
VOID MODE	Put terminal into the Void Mode as if it had a mode key and was turned to VOID.
WASTE	Used to start and end entries of items that are wasted. A waste count is maintained for each item and inventory is adjusted.

FUNCTION KEY	Description
WEB	WEB key was added to be able to access a specific Web Site as we can from the Program Mode → ETC → Web View screen. Multiple WEB keys can be created to access different web sites.
X/TIME	Use the X/TIME key to multiply, to register split price items, or display the time in the REG mode.

Tender Key Definitions

There are four general tender key types available in Sam4POS for tendering sales, Cash, Check, Food Stamp Tender and Misc. Each tender key description can be edited to further identify the specific tender.

TENDER Key	Description
CASH	Use CASH to finalize or tender cash sales. Change is computed when the amount of cash tendered is greater than the amount of the sale. Separate CASH Keys can be created for specific speed tender keys. For Example: \$5 Cash, \$10 Cash, etcetera.
CHECK	Use CHECK to finalize or tender check sales. Change is computed when the amount of the check tendered is greater than the amount of the sale.
FOOD STAMP TENDER	The FD STMP TEND key is used to tender Food Stamps after the display of the food stamp eligible subtotal. Depending upon function key programming, change less than \$1 may be applied to any cash balance or issued as cash change.
MISC	Touch a MISC tender key to finalize or tender sales paid by various charges or other media types. Tendering may or may not be allowed depending upon function key programming.

Displayed Error Messages

The Sam4POS displays error messages in a pop-up window in the sales mode. Note that each of the standard messages described below can be customized. Your program may display slightly different text messages.

AGE RESTRICTION

The item being registered requires D-Date entry to proceed.

CANCEL IS NOT ALLOWED

When this item is registered in a sale, the Cancel operation is not allowed.

CASH-IN-DRAWER EXCEEDED

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

COMPLETE WASTE OPERATION FIRST

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

DIFFERENT EMPLOYEE OWNS THIS CHECK

The operator attempting to open this guest check is not the original person who started the guest check.

DISCOUNT ON THIS ITEM IS NOT ALLOWED

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

DO NOT ALLOW MANUAL ENTRY

Manual entry is not allowed (scale function).

EMPLOYEE IN USE

EMPLOYEE NOT FOUND

The employee sign code entered does not exist for any employee in the database.

FINALIZE CURRENT TRANSACTION FIRST

The current transaction must be finalized before continuing.

HALO OVER

The amount entered exceeds the programmed HALO (High Amount Lock Out) for the item or operation.

KP DOES NOT EXIST

The kitchen printer is not programmed or mapped.

KP ROUTE DOES NOT MATCH

MANAGER OVERRIDE REQUIRED

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

MANAGER REQUIRED

The manager password must be input to complete this operation.

NEGATIVE BALANCE

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

NEED GUEST # FIRST

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

NEED SEAT # FIRST

Seat # entry required before operation can continue.

NEED SUBTOTAL FIRST

The SUBTOTAL key must be touched before continuing.

NO DRAWER

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

NO PRESET OVERRIDE

Override of the preset Price/HALO not allowed on this PLU.

NOT READY!

Remote printer is not ready for printing tasks.

NOT ZERO

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

OFF LINE!

Indicated the IRC communications have gone offline.

OPEN A CHECK FIRST

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

OPEN DRAWER

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

OVERRIDE NOT ALLOWED

X-Mode override is not allowed for this operation.

PLU DOES NOT EXIST

The number entered is not a valid PLU.

PRINTER PAPER END

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

PRINTER IS OFFLINE

Connection to printer is lost.

REMOVE PAPER

Validation is complete, and the paper must now be removed.

SCALE FAIL!

The register is not able to find the scale.

SCALE REQUIRED!

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

SINGLE ITEM!

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

SUB-ITEM NEEDS MAIN ITEM

This PLU has been programmed to require a condiment entry.

TARE# REQUIRED

This PLU/scale item requires a tare weight entry.

TENDER AMOUNT REQUIRED

The current tender operation requires an amount entry prior to registration.

THIS CHECK IS ALREADY OCCUPIED BY OTHER TERMINAL**THIS FUNCTION IS INACTIVE**

The function key touched is inactive.

THIS PLU IS INACTIVE

The PLU touched is inactive.

VALUE IS OUT OF RANGE

The number entered is out of range.

VOIDING OF THIS ITEM IS NOT ALLOWED

Void Item operation is not allowed on this PLU.

WRONG SEQUENCE

The preceding key sequence is not allowed.

ZERO AMOUNT**ZERO AMOUNT SALE IS NOT ALLOWED**

The register has been programmed to not allow sales with a total of 0.00.

Basic Operations

Operation Notes

Transactions and other Functions may be initiated using the touch screen or using the real keyboard if you have the SAP-630. Press or touch the function as appropriate; Key labels and descriptors may differ due to custom programming. Consult with your dealer for detailed operation information. The default key descriptions are used throughout this operation manual.

Signing On/Off

An employee must sign on at the main sign on screen to register sales on the Sam4POS terminal. Employees may sign on by entering their employee operating code or sign on by swiping their employee card.

The DALLAS key selection in the Employee programming is not used in the USA.

Sign On by Operating Code

When no employee is signed on the register, the main sign on screen is displayed. The message “PLEASE ENTER YOUR OPERATING CODE OR SWIPE YOUR CARD!” displays above the entry pad.

1. From the Main Sign On screen, Type the employee operating code.
2. Touch ENTER. The main menu selection window displays. (On the SAP-630 & SAP-530 terminals, the screen displayed depends on the key-lock position of the Mode Key)
3. Touch the Register Mode icon to open the sales entry screen (REG-position on the SAP-630 & SAP-530). The employee’s name displays in the top right of the title bar on the sales entry screen.

Note: if an employee is assigned to an authority level with the option **REG MODE ONLY** checked, when the employee signs on, the register mode screen will open without loading the main menu screen or turning the mode key to REG.

Sign On by Employee Card

If your system is using employee cards:

- ◆ Swipe the employee card. The main menu selection window displays.

Note: On the SAP-530/SAP-630 You can sign on to the terminal using the Real Keyboard; Press 1 ENTER or 1 Employee # to sign on. We can also press a MACRO key on the real keyboard to sign on.





Sign On by Dallas

This operation is not utilized in the USA.

Sign Off

There are several ways to sign off the current employee.

While in the Register Mode:

1. Type the current employee operating code using the 10-key pad then touch the **EMPLOYEE** key.
 - a. Type “0” then touch the **EMPLOYEE** key.
 - b. Press the Employee icon  and select **SIGN OFF** from the menu selections.
 - c. Tap the **Sign Off** icon .
 - d. Press the back arrow  icon at the top of the Register Mode screen to return to the main menu screen; press the  icon on the main menu screen to return to the main sign-on screen.

Clerk Interrupt

If allowed in General Option programming, a different employee can sign on to the terminal while a transaction currently being processed by another employee is still in progress.

When a different employee signs on while the current employee is in middle of a transaction, the current employee’s transaction is suspended (stored in a check file). Under the new employee, a new transaction can be entered and completed.

When the employee processing the suspended transaction signs on again, the suspended transaction is recalled, the transaction can be continued and finalized.

The List Interrupt key can be used to view interrupted transactions still in the system.

Clocking In/Out

The Sam4POS provides a basic time-keeping system for daily reporting and weekly payroll. Additional programming is required to utilize this feature.

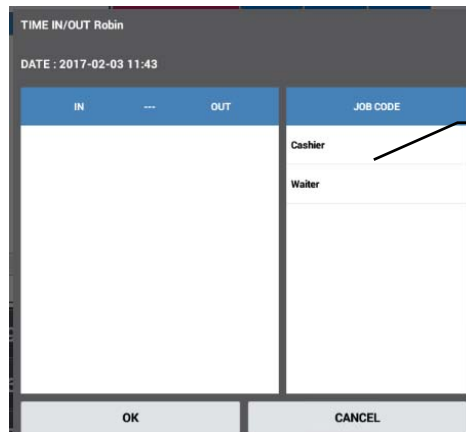
Employees can clock-in from the register mode using the Time In/Out key or Clock in can be performed from the Main Sign on screen.

Note: Depending upon the authority level programming, the employee will sign on with their employee clock in code which may be different than the employee operating code. Employees could also be set to clock-in using the MCR in the authority level programming.

Clock In

– Register Mode Time In/Out

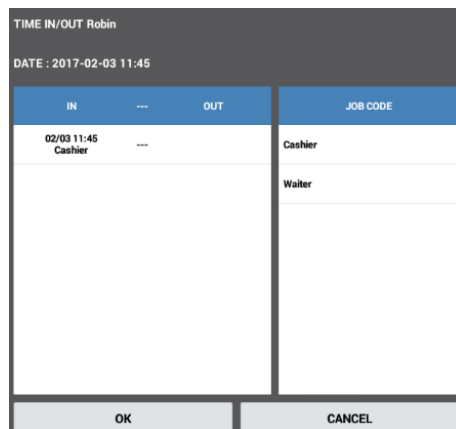
1. From the Register Mode screen; Enter the employee clock in **CODE** and touch the **TIME IN/OUT** function key to display the clock in/out window:



The screenshot shows a screen titled "TIME IN/OUT Robin" with a date of "2017-02-03 11:43". The screen is divided into two main sections. The left section has three columns: "IN", "---", and "OUT". The right section is titled "JOB CODE" and lists "Cashier" and "Waiter". At the bottom, there are two buttons: "OK" and "CANCEL".

Job codes that are available for the employee are displayed.

2. Touch the **JOB CODE** selection for the job you are performing to clock in.



The screenshot shows the same screen as before, but now the "IN" field contains the time "02/03 11:45" and the job code "Cashier" is selected. The "OUT" field still contains "---". The "JOB CODE" list still shows "Cashier" and "Waiter". The "OK" and "CANCEL" buttons are at the bottom.

3. The clock-in time and Job code selected displays.
4. Touch **OK** to complete the clock in.

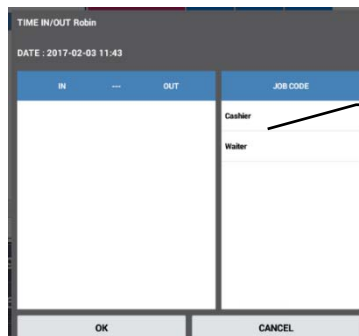
– Main Sign On Screen

When the Time Keeping option “Display Sign On Screen” is checked, the Time In/Out button appears on the main sign on screen allowing clock in/out operations from the main sign on screen.

1. From the Main Sign On screen; Tap the **Time In/Out** button at the top of the number entry dialog so it is selected as shown below:



2. Enter the employee clock in code and touch the **ENTER** button to display the Time In/Out window:



Job Codes that are available for the employee are displayed.

3. Touch the **JOB CODE** selection for the job you will be performing; The clock-in time displays with the Job Code:



4. Touch **OK** to complete the clock in.

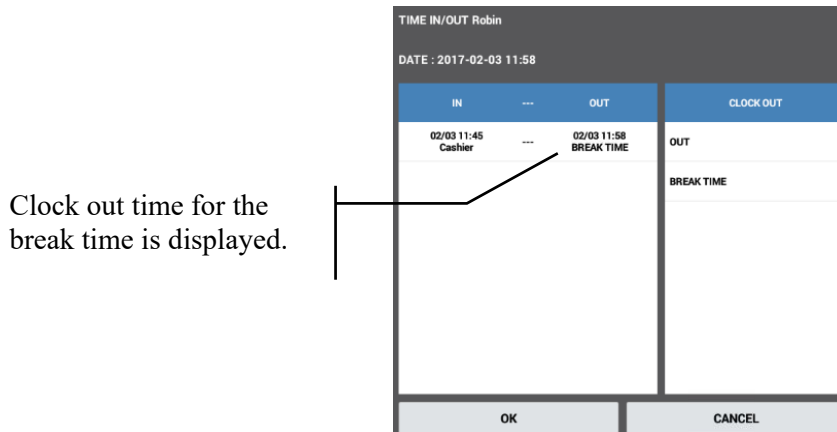
Clock Out for Break

If breaks are allowed via time keeping options:

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



2. Touch the **BREAK TIME** key.



3. Touch **OK** to complete the clock out for break.

Clock In from Break

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

Clock Out for Day

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

Registering PLU's/Items

Preset PLU's

- Touch a preset PLU on the screen or keyboard to register the item or Scan an item programmed into the database to register into the sale.

Open PLU's

- Enter the price (*up to 8-digits, without the decimal*) touch an open priced PLU on the screen or keyboard to register the into the sale.
- Alternately, you can simply touch or scan an open priced PLU, input the price at the prompt and press **ENTER**.

Code Entry Preset PLU's

- Enter the **PLU code** number and touch the **PLU** function key to register then item.
(If scanning is setup on the terminal, you can simply scan the item barcode to register the item.)

Code Entry Open PLU's

1. Enter the **PLU code** number and touch the **PLU** function key.
2. Input the price at the prompt and press **ENTER**.
(If scanning is setup on the terminal, you can simply scan the item barcode to register the item; Input the price at the prompt and press **ENTER**.)

Age Restricted PLU's

Age restricted item such as tobacco products or liquor products can be set to require the entry of a birthdate before purchasing is allowed.

1. Register the age restricted item by selecting the item on the screen, keyboard or scanning the item.
2. A warning tone will sound and the **NEED AGE VERIFICATION** dialog will display. Press **CLEAR** on the dialog to stop the warning tone.
3. Request to see the customer's ID and **type in the birthdate from the ID** using the keypad on the dialog; press **ENTER** on the dialog.
4. If the customers age is sufficient to allow the purchase, the item will be registered in the sale.
If the customer's age is not sufficient, the error message **AGE RESTRICTION** displays. Press **OK** to close the dialog, set the item aside, do not allow the sale of the item to the customer.
5. Press the **X** in the upper left of the **NEED AGE VERIFICATION** dialog to close the dialog screen.
6. Register the remaining items and tender the transaction.

PLU Price/HALO Override

Specific programming is required to allow the override of a preset PLU or the HALO on an open entry PLU.


- The Employee must be assigned the authority to perform the override, see:
Program Mode → Employee → Authority Level → REG Mode: Can PLU Price/HALO Override
 - The PLU Price Option must also be set to allow the override:
Program Mode → PLU → PLU → General settings: Price Option → Preset (Allow Override)
 - The General Option must also be set to allow override; see:
Program Mode → Options → Options → General Option → Sale Options: 'Allow PLU's Preset/HALO Override'.
1. Enter the **override price** (*up to 8-digits, without the decimal*) touch the **PLU** to override the preprogrammed price.
 2. If direct multiplication is allowed, press 1 X/Time; Enter the **override price** (*up to 8-digits, without the decimal*) touch the **PLU** to override the preprogrammed price.

Price Level Shift

The current price level can be selected by price level key, or automatically selected by the time of day or day of week. Price levels can be locked into a specific level (stay down) or they can return to the default price level after registration (pop up).

Go to: Program Mode, Options, Options, Level Option, Level/Modifier for Stay-Down\Pop-Up setting.

Price level options can be set as Global: affects all stations in a system or as Local: to affect only specific stations in a system.

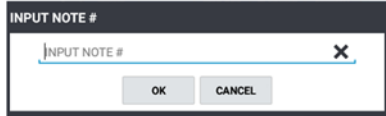
- When price level function keys are used, touch the appropriate price level shift key prior to entering the PLU.
- Price levels may also be selected by pressing the Price Level selection icon  on the Register Mode title bar.
- When Price Levels are selected by Time Schedule, and the Level Option is set for LOCAL, you are able to select specific terminals in a system to apply the price level change to or choose ALL Terminals.

Note # Operation

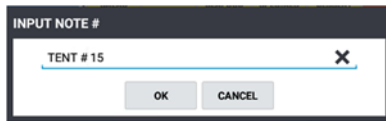
The Note # function key can be used to enter information on a receipt, kitchen printout or guest check. Multiple Note # keys may be created and a specific Note # key may be linked to a destination key to automatically bring up the Note # entry dialog.

Use this key to add a Note (up to 30-characters) to the transaction, the note will display at the top of the transaction detail in the register mode.

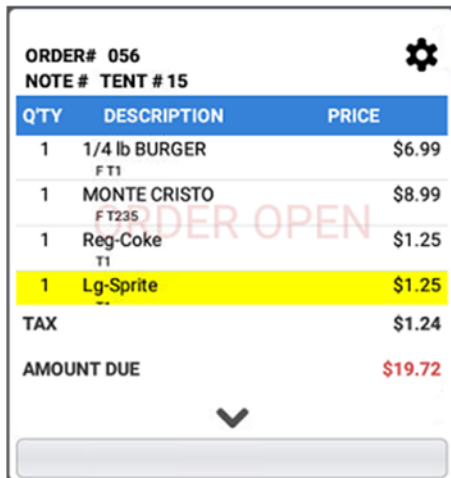
1. If a destination key that has a **Linked Note #** defined is pressed, the **Input Note #** dialog will display. Alternately, you can press the **Note #** key to open the **INPUT NOTE #** dialog.



2. Type in the desired information (up to 30 characters) in the **Note #** dialog.



3. Press **OK**.
4. The **Note** will be added to the transaction at the top of the transaction window.



5. If the **Note #** is set to Print on the receipt, it will be printed in the assigned location as set in the Receipt & Message\Receipt programming.

Receipt Sample with Note

Mel's Diner		
4231 Mall Court		
St. Paul Minnesota		
PH: 123-456-7890		
Web: www.alsdiner.net		
11/11/2021	01:22 PM	THU
Order #		052
Note #		Tent # 15

1/4 lb Burger	T1F	\$6.99
Monte Cristo	T1F	\$8.99
Reg-Coke	T1	\$1.25
Lg-Sprite	T1	\$1.25
TAX TTL		\$1.24
TOTAL		\$19.72
SUBTOTAL		\$19.72
CASH		\$20.00
CHANGE		\$0.28

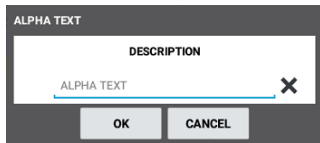
NO. 00006041	REG: POS-2	MANNY

Alpha Text

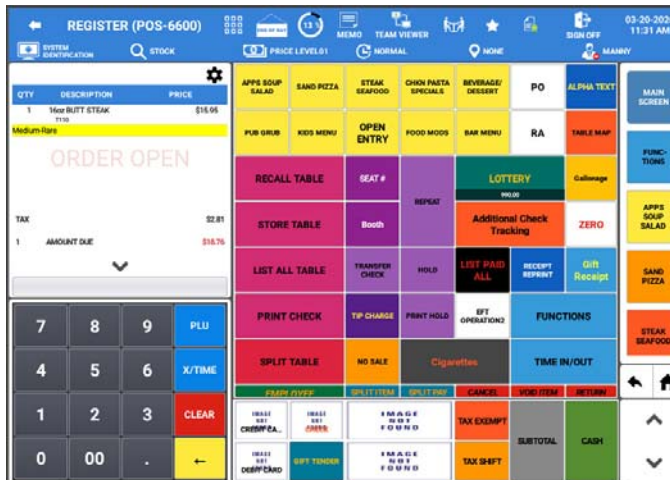
The Alpha Text key can be used to type a customer name or special instruction message that will be associated with an order (soft check) or with an item in a sale. Depending on the option setting “Use Alpha Text Descriptor” the Alpha Text key will operate in one of two ways.

Use Alpha Text Descriptor – Is Checked

1. Register an item, then press the **ALPHA TEXT** key, the Alpha Text dialog displays:

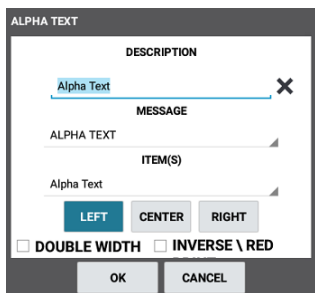


2. Type a custom Alpha Text message (up to 40 characters) in the **DESCRIPTION** field (top line) the using the alpha keyboard overlay; Press **OK**. The message is displayed and will be printed with the order.



Use Alpha Text Descriptor - Unchecked

1. Register an item, then press the **ALPHA TEXT** key, the Alpha Text dialog displays:



2. Type a custom Alpha Text message (up to 40 characters) in the **DESCRIPTION** field (top line) the using the alpha keyboard overlay.
3. Select the position where you want the message to appear on the receipt.
4. You can select to have the message print **DOUBLE WIDTH** and/or **INVERSE \ RED** (on thermal paper the message will print in in reverse print, black background/white text).

ALPHA TEXT

DESCRIPTION

Server has instructions X

MESSAGE

ALPHA TEXT

ITEM(S)

Alpha Text

LEFT CENTER RIGHT

DOUBLE WIDTH INVERSE \ RED

OK CANCEL

5. Press **OK**. The message is displayed and will be printed with the order.

REGISTER

SYSTEM IDENTIFICATION HOME PRICE LEVEL 01 Take-Out CONNECTED ETH SIGN OFF MANNY 03-11-2019 09:33 AM

QTY	DESCRIPTION	PRICE	APPS SOUP SALAD	SAND PIZZA	STEAK SEAFOOD	CHKN PASTA SPECIAL	BEVERAGE/DESSERT	ALPHA TEXT	MAIN SCREEN
1	Lg Coffee	\$1.55							
	CREAM								
	SUGAR								
	Flavor Shot								
	IRISH CREME	\$0.25							
	Server has instructions								
	TAX	\$0.12							
	AMOUNT DUE	\$1.92							

ORDER OPEN

7 8 9 PLU

4 5 6 X/TIME

1 2 3 CLEAR

0 00 . ←

RECALL TABLE SEAT # REPEAT LOTTERY Age 18

STORE TABLE GUEST # REPEAT Tiger Strip SCALE Age 21

LIST TABLE TRANSFER CHECK HOLD LIST PAID RECEIPT REPRINT

PRINT CHECK TIP CHARGE PRINT HOLD EFT OPERATIONZ FUNCTIONS

SPLIT TABLE NO SALE Cigarettes TIME IN/OUT

EMPLOYEE SPLIT ITEM SPLIT PAY CANCEL VOID ITEM RETURN

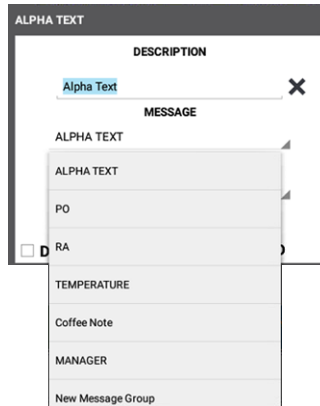
ISSUE DEBIT CREDIT \$10 Cash TAX EXEMPT SUBTOTAL CASH

ISSUE DEBIT DEBIT GIFT TENDER \$20 Cash TAX SHIFT

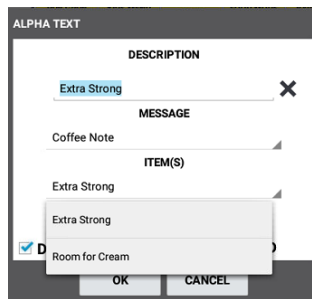
Alternately, you can select a pre-defined Alpha Text message as defined in the Message programming. Refer to Program Mode \ Receipt & Message \ Message programming.

Pre-defined Alpha Text

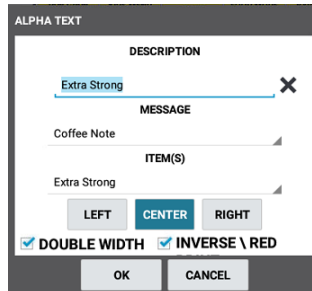
1. Press the **ALPHA TEXT** key any time after registering an item.
2. When the Alpha Text dialog displays, Press the **MESSAGE** field to open the predefine message categories:



3. Select the desired message category from the list.
4. Next, select the desired message from **ITEM(S)** the message list.



5. Choose the position and print setting, then press **OK**.



6. The selected message is saved and displayed with the order; when the transaction is tendered, the message will print on the receipt in the format indicated.



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

Sample Receipt with Alpha-Text

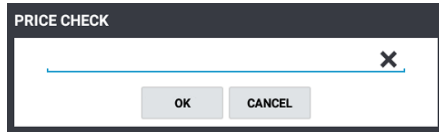
```
Coffee Shoppe
1234 Mall Court
St. Paul Minnesota
PH: 123-456-7890
Web: www.coffeeshoppe.net

03-11-2019      09:38 AM      MON
ORDER#                          074
-----
                        Product
-----
** no seat **
Lg-Coffee
  CREAM
  SUGAR
  IRISH CREAM
████████████████████████████████████████████████████████████████████████████████
NO. 00000104  REG: POS-MAIN  MANNY
-----
```

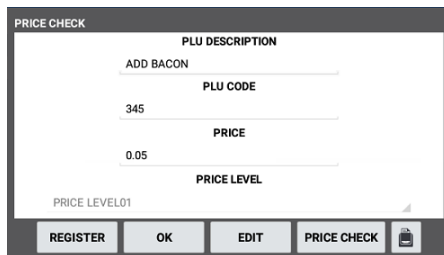
Price Check

Use the **PRICE CHECK** key to check the price of an item without registering it. We can also edit the PLU descriptor and change the price from the Price Check key or print a label for the selected item. The PLU option ‘Allow Price Change’ must be checked (enabled) to allow changing the price and the signed on employee must have the authority to perform price changes.

1. Touch the **PRICE CHECK** key, The PRICE CHECK dialog displays:



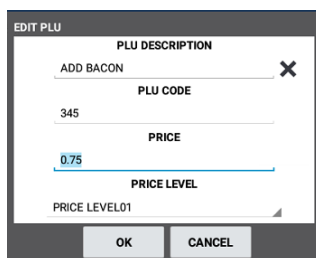
2. Scan the PLU/Item or enter the PLU/Item number and press **OK**.
3. The **PRICE CHECK** PLU information dialog screen appears:



4. From the Price Check screen, you can view the current PLU descriptor/price for the item. You can also choose to:
 - **Register** the item will be added in the sale.
 - Press **OK** to close the price ‘Check dialog’ without registering the item.
 - **Edit** the PLU Description and/or Price. See **Edit PLU** below.
 - **Price Check** select another PLU/Item to price check.
 - **Print a Label** for the PLU/Item. See Print Label on page 61 (*Requires a label printer to be setup and mapped in Device programming.*)

Edit PLU


5. Form the **PRICE CHECK** dialog screen, press the **EDIT** button to open the **EDIT PLU** dialog:

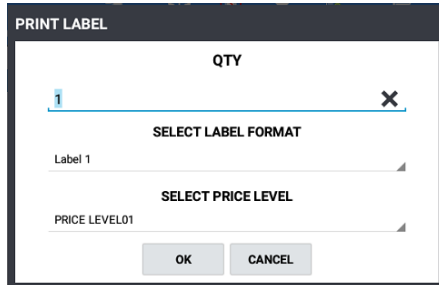


6. You can edit the PLU:
 - **Description** – a QWERTY keyboard is provided to facilitate changing the descriptor.
 - **Price** – a standard 10-key keyboard is displayed to facilitate changing the price.
 - **Price Level** – select the price level to edit their price for the selected price level.
7. Edit the data as needed – press **OK** when finished; pressing **CANCEL** will exit without applying changes.

Print Label

Note: you must have a label printer setup and mapped to the terminal before you can print labels.

- To print a barcode from the Price Check function – after selecting a PLU, press the **print icon** ; the **PRINT LABEL** dialog displays:



- Enter the number of labels desired in the **QTY** field, Choose the **LABEL FORMAT**, and select the appropriate **PRICE LEVEL** to print on the label.
- Press **OK** to print the label to the attached label printer.

Scale Operations

The Sam4POS can be interfaced to an electronic scale, allowing direct entry of the item's weight by using the **SCALE** key. Scale items could also be set to automatically get the scale weight and register the item.

Scale PLU Program Notes

- ◆ See Program Mode Programming, PLU, PLU Status Group. The following options affect each PLU linked to a PLU status group.
 - ⇒ **SCALE**: Select Auto Scale (weight on the scale is automatically entered when the PLU is registered) or Manual Scale (the weight must be entered before registering the PLU).
 - ⇒ **AUTO TARE# (0-20)**: If a tare is selected here, the preprogrammed tare weight will be subtracted from the scale weight when the PLU is registered.

Scale Function Key Notes

- ◆ See Program Mode Programming, Function Key Function Key to set the **SCALE** Key attributes:
 - ⇒ **MANAGER REQUIRED?**
 - ⇒ **ALLOW MANUAL ENTRY OF WEIGHT**
 - ⇒ **WEIGHT SYMBOL FOR MANUAL ENTRY**
 - ⇒ **ALLOW TARE WEIGHT ENTRY**
 - ⇒ **TARE ENTRY IS COMPULSORY**
 - ⇒ **ALLOW MANUAL ENTRY OF TARE**

Registering Scale Items

Direct Scale Entry

1. Place the item on the scale.
2. Touch the **SCALE** key to display the weight.
3. Register the open or preset Scalable PLU.

Manual Weight Entry

1. Enter the weight using the decimal key.
2. Touch the **SCALE** key to display the weight.
3. Register the open or preset Scalable PLU.

Auto Scale Entry

1. Place the item on the scale.
2. Touch the **Auto-Scale PLU** item on the touch screen or real-keyboard.

Tare Weight

A tare is the amount of weight accounted for by the container or packaging. By entering a tare weight (as required by law in some areas) the weight of the container is subtracted and only the true weight of the product is measured on the scale. A Tare Weight can be selected and applied to a scalable PLU (not Auto-scale) or a specific Tare can be applied automatically by setting the Auto-Tare in the PLU Status Group for scale items.

Tare weights are programmed in:

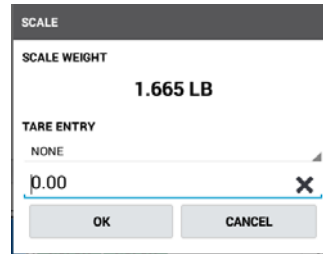
Program Mode → Options → Tare Weight

Auto Tare Weight

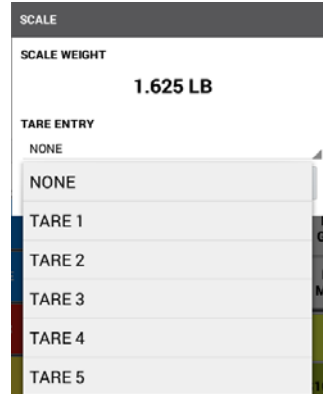
1. Place the item in the container on the scale.
2. Register the open or preset Scalable (Auto-Scale\Auto-Tare) PLU.
3. The PLU is registered (*minus the weight of the Tare*).

Manual Tare Weight Entry

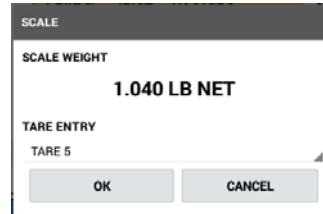
1. Place the item in the container on the scale.
2. Touch the **SCALE** key to display the weight.



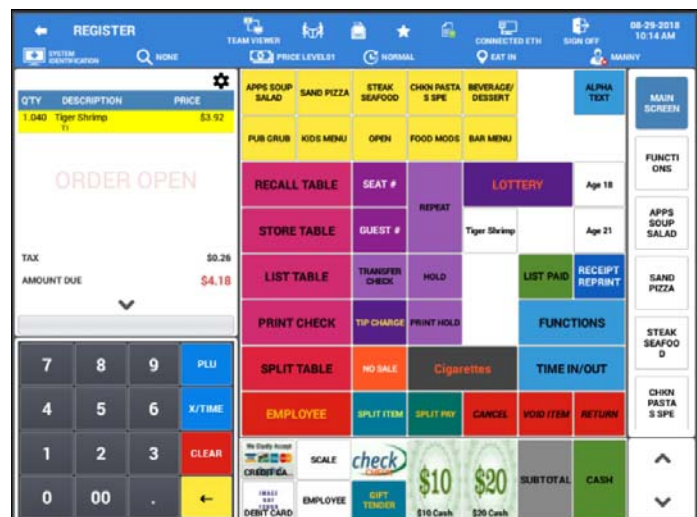
3. Touch the **TARE ENTRY** drop down:



4. Select the appropriate Tare from the list; the weight displays minus the tare:
5. Press **OK**.

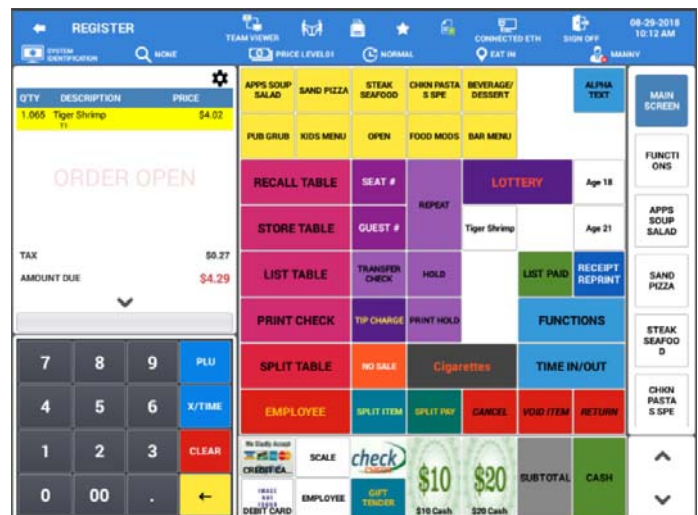
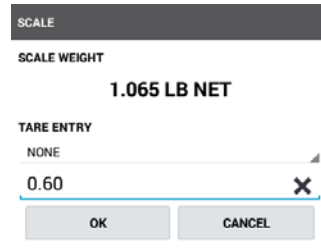
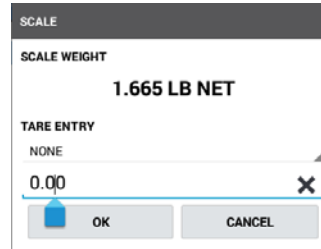
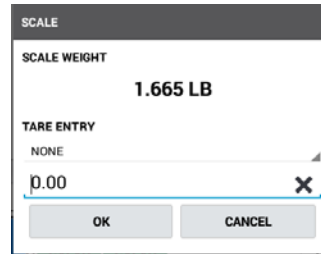


6. Register the open or preset scalable PLU; the item is added to the sale.



Open Tare Weight Entry

- Place the item in the container on the scale.
- Touch the **SCALE** key; the weight is displayed:
- Touch the Open **TARE ENTRY** field. Place the cursor to the right of the digit you want to enter.
- Enter the Tare weight. Note that the weight displays minus the tare weight entered.
- Touch **OK**:
- Register the open or preset scalable PLU; the item is added to the sale.



Promo

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

1. Register the items to be sold.
2. Select the item you to Promo; Touch the **PROMO** key.
3. The price on the selected item is removed; **PROMO** will be indicated under the item.

The screenshot shows the REGISTER screen with a list of items and a keyboard. The item list is as follows:

QTY	DESCRIPTION	PRICE
1	ONION RINGS F T1 PROMO	\$0.00
1	1/2 lb BURGER F T1	\$7.95
1	COKE T1	\$1.49

The keyboard includes a yellow **PROMO** key. The screen also shows a numeric keypad, a **CLEAR** key, and various discount options like **10% Sale Disc**, **Senior DISCOUNT**, and **Employee DISCOUNT**.

Split Pricing – Decimal

When items are priced in groups, i.e. 3 for \$1.00, you can enter the quantity purchased and let the register calculate the correct price.

The X/Time key can be set to allow Split Pricing. The split pricing can be set for either Whole# or Decimal. When set for Decimal:

1. Enter the quantity purchased; press the X/TIME key.
For example, enter:
[2] X/TIME
2. Enter the quantity of the group price; press the X/TIME key. For example, if the items are priced 3 for \$1.00, enter:
[3] X/TIME
3. Enter an amount on the ten-key pad. For example, if the items are priced 3 for \$1.00, enter: **1 0 0**
4. Press the PLU/Item key. For example, press:

OPEN F/S PLU:

Note that the quantity is 0.67

Sam4 POS		
12345 City Street		
Hometown, USA 55555		
2017-09-20	15:43	WED
ORDER# 123		POS-1060

PRODUCT		TOTAL

0.67 x	@1.00	
OPEN F/S PLU	T5F	\$0.67

SUBTOTAL		\$0.71
TAXABLE TOTAL		\$0.67
TAX AMOUNT		\$0.04

TOTAL		\$0.71

CASH		\$0.71
No.000067	REG# POS-1	MANAGER
Thank You!		

Split Pricing – Whole#

The X/Time key can be set to allow Split Pricing. The split pricing can be set for either Whole# or Decimal.

1. Enter the quantity purchased; press the **X/TIME** key.
For example, if 2 items are sold enter:
[2] X/TIME
2. Enter the quantity of the group price; press the **X/TIME** key. For example, items are priced at 3 for \$1.00, enter:
[3] X/TIME
3. Enter an amount on the ten-key pad. For example, if the items are priced 3 for \$1.00, enter:
4. 1 0 0
5. Press the PLU/Item key. For example, press:

OPEN F/S PLU

Note that the quantity is 2/3

Sam4POS			
12345 City Street			
Hometown, USA 55555			
2017-09-20	15:43	WED	
ORDER# 123		POS-1060	

PRODUCT		TOTAL	

2/3 x	@1.00		
OPEN F/S PLU	T5F	\$0.67	

SUBTOTAL		\$0.71	
TAXABLE TOTAL		\$0.67	
TAX5 AMOUNT		\$0.04	

TOTAL		\$0.71	

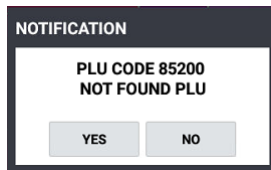
CASH		\$0.71	
No.000067	REG# POS-1	MANAGER	
Thank You!			

Not Found PLU

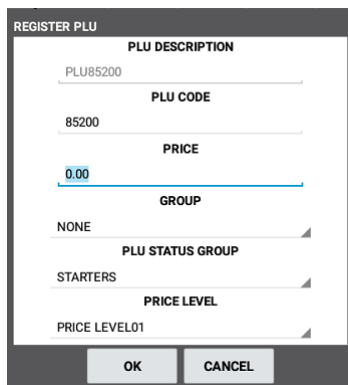
Designed to be used in a scanning system the **NOT FOUND PLU** feature allows the operator to immediately enter basic PLU information for an item that is not in the PLU file during the sale. If the "Not Found PLU" message displays when a PLU is scanned the operator can choose to add the item and will be prompted to enter PLU price, and if programmed, the descriptor and linking information. The item is registered immediately.

Note: The Not Found PLU feature must be enabled in General Option programming to allow this operation. The Not Found PLU entry may be restricted to Manager Required operation.

1. When a PLU that is not in the PLU file is scanned a continuous error tone sounds notifying the operator the item just scanned is not in the database. The NOT FOUND PLU notification displays:



2. Press **YES** to add the item. If the **Manager Password** entry dialog appears, enter the appropriate manager code to proceed. The **REGISTER PLU** entry box displays:



3. Enter the **PLU DESCRIPTOR**, **PRICE** (*for all price levels*), **GROUP** assignment and **PLU STATUS GROUP** assignment for the item, press **OK** when done.
4. The item is registered in the current transaction and added to the PLU database.

Shifting or Exempting Tax

Tax Shift

PLU's can be programmed to automatically add the appropriate tax or taxes. Occasionally, you may need to sell a normally taxable item without tax, or a normally non-taxable item with tax. You can perform tax shifting with the tax shift key.

Note: Display of taxable item indicators is controlled by Tax Option settings in the Options programming.

Shifting Tax from a Taxable Item

1. To exempt tax or change the tax on individual items, select the item you want to shift the tax on and touch **TAX SHIFT**.
2. On the TAX selection screen that displays, uncheck the appropriate taxes to remove the tax on the item selected.

Adding Tax to a Non-Taxable Item

1. To charge a tax on a normally non-tax item, select the item you want to add a tax to and touch the **TAX SHIFT** key.
2. On the TAX selection screen that displays, check the appropriate taxes to add the tax on the item selected.

Exempt Tax on an Entire Sale

Occasionally, you may need to exempt tax from an entire sale. For example, you might remove all state and local taxes when you sell merchandise to a church or charitable institution.

Taxes can be removed from an entire sale by using a pre-programmed **TAX EXEMPT** key. Press **SUBTOTAL** then press **TAX EXEMPT** to remove all taxes as set on the tax-exempt key.

Food Stamp Shift

Food Stamps may be used to purchase eligible items at stores that participate in the program. The taxes normally collected may be exempted when purchased with food stamps. Handling of food stamp transactions is done by sorting food stamp and non-food stamp eligible items within each sale and tracking food stamp payments for eligible items.

Note: Display of food stamp eligible indicators is controlled by Tax Options settings in the Options programming.

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

Corrections & Voids

Clear

- ◆ Touch the **CLEAR** key to erase numeric entries or clear an error condition.

Void Item

Use the VOID ITEM key to void an item previously entered in a transaction. When a main item is voided, the condiments associated with the item are also removed.

To void a previous item:

- ◆ Touch the item or condiment where it is displayed – note that the item touched is now selected and highlighted.
- ◆ Touch **VOID ITEM** key to remove the selected item or condiment.
- ◆ If there is no Void Item key on the keyboard, you can press & hold on the item you wish to void, then select Void Item from the selection on the dialog.

On a % discount or Surcharge transaction, you must **FIRST** void the discount or surcharge, then you may void the items from the transaction.

Note: The signed on employee must have the authority set to “Allow Void Item”.

Cancel

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

- ◆ Touch **CANCEL** to abort a transaction in progress.

Transaction Void

A **VOID MODE** key must be placed on the keyboard. If the Void Mode key is set for manager control, entry of the manager password is required. The Void Mode key can also be set for Pop-Up or Stay-Down operation.

On the SAP-630 & SAP-530, you can turn the key lock the VOID position.

1. Touch the **VOID MODE** key. If required enter the manager password. The header ribbon will turn **red** and show VOID MODE for the header title.



2. Enter Items to be voided. Finalize the transaction using the appropriate tender key.
3. If the Void Mode key is set for pop-up, the terminal will return to the normal Register Mode.
4. If the Void Mode key is set for stay-down, void additional transactions as necessary.
5. Touch the **VOID MODE** key again to exit Void Mode.

Merchandise Return

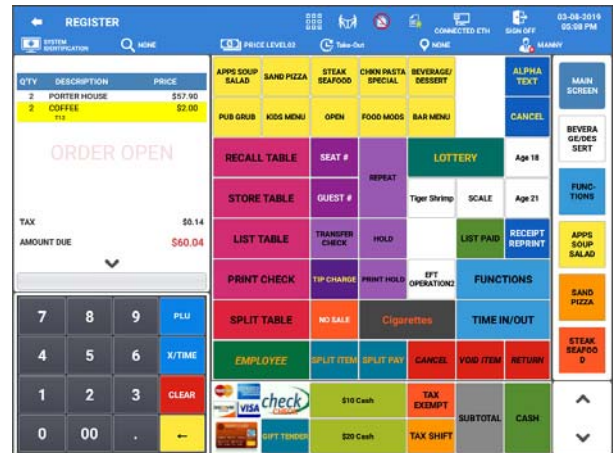
Use this function to return (credit) merchandise inside or outside of a sale.

- ◆ Touch **RETURN**, and then register the item to be returned. Repeat for each item to be returned.

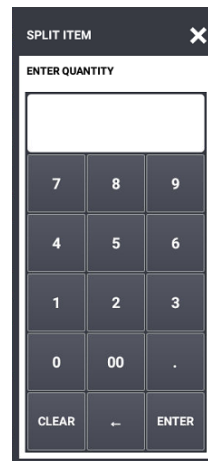
Split Item (Consolidated Items)

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

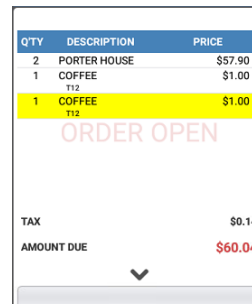
1. Touch the consolidated item you wish to split.



2. Touch **SPLIT ITEM** to split the items; The **SPLIT ITEM** dialog displays:
3. Enter the number of items you want to split off; press **ENTER**.



4. The selected item is split off:



In this example, 2 COFFEE had 1 split off; transaction now shows:

- 1 COFFEE
- 1 COFFEE

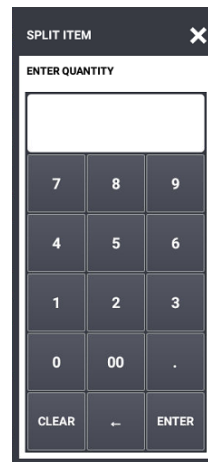
Split Item (Single Item)

Sometime a customer may want to split the cost of a certain item, such as an expensive bottle of wine. The SPLIT ITEM key can be used to split the cost of the item into equal portions.

1. Select the item in the sale you wish to split.



2. Touch **SPLIT ITEM** to split the items; The **SPLIT ITEM** dialog displays:
3. Enter the number of portions you want to split the item; press **ENTER**.



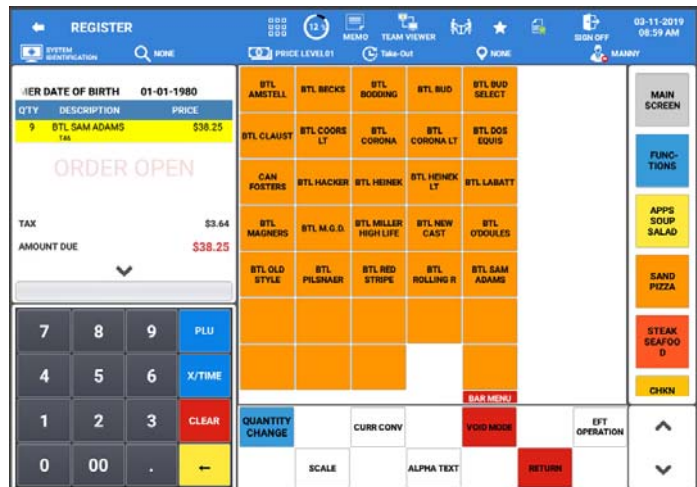
4. The selected item is split off
In the Example, the Bottle White Wine was split into 3 portions.
5. You can then assign each of the split items to individual seats for payment.



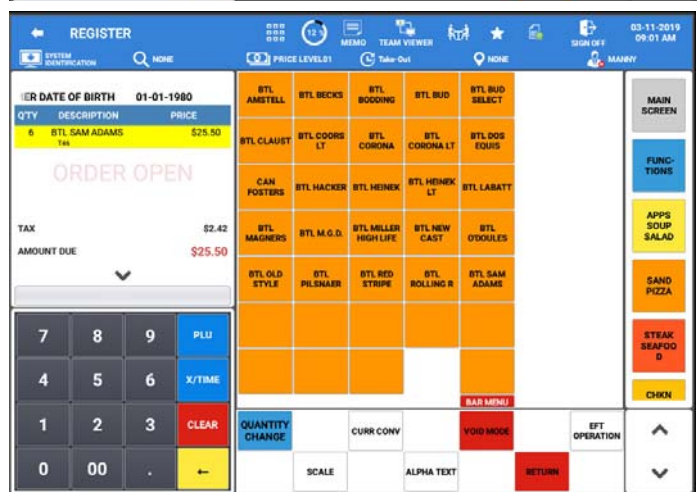
Change Quantity

The **QUANTITY CHANGE** key allows the operator to change the quantity of an item that was entered incorrectly. For example: The customer ordered six beers, but the operator incorrectly entered in 9 X/Time Beer instead of entering 6 X/Time Beer. To correct this:

1. Highlight the item with the incorrect quantity on the register screen. *i.e. [9] BTL SAM ADAMS*



2. Enter in the correct quantity on the numeric keypad: *i.e. [6]* and press the **QUANTITY CHANGE** key.
3. The quantity and price/total are adjusted.



Discounts/Coupons/Surcharges

The DISCOUNT key is programmable and may be set up to handle a variety of discounts, surcharges or coupons. Each Discount key can:

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

Sale (Subtotal) Discounts

Open Percentage Sale Discount

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

1. Register items.
2. Touch **SUBTOTAL**.
3. Enter discount percentage. If the discount is fractional, use the decimal key. For example, enter 1 5 . 5 for a 15.5% discount.
4. Touch the “Open Sale % Discount” % key.
5. Finalize the transaction.

Preset Percentage Sale Discount

To deduct a preset percentage discount from a sale:

1. Register items.
2. Touch **SUBTOTAL**.
3. Touch the “Sale % Discount” % key.
4. Finalize the transaction.

Open Amount Sale Coupon

To deduct an open amount coupon against a sale:

1. Register items.
2. Touch **SUBTOTAL**.
3. Enter the amount of the coupon.
4. Touch the “Sale [-] Coupon” % key.
5. Finalize the transaction.

Preset Percentage Sale Coupon

To deduct a preset amount coupon against a sale:

1. Register items.
2. Touch **SUBTOTAL**.
3. Touch the “Sale % Coupon” % key.
4. Finalize the transaction.

Do It Discount

This operation allows the cashier to accept a short tender amount as full payment for the sale. The short amount is automatically tracked in the discount key total.

To apply a “**Do It**” discount:

1. Register items - Press **SUBTOTAL**.
2. Enter the “Under Tender” amount offered for the tender; Press **CASH**.
3. Press **SUBTOTAL** then touch the “**Do It Discount**” % key.
This will discount the difference between the actual amount of the sale and the under tender amount.
4. Press **CASH** to finalize.

Item Discounts

Open Percentage Item Discount

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

1. Register items.
2. Touch the item to be discounted.
3. Enter discount percentage. If the discount is fractional, use the decimal key.
4. For example, enter 1 5 . 5 for a 15.5% discount.
5. Touch the “Open Item % Discount” % key.
6. Finalize the transaction.

Preset Percentage Item Discount

To deduct a preset percentage discount from an item:

1. Register the items.
2. Touch the item to be discounted.
3. Touch the “Preset Item % Discount” % key.
4. Finalize the transaction.

Open Amount Item Coupon

To deduct a store coupon against an item:

1. Register items.
2. Touch the item to apply the coupon to.
3. Enter the amount of the coupon.
4. Touch the “Open Item [-] Coupon” % key.
5. Finalize the transaction.

Preset Amount Item Coupon

To deduct a store coupon against an item:

1. Register items.
2. Touch the item to apply the coupon to.
3. Enter the amount of the coupon.
4. Touch the “Preset Item [-] Coupon” % key.
5. Finalize the transaction.

Surcharges

A Surcharge is used to add an additional charge or fee to the cost of an item or sale. Discount keys can be used to apply this added surcharge/fee.

Open Percentage Sale Surcharge

To add an open percentage surcharge to a sale:

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

Preset Percentage Sale Surcharge

To add a preset percentage surcharge to a sale:

1. Register items.
2. Touch **SUBTOTAL**.
3. Touch the **Preset Surcharge %** key.
4. Finalize the transaction.

Open Amount Item Surcharge

To add an open percentage surcharge to an item:

1. Register items.
2. Touch the item to apply the surcharge to
3. Enter the **Amount** for the surcharge.
4. Touch the **Open [-] Surcharge %** key.
5. Finalize the transaction.

Preset Amount Item Surcharge

To add a preset percentage surcharge to an item:

1. Register the items.
2. Touch the item to apply the surcharge to.
3. Touch the **Preset [-] Surcharge %** key.
4. Finalize the transaction.

Promotions

The SAM4POS terminals can automatically apply a discount when a certain number of specified items is registered or when certain combinations of items are registered. This is accomplished via the Promotion programming on Sam4POS. There are four different discount scenarios with the Promotion programming and the Promotion Group programming. Information from the sale of items assigned to the individual Promotions will update the Promotion Report.

Consult with your dealer for details about the Promotion programming feature.

Mix & Match

The Mix & Match discount situation takes place where the merchant offers a fixed amount or percentage discount when specific quantities of similar items are purchased. Discounts can be a percentage, an amount or a fixed price.

For example, “Save \$5 on any three bottles of wine”. This discount is implemented by first linking the applicable PLUs to a specific promotion table.

Multi-Buy

The Multi-Buy discount situation takes place where the merchant offers an amount or percentage discount when a specific combination of items is purchased or offers the items at a fixed price. Discounts can be a percentage, amount or fixed price.

For example, purchase 2-Hamburgers, 1-French fry and 1-Medium soft drink to receive a \$1 meal discount. To implement this discount, you must list each item and the qualifying quantity that must be purchased on the promotion program screen; enter the discount type and the discount value.

Combo Discount

The Combo discount is similar to the multi-buy discount. In both situations specific items must be sold to qualify for the discount. Discounts can be a percentage, amount or fixed price.

When using the Combo Discount option, instead of the selecting individual PLUs, we assign promotion groups to be used with the discount.

Sweet Deal

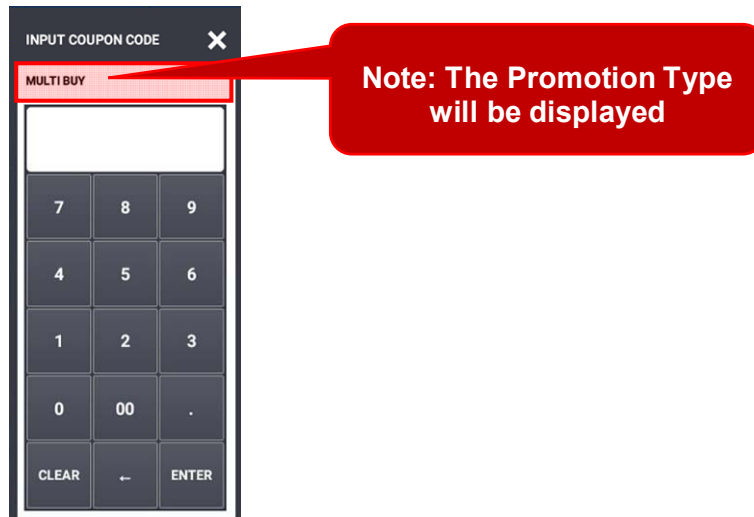
The Sweet Deal promotion is built by first programming a promotion group. The promotion group will have all the items that are eligible for the sweet deal. Then assign the promotion group to the sweet deal promotion and set the parameters for the sweet deal promotion

Promotion \ Coupon Search

If setup in the promotion programming, The Mix & Match, Multi-Buy, and Combo Discount provide the ability to select a specific coupon/discount to apply. The Promotion function key is used to select and apply the appropriate discount.

Key Sequence

1. From the **REGISTER MODE** register items associated with the promotion.
2. Press the **PROMOTION** key, the Input Coupon Code dialog appears.



3. Input the **Coupon Code** and press **ENTER**.
4. The appropriate discount is applied.

Totaling/Tendering

Cash

Cash Tender keys can be set as:

NORMAL

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

QUICK TENDER

Touch the **QUICK CASH** key, the programmed amount will be applied and any change due will be displayed.

NEXT DOLLAR

Touch the **NEXT DOLLAR** key to tender an amount the next whole dollar above the sale total. The register will display the appropriate change due. *i.e.* if sale amount is \$11.75, \$12.00 will be entered. The change due (*0.75¢*) will be displayed.

Check

- ◆ Register a sale; Touch the **CHECK** key or enter the amount of the check and touch the **CHECK** key to tender the sale. The register will display the change due.

Miscellaneous (Charge) Tender

Miscellaneous tender keys are available for accepting various types of payment such as *House Charges, Credit, Debit, and Gift cards*. Each key can be configured separately with maximum charge limits, tendering requirements/rules, tax exemption rules and validation requirements. Operation sequences will vary depending upon the situation.

To accept a miscellaneous tender payment:

- ◆ Register a sale; Touch the **MISC TENDER** key or, enter the amount tendered and touch the appropriate **MISC TENDER** key to tender the sale. The register will display the change due.

Integrated Credit (EFT)

The tendering procedure if you are using an integrated credit device (EFT) to process credit card transactions through the Sam4POS terminal varies depending on the specific device connecting to the station. Refer to the “Integrated Payment Transactions” chapter on page 83 for operations.

Split Tender

Multiple payments can be recorded for a single transaction. Cash, Check, and/or Misc. tenders can be recorded in any order, as many times as necessary to pay the entire transaction. Depending on the General Option setting, the cash drawer may open after the first partial tender is entered or wait until the transaction is finalized.

- ◆ Enter the desired amount; press the appropriate tender key, CASH, CHECK, and/or MISC.
- ◆ Continue to add additional payments to finalize the transaction.

Check Cashing

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

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

Food Stamp Subtotal & Tender

Food Stamp options include:

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

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

TO COMPLETE A FOOD STAMP TRANSACTION:

1. Register all items you wish to sell. (No need to sort food stamp eligible and non-eligible items, The Sam4POS will maintain a subtotal of food stamp eligible items based on the programmed status for each item.)
2. Press or touch **FD/S SBTL**. The total eligible for food stamp payment is displayed at the top of the transaction window.
3. Enter the food stamp tender amount, press or touch **FD/S TEND**.

Note: If more than one F/S TEND is to be applied, you need to press the F/S SBTL key prior to entering each F/S TEND amount.

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

Foreign Currency Subtotal & Tender

1. Register your items.
2. Press or touch the appropriate conversion key which is pre-programmed with the exchange rate.

For example, \$1.00 Canadian Dollar may be worth \$0.78 US Dollar.)

3. Enter amount tendered in foreign currency and press or touch **CASH**. Note that change is computed in home currency.

Sam4POS		
12345 City Street Hometown, USA 55555		
2018-02-12	15:43	MON
ORDER# 123		POS-1060

PRODUCT		TOTAL

ONION RINGS	T1F	\$7.25
1/2 lb BURGER	T1F	\$6.95

SUBTOTAL		\$15.14
TAXABLE TOTAL		\$14.20
TAX TOTAL		\$0.94
TEND ROUND TOTAL		\$0.01

RND SUBTOTAL		\$15.15
TOTAL		\$15.15

CASH		\$11.39
EXCHANGE RATE		0.752370
CURR CONV		\$11.39
FOREIGN AMT		\$11.39
HOME AMT		\$15.14
NO. 00000167	REG# POS-1	MANAGER

Integrated Payment Transactions

The operation examples described here are shown using the Datacap IPTran-LT with the vx805 Pin-Pad. Other Datacap approved pin-pads can be used.

The procedure below applies to Miscellaneous Tender keys set to connect to the EFT device and the EFT Key Type set for Credit or Cash Benefit.

Sample Transaction - Credit

Close the previous day's batch before beginning a new sales day. The new batch is opened when the previous batch is closed.

1. Register a normal transaction.
2. Touch the appropriate **MISC TEND** key. At the register, the message "**WORKING**" displays:
3. At the PIN-Pad the message displays:

SALE

\$2.00 – OK?

4. Press the **GREEN** button on the PIN-Pad keypad.
5. Insert the EMV card into the PIN-Pad. The PIN-Pad will display "**PLEASE WAIT**", then "**DO NOT REMOVE CARD**", and then "**PROCESSING**". When Complete, the "**APPROVED**" message will display.
6. Remove the card from the PIN-Pad.
7. At the register, the receipt and card draft are printed.

Sample Merchant and Customer Drafts (without tip)

If the Datacap Tip Entry option is set to “Do Not Prompt on PINPAD” (S-Mode System Option/Page 6) a tip line will not be printed, and the customer will not be prompted for tip entry at the PIN-Pad.

```

2019-02-21      14:51      THU
ORDER#          POS-1_008

MERCHANT ID: ****7801
CLERK ID: 1

                SALE

VISA            *****0010
ENTRY METHOD: CHIP
DATE: 02/21/2019  TIME: 11:02:52

INVOICE: 15
REFERENCE: 1002
AUTH CODE: 02545A

AMOUNT          USD$ 10.99
                =====
TOTAL           USD$ 10.99

                APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT. (MERCHANT AGREEMENT
IF CREDIT VOUCHER)

x _____
   Cardholder Signature

APP LABEL: Visa Credit
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: E800
CVM: SIGN
-----
NO. 00000008  REG: POS-1  EMPLOYEE 1
    
```

```

2019-02-21      14:51      THU
ORDER#          POS-1_008
-----
PRODUCT          TOTAL
-----
                ** NO SEAT **
GENERAL MDSE     T1F    $10.00
-----
SUBTOTAL          $10.99
TAX1 TAXABLE     $10.00
TAX1 AMOUNT      $0.99
-----
TOTAL            $10.99
-----
MISC
INVOICE   : 15
REFERENCE : 1002
AUTH CODE : 02545A
-----
NO. 00000008  REG: POS-1  EMPLOYEE 1
    
```


Sample Merchant and Customer Drafts (with tip)

If the Datacap Tip Entry option is set to "Print Blank Tip on Receipt" (S-Mode System Option/Page 6) a tip line will be printed and the customer will not be prompted for tip entry at the PIN-Pad.

```

2019-02-21      15:32      THU
ORDER#                POS-1_009

MERCHANT ID: ****7801
CLERK ID: 1

                SALE

VISA      *****0010
ENTRY METHOD: CHIP
DATE: 02/21/2019  TIME: 09:41:14

INVOICE: 13
REFERENCE: 1002
AUTH CODE: 08151A

AMOUNT                USD$ 10.99

TIP      USD$ _____

TOTAL      USD$ _____

                APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT. (MERCHANT AGREEMENT
IF CREDIT VOUCHER)

x _____
                Cardholder Signature

APP LABEL: Visa Credit
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: E800
CVM: SIGN
-----
NO. 00000009  REG:POS-1  EMPLOYEE 1
    
```

```

2019-02-21      15:32      THU
ORDER#                POS-1_009
-----
PRODUCT                TOTAL
-----
                ** NO SEAT **
GENERAL MDSE                T1F  $10.00
-----
SUBTOTAL                $10.99
TAX1 TAXABLE                $10.99
TAX1 AMOUNT                $0.99
-----
TOTAL                $10.99
-----
MISC                $10.99
INVOICE : 13
REFERENCE : 1002
AUTH CODE : 08151A
-----
NO. 00000009  REG: POS-1  EMPLOYEE 1
    
```

Sample Transaction – Tip Entry at PIN-Pad

If the Datacap Tip Entry option is set to “Prompt on PIN-PAD” (S-Mode System Option/Page 6) a tip line will not be printed, and the customer will be prompted for tip entry at the PIN-Pad.

1. Register a normal transaction.
2. Touch the appropriate **MISC TEND** key. At the register, the message “**WORKING**” displays:
3. At the PIN-Pad the message displays:
Enter Tip Amount?
YES NO
4. Select YES to enter TIP; Pin-Pad displays:
Enter TIP Amount
5. At the Pin-Pad, enter the desired TIP amount
SALE
\$1.20 – OK?
6. Press the **GREEN** button on the PIN-Pad keypad.
7. Insert the EMV card into the PIN-Pad. The PIN-Pad will display “**PLEASE WAIT**”, then “**DO NOT REMOVE CARD**”, and then “**PROCESSING**”.
8. When the processing is complete, the “**APPROVED**” message will display.
9. Remove the card from the PIN-Pad.
10. At the register, the receipt and card draft are printed.

Sample Merchant and Customer Drafts

```

2019-02-21      15:51      THU
ORDER#                      POS-1_12

MERCHANT ID: ****7801
CLERK ID: 1

                SALE

MASTERCARD      *****0434
ENTRY METHOD: CHIP
DATE: 02/21/2019  TIME: 09:59:59

INVOICE: 46
REFERENCE: 1005
AUTH CODE: 08211A

AMOUNT          USD$ 1.10
TIP             USD$ 0.10
=====
TOTAL           USD$ 1.20

                APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT. (MERCHANT AGREEMANR
IF CREDIT VOUCHER)

X _____
  Cardholder Signature

APPLICATION LABEL: MASTERCARD
AID: A0000000041010
TVR: 0000008000
IAD: 011060900F22000025DC0000000000000F
TSI: E800
CVM: NONE
-----
NO. 00000012  REG: POS-1 1  EMPLOYEE 1

```

```

2019-02-21      15:51      THU
ORDER#                      POS-1_012
-----
PRODUCT                      TOTAL
-----
                ** NO SEAT **
GENERAL MDSE                  TF1    $1.00
TIP BY EFT                    $0.10
-----
SUBTOTAL                      $1.20
TAX1 TAXABLE                  $1.00
TAX1 AMOUNT                   $0.10
-----
TOTAL                          $1.20
-----
MISC                          $1.20
  INVOICE   : 46
  REFERENCE : 1005
  AUTH CODE : 08211A
-----
NO. 00000012  REG: POS-1  EMPLOYEE 1

```

Sample Transaction - Debit

1. Register a normal transaction.
2. Touch the appropriate **MISC TEND** key. At the register, the message “**WORKING**” displays:
3. At the PIN-Pad the message displays:
SALE
\$2.00 – OK?
4. Press the **GREEN** button on the PIN-Pad keypad.
5. Insert the EMV card into the PIN-Pad. The PIN-Pad will display “**PLEASE WAIT**”, then “**DO NOT REMOVE CARD**”, and then “**ENTER PIN & OK**”.
6. At the PIN-Pad, **enter the 4-digit PIN** and press the **GREEN** button.
7. The PIN-Pad will display “**DO NOT REMOVE CARD**” and then “**PROCESSING**”.
8. When the processing is complete, the “**APPROVED**” message will display.
9. Remove the card from the PIN-Pad.
10. At the register, the receipt and card draft are printed.

Sample Merchant and Customer Drafts (without tip)

```

2019-02-21      14:51      THU
ORDER#          POS-1_008

MERCHANT ID: ****7801
CLERK ID: 1

                SALE

VISA            *****0010
ENTRY METHOD: CHIP
DATE: 02/21/2019  TIME: 11:02:52

INVOICE: 15
REFERENCE: 1002
AUTH CODE: 02545A

AMOUNT          USD$ 10.99
                =====
TOTAL           USD$ 10.99

                APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT. (MERCHANT AGREEMENT
IF CREDIT VOUCHER)

x _____
   Cardholder Signature

APP LABEL: Visa Credit
AID: A0000000031010
TVR: 000008000
IAD: 06010A03602000
TSI: E800
CVM: SIGN
-----
NO. 00000008  REG: POS-1  EMPLOYEE 1
    
```

```

2019-02-21      14:51      THU
ORDER#          POS-1_008
-----
PRODUCT          TOTAL
-----
                ** NO SEAT **
GENERAL MDSE     TIF    $10.00
-----
SUBTOTAL          $10.99
TAXI TAXABLE     $10.00
TAXI AMOUNT      $0.99
-----
TOTAL            $10.99
-----
MISC
INVOICE   : 15
REFERENCE : 1002
AUTH CODE : 02545A
-----
NO. 00000008  REG: POS-1  EMPLOYEE 1
    
```

Sample Merchant and Customer Drafts (with tip)

```

2019-02-21      15:32      THU
ORDER#                      POS-1_009

MERCHANT ID: ****7801
CLERK ID: 1

                SALE

VISA      *****0010
ENTRY METHOD: CHIP
DATE: 02/21/2019  TIME: 09:41:14

INVOICE: 13
REFERENCE: 1002
AUTH CODE: 08151A

AMOUNT                USD$ 10.99

TIP      USD$ _____

TOTAL    USD$ _____

                APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT. (MERCHANT AGREEMENT
IF CREDIT VOUCHER)

x _____
                Cardholder Signature

APP LABEL: Visa Credit
AID: A0000000031010
TVR: 0000008000
IAD: 06010A03602000
TSI: E800
CVM: SIGN
-----
NO. 00000009  REG:POS-1  EMPLOYEE 1

```

```

2019-02-21      15:32      THU
ORDER#                      POS-1_009
-----
PRODUCT                      TOTAL
-----
                ** NO SEAT **
GENERAL MDSE      T1F      $10.00
-----
SUBTOTAL                      $10.99
TAX1 TAXABLE                      $10.99
TAX1 AMOUNT                      $0.99
-----
TOTAL                      $10.99
-----
MISC                      $10.99
INVOICE : 13
REFERENCE : 1002
AUTH CODE : 08151A
-----
NO. 00000009  REG: POS-1  EMPLOYEE 1

```

Manual Card Entry

Manual card entry is allowed on Credit, Gift and EBT transactions if the reader is unable to read the card or for card not present sales.

Note: PIN Debit payments must be processed as card-present transactions, card data must be read by the card reader and cannot be manually entered. This is a card requirement, not a function of the point of sale equipment.

1. Register a normal transaction.
2. Touch the appropriate **MISC TEND** key. The message “**WORKING**” displays:
3. At the PIN-Pad the message displays:
SALE
\$2.00 – OK?
4. Press the **GREEN** button on the PIN-Pad keypad.
5. Insert the EMV card into the PIN-Pad. The “**WORKING**” will continue to display. If the card will not read, the “**WORKING**” message will begin a countdown until the message “**TRANSACTION NOT COMPLETE**” displays on the register and on the PIN-Pad.
6. Touch **CLOSE** on the ECR message box. The message “**TRY MANUAL ENTRY**” now displays.
7. Touch **YES** on the ECR message box. At the PIN-Pad, the SALE and transaction amount message displays again.
8. Press the **GREEN** button on the PIN-Pad keypad.
9. The message “**ACCOUNT NUMBER**” displays. Enter the card number and press the **GREEN** button on the PIN-Pad keypad.
10. The message “**ENTER EXPIRY, DATE MM/YY**” displays. Enter the 4-digit card expiration date in MMY format and press the **GREEN** button on the PIN-Pad keypad.
11. The message “**ENTER CVV**” displays. Enter the CVV / CID (card verification value as shown on the reverse of the card) and press the **GREEN** button on the PIN-Pad keypad.
12. The message “**ZIP CODE**” displays. Enter the 5-digit zip code of the card holder and press the **GREEN** button on the PIN-Pad keypad.
13. The message “**CHIP CARD YES=OK?**” displays. If the card is a chip card, press the **GREEN** button on the PIN-Pad keypad; if the card is not a chip card, press the **RED** button.
14. When verification is complete, the PIN-Pad displays “**APPROVED**”, and the draft is printed at the ECR.

Gift Card Sale

The gift card sale operation changed at v2.0.33 and later versions as shown below.

Complete the gift card sale transaction as you would a normal transaction, enter each gift individually then tender the sale with Cash, Check, or Credit card. You cannot use a gift card to purchase another gift card. The operation is the same if you are activating a new gift card or adding value to an existing card.

1. Register a 'Gift Card Activate' or 'Gift Card Add-Value' transaction. Ring an amount into each gift card individually: 5000 Gift Activate; 5000 Gift Activate; 2500 Gift Activate
2. Tender the transaction, Press **CASH**
3. Pin-Pad shows:
REFUND
\$50.00 – OK?
4. Press the **GREEN** button to select **YES** on the PIN-Pad keypad. Selecting **NO** (*RED Button*) will cancel the operation without activation or adding value to the gift card.
5. **Swipe or Insert** the gift card using the PIN-Pad. The PIN-Pad will display “**PLEASE WAIT**”, then “**DO NOT REMOVE CARD**”, and then “**PROCESSING**”.
6. When the processing is complete, the “**APPROVED**” message will display.
7. Pin-Pad shows:
REFUND
\$50.00 – OK?
8. Press the **GREEN** button to select **YES** on the PIN-Pad keypad. Selecting **NO** (*RED Button*) will cancel the operation without activation or adding value to the gift card.
9. **Swipe or Insert** the gift card using the PIN-Pad. The PIN-Pad will display “**PLEASE WAIT**”, then “**DO NOT REMOVE CARD**”, and then “**PROCESSING**”.
10. When the processing is complete, the “**APPROVED**” message will display.
11. Pin-Pad shows:
REFUND
\$25.00 – OK?
12. Press the **GREEN** button to select **YES** on the PIN-Pad keypad. Selecting **NO** (*RED Button*) will cancel the operation without activation or adding value to the gift card.
13. **Swipe or Insert** the gift card using the PIN-Pad. The PIN-Pad will display “**PLEASE WAIT**”, then “**DO NOT REMOVE CARD**”, and then “**PROCESSING**”.
14. When the processing is complete, the “**APPROVED**” message will display.

Gift Card Notes:

Support for partial authorizations is a card brand mandate which eases acceptance of major card branded open loop gift cards by allowing their remaining to be depleted without a decline and call to the issuer to find out what the balance is. Merchants who opt not to support partial authorizations may be charged fees/fines for not doing so.

Because of the above, we document support for partial authorizations as being a requirement of our EMV interfaces. However, it is still possible to send a request where partial auth support is not indicated and this would be honored by most processors, with TSYS Summit being the big exception. If you do not indicate support for partials to TSYS you will get an error.

When gift cards are manually entered, the expiration date 12/49 should be used, if requested, unless otherwise noted on the actual gift card.

EBT (Food Stamp) Transaction

When integrated EBT is utilized, tendering a sale using a Food Stamp Tender key set to Connect To EFT requires entry of the PIN number.

1. Register a normal transaction.
2. Touch the **F/S TEND** key. At the register, the message “**WORKING**” displays:
3. At the PIN-Pad the message displays:
SALE
\$2.00 – OK?
4. Press the **GREEN** button on the PIN-Pad keypad.
5. Swipe the EBT card at the PIN-Pad. The PIN-Pad will display “**PLEASE WAIT**”, then “**DO NOT REMOVE CARD**”, and then “**ENTER PIN & OK**”.
6. At the PIN-Pad, **enter the 4-digit PIN** and press the **GREEN** button.
7. The PIN-Pad will display “**PROCESSING**”.
8. When the processing is complete, the “**APPROVED**” message will display.
9. At the register, the receipt and card draft are printed.

Note: *EBT refunds/returns* are performed in the *Void Mode*, not as a MDSE RTRN operation.

EBT Cash Benefit

If the EBT card also has a cash benefit, a separate MISC TEND key must be setup with the EFT Key Type selection set as Cash Benefit to be able to redeem the EBT Cash Benefit. The operation to redeem the Cash Benefit portion of the EBT card is the same as the Food Stamp operation described above.

EBT Refund>Returns

Refunds & Returns to EBT must be performed in the **Void Mode**, not as a Merchandise Return operation. If the station is an SAP-630, turn mode key to **VOID**. If the station is an SAP-6600 need to assign the Void Mode function key to an MLU\FLU.

1. Press the **VOID MODE** function key; Register the return\refund operation as described above in the EBT (Food Stamp) Operation.
2. Touch the **F/S TEND** key; The transaction amount will be returned to the customers EBT card.

Merchandise Return

If a customer returns a purchased product and wishes a refund to their credit card, we can accommodate the merchandise return using the RETURN key. The Return (MDSE RTRN) function key must be assigned to the to an MLU\FLU or to the Real Keyboard (on SAP-630) on the terminal.

Complete the merchandise return transaction as you would a normal transaction. Press MDSE RTRN prior to entering each item to be returned. Press MDSE RTRN prior to entering each returned item.

1. Register a normal transaction.
2. Touch the appropriate **MISC TEND** key. The message “**WORKING**” displays:
3. At the PIN-Pad the message displays:

REFUND

\$10.00 – OK?

4. Press the **GREEN** button on the PIN-Pad keypad.
5. Insert the EMV card into the PIN-Pad. The PIN-Pad will display “**PLEASE WAIT**”, then “**DO NOT REMOVE CARD**”, and then “**PROCESSING**”.
6. When the processing is complete, the “**APPROVED**” message will display.
7. Remove the card from the PIN-Pad.
8. The receipt and card draft are printed.

Sample Merchant and Customer Draft

```

2019-02-21      14:22      THU
ORDER#                      POS-1_007

MERCHANT ID: ****7801
CLERK ID: 1

                REFUND

VISA                      *****0010
ENTRY METHOD: CHIP
DATE: 02/21/2019  TIME: 14:21:52

INVOICE: 20
REFERENCE: 1004
AUTH CODE: 470213

AMOUNT                      USD$ 16.48

=====
TOTAL                      USD$ 16.48

                APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT. (MERCHANT AGREEMENT IF
CREDIT VOUCHER)

X_____
Merchant Signature

APP LABEL: VISA CREDIT
AID: A0000000031010
TVR: 000008000
IAD: 06010A03602000
TSI: E800
ARC: 00
CVM: SIGN

-----
NO. 00000006  REG: POS-1  Employee 1

```

```

2019-02-21      14:22      THU
ORDER#                      POS-1_007
-----
PRODUCT                      TOTAL
-----
                ** NO SEAT# **
-1 x                @ 15.00
                ==[return]==
GENERAL MDSE                      T1F  -15.00
-----
SUBTOTAL                      -16.48
TAX1 TAXABLE                      -15.00
TAX1 AMOUNT                      -1.48
-----
TOTAL                      -16.48
-----
MISC                      -16.48
INVOICE : 00020
REFERENCE : 1004
AUTH CODE : 470213
-----
NO.00000006  REG: POS-1  Employee 1

```

Void Transaction

If you have the credit card that a particular purchase was made with and you need to provide a refund to the card we can use the Void Mode to make a refund to the customer's credit card. A VOID MODE function key must be assigned to the SAP-6600 terminals, on the SAP-630 you can turn the mode key to the VOID position.

The VOID MODE operation allows the cashier to provide a refund to a customer's credit card regardless of whether the transaction is in the current batch or not. The operation is the same as registering a normal transaction.

(You can also choose to void a transaction by record number from EFT menus. See "Void Sales by Record Number" on page 261. This procedure will not correct ECR sales totals.)

1. Touch the **VOID MODE** key.
(Alternately, on the SAP-630/530, you can turn the mode key to the VOID position.)
2. Register a normal transaction.
3. Press the appropriate **CHARGE** key.
4. The message: "**WAITING**" will display on the ECR. The Void Sale message will display on the PIN-Pad:
VOID SALE
\$1.00 – OK?
5. Press the **GREEN** button on the PIN-Pad keypad.
6. Insert the EMV card into the PIN-Pad. The PIN-Pad will display "**PROCESSING**". When Complete, the "**APPROVED**" message will display.
7. Remove the card from the PIN-Pad.
8. The receipt and card draft are printed.

Sample Merchant and Customer Draft

```

2019-0220      21:48      WED
MERCHANT ID: 19497807
CLERK ID: TEST

                REFUND

VISA          *****0010
ENTRY METHOD: CHIP
DATE: 02/20/2019  TIME: 21:48:52

INVOICE:00022
REFERENCE: 1005
AUTH CODE: 02828A

AMOUNT                USD$ 2.01
=====
TOTAL                 USD$ 2.01

                APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT. (MERCHANT AGREEMENT IF
CREDIT VOUCHER)

X_____
                MERCHANT SIGNATURE

Application label: VISA CREDIT
AID: A0000000031010
TVR: 02C0008000
IAD: 06010A03602000
TSI: A800
ARC: 00
CVM: SIGN
-----
NO.00000011  REG: POS-1  Employee 1
    
```

```

2019-02-20      21:48      TUE
ORDER#          POS-1_005
-----
PRODUCT          TOTAL
-----
                ** TRANS VD **

GENERAL MDSE      T1F      -2.01
-----
SUBTOTAL          -2.01
TAX1 TAXABLE      -2.01
TAX1 AMOUNT       -0.20
-----
TOTAL             -2.01
-----
MISC              -2.01
  INV           : 00013
  REFERENCE    : 1002
  AUTH CODE    : 02545A
-----
NO.00000005  REG: POS-1  Employee 1
    
```

Advanced Operations

Overview

The Sam4POS terminals can be utilized in a variety of common applications such as food service, retail and table service environments. Default key descriptors are used throughout this operation manual. The names and functions described in this manual may differ slightly from your specific application. Consult with your dealer for detailed operation information.

Advanced Operations discussed in this section are:

- Training Mode
- Quick Service \ Drive /thru
- Guest Check Operations
- Table Map
- Running Daily Reports
- Program Maintenance

Training Mode

An employee can be created and designated for training purposes. A training mode is available so that you can operate the cash register without updating totals and counters.

Sign on the designated training employee. The message **** TRAINING MODE **** displays on the header title bar and prints on the receipt (if a receipt printer is attached and programmed). We can also set the Training Option “Use Yellow Title In Training” to more easily identify when a training employee is signed on:



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

Training Mode Program Notes

1. Designate an employee file to be used for **TRAINING**. Check the employee option on that employee for “**TRAINING EMPLOYEE**”.
2. Refer to Program Mode \ Options \ Options \ Training Option to select printing, drawer and other training related options.

Modifier Keys

Typically, keys labeled as Small/Medium/Large/etc. are modifier keys. When items are sold in different sizes, touch a modifier (*size key*) before the desired item.

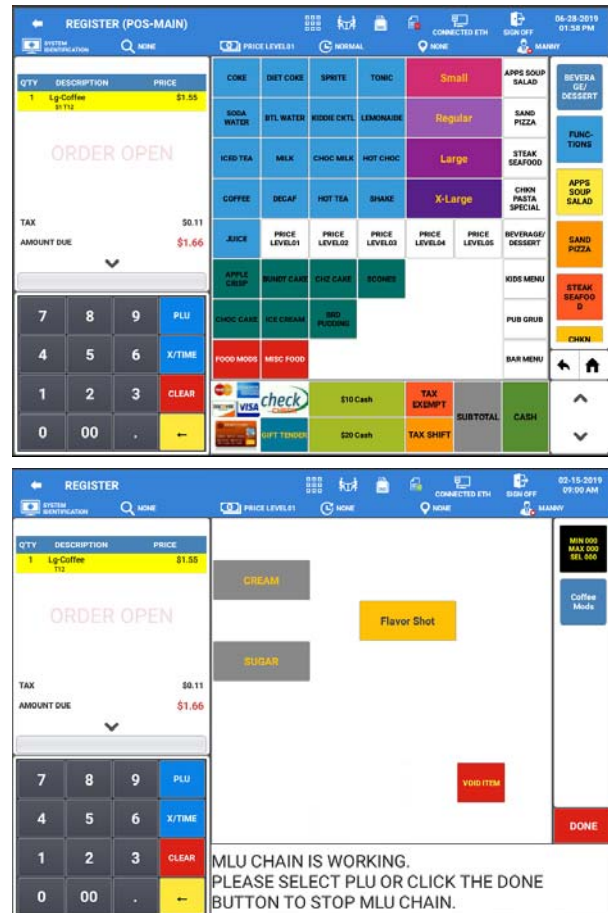
Modifiers can be programmed as:

- **Stay Down** so that registrations will be modified by the same modifier until another modifier is selected,
- **Pop-Up after each item** to register, for example large, medium or small soft drink, or
- **Pop-Up after each transaction** to register the same modification for the item until the transaction is finalized.

Using Modifiers

- ◆ **LARGE, X-LARGE, MEDIUM** and **SMALL** are modifier keys. When items are sold in different sizes, press or touch a modifier before registering the desired item.
 - For example, touch **LARGE**, and then touch **COFFEE**.
- ◆ When items are sold in different flavors, or with different options, registration of the item may trigger a MLU Chain.
 - In this example, the Large Coffee has the options for: Cream, Sugar and Flavor Shot.
 - Touch the desired option to complete the item registration.
- ◆ Press the **DONE** key to close the selection window.

Note: If multiplication is used, the multiplier number counts toward the MAX & MIN quantity for the MLU in the chain. You cannot enter more items than allowed by the MAX & MIN quantity for the MLU in the chain.



- ◆ The completed item is displayed, and the register is ready for another entry or finalization.



Note: When in an **MLU Chain**, if you need to delete a selection; **Press & Hold** on the item then tap **DELETE** from the sub-menu selections.

Quick Service Operations

Drive Thru Operations

When drive thru operation is implemented, **Drive Thru Store**, **Drive Thru Recall** keys, assigned on the screen. (The **Drive Thru Store** key uses a Store Table function key with the “auto check management” feature enabled. The **Drive Thru Recall** key uses a Recall Table function key with the “Drive Thru” feature enabled.)

Quick Service Screen Example



Drive Thru Store

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

Drive Thru Recall

3. Press the **DRIVE THRU RECALL** key, the oldest transaction is recalled/displayed.
4. Add or void items as necessary.
5. Finalize the transaction with **CASH**, **CHECK** or one of the miscellaneous tender (charge) functions.

Table Service Operations

The *Sam4POS* provides a soft check system for storing and recalling orders on the terminal. Multiple tracking files can be created; This allows you to set up different files for table tracking, phone order tracking, drive-thru tracking for multiple windows, take-out order tracking or whatever your application requires.

The following check tracking options are available:

- Tracking by automatically assigning a check number.
- Tracking by manually entering the check number. The number of digits in the check number may be from 0-10 digits long. (0 indicates no predefined digit length for check #'s.)
- Alpha Check Tracking by manually entering customer name.
- Open Checks using MSR (*Mag Stripe Reader*)

Multiple Tracking Files

The Sam4POS allows for as many tracking files as are desired for each application. Separate functions for each order type can be created using the following functions:

- **RECALL TABLE**
- **STORE TABLE**
- **LIST TABLE**
- **TRANSFER CHECK**

Of Guests

Entry is optional and can be controlled by an option on the Recall Table key program or the number of guests may be required on all transactions if set on the Guest# key program.

Alpha Check Number

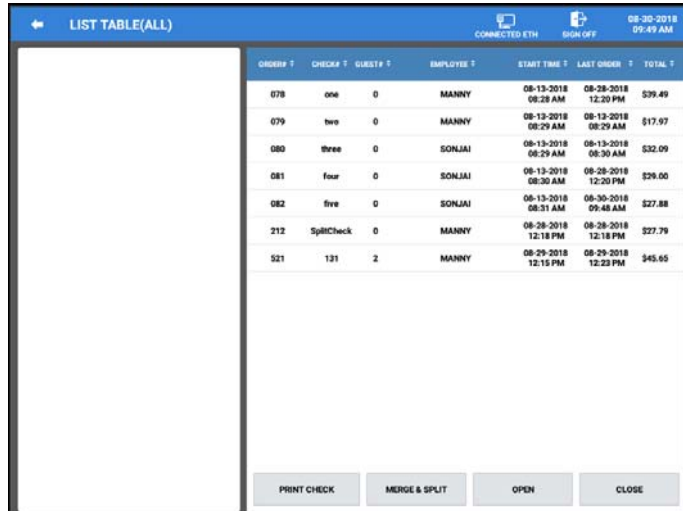
Traditionally, check numbers are numeric, either manually entered or assigned by the register. The Sam4POS has the capability of using an alphanumeric name for a check.

Alpha check numbers are especially useful for ordering systems where the customer is called by name when the order is ready.

List Table

Use the List Table key to view open Tables (*checks*) in the system. Settings can be made so an employee can see only their own open checks or view all open checks.

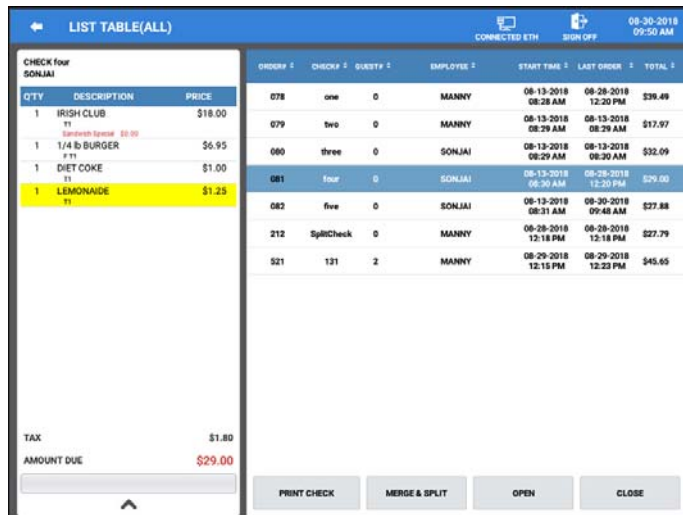
1. Touch the **LIST TABLE** key to display open checks.



2. Touch a check to select it. The selected check is displayed in the left column.
3. The functions available on the LIST TABLE screen are:
 - a. **PRINT CHECK** – prints a customer copy of the selected check.

Note: This is not the same as pressing the Print Check Function Key.

- b. **MERGE & SPLIT** - used to combine checks or to split the check into two or more separate checks.
- c. **OPEN** - to open the check to add items or for payment.
- d. Pressing **CLOSE** will exit back to the Register Mode.



4. If a check is locked you can press and hold on the check in the list, then press **UNLOCK** on the dialog that pops up.
5. Press anywhere outside the message dialog to clear the message without deleting the check.



Soft Check Posting

The Sam4POS terminals use a Soft Check tracking method for storing orders. It is not necessary to print the check at each posting. The **PRINT CHECK** key is used to print the check for presentation to the customer. The check will print the check at the designated receipt printer for the station.

The **PRINT CHECK** key can be programmed to automatically service the check when pressed, this eliminates the need to press the Store Check key after printing then check.

Soft Check Tracking Program Notes:

Discuss these options with your authorized Sam4POS dealer or refer to the *Sam4POS Program Reference Manual*.

Set the options for the Recall Table (*Check*) key as desired; Options set here include:

- Manager Required
- Enforce Seat Number
- Compulsory for all Sales
- (Check #) Assigned by Register
- Opening Employee has Exclusive Access
- Guest Count Entry Required
- Other related options

Set the options for the Store Table (*Check*) key; Options set here include:

- Manager Required
- Tax Exempt
- Recall Check Link
- Compulsory Alpha Text
- Print Receipt After Store Check
- Print Check# on: R/P, J/P
- Manager Required For Servicing Negative Balance
- Auto Check Management

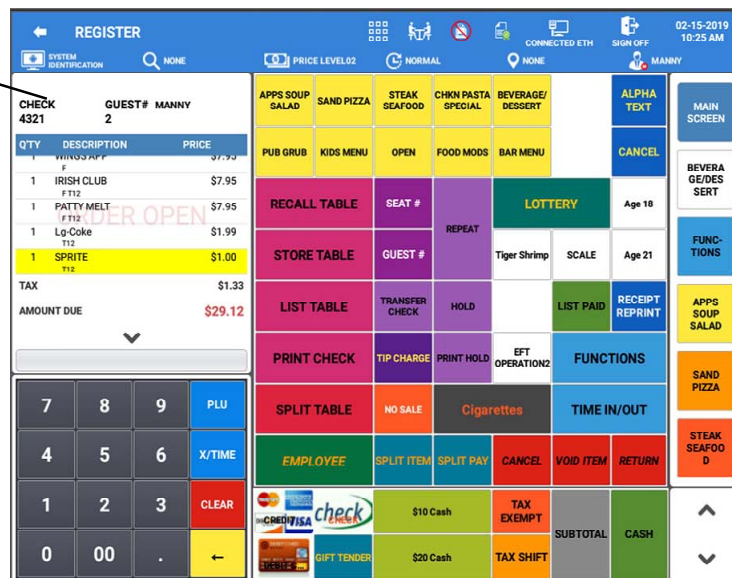
Other options associated with guest check tracking can be found in System Option programming:

- Set Program Mode Options - Options/Guest Check Options
 - Review and set options as necessary

Beginning a Check

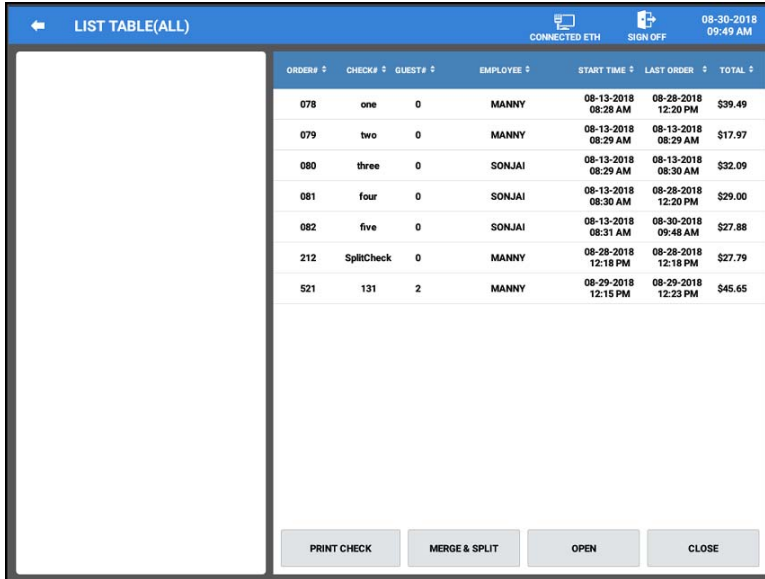
1. Depending on how your system is programmed, to begin a check:
 - a. Touch the **RECALL TABLE** key, if set to automatically assign a check number a new check will be opened.
 - b. Touch the **RECALL TABLE** function key, enter the check number or customer name; press **OK** to open the check.
 - c. Touch the **RECALL TABLE** function key, swipe the Mag Card to open the check.
2. If guest# entry is required, enter number of guests and touch the **GUEST #** key.
3. Enter the items ordered.
4. Press the Print Check key if you wish to print the check before storing. (The Print Check key can be set to automatically service the check.)
5. Touch the **STORE Table** function.

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

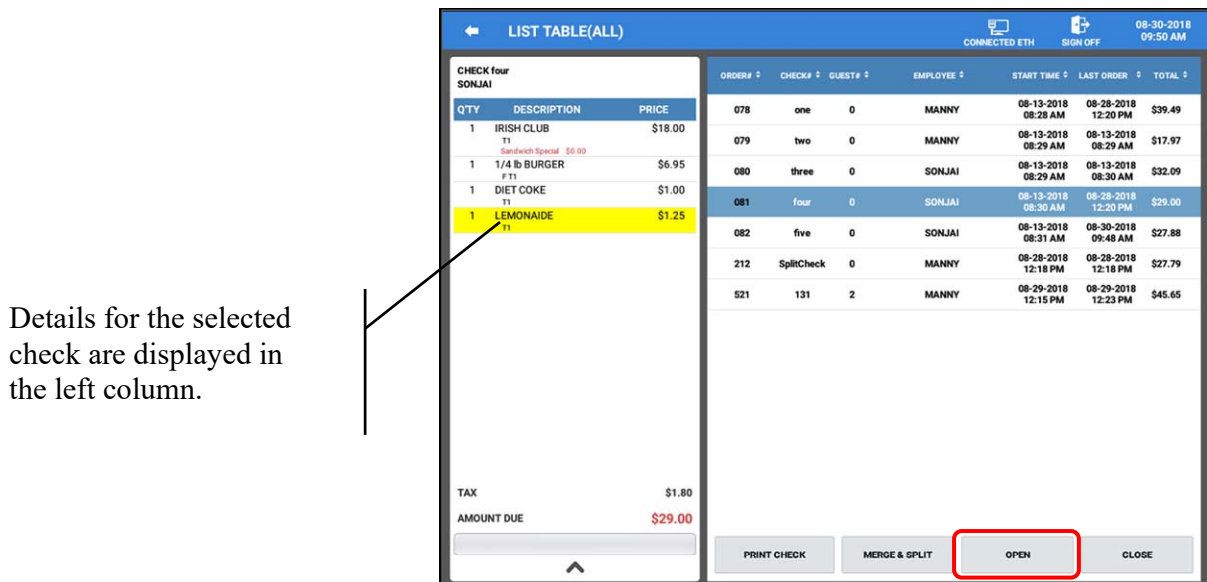


Adding to a Check – Method 1

1. To add additional items to a stored check, you can either:
 - a. Enter the check number and touch the **RECALL Table** function – or –
 - b. Use the **LIST Table** function to select a check from a list to open:



2. Touch a check from the list to select it. The check detail is displayed:

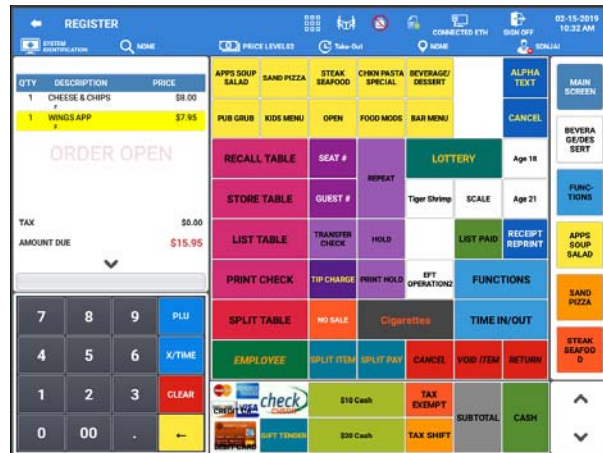


3. Touch **OPEN** to open the selected check.
4. Enter the new items ordered.
5. Touch the **Store Table** function; the check is stored/serviced or press the Print Check key to print the check before storing.

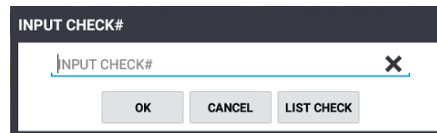
Adding to A Check – Method 2

If a sale is started but not finalized, we can add the items the sale to an existing check in the system.

1. Register a normal transaction without opening a table.



2. If check numbers *are not* assigned by the register, Press the **Recall Table** key:
 - a. On the ‘**Input Check#**’ dialog, enter the number of the check, then press **OK**
3. If check numbers *are* assigned by the register,
 - a. enter the **number of the check** first, then Press the **Recall Table** key.
(If you press Recall w/o entering a check # first, a new check will be opened.)



4. Alternately, you can press the “**LIST CHECK**” button; the LIST CHECK dialog is displayed:
 - a. Select the appropriate check from the list.
5. The check is opened, and the new items are added to the check:
6. The check can then be Stored or tendered as needed.



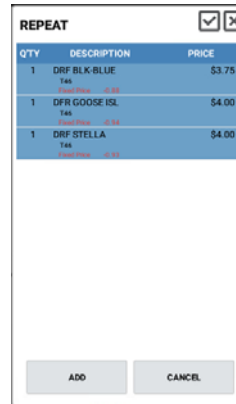
Repeat

You can repeat the last items posted to a check by using the **REPEAT** key. This simplifies registration of another round of drinks. The Repeat function may require manager authorization.

1. Open a check. Enter Items. Touch the **STORE TABLE** key.
2. Press the appropriate **RECALL TABLE** key to recall the Check or use the **LIST TABLE** key to select and open a check in the system.



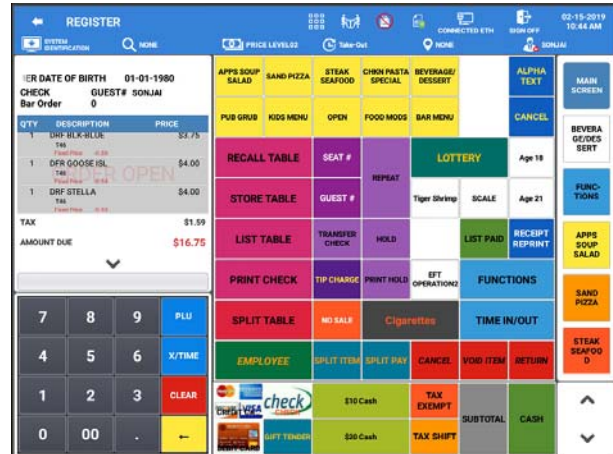
3. Touch **REPEAT**. The items previously posted to the check are displayed.



4. Select the items you wish to REPEAT on the order.
5. **Note:** All previously serviced items are highlighted by default. Only leave the items you want to repeat highlighted. Touch the items to deselect/select items as desired.
6. After highlighting just the items you want to repeat, Press the **ADD** button.



- The selected items are added to the check; Press **STORE TABLE** to store the check again.



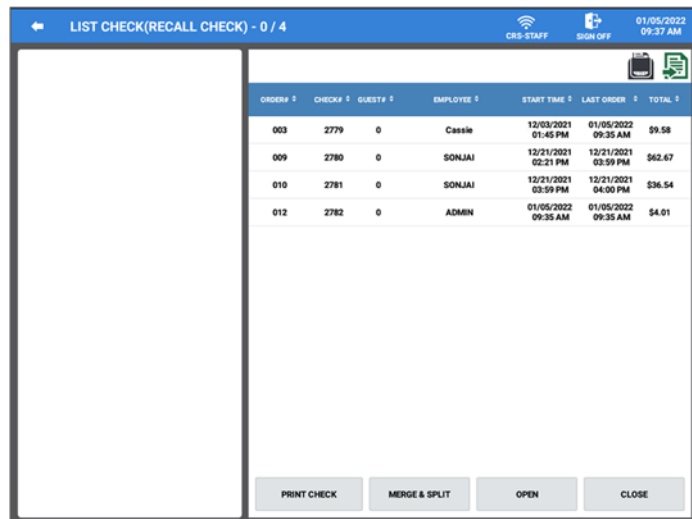
Merge & Split Checks for Payment

The List Table key is used to combine multiple checks together for payment or to split items off from an active check in the system to a new check or to another existing active check in the system.

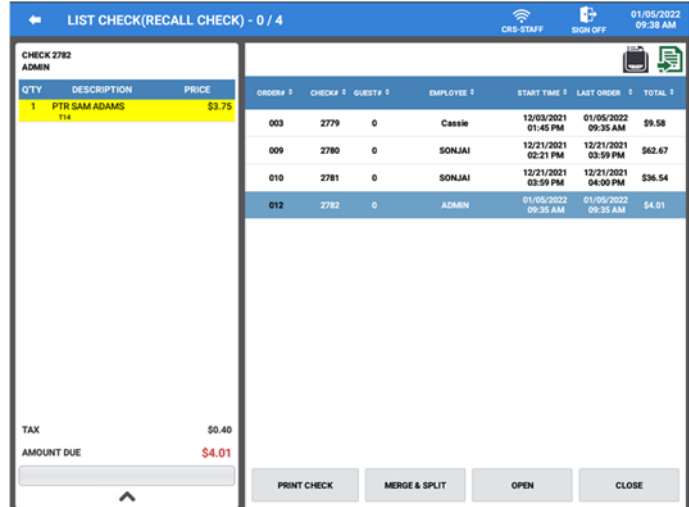
Quick ADD Check

Add Check is accessed by pressing the Merge & Split from the List Table function key or on the Table Map. We will show the List Check operation here. Refer to page 144 for the Table Map Combine\Merge Checks operation.

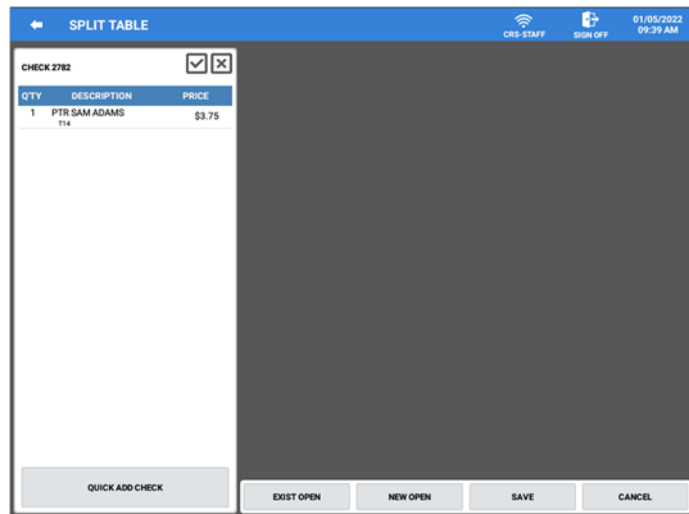
- From the Register Mode, Press the **LIST CHECK** key to view the open checks in the system.



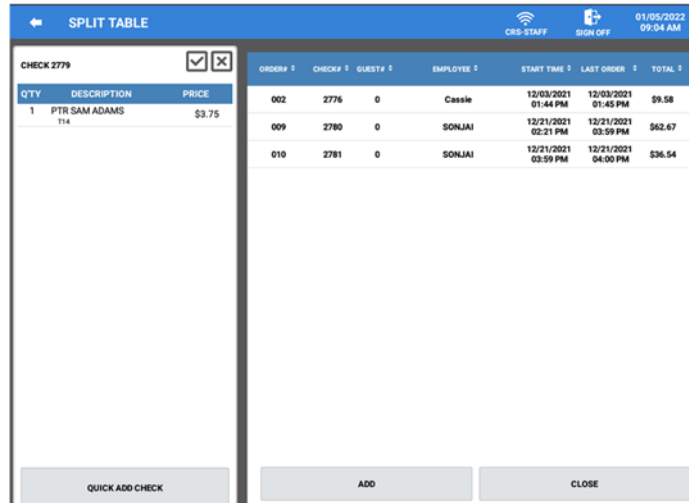
2. Select a check from the list; the check is displayed in the left column.
3. Press the **MERGE & SPLIT** button.



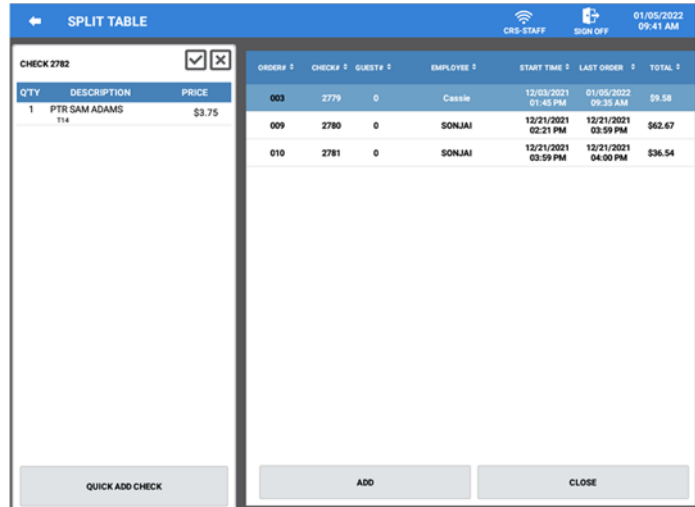
4. The Split Table screen is displayed with the selected check and the operation buttons: Quick Add Check, Exist Check, New Check, Save, Cancel



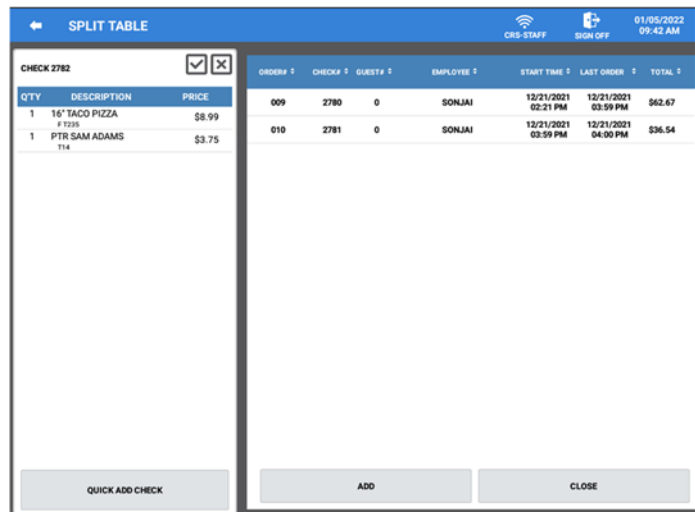
5. Press the **QUICK ADD CHECK** button to display the list of open checks



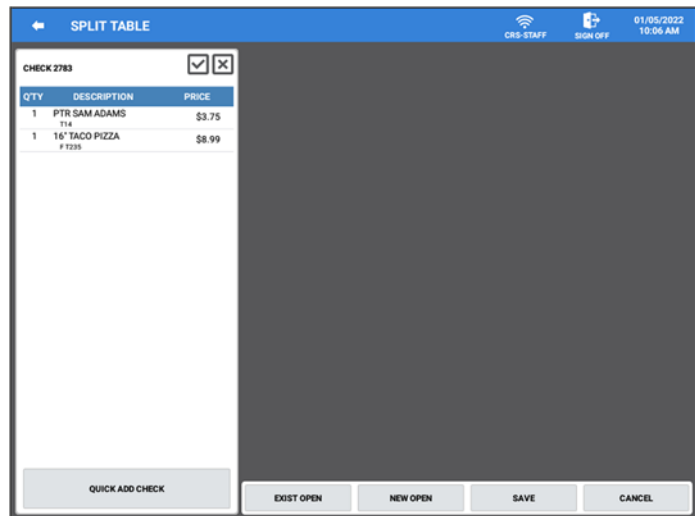
- Select the check from the list on the right (or multiple checks) you want to add to the current check; then press the **ADD** button.



- The selected check is added to the current check.
- Select additional checks to add to this check or press **CLOSE** to return to the Split Table screen.



- Press **SAVE** to save the new combined check and return to the List Check screen. The Save key is important as that is what will update the total on the table.



- Press **CLOSE** to return to the main sales screen.

ORDER #	CHECK #	GUEST #	EMPLOYEE	START TIME	LAST ORDER	TOTAL
021	0		MANNY	04/23/2021 02:14 PM	04/23/2021 02:14 PM	\$0.00
002	0		ADMIN	04/29/2021 09:49 AM	04/29/2021 09:49 AM	\$0.00
008	0		MANNY	11/17/2021 02:48 PM	11/17/2021 02:48 PM	\$0.00
001	Bar Seat1	0	Cassie	10/13/2021 11:03 AM	11/17/2021 09:48 AM	\$9.88
001	Bar Seat15	0	Cassie	11/17/2021 09:43 AM	11/17/2021 09:45 AM	\$10.97
016	2771	0	Cassie	04/20/2021 11:15 AM	04/20/2021 11:35 AM	\$6.45
008	2774	0	Cassie	07/09/2021 04:17 PM	07/09/2021 04:18 PM	\$0.37
009	2780	0	SONJAI	12/21/2021 02:21 PM	12/21/2021 03:59 PM	\$62.67
010	2781	0	SONJAI	12/21/2021 02:59 PM	12/21/2021 04:00 PM	\$36.54
013	2783	0	BART	01/05/2022 10:02 AM	01/05/2022 10:08 AM	\$13.59
014	2784	0	BART	01/05/2022 10:03 AM	01/05/2022 10:03 AM	\$91.65
008	5001	0	Cassie	09/17/2021 01:18 PM	09/17/2021 01:20 PM	\$35.08
009	5002	0	Cassie	09/17/2021 01:21 PM	01/05/2022 09:57 AM	\$28.42

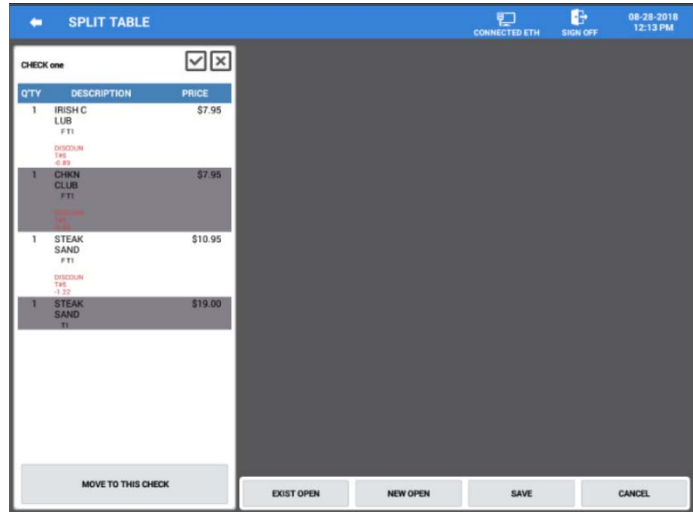
Split Check for Payment

The Split Table function key allows you to select an item or items on a soft check for assignment to another check. The List Check key also allows you to select a check and split items off to a separate check. You can choose to split items off to a new check or to an existing active check in the system.

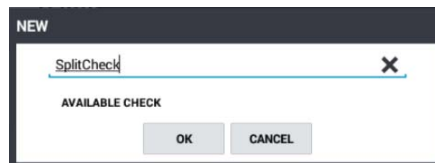
- From the Register Mode, Recall/Open an existing guest check, then Touch the **SPLIT TABLE** function key;
Alternately, you can use the **List Table** button to view and select an open table, then press the **MERGE & SPLIT** button. The **Split Table** dialog is displayed:

QTY	DESCRIPTION	PRICE
1	IRISH C LUB F71	\$7.95
1	CHKN CLUB F71	\$7.95
1	STEAK SAND F71	\$10.95
1	STEAK SAND T1	\$19.00

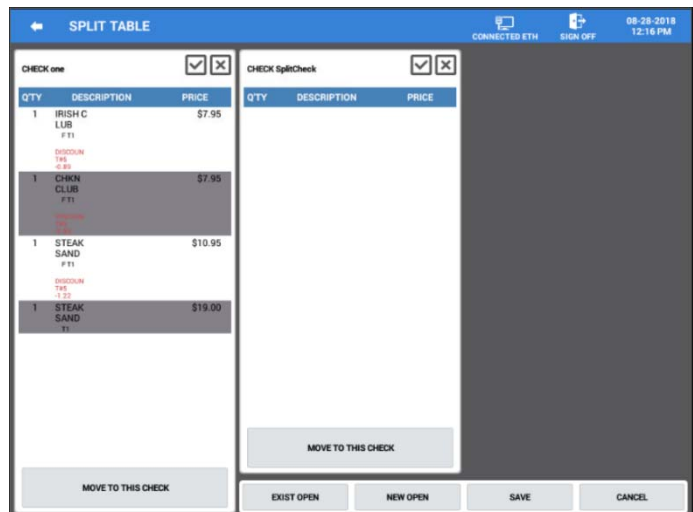
2. Select the items you wish to split off.



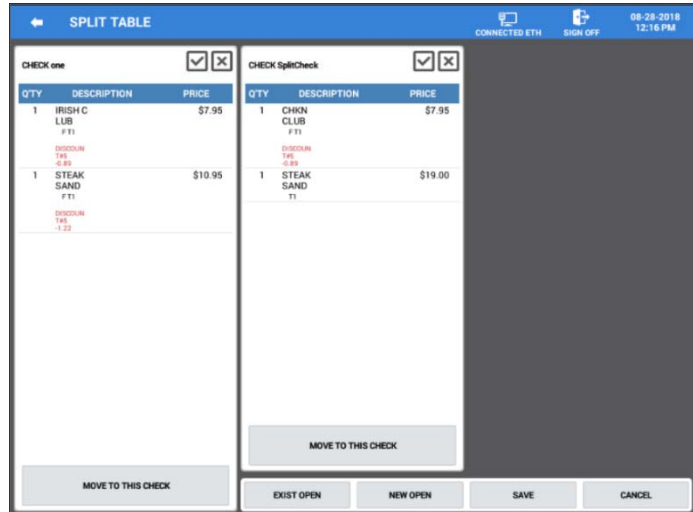
3. Press the **NEW OPEN** button to create a new check for the items:



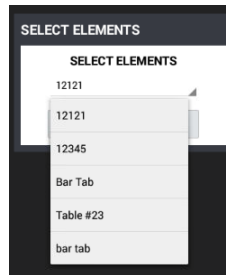
4. Enter the number or name for the new check (*up to 10 digits*) and press **OK**.



5. Touch the **MOVE TO THIS CHECK** button on the new check; the selected items will now appear on the new check.



6. Alternately, you can press **EXIST OPEN** to add the items to an existing check in the system:
7. Select the desired check in the system to add the selected item to, press **OK**.



8. Press the **MOVE TO THIS CHECK** button on the selected check to move the selected items.
9. Continue to move items as needed. Note that you can also move items back to the original check if necessary.
10. When you have finished moving all the items, press **SAVE** to save the changes. Pressing **CANCEL** will exit the operation without making any changes.

TIP Entry

Tips can be entered to open guest checks in the system using the TIP Charge function key.

Gratuities/Tips received after a sale is tendered with a credit card can be added to the transaction from the register mode using the EFT Operation function key or the List Paid function key. The EFT Operation menu in the Program Mode, Device, EFT Operation may also to enter tips. Gratuities (Tips) indicated by the customer on the payment draft must be entered at the ECR before the batch is closed.

Refer to the Post-Finalization Procedures: TIP (Gratuity) Entry on page 139 for TIP Entry using the List Paid key.

Refer to page 263 for Gratuity Entry from the EFT OPERATION function key menu in the Register Mode or from the EFT OPERATION menu in the Program Mode – Device menu selections.

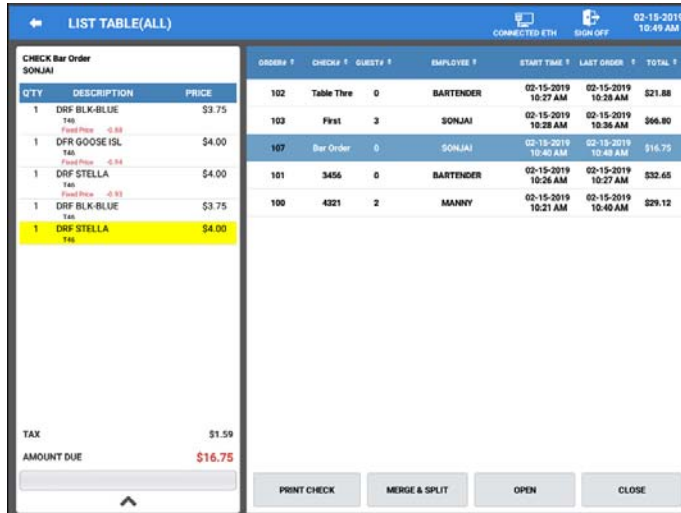
TIP Charge

Use TIP CHARGE to enter Tips to an open guest check.

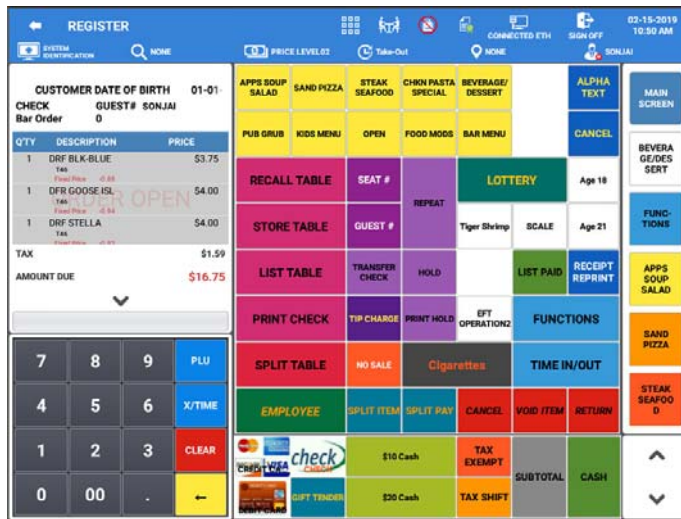
1. **Recall** an open check in the system:
 - a. Enter the check number and touch the **RECALL Table** function.
 - b. Alternately, you can use the **LIST Table** function to select a check from a list to open.
2. Enter any new items if necessary, press **SBTL**; Then press the **TIP Charge** key. The **OPEN TIP** dialog is displayed.
3. Input the amount of the TIP received, then press **ENTER**. The tip will be added to the check. Pressing the **X** in the upper right of the dialog will exit and close the dialog without adding the tip.
4. You can store the check or tender the check as required.

Paying a Check

1. To pay off an existing check:
 - a. Enter the check number and press **Recall Table**.
 - b. Press the **List Table** function, touch a check from the displayed list of active checks to select it and then touch **OPEN**.



2. Additional items can be registered before payment is made.
3. If necessary, enter a tip amount and touch the **TIP Charge** function key.
4. Finalize the check with the appropriate tender key.



5. The check is finalized; the receipt and check will print, and the display shows the payment information.

TIP (Gratuity) Entry

The processor must allow “By Record” operations (Tokenization) for tip entry operations.

Tips can be entered to open guest checks in the system using the TIP Charge function key.

Gratuities/Tips received after a sale is tender with a credit card can be added to the transaction from the register mode using the EFT Operation function key or the List Paid function key. The EFT Operation menu in the Program Mode, Device, EFT Operation may also to enter tips. Gratuities (Tips) indicated by the customer on the payment draft must be entered at the ECR before the batch is closed.

If desired, a Suggested Gratuity may be programmed to appear on Receipts by adding the Gratuity Line to your receipt and programming the Gratuity amount in Program Mode \ Receipt & Message programming.

Note: These suggested Gratuities will not appear on the Pin-Pad.

Tips can be added to finalized credit card transaction from the register mode by using the List Paid function key or from the EFT Operation function key. Refer to the Gratuity Entry procedure on page 263 for entering tips from the EFT Operations function key and/or EFT Operations menu in the Device category.

When integrated credit is utilized, Tips can be entered for credit transactions.

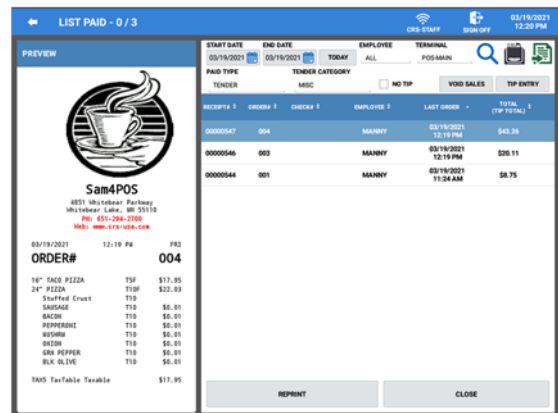
Tip Entry (List Paid Method)

When Integrated Credit is utilized, Tips indicated by the customer can be added after the transaction is tendered from the List Paid screen. Tip entry here is *only* used with integrated credit.

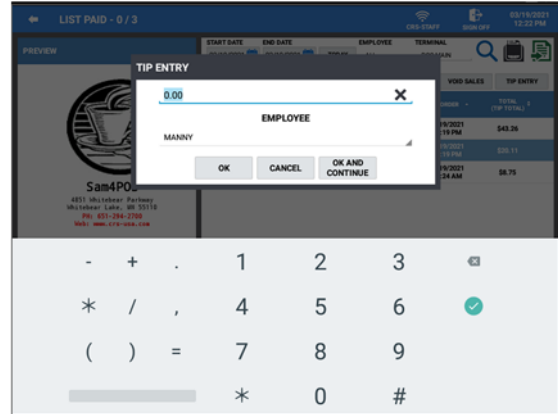
Here is a link to a video showing this operation: <https://www.youtube.com/watch?v=YkcFjxmoKs&list=PLtFh-a37jHmbhGgLO3nB76hP-avFSW29&index=78&t=2s>

Note: If the Paid Type is set for TENDER and the Tender Category is set for MISC, you can use this key for easy TIP entry. If the Employee is an ADMIN employee, they can assign Tips to other employees. Other employees can only enter their own tips.

1. Touch the **LIST PAID** key; the transaction preview screen is displayed.
2. Set the **START DATE \ END DATE** as desired or press the **TODAY** button.
 - a. Set **PAID TYPE = TENDER**
 - b. **TENDER CATEGORY = MISC**
3. The **NO TIP** filter and the **TIP ENTRY** button appear and the transactions matching your settings are displayed.
4. You can also filter transactions by **Employee** or by **Terminal**.



5. Select the transaction from the list you wish to add a TIP to; then press the **TIP ENTRY** button. The **TIP ENTRY** dialog appears.
6. Enter the **TIP AMOUNT** indicated by the customer and select the **EMPLOYEE** to apply the TIP to.
7. Press **OK**. To add the tip to the selected employee or press **OK AND CONTINUE** to add additional tips for employees. Pressing **CANCEL** will exit the operation without adding any tips.



TIP Entry (EFT Operation Method)

Refer to the Gratuity Entry procedure on page 263 for entering tips from the EFT Operations function key and/or EFT Operations menu in the Device category.

Seat # Assignment

The seat # system may be employed in a soft check system, its purposes are:

- ◆ To separate orders by seat (or individuals) so that orders can be identified by individual seats on kitchen requisitions for food preparation.
- ◆ To facilitate separate payments by seat.

Seat # entry can be enforced, or if optional, seat #'s can be applied to items previously entered. An automatic default Seat# can be set if desired; see General Options programming in the programming manual.

Enforced Seat # Entry

When seat # is enforced, as per setting on the Recall Table function, it is enforced for each main item; Seat # entry is not required for condiments.

Items are displayed as they are entered.

The seat number is displayed below each item.

Procedure:

1. Open a check.
2. If you attempt to enter an item without a seat number entry, the message:
3. **"NEED SEAT# FIRST"** displays.
4. Press **OK** to clear the message.
5. Enter seat # (up to 2 digits).
6. Enter main item and any desired condiments.
7. Enter the seat number for the next item, touch the **SEAT #** key.
8. Enter the next item and its condiments.

The seat number "S1" displays below the item.

Q'TY	DESCRIPTION	PRICE
1	8oz FILET S1 T1	\$19.95
	ADD MUSHRM S1 T1	\$0.75
1	FULL RACK RIBS S2 T1	\$16.95
1	COFFEE S1 T1	\$1.00
1	SPRITE S2 T1	\$1.00
	TAX	\$2.63
	AMOUNT DUE	\$42.30

Changing the Seat # on a Previously Entered Item

If you need to change the current seat# assignment on an item:

1. Touch the item you wish to change the seat# assignment on.
2. Touch **SEAT #**. The *Enter New Seat #* entry dialog displays.
3. Enter a new seat number (up to 2-digits) and press **ENTER**.



Optional Seat # Entry

When seat # is not compulsory:

1. Touch the item you wish to assign a seat #.
2. Touch **SEAT #**. The *Enter New Seat#* dialog displays.
3. Enter a seat number (up to 2-digits) and press **ENTER**.

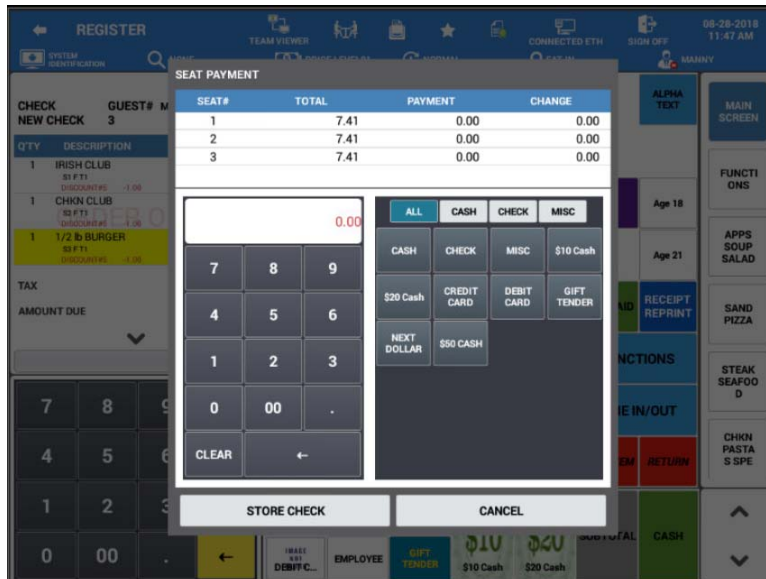


Print Check by Seat Number

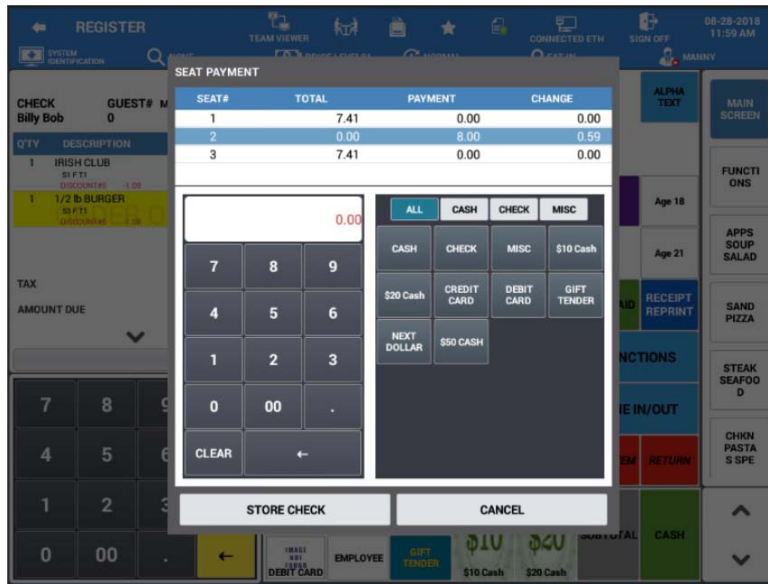
1. Open a check. Identify items by seat number.
2. Touch **PRINT CHECK**. The print 'Check dialog' will offer the following options:
 - ◆ SINGLE CHECK – ALL SEATS
 - ◆ SEPARATE CHECKS – ALL SEATS
 - ◆ SINGLE CHECK –ONE SEAT (When selected, you will be prompted to select a seat number.)
3. After making your selection, the check will print.

Payment by Seat Number

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



3. Touch the seat you wish to pay and enter the appropriate payment amount; press CASH, CHECK or MISC TENDER.



4. The seat is highlighted and paid; the seat total is adjusted accordingly.
5. Continue to settle each seat until the check is completely paid, or touch **STORE CHECK** to store the unpaid seats.
6. When the check is opened again, the paid seat no longer appears on the check.

Hold/Print Hold

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

A held item is indicated on the display with an '**H**' below the item, next to the tax status indicator.

See Program Mode Options \Options \ Guest Check Option to set the following related options:

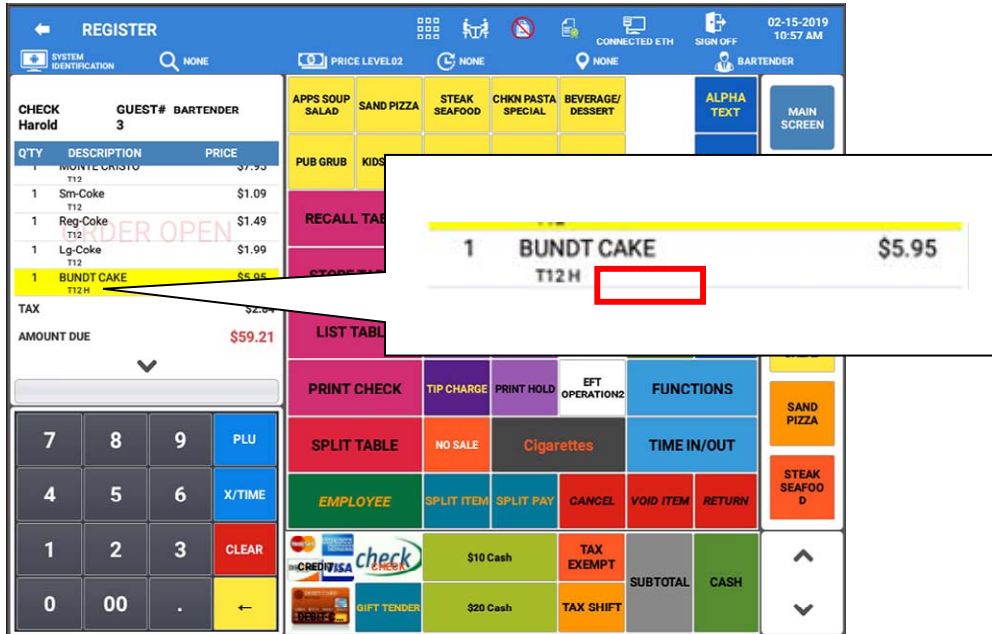
- ◆ **Warning on held items at finalization** – Display warning to operator that the check has held items when employee attempts to finalize the check, Yes or No.
- ◆ **Automatically select held items on guest check is recall** – (This flag is to facilitate printing of held items.)

Certain items can be set to automatically hold items by group; see Program Mode \ PLU \ PLU Status Group. (For example, you may wish to automatically hold dessert items when they are first entered.)

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

Hold an Item

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



3. Store the check by touching the store table key.
4. If the Guest Check Option is programmed to warn the operator if items are held when the check is finalized, the held item message displays. (See: *Program Mode* → *Options* → *Options* → *Guest Check Option*.) The message will list all checks that contain held items, so that the server is reminded of other checks/tables where held items may need to be released.
5. Touch **CLOSE** to store the check.

Print All Held Items

1. Recall an order that has held items. (*Program Mode* → *Options* → *Options* → *Guest Check Option: Automatically Select Held Items On Guest Check Recall is checked*.) Add new items as necessary.
2. Touch **PRINT HOLD**. The **"Hold"** status is removed for all held items; items will be sent to appropriate output when the check is serviced.)

Print an Individual Item

1. Recall an order that has held items. (*Program Mode* → *Options* → *Options* → *Guest Check Option: Automatically Select Held Items On Guest Check Recall is not checked*.)
2. Touch the item you wish to print.
3. Touch **PRINT HOLD**. (Hold status is removed for selected item; item will be sent to appropriate output when the check is serviced.)

Transfer Table

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

1. Sign on employee and press the **TRANSFER TABLE** key.
2. Select the checks from the list you wish to transfer.
 - a. Press **SELECT ALL** if you want to transfer all of the checks listed.
 - b. Press **DESELECT ALL** if you decide not to transfer all check.

Checks selected for transfer are highlighted

ORDER#	CHECK#	GUEST#	EMPLOYEE	START TIME	LAST ORDER	TOTAL
078	one	0	MANNY	08-13-2018 08:28 AM	08-28-2018 12:20 PM	\$39.49
079	two	0	MANNY	08-13-2018 08:29 AM	08-13-2018 08:29 AM	\$17.97
080	three	0	MANNY	08-13-2018 08:29 AM	08-13-2018 08:30 AM	\$32.09
081	four	0	MANNY	08-13-2018 08:30 AM	08-28-2018 12:20 PM	\$29.00
082	five	0	MANNY	08-13-2018 08:31 AM	08-13-2018 08:31 AM	\$27.88
212	SplitCheck	0	MANNY	08-28-2018 12:18 PM	08-28-2018 12:18 PM	\$27.79
521	131	2	MANNY	08-29-2018 12:15 PM	08-29-2018 12:23 PM	\$45.65

3. Press the **TRANSFER CHECK** button.
4. Choose the employee from the list you wish to transfer the checks to.

EMPLOYEE	START TIME	LAST ORDER	TOTAL
SONJAI	8 AM	08-28-2018 12:20 PM	\$39.49
BARTENDER	9 AM	08-13-2018 08:29 AM	\$17.97
MANNY	9 AM	08-13-2018 08:30 AM	\$32.09
Cassie	9 AM	08-28-2018 12:20 PM	\$29.00
MCR	1 AM	08-13-2018 08:31 AM	\$27.88
6 EMPLOYEE	8 PM	08-28-2018 12:18 PM	\$27.79
8 EMPLOYEE	5 PM	08-29-2018 12:23 PM	\$45.65

Checks **three, four and five** are transferred to Sonjai

ORDER#	CHECK#	GUEST#	EMPLOYEE	START TIME	LAST ORDER	TOTAL
078	one	0	MANNY	08-13-2018 08:28 AM	08-28-2018 12:20 PM	\$39.49
079	two	0	MANNY	08-13-2018 08:29 AM	08-13-2018 08:29 AM	\$17.97
080	three	0	SONJAI	08-13-2018 08:29 AM	08-13-2018 08:30 AM	\$32.09
081	four	0	SONJAI	08-13-2018 08:30 AM	08-28-2018 12:20 PM	\$29.00
082	five	0	SONJAI	08-13-2018 08:31 AM	08-13-2018 08:31 AM	\$27.88
212	SplitCheck	0	MANNY	08-28-2018 12:18 PM	08-28-2018 12:18 PM	\$27.79
521	131	2	MANNY	08-29-2018 12:15 PM	08-29-2018 12:23 PM	\$46.65

- The selected checks are transferred to the employee you selected.

Tip Declare

If the employee time keeping feature is used, the operator may be prompted to enter Tips when clocking out. (Check the employee authority level option “Compulsory Tip Entry”.) The Time In/Out operation can be performed from the Register Mode or you may have the option set to display the Time In/Out on the sign on screen.

- Sign on the employee if using the Time In/Out function in the register mode.
- Clock out the employee, the *Declare Cash Tip* window displays.
- Enter the declared tip amount and touch **ENTER**.

4. Alternately, the **TIP DECLARE** function key can be used to enter Tips when the time keeping feature is not used.
5. Touch the **TIP DECLARE** key.

TIP DECLARE

INPUT AMOUNT			INPUT COUNT	
QTY	DESCRIPTION	PRICE	TOTAL AMOUNT	
			CASH	\$0.00
			CHECK	\$0.00
			MISC	\$0.00
			TOTAL	\$0.00

[Empty Input Field]			ALL	CASH	CHECK	MISC
7	8	9	CASH	CHECK	MISC	CREDIT CARD
4	5	6	DEBIT CARD	GIFT TENDER		
1	2	3				
0	00	.				
CLEAR	←					

EMPLOYEE
BARTENDER

OK CANCEL

6. Enter the *TIP Declared* amounts, select the media type for all Tips:
7. Touch **OK** when finished entering Tips.

TIP DECLARE

INPUT AMOUNT			INPUT COUNT	
QTY	DESCRIPTION	PRICE	TOTAL AMOUNT	
1	CASH	\$25.00	CASH	\$25.00
1	CREDIT CARD	\$15.77	CHECK	\$0.00
			MISC	\$15.77
			TOTAL	\$40.77

[Empty Input Field]			ALL	CASH	CHECK	MISC
7	8	9	MISC	CREDIT CARD	DEBIT CARD	GIFT TENDER
4	5	6				
1	2	3				
0	00	.				
CLEAR	←					

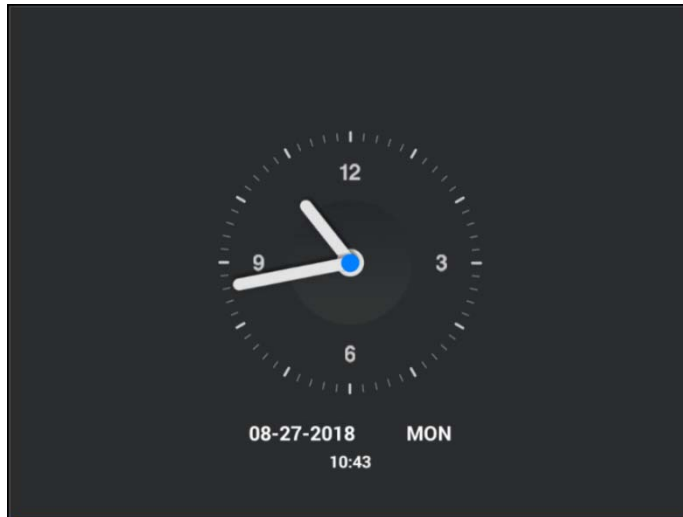
EMPLOYEE
BARTENDER

OK CANCEL

Outside of Sale Operations

Display Time & Date

The Time and date can be displayed anytime from any screen by pressing the Date & Time on the title bar.



The screen saver can also be set to display the CLOCK. The screen saver will display after the terminal has been idle for a pre-determined amount of time.

See: *Program Mode > Options > Options > System Option settings.*

Touch anywhere on the screen to exit the screen saver.

Waste

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

1. Touch **WASTE**.
2. Register the wasted items.
3. Touch **WASTE** again to finalize.

Received on Account

Received on account operations are used to add to the cash, check or miscellaneous media amounts to the drawer total, such as entering in beginning cash to the drawer.

Typically, Received on Account operations are performed outside a sale. However, it is possible to perform a received on account operation within a transaction. The Received On Account amount will reduce/deduct from the current transaction total.

Input Amount

1. Touch the **RECD ACCT** key and select the **Input Amount** tab.
2. You can select to view just the **CASH**, **CHECK** or **MISC** media type as desired or select **ALL** to view & enter all the media types.
3. Type in the amount for the media, then press the media type button to add the amount to the selected media type. You can enter amounts into more than one media type as necessary:
 - a. Enter cash received, touch **CASH**
 - b. Enter checks received, touch **CHECK**
 - c. Enter miscellaneous tenders received, touch **MISC**
4. The transaction detail area of the screen keeps a running total of media received.

INPUT AMOUNT		INPUT COUNT	
QTY	DESCRIPTION	PRICE	TOTAL AMOUNT
<input type="checkbox"/>	1 CASH	\$25.00	CASH \$25.00
<input type="checkbox"/>	1 CHECK	\$50.00	CHECK \$50.00
<input type="checkbox"/>	1 CREDIT CARD	\$100.00	MISC \$100.00
			TOTAL \$175.00

Keypad buttons: ALL, CASH, CHECK, MISC, CREDIT CARD, DEBIT CARD, GIFT TENDER, EVO Credit, CLEAR, OK, CANCEL.

5. If an incorrect entry is made, you can select the specific entry by pressing the check box preceding the entry and pressing the trash can icon in the upper right corner of the entry screen to delete the entry.
6. You can add a MEMO to the operation by pressing the T+ icon in the upper right corner. When pressed, the **MEMO** dialog appears.

MEMO dialog box showing a text input field with "RA" and a close button (X). Buttons: OK, CANCEL, LIST CHECK.

7. Press the **X** at the end of the line to clear the current memo, type in the desired **MEMO** message. Press **OK** to add the message to the R/A operation. Alternately, you can press the **LIST CHECK** button on the MEMO dialog to apply the amount to an open check in the system. When List Check button is pressed, a list of all open checks in the system appears.

LIST CHECK dialog box showing a list of open checks with IDs 1001, 1002, and 1003.

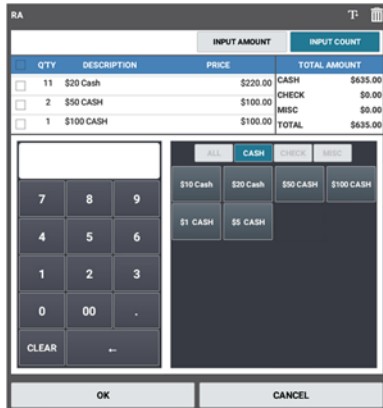
Select the appropriate check from the list to apply the R/A operation to.



8. When all media amounts have been entered touch **OK** to finalize; pressing **CANCEL** will exit the R/A operation without entering any amounts.

Input Count

The Input Count selection tab allows you to simply count the number of a specific quick cash media, such as pennies, quarters, dollars, ten dollars, etc. These Quick Cash Tender types must be created in the Program Mode\Function Key\Tender Key programming before they will appear on the RA Key, Input Count tab.

1. Touch the **RECD ACCT** key and select the **Input Count** tab.
2. Count the number of the specific **Quick Cash Tender** type; press the appropriate **Quick Cash Tender** button. The terminal will calculate the number entered with the quick cash tender type and enter the appropriate amount.
3. The transaction detail area of the screen keeps a running total of media received.



4. If an incorrect entry is made, you can select the specific entry by pressing the check box preceding the entry and pressing the  trash can icon in the upper right corner of the entry screen to delete the entry.
5. You can add a MEMO to the operation by pressing the T+ icon  in the upper right corner. When pressed, the MEMO dialog appears.



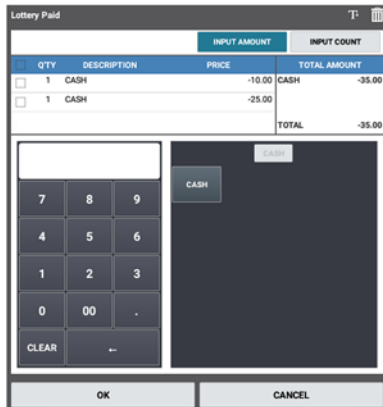
6. Press the **X** at the end of the line to clear the current memo, type in the desire **MEMO** message. Press **OK** to add the message to the R/A operation.
Alternately, you can press the **LIST CHECK** button on the MEMO dialog to apply the amount to an open check in the system. When List Check button is pressed, a list of all open checks in the system appears. Select the appropriate check from the list to apply the R/A operation to.
7. When all cash has been entered press **OK**; pressing **CANCEL** will exit the R/A operation without entering any amounts.

Paid Out

Paid Out operations are used to remove CASH amounts from the cash drawer totals. Typically, Paid Out operations are performed outside a sale. However, it is possible to perform a Paid Out operation within a transaction. The Paid Out amount will add to the current transaction amount.

Input Amount

1. Touch the **PAID OUT** key.
2. Enter the amount of CASH to remove from the drawer: touch the **CASH** button.
3. The transaction detail area of the screen keeps a running total of media paid out.

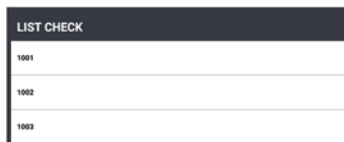


4. If an incorrect entry is made, you can select the specific entry by selecting the check box preceding the entry and pressing the trash can icon in the upper right corner of the entry screen to delete the entry.
5. You can add a MEMO to the operation by pressing the **T+** icon in the upper right corner. When pressed, the **MEMO** dialog appears.



6. Press the **X** at the end of the line to clear the current memo, type in the desired **MEMO** message. Press **OK** to add the message to the P/O operation.

Alternately, you can press the **LIST CHECK** button on the MEMO dialog to apply the amount to an open guest check in the system. When the List Check button is pressed, a list of all open guest checks in the system appears.



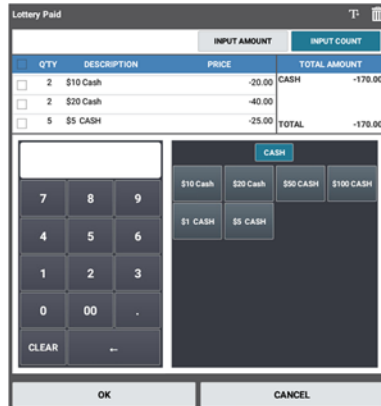
Select the appropriate guest check from the list to apply the P/O operation to.



7. When all media amounts have been entered touch **OK** to finalize; pressing **CANCEL** will exit the P/O operation without entering any amounts.

Input Count

The Input Count selection tab allows you to simply count the number of a specific quick cash media; pennies, quarters, dollars, ten dollars, etc. These Quick Cash Tender types must be created in the Program Mode\Function Key\Tender Key programming before they will appear on the PO Key, Input Count tab.

1. Touch the **PAID OUT** key and select the **Input Count** tab.
2. Count the number of the specific **Quick Cash Tender** type; press the appropriate **Quick Cash Tender** button. The terminal will calculate the number entered with the quick cash tender type and enter the appropriate amount.
3. The transaction detail area of the screen keeps a running total of media received.



4. If an incorrect entry is made, you can select the specific entry by pressing the check box preceding the entry and pressing the  trash can icon in the upper right corner of the entry screen to delete the entry.
5. You can add a MEMO to the operation by pressing the T+ icon  in the upper right corner. When pressed, the **MEMO** dialog appears.



6. Press the **X** at the end of the line to clear the current memo, type in the desired **MEMO** message. Press **OK** to add the message to the P/O operation.
Alternately, you can press the **LIST CHECK** button on the MEMO dialog to apply the amount to an open check in the system. When List Check button is pressed, a list of all open checks in the system appears. Select the appropriate check from the list to apply the P/O operation to.
7. When all cash has been entered press **OK**; pressing **CANCEL** will exit the P/O operation without entering any amounts.

Post-Finalization Procedures

These operations are performed from the Register Mode but are only allowed after a sale is complete.

Receipt Issue

Additional receipts can be printed after a sale is finalized, or, if a receipt is not normally issued, we can print a receipt on request.

- ◆ Register and tender a transaction as normal. If a receipt is requested or if an additional receipt is required, touch the **RECEIPT REPRINT** key to reprint the transaction receipt.
- ◆ If the print option ‘Allow Multiple Receipts’ is enabled, touch **RECEIPT REPRINT** a second time to print additional receipt copies.

Gift Receipt

When the “Gift Receipt” option on the Receipt Reprint key is checked, when the Receipt Reprint key is pressed, a gift receipt will be printed. The gift receipt will print the items in transaction without the prices and no total line.

Sample Gift Receipt

```
*****  
** REPRINT **  
*****  
  
Sam4POS  
White Bear Parkway  
White Bear Lake, MN 55110  
  
* * * * *  
06-03-2019          08:39          PM MON  
ORDER#                      753  
CUSTOMER DATE OF BIRTH      01-01-1980  
-----  
PRODUCT  
-----  
JACK DANIELS GIFT SET  
NO. 00002648  REG: POS-MAIN  CASHIER 12
```

List Paid

Touch List Paid to view previously closed transactions for the current day or for a specified date range. The List Paid key can only be used outside of a transaction. Transactions for all employees or transactions just for selected employees can be previewed, reprinted or exported to a USB or E-Mail account. Transactions can be sorted further by the Paid Type. When the Paid Type = TENDER, the Tender Category selections are also available.

Selected transactions can also be exported to a USB drive or Emailed as desired.

If integrated credit is utilized, Tips can be entered for credit transactions. See “TIP (Gratuity) Entry” operation on page 139 for details.

Credit transactions may also be Voided from the List Paid screen; refer to the “Void Sales” section on page 140 for details.

Use the filters to show just the specific transactions you want to view.

Start Date & End Date – You can select a specific day or date range to view.

Today – Select to view just paid transactions from current day.

Employee & Terminal – Choose all or specific employee(s) and/or terminals.



After setting or editing the filter selections, press the search icon to refresh the view the results.



Pressing the Print icon will print the currently displayed transactions summary list.



When a transaction is selected you can use this icon to export the transaction to USB or to an Email. Exported data is sent in a spreadsheet format (.CSV file). Emailing data requires additional setup, contact your dealer for details.

<u>Paid Type</u>	<u>Tender Category</u>
• Not Used	N/A
• *Tender	Not Used, Cash, Check, Food Stamp Tender, *Misc
• No Sale	N/A
• Cancel	N/A
• Void Mode	N/A
• Void Item	N/A
• Return	N/A
• Waste	N/A
• Promo	N/A
• RA/PO	N/A
• * *PLU Info	N/A

* If the Paid Type is set for TENDER and the Tender Category is set for MISC, the **NO TIP** filter is added and additional buttons for **VOID SALES** (*Void Sales button is used only for EFT Transactions*) and **TIP ENTRY** are available.

* * PLU Info: when selected you can filter for an individual PLU or PLU Range. You would enter the PLU code or descriptor to view paid transactions that contain the specified items.

List Paid Example

1. Touch the **LIST PAID** key; the transaction preview screen is displayed:

The screenshot shows the 'LIST PAID - 0 / 4' screen. On the left is a 'PREVIEW' section for order #004, dated 03/19/2021 at 12:19 PM. The items listed are: 16" TACO PIZZA (\$17.95), 24" PIZZA (\$22.03), Stuffed Crust (\$0.01), SAUSAGE (\$0.01), BACON (\$0.01), PEPPERONI (\$0.01), MUSHROOM (\$0.01), ONION (\$0.01), GRN PEPPER (\$0.01), and BLK OLIVE (\$0.01). The total is \$17.95. On the right is a table of transactions:

RECEIPT#	ORDER#	CHECK#	EMPLOYEE	LAST ORDER	TOTAL
00000547	004		MANNY	03/19/2021 12:19 PM	\$43.25
00000546	003		MANNY	03/19/2021 12:19 PM	\$20.11
00000545	002		MANNY	03/19/2021 12:09 PM	\$19.06
00000544	001		MANNY	03/19/2021 11:24 AM	\$8.75

2. Touch the **TODAY** button to view paid transactions for the current day.
3. Alternately, Touch the **START DATE** to open the start date calendar view.
4. Select the desired Start Date, Press **OK**.

The 'START DATE' calendar view shows a grid for December 2018. The date 03 is selected. The grid is as follows:

			December 2018						
			S	M	T	W	T	F	S
Nov	31	2017	48	25	26	27	28	29	30
Dec	01	2018	49	2	3	4	5	6	7
			50	9	10	11	12	13	14
			51	16	17	18	19	20	21
			52	23	24	25	26	27	28
Jan	02	2019	1	30	31	1	2	3	4

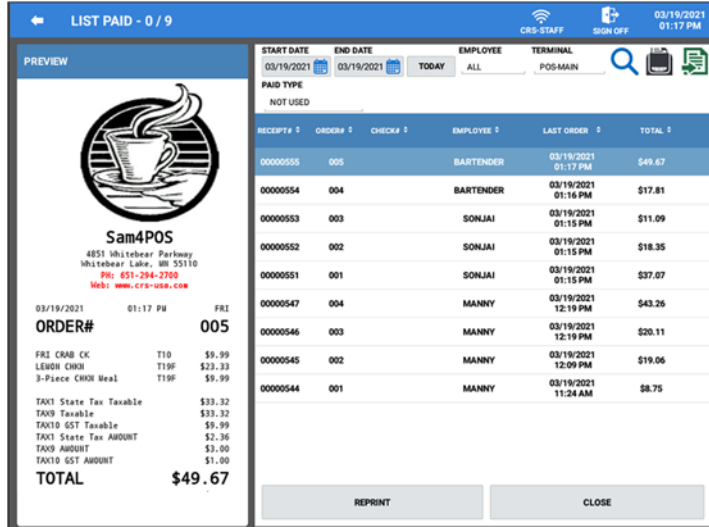
5. Touch the **END DATE** to open the end date calendar view.
6. Select the desired end date, touch **OK**.
7. Press the search icon to refresh the list.

The 'END DATE' calendar view shows a grid for December 2018. The date 04 is selected. The grid is as follows:

			December 2018						
			S	M	T	W	T	F	S
Nov	03	2017	48	25	26	27	28	29	30
Dec	04	2018	49	2	3	4	5	6	7
			50	9	10	11	12	13	14
			51	16	17	18	19	20	21
			52	23	24	25	26	27	28
Jan	05	2019	1	30	31	1	2	3	4

Note: Only the paid transactions in the selected date range since the last EOD report was ran will display.

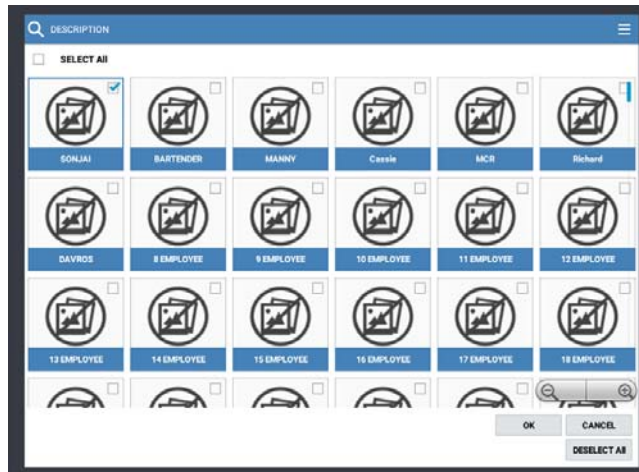
8. The **LIST PAID** screen is displayed. The default setting is to show paid transactions for all employees. If desired, you can choose to see just the transactions from selected employees.




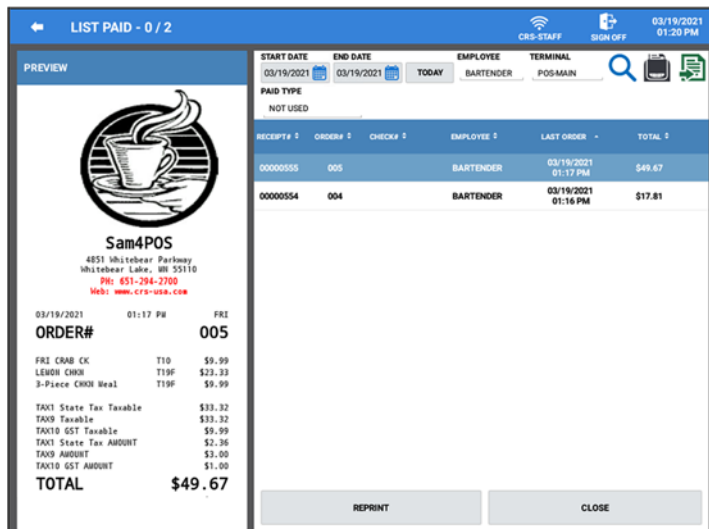
9. Touch the **EMPLOYEE** field to display the employee list. Check/Uncheck the **SELECT ALL** checkbox.


10. Choose the employee whose paid transactions you wish to view.

11. Press **OK**.




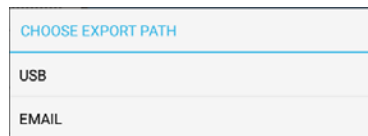
12. Touch the Search icon  to load the list of transactions for your specified date range and employee selection.



13. Select a transaction from the list to preview the receipt.
14. Press the **REPRINT** button to print a copy of the receipt.
15. To print a summary of all of the paid transactions in the list, press the **Print icon** . See Print List Paid Example on page 138.

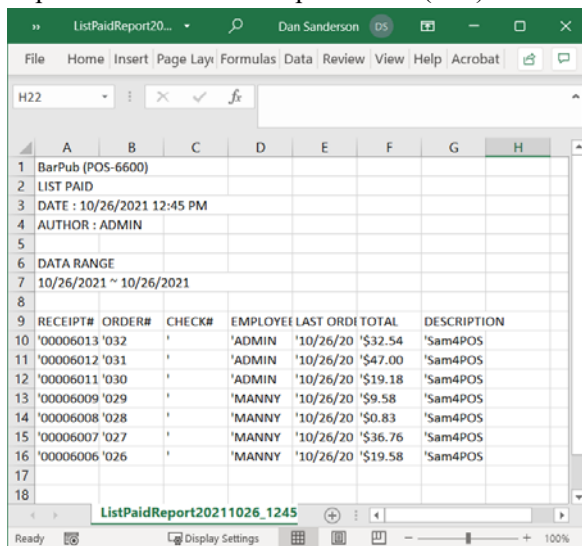


16. Press the **Export icon**  if you want to export the list paid transaction summary.
17. Choose the Export Path where you want to send the data:



- USB
- EMAIL

18. The transaction summary will be exports and you will be returned to the List Paid screen. The Export Success notification will display briefly.
19. The exported file is sent in a spreadsheet (.csv) format.



20. Press **CLOSE** to return to the register screen.

Print List Paid Example

```

Sam4POS
10/26/2021          12:36 PM          TUE
BarPub (POS-2)
LIST PAID
DATE : 10/26/2021  12:36
                AUTHOR : MANAGER

DATA RANGE
10/26/2021 ~ 10/26/2021

=====
RECEIPT# 00006013 ORDER#          032
EMPLOYEE MANNY
10/26/2021 12:11 PM TOTAL          $32.54
-----
RECEIPT# 00006012 ORDER#          031
EMPLOYEE MANNY
10/26/2021 12:11 PM TOTAL          $47.00
-----
RECEIPT# 00006011 ORDER#          030
EMPLOYEE ANDREA
10/26/2021 12:11 PM TOTAL          $32.54
-----
RECEIPT# 00006009 ORDER#          029
EMPLOYEE MANNY
10/26/2021 12:11 PM TOTAL          $19.18
-----
RECEIPT# 00006008 ORDER#          028
EMPLOYEE ANDREA
10/26/2021 12:11 PM TOTAL          $9.58
-----
RECEIPT# 00006007 ORDER#          027
EMPLOYEE ANDREA
10/26/2021 12:11 PM TOTAL          $0.83
-----
RECEIPT# 00006006 ORDER#          026
EMPLOYEE ANDREA
10/26/2021 12:11 PM TOTAL          $32.54
-----
NO. 00006014  REG: POS-2          MANAGER
-----
*****

```

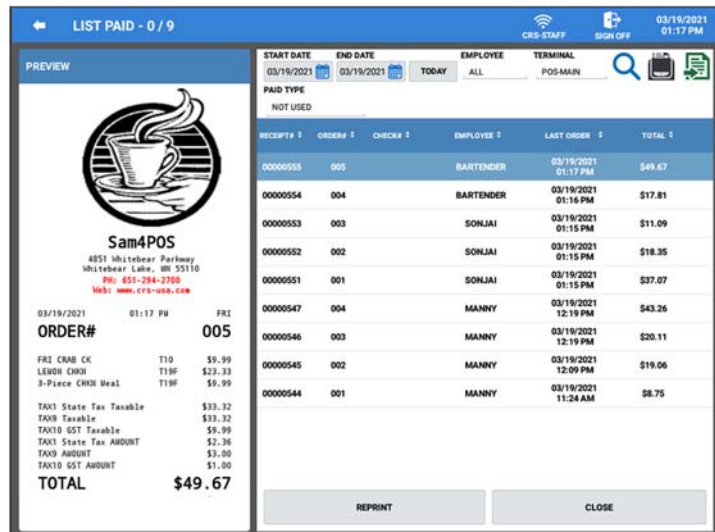
TIP (Gratuity) Entry

When Integrated Credit is utilized, Tips indicated by the customer can be added after the transaction is tendered from the List Paid screen. Tip entry here is *only* used with integrated credit, credit card transactions.

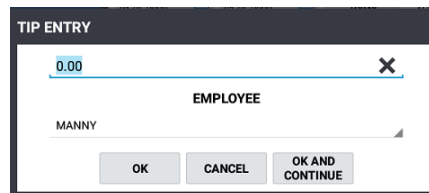
Note: If the Paid Type is set for TENDER and the Tender Category is set for MISC, you can use this key for easy TIP entry. If the Employee is setup as an ADMIN employee, they can assign Tips to other employees, other Non-Admin employees can only enter their own Tips.

Note 2: Also available when the Paid Type is set for TENDER and the Tender Category is set for MISC is a VOID SALES button.

1. Touch the **LIST PAID** key; the transaction preview screen is displayed.
2. Select the transaction from the list you wish to add a TIP to; then press the **TIP ENTRY** button.



3. The TIP ENTRY dialog displays:
4. Enter the Tip amount indicated by the customer;
5. Select the appropriate Employee to assign the TIP To; press **OK** to add the tip to the credit transaction. Press **OK AND CONTINUE** to add additional tip entries, pressing **CANCEL** will exit without adding the tip.



Void Sales

When Integrated Credit is utilized, Credit transactions can be voided from the batch in the register mode using the List Paid function key. This operation is used *only* with credit transactions when integrated credit is used.

Note 1: If the Paid Type is set for TENDER and the Tender Category is set for MISC, you can use this key for easy TIP entry. If the Employee is an ADMIN employee, they can assign Tips to other employees. Other employees can only enter their own Tips.

Note 2: Also available when the Paid Type is set for TENDER and the Tender Category is set for MISC is a VOID SALES button.

1. Touch the **LIST PAID** key; the transaction preview screen is displayed.
2. Select **Paid Type = Tender** and choose **Tender Category = MISC**.

The screenshot shows the 'LIST PAID - 0 / 3' screen. The top bar includes a back arrow, the title 'LIST PAID - 0 / 3', and status icons for Wi-Fi, signal strength, and battery. The date and time are 10/26/2021 12:15 PM. Below the title is a 'PREVIEW' section for order #031, including the Sam4POS logo and address: 4851 Whitebear Parkway, Whitebear Lake, WI 55110. The order details list items like 12oz FILET, FULL RACK RIBS, and PORK TENDERLOIN with their respective prices. The total is \$47.00. To the right is a table of transactions with columns for RECEIPT#, ORDER#, CHECK#, EMPLOYEE, LAST ORDER, and TOTAL (TIP TOTAL). The table shows three transactions for order #031, all with a total of \$47.00. At the bottom of the preview are 'REPRINT' and 'CLOSE' buttons.

RECEIPT#	ORDER#	CHECK#	EMPLOYEE	LAST ORDER	TOTAL (TIP TOTAL)
	032		ADMIN	10/26/2021 12:11 PM	\$32.54
	031		ADMIN	10/26/2021 12:10 PM	\$47.00
	030		ADMIN	10/26/2021 12:09 PM	\$19.18

3. Select the transaction from the list you wish to void; then press the **VOID SALES** button.
4. Press **YES** to void the selected transaction; press **NO** to exit the operation without voiding.

The screenshot shows a 'VOID SALES' dialog box with the question 'ARE YOU SURE?' and two buttons: 'YES' and 'NO'.

Using the Table Map

The Sam4POS Table Map (graphical table management) offers the following features:

- ◆ You can design a facsimile of the restaurant floor plan placing tables on multiple seating zones – for example, a main floor, bar, counter, patio, or other serving locations.
- ◆ You can place as many tables for each zone as are necessary. Table descriptions can be customized as desired. For Example: Bar, Table, Booth, VIP, etcetera.
- ◆ Adjust the number of tables per Row and Column on the display.

Once the table map is designed, the table map screen can be used in the register mode.

- ◆ The Table Map screen can be displayed manually or automatically. If a manual display is used, press the Table Map icon to view the table layout. If an automatic system is employed, the table layout displays immediately after an employee is signed on to operate the register.
- ◆ With the table layout displayed, the operator can touch a table to open or recall the check for the table. Assign the Table to the currently signed on employee. Merge & Split Tables or Print the check to present to the customer.
- ◆ Operators can move check balances from one table to another.
- ◆ Operators can add check balances from multiple tables to a single table.

Table Map Program Notes

Refer to the Sam4POS Program Reference Manual for detailed setup instructions.


- ◆ Program Mode \ Options \ Options \ System Option \ “Go Directly To The Graphic Table” determines whether the Table Map is automatic or manual. Check this option for automatic Table Map operation; uncheck the option to manually access the Table Map.
- ◆ When using the Table Map, the table name and number used on the Table Map corresponds with the guest check number. Set options for the appropriate recall check key as follows:

Uncheck the option: “Assigned by Register”

Set other Recall Table key options a necessary

Associate the appropriate Store Table key to the corresponding Recall Table key

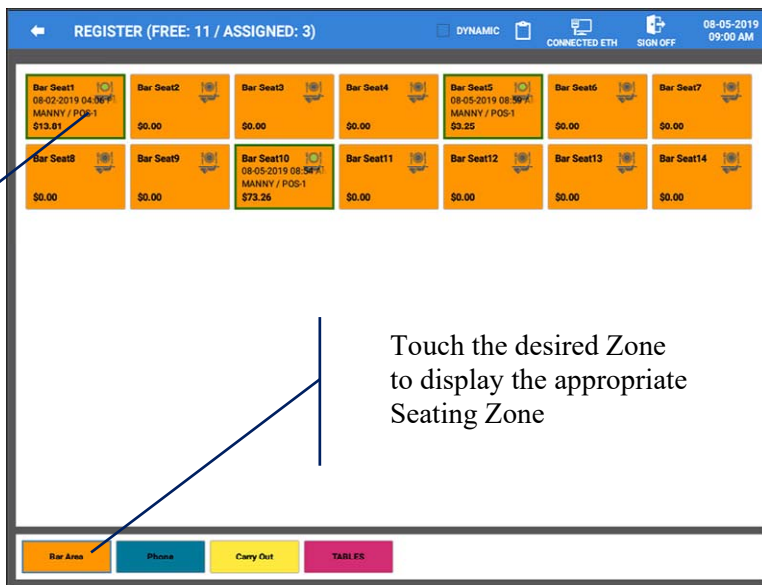
Table Map Operations




- If table management is “Manual”:
 - touch the Table Map icon  on the Register Mode title bar.
- If table management is “Automatic”:
 - sign on an employee to display the Table Map screen.

Active tables are displayed with a Bold outline.

Each table displays with basic table information:

- Table name/number
- Date/Time table was opened
- Table balance



- Pressing the Clip-Board icon  on the Table Map Title Bar will exit the table map screen and return you to the Register Mode.
- Pressing the back-arrow icon  on the Table Map Title Bar will also exit the table map and return you to the Register Mode.
- The Dynamic selection ; When the option DYNAMIC is selected in the table map, additional configuration settings are provided for the Table Edit to allow customizing table positions, size and adding a background image.

Opening a Table

- Open the **Table Map** and select the appropriate **Seating Zone**.
- **Touch a Table** to open the check associated with the table:



- Touch the **OPEN** button to open the check for the selected table.
 - Alternately, you can **double-tap** a table on the table map to open the table.
- The **ASSIGN** button will assign the table to the currently signed on employee.
- The **Reservation** button is not used at this time.

Entering Table Guest Counts

- If required, enter the guest count at the prompt and touch **ENTER**. If the guest count is not required, but you want to enter a guest count, press the **Guest #** key to enter the count.

Storing the Table

- When the desired items are added to the table, press the corresponding **Store Table** key to service the Table.
- Alternately, if the **Table Map** icon is pressed while another table is open, the current table is stored.

Move Balance to another Table (Combine Tables)

- Open the **Table Map**, Select the active table you wish to move and touch the **MOVE** button, then touch the open table you want to move it to. The order will be moved to the selected open table.
- You can merge tables using this operation as well. Open the **Table Map**, Select the active table you wish to move and touch **MOVE**, then touch a different active table you want to move it to.
- When the **MERGE** confirmation dialog appears, touch **YES** to merge the two tables; the tables will be merged together; pressing **NO** on the **MERGE** dialog will abort without merging the two tables.

Merge & Split Tables

When using the Table Map, the Merge & Split button allows you to combine active tables for payment or to select an item or several items from a selected active table and assign the items to another table in the Table Map. You can choose a table in the same zone or, you can choose to merge or split the items to a table in a different zone.

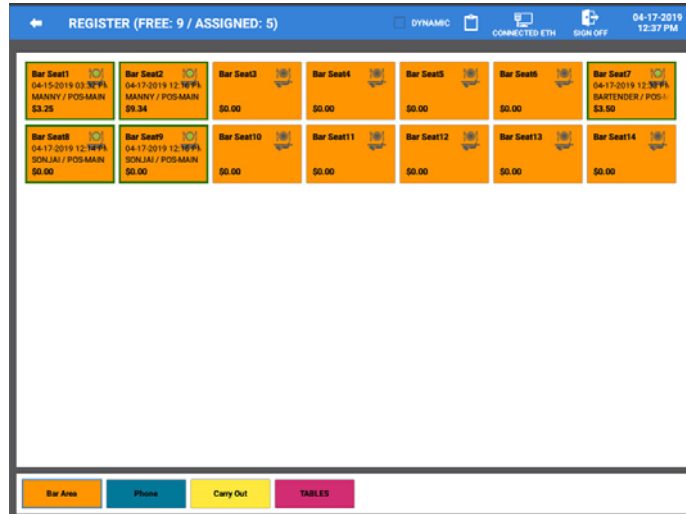
Combine \ Merge Checks

When an active table is selected from the Table Map, the Merge & Split button allows you to merge (combine) the selected table with another table in the Table Map. You can choose a table in the same seating zone or, you can choose to merge or split the items to a table in a different seating zone.

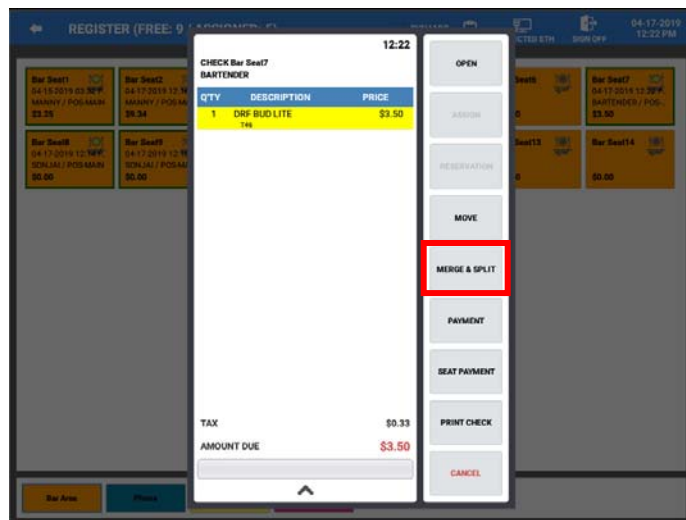
Split Check

When an active table is selected from the Table Map, the Merge & Split button allows you to select an item or several items from the selected table and assign the items to another table in the Table Map. You can choose a table in the same zone or, you can choose to merge or split the items to a table in a different zone.

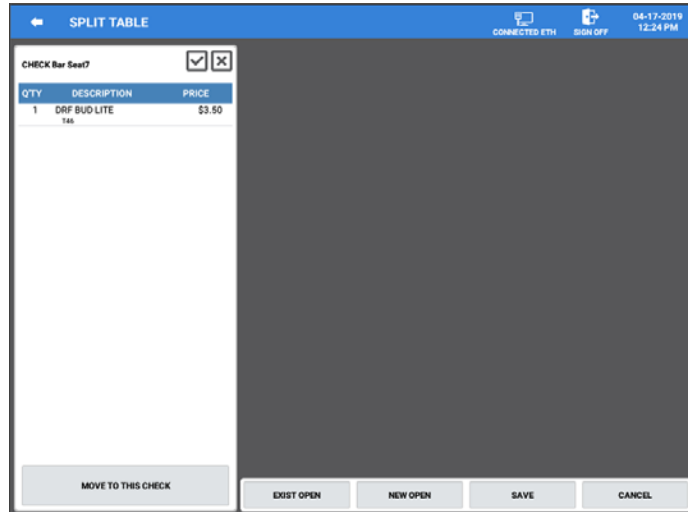
1. From the Register screen, Touch the **Table Map** icon to open the Table Map screen.
2. Select the **Zone** you want to Merge or Split items from. For our example we will select a table in the Bar Area.



3. Select the **Table** you want to Merge or Split items from.
Example: 'BAR Seat #7'
4. The 'Check dialog' screen is displayed.
5. Press the '**MERGE & SPLIT**' button to open the table.



- The Selected table is displayed.
- Press the 'NEW OPEN' or 'EXIST OPEN' button.

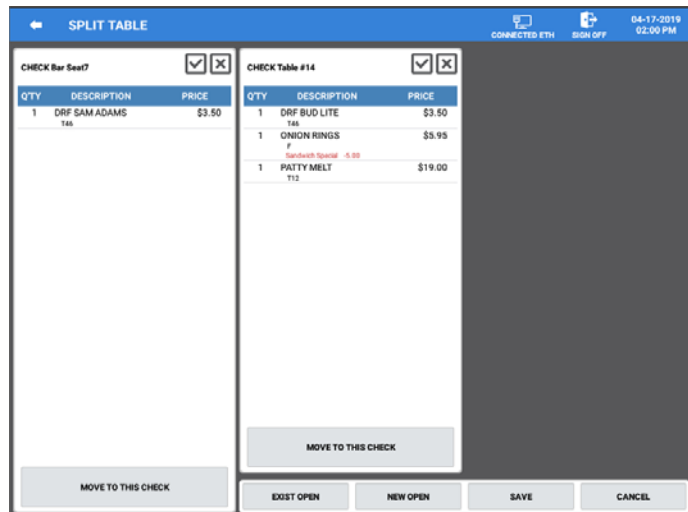


- The main Table Map screen is displayed.
- You can Merge & Split items to any Table on any Zone. Choose the Zone and Table you want to Merge with or Split items to.



- In this example, **Table #14** from the TABLES zone was selected.

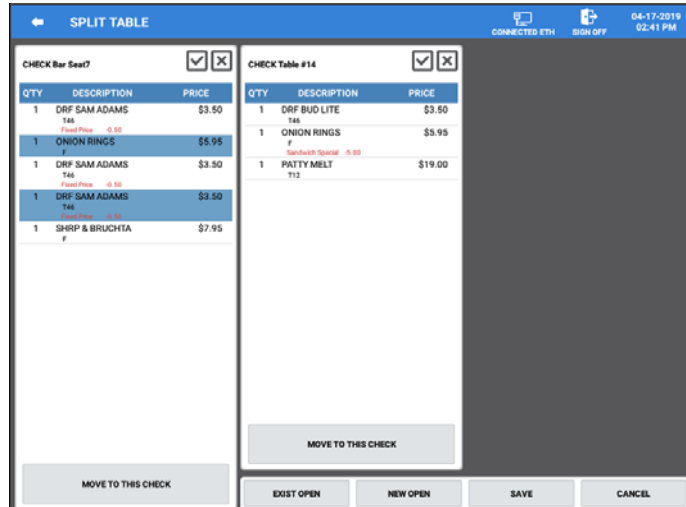
Note: Multiple tables can be selected if desired.



- Select all the items from the table that you would like to move to the other selected table.

Press the icon at the top of the check to select all items.

Pressing the icon will delete the table from the screen.



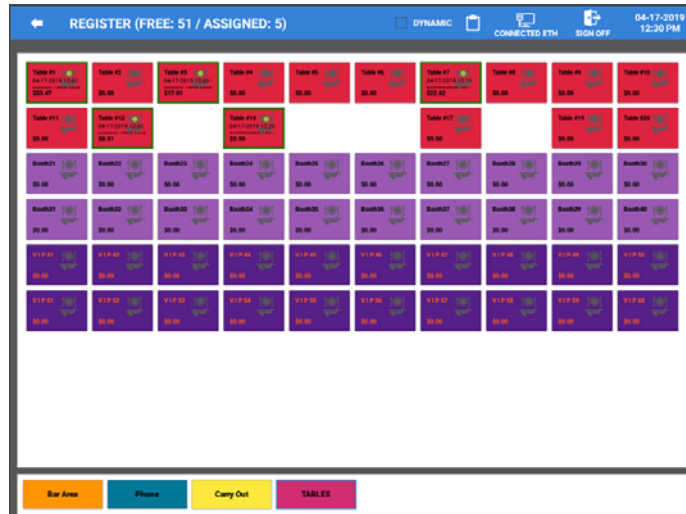
- Press the **'MOVE TO THIS CHECK'** button on the selected table; the selected items are moved to the selected table:

- Press **'SAVE'** when you have finished. The Save key is important as that is what will update the total on the table map.

- The selected items are moved to the table selected. Pressing **'CANCEL'** will abort the Merge/Split operation.



- The **Table #14** now shows the updated balance. **BAR Seat #7** is now empty.



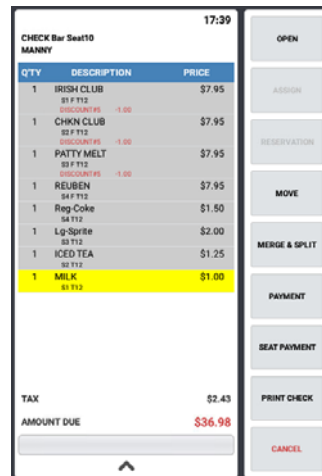
- When **Table #14** is opened in the register mode, the combined check is displayed;



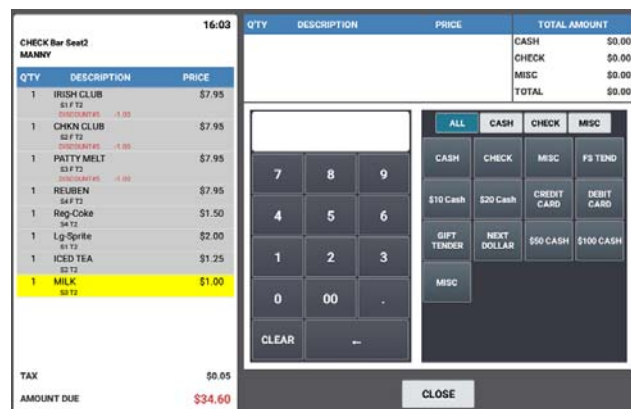
Payment

When a table is selected, you have the option to go directly to a payment window without having to open the table first.

- From the Register screen, Touch the **Table Map** icon to open the Table Map screen. Select the **Zone** you want to Merge or Split items from. **Touch a Table** to view the check associated with the table; The 'Check dialog' is displayed:
- Touch the **PAYMENT** button:

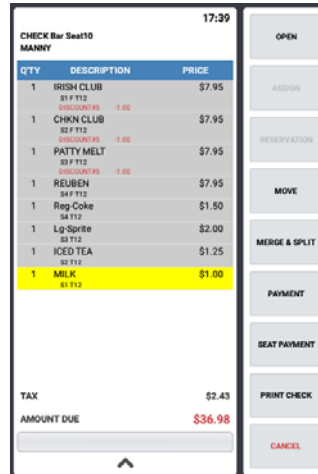


- The payment dialog displays:
- Enter the payment amount (*if desired*) and press the appropriate **TENDER**. Pressing **CLOSE** will exit without paying the check.

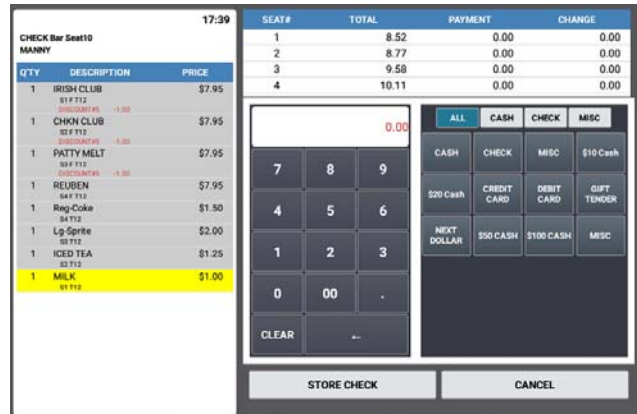


Seat Payment

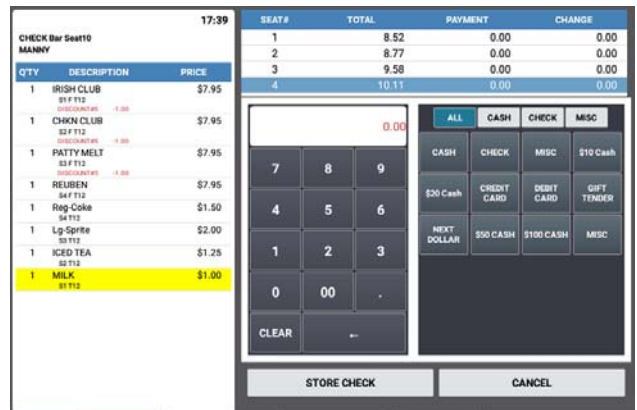
- From the Register screen, Touch the **Table Map** icon to open the Table Map screen. Select the **Zone** you want to Merge or Split items from. **Touch a Table** to open the check associated with the table. The 'Check dialog' is displayed:
- Touch the **SEAT PAYMENT** button;



- The payment dialog displays:



- Select the Seat to be paid:
- Enter the payment amount (*if desired*) and press the appropriate **TENDER**.
- Continue paying seats as necessary or press **STORE CHECK** to store the remaining check. Pressing **CANCEL** will exit without paying the check.
- You are returned to the 'Check dialog' screen.



Print Check

- From the Register screen, Touch the **Table Map** icon to open the Table Map screen. Select the **Zone** you want to open a table from. Touch a **Table** to open the check associated with the table. The 'Check dialog' is displayed:

QTY	DESCRIPTION	PRICE
1	IRISH CLUB	\$7.95
	DISCOUNTS -1.00	
1	CHKN CLUB	\$7.95
	DISCOUNTS -1.00	
1	PATTY MELT	\$7.95
	DISCOUNTS -1.00	
1	REUBEN	\$7.95
	DISCOUNTS -1.00	
1	Reg Coke	\$1.50
1	Lg-Sprite	\$2.00
1	ICED TEA	\$1.25
1	MILK	\$1.00
TAX		\$2.43
AMOUNT DUE		\$36.98

- Touch the **PRINT CHECK** button; the seat selection dialog displays:
 - Single Check – All Seat**
Prints the check with all seats on one check.
 - Separate Check – All Seat**
Prints separate checks for each individual seat.
 - Single Check – One Seat**
Opens the 'Enter One Seat' dialog

- 'Enter One Seat' selection dialog; select the desired seat from the list to open that seat:

Cancel

- From the Register screen, Touch the **Table Map** icon to open the Table Map screen. Select the **Zone** you want to Merge or Split items from. Touch a **Table** to open the check associated with the table. The 'Check dialog' is displayed:
- Touch the **CANCEL** button to close the 'Check dialog'.
- You are returned to the **Table Map** screen.

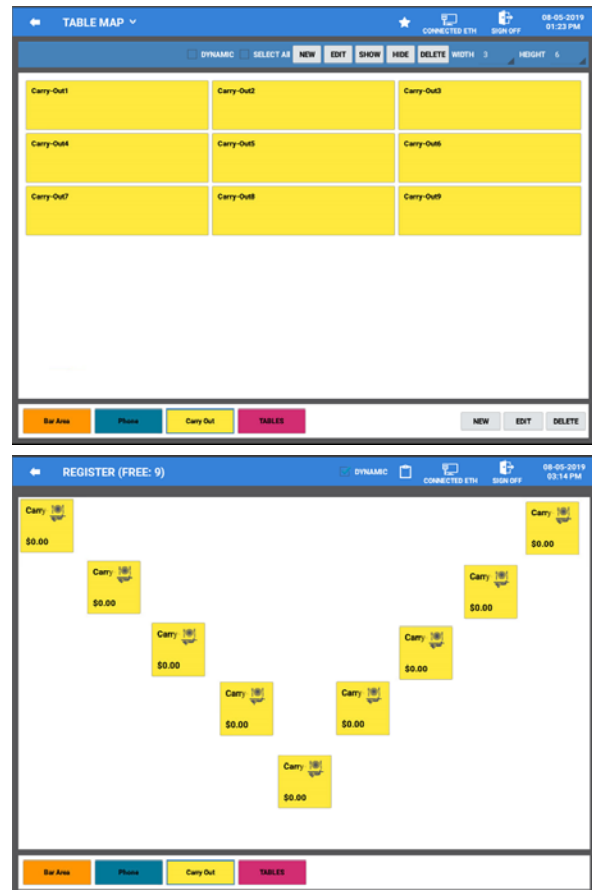
Dynamic Table Map

The table map allows you to create multiple tables in a grid formation for table service operations. When the option DYNAMIC is selected in the table map, configuration settings are provided for the Table Map to allow customizing table positions.

This option is controlled by the setting in Program Mode > Options > Options > System Option: Show Dynamic Table Check Box On Reg Mode

Using Dynamic Table Map

1. Open the **Table Map** and select a table seating zone.
2. Press the **DYNAMIC** check box; with the Dynamic selection selected, the table are display as per the layout set in the Program Mode\Screen Edit\Table Map.
3. All table map operation remain the same, only the appearance is affected.



Customer Delivery

Overview

The Customer Delivery feature with Sam4POS maintains a customer data file for assigning an order to a customer for eat-in or pick-up or assigning the order for delivery to a customer. The Customer category must be enabled in the program mode before this feature can be utilized, consult with your local dealer for details.

Customer records for the delivery feature are stored in the CUSTOMER category in the Program Mode. The Customer category has two program areas, Customer and Customer Group. There are two function keys, Customer & Delivery, used to initiate transaction.

- The CUSTOMER program area has fifteen information entry fields available for each customer. You can enter data into all of the fields or just the entries necessary for your application.
- The Order history is available for each customer from the customer record screen ORDER button.
Press the CUSTOMER key in the Register Mode or go to Program Mode → Customer → Customer.
Select the customer from the list and touch the Order button to view the purchase history for the delivery customer. You can choose the time period of orders to view by Day, Week, Month, or Year. Press the search icon to load the transaction according to your period selection. Choose an order from the list to view the receipt for transaction.
- CUSTOMER GROUPS can be used to assign a Point Rate for different companies or organizations.
Note: (Points cannot be “redeemed”, only the accrual of points is accommodated.)
- Orders are tracked by assigning a tracking file (*Recall Table/Store Table*) to hold the customer delivery orders.
- The CUSTOMER function key is used to assign the current transaction to a specific customer.
- The DELIVERY function key is used to initiate a delivery or pick-up transaction. When touched, the Delivery key opens the customer record screen. Here existing accounts can be opened, new accounts created, or existing accounts deleted.
- The Delivery operation also allows you to accept orders and hold them for preparation and delivery at a later time.

Customer Delivery Function Keys

The function keys used with the Customer \ Delivery feature are defined here.

Function Key	Description
Delivery	The Delivery function key can be used to initiate a delivery order transaction. Pressing the Delivery key opens the customer records list screen. Here existing accounts can be opened, new accounts created, or existing accounts deleted. An order created using the Delivery key may be stored and/or a check printed.
Customer	Use the Customer function key to enter an order for immediate delivery. Delivery orders opened using the customer function key cannot be stored. Pressing thr Customer key will open the customer records list screen. Here you can add a new customer or select a customer from the list to open a delivery order for the selected customer.
Store Table	When a delivery order is created using the Delivery function key, the order can be stored by pressing the Store Table key.
Recall Table	Recall Table is used to open a specific delivery order. Press the Recall Table key used for the delivery feature. The Input Check# / Scan Barcode dialog displays. Enter the Check # or Scan the barcode for the check; <i>(you can also press the List Check button on the dialog to select from a list)</i> and press OK to open the delivery check.
List Table	A separate List Table keys can be created for just for customer delivery. The LIST TABLE is used to display a list of all open customer delivery transactions. The total number of checks is displayed on the header.
Print Check	Print Check is used to print out the delivery order. The customer info can be printed on Customer Delivery orders if desired.

Customer Operations


Use the Customer function key to associate an order to a specific customer. Pressing the Customer key will open the customer records list screen. You can add a new customer or select an existing customer from the list to associate the order with.

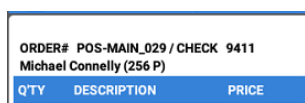
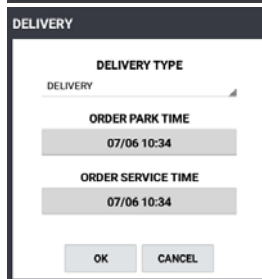
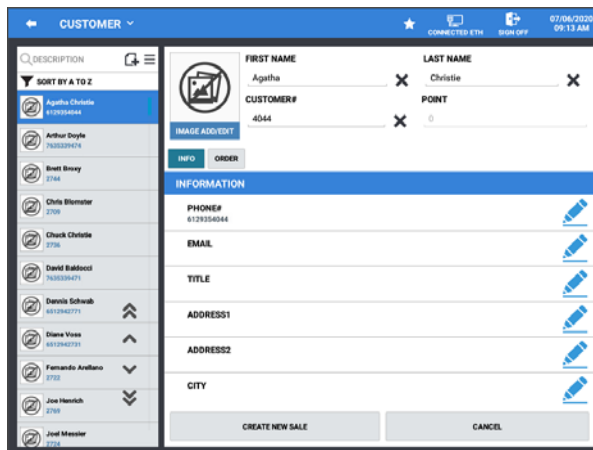
- You can register items into an order, then press the **CUSTOMER** key to select or add a customer to associate the order with.
- You could also begin an order by pressing the **CUSTOMER** key first, selecting customer from the list or add a new customer, then register the items for the sale.

Delivery Operations

The Delivery function key can be used to initiate a delivery order transaction. The Delivery key must be linked to a specific Recall Table key for proper storage management of the delivery order. Pressing the Delivery key opens the customer records list screen. Existing accounts can be opened, new accounts created, or existing accounts deleted. An order created using the Delivery key may be stored and/or a check printed.

Entering a Delivery Transaction

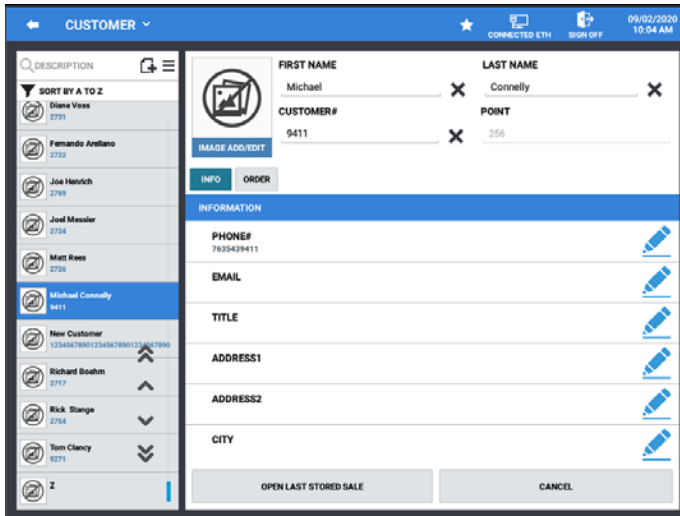
1. Touch the **DELIVERY** key to initiate a delivery order. The customer record screen displays.
2. Select a customer from the list or touch the **Add New Record** icon  to add a new customer to the list.
3. Press the **CREATE NEW SALE** button at the bottom of the screen to begin a new delivery order.
4. The **DELIVERY** dialog displays; Select the parameters for the new order:
Delivery Type – Select Delivery or Pick-Up from the drop down menu.
Order Park Time – Press to select date & time.
Order Service Time – Press to set the date & time to service the order. (*Release the order for preparation.*)
5. Touch **OK** to begin an order. A new delivery order check will open. Pressing **CANCEL** will exit without creating the delivery order.
6. At the top of the transaction window; with the Order # ? Check # are displayed as well as the Customer Name.
Order # = as defined in the Program Mode > Options > Options > KP Option programming.
Check number = the Customer # from the customer database.
7. Register the items for the customer then Touch the **STORE** key associated with the Delivery. Requisitions will be directed to the kitchen printer (if used). Deliver the order when complete. *Alternately, the payment can be applied to the order to finalize the order for delivery.*



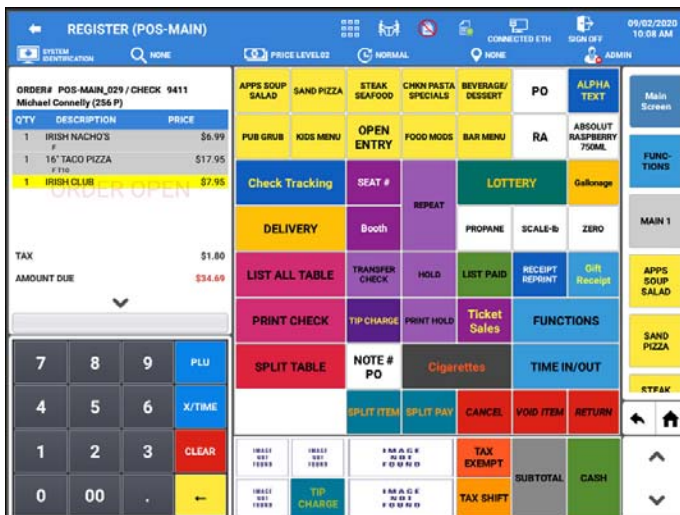
Open Stored Delivery Order

When a Delivery order that has not yet been paid for has been delivered to the customer, you can recall the stored order to apply the payment and finalize the transaction.

1. Touch the **DELIVERY** key to display the customer record screen and select the appropriate customer from the list.



2. After selecting the customer from the list, press the **OPEN LAST STORED SALE** button at the bottom of the screen to display the stored order for the selected customer:
3. The **Last Stored Order** for the selected customer will be displayed:

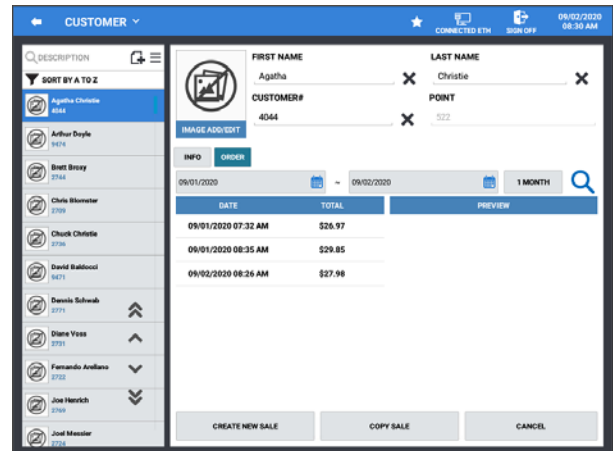


4. Enter the payment received for the order to finalize the transaction.

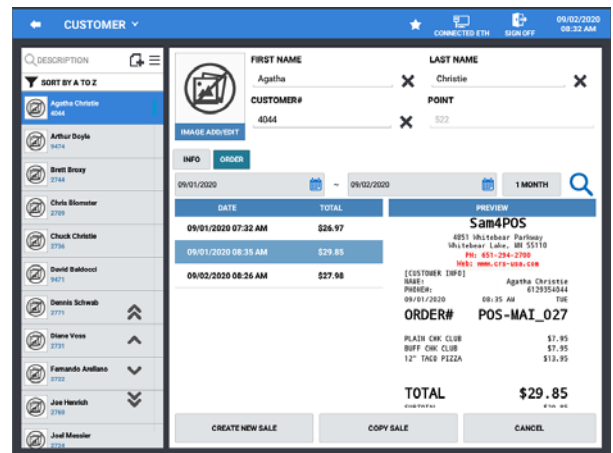
Re-Order Previous Order

At times a customer may want to reorder the same items as their previous order. With the Sam4pos, previous orders can easily be recalled and ordered again in a new sale.

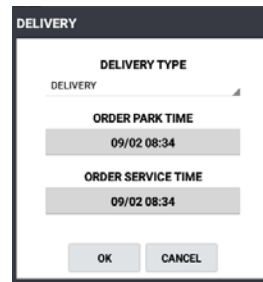
1. Touch the **DELIVERY** key to display the customer record screen and select a customer from the list to begin a new delivery order.
2. After selecting the customer from the list, press the **ORDER** button to display the previous orders list for the selected customer:



3. Choose the order from the list you want to reorder.
4. Press the **COPY SALE** button at the bottom of the screen; The **DELIVERY** dialog is displayed:



5. Select the parameters for the new order:
 - Delivery Type** – Select Delivery or Pick-Up from the drop down menu.
 - Order Park Time** – Press to select date & time; allows you to accept orders and hold them for preparation and delivery at a later time.
 - Order Service Time** – Press to select date & time; releases parked orders for preparation.



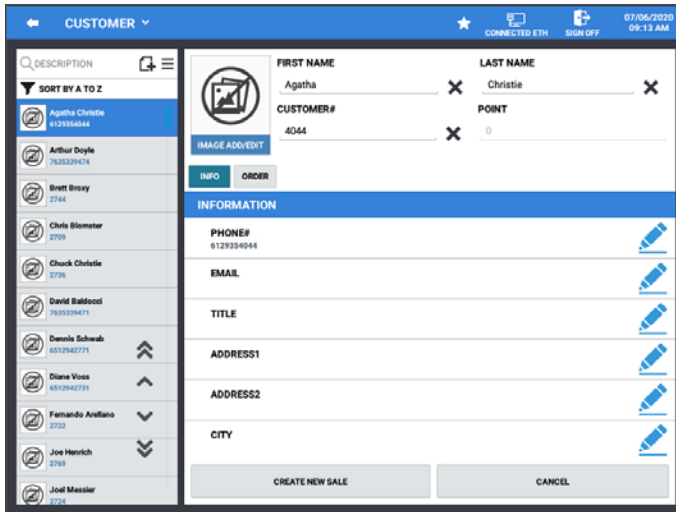
6. Touch **OK** to begin an order. A new delivery order the same as the previous order will open with the customer account number as the check number. Pressing **CANCEL** will exit without creating the delivery order.
7. Items may be added or deleted as necessary, Store the order or tender the order to send to the KP (if used). Delivery when ready.




Park Order for Delivery at a Later Time

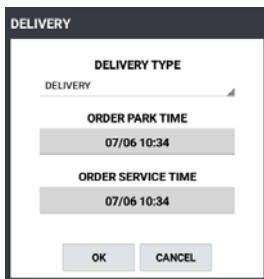
A customer may want to place a delivery order to be picked up or delivered at a later date and/or time. The Sam4POS provides for this using the Order Park Time and the Order Service Time settings when a delivery order is initiated.

1. Touch the **DELIVERY** key to initiate a delivery order. The customer record screen displays:



The screenshot shows the Sam4POS interface for a customer record. On the left is a list of customers with their names and phone numbers. The selected customer, Agatha Christie (4044), is shown in detail on the right. The fields include: FIRST NAME (Agatha), LAST NAME (Christie), CUSTOMER # (4044), PHONE # (6129354044), EMAIL, TITLE, ADDRESS1, ADDRESS2, and CITY. There are also buttons for 'CREATE NEW SALE' and 'CANCEL' at the bottom.

2. Select a customer from the list or touch the **Add New Record** icon  to add a new customer to the list. Press the **CREATE NEW SALE** button to begin a new order. The **DELIVERY** dialog displays:



The screenshot shows the DELIVERY dialog box. It has a dropdown menu for DELIVERY TYPE set to DELIVERY. Below are fields for ORDER PARK TIME and ORDER SERVICE TIME, both set to 07/06 10:34. There are OK and CANCEL buttons at the bottom.

3. Select the parameters for the new order:
 - Delivery Type** – Select Delivery or Pick-Up from the drop down menu.
 - Order Park Time** – Press to select date & time for the pre-order pick-up/delivery order.
 - Order Service Time** – Press to select date & time to releases parked order for preparation.
4. Touch **OK** to initiate the order. Pressing **CANCEL** will exit without creating the delivery order.
5. Enter the requested items; Press the **STORE DELIVERY** key to save the delivery order.
6. Parked orders can be recalled and edited as necessary.
 - a. Press the **DELIVERY** key
 - b. Select the **CUSTOMER** from the list
 - c. Press the **OPEN LAST STORED SALE** button; Add or edit as necessary
 - d. Press the **STORE DELIVERY** when finished.
7. When the set Date & Time for the Order Service Time arrives, the order will be sent to the KP (if used) to begin preparation. Deliver the order when compete.

Report Mode

Report Mode Menu



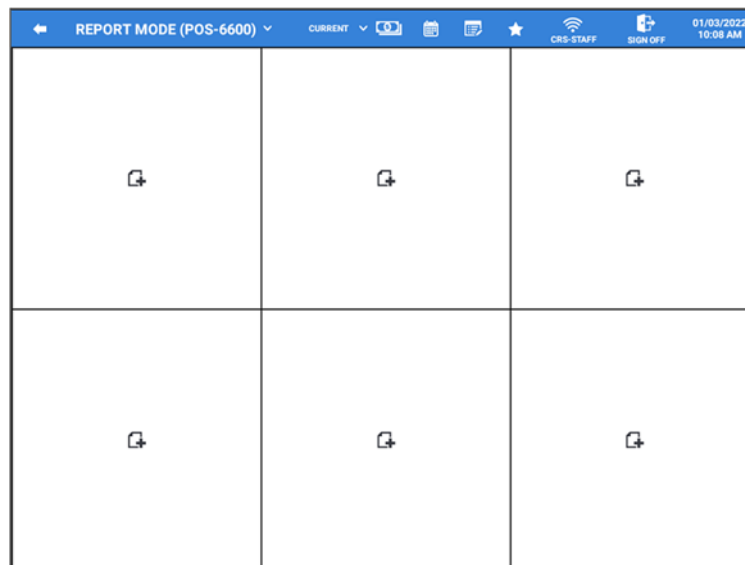
Touch the REPORT Mode icon on the main program mode screen to view the report mode (*X-position on the SAP-630 & SAP-530*). When the Report Mode is selected, the default screen displays a grid of six quick view summary reports for managers to quickly see selected report information. Specific data can be chosen to display on the summary report grid. Refer to the “Summary Reports” on page 160 for details. The terminal descriptor is displayed with the Report Mode header.

Additional reports are available by selecting the detailed report sub menu by touching ‘REPORT MODE ∨’ on the title bar. From the sub menu report section, you can view, print or save the selected report as a CSV file. Refer to the Detailed Reports section on page 163 for information about the detailed reports.

The Cash Declaration operation is also provided in the Report Mode as well as a Calendar Report view for viewing sales data.













Please Note: Reports are not cleared from the report mode, reports remain in the terminal indefinitely, they never clear out as on other ECR terminals. We are able to go back to view historical data from day one. To clear/reset the current daily totals, you would need to go to the main menu screen and select ‘End Of Day’ reporting. Refer to the End Of Day chapter on page 193 for details.

1. From the **MAIN MENU** screen, press the ‘**REPORT MODE**’ icon (*X-Position on the SAP-630 & /SAP-530*); the default **REPORT MODE** screen is displayed.



Note: An employee must be signed on to access the report mode; a password entry may be required to access the report mode.


Report Mode Icons

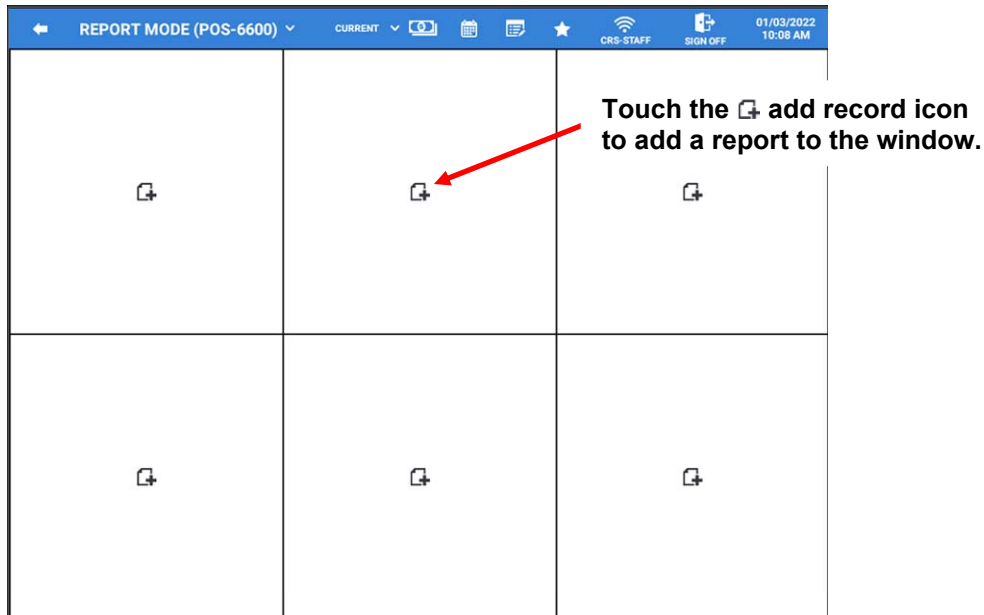
Icon	Function Description
	Back Arrow – Exits the report mode.
	Report Mode title shows the current mode selection and the Terminal Descriptor. Pressing this title will open the detail report list.
	Up/Down Carrot icons are used to Display/Hide the detailed reports selection sub menu; press this icon to access all other reports.
	Current/Today option – CURRENT (<i>before EOD is performed</i>) & TODAY (<i>shows all info for the day, including info after an EOD performed</i>). If the user changes the option, the graphs will be refreshed. The selection that the user chooses will be saved when user exits the screen.
	Cash Declaration – For counting and reporting media amounts in the drawer before a report is taken.
	Calendar View – Allows Monthly Report totals to be viewed and printed on a monthly calendar format. Monthly Sales data is displayed, broken down for each day and week of the month.
	Note-Pad/ Edit – used to show/hide the edit icons on the individual Quick view report cells.
	Favorite icon – Press this icon to add or remove the report mode on the favorites list.
	Add record icon – Used to add a report to the empty cell in the Report Mode Quick-View.
	Edit icon – brings up the Report Summary list to change the report that displays in the selected cell.
	Trash Can/Delete icon – used to remove the report selection from the cell.
	Refresh – used to refresh the current selected report.

Summary Reports

When the Report Mode is selected, the default screen displays a grid of six quick view summary reports for managers to quickly see selected report information. Specific data can be chosen to display on the summary report grid. The Quick View Summary Reports allow you to view selected report information without having to first run and print the report. Report information displayed in the summary reports cannot be printed.

Adding Reports to the Quick View

- ◆ To add or edit the summary reports that are shown on the report mode quick view display, touch the  add record icon in any one of the six grids to select from the list of available reports.




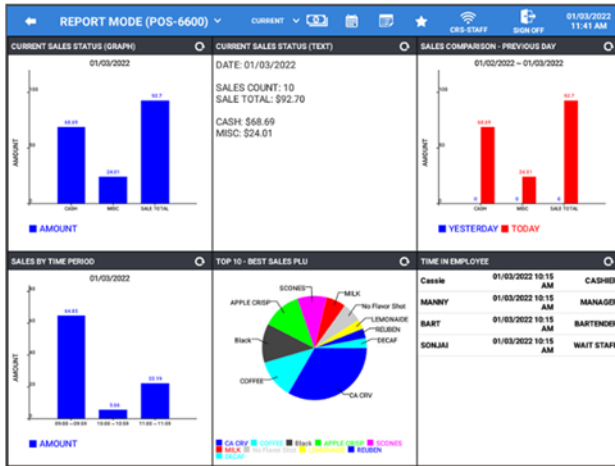
- ◆ The available quick view Summary Report Items include:
 - **Current Sales Status (Graph)**
 - **List Check**
 - **Top 10 – Best Sales PLU**
 - **Top 10 – Best Sales Group**
 - **Top 10 – Best Employee**
 - **Sales Comparison – Previous Day**
 - **Sales By Time Period**
 - **Time In Employee**
 - **Time In/Out Employee**
 - **Current Sales Status (Text)**
 - **TIP Report By Employee**

Note: Reports that have already been assigned to a cell will no longer appear in the list.

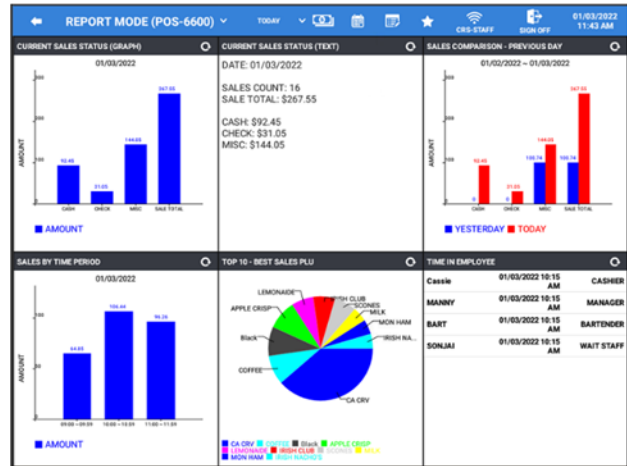
- ◆ Select the report from the list that you want to appear in the selected cell on the quick view screen.
- ◆ When you have added your report selections, they will appear on the quick view screen.

REPORT MODE ▾		
<p>SHOW</p> <p>CURRENT SALES STATUS (GRAPH)</p>	<p>SHOW</p> <p>CURRENT SALES STATUS (TEXT)</p>	<p>SHOW</p> <p>SALES COMPARISON - PREVIOUS DAY</p>
<p>SHOW</p> <p>TOP 10 - BEST SALES PLU</p>	<p>SHOW</p> <p>TOP 10 - BEST EMPLOYEE</p>	<p>SHOW</p> <p>TIME IN/OUT EMPLOYEE</p>

- ◆ If the report doesn't display, touch the  icon to see the report data. Select CURRENT to view report data before EOD is performed or select TODAY to view **all** report data for the day, including info after an EOD performed. If the Current/Today option is changed, the graphs will be refreshed to display the selected data. The last selection chosen will be saved when exiting the Report Mode screen.



Current

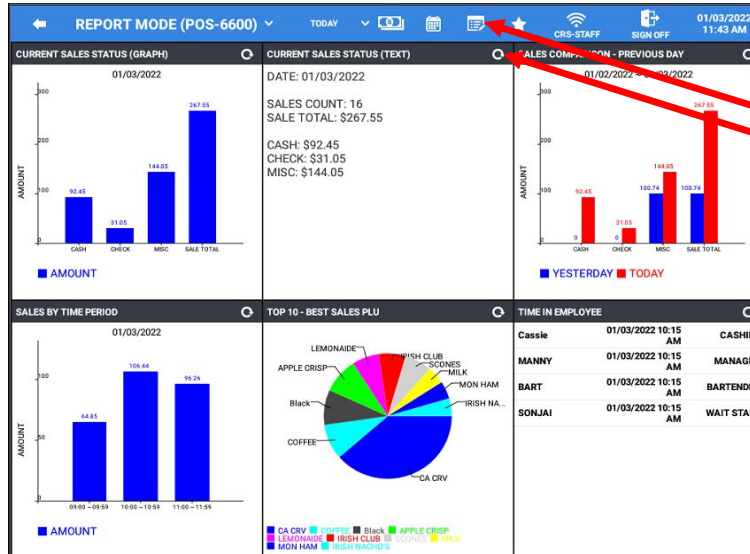


Today



Edit the Summary Reports







If desired, the current reports in the report mode quick reports can be changed to display different reports or removed from the quick report view.




- ◆ Touch the Edit icon  on the title bar to display or hide the edit icons for each report in the grid.



The “Edit” icon on the header bar displays or hides the edit icons for each report in the grid.

- Press the Favorites icon  if you want to add the reports to your Favorites list selections.
- To exit the report mode, press the  button.
- ◆ The next time you enter the report mode, the quick view will display as shown here:

REPORT MODE (POS-6600) TODAY 01/03/2022 11:43 AM		
 SHOW CURRENT SALES STATUS (GRAPH)	 SHOW CURRENT SALES STATUS (TEXT)	 SHOW SALES COMPARISON - PREVIOUS DAY
 SHOW SALES BY TIME PERIOD	 SHOW TOP 10 - BEST SALES PLU	 SHOW TIME IN EMPLOYEE

- ◆ To see the quick view reports again simply press the  in the cell to view the report data.
 - You can change the reports displayed here by pressing the ‘Edit’ icon  and selecting a different report from the list of available Summary Report Items.
 - Touch the ‘Delete icon’  to no longer display any report in the current cell.

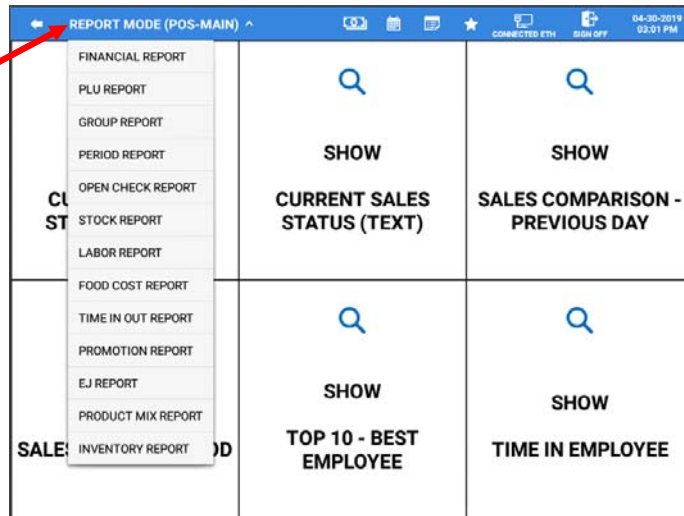
Detailed Reports

Additional detailed reports are available by selecting the report mode sub menu. Select a report from the list to view the report. From the screen for the selected report you can view, print or save the selected report as a CSV file.

Reports are not cleared from the report mode, reports remain in the terminal indefinitely, they never clear out as on other ECR terminals. We are able to go back to view historical data from day one. To clear/reset the current daily totals, you would need to go to the main menu screen and select 'End Of Day' reporting. Refer to the End Of Day chapter on page 193 for details.

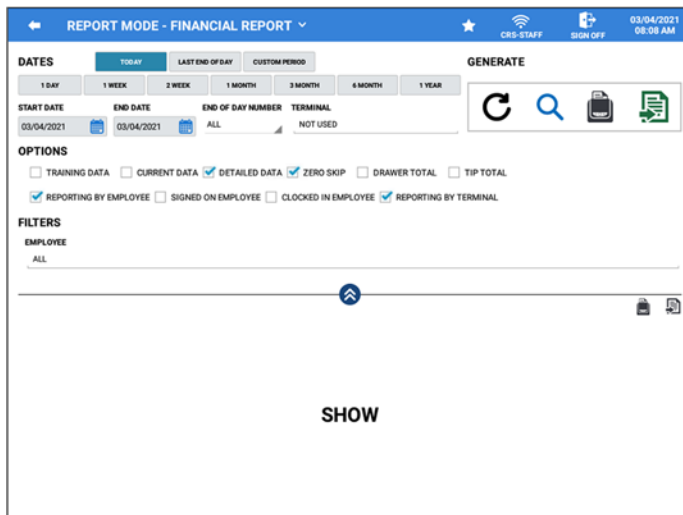
- ◆ Touch 'REPORT MODE ∨' to view the sub menu dropdown for access to all other reports. Select the specific report you wish to view from the list to open the report.

Touch **REPORT MODE ∨** to open the detailed reports sub menu selections.



- ◆ After making a report selection, you will be able to view the selected report. Select the Date or date range, choose detail Options for the report, and Filter reports for desired information.

Note: The Date selection, Options and Filters will vary depending on the report selected.



Available Detailed Reports

Financial	PLU	Group	Period	Open Check
Stock	Labor	Food Cost	Time In Out	Promotion
EJ	Product Mix	Inventory		

Common Report Options

The available Date selections, Options and Filters will vary depending on the specific report type that is selected. The information here explains the various selections that may appear on a selected report.

DATES

You can choose **DATES** to view reports for Today, Last End of Day, set a Custom period, or choose from 1 Day, 1 Week, 2 Week, 1 Month, 3 Month, 6 Month or Yearly reports. Simply make your selection and press the refresh icon to change the current view to your new selections.

TODAY

This selection will display the report data for the current day.

LAST END OF DAY

This report selection displays report data since the Last End of Day report was generated.

CUSTOM PERIOD

This selection allows the manager to select a specified report period; Select the Start Date and End Date for the Custom Period report.

1 DAY

This selection allows the manager to select a specific day to review report data; Select the day by entering the Start Date (*the End Date will automatically be entered*).

1 WEEK / 2 WEEK

This selection allows the manager to select a specific 1 week period or 2 week period to review report data; Select the desired week by entering the Start Date; The start date can be any day of the desired week (*the End Date will automatically be entered*).

1 MONTH

This selection allows the manager to select a specific Month to review report data; Select the desired Month by entering the Start Date; Select the Month – Day – Year for the report. The day selection has no effect, the day will always be the 1st of the selected month, and the End Date will automatically be the last day of the selected month.

3 MONTH

This selection allows the manager to select a specified 3-Month (*quarterly*) range to review report data; Select the desired 3-Month range by entering the Start Date; Select the Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected 3-month range; (*the End Date will automatically be entered*).

6 MONTH

This selection allows the manager to select a specified 6-Month (*bi-annual*) range to review report data; Select the desired 6-Month range by entering the Start Date; Select the Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected 6-month range; (*the End Date will automatically be entered*).

1 YEAR

This selection allows the manager to select a specific Year to review report data; Select the desired Year by entering the Start Date; Select the desired Month and Year for the report. The day selection has no effect, the day will always be the 1st of the selected month; (*The End Date will automatically be entered*).

Additional Selections in the Dates Area are:

START DATE AND END DATE

Use the calendar provided to select the start & end dates.

END OF DAY NUMBER

You have the option to select a specific End of Day Number (*if more than 1 has been performed*)

TERMINAL

You can select to view reports from ALL terminals or select individual terminals.

OPTIONS

Allow you to further define the report to display just the specified option selection data.







NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

The filters provide further flexibility by allowing you to filter the report to show all employees or choose a specific employee to view just their individual totals.

GENERATE

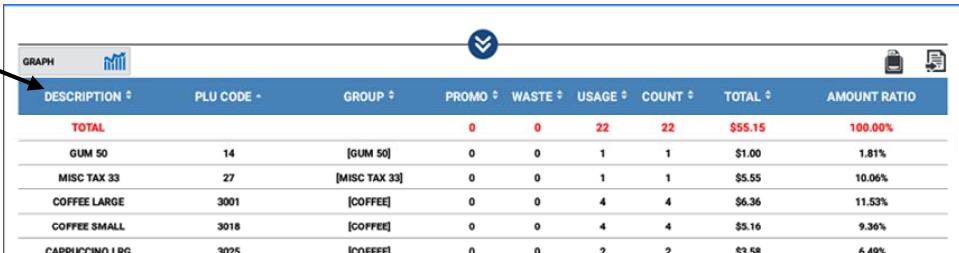
This section provides:

- A **REFRESH** button  to refresh the report data after changing date selections, options or filters.
- A **ZOOM** button  to view just the report data.
- A **REPORT VIEW** button  that allows you to view the report and/or print to the receipt printer.
- The **EXPORT** Button  allows you to export the selected report to either a CSV file or as a PDF. Exported reports are formatted to 8.5 x 11.
- Use the   icons to hide/show the Dates, Options, Filters and Generate selections. This allows you to view just the report data.

REPORT DETAIL DATA

The report data can be sorted in ascending or descending order by tapping on the desired column heading.

Report Data can be sorted by tapping the column header.



DESCRIPTION	PLU CODE	GROUP	PROMO	WASTE	USAGE	COUNT	TOTAL	AMOUNT RATIO
TOTAL			0	0	22	22	\$55.15	100.00%
GUM 50	14	[GUM 50]	0	0	1	1	\$1.00	1.81%
MISC TAX 33	27	[MISC TAX 33]	0	0	1	1	\$5.55	10.06%
COFFEE LARGE	3001	[COFFEE]	0	0	4	4	\$6.36	11.53%
COFFEE SMALL	3018	[COFFEE]	0	0	4	4	\$5.16	9.36%
CAPPUCCINO LRG	3025	[COFFEE]	0	0	2	2	\$3.58	6.49%

Financial Report

REPORT MODE - FINANCIAL REPORT

CRS-STAFF SIGN OFF 03/04/2021 08:08 AM

DATES TODAY LAST END OF DAY CUSTOM PERIOD

1 DAY 1 WEEK 2 WEEK 1 MONTH 3 MONTH 6 MONTH 1 YEAR

START DATE END DATE END OF DAY NUMBER TERMINAL

03/04/2021 03/04/2021 ALL NOT USED

GENERATE

OPTIONS

TRAINING DATA CURRENT DATA DETAILED DATA ZERO SKIP DRAWER TOTAL TIP TOTAL

REPORTING BY EMPLOYEE SIGNED ON EMPLOYEE CLOCKED IN EMPLOYEE REPORTING BY TERMINAL

FILTERS

EMPLOYEE

ALL

SHOW

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE and END DATE

END OF DAY NUMBER and TERMINAL SELECTION

OPTIONS

Training Data, Current Data, Detailed Data, Zero Skip, Drawer Total, Tip Total
Reporting By Employee, Signed On Employee, Clocked In Employee, Reporting By Terminal
NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

Employee - ALL or selected Employees

GENERATE

Refresh, Zoom, Report View, Export

REPORT DATA

Line Description – Count – Total

PLU Report

REPORT MODE - PLU REPORT

CRS-STAFF 03/04/2021 08:23 AM

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE: 03/04/2021, END DATE: 03/04/2021, END OF DAY NUMBER: ALL, TERMINAL: NOT USED

GENERATE: Refresh, Search, Print, Export

OPTIONS: TRAINING DATA, CURRENT DATA, PLU ZERO SALES, WASTE, PROMO, PRICE LEVEL, NOT FOUND PLU, PLU PROFIT, REPORTING BY EMPLOYEE

FILTERS: GROUP #1: NOT USED, GROUP #2: NOT USED, GROUP #3: NOT USED, EMPLOYEE: ALL, FROM PLU: INPUT PLU CODE, TO PLU: INPUT PLU CODE, TOP: ALL

GRAPH, SHOW

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE and END DATE

END OF DAY NUMBER and TERMINAL SELECTION

Not Used (*indicates there is no filter selected*), My Terminal, select Specific Terminal(s) or Select All

OPTIONS

Training Data, Current Data, PLU Zero Sales, Waste, Promo, Price Level, Not Found PLU, PLU Profit
Reporting By Employee

NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

Group #1, #2, #3 – Select specific Groups assigned on PLU group assignment #1, #2, #3

Employee – Choose ALL or Selected Employees

From PLU \ To PLU – Select a PLU or PLU range for the report if desired

TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLU's

Additionally, the PLU Report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

REPORT DATA

Item Description – PLU Code – Group – Promo – Waste – Usage – Count Total – Amount Ratio

Group Report

The screenshot shows the 'REPORT MODE - GROUP REPORT' interface. At the top, there's a navigation bar with a star icon, 'CRS-STAFF', 'SIGN OFF', and the date '03/04/2021 08:24 AM'. Below this, the 'DATES' section has tabs for 'TODAY', 'LAST END OF DAY', and 'CUSTOM PERIOD'. Under 'TODAY', there are buttons for '1 DAY', '1 WEEK', '2 WEEK', '1 MONTH', '3 MONTH', '6 MONTH', and '1 YEAR'. The 'START DATE' and 'END DATE' are both set to '03/04/2021'. The 'END OF DAY NUMBER' is set to 'ALL' and the 'TERMINAL' is set to 'NOT USED'. To the right, the 'GENERATE' section has icons for refresh, search, print, and export. Below that, the 'OPTIONS' section has checkboxes for 'TRAINING DATA', 'CURRENT DATA', 'WASTE', 'PROMO', and 'REPORTING BY EMPLOYEE'. The 'FILTERS' section has dropdowns for 'GROUP' (set to 'NOT USED'), 'EMPLOYEE' (set to 'ALL'), 'FROM PLU' (set to 'INPUT PLU CODE'), 'TO PLU' (set to 'INPUT PLU CODE'), and 'TOP' (set to 'ALL'). At the bottom, there's a 'SHOW' button.

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE and END DATE

END OF DAY NUMBER and TERMINAL SELECTION

Not Used (*indicates there is no filter selected*), My Terminal, select Specific Terminal(s) or Select All

OPTIONS

Training Data, Current Data, Waste, Promo
Reporting By Employee

NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

Group – Select a specific Group or Groups to view

Employee – Choose ALL or selected Employees

From PLU \ To PLU – Select a PLU or PLU range for the report if desired

TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLU's

Additionally, the Group Report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

REPORT DATA

Description – Promo – Waste – Usage – Count – Total – Amount Ratio

Period Report

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE and END DATE

END OF DAY NUMBER and TERMINAL SELECTION

Not Used (*indicates there is no filter selected*), My Terminal, select Specific Terminal(s) or Select All

OPTIONS

Training Data, Current Data

NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

Employee – Choose ALL or selected Employees

TYPE

Press the Time Period/ Date Period button to toggle between selections:

TIME PERIOD – Enter the desired time period in number of days, *i.e. 30, 60, 100, etc.*

Choose the data type: Sales, Group, Destination or Track.

DATE PERIOD – Select the desired date period: Day, Week, Month

Choose the data type: Sales, Group, Destination, Track

Additionally, the Period Report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

REPORT DATA

Description – Count – Total – Amount Ratio

Open Check Report

The screenshot shows the 'Open Check Report' interface. At the top, it says 'REPORT MODE - OPEN CHECK REPORT'. There are navigation icons, a star, 'CRS-STAFF', 'SIGN OFF', and the date '03/04/2021 08:26 AM'. Below this is the 'DATES' section with buttons for 'TODAY', 'LAST END OF DAY', and 'CUSTOM PERIOD'. There are also buttons for '1 DAY', '1 WEEK', '2 WEEK', '1 MONTH', '3 MONTH', '6 MONTH', and '1 YEAR'. The 'GENERATE' section has a refresh icon, a search icon, a printer icon, and a document icon. Below that are 'START DATE' and 'END DATE' fields, both set to '03/04/2021', and an 'ALL DATE' checkbox which is checked. The 'TERMINAL' section has a 'NOT USED' option. The 'FILTERS' section includes 'EMPLOYEE' (set to 'ALL'), 'TRACK' (set to 'ALL'), and 'TOP' (set to 'ALL'). At the bottom, there is a 'SHOW' button.

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

ALL DATE

When selected, Only the TODAY date selection is available, all other date selections are grayed out.

TERMINAL SELECTION

Not Used (*indicates there is no filter selected*), My Terminal, select Specific Terminal(s) or Select All

FILTERS

EMPLOYEE – ALL or selected Employees

TRACK – Select ALL or select specific Tracks from the list for the report *i.e. Drive-Thru*

TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLU's

GENERATE

Refresh, Zoom, Report View, Export

Stock Report

DESCRIPTION	PLU CODE	COST	GROUP	STOCK	PRICE 1	PRICE 2
TOTAL		127.13		4152	9541.53	28192.36
-1.00 OFF COUPON	110	0.00	[GROCERY]	0	13.99	13.99
ACID CIGAR	76742001205	0.00	[Cigars]	55	4.99	4.99
ACID CIGAR	76742001137	0.00	[Cigars]	55	4.99	4.99
ACID CIGAR	76742001144	0.00	[Cigars]	55	4.99	4.99
ACID CIGAR	76742001120	0.00	[Cigars]	55	4.99	4.99
ACID HAND ROLLED CIGARS 10PK	76742000000	0.00	[Cigars]	55	4.99	4.99
AL CAPONE CIGARETTES SWEETS	17519011013	0.00	[Cigars]	55	1.99	1.99

DATES

Only the TODAY selection is available, all other date selections are grayed out.

OPTIONS

Below The Minimum Stock Value – When selected, the generated report will display only info for PLU’s that are below the minimum stock level as set on the PLU.

FILTERS

Group #1, Group #2, Group #3 – Select specific Groups assigned on PLU group assignment #1, #2, #3
 From PLU \ To PLU – Select a PLU or PLU range for the report if desired

GENERATE

Refresh, Zoom, Report View, Export

REPORT DATA

Item Description – PLU Code – Cost – Group – Stock – Price 1 – Price 2

Labor Report

Labor Report data is derived from the Time Keeping report as follows to calculate labor cost.

REPORT MODE - LABOR REPORT

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE: 05/05/2022, END DATE: 05/05/2022

GENERATE: Refresh, Search, Print, Export

OPTIONS: SALES AND LABOR%

FILTERS: EMPLOYEE: ALL, TOP: ALL

TYPE: EMPLOYEE TYPE

GRAPH: [Toggle]

SHOW

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE and END DATE

OPTIONS

SALES AND LABOR % – The Sales & Labor % Report is a combination of data from the *Period Report* and the *Time In Out Report*. When the Sales And Labor% option is selected the TYPE selection is changed as show below.

FILTERS

EMPLOYEE – Choose ALL or selected Employees

TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLU's

TYPE

EMPLOYEE TYPE – When not checked the report displays the data per Job Code, Time and Cost information.

When checked the report displays data per Employee broken down by Job Code and the Time & Cost data.

The report data can be displayed as a List report or in a Graph format.

When the Sales And Labor% option is selected the TYPE selection is changed to:

TIME PERIOD – Enter the desired time period in number of days, *i.e. 15, 30, 60, 100, etc.*

Additionally you can select EMPLOYEE TYPE or NONE.

DATE PERIOD – Choose: Day, Week or Month.

Additionally you can select EMPLOYEE TYPE or NONE.

The report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

REPORT DATA

Job Code – Time – Cost

Labor Report Example

Labor Report shown with TYPE Setting
EMPLOYEE TYPE NOT selected:
 The data is conveyed per Job Code.

REPORT MODE - LABOR REPORT

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

GENERATE: [Refresh] [Search] [Print] [Export]

START DATE: 05/03/2022, END DATE: 05/03/2022

OPTIONS: SALES AND LABOR%

FILTERS: EMPLOYEE: ALL, TOP: ALL

TYPE: EMPLOYEE TYPE

JOB CODE	TIME	COST
TOTAL	20:44	\$311.97
ADMIN	3:22	\$67.33
BARTENDER	5:47	\$80.97
MANAGER	4:47	\$95.67
WAIT STAFF	6:48	\$68.00

Labor Report with the TYPE selection:
Employee Type selected:
 The data is conveyed per Employee:

REPORT MODE - LABOR REPORT

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

GENERATE: [Refresh] [Search] [Print] [Export]

START DATE: 05/03/2022, END DATE: 05/03/2022

OPTIONS: SALES AND LABOR%

FILTERS: EMPLOYEE: ALL, TOP: ALL

TYPE: EMPLOYEE TYPE

JOB CODE	TIME	COST
TOTAL	20:44	\$311.97
SONJAI	6:48	\$68.00
WAIT STAFF	6:48	\$68.00
BART	5:47	\$80.97
BARTENDER	5:47	\$80.97
MANNY	4:47	\$95.67
MANAGER	4:47	\$95.67
ADMIN	3:22	\$67.33
ADMIN	3:22	\$67.33

Labor Report shown a Graph

REPORT MODE - LABOR REPORT

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

GENERATE: [Refresh] [Search] [Print] [Export]

START DATE: 05/03/2022, END DATE: 05/05/2022

OPTIONS: SALES AND LABOR%

FILTERS: EMPLOYEE: ALL, TOP: ALL

TYPE: EMPLOYEE TYPE

LIST: [Refresh] [Print] [Export]

SONJAI TOP (1)

WAIT STAFF

(14)

Printed Labor Report Sample

TYPE = NONE

Sam4POS		
05/03/2022	03:35 PM	TUE
BarPub (POS-MAIN)		
Labor Report (ALL)		
DATE : 05/03/2022 11:31 AM		
AUTHOR : ANDREW		
DATA RANGE		
05/03/2022 ~ 05/03/2022		
FILTERS		
EMPLOYEE : [ALL]		
TYPE		
TIME PERIOD : 60		
EMPLOYEE TYPE : NO		
=====		
JOB CODE	TIME - COST	
=====		
TOTAL	54:12 - \$847.43	
ADMIN	11:44 - \$234.66	
BARTENDER	14:09 - \$198.10	
MANAGER	13:09 - \$263.00	
WAIT STAFF	15:10 - \$151.67	
NO. 0000002	REG: POS-MAIN	ADMIN

* * * * *		

TYPE = EMPLOYEE TYPE

Sam4POS		
05/03/2022	11:31 AM	TUE
BarPub (POS-MAIN)		
Labor Report (ALL)		
DATE : 05/03/2022 11:31 AM		
AUTHOR : ANDREW		
DATA RANGE		
05/03/2022 ~ 05/03/2022		
FILTERS		
EMPLOYEE : [ALL]		
TYPE		
TIME PERIOD : 60		
EMPLOYEE TYPE : YES		
=====		
JOB CODE	TIME - COST	
=====		
TOTAL	54:16 - \$848.51	
SONJAI	15:11 - \$151.83	
WAIT STAFF	15:11 - \$151.83	
BART	14:10 - \$198.34	
BARTENDER	14:10 - \$198.34	
MANNY	13:10 - \$263.34	
MANAGER	13:10 - \$263.34	
ANDREW	11:45 - \$235.00	
ADMIN	11:45 - \$235.00	
NO. 0000004	REG: POS-MAIN	ADMIN

* * * * *		

Sales & Labor% Report

The Labor Report has an option selection for Sales And Labor%. When selected a more detailed report showing sales vs. hours worked is displayed. The Sales and Labor % Report uses data from both the Period Report and the Time In Out Report. When selected, additional Type selections are available.

When the Sales And Labor% option is selected the TYPE selection on the Labor Report is changed to:

TYPE

TIME PERIOD – Enter the desired time period in number of days, *i.e.* 15, 30, 60, 100, etc.

Additionally you can select EMPLOYEE TYPE or NONE.

DATE PERIOD – Choose: Day, Week or Month.

Additionally you can select EMPLOYEE TYPE or NONE.

You must generate the EOD and End Of Pay reports every day to get meaningful data on Sales and Labor% Report.

TYPE:

Time Period = 60

Employee Type NOT selected (NONE):

Data is shown per time period setting (hourly).

The screenshot shows the 'REPORT MODE - LABOR REPORT' interface. The 'DATES' section is set to 'CUSTOM PERIOD' with a 'TIME PERIOD' of 60 days. The 'START DATE' is 05/03/2022 and the 'END DATE' is 05/03/2022. The 'OPTIONS' section has 'SALES AND LABOR%' checked. The 'FILTERS' section has 'EMPLOYEE' set to 'ALL'. The 'TYPE' section has 'TIME PERIOD' set to 60 and 'EMPLOYEE TYPE' set to 'NONE'. The 'GENERATE' button is visible. Below the configuration is a table with the following data:

DESCRIPTION	CUST	NET SALES	AVG/CUST	HRS LBR	LABOR COST	%/NET SALES	LABORS/CUST	SALES/MANHOOR
TOTAL	12	\$400.08	\$33.34	20.44	\$311.97	77.98%	\$25.99	\$19.29
08:00 - 08:59	0	\$0.00	\$0.00	00:34	\$5.67	0%	\$0.00	\$0.00
09:00 - 09:59	0	\$0.00	\$0.00	01:34	\$17.93	0%	\$0.00	\$0.00
10:00 - 10:59	0	\$0.00	\$0.00	02:34	\$35.33	0%	\$0.00	\$0.00
11:00 - 11:59	10	\$278.62	\$27.86	02:36	\$38.13	13.69%	\$3.81	\$107.16

TYPE:

Time Period = 60

With **EMPLOYEE TYPE** selected:

Data is shown for each Employee \ per Time Period setting (hourly).

The screenshot shows the 'REPORT MODE - LABOR REPORT' interface. The 'DATES' section is set to 'CUSTOM PERIOD' with a 'TIME PERIOD' of 60 days. The 'START DATE' is 05/03/2022 and the 'END DATE' is 05/03/2022. The 'OPTIONS' section has 'SALES AND LABOR%' checked. The 'FILTERS' section has 'EMPLOYEE' set to 'MANNY'. The 'TYPE' section has 'TIME PERIOD' set to 60 and 'EMPLOYEE TYPE' set to 'MANNY'. The 'GENERATE' button is visible. Below the configuration is a table with the following data:

DESCRIPTION	CUST	NET SALES	AVG/CUST	HRS LBR	LABOR COST	%/NET SALES	LABORS/CUST	SALES/MANHOOR
TOTAL	12	\$400.08	\$33.34	20.44	\$311.97	77.98%	\$25.99	\$19.29
MANNY	4	\$169.81	\$42.45	04.47	\$95.67	56.34%	\$23.91	\$35.50
10:00 - 10:59	0	\$0.00	\$0.00	00:34	\$11.33	0%	\$0.00	\$0.00
11:00 - 11:59	4	\$169.81	\$42.45	00:52	\$17.33	10.21%	\$4.33	\$195.93
12:00 - 12:59	0	\$0.00	\$0.00	00:49	\$16.33	0%	\$0.00	\$0.00
13:00 - 13:59	0	\$0.00	\$0.00	01:00	\$20.00	0%	\$0.00	\$0.00
14:00 - 14:59	0	\$0.00	\$0.00	01:00	\$20.00	0%	\$0.00	\$0.00
15:00 - 15:59	0	\$0.00	\$0.00	00:32	\$10.67	0%	\$0.00	\$0.00
BART	3	\$53.17	\$17.72	05.47	\$80.97	152.29%	\$26.99	\$9.19
09:00 - 09:59	0	\$0.00	\$0.00	00:34	\$7.93	0%	\$0.00	\$0.00
10:00 - 10:59	0	\$0.00	\$0.00	01:00	\$14.00	0%	\$0.00	\$0.00
11:00 - 11:59	3	\$53.17	\$17.72	00:52	\$12.13	22.81%	\$4.04	\$61.34
12:00 - 12:59	0	\$0.00	\$0.00	00:49	\$11.43	0%	\$0.00	\$0.00
13:00 - 13:59	0	\$0.00	\$0.00	01:00	\$14.00	0%	\$0.00	\$0.00
14:00 - 14:59	0	\$0.00	\$0.00	01:00	\$14.00	0%	\$0.00	\$0.00
15:00 - 15:59	0	\$0.00	\$0.00	00:32	\$7.47	0%	\$0.00	\$0.00
SONJAI	3	\$55.64	\$18.54	04.48	\$48.00	122.21%	\$22.66	\$8.18
08:00 - 08:59	0	\$0.00	\$0.00	00:34	\$5.67	0%	\$0.00	\$0.00
09:00 - 09:59	0	\$0.00	\$0.00	01:00	\$10.00	0%	\$0.00	\$0.00

Sales And Labor% Report Definitions:

There are eight items per every time unit in the Sales and Labor % Report:

CUST: and **NET SALES:** Values are obtained from the Period Report where the **AVG/CUST:** is division of these two values.

- **CUST:** is the number of customers served per time period.
- **NET SALES:** is the Net Sale total for the time period.
- **AVG/CUST:** is the Net Sales total divided by the number of customers ($\text{NET SALE} \div \text{CUST}$).

HRS LBR: and **LABOR COST:** Are calculated from Time Keeping Report and Pay Rate Program.

- **HRS LBR:** Is the sum of working hours for all employees who worked in this time period.
- **LABOR COST:** Is the sum of the product of working hours and pay rate for every employee ($\text{HRS LBR} * \text{PAY RATE}$).

%/NET SALES: Is a ratio of Net Sales to Labor Cost ($\text{LABOR COST} \div \text{NET SALES} * 100$).

LABORS/CUST: This value is the labor cost per each customer which can be calculated dividing the LABOR COST by the number of customers ($\text{LABOR COST} \div \text{CUST}$).

SALES/MANHOURL: Is the Division of the Net Sales total by the sum of working hours for all employees during this time period ($\text{NET SALES} \div \text{HRS LBR}$).

Food Cost Report

REPORT MODE - FOOD COST REPORT

03/04/2021 08:29 AM

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE: 03/04/2021, END DATE: 03/04/2021, END OF DAY NUMBER: ALL, TERMINAL: NOT USED

OPTIONS: TRAINING DATA, CURRENT DATA, WASTE, PROMO

FILTERS: GROUP #1, GROUP #2, GROUP #3, EMPLOYEE, FROM PLU, TO PLU, TOP

SHOW

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE and END DATE

END OF DAY NUMBER and TERMINAL SELECTION

Not Used (*indicates there is no filter selected*), My Terminal, select Specific Terminal(s) or Select All

OPTIONS

Training Data, Current Data, Waste, Promo

NOTE: Option selections limit the report to display just the specified option selection data.

FILTERS

Group #1, Group #2, Group #3 – Select specific Groups assigned on PLU group assignment #1, #2, #3

Employee – Choose ALL or selected Employees

From PLU \ To PLU – Select a PLU or PLU range for the report if desired

TOP – Choose to display the Top 5, 10, 20, 30, 50, 100 or ALL PLU's

Additionally, the Food Cost Report data can be displayed as a List report or in a Graph format.

GENERATE

Refresh, Zoom, Report View, Export

REPORT DATA

Recipe – Total Food Cost – Total Sales Count – Net Sale Total – Total Food Cost %

Time In Out Report

REPORT MODE - TIME IN OUT REPORT

CRS-STAFF SIGN OFF 03/04/2021 08:29 AM

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

GENERATE: Refresh, Search, Print, Export

START DATE: 03/04/2021, END DATE: 03/04/2021

FILTERS: EMPLOYEE (ALL), JOB CODE (ALL), CLOSED (ALL), TYPE (ALL)

NEW, EDIT, DELETE, SHOW

DATES

Date selections include: Today, Last End of Day, Custom Period

1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE & END DATE

FILTERS

EMPLOYEE – ALL or selected Employees

JOB CODE – Select All or specific job code from the list

CLOSED – choose ALL, Not Closed, or Closed

TYPE – ALL, In, Out, Break Time

EDITING BUTTONS

Buttons for editing time entries are also provided.



REPORT DATA

Name – Job Code – Start Time – End Time – Type



The time clock report data can be sorted alphabetically A-Z or Z-A by each column heading by tapping on the column header.

Time Clock Editing

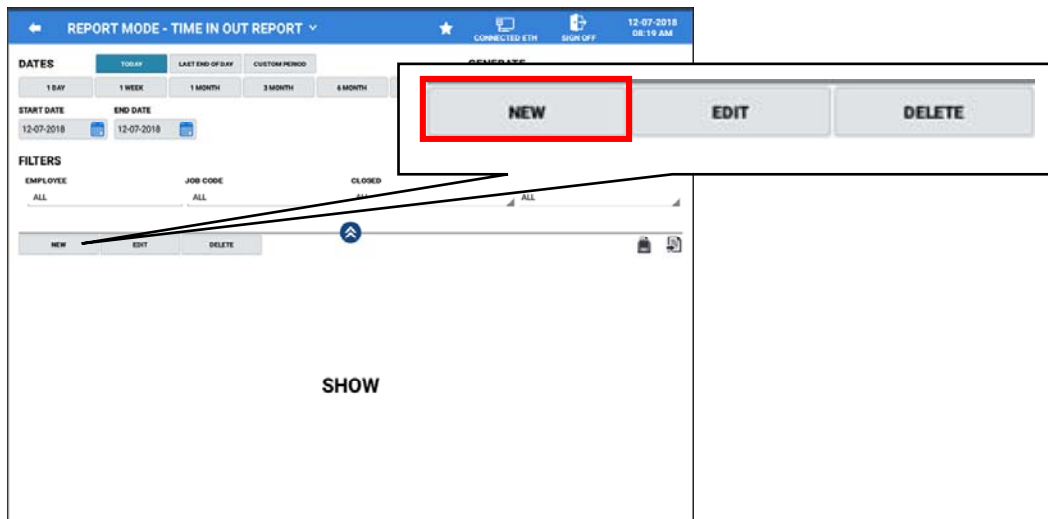
If an employee forgets to clock in or out, authorized personnel can Edit the time clock data from the Time In-Out Report screen. Use the buttons above the time entries to perform the desired operation. The available selections include:



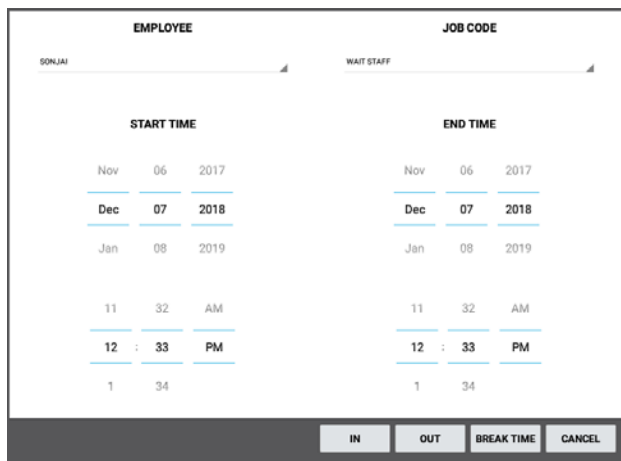
- **New** – Use to enter a new time entry for the selected employee.
- **Edit** – Use to edit the current time entry for the selected employee.
- **Delete** – Use this selection to delete the selected time entry for the selected employee.

New Time Entry

1. From the **Report Mode**, select the **Time In Out Report** from the detailed reports menu.

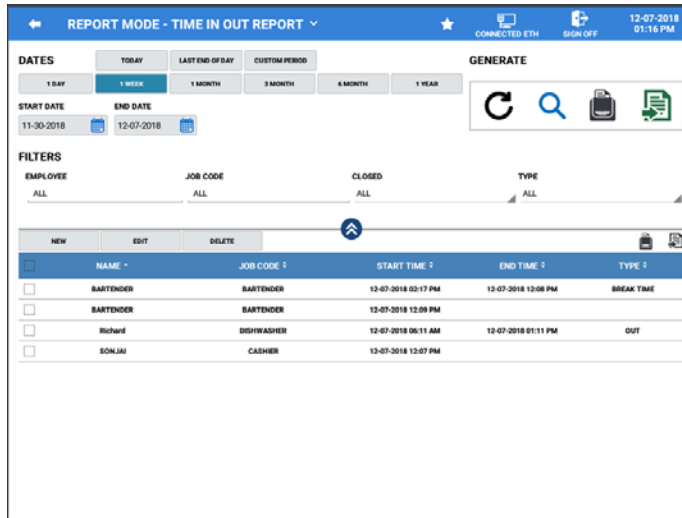


2. Press the **NEW** button to add a new time entry for an employee, the time entry dialog displays:



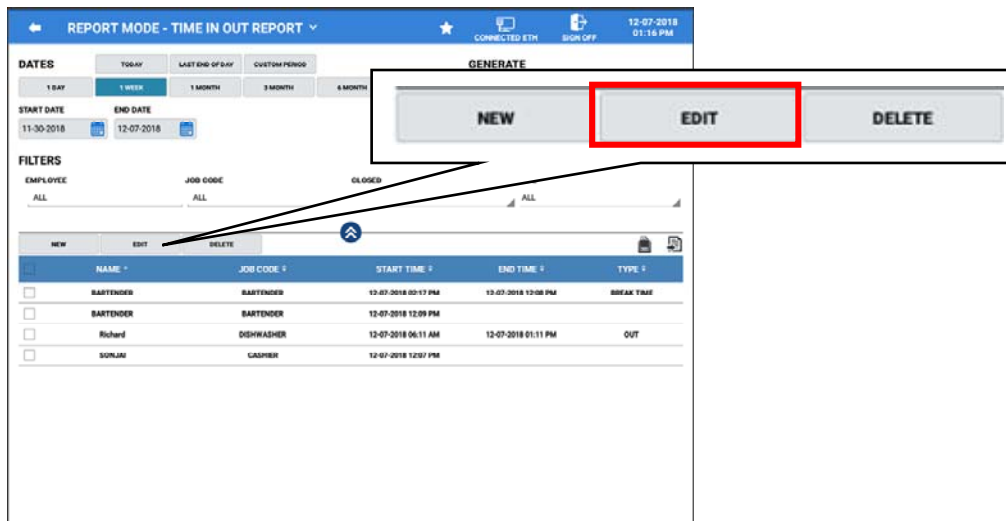
3. Use the drop-down lists to select the **EMPLOYEE**, **JOB CODE**, **START TIME** and **END TIME**.
4. Next, select if the entry is for clock **IN**, **OUT** or **BREAK TIME**; pressing **CANCEL** will exit without entering any data.

- The **NEW** time entry is added:



Edit Time Entry

- From the **Report Mode**, select the **Time In Out Report** from the detailed reports menu; Select the **DATES** as necessary; choose the desired **FILTERS**, then press the **Refresh** icon in the Generate section or press **SHOW** to display the current employee time entries. The Time In/Out Report selections appear as per you Date and Filter selections:



- Press the **EDIT** Button; The Time In-Out Edit dialog displays:

NAME	JOB CODE	START TIME	END TIME	TYPE
BARTENDER	BARTENDER	12-07-2018 02:17 PM	12-07-2018 12:08 PM	BREAK TIME
BARTENDER	BARTENDER	12-07-2018 12:09 PM		
DAVROS	BARTENDER	12-07-2018 10:58 AM		
SONJAN	CASHER	12-07-2018 12:07 PM		

3. We can edit the Job Code, Start Time End Time or Type; Touch the time entry field for the employee time you wish to edit. To Edit Clock In entry, touch the **START TIME** or the **END TIME (MM-DD-YYYY HH:MM)** entry field. The time edit dialog displays:

START TIME - (ORIGINAL : 09-12-2019 12:32 PM)

Aug	11	2018
Sep	12	2019
Oct	13	2020

11	31	AM
12	32	PM
1	33	

OK CANCEL

END TIME - (ORIGINAL : null)

Nov	06	2017
Dec	07	2018
Jan	08	2019

1	39	AM
2	40	PM
3	41	

DELETE OUT BREAK TIME CANCEL

4. You can edit the Month – Day – or Year as well as the Hours – Minutes and AM/PM entry. Touch **OK** to save. (Note that the original start time entry is shown in the title bar.) For the End Time you can also edit time entry type for the time entry:
- DELETE** – to delete the current end time entry.
 - OUT** – if the new entry is the time out at end of their shift.
 - BREAK TIME** - if the time entry is for clocking out for their break.
 - CANCEL** – to cancel any changes without saving.

NAME	JOB CODE	START TIME	END TIME	TYPE
BARTENDER	BARTENDER	12-07-2018 02:17 PM	12-07-2018 12:08 PM	BREAK TIME
BARTENDER	BARTENDER	12-07-2018 12:09 PM		
DAVROS	BARTENDER	12-07-2018 10:58 AM	12-07-2018 02:40 PM	OUT
SONJAN	CASHER	12-07-2018 12:07 PM		

5. Press **SAVE** to apply the new entry; pressing **CANCEL** will exit without applying any changes.

6. The edited time entry will now appear in red and will print to the receipt printer (if set in system options) and the new time is applied to the Employee.

The screenshot shows the 'REPORT MODE - TIME IN OUT REPORT' interface. At the top, there are navigation icons and a star icon. Below that, there are tabs for 'DATES' (Today, Last End of Day, Custom Period) and 'GENERATE' (Refresh, Search, Print, Export). The 'DATES' section shows 'START DATE' as 12-07-2018 and 'END DATE' as 12-07-2018. The 'FILTERS' section shows 'EMPLOYEE' as ALL, 'JOB CODE' as ALL, 'CLOSED' as ALL, and 'TYPE' as ALL. Below the filters, there are buttons for 'NEW', 'EDIT', and 'DELETE'. The main table has columns for 'NAME', 'JOB CODE', 'START TIME', 'END TIME', and 'TYPE'. The entry for 'DAVIDS' is highlighted in red, with a start time of 12-07-2018 10:58 AM and an end time of 12-07-2018 02:42 PM, and a type of 'OUT'.

NAME	JOB CODE	START TIME	END TIME	TYPE
BARTENDER	BARTENDER	12-07-2018 02:17 PM	12-07-2018 12:08 PM	BREAK TIME
BARTENDER	BARTENDER	12-07-2018 12:09 PM		
DAVIDS	BARTENDER	12-07-2018 10:58 AM	12-07-2018 02:42 PM	OUT
SONJAI	CASHER	12-07-2018 12:07 PM		

Note: You must perform all time clock edits **before** the End Of Pay Report is generated. Edited records will display in red to easily see which times have been changed.

If the **End Of Pay Report** has been generated you will not be able to edit the employee times. The data will appear “Grayed Out”.

The screenshot shows the 'REPORT MODE - TIME IN OUT REPORT' interface. At the top, there are navigation icons and a star icon. Below that, there are tabs for 'DATES' (Today, Last End of Day, Custom Period) and 'GENERATE' (Refresh, Search, Print, Export). The 'DATES' section shows 'START DATE' as 03/04/2022 and 'END DATE' as 03/04/2022. The 'FILTERS' section shows 'EMPLOYEE' as ALL, 'JOB CODE' as ALL, 'CLOSED' as ALL, and 'TYPE' as ALL. Below the filters, there are buttons for 'NEW', 'EDIT', and 'DELETE'. The main table has columns for 'NAME', 'JOB CODE', 'START TIME', 'END TIME', and 'TYPE'. The entry for 'DAVIDS' is grayed out, with a start time of 03/04/2022 09:40 AM and an end time of 03/04/2022 09:47 AM, and a type of 'OUT'.

NAME	JOB CODE	START TIME	END TIME	TYPE
ADMIN	ADMIN	03/04/2022 09:40 AM	03/04/2022 09:47 AM	OUT
BART	BARTENDER	03/04/2022 09:39 AM	03/04/2022 09:48 AM	OUT
CASH	COOK	03/04/2022 09:42 AM	03/04/2022 09:49 AM	OUT
MANNY	MANAGER	03/04/2022 09:40 AM	03/04/2022 09:48 AM	OUT
SONJAI	CASHER	03/04/2022 09:39 AM	03/04/2022 09:48 AM	OUT

Note: When the Time Keeping Option: Clock IN/OUT Employee At EOD checked – When the EOD is performed clocked in employees are Clocked-Out - the EOD is generated and then those employees are Clocked-In again. At that point the time entries from prior to the EOD are Grayed out and you cannot Edit the entries.

Error Message #221 ALREADY CLOSED will display if edit is attempted.

However, you will still be able to select time entries and delete the entries.

Delete a Time Entry

1. From the **Report Mode**, select the **Time In Out Report** from the detailed reports menu, then press **SHOW** to display the current employee time entries:

The screenshot shows the 'REPORT MODE - TIME IN OUT REPORT' interface. At the top, there are navigation icons and a 'GENERATE' button. Below that, there are 'NEW', 'EDIT', and 'DELETE' buttons. The 'DELETE' button is highlighted with a red box. A callout box points to the 'DELETE' button in the table's action column.

	NAME	JOB CODE	START TIME	END TIME	TYPE
<input type="checkbox"/>	BARTENDER	BARTENDER	12-07-2018 00:17 PM	12-07-2018 12:00 PM	BREAK TIME
<input type="checkbox"/>	BARTENDER	BARTENDER	12-07-2018 12:09 PM	12-07-2018 08:17 PM	OUT
<input type="checkbox"/>	Cassie	CASHER	12-04-2018 06:45 AM	12-07-2018 02:54 PM	OUT
<input type="checkbox"/>	Cassie	CASHER	12-07-2018 06:05 AM	12-07-2018 01:18 PM	OUT
<input type="checkbox"/>	Cassie	CASHER	12-05-2018 06:53 AM	12-05-2018 02:53 PM	OUT
<input type="checkbox"/>	DAVROS	BARTENDER	12-05-2018 02:54 PM	12-05-2018 12:54 PM	OUT
<input type="checkbox"/>	DAVROS	BARTENDER	12-07-2018 10:58 AM	12-07-2018 02:42 PM	OUT
<input type="checkbox"/>	Richard	DISHWASHER	12-07-2018 06:11 AM	12-07-2018 01:11 PM	OUT
<input checked="" type="checkbox"/>	SONJAI	CASHER	12-07-2018 12:07 PM		
<input type="checkbox"/>	SONJAI	WAIT STAFF	12-05-2018 06:52 AM	12-05-2018 02:52 PM	OUT

2. Select the time entry record you wish to remove; Press the **DELETE** Button. The selected record is removed:

The screenshot shows the 'REPORT MODE - TIME IN OUT REPORT' interface after deleting a record. The 'DELETE' button in the table's action column is now disabled.

	NAME	JOB CODE	START TIME	END TIME	TYPE
<input type="checkbox"/>	BARTENDER	BARTENDER	12-07-2018 02:17 PM	12-07-2018 12:00 PM	BREAK TIME
<input type="checkbox"/>	BARTENDER	BARTENDER	12-07-2018 12:09 PM	12-07-2018 08:17 PM	OUT
<input type="checkbox"/>	Cassie	CASHER	12-07-2018 06:05 AM	12-07-2018 01:18 PM	OUT
<input type="checkbox"/>	Cassie	CASHER	12-04-2018 06:45 AM	12-07-2018 02:54 PM	OUT
<input type="checkbox"/>	Cassie	CASHER	12-05-2018 06:53 AM	12-05-2018 02:53 PM	OUT
<input type="checkbox"/>	DAVROS	BARTENDER	12-05-2018 02:54 PM	12-05-2018 10:54 PM	OUT
<input type="checkbox"/>	DAVROS	BARTENDER	12-07-2018 10:58 AM	12-07-2018 02:42 PM	OUT
<input type="checkbox"/>	Richard	DISHWASHER	12-07-2018 06:11 AM	12-07-2018 01:11 PM	OUT
<input type="checkbox"/>	SONJAI	WAIT STAFF	12-05-2018 06:52 AM	12-05-2018 02:52 PM	OUT

Promotion Report

REPORT MODE - PROMOTION REPORT

CRS-STAFF 03/04/2021 08:31 AM

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

GENERATE: Refresh, Search, Print, Export

START DATE: 03/04/2021, END DATE: 03/04/2021, END OF DAY NUMBER: ALL, TERMINAL: NOT USED

OPTIONS: TRAINING DATA, CURRENT DATA, DETAILED DATA, ZERO SKIP, REPORTING BY EMPLOYEE, SIGNED ON EMPLOYEE, CLOCKED IN EMPLOYEE

FILTERS: EMPLOYEE: ALL, TYPE: ALL

SHOW

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

END OF DAY NUMBER

ALL is the only selection.

TERMINAL SELECTION

Not Used (*indicates there is no filter selected*), My Terminal, select Specific Terminal(s) or Select All

OPTIONS

Training Data, Current Data, Detailed Data, Zero Skip
Reporting By Employee, Signed On Employee, Clocked In Employee

FILTERS

EMPLOYEES - ALL or selected Employees
TYPE – All, Mix and Match, Multi buy, Combo Discount, Sweet Deal

GENERATE

Refresh, Zoom, Report View, Export

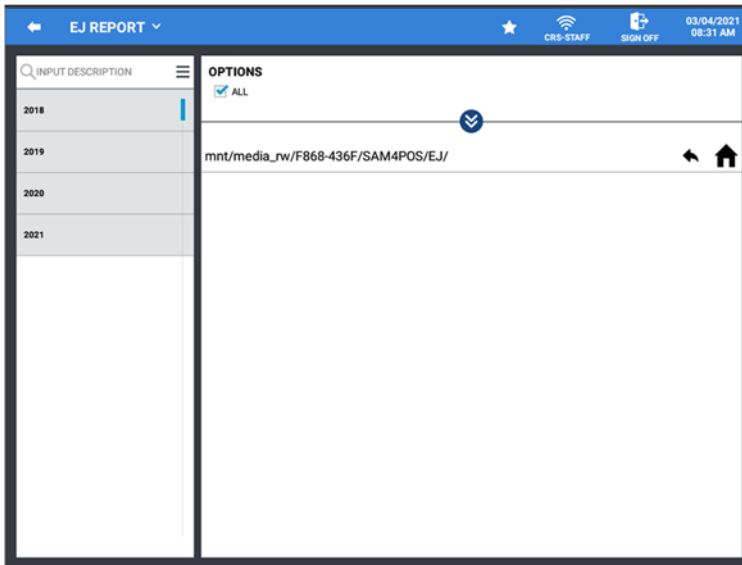
REPORT DATA

Description – Count – Total

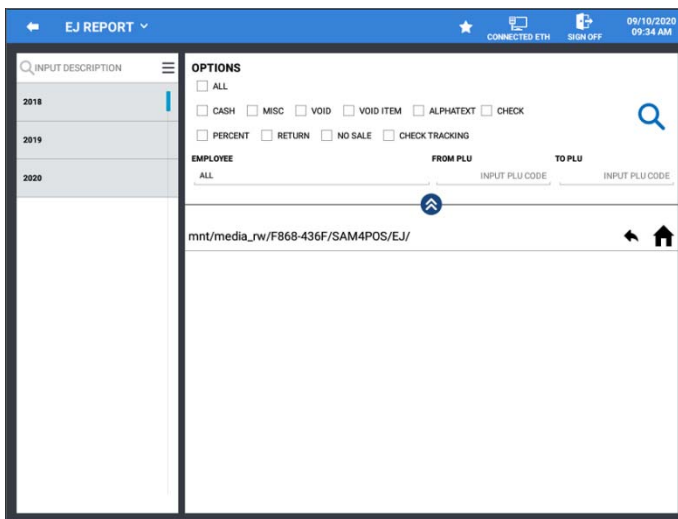
EJ Report

To utilize the EJ Report it must first be enabled in the Program Mode\ Options\ Options\ Report Options. The EJ report is a useful tool for searching, reviewing and reprinting previously closed transactions and operations. The EJ report can be set to save data to a USB drive or to internal storage. Refer to the Report Option settings in the Sam4pos Programming Manual for all EJ option selections and definitions.

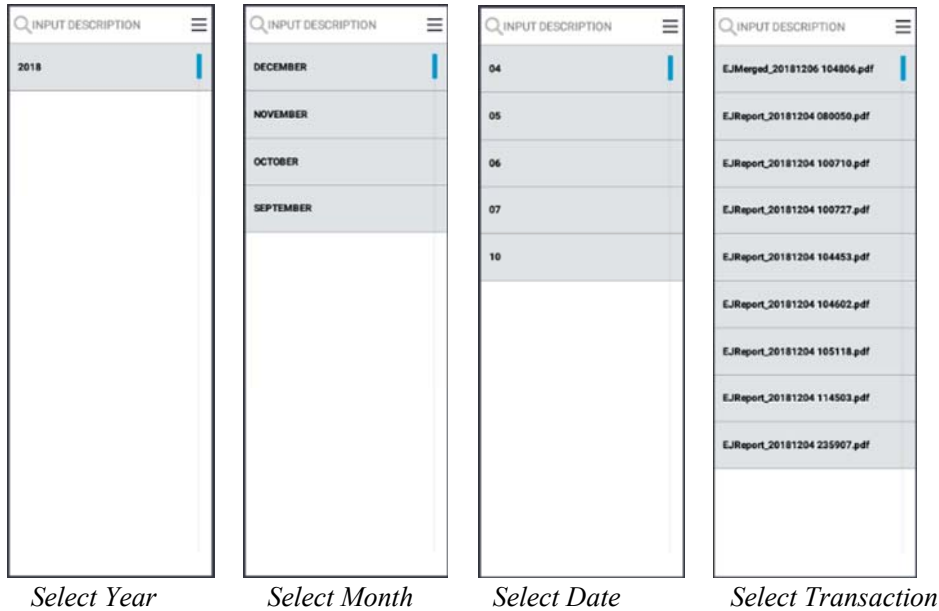
1. From the **Report Mode**, select the **EJ Report** from the **Detailed Reports** menu.



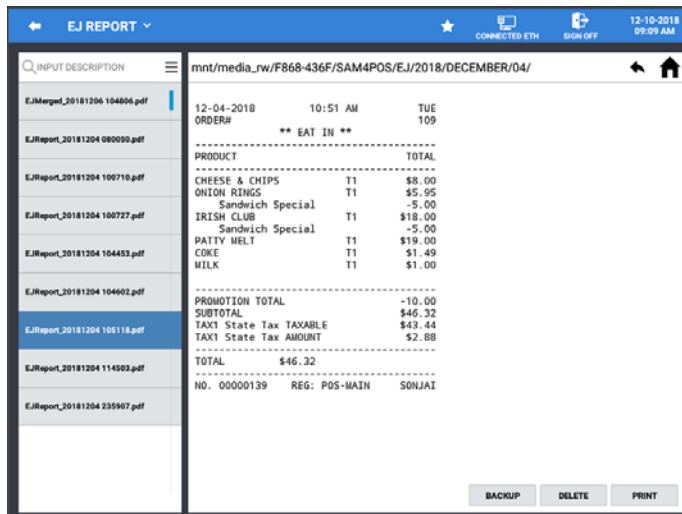
2. You have **Options** selections on the EJ report to view specific transaction types. Unchecking the **ALL** selection in the Options area to view the option selections.



3. Choose the Options for the transaction data you wish to filter for:
 - ◆ All
 - ◆ Cash, Misc, Void, Void Item, Alpha Text, Check, Percent, Return, No Sale, Check Tracking
 - ◆ Employee: All or select specific employee(s)
 - ◆ PLU Range
4. EJ Reports are sorted by **Year / Month / Date / Transaction**. Simply press the desired selection to expand.



5. The transactions that correspond to your filter selections will be listed; When a transaction is selected, the transaction detail is displayed:



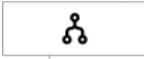
6. With the selected transaction displayed: you can Backup, Delete, or Print the transaction.
- ◆ Backup – Backs up the transaction to the memory device
 - ◆ Delete – Will delete the selected transaction
 - ◆ Print – Prints the transaction to the receipt printer
7. The EJ Report file path is displayed at the top of the display; the navigation icons can be used to:
- 🏠 go back one level on the memory device
 - 🏠 go to the root of the memory device
8. With the selected transaction displayed: you can **Backup, Delete, or Print** the transaction.
- ◆ Backup – Backs up the transaction to the memory device
 - ◆ Delete – Will delete the selected transaction
 - ◆ Print – Prints the transaction to the receipt printer

EJ Report - EDIT MODE

The Edit Mode  can be used to Print, Merge, Save and Delete EJ Report data.



Print the selected record



Merge the selected records



Delete the selected records



Save the selected records: Select either USB or FTP.

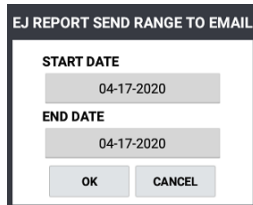
Note: On terminals that have an SD port, the SD port is viewed as a USB port. If an SD card is inserted and the EJ path is set for USB, the EJ files will be written to the SD.



Close the Edit Mode

EJ Report - SEND RANGE TO EMAIL

1. Press the **Menu**  icon and select **EJ REPORT SEND RANGE TO EMAIL**



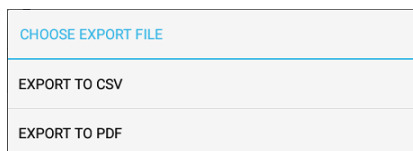
EJ REPORT SEND RANGE TO EMAIL

START DATE
04-17-2020

END DATE
04-17-2020

OK CANCEL

2. Enter the **START DATE** and **END DATE** for the range of EJ reports you want to email.
 - You can tap the date and use the Calendar to select the Month \ Day(s) \ Year for the Range.
3. Press **OK** to proceed; Pressing **CANCEL** will Exit the operation.
4. Choose the format for the report file



CHOOSE EXPORT FILE

EXPORT TO CSV

EXPORT TO PDF

5. The EJ will upload to the email addresses as setup in the Options \ Option \ Report Option settings.

Product Mix Report

REPORT MODE - PRODUCT MIX REPORT

03/04/2021 09:38 AM

DATES: TODAY, LAST END OF DAY, CUSTOM PERIOD

GENERATE

1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

START DATE: 03/04/2021, END DATE: 03/04/2021

OPTIONS: TRAINING DATA, TIME PERIOD

SHOW

DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR

Additional selections in the Dates area are:

START DATE & END DATE

OPTIONS

Training Data – Select to display only totals from Training employee.

Time Period – When time period is not selected (*unchecked*), only the summary of the Product Mix report will print. When time period is selected (*checked*) the data is broken down into hourly time periods.

GENERATE

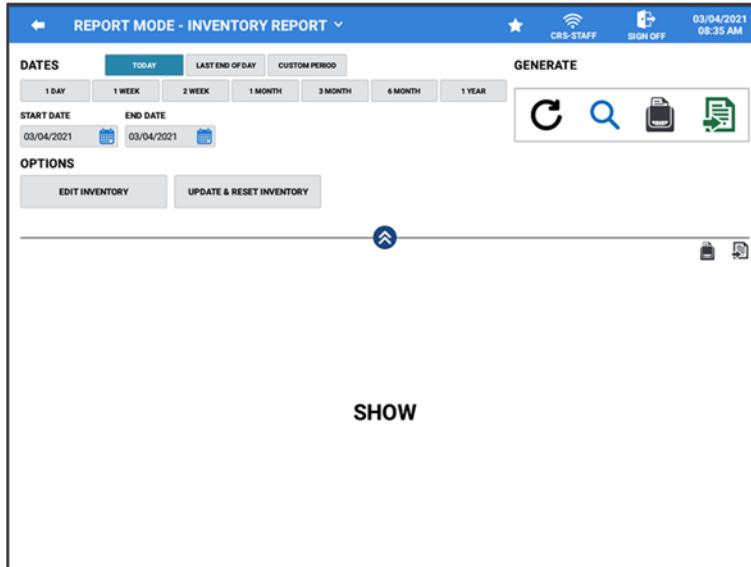
Refresh, Zoom, Report View, Export

REPORT DATA

Description – Count – Total

Inventory

This report is only used when Ingredient & Recipes are setup for items.



DATES

Date selections include: Today, Last End of Day, Custom Period
1 DAY, 1 WEEK, 2 WEEK, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR
START DATE & END DATE

OPTIONS

Edit Inventory – Brings you to the Ingredient programming screen.
Update & Reset Inventory – Pressing this button will Update & Reset the inventory data.

GENERATE


Refresh, Zoom, Report View, Export

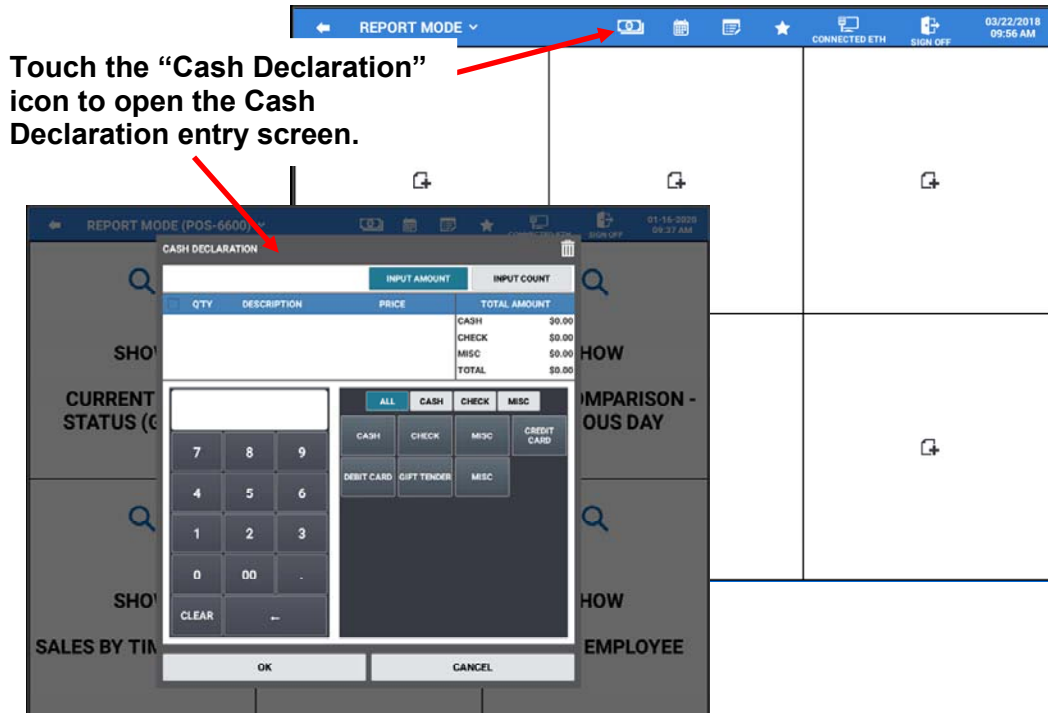
REPORT DATA

Description – Theoretical Usage – Actual Usage – Ending Inventory – Value Of Inventory – Variance –
Variance Cost – Efficiency % – Food Cost %

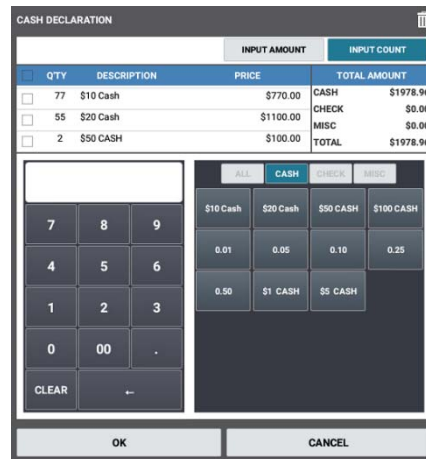
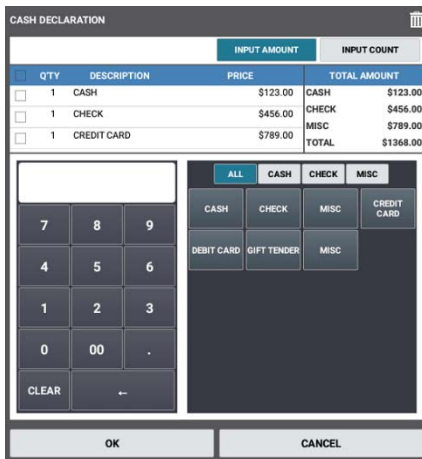
Cash Declaration

Cash declaration is the process of counting and reporting media amounts in the drawer before a report is taken. Cash declaration can be set as compulsory in the Report Options/EOD Options. Employee's must have the authority to perform cash declarations. If desired, the cash drawer can be triggered to open when the cash declaration is performed by setting the option in the Drawer Options.

- ◆ From the Report Mode, touch the Cash Declaration icon  on the title bar to enter each media total amount (Cash, Check, and Misc.) in the cash drawer. Use ALL to view all the media types.



- ◆ There are two methods available for inputting your totals: **Input Amount** & **Input Count**.



Input Amount

The input amount selection allows you simply count selected media type and enter that total amount.

1. You can select to count just the **CASH**, **CHECK** or **MISC** totals as desired or select **ALL** to view & enter all the media types.
2. Type in the amount for the media, then press the media type button to add the amount to the selected media type.
3. If an incorrect entry is entered, you can select the amount by clicking the check box preceding the amount and press the trash can icon in the upper right corner to delete the amount.
4. When you have entered all the appropriate media amounts, press **OK**.


Input Count

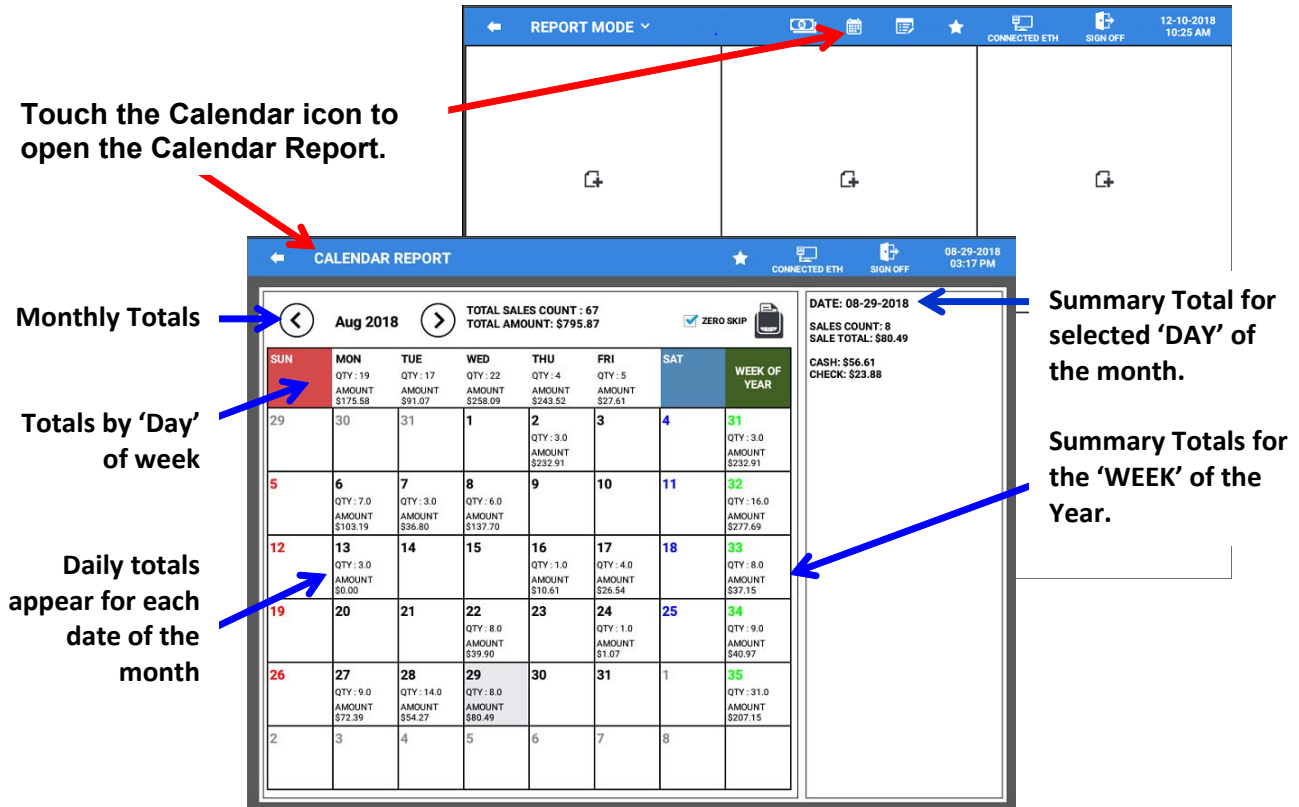
The Input Count selection tab allows you to simply count the number of a specific quick cash media; pennies, quarters, dollars, ten dollars, etc. These Quick Cash Tender types must be created in the Program Mode\Function Key\Tender Key programming before they will appear on the Cash Declaration\Input Count tab.

1. Count the number of the specific Quick Cash Tender type; press the appropriate Quick Cash Tender button. The terminal will calculate the number entered with the quick cash tender type and enter the appropriate amount.
2. If an incorrect entry is entered, you can select the amount by clicking the check box preceding the amount and press the trash can icon in the upper right corner to delete the amount.
3. When all cash has been entered, press **OK**.

Calendar Report View

Current monthly totals can be viewed and printed on a monthly calendar format by pressing the calendar view icon on the Report Mode title bar. Monthly Sales data is displayed, broken down for each day and week of the month by selecting the calendar report in the report mode.

- ◆ The Calendar icon  allows you to view sales data accumulated for the selected month.



Touch the Calendar icon to open the Calendar Report.

Monthly Totals




Totals by 'Day' of week

Daily totals appear for each date of the month

Summary Total for selected 'DAY' of the month.

Summary Totals for the 'WEEK' of the Year.

SUN	MON	TUE	WED	THU	FRI	SAT	WEEK OF YEAR
29	30	31	1	2	3	4	31
	QTY: 19 AMOUNT \$175.58	QTY: 17 AMOUNT \$91.07	QTY: 22 AMOUNT \$258.09	QTY: 4 AMOUNT \$243.52	QTY: 5 AMOUNT \$27.61		QTY: 3.0 AMOUNT \$232.91
5	6	7	8	9	10	11	32
	QTY: 7.0 AMOUNT \$103.19	QTY: 3.0 AMOUNT \$36.80	QTY: 6.0 AMOUNT \$137.70				QTY: 16.0 AMOUNT \$277.69
12	13	14	15	16	17	18	33
	QTY: 3.0 AMOUNT \$0.00			QTY: 1.0 AMOUNT \$10.61	QTY: 4.0 AMOUNT \$26.54		QTY: 8.0 AMOUNT \$37.15
19	20	21	22	23	24	25	34
			QTY: 8.0 AMOUNT \$39.90		QTY: 1.0 AMOUNT \$1.07		QTY: 9.0 AMOUNT \$40.97
26	27	28	29	30	31	1	35
	QTY: 9.0 AMOUNT \$72.39	QTY: 14.0 AMOUNT \$54.27	QTY: 8.0 AMOUNT \$80.49				QTY: 31.0 AMOUNT \$207.15
2	3	4	5	6	7	8	

- ◆ Monthly totals are displayed at the top of the calendar while daily totals displayed for each day in the month. Use the   arrows to navigate to the desired month.
 - ◇ Sales totals by the week 'Day' is displayed for SUN thru SAT.
 - ◇ Daily totals for each day are reported on the calendar grid.
 - ◇ Weekly totals for each week of the year show at the right of the week.
 - ◇ Totals at the right show the totals for a selected day of the month.
 - ◇ Print the Monthly total; prints the total for each Date 1st, 8th, 15th, etc. check ZERO SKIP to skip days with no sales totals. Daily totals for each day of the month may be printed by pressing the  print icon.

End Of Day



End of Day operations allow employees with the proper authority level setting to access and generate End Of Day reports. Generating an EOD report will clear the current report totals on the terminal. Report totals are not deleted, only the current totals are cleared. The EOD reports can be generated multiple times in a day to accommodate shift reporting. Report totals are still accessible from the Report Mode as explained on page 158 in this manual.


Options and Filters are available to Print and/or E-mail the Financial, PLU, Group, Period, Employee, TIP and Product Mix Reports for all employees or select specific reports for specified employees. It is not necessary to print reports when the processing the EOD; Report totals are not deleted, only the current totals are cleared.

If desired, an EOD function key can be assigned to an MLU or FLU. The EOD key may be assigned to the real keyboard on the SAP-630 terminal as well.

If reports are selected to E-Mail, they will be sent to the designated eMail addresses as setup in the Program Mode\Options\Options\Report Option programming and the EOD will be cleared. No filters or option selections will be available.

CASH Declaration can also be performed from End Of Day screen. This operates the same as the described in the Report Mode \ Cash Declaration example.

1. From the main selection menu, press the ‘END OF DAY’ icon (*Z-position on the SAP-630 & SAP-530*); The default End Of Day screen displays.

2. Select the Filters and Options as desired for the report; Press the  icon to ‘SHOW’ the End of Day report summary.

END OF DAY 03-04-2020 12:59 PM

TOTAL 7 **NET SALES** \$306.28

GENERATE [SEARCH] [EOD]

FILTERS

TERMINAL ALL **EMPLOYEE** ALL

OPTIONS

DETAILED DATA RESET CONSECUTIVE # RESET ORDER # FINANCIAL REPORT BY TERMINAL CLEAR EMV FILE RESET CHECK #

NO PRINTER/E-MAIL - ONLY TO TEXT INSERTER SET CURRENT TERMINAL


PRINT REPORTS

FINANCIAL REPORT PLU REPORT GROUP REPORT PERIOD REPORT EMPLOYEE REPORT TIP REPORT PRODUCT MIX REPORT

E-MAIL REPORTS

FINANCIAL REPORT PLU REPORT GROUP REPORT PERIOD REPORT EMPLOYEE REPORT TIP REPORT PRODUCT MIX REPORT

<input checked="" type="checkbox"/>	SALE TIME	CLOSING#	TERMINAL	EMPLOYEE	SALE AMOUNT	PAID AMOUNT	TYPE
<input checked="" type="checkbox"/>	2020-03-04 12:54:56	1	POS-MAIN	MANNY	\$6.95	\$7.45	SALE
<input checked="" type="checkbox"/>	2020-03-04 12:56:13	1	POS-MAIN	MANNY	\$11.24	\$13.01	SALE
<input checked="" type="checkbox"/>	2020-03-04 12:56:34	1	POS-MAIN	MANNY	\$28.95	\$33.84	SALE
<input checked="" type="checkbox"/>	2020-03-04 18:55:12	1	POS-630	BARTENDER	\$26.99	\$28.90	SALE

- The report summary shows the TOTAL SALES AMOUNT and COUNT for all reports at the top of the screen. The report detail breaks down the data by DATE, transaction COUNT and the TOTAL for the day.
- The report data can be sorted in ascending or descending order by tapping on the desired column heading.
- Check or uncheck the select all box on the header row; by default, all reports are selected.
- Choose Reports to Print and/or E-Mail (Requires E-Mail settings must be setup in the Program Mode > Options > Options > Report Option for this feature.)
- Press the EOD icon  in the Generate area to issue your selected reports. Reports are printed and cleared.

EOD NOTES:

When the EOD is processed, reports will process for all the terminals available in the system that it can. If a terminal is not present when the EOD is processed, that terminal's data will not be closed (or posted). When the Network is restored, the following day when the EOD is processed, the system would catch up.

Note: The EOD report can also be generated from the register mode if the signed on employee has the appropriate authority level. An EOD function key may also be assigned to a MLU or FLU to allow processing the EOD report from the register mode.

FILTERS

TERMINAL

Choose MY TERMINAL or SELECT ALL check boxes, you can also select specific terminals.

EMPLOYEE

Choose SELECT ALL check box or select specific employees.

OPTIONS

Select the options for your report as desired:

DETAILED DATA

Breaks down the report data by individual transactions. Column headers are changed and include: SALE TIME, CLOSING, EMPLOYEE, SALE AMOUNT, and PAID AMOUNT. Detailed Data is sortable by clicking the column header.

SALE TIME	CLOSING#	TERMINAL	EMPLOYEE	SALE AMOUNT	PAID AMOUNT
2019-07-16 05:54:18	6	POS-1	MANNY	\$33.90	\$0.00
2019-07-16 06:32:34	6	POS-1	MANNY	\$33.90	\$0.00
2019-07-16 10:16:32	6	POS-1	MANNY	\$5.50	\$5.50
2019-07-16 10:21:04	6	POS-1	MANNY	\$0.00	\$0.00
2019-07-16 10:22:27	6	POS-1	MANNY	\$0.00	\$0.00
2019-07-16 10:53:36	6	POS-1	MANNY	\$15.00	\$15.00

Detailed Data can be sorted by clicking the column header title.

RESET CONSECUTIVE

Check this option to reset the consecutive transaction number that is printed on receipts.

RESET ORDER

Check this option to reset the order number that is printed on the kitchen printout.

FINANCIAL REPORT BY TERMINAL

Used in IRC configurations; displays financial report data by individual terminal.

CLEAR EMV FILE

This clears the internally stored token file that stores the Authorization Response messages that allow the Sam4POS to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry.

Important: When using the integrated credit feature, be sure to select this CLEAR EMV FILE option each day before running the EOD report.

RESET CHECK

Select when you wish to reset the check number when the EOD report is run.

SEND TO TEXT INSERTER ONLY – NO PRINTER or E-MAIL

Option used to send report data to a Text Inserter. Also see: OPTIONS \ REPORT OPTION \ GENERAL \ EMPLOYEE REPORT FROM REGISTER MODE - ONLY TO TEXT INSERTER

SET CURRENT TERMINAL

Select this option if you want to run the EOD report only for the station you are currently on.

EFT BATCH CLOSE

When this option is selected, the EFT batch will be closed after generating the EOD report.

PRINT REPORTS

Check or uncheck the reports you want to print when the EOD is generated. Report Selections are: Financial, PLU, Group, Period, Employee, TIP, and Product Mix

E-MAIL REPORTS

E-Mail settings must be setup in the Program Mode > Options > Options > Report Option for this feature. A valid G-Mail account for the merchant must be created.

Check or uncheck the reports you want to clear and e-mail. Report Selections are:

Financial, PLU, Group, Period, Employee, TIP, and Product Mix

Check or uncheck the report dates for your selected reports that you wish to clear. You can

End Of Day Sub Menu Reports

The End Of Day sub menu provides additional report selections for End Of Pay and End Of Not Found PLU. Touch the END OF DAY ✓ title to access the sub menu.

1. Select the **END OF PAY** or **END OF NOT FOUND PLU** to view the report details:

TOTAL SALES COUNT 41

GENERATE

FILTERS
 TERMINAL: NOT USED
 EMPLOYEE: ALL

OPTIONS
 DETAILED DATA RESET CONSECUTIVE # RESET ORDER # FINANCIAL REPORT BY TERMINAL CLEAR EMV FILE RESET CHECK #

PRINT REPORTS
 FINANCIAL REPORT PLU REPORT GROUP REPORT PERIOD REPORT EMPLOYEE REPORT TIP REPORT PRODUCT MIX REPORT

E-MAIL REPORTS
 FINANCIAL REPORT PLU REPORT GROUP REPORT PERIOD REPORT EMPLOYEE REPORT TIP REPORT PRODUCT MIX REPORT

SALE TIME	CLOSING#	TERMINAL	EMPLOYEE	SALE AMOUNT	PAID AMOUNT
2019-07-16 05:54:18	6	POS-1	MANNY	\$33.90	\$0.00
2019-07-16 06:22:24	6	POS-1	MANNY	\$32.90	\$0.00
2019-07-16 10:16:32	6	POS-1	MANNY	\$5.50	\$5.50
2019-07-16 10:21:04	6	POS-1	MANNY	\$0.00	\$0.00
2019-07-16 10:22:27	6	POS-1	MANNY	\$0.00	\$0.00

End Of Pay

The End of Pay report displays the Total time, Labor cost, and overtime for the selected date and employees. You can generate a report for a selected date/employee.

- Every day, the manager/owner should run the Time In Out report to verify all the time keeping data is correct. Any edits for time keeping should be performed.
- On the last day of the pay period, after verifying/editing the time keeping has been performed. Run the End Of Pay to clear the Time Keeping data. All time clock edits must be performed before generating the End Of Pay Report.
- Not performing the End Of Pay will result in the Time Keeping totals never to be posted.

Note: After generating the EOD report, you will no longer be able to edit the time keeping data for the Dates/Employees selected on the End Of Pay report. Overtime calculations will begin anew when the End Of Pay report is generated.

1. Select the **DATE** and **EMPLOYEES** you wish to clear (or select all).

DATE	TIME	COST	OVERTIME
02-19-2018 - 02-25-2018	07:10	\$100.62	00:00
Casale	01:25	\$16.85	00:00
SONJAI	01:57	\$19.49	00:00
MANNY	01:51	\$36.99	00:00
BARTENDER	01:57	\$27.29	00:00
03-12-2018 - 03-18-2018	143:52	\$1920.90	66:46
SONJAI	106:46	\$1401.00	66:46
BARTENDER	37:06	\$519.90	00:00
06-11-2018 - 06-17-2018	2312:10	\$4982.92	2152:10
MCR	76:52	\$76.22	36:52
SONJAI	745:05	\$1076.25	705:05
MANNY	745:06	\$2193.00	705:06
BARTENDER	745:07	\$1507.45	705:07
07-02-2018 - 07-08-2018	35:45	\$551.45	00:00
SONJAI	13:32	\$156.77	00:00
MANNY	11:36	\$232.00	00:00

2. To clear the Time Keeping data, select the date and employees you wish to clear and press the 'End Of Day icon' in the **GENERATE** area. The selected Time In/Out Report will print at the receipt printer.
3. Pressing the 'Show icon' in the **GENERATE** area will reload the **REPORT MODE – TIME IN OUT REPORT** screen. You would press this to edit time keeping prior to clearing End Of Pay.

REPORT MODE - TIME IN OUT REPORT

DATES Today | LAST END OF DAY | CUSTOM PERIOD

1 DAY | 1 WEEK | 1 MONTH | 3 MONTH | 6 MONTH | 1 YEAR

START DATE: 08-07-2018 | END DATE: 08-07-2018

FILTERS

EMPLOYEE: ALL | JOB CODE: ALL | CLOSED: ALL | TYPE: ALL

NEW | EDIT | DELETE

SHOW

4. Press the back-arrow icon to return to the Report Mode screen.

End Of Not Found PLU

The End of Not Found PLU report is used to clear the data generated when PLU items are added to the database from the register mode using the Not Found PLU feature. Select individual PLU's from the list you wish to clear or select all PLU's.

1. From the main **Program Mode** menu, press the 'END OF DAY' icon; press 'END OF DAY ✓' on the title bar to access the sub menu.

END OF DAY ✓

TOTAL END OF PAY
END OF NOT FOUND PLU

TOTAL SALES COUNT
61

GENERATE

OPTIONS
 DETAILED DATA RESET CONSECUTIVE # RESET ORDER# FINANCIAL REPORT BY TERMINAL

PRINT REPORTS
 FINANCIAL REPORT PLU REPORT GROUP REPORT PERIOD REPORT EMPLOYEE REPORT TIP REPORT

SALE TIME	CLOSING#	TERMINAL	EMPLOYEE	SALE AMOUNT	PAID AMOUNT
2018-12-17 15:06:45	2	POS-MAIN	MANNY	\$28.80	\$30.82
2018-12-18 08:02:35	1	POS-MAIN	MANNY	\$32.85	\$35.16
2018-12-18 15:34:17	1	POS-MAIN	MANNY	\$0.00	\$0.00
2018-12-19 08:27:26	1	POS-MAIN	MANNY	\$42.05	\$45.05
2018-12-19 08:29:02	1	POS-MAIN	MANNY	\$34.36	\$37.02
2019-01-17 14:32:52	1	POS-MAIN	MANNY	\$15.20	\$0.00
2019-01-17 14:34:24	1	POS-MAIN	MANNY	\$20.85	\$22.31
2019-01-17 20:38:55	1	POS-430	MANNY	\$15.90	\$0.00
2019-01-18 11:26:01	1	POS-MAIN	MANNY	\$28.80	\$30.82
2019-01-18 11:57:01	1	POS-MAIN	MANNY	\$18.40	\$19.70
2019-01-18 12:02:23	1	POS-MAIN	MANNY	\$26.35	\$28.20

2. Select 'END OF NOT FOUND PLU' from the sub menu selections; the 'End Of Day Not Found PLU' report displays:

END OF NOT FOUND PLU ✓


TOTAL NOT FOUND PLU COUNT
4

GENERATE

FILTERS
 GROUP: NOT USED
 EMPLOYEE: ALL
 FROM PLU: _____ TO PLU: _____

DESCRIPTION	PLU CODE	GROUP	EMPLOYEE	TIME
PLU0164	10164	[BEVERAGE]	MANNY	2018-08-30 13:37
PLU0162	20162	[BEVERAGE]	MANNY	2018-08-30 13:39
PLU074230162	201620162	[BEVERAGE]	MANNY	2018-08-30 13:39
PLU0162	40162	[BEVERAGE]	MANNY	2018-08-30 13:39

Note: We can sort the displayed data by selecting the column headers on the End Of Not Found PLU to make selecting individual PLU's or groups of PLU's easier.

3. The report shows the Total Not Found PLU Count (all items entered using the not found PLU feature). Filters allow you to view only certain specified information. Filter by:
 - GROUP** – Choose a specific group to see just the items added to that group.
 - EMPLOYEE** – Select an employee to see items added by that employee.
 - FROM PLU / TO PLU** – Enter a PLU range to see the just those PLU's.
4. Press the 'End Of day' icon  in the 'Generate' area to issue the report; this operation will clear the selected reports.

Report Samples

Reports generated in the Sam4POS may be printed to the programmed receipt printer for the station or exported as a .CSV file or .PDF file. The exported report can be sent to a USB drive or to an eMail address. The eMail feature must be setup in the Report Options before using this feature. The Options and Filters as described in the Detailed Reports chapter affect the data printed on reports. Your reports may differ depending on the settings at your station.

Printed Reports

Financial Report

Refer to the Balancing Formulas on page 223 for balancing this report.

```

04/27/2021      10:00 AM      TUE
BarPub (POS-MAIN)
FINANCIAL REPORT
DATE : 04/27/2021 10:00 AM
AUTHOR : MANAGER

DATE RANGE
04/27/2021 ~ 04/27/2021
END OF DAY NUMBER : ALL

OPTIONS
CURRENT DATA
DETAILED DATA
ZERO SKIP

FILTERS
TERMINAL : [NOT USED]
EMPLOYEE : [ALL]

=====
DESCRIPTION              COUNT      TOTAL
=====
(+)PLU TOTAL              9         $75.31
PRICE LEVEL01             6         $50.31
PRICE LEVEL02             3         $25.00
(-)PLU TOTAL              0          $0.00
ADJST TOTAL (A)          9         $50.31
-----
NON-TAX                   $0.00
TAX1 State Tax SALES      $24.95
TAX2 Liquor Tax (VAT) SALES $4.69
TAX3 TaxTable SALES      $21.67

TAX TOTAL (T)             $3.02
TAX1 State Tax            $1.54
TAX2 Liquor tax (VAT)    $0.18
TAX3 Tax Table            $1.30
EXEMPT TAX SALES TOTAL    $0.00
-----
DESTINATION SALES         3         $50.67
EAT IN                    3         %50.67
-----

```

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

Continued . . .

... Continued from previous page

Discount Total (D')	2	-3.50 (-2.50)
10% Sale Disc	1	-2.50
\$1.00 Off Item	1	-1.00
NET SALES (A) + (T) - (D')	3	\$75.83

GROSS SALES		\$75.83
CREDIT TAX TOTAL	0	\$0.00
MDSE RETURN	0	\$0.00
PREVIOUS VOID	0	\$0.00
TRANS VOID	0	\$0.00
CANCEL	0	\$0.00

RA TOTAL	1	\$200.00
RA-Beginning Cash	1	\$200.00
PO TOTAL	1	\$100.00
PO-2	1	\$100.00

CASH OUT TOTAL	0	\$0.00
CASH SALES	1	\$14.90
\$20 CASH	1	\$14.90
CHECK SALES	1	\$11.78
CHECK	1	\$11.78
HASH TOTAL	0	\$0.00
AUDACTION	0	\$0.00
NO SALE	0	\$0.00

CASH-IN-DRAWER		\$204.90
CASH SALES		\$204.90
CHECK-IN-DRAWER	-1	-8.22
FD/S-IN-DRAWER	0	\$0.00
MISC TEND SALES	-1	-46.01
AM EX	-1	-30.00
VISA	0	-16.01
CONVERSION TOTAL		0.00
DRAWER TOTAL		\$150.67

PROMO	0	\$0.00
WASTE	0	\$0.00
GUESTS	0	\$0.00
CHECKS PAID	0	\$0.00
OPEN CHECK	0	\$0.00
INTERRUPT BALANCE	0	\$0.00
TIP TOTAL	0	\$0.00
ESTIMATED TIPS	0	\$0.00
DECLARATION TOTAL	0	\$0.00
DECLARATION OVER/SHORT	0	\$0.00
COUPON SALES	1	-1.00
ROUND TOTAL	1	\$0.02
PROMOTION TOTAL	0	\$0.00
LOYALTY DISCOUNT TOTAL	0	\$0.00
AVERAGE SALES		\$16.94
AVERAGE GUEST	0	\$0.00

NRGT		\$1410215.08
NO. 00000648	REG: POS-MAIN	MANAGER

When an item discount is set to NET the item total, the Discount Total (D') shows the total for all discounts (the first number) and the total amount for item NET discounts. (The number in the parenthesis.)

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

NRGT is the Non-Resetttable Grand Total amount. This total continues to increase with the combined ADJST TOTAL from all current and previously generated reports.

PLU Report

The PLU report includes the PLU descriptor and the PLU Code (number in the parenthesis).

04/27/2021	11:46 AM	TUE	
BarPub (POS-MAIN)			
PLU REPORT (ALL)			
DATE : 04/27/2021 11:46 AM			
AUTHOR : MANAGER			
DATE RANGE			
04/27/2021 ~ 04/27/2021			
END OF DAY NUMBER : ALL			
OPTIONS			
CURRENT DATA			
FILTERS			
TERMINAL : [NOT USED]			
EMPLOYEE : [ALL]			
GROUP : [NOT USED]			
GROUP #2 : [NOT USED]			
GROUP #3 : [NOT USED]			
PLU : ALL			
=====			
DESCRIPTION	COUNT	TOTAL	RATIO
(CODE)			
=====			
WINGS APP (#9)	1	\$5.00	11.91%
PATTY MELT (#47)	1	\$7.99	15.88%
16oz T-Bone STEAK (#87)	1	\$6.99	13.3%
BTL MILLER HIGH LIFE (#1058)	1	\$4.69	9.32%
WINCHESTER LITTLE CIGARS (#1376000098)	5	\$24.95	49.59%
=====			
TOTAL	9	%50.31	100.00%
=====			
NO. 00000649	REG: POS-MAIN	MANAGER	

* * * * *			

Group Report

04/27/2021 11:46 AM TUE
BarPub (POS-MAIN)
GROUP REPORT (ALL)
DATE : 04/27/2021 11:46 AM
AUTHOR : MANAGER

DATE RANGE
04/27/2021 ~ 04/27/2021
END OF DAY NUMBER : ALL

OPTIONS
CURRENT DATA

FILTERS
TERMINAL : [NOT USED]
EMPLOYEE : [ALL]
PLU : ALL

```
=====
DESCRIPTION          COUNT      TOTAL      RATIO
=====
STARTERS              1         $5.99     11.32%
SANDWICHES            1          %7.99     15.88%
DINNERS               1          $6.99     13.89%
CIGARS                5         $24.95     49.59%
BEER                  1          $4.69      9.32%
=====
TOTAL                  8         $50.31    100.00%
```

NO. 00000650 REG: POS-MAIN MANAGER

* * * * *

Period Report

The report shown here is just one specific report with the Time Period set at 60 and Type = Sales. With different TYPE selections the reports will appear different. Refer to the Period Report definitions on page 169 in the Detailed Reports chapter for other filter and Type settings.

```
04/27/2021      01:52 PM      TUE
BarPub (POS-MAIN)
PERIOD REPORT (ALL)
DATE : 04/27/2021 01:52 PM
AUTHOR : MANAGER

DATE RANGE
04/27/2021 ~ 04/27/2021
END OF DAY NUMBER : ALL

FILTERS
TERMINAL : [NOT USED]
EMPLOYEE : [ALL]

TYPE
TIME PERIOD : 60
SALES

=====
DESCRIPTION      COUNT      TOTAL      RATIO
=====
09:00 ~ 09:59      1      $5.99      11.32%
10:00 ~ 10:59      1      %7.99      15.88%
11:00 ~ 11:59      1      $6.99      13.89%
13:00 ~ 13:59      5      $24.95      49.59%
TOTAL              8      $115.11     100.00%

NO. 00000651      REG: POS-MAIN      MANAGER

-----
* * * * *
```

Open Check Report

If check tracking is utilized and there are open checks in the system, we can print out the Open Check Report to view a summary of the open checks.

```
04/27/2021      11:52 AM      TUE
BarPub (POS-MAIN)
OPEN CHECK REPORT (ALL)
DATE : 04/27/2021 11:52 AM
AUTHOR : MANAGER

DATE RANGE
04/27/2021 ~ 04/27/2021
END OF DAY NUMBER : ALL

FILTERS
TERMINAL : [NOT USED]
EMPLOYEE : [ALL]
TRACK :[RECALL CHECK, Phone Order, Take-Out Order,
RECALL TABLE MAP, Drive-Thru Recall, RECALL
Delivery, RECALL BAR]

=====
TRACK /CHECK# / GUEST#      TOTAL
EMPLOYEE      START TIME / END TIME
=====
RECALL CHECK / 1014 / 0      $9.53
MANNY      12:27 / 12:47

RECALL Delivery / 2771 / 0      $6.45
CASSIE      11:15 / 11:35

TOTAL      $15.98

NO. 00000652      REG: POS-MAIN      MANAGER

-----
* * * * *
```


Stock Report

Only the TODAY selection is available when generating this report, all other date selections are grayed out.

```
04/27/2021      01:53 PM      TUE
BarPub (POS-MAIN)
STOCK REPORT (ALL)
DATE : 04/27/2021 01:53 PM
AUTHOR : MANAGER

DATE RANGE

FILTERS
GROUP : [NOT USED]
GROUP #2 : [NOT USED]
GROUP #3 : [NOT USED]
PLU : 13760000098 ~ 13760000906

=====
DESCRIPTION                      GROUP
STOCK / COST                      PRICE 1 / PRICE 2
=====
WINCHESTER LITTLE CIGARS(13760000906)
                                [Cigars]
55 / 1.17                        4.99 / 4.49

WINCHESTER LITTLE CIGARS(13760000098)
                                [Cigars]
49 / 1.27                        4.99 / 4.49

TOTAL (#)
104 / 126.58                      518.96 / 466.96

NO. 00000653      REG: POS-MAIN      MANAGER

-----
* * * * *
-----
```

The TOTAL (#) value = each of the individual items STOCK quantity multiplied by the COST then added together.

As in the report above: $55 + 49 = 104$ and $(55 * 1.17) + (49 * 1.27) = 126.58$ so the TOTAL (#) is **104 / 126.58**

The PRICE 1 / PRICE 2 values show each of the individual items STOCK quantity multiplied by the Price 1 & Price 2 value, then added together for the combined total **518.96 / 466.96**

Labor Report

This report is used with the Time Keeping feature. With the Employee Type check on the report options, the employees job code is printed below the employee as shown here.

```
04/28/2021      09:52 AM      WED
BarPub (POS-MAIN)
LABOR REPORT (ALL)
DATE : 04/28/2021 09:52 AM
AUTHOR : MANAGER

DATE RANGE
04/28/2021 ~ 04/28/2021
END OF DAY NUMBER : ALL

FILTERS
EMPLOYEE : [ALL]

TYPE
DATE PERIOD : DAY
EMPLOYEE TYPE : YES

=====
JOB CODE                TIME - COST
=====
TOTAL                   12:42 - $141.23

CASHIER                 1:42 - $20.23

MANAGER                 2:18 - $32.20

BARTENDER               2:18 - $32.20

COOK                    7:24 - $88.80

NO. 00000695   REG: POS-MAIN   MANAGER

-----
* * * * *

```

Sales And Labor % Report

Notes: The Sales and Labor % Report uses data from both the Period Report and the Time In Out Report.
You must generate the EOD report every day to get meaningful data on Sales and Labor % report.

Sam4POS			
05/03/2022	11:31 AM	TUE	
BarPub (POS-MAIN)			
Labor Report (ALL)			
DATE : 05/03/2022 11:31 AM			
AUTHOR : BART			
DATA RANGE			
05/03/2022 ~ 05/03/2022			
OPTIONS			
SALES AND LABOR%			
FILTERS			
EMPLOYEE : ALL			
TYPE			
TIME PERIOD : 60			
NONE			
=====			
TIME PERIOD / ITEM			
=====			
TOTAL			
CUST:	12	NET SALES:	\$400.08
		AVG/CUST:	\$33.34
HRS LBR:	07:18	LABOR COST:	\$311.97
		%NET SALES:	77.98%
LABOR\$/CUST:			\$25.99
SALES/MANHOURL			\$19.29

08:00~08:59			
CUST:	0	NET SALES:	\$0.00
		AVG/CUST:	\$0.00
HRS LBR:	06:15	LABOR COST:	\$5.67
		%NET SALES:	0%
LABOR\$/CUST:			\$0.00
SALES/MANHOURL			\$0.00

09:00~09:59			
CUST:	0	NET SALES:	\$0.00
		AVG/CUST:	\$0.00
HRS LBR:	06:15	LABOR COST:	\$17.93
		%NET SALES:	0%
LABOR\$/CUST:			\$0.00
SALES/MANHOURL			\$0.00

Continued on next page . . .

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10:00~10:59			
CUST:	0	NET SALES:	\$0.00
		AVG/CUST:	\$0.00
HRS LBR: 06:15		LABOR COST:	\$35.33
		%NET SALES:	0%
LABOR\$/CUST:			\$0.00
SALES/MANHOURL			\$0.00
11:00~11:59			
CUST:	10	NET SALES:	\$278.62
		AVG/CUST:	\$27.86
HRS LBR: 06:15		LABOR COST:	\$38.13
		%NET SALES:	13.69%
LABOR\$/CUST:			\$3.81
SALES/MANHOURL			\$107.16
12:00~12:59			
CUST:	0	NET SALES:	\$0.00
		AVG/CUST:	\$0.00
HRS LBR: 06:15		LABOR COST:	\$52.42
		%NET SALES:	0%
LABOR\$/CUST:			\$0.00
SALES/MANHOURL			\$0.00
13:00~13:59			
CUST:	2	NET SALES:	\$121.46
		AVG/CUST:	\$60.73
HRS LBR: 06:15		LABOR COST:	\$64.00
		%NET SALES:	52.69%
LABOR\$/CUST:			\$32.00
SALES/MANHOURL			\$30.36
NO. 00000018 REG: POS-MAIN ADMIN			

* * * * *			

Sales & Labor % Report Definitions

Notes: The Sales and Labor % Report uses data from both the Period Report and the Time In Out Report.

You must generate the EOD report every day to get meaningful data on Sales and Labor % report.

The Time Period can be defined as DAY or set for a specified number on MINUTES. The report sample shows the Sales And Labor% Report set for 60 Minute (*hourly*) intervals. There are eight items per every time unit in the Sales and Labor % Report:

CUST: and **NET SALES:** Values are obtained from the Period Report where the **AVG/CUST:** is division of these two values.

- **CUST:** is the number of customers served per time period.
- **NET SALES:** is the Net Sale total for the time period.
- **AVG/CUST:** is the Net Sales total divided by the number of customers ($\text{NET SALE} \div \text{CUST}$).

HRS LBR: and **LABOR COST:** Are calculated from Time Keeping Report and Pay Rate Program.

- **HRS LBR:** Is the sum of working hours for all employees who had worked in this time period.
- **LABOR COST:** Is the sum of the product of working hours and pay rate for every employee.

%/NET SALES: Is a ratio of Net Sales to Labor Cost ($\text{LABOR COST} \div \text{NET SALES} * 100$).

LABORS/CUST: This value is labor cost per each customer which can be calculated dividing the LABOR COST by the number of customers ($\text{LABOR COST} \div \text{CUST}$).

SALES/MANHOURL: Divide Net Sales by the sum of working hours ($\text{NET SALES} \div \text{HRS LBR}$).

Food Cost Report

This report is used with the Ingredient & Recipe feature only. Refer to the separate Inventory & Product Mix supplement for details.

```
04/27/2021      11:52 AM      TUE
BarPub (POS-MAIN)
FOOD COST REPORT (5)
DATE : 04/27/2021 11:52 AM
AUTHOR : MANAGER

DATE RANGE
04/27/2021 ~ 04/27/2021
END OF DAY NUMBER : ALL

FILTERS
TERMINAL : [NOT USED]
EMPLOYEE : [ALL]
GROUP : [NOT USED]
GROUP #2 : [NOT USED]
GROUP #3 : [NOT USED]
PLU : ALL

=====
RECIPE              COUNT / NET SALE TOTAL
TOTAL FOOD COST      TOTAL FOOD COST %
=====
TOTAL                6 / $41.64
$31.59                75.86%

1/2 Pound Burger    3 / $20.97
$17.34                83.89%

1/2 Pound Burger    3 / $20.97
$14.25                67.95%

NO. 00000690      REG: POS-MAIN      MANAGER

-----
* * * * *
```

Time In Out Report

Only used with the Time Keeping feature. The report below shows the total time for each employee as well as the total time for each job code.

```

04/27/2021      03:18 PM      TUE
BarPub (POS-MAIN)
TIME IN OUT REPORT
DATE : 04/27/2021 03:18 PM
AUTHOR : MANAGER

DATE RANGE
09/01/2020 ~ 09/30/2020

FILTERS
EMPLOYEE : [ALL]
JOB CODE : [ALL]
CLOSED : ALL
TYPE : ALL

=====
NAME              SSN              TIPS
=====
SAMMY                                $0.00
-----
JOB NAME          TYPE          DATE IN        DATE OUT
CASHIER           OUT
* 09/14/2020     11:26 AM -   09/14/2020    10:49 PM
CASHIER           11:23 REG            0:00 OT
TOTAL REG         11:23 HR            $135.46 CST
TOTAL OT          0:00 HR            $0.00 CST
TOTAL LBR         11:23 HR            $135.46 CST

DONOVAN                                $0.00
-----
JOB NAME          TYPE          DATE IN        DATE OUT
BARTENDER        OUT
09/06/2020     11:49 AM -   09/06/2020    10:53 PM
BARTENDER        11:04 REG            0:00 OT
TOTAL REG         11:04 HR            $154.93 CST
TOTAL OT          0:00 HR            $0.00 CST
TOTAL LBR         11:04 HR            $154.03 CST

ADAM                                $0.00
-----
JOB NAME          TYPE          DATE IN        DATE OUT
MANAGER           OUT
09/01/2020     12:33 PM -   09/01/2020    09:10 PM
MANAGER          8:37 REG            0:00 OT
TOTAL REG         8:37 HR            $172.33 CST
TOTAL OT          0:00 HR            $0.00 CST
TOTAL LBR         8:37 HR            $172.33 CST
-----
CASHIER
REG              11:23 HR            $135.46 CST
OT               0:00 HR            $0.00 CST
TOTAL LBR        11:23 HR            $135.46 CST

MANAGER
REG              8:37 HR            $172.33 CST
OT               0:00 HR            $0.00 CST
TOTAL LBR        8:37 HR            $172.33 CST

```

The Asterisk on the Cashiers time entry indicates the time has been edited.

Continued . . .

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```
BARTENDER
REG          11:04 HR          $154.93 CST
OT           0:00 HR           $0.00 CST
TOTAL LBR    11:04 HR          $154.03 CST

TOTAL
TOTAL REG    31:04 HR          $462.72 CST
TOTAL OT     0:00 HR           $0.00 CST
TOTAL LBR    31.04 HR          $462.72 CST
TOTAL TIPS           $0.00    TIP%           $0.00

NO. 00000670      REG: POS-MAIN      MANAGER

-----
* * * * *
```

Promotion Report

When items are assigned in the Promotion programming, the Promotion Report shows the type of promotion, and the specific discount applied with the count and total.

```
04/27/2021      01:52 PM      TUE
BarPub (POS-MAIN)
PROMOTION REPORT
DATE : 04/27/2021 01:52 PM
AUTHOR : MANAGER

DATE RANGE
02/01/2021 ~ 04/30/2021
END OF DAY NUMBER : ALL

OPTIONS
DETAILED DATA
ZERO SKIP

FILTERS
TERMINAL : [NOT USED]
EMPLOYEE : [ALL]
TYPE : ALL

=====
DESCRIPTION          COUNT      TOTAL
=====
MIX AND MATCH                7      $20.50
Beer Bucket                   1      $8.14
% Discount                    1      $8.96
$ Discount                    5      $3.40
MULTI BUY                     1      $1.00
Irish Club Special            1      $1.00
COMBO DISCOUNT               1      $4.50
Sandwich Discount             1      $4.50

NO. 00000672      REG: POS-MAIN      MANAGER

-----
* * * * *
```


EJ Report

The EJ Report save data by Year\ Month\ Day\ Operation.

Example of a previously registered transaction from the EJ.

```
04/22/2021          01:52 PM          THU
      ORDER#                020
      ** EAT IN **
16" PIZZA                T5F          $16.95
16" TACO PIZZA           T5F          $17.95

TAX5 SalesTax Taxable          $34.90
Tax5 SalesTax AMOUNT           2.09
      TOTAL                $36.99
SUBTOTAL                  $36.99
CHECK                     $36.99
-----
      ITEM                2
NO. 00000651      REG: POS-MAIN      MANAGER
-----
* * * * *
      THANK YOU!
Suggested Gratuity (15.00%) - $5.23
```

Product Mix Report

This report is only used when PLU's are assigned to a Product Mix Group. Refer to the separate Inventory & Product Mix Supplement for details.

```
04/28/2021          09:52 AM          WED
BarPub (POS-MAIN)
PRODUCT MIX REPORT
DATE : 04/28/2021 09:52 AM
AUTHOR : MANAGER

DATE RANGE
04/22/2021 ~ 04/28/2021
END OF DAY NUMBER : ALL

=====
DESCRIPTION                COUNT      TOTAL
=====
Cups Large (1 LCup)                2      $0.04
-----
Cup X-Large (1 XCup)                1      $0.04
-----
Chicken Wings (1 WING)              32     $23.96
-----
Chicken Meals (1 PCS)               26     $84.16

NO. 00000672      REG: POS-MAIN      MANAGER
-----
* * * * *
```

Inventory Report

This report is used with the Ingredient & Recipe feature only. Refer to the separate Inventory & Product Mix supplement for details.

04/28/2021	12:41 PM	WED
BarPub (POS-MAIN)		
INVENTORY REPORT		
DATE : 04/28/2021 12:41 PM		
AUTHOR : MANAGER		
DATE RANGE		
04/28/2021 ~ 04/28/2021		
=====		
INVENTORY		BUN

BEGINNING INVENTORY	196.000	
RECEIPTS	0.000	
TRANSFER INS	0.000	
TRANSFER OUTS	0.000	
RAW WASTE	0.000	
THEORETICAL USAGE	6.000	
ACTUAL INVENTORY	0.000	
ACTUAL USAGE	196.000	
ENDING INVENTORY	190.000	
VALUE OF INVENTORY	33.580	
VARIANCE	-190.000	
VARIANCE COST	-34.580	
EFFICIENCY %	3266.67%	
FOOD COST	35.672	
FOOD COST %	85.67%	
=====		
INVENTORY		BURGER PATTI

BEGINNING INVENTORY	496.000	
RECEIPTS	0.000	
TRANSFER INS	0.000	
TRANSFER OUTS	0.000	
RAW WASTE	0.000	
THEORETICAL USAGE	6.000	
ACTUAL INVENTORY	0.000	
ACTUAL USAGE	496.000	
ENDING INVENTORY	490.000	
VALUE OF INVENTORY	245.000	
VARIANCE	-490.000	
VARIANCE COST	-245.000	
EFFICIENCY %	8266.67%	
FOOD COST	248.000	
FOOD COST %	595.58%	

Continued . . .

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=====	
INVENTORY	Onion

BEGINNING INVENTORY	21.450
RECEIPTS	0.000
TRANSFER INS	0.000
TRANSFER OUTS	0.000
RAW WASTE	0.000
THEORETICAL USAGE	6.000
ACTUAL INVENTORY	0.000
ACTUAL USAGE	21.450
ENDING INVENTORY	15.450
VALUE OF INVENTORY	0.386
VARIANCE	-15.450
VARIANCE COST	-0.386
EFFICIENCY %	357.50%
FOOD COST	0.536
FOOD COST %	1.29%
=====	
INVENTORY	Pickle Slice

BEGINNING INVENTORY	110.999
RECEIPTS	0.000
TRANSFER INS	0.000
TRANSFER OUTS	0.000
RAW WASTE	0.000
THEORETICAL USAGE	6.000
ACTUAL INVENTORY	0.000
ACTUAL USAGE	110.999
ENDING INVENTORY	104.999
VALUE OF INVENTORY	0.525
VARIANCE	-104.999
VARIANCE COST	-0.525
EFFICIENCY %	1849.98%
FOOD COST	0.555
FOOD COST %	1.33%
=====	
PLU RECIPE SALES	\$41.64
FOOD COST	281.213
FOOD COST %	675.34%
VALUE OF INVENTORY	274.991
VARIANCE COST	-274.991
NO. 00000689	REG: POS-MAIN ADAM

* * * * *	

Reports Exported to CSV

The report samples shown below show the report as it would appear exported to a CSV.

Financial Report

Refer to the Balancing Formulas on page 223 for balancing this report.

FINANCIAL REPORT

DATE : 2017-10-04 14:39

AUTHOR : MANAGER

DATA RANGE

2017-09-27 ~ 2017-10-04

END OF DAY NUMBER : ALL

OPTIONS

CURRENT DATA

DETAILED DATA

FILTERS

TERMINAL : [NOT SELECTED]

EMPLOYEE : [ALL]

DESCRIPTION	COUNT	TOTAL
'(+) PLU TOTAL	'30	'\$327.83
'PRICE LEVEL01	'30	'\$327.83
'(-) PLU TOTAL	'0	'\$0.00
'ADJUST TOTAL (A)	'30	'\$327.83
'NON-TAX	'	'\$0.00
'TAX SALES TOTAL	'	'\$327.83
'TAX1 SALES	'	'\$327.83
'TAX TOTAL (B)	'	'\$21.88
'TAX1	'	'\$21.88
'EXEMPT TAX SALES TOTAL	'	'\$0.00
'DESTINATION SALES	'12	'\$331.15
'NONE	'12	'\$331.15
'DISCOUNT TOTAL	'1	'-2.00
'%2	'1	'-2.00
'NET SALES (A) + (B)	'12	'\$349.71
'GROSS SALES	'	'\$349.71
'CREDIT TAX TOTAL	'0	'\$0.00
'MDSE RETURN	'0	'\$0.00
'PREVIOUS VOID	'0	'\$0.00
'TRANS VOID	'0	'\$0.00
'CANCEL	'1	'\$6.95
'RA TOTAL	'1	'\$75.00
'RA	'1	'\$75.00
'PO TOTAL	'0	'\$0.00
'CASH SALES	'10	'\$306.70
'CASH	'10	'\$306.70
'CHECK SALES	'1	'\$24.45
'CHECK	'1	'\$24.45
'HASH TOTAL	'0	'\$0.00
'AUDACTION	'0	'\$0.00
'NO SALE	'0	'
'CASH-IN-DRAWER	'	'\$281.70
'CHECK-IN-DRAWER	'	'\$124.45

'FD/S-IN-DRAWER	'	'\$0.00
'MISC TEND SALES	'0	'\$0.00
'CONVERSION TOTAL	'	'0.00
'DRAWER TOTAL	'	'\$406.15
'SAM4S CASH DRAWER	'	'\$75.00
'PROMO	'1	'-12.00
'WASTE	'1	'\$3.25
'GUESTS	'0	'
'CHECKS PAID	'0	'\$0.00
'OPEN CHECK	'1	'\$12.81
'INTERRUPT BALANCE	'0	'\$0.00
'TIP TOTAL	'0	'\$0.00
'DECLARATION TOTAL	'	'\$0.00
'DECLARATION OVER/SHORT	'	'\$0.00
'COUPON SALES	'1	'-2.00
'ROUND TOTAL	'0	'\$0.00
'PROMOTION TOTAL	'0	'\$0.00
'AVERAGE SALES	'	'\$29.14
'AVERAGE GUEST	'0	'

PLU Report

PLU REPORT (ALL)

DATE : 2017-10-04 14:31

AUTHOR : MANAGER

DATA RANGE

2017-09-27 ~ 2017-10-04

END OF DAY NUMBER : ALL

OPTIONS

CURRENT DATA

FILTERS

TERMINAL : [NOT SELECTED]

GROUP #1 : NOT SELECTED

GROUP #2 : NOT SELECTED

GROUP #3 : NOT SELECTED

EMPLOYEE : [ALL]

PLU : ALL

DESCRIPTION	PLU CODE	GROUP #1	GROUP #2	GROUP #3	PROMO	WASTE	USAGE	COUNT	TOTAL	AMOUNT RATIO
'TOTAL	'	'	'	'	'1	'1	'30	'32	'\$ 327.83	'100.00 %
'DRF SAM ADAMS	'971	'BEER	'NONE	'NONE	'0	'0	'1	'1	'\$ 3.50	'1.07 %
'DRF GUINNESS	'968	'BEER	'NONE	'NONE	'0	'0	'1	'1	'\$ 5.00	'1.53 %
'DRF GOOSE ISL	'967	'BEER	'NONE	'NONE	'0	'0	'1	'1	'\$ 4.00	'1.22 %
'DRF BLK-TAN	'963	'BEER	'NONE	'NONE	'0	'0	'1	'1	'\$ 3.75	'1.14 %
'DRF BLK-BLUE	'961	'BEER	'NONE	'NONE	'0	'0	'1	'1	'\$ 3.75	'1.14 %
'PORTER HOUSE	'93	'DINNERS	'NONE	'NONE	'0	'0	'1	'1	'\$ 28.95	'8.83 %
'16oz BUTT STEAK	'87	'DINNERS	'NONE	'NONE	'0	'0	'1	'1	'\$ 15.95	'4.87 %
'QUEEN PRIME RIB	'81	'DINNERS	'NONE	'NONE	'0	'0	'1	'1	'\$ 16.95	'5.17 %
'16" TACO PIZZA	'69	'SANDWICHES	'NONE	'NONE	'0	'0	'1	'1	'\$ 19.95	'6.09 %
'ONION RINGS	'6	'STARTERS	'NONE	'NONE	'0	'0	'1	'1	'\$ 5.95	'1.81 %
'LG Sprite	'3163	'BEVERAGE	'NONE	'NONE	'0	'0	'1	'1	'\$ 1.00	'0.31 %
'SUN BREAKFST	'136	'SPECIALS	'NONE	'NONE	'0	'0	'1	'1	'\$ 9.95	'3.04 %
'PLU12123	'12123	'GROUP14	'NONE	'NONE	'0	'0	'4	'4	'\$ 4.92	'1.5 %
'PLU12122	'12122	'GROUP14	'NONE	'NONE	'0	'0	'4	'4	'\$ 84.88	'25.89 %
'PLU12121	'12121	'GROUP14	'NONE	'NONE	'0	'0	'4	'4	'\$ 48.48	'14.79 %
'CHKN MARSALA	'121	'DINNERS	'NONE	'NONE	'0	'0	'1	'1	'\$ 12.95	'3.95 %
'FISH & CHIP DNR	'108	'DINNERS	'NONE	'NONE	'0	'0	'1	'1	'\$ 10.95	'3.34 %
'BTL OLD STYLE	'1061	'BEER	'NONE	'NONE	'0	'1	'0	'1	'\$ 0.00	'0 %
'PITCHER SAM ADAMS	'1011	'BEER	'NONE	'NONE	'1	'0	'2	'3	'\$ 24.00	'7.32 %
'WALLEYE	'101	'DINNERS	'NONE	'NONE	'0	'0	'1	'1	'\$ 14.95	'4.56 %
'CHEESE & CHIPS	'1	'STARTERS	'NONE	'NONE	'0	'0	'1	'1	'\$ 8.00	'2.44 %

Group Report

GROUP REPORT (ALL)
DATE : 2017-10-04 14:31
AUTHOR : MANAGER

DATA RANGE
2017-09-27 ~ 2017-10-04
END OF DAY NUMBER : ALL

OPTIONS
CURRENT DATA

FILTERS
TERMINAL : [NOT SELECTED]
GROUP : NOT SELECTED
EMPLOYEE : [ALL]
PLU : ALL

DESCRIPTION	PROMO	WASTE	USAGE	COUNT	TOTAL	AMOUNT RATIO
'TOTAL	'1	'1	'30	'32	'\$ 327.83	'100.00 %
'BEER	'1	'1	'7	'9	'\$ 44.00	'13.42 %
'BEVERAGE	'0	'0	'1	'1	'\$ 1.00	'0.31 %
'DINNERS	'0	'0	'6	'6	'\$ 100.70	'30.72 %
'GROUP14	'0	'0	'12	'12	'\$ 138.28	'42.18 %
'SANDWICHES	'0	'0	'1	'1	'\$ 19.95	'6.09 %
'SPECIALS	'0	'0	'1	'1	'\$ 9.95	'3.04 %
'STARTERS	'0	'0	'2	'2	'\$ 13.95	'4.26 %

Period Report

PERIOD REPORT (ALL)
DATE : 2017-10-04 14:31
AUTHOR : MANAGER

DATA RANGE
2017-09-27 ~ 2017-10-04
END OF DAY NUMBER : ALL

OPTIONS
CURRENT DATA

FILTERS
TERMINAL : [NOT SELECTED]
GROUP : NOT SELECTED
EMPLOYEE : [ALL]
PLU : ALL

TYPE
TIME PERIOD : 60
SALES

DESCRIPTION	PROMO	WASTE	USAGE	COUNT	TOTAL	AMOUNT RATIO
'TOTAL	'1	'1	'30	'32	'\$ 327.83	'100.00 %
'08:00 ~ 08:59	'0	'0	'16	'16	'\$ 179.09	'54.63 %
'09:00 ~ 09:59	'0	'0	'10	'10	'\$ 101.04	'30.82 %
'12:00 ~ 12:59	'0	'0	'2	'2	'\$ 31.95	'9.75 %
'13:00 ~ 13:59	'1	'1	'0	'2	'\$ 0.00	'0 %
'14:00 ~ 14:59	'0	'0	'2	'2	'\$ 15.75	'4.8 %

Open Check Report

OPEN CHECK REPORT (ALL)
DATE : 2017-10-04 14:32
AUTHOR : MANAGER

DATA RANGE
ALL DATE

FILTERS
TERMINAL : [NOT SELECTED]
EMPLOYEE : [ALL]
TRACK : ALL

TRACK	CHECK#	GUEST#	EMPLOYEE	START TIME	LAST ORDER	TOTAL
'TOTAL	'	'	'	'	'\$ 21.35	
'RECALL	'0	'BARTENDER	'14:43	'14:45	'\$ 12.81	
'RECALL	'0	'BARTENDER	'14:51	'14:53	'\$ 8.54	

Stock Report

STOCK REPORT
DATE : 09-11-2018 08:27 AM
AUTHOR : MANNY

DATA RANGE

FILTERS
GROUP #1 : [NOT USED]
GROUP #2 : [NOT USED]
GROUP #3 : [NOT USED]
PLU : ALL

DESCRIPTION	PLU CODE	COST	GROUP	STOCK	MINIMUM STOCK	EXTENDED COST
'TOTAL	'	'0.00	'	'761	'	'0.00
'GIFT ADD-Value	'505	'0.00	'[GIFT SOLD]	'100	'5	'0.00
'GIFT SOLD	'5	'0.00	'[GIFT SOLD]	'100	'5	'0.00
'Marlboro Carton	'1111100302	'0.00	'[TOBACCO]	'100	'5	'0.00
'Marlboro Light 100"s Carton	'1111100304	'0.00	'[TOBACCO]	'100	'5	'0.00
'Marlboro Light Carton	'1111100303	'0.00	'[TOBACCO]	'99	'5	'0.00
'Marlboro Menthol Carton	'1111100401	'0.00	'[TOBACCO]	'100	'5	'0.00
'Marlboro Pack	'84160812	'0.00	'[TOBACCO]	'162	'5	'0.00

Labor Report

LABOR REPORT (ALL)
DATE : 2017-10-04 14:32
AUTHOR : MANAGER

DATA RANGE
2017-09-27 ~ 2017-10-04

FILTERS
EMPLOYEE : [ALL]

TYPE
TIME PERIOD : 60

JOB CODE	TIME	COST
'TOTAL	'228:00	'\$ 1402.78
'BARTENDER	'76:00	'\$ 412.58
'JOB#9	'76:00	'\$ 577.62
'WAIT STAFF	'76:00	'\$ 412.58

Food Cost Report

Only used when Ingredients & Recipes are used.

FOOD COST REPORT (ALL)
DATE : 02-20-2019 08:39 AM
AUTHOR : MANNY

DATA RANGE
09-01-2018 ~ 02-28-2019
END OF DAY NUMBER : ALL

FILTERS
TERMINAL : [NOT USED]
GROUP #1 : [NOT USED]
GROUP #2 : [NOT USED]
GROUP #3 : [NOT USED]
EMPLOYEE : [ALL]
PLU :
ALL

RECIPE	TOTAL FOOD COST	TOTAL SALES COUNT	NET SALE TOTAL	TOTAL FOOD COST %
'TOTAL	'\$34.76	'19	'\$144.26	'24.1%
'null	'\$2.81	'3	'\$23.85	'11.78%
'null	'\$2.44	'1	'\$6.95	'35.11%
'Recipe				
5	'\$1.41	'1	'\$18.00	'7.83%

Time In Out Report

TIME IN OUT REPORT
DATE : 2017-10-04 15:41
AUTHOR : MANAGER

DATA RANGE
2017-09-27 ~ 2017-10-04

FILTERS
EMPLOYEE : [ALL]

EMPLOYEE NUMBER	NAME	JOB CODE	START TIME	END TIME	TYPE	MODIFIED
'BARTENDER	'BARTENDER	'2017-10-02 09:30:47	'2017-10-02 15:38:00	'OUT	'MODIFIED	
'BARTENDER	'BARTENDER	'2017-10-03 15:34:24	'2017-10-03 15:40:00	'OUT	'MODIFIED	
'BARTENDER	'BARTENDER	'2017-10-04 15:40:53	'	'	'	
'MANAGER	'JOB#9	'2017-10-02 09:30:53	'2017-10-02 15:38:00	'OUT	'MODIFIED	
'MANAGER	'JOB#9	'2017-10-03 15:34:34	'2017-10-03 15:40:00	'OUT	'MODIFIED	
'MANAGER	'JOB#9	'2017-10-04 15:41:00	'	'	'	
'SERVER	'WAIT STAFF	'2017-10-02 09:30:40	'2017-10-02 15:39:00	'OUT	'MODIFIED	
'SERVER	'WAIT STAFF	'2017-10-03 15:34:41	'2017-10-03 15:40:00	'OUT	'MODIFIED	
'SERVER	'WAIT STAFF	'2017-10-04 15:40:48	'	'	'	

Promotion Report

PROMOTION REPORT
DATE : 2017-10-04 15:35
AUTHOR : MANAGER

DATA RANGE
2017-10-04 ~ 2017-10-04
END OF DAY NUMBER : ALL

OPTIONS
CURRENT DATA
DETAILED DATA

FILTERS
TERMINAL : [NOT SELECTED]
EMPLOYEE : [ALL]

DESCRIPTION	COUNT	TOTAL
'MIX AND MATCH	'1	'\$10.00
'DISCOUNT#5	'1	'\$10.00
'MULTI BUY	'0	'\$0.00
'COMBO DISCOUNT	'0	'\$0.00
'SWEET DEAL	'0	'\$0.00

Balancing Formulas

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

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


Program Maintenance

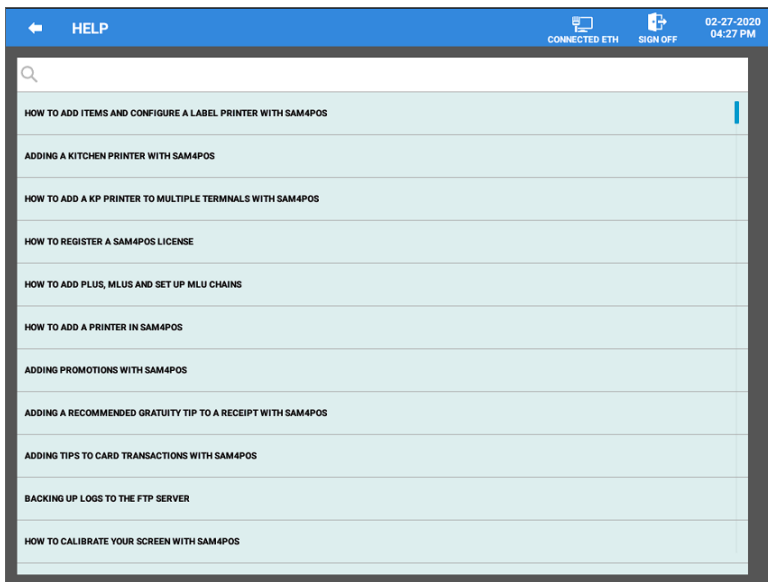
HELP File



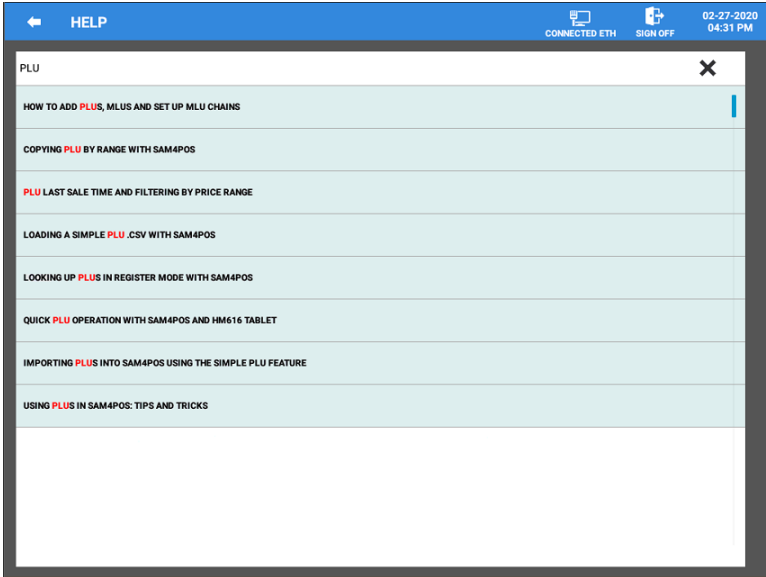
A Help File is available in the program mode which provides a list of common programming topics. When you select a topic from the list you will be linked to a YouTube video showing how to use the selected topic.

Note: An active internet connection is required to utilize this feature.

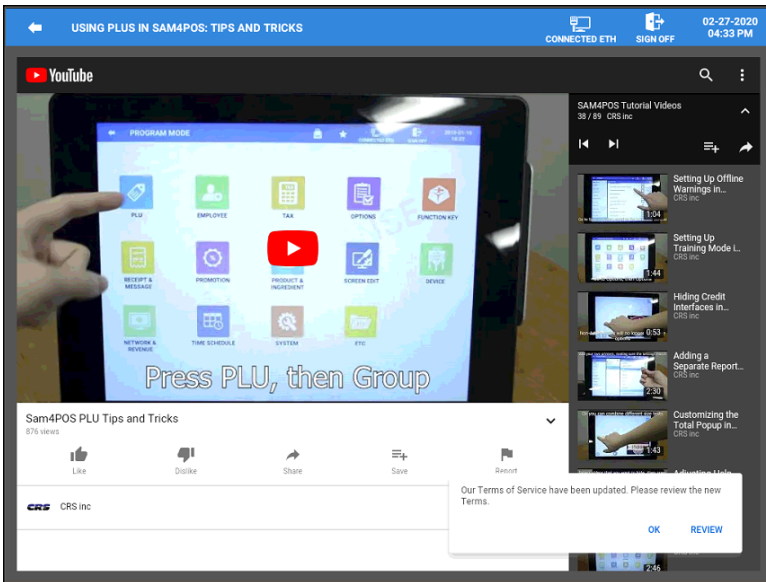
1. From the main **PROGRAM MODE** menu screen, touch the **Help File** icon  located on the title bar. The HELP file screen is displayed:



2. Scroll through the list to select a topic to view a YouTube Video for the selected topic. (An active internet connection is required.)
3. Alternately, you can type in a topic in the search bar at the top of the list to see just the topics specific to your criteria. For example: typing **PLU** in the search bar will show the result below:



4. When a topic is selected, the YouTube video for the desired topic can be viewed:



5. You can also use the controls on the display to navigate to the next or previous video.
6. Press the **Back Arrow** on the title bar to return to the HELP File.

PLU Maintenance – Register Mode

For convenience, changing descriptors & prices on existing item or adding new items to the database can be performed from the register mode using the PLU Info key.

PLU Info Key

The PLU description and prices can be maintained from the register mode using the PLU Info key. To utilize this feature, the employee signed must have the authority to edit PLU's from the PLU Info key. The PLU/Item being edited will also need the PLU option 'Allow Price Change' checked (enabled).

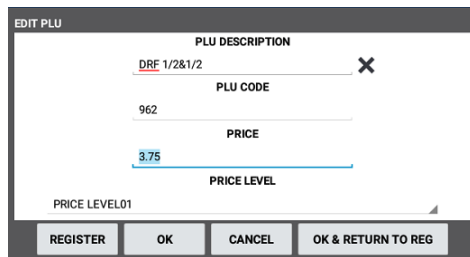
The **PLU INFO** function key will also need to be created and assigned to an MLU or FLU.

PLU Price Change

1. In the Register Mode, Press the **PLU INFO** key, the PLU info dialog displays:



2. Group selections are shown in the left column, PLU's are in the right grid. The default setting has 'See All PLU's' checked.
3. We can uncheck the "See All PLU's" selection, then select a group from the left column to view just the items assigned to that group.
4. Scan your item or search the PLU list and select the PLU. The Edit PLU dialog displays.

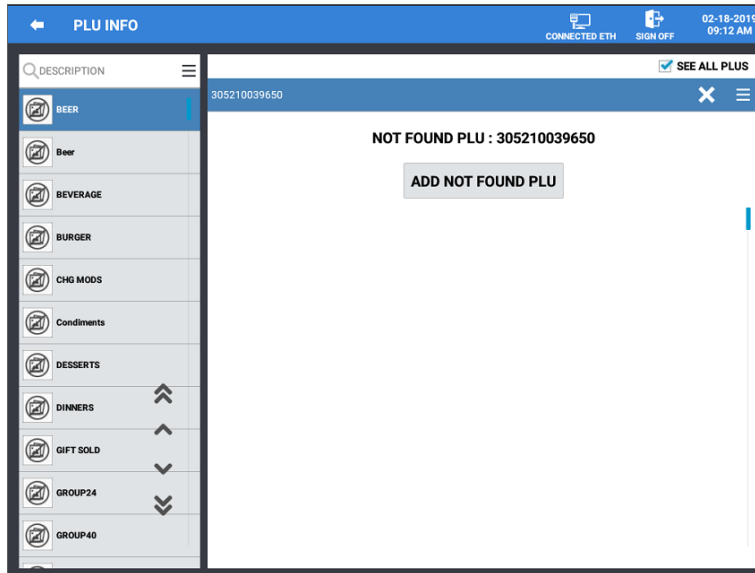


5. Edit the PLU descriptor and prices (for all price levels) as necessary.
6. Press the **REGISTER** button to add the item to the current transaction.
7. When finished, press **OK**; you are returned to the PLU INFO screen. Pressing **CANCEL** will exit without applying any changes.
8. Continue editing PLU's as necessary, press **OK & RETURN TO REG** to save the new price and return to the register mode.

Adding PLU's

Items not currently in the PLU file can be added using the PLU Info key.

1. From the Register Mode, press the **PLU INFO** key; to display the PLU Info dialog.
2. Scan the item, if the item is not currently in the PLU file, the **ADD NOT FOUND PLU** dialog displays:



3. Press the **ADD NOT FOUND PLU** button to add the item to the PLU file. The Register PLU dialog displays:

A screenshot of the 'REGISTER PLU' dialog box. It has a title bar 'REGISTER PLU'. The fields are: 'PLU DESCRIPTION' with value 'PLU305210039650', 'PLU CODE' with value '305210039650', 'PRICE' with value '0.00', 'GROUP' with value 'NONE', 'PLU STATUS GROUP' with value 'STARTERS', and 'PRICE LEVEL' with value 'PRICE LEVEL01'. At the bottom are three buttons: 'OK', 'CANCEL', and 'OK & RETURN TO REG'.

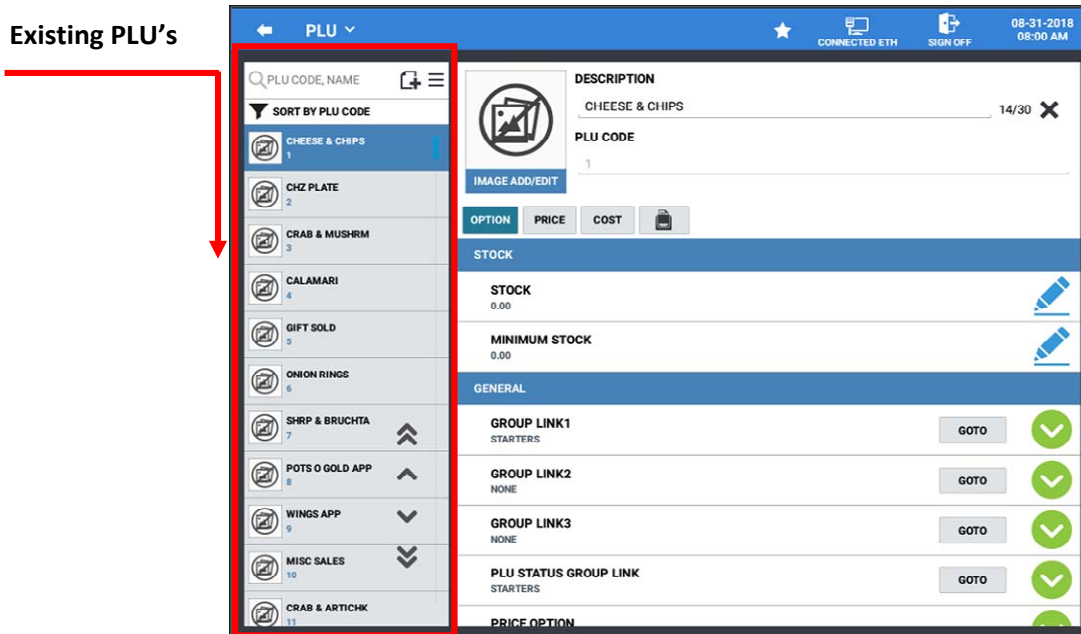
4. Enter the information for the new PLU:
 - **Price** for the item
 - **Group** assignment
 - **PLU Status Group** assignment
5. When finished, press **OK**; you are returned to the PLU INFO screen. Pressing **CANCEL** will exit without applying any changes.
6. Continue editing PLU's as necessary, press **OK & RETURN TO REG** to save the new price and return to the register mode.

PLU Maintenance – Program Mode

This is where new items are added to the database and existing items can be maintained or deleted. Each PLU is assigned a descriptor, Price, Cost, PLU code and a few unique options. Each new PLU can be assigned a unique code number up to a maximum of 18-digits in length.

Shelf or product labels can be printed from the PLU screen as well by pressing the label Print icon, Specific setup is required for this feature.


1. From the **PROGRAM MODE** main menu, touch **PLU** to view the PLU program selection window, touch **PLU** to view the PLU programming options. Here you can add, edit or delete items (PLU's) as necessary.

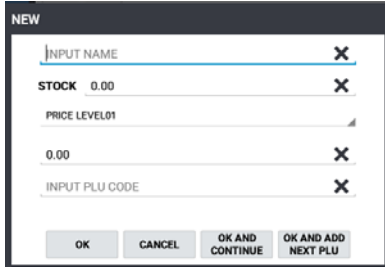


2. All existing PLU's are listed. You can edit an existing PLU by scrolling through the PLU list to the specific item you wish to edit.
3. The double Up/Down Arrows go to the Beginning/End of the list respectively; the single Up/Down Arrows scroll Up/Down one page at a time.
4. Select a PLU from the list to edit the options, price or cost for the item.

Adding New PLU's

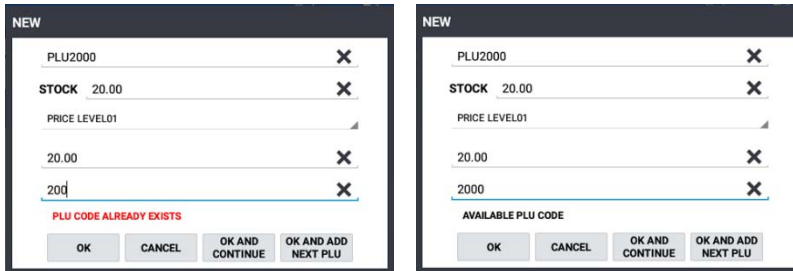
New items (PLU's) can easily be added to the database. New PLU's can have up to a 30-character name/descriptor and up to an 18-digit PLU code.

1. Press the add record icon  to add new PLU's to the database. The “NEW” item entry dialog displays:



2. Type in the:
 - PLU descriptor in the “INPUT NAME” field,
 - Enter the **STOCK** quantity if you are tracking stock in this item,
 - Select the **PRICE LEVEL** and Enter the item **PRICE** (*for all price levels*)
 - Type in the item PLU CODE or scan the new item in the “INPUT PLU CODE” field.

If the item code entered is already being used in the PLU database, you will receive the warning: “**PLU Code Already Exists**” enter in a new code number or press cancel.



3. Press **OK** to go on to the option programming;
 - Press **OK AND CONTINUE** to add the item and continue adding more PLU's;
 - Press **OK AND ADD NEXT PLU** to add the current item and automatically select the next consecutive PLU# available for the next PLU.
 - Press **CANCEL** to cancel the new PLU entry.


PLU Sub Menu

PLU's can easily be maintained in the Sam4POS application, simply select the item and make the appropriate changes. If you select an item and press and hold on the item, a sub menu list of operations is displayed. This sub menu operation list includes: Delete, Inactivate, Copy To New Item, Copy To Existing Items, Copy The Price To Existing Items, Default Item, Remove Default Item.

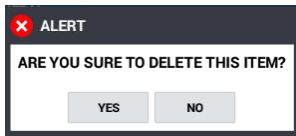


Note: PLU can also be added and maintained from the Quick PLU screen, see page 238 for details.

Delete PLU

Individual items can be deleted as desired from the PLU Maintenance menu. To delete multiple PLU's all at one time use the Edit/Sort  method; refer to page 235 for details.

1. **Press and hold** on the item you wish to delete and select **'DELETE'**. The confirmation alert message displays:



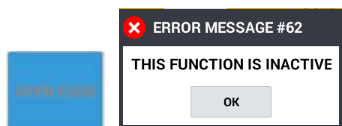
2. Press **YES** to delete the selected item; select **NO** to exit without deleting.

Inactivate / Activate PLU

1. **Press and hold** on the item you wish to make inactive, then select **'INACTIVATE'** from the PLU maintenance list. Inactivated PLU's will be grayed out in the PLU list:



2. Inactive PLU's will appear grayed out in the register mode; If an Inactivated PLU is selected in the register mode, the following error will display:

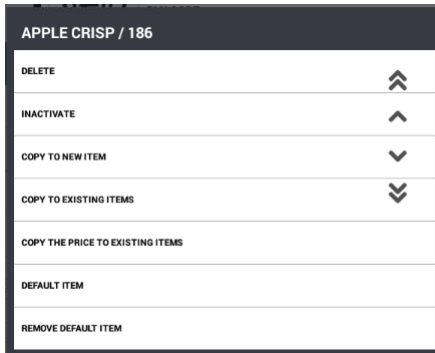


3. You will need to **'Activate'** the PLU to resume allowing sales for the item.

Copy PLU

The SAM4POS makes creating multiple items that share the same settings very simple with the Copy PLU feature. You can copy a selected PLU to a new item or copy the selected PLU to existing items. You can also choose to copy the just the price of the selected item to existing items in the database.

1. From the **PLU** programming screen, select the item you wish to copy.
2. **Press and Hold** the item to open the PLU Sub Menu selection list.

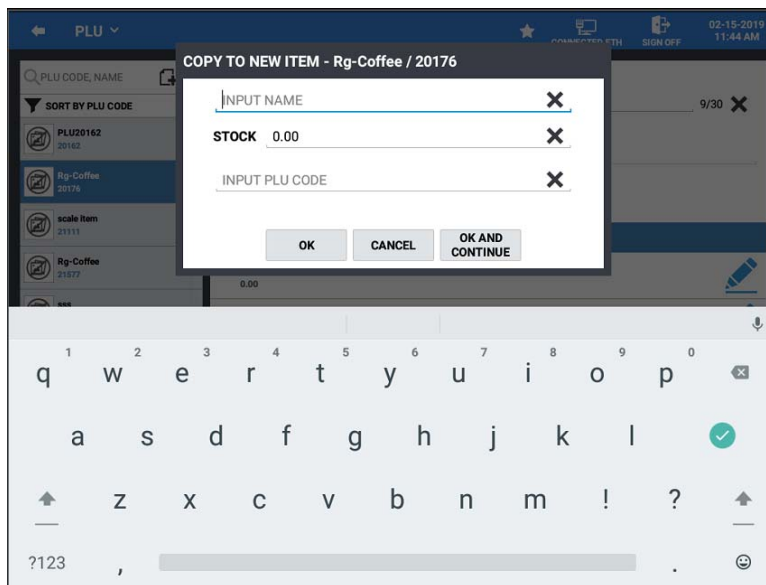


3. Select the appropriate Copy operation from the menu to proceed.

Copy to New Item

Copies the selected PLU to new items individually.

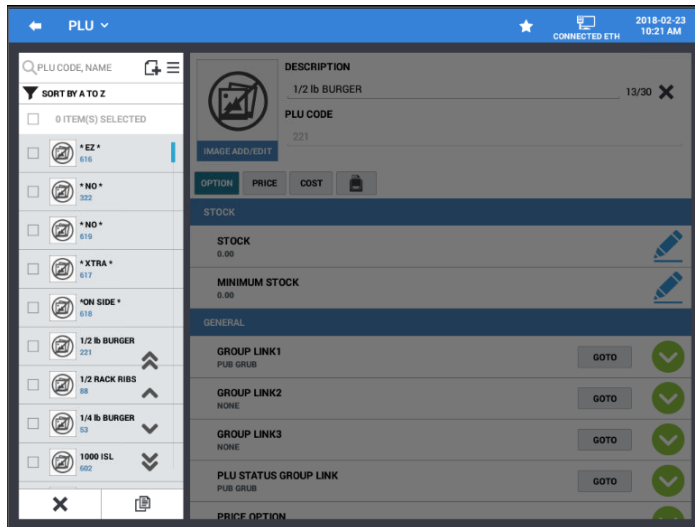
1. From the **PLU** programming screen, select the item you wish to copy.
2. **Press and Hold** the item to open the PLU Sub Menu selection list. Select **COPY TO NEW ITEM**. The Copy To New Item dialog displays.








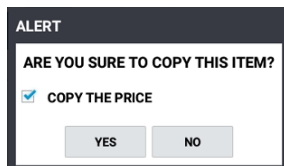
3. **INPUT NAME** → **STOCK** → **Input PLU CODE** for the new item.
4. Press **OK** to add the new item; Press **OK AND CONTINUE** to add the item and continue adding more PLU's; Press **OK AND ADD NEXT PLU** to add the next available PLU #; Press **CANCEL** to cancel the new PLU entry.

Copy to Existing Items

Allows you to copy the settings or changes of the selected item to another PLU or multiple PLU's already in the PLU database. The descriptor does not change, only the options/settings are updated.



1. From the **PLU** programming screen, select the item you wish to copy.
2. **Press and Hold** the item to open the PLU edit menu selection dialog. Select **COPY TO EXISTING ITEMS**.
3. Check the items from the list to copy the selected PLU to.
4. The double Up/Down Arrows   go to the Beginning/End of the list respectively; the single Up/Down Arrows   scroll Up/Down one page at a time. The **X** will exit the procedure.
5. Press the copy – icon  the confirmation dialog displays:



6. Check or uncheck the '**COPY THE PRICE**' selection as desired.
7. Press **YES** to proceed with the copy procedure; all options, prices, will be copied to the selected items. The **COST** information is not copied. Press **NO** to exit the copy and return to the main PLU screen.

Copy to Items by Range

This feature allows you to copy a single PLU to a range of sequential PLU's. This makes creating multiple PLU's easier than adding them one at a time.

1. **Press and Hold** the item you wish to copy to open the PLU Dialog Menu selections.
2. Select **Copy to Items by Range**, the Copy to Items by Range dialog displays:


COPY TO ITEM BY RANGE WATER/DASANI / 7460835205					
FROM PLU	X	TO PLU	X	BETWEEN PLU	X
<input type="checkbox"/> DESCRIPTION					
OPTIONS			PRICE		
<input checked="" type="checkbox"/> SELECT ALL			<input checked="" type="checkbox"/> SELECT ALL		
<input checked="" type="checkbox"/> STOCK			<input checked="" type="checkbox"/> PRICE LEVEL01		
<input checked="" type="checkbox"/> MINIMUM STOCK					
<input checked="" type="checkbox"/> GROUP LINK1					
<input checked="" type="checkbox"/> GROUP LINK2					
<input checked="" type="checkbox"/> GROUP LINK3					
<input checked="" type="checkbox"/> PLU STATUS GROUP LINK					
OK			CANCEL		

3. The PLU Descriptor/PLU Code displays at the top of the sub menu.
4. Using the keypad provided, enter the desired range of PLU's you want to create:
 - Enter the first PLU# in the range in the **FROM PLU** field; Press icon, pressing the **X** will clear the current entry.
 - Enter the last PLU# in the range in the **TO PLU** field; Press icon, pressing the **X** will clear the current entry.
 - Enter the integer for the **BETWEEN PLU**. For example: enter 1 to copy to every single PLU in the range, enter 5 to create PLU's every 5th number 5, 10, 15, etc.
5. If you want to copy the PLU descriptor to the selected range, check the **DESCRIPTION** box.
6. Select the individual **OPTIONS** you wish to copy to the selected PLU range (*you can scroll up/down the list of options*) or check **SELECT ALL**.
7. Press **OK** when you have completed your selections, the new PLU items will be created; pressing **CANCEL** will exit without creating the new PLU's.

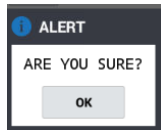
Copy the Price to Existing Items

This feature is similar to the 'Copy to Existing Items' operation on page 232 except that only the price levels are copied to the items selected.

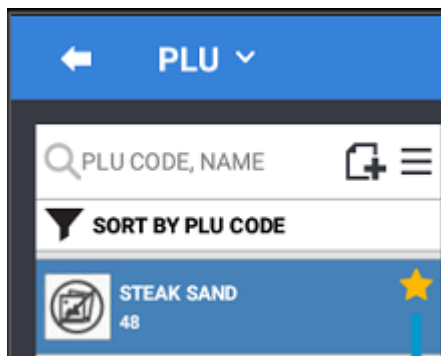
Default Item

You can choose any item in the PLU file to be used as the default item. The settings on the Default Item will be copied to all new PLU's that are added using the add new record  icon. *(The default item applies to items added using the Not Found PLU feature as well.)* You can remove the default item status or change it to another PLU to suite your needs.

1. From the **PLU** programming screen, **Press and Hold** the PLU you wish to set as the Default Item.
2. Select **DEFAULT ITEM** from the PLU sub menu.

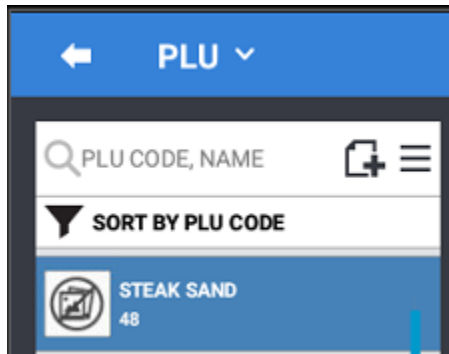


3. The default item setting is indicated by the gold star:




Remove Default Item

4. **Press and Hold** the Default Item PLU; Select **REMOVE DEFAULT ITEM** from the PLU sub menu.







Menu Icon

If you have a large PLU file, you can use the Edit/Sort feature to maintain the PLU database more easily. This feature allows you to access the Edit Mode, Sort PLU's alphabetically or numerically, Search for PLU's by PLU Status Group, Group assignment, from PLU Code, or search for PLU's with no sales activity. We can also Delete ALL PLU's in the database from this area.

1. Touch the **Menu icon**  on the PLU programming screen to display the sub-menu selections:
Edit Mode, Sort, Filter, Load PLU, and Load All PLUs
2. Select the operation from the menu that you want to perform.

EDIT MODE

Selecting the Edit Mode from the menu selections allows you to select multiple PLU's at the same time or select all PLU's in the PLU file to edit the settings as necessary, delete , make inactive  or print a barcode . Press the exit icon  to close the edit mode.

SORT

Select SORT from the available selections, Options to sort PLU's:

- A TO Z or Z TO A
- PLU CODE
- PLU Status Group
- Group #1, Group #2, Group #3
- Recipe
- MLU Chain
- Price Option
- Modifier QTY
- Stock Link PLU#
- Allow Price Change
- Stock
- Minimum Stock

FILTER

Select Filter from the available selections, choose from:

- **PLU Status Group** – select the PLU status group to view PLU's assigned to that status group.
- **Group** – select the group to view just the PLU's assigned to that group.
- **From PLU Code** – Enter a PLU code to view just the PLU's from that code number entered and higher.
- **No Sale PLU's** – This selection will display all PLU's with no sales activity.
- **PLU By Price Range** – Allows filtering the PLU by price range and price level. Enter the **Lowest Price**, **Highest Price** and select the **Price Level**.
- **PLU By Stock Range** – We can filter PLU's by PLU Stock Range quantity. Enter the **Lowest Stock QTY** and the **Highest Stock QTY**, then press **OK**.

LOAD MLU

Brings up the MLU screen. Select from the MLU's to view items assigned to your selection. You will be brought to the PLU programming screen for the selected PLU.

LOAD ALL PLU'S

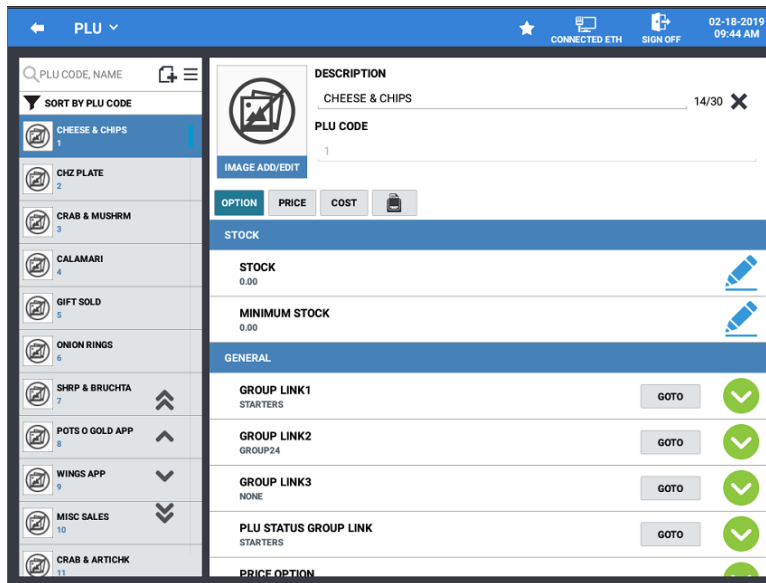
By default, only the first 1000 PLU's will load when entering the PLU programming menu. Press the Load All PLU'S to load the entire PLU file.


Printing Labels from PLU

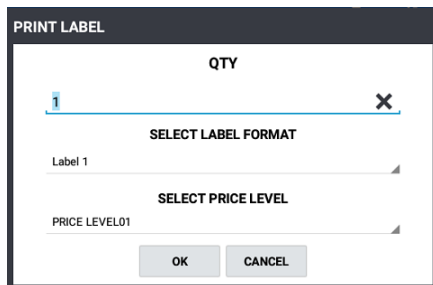
Labels can be printed from the PLU programming area or from the Edit Mode. We can choose to print a single label or multiple labels for one or more PLU items. To use this feature, you must have a label printer connected to the terminal, defined in devices and mapped to the station.

Additional programming is required to utilize this feature, consult with your local dealer for details.

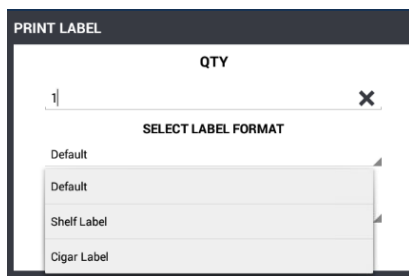
1. Select **PLU** from the **PROGRAM MODE > PLU** menu selections. The PLU programming screen displays:



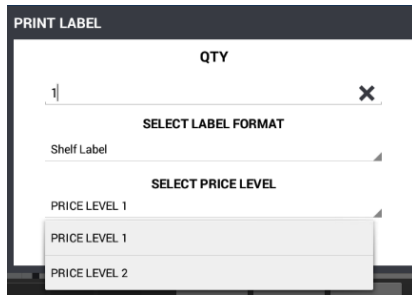
2. Select the **PLU** from the list you wish to print a label for; then press the Print icon ; the **PRINT LABEL** dialog displays:



3. Select the **QTY**, number of labels for each selected item you want to print.
4. Select the **LABEL FORMAT** (as defined in the Label Print setup).



5. Select the **PRICE LEVEL**, this will be the price that prints on the label.



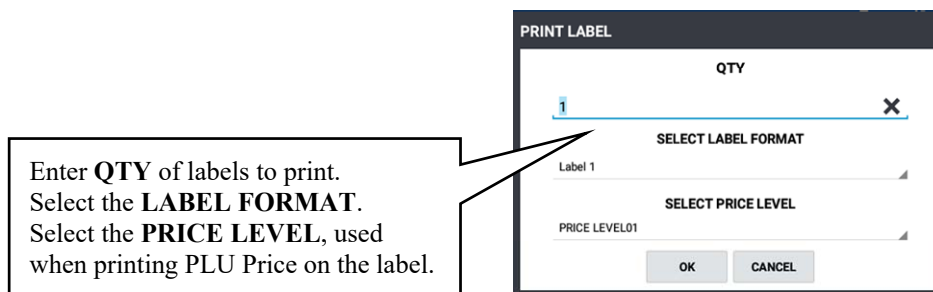
6. Press **OK** on the Print Label dialog to print the labels and close the dialog.

Alternately, you can select the menu icon and select Edit Mode:

1. Select the **EDIT MODE** from the menu icon, then select the one or more PLU's from the list.



2. Press the printer button The 'PRINT LABEL' dialog displays:



3. Press **OK** on the Print Label dialog to print the labels and close the dialog.

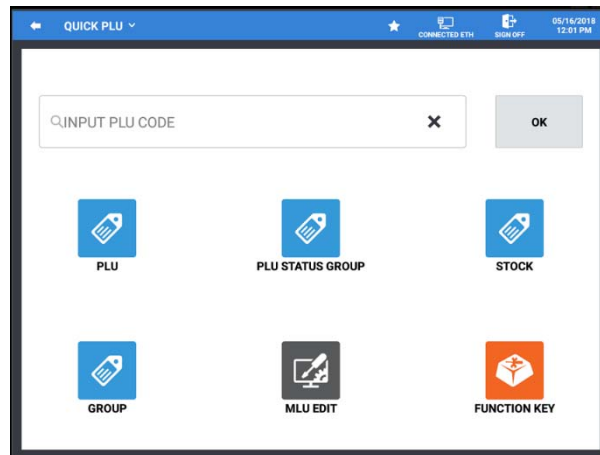
Quick PLU

The Quick PLU menu provides another means to quickly access the programming for a specific PLU or add new PLU's to the database. Six quick access program areas are provided, PLU, PLU Status Group, Stock, Group, MLU Edit, and Function Key. Select one of these categories to go directly to the programming maintenance screen for that category.

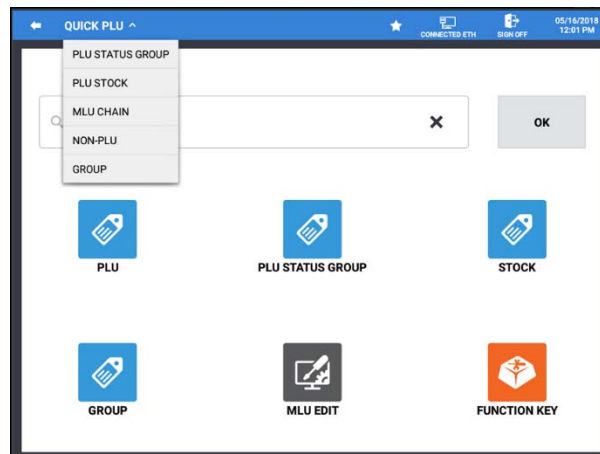
We can also enter the PLU code for a specific item to go to the programming for that specific PLU or add new PLU's to the database.


Quick PLU - Edit Existing PLU

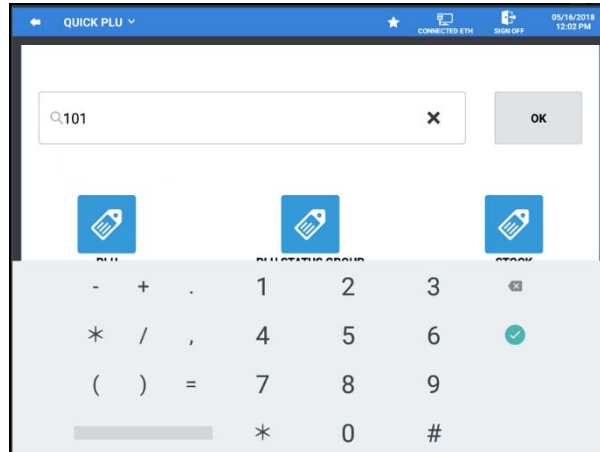
1. From the **PROGRAM MODE** main menu screen select **PLU** then select **Quick PLU**. The main Quick PLU selection screen is displayed:



2. Select a category from the available selections to go to the programming screen for that category. Alternately, you can press the **Quick PLU** sub menu to select a category as shown:
 - PLU Status Group
 - PLU Stock
 - MLU Chain
 - Non-PLU
 - Group

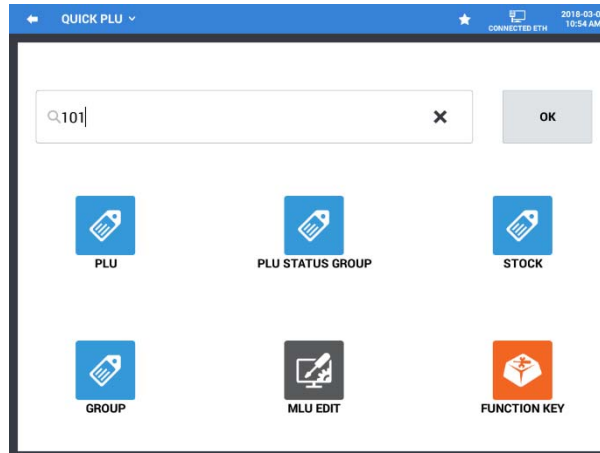


3. If you want to access the programming for a specific PLU, you can do so by typing in the desired **PLU#** or scan the specific item to go to the programming for that PLU.
4. Type in the **PLU CODE** then press the Done icon .

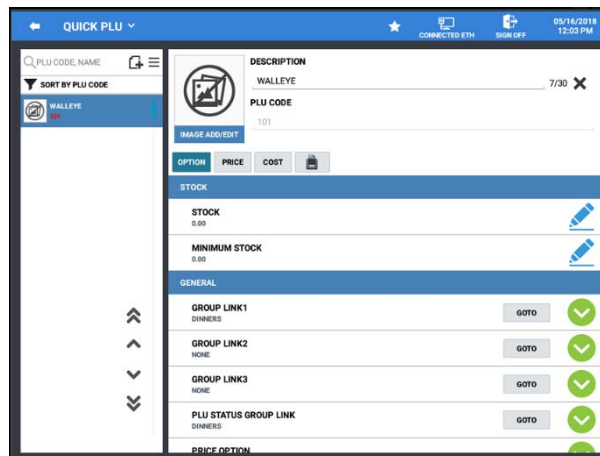


5. The PLU code is shown in the window as in the example:
6. Press the **OK** button.

Alternately, type or scan the PLU# and press **OK** to go directly to that PLU.

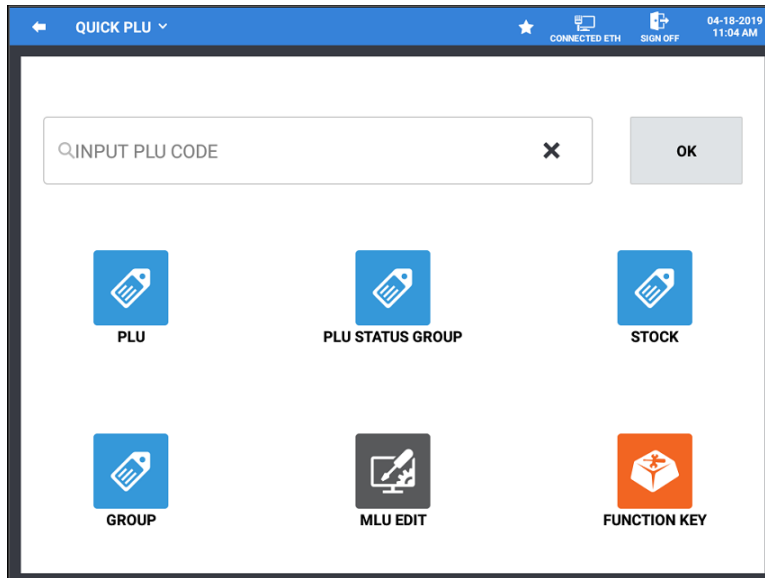


7. The programming for the PLU is shown; edit as necessary.
8. When you have finished editing the PLU, press the back arrow to return to the main Quick PLU menu screen.



Quick PLU – Add New PLU

1. From the **PROGRAM MODE** main menu screen select **PLU** then select **Quick PLU**. The main Quick PLU selection screen is displayed:



2. In the **'Input PLU Code'** field, Type in the number for the new PLU or scan the new item; press **OK**.
3. The **NEW PLU** dialog appears

- **Input Name** – Type a name for the new PLU.
- **Stock** – Enter the stock quantity if the item is a stock item.
- **Price Level \ Price** – Select the Price level and enter the price for the level.
- **OK** – Adds the new PLU to the database and returns to the main Quick PLU screen:
 - * **CANCEL** – Exits the new PLU entry dialog without adding the item.
 - * **OK AND CONTINUE** – Adds the new item then returns to the NEW PLU entry dialog to allow entry of another new PLU.
 - * **OK AND NEXT PLU** – Adds the new PLU and returns to the NEW PLU entry dialog with the next available PLU number already selected.
 - * **OK AND EDIT** – Adds the new PLU to the database, then loads the PLU programming screen for further editing of the new PLU.

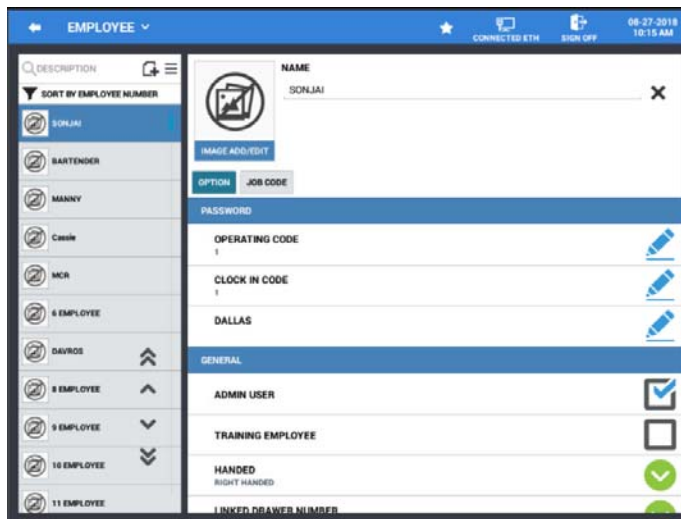
Employee File Maintenance



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

Two 10-digit code numbers may be assigned for each employee. The clock-in code is used to clock in or out when the time keeping feature is used, and a separate operating code used to sign on to operate the register.

Add/Edit Employee's

1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the employee program selection window.
2. Touch **EMPLOYEE** on the selection window to view all employees and the employee programming options. Here you can add, edit or delete employees as necessary.



3. All existing employees are listed. You can edit an existing employee by scrolling through the employee list to the specific employee you wish to edit.
4. If you have a large employee file, you can sort the employee list alphabetically or by employee number. You can also search for specific employees by name.
5. Touch the **Edit/Sort Menu** button  on the employee programming screen.
 - a. Select **SORT** from the available selections. Choose to sort from A TO Z, Z TO A, or EMPLOYEE NUMBER.
 - b. The **Edit Mode** allows you to delete the selected employees or set them as inactive. Inactivated employees will appear grayed out in the employee list.
6. Press the add **New Record** icon  to add new employees to the database or you can select an existing employee to edit as necessary.
7. By pressing and holding the selected employee you can choose to:
 - a. **Delete** – to remove the selected employee from the database
 - b. **Copy To New Item** – to copy the settings for the selected employee to a new employee.
 - c. **Copy to Existing Items** – to copy the setting and options from the selected employee to other employees already in the database.
 - d. **Favorite Copy To Other Employee** – to set the selected employee as the favorite. This will copy the settings and options of the selected employee to newly added employees.

Employee Option Definitions

The Employee programming allows you to program the employee's name and add an image for the employee. You can also set specific options for the employee and assign job codes for the employee.

NAME

Type in a name for the Employee, you can use the **X** at the end of the name field to clear the current name for the selected employee.

OPTION BUTTON

The Option Button within the Employee Options programming breaks down into two program sections; a Password section and General section as defined below.

PASSWORD

OPERATING CODE

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

CLOCK IN CODE

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

DALLAS

Not used in the USA.

GENERAL

ADMIN USER

If selected, this employee will be allowed to perform manager functions without entering a manager password.

TRAINING EMPLOYEE

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

KIOSK

Check this option if employee is to be KIOSK employee. When the KIOSK employee signs on, Sam4POS will show the KIOSK Register screen.

HANDED

Select *LEFT HANDED* or *RIGHT HANDED*; Controls display position in the sales mode.

LINKED DRAWER NUMBER

Select the drawer for this employee: No Drawer, Sam4s Cash Drawer, Sam4s Cash DrawerII, or Sam4s Cash DrawerIII. If no drawer is assigned, the employee can only perform check track postings but not payments.

EMPLOYEE AUTHORITY LEVEL

Operations and programs that can be accessed by this employee are determined by selecting an authority level; see 'Employee Authority Level' programming on page 241 for details.

STATION

Select the station the employee will be assigned to.

If set to STATION BY TERMINAL, assignment follows STATION of TERMINAL.

If setting is for a specific station, it will follow the STATION assigned for EMPLOYEE.

Priority: STATION of EMPLOYEE is first; STATION of TERMINAL is next.

BIRTHDAY

CITY

ADDRESS

PROVINCE/STATE

TELEPHONE

SOCIAL SEC #

ZIP CODE

JOB CODE BUTTON

The Job Code button is where you will assign the jobs and pay rates the employee will utilize; you can assign as many job codes to an employee as is necessary. Refer to 'Job Code & Pay Rate' programming on page 245 for details.

JOB CODE / PAY RATES

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

Employee Authority Level

Each employee must be assigned to an authority level; create authorities here to assign each employee. There are four main categories in the authority level programming; REG MODE, TIME IN/OUT, CHECK TRACKING and EDIT PGM/FUNCTION. The selections made here for each authority level determine the operations that will be allowed for each employee.

For example, in a restaurant application, an authority level with the descriptor Kitchen Help could be set to allow only clocking in/out, or an authority level with the descriptor Owner could be set up to allow all functions. Other authority levels could be defined for servers, cashiers and managers that allow only the appropriate operations.

Employee Authority Level Definitions

DESCRIPTION

Type a description (*up to 30 characters*) to identify the Authority Level.

REG MODE

SIGN IN/OUT USING MCR

This option forces the employee to use the Mag Card Reader for signing in and out of the ECR.

ALLOW DESTINATION CHANGE

If selected, the operator has the option of selecting a destination (i.e. eat-in, take out, drive thru) other than the default.

CAN PLU PRICE/HALO OVERRIDE

If checked, the employee can override the preset price or HALO on items set to allow price change.

ALLOW PRICE LEVEL CHANGE

Select this option if the employee is allowed to change price levels.

ALLOW CASH DECLARATION

If cash declaration is used, select this option to allow cash declaration operations.

ALLOW NOSALE

Allows the No Sale operation outside a transaction.

COMPULSORY TIP ENTRY

If selected, the employee is prompted to declare Tips when clocking out.

REG MODE ONLY

Select this option if you want to allow sales operations only for these employees.

CAN EDIT PLU FROM PLU INFO

Check this option to allow employee to use the PLU Info key in the Register Mode to edit the PLU's.

VOIDING OF SERVICED ITEMS

Allows voiding items off a check after the check has been services and recalled.

SHOW THE MENU OF EMPLOYEE REPORT IN REG MODE

With this option checked, tapping the Employee Name in the register mode will display the selections for :

Employee Report – Generates the employee report for today for the signed on employee.

Employee Report (Current Data) – Generates the Employee Report with current data only (*before the EOD is generated*) for the signed on employee.

TIP Report – Generates the TIP report for today for the signed on employee.

TIP Report (Current Data) – Generates the TIP Report with current data only (*before the EOD is generated*) for the signed on employee.

ALLOW DISCOUNT

When selected, this employee is allowed to enter discounts in a transaction.

ALLOW TEAMVIEWER

When selected, this employee is allowed to use the TeamViewer application.

ALLOW END OF DAY IN REG MODE

When checked, the End Of Day report icon appears in the Utility Information on the title bar.

ALLOW VOID ITEM

When this option is not checked, the Cashier\Server cannot press and hold an item while in REG mode to VOID it.

ALLOW ASSIGN DIFFERENT EMPLOYEE WITH LIST PAID TIP ENTRY

Select this option if you want to allow ADMIN employees to be able to assign Tips received to any employee in register mode using the TIP Entry on the List Paid function.


ALLOW ANY EMPLOYEE REPORT IN REPORT MODE

The setting will allow Managers or Supervisors to run the employee report for any employee instead of only being able to run your own report.

SHOW LICENSE ICON

Check this option to display the License Icon  in the register mode.

SHOW UTILITY INFORMATION ICON

Check this option to display the Utility Information Icon  in the register mode.

TIME IN/OUT

TIME-IN/OUT ENTRY ONLY

When checked, employees are allowed to Time-In/Out Only and cannot enter sales transactions.

TIME IN/OUT USING MCR

This option forces the employee to use the Mag Card Reader for clocking in and out.

ALLOW TIME CLOCK EDIT

Select this option to allow employee to edit the time keeping reports.

NEED MANAGER FOR TIME IN/OUT

When selected, employee needs manager to be able to clock-in/out.

TIME IN BEFORE SALE

Select this option to require employees to clock in before they can register sales.

CHECK TRACKING

PAYMENT OF OWN GUEST CHECK

PAYMENT OF ANY GUEST CHECK

TRANSFER OF GUEST CHECK

CAN COMBINE/SPLIT GUEST CHECK

Selections are: Not Allow – Own – All

ALLOW EDIT ANY CHECK

CAN CLOCK-OUT WITH OPEN CHECK

GUEST CHECK ENTRIES ONLY

If selected, employee must begin a check before registering items in a transaction.

ALLOW CANCEL AFTER RECALL

When selected, when an employee recalls a check and adds new items, the employee is allowed to press cancel to remove the currently added items – Pressing Cancel will remove the currently added item and then store the check. This does NOT allow canceling of the entire check.

ALLOW DELETE CHECK

When selected, this employee is allowed to delete checks without entering a manager password.

EDIT PGM/FUNCTION

ALLOW PLU EDIT

Allow All – Employee can make any changes to any PLU

Allow Only PLU Price – Employee can only change prices on PLU's

Do Not Allow – Employee will not be able to make changes to PLU's

ALLOW EMPLOYEE EDIT

ALLOW AUTHORITY LEVEL EDIT

ALLOW JOBPAY EDIT

ALLOW STOCK EDIT

ALLOW MLU EDIT

ALLOW FLU EDIT

CAN ALL MEMO DELETE

ALLOW OPTION CATEGORY EDIT

If selected this employee can edit the settings in the Option Category programming.

END OF DAY

ALLOW EOD EDIT

If this option is checked, the employee is allowed to change the settings on the EOD screen.

ALLOW EOD MODE ACCESS

When selected, this employee will have access to the EOD reporting without entering the manager password (Z-Mode reporting on the SAP-630/530 even if employee has the Z key).

JOB CODE & PAY RATE

An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can create these different job codes and pay rates to be used for your employees. By assigning separate job codes and pay rates for each employee, the built-in time clock can track and report hours and wage costs appropriately.

1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the employee program selection window.
2. Touch **JOB CODE & PAY RATE** on the selection window to view the current programming. Here you can add, edit or delete Job Codes & Pay Rates as necessary.

NO	JOB CODE	NO	PAY RATE
<input type="checkbox"/> 1	WAIT STAFF	<input type="checkbox"/> 1	7.00
<input type="checkbox"/> 2	BARTENDER	<input type="checkbox"/> 2	7.25
<input type="checkbox"/> 3	MANAGER	<input type="checkbox"/> 3	7.50
<input type="checkbox"/> 4	CASHIER	<input type="checkbox"/> 4	7.75
<input type="checkbox"/> 5	DISHWASHER	<input type="checkbox"/> 5	8.00
<input type="checkbox"/> 6	CHEF	<input type="checkbox"/> 6	8.25
<input type="checkbox"/> 7	COOK	<input type="checkbox"/> 7	8.50
<input type="checkbox"/> 8	ADMIN	<input type="checkbox"/> 8	8.75
		<input type="checkbox"/> 9	9.00
		<input type="checkbox"/> 10	10.00
		<input type="checkbox"/> 11	11.00
		<input type="checkbox"/> 12	12.00
		<input type="checkbox"/> 13	13.00
		<input type="checkbox"/> 14	14.00
		<input type="checkbox"/> 15	15.00

Edit Job Codes

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

The job codes to be used by all employees are set up here. Each job code you create must be given a descriptor (up to 30 characters). You can create as many JOB CODES as are needed for your application needs. Job codes can be sorted alphabetically by pressing the JOB CODE heading.

1. From the **PROGRAM MODE**, select **EMPLOYEE**, then select **JOB CODE & PAY RATE**.
2. Select **NEW**, **EDIT** or **DELETE** as needed to maintain the job codes.

Edit Pay Rates

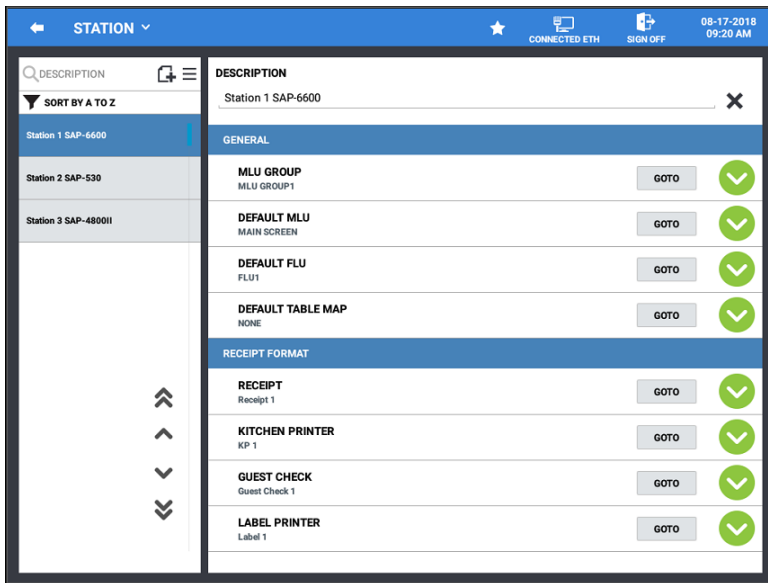
Similar to the job code programming, all employees' Pay Rates are set here; you can create as many pay rates as are needed for your application. Pay Rate values up to 999999.99 are allowed. Pay rates can be sorted highest to lowest or from lowest to highest if desired.

1. Select **NEW**, **EDIT** or **DELETE** as needed to create and maintain the pay rates.

STATION

Create stations to be assigned to employees. For example you may have a Bar Station and a Server Station. Stations can be assigned to default MLU/MLU GROUP, FLU and Printers. Stations can also have different Receipt, Guest Check, and Kitchen Printer assignments.

1. From the **PROGRAM MODE** touch **EMPLOYEE** to view the employee program selection window.
2. Touch **STATION** on the Employee selection window to view the station programming options. Here you can **ADD**, **EDIT** or **DELETE** stations as necessary. Stations can be sorted alphabetically if desired.



DESCRIPTION

Type in a descriptor for the selected station, you can use the **X** at the end of the description field to clear the current descriptor.

GENERAL

The general section assigns the default MLU Group, Default MLU and FLU used for the selected station.

MLU GROUP

DEFAULT MLU

DEFAULT FLU

DEFAULT TABLE MAP

RECEIPT FORMAT

Receipt format is used to assign the default printers to be used for the selected station.

RECEIPT

KITCHEN PRINTER

GUEST CHECK

LABEL PRINTER

Select the label type to be used on the label printer for this station.

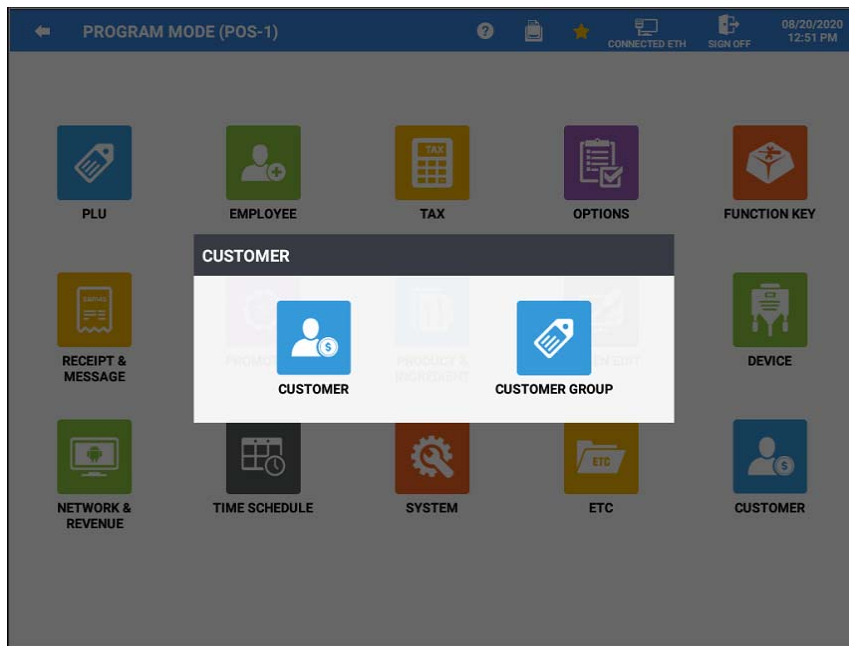
Use the **GOTO** buttons to directly access the programming for the option selection.

Customer File Maintenance

A Customer Delivery feature is available with Sam4POS. Customer records for the delivery feature are entered in the Customer category in the Program Mode. The Customer category has two program areas, Customer and Customer Group.

- Fifteen customer information fields are stored for each customer. Customer Groups can be used to assign a Point Rate for customers.
- Orders are tracked by assigning a tracking file (*Recall Table/Store Table*) to hold delivery orders.
- The Delivery function key is used to initiate a delivery transaction. When touched, the Delivery key opens the customer record screen. Here existing accounts can be opened, new accounts created, or existing accounts deleted.
- The Order history is available from the customer record screen; (*Program Mode → Customer → Customer*). Select the customer from the list and touch the Order button to view the purchase history for the delivery customer. You can choose the time period of orders to view by Day, Week, Month, or Year. Press the search icon to load the transaction according to your period selection. Choose an order from the list to view the receipt for transaction.
- The Park Delivery operation allows you to accept orders and hold them for preparation and delivery at a later time.
- The Serve Delivery operation key releases held parked orders for preparation.

1. Select **CUSTOMER** from the main **PROGRAM MODE** menu screen.

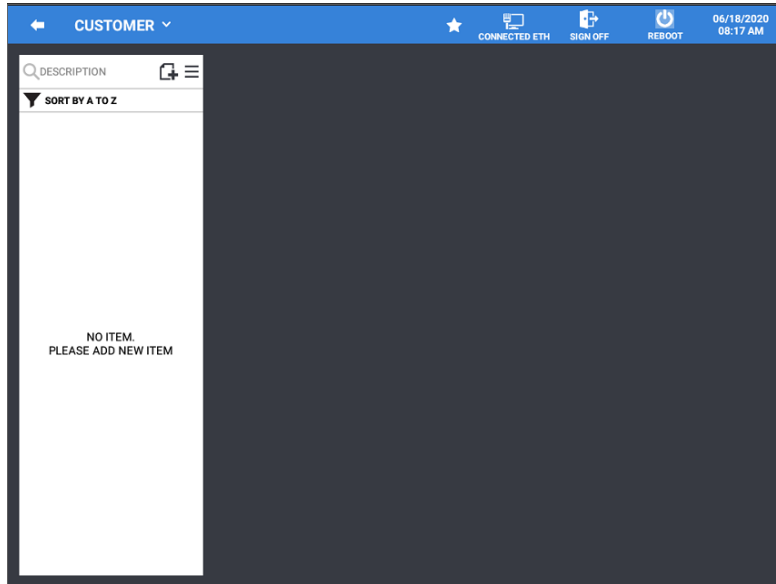


2. The **CUSTOMER** category selection screen displays. Select the program area you wish to edit.

Customer Database


The Customer category is where all the individual customer delivery records are maintained. The customer data files contain the customer's name, address, and other contact information.

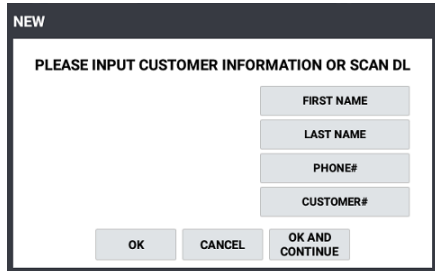
1. Select **CUSTOMER** from the **CUSTOMER** category menu screen to display the Customer file.



2. From this screen you can Add new customers or edit existing customer records as needed.

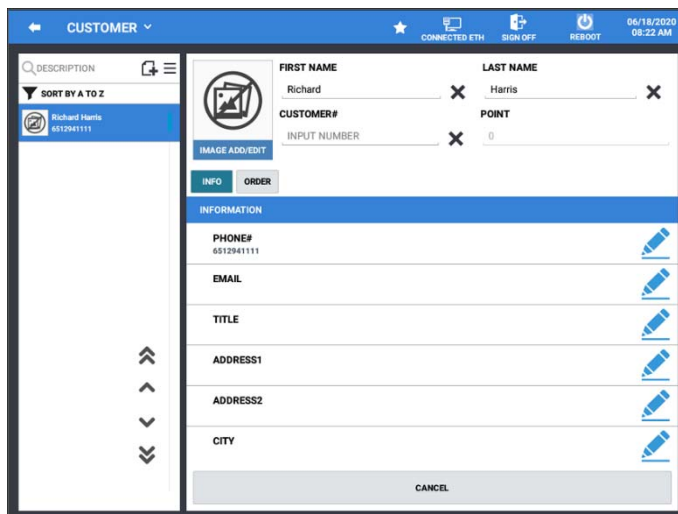
Add New Customer

1. Select **CUSTOMER** from the **CUSTOMER** category menu screen to display the Customer file.
2. Press the **add record icon**  to add a customer to the database, the NEW customer entry dialog will display:



A dialog box titled "NEW" with the instruction "PLEASE INPUT CUSTOMER INFORMATION OR SCAN DL". It contains four input fields: "FIRST NAME", "LAST NAME", "PHONE#", and "CUSTOMER#". At the bottom, there are three buttons: "OK", "CANCEL", and "OK AND CONTINUE".

3. Type in the customer information:
 - a. Input **First Name**: Up to 30 characters
 - b. Input **Last Name**: Up to 30 characters
 - c. Input **Phone #**: Up to 19 characters
 - d. Enter a **Customer #**: Up to 19 characters
4. Press **OK** to add the new recipe or press **OK AND CONTINUE** to add another customer. Pressing **CANCEL** will exit without adding the customer. Pressing the **X** at the end of each field will clear the current entry.
5. The new customer will be added to the list:



A screenshot of the "CUSTOMER" list screen. The top bar shows "CUSTOMER" with a dropdown arrow, a star icon, and system status: "CONNECTED ETH", "SIGN OFF", "REBOOT", and the date/time "06/18/2020 09:22 AM". Below the bar is a search field "DESCRIPTION" and a "SORT BY A TO Z" button. A list of customers is shown, with "Richard Harris" (012941111) selected. To the right, a form displays the details for "Richard Harris": "FIRST NAME" (Richard), "LAST NAME" (Harris), "CUSTOMER#" (012941111), and "INPUT NUMBER" (0). Below this is an "INFORMATION" section with fields for "PHONE#", "EMAIL", "TITLE", "ADDRESS1", "ADDRESS2", and "CITY", each with a blue edit icon. A "CANCEL" button is at the bottom.

6. When the customer is added, additional entry fields are available. Enter addition data as necessary.

Note: New customers can be added from the register mode at the time of the sale as well by pressing the DELIVERY key. Then follow the procedure from step 2 above.




Customer Data Fields

Field	# Characters
First Name	12
Last Name	20
Customer#	30
Loyalty Points	Not currently used
Information (Info Tab)	
Phone#	20
E-mail	50
Title	20
Address 1	40
Address 2	40
City	20
State	20
Zip Code	20
Birth Day	Select using Calendar
Option (Info Tab)	
Price Level	Select the price level to be used for this customer.
Customer Group	Choose the Customer Group as sociated with this customer.
Order Tab	
Last Visit	Displays order history for the s elected customer.

Edit Customer Data


When a new customer is added, you will need to add the additional information or, at some point the customer data may change, new location, new phone, etc. Customer data can easily be edited as described below.

INFORMATION

1. Select **CUSTOMER** from the **CUSTOMER** category menu screen to display the Customer file.
 - a. If you have a large customer file, you can use the search field  to search for a specific customer by First Name, Last Name, or Customer #.
 - b. Touch the Menu icon  on the Customer programming screen to Sort or Edit the customer file.
 - * Select **SORT** from the available selections. Choose to sort Alphabetically, First Name, Last Name or Customer #.
 - * The **EDIT MODE** selection allows you to select multiple employees in the database and Delete them all in one operation.
2. Choose the Customer from the list to edit their data; scroll to the data line you wish to edit and press the **Pencil icon**  to change the information.
3. Type in the data, pressing the **✕** at the end of the line will clear existing data.
4. Press **OK** to complete the editing; Pressing **CANCEL** will exit without editing the data.

OPTION

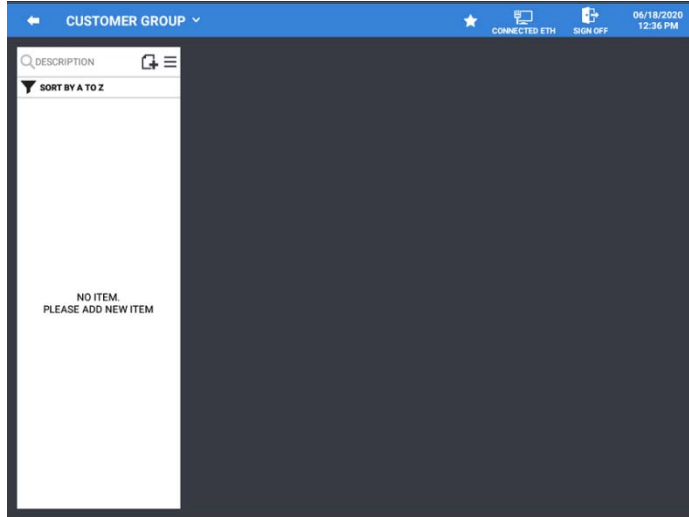
Changing data in the Option area is similar to the Information area.

5. Press the **GOTO** button to edit the existing option selection settings.
6. Press the **Selection icon**  to change the assigned option selection.

Customer Group


Customer Groups are used to assign a Point Rate for customers, such as Loyalty Points.

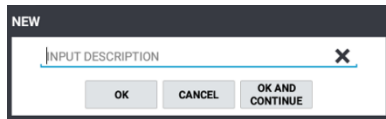
1. Select **CUSTOMER GROUP** from the **CUSTOMER** category menu screen to display the Customer Group screen.



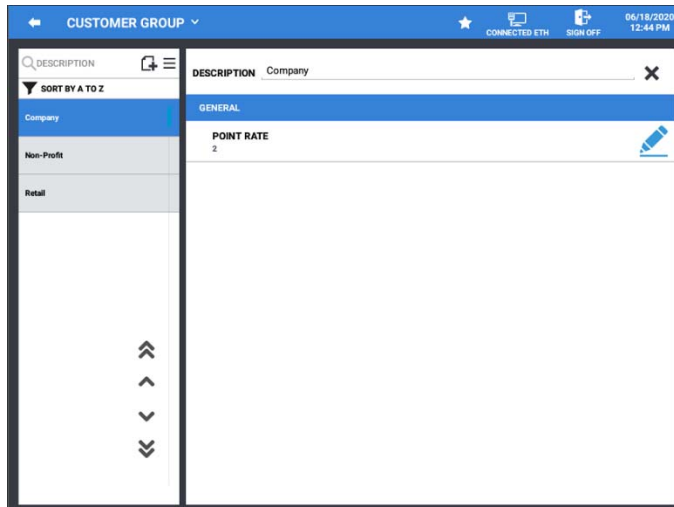
2. From this screen you can Add new Customer Group or edit existing Customer Groups as needed.

Add New Customer Group

1. Select **CUSTOMER GROUP** from the **CUSTOMER** category screen to display the Customer file.
2. Press the **add record icon**  to add a customer to the database, the NEW customer group entry dialog will display:




3. Type in a description for the new customer Group; Pressing the X at the end of entry field will clear the description field.
4. Press **OK** to add the new recipe or press **OK AND CONTINUE** to add another customer group. Pressing **CANCEL** will exit without adding the customer.
5. The new Customer Group will be added to the list:



- When the customer group is added the Point Rate entry field is available.




GENERAL

POINT RATE

The customer group is used to assign Points to a customer for each dollar of sales. The point rate is the multiplier number (up to 2-digits; whole digits only) for the points applied. Press the **Pencil icon**  to enter the desired Point Rate.

Edit Customer Group

Customer Groups are used to assign a Point Rate for groups of customers, such as Loyalty Points. The point rate may change at some time. Follow the procedure below to edit the customer group data.

- Select **CUSTOMER GROUP** from the **CUSTOMER** category menu screen to display the Customer Group file.
 - If you have a large number of customer groups, you can use the search field  at the top of the column to search for a specific customer group by name.
 - The Menu icon  on the Customer Group programming screen is used to Sort or Edit the customer group file.
 - * Select **SORT** from the available selections to sort Alphabetically.
 - * The **EDIT MODE** selection allows you to select multiple groups in the database and delete them all in one action.
- Choose the Customer Group from the list to edit the data; press the Pencil icon  to change the Point Rate setting.
- To change the Description for the group; Press the **X** at the end of the line to clear existing description, then type in the new description for the group.

Appendix

Integrated Payment – EMV

Introduction

Integrated Payment operations on the Sam4POS utilize the latest EMV capable Datacap equipment for seamless credit card processing through the terminal.

EMV cards are embedded with a microprocessor or smart chip that interacts with the merchant's point-of-sale device to make sure that the payment card is valid and with the use of a PIN that it belongs to the person using the card.

Consult with your installing dealer for the specific equipment appropriate for your application needs and associated program setup.

The integrated payment operations described in this guide are shown using a Datacap device with the Verifone vx805 Pin-Pad.

EFT Operation

EFT Operation Menu

Sam4POS supports credit card processing with Datacap integrated payment appliance and supports the EMV integration protocol. (There will be no Non-EMV integration.) Credit Card (*EFT*) maintenance operations can be performed at the Sam4POS terminal from the EFT Operation menu.

In the Pre-EMV environment Datacap stored some information in the Tran that allowed the registers to run some reports, such as the local transaction report.

In the EMV environment Datacap no longer stores information in the Tran so there are no reports available.

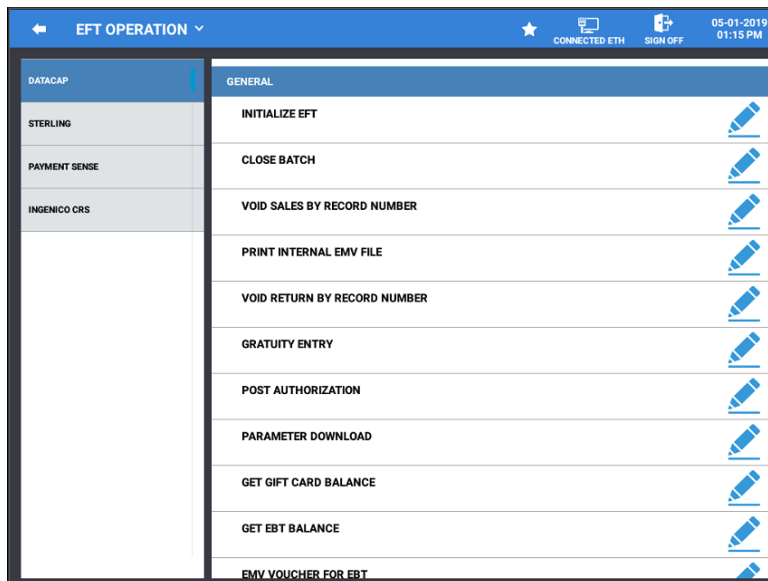
On the Sam4POS we are storing some information on the approvals at the register. This is required to be able to perform “*By Record*” transactions.

Currently, if a Local Transaction Report is run, we print the information from the approvals. However, this data should only be used for troubleshooting and should not be relied upon as accurate.

For example, if you perform a sale for \$1.00 and then perform a Void by Record Number of the same transaction, you will have two transactions. The register is only printing the information from the approvals.

Refer to the “Datacap Operation Definitions” on page 257 for details about these options.

1. From the main **PROGRAM MODE** menu, select **DEVICE**, then choose **EFT OPERATION**, from the device menu selections.



2. The **EFT Operation** menu is displayed; select the **Datacap_Operation**.
3. Refer to the appropriate Operation Definition menu below for information on each operation.

Datacap Operation Definitions

Operation	Definition
Initialize EFT	Use this function to initialize the Datacap EFT device.
Close Batch	Closes the current batch and opens.
Void Sales By Record Number Void Return By Record Number	Use these operations to void transactions when the card is not present. CAUTION: These voids will not correct ECR totals (i.e. PLU Sales) but will maintain a total on the Financial Report. <i>(Not available with processor "First Data" Rapid Connect.)</i> Use the Void Mode function at the SAM4POS terminal to perform transaction voids that will correct the appropriate sales totals.
Print Internal EMV File	This prints the internally stored token file that stores the Authorization Response messages that allow the SAM4POS to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry.
Gratuity Entry	The Gratuity Entry command allows the operator to add a tip to a pre-authorized credit sale. <i>(Not available with processor "First Data" Rapid Connect.)</i>
Post Authorization	If electronic authorization is not approved and the merchant receives voice authorization, the transaction can be entered into the batch with this operation.
Pin Pad Reset	Not Used - this function to initialize the Datacap EFT device for NON-EMV applications.
Parameter Download	Use this function to get new PIN Pad parameters from Datacap.
Get Gift Card Balance	Select Gift Card Balance, the operator will be prompted to slide a gift card. The balance will be printed on the receipt printer
Get EBT Balance	Use to check the EBT food stamp balance
EMV Voucher For EBT	Used to manually enter EBT transactions.
Test Mode	Only used for certification testing.
Self-Initiated Load	Used to load the Datacap EMV device parameters.
Diagnostics	Used to perform various diagnostics. Use as requested by Datacap support.
Clear EMV Value	This clears the internally stored token file that stores the Authorization Response messages that allow the SAM4POS to perform "By Record Number" transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry.
Zero Auth	Use this operation to verify a card is valid, activated, not reported as lost/stolen.
Pin Pad Reset	Use to Initialize/Reset the Pin-Pad connected to the installed Datacap device.
Reprint Batch	Reprints the previous Batch.

EFT Operation Function Key

To avoid giving employees access to the Program mode, certain EFT operations can be accessed from the REG mode using the *EFT OPERATION* function key.

Note: Batch operations may be restricted to employees with assigned authority levels for these functions.

Refer to the “Datacap Operation Definitions” on page 257 for details about these options.

The EFT OPERATION function menu options shown here are with the “Use EMV Datacap” option enabled. You can access the operations on the EFT OPERATION function menu in one of two ways:

1. While in **REGISTER** mode, press the **EFT OPERATION** function key assigned to the Real-Keyboard or to an MLU on the display; select the desired operation from the list.
2. Enter the shortcut numeral for the operation and press the EFT OPERATION function key. This facilitates access to a specific operation through a macro. The shortcut numerals are shown below.

[1]	Close Batch
[2]	Void Sales By Record Number
[3]	Void Return By Record Number
[4]	Gratuity Entry
[5]	Get Gift Card Balance
[6]	Get EBT Balance
[7]	EMV Voucher For EBT
[8]	Clear EMV File
[9]	Zero Auth
[10]	Pin Pad Reset
[11]	Reprint Batch

For example, if you wanted to allow an employee to be able to get a gift card balance only, you could create a MACRO to allow the operation from the REG mode. The MACRO would then be assigned to a keyboard position or MLU/FLU.

The MACRO sequence would simply be the numeric #5 followed by the Datacap function key:

[5]

[EFT OPERATION]

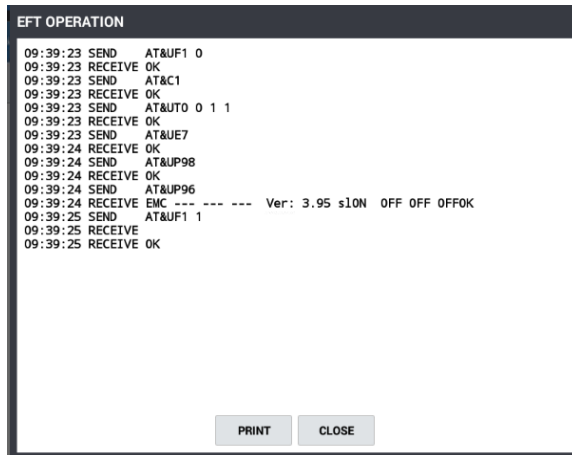
Performing EFT Operations

When performing EFT Operations, the EFT Operation communication between the ECR and the Tran device is displayed on the Sam4POS. When the specified operation is completed, the register will print the results of the requested operation at the register's receipt printer. You can also print out the EFT Operation communication to the register receipt if desired.

Initialize EFT

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

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.
2. Select **Datacap_Operation** from the selections.
3. Select **INITIALIZE EFT**. The register will display "Information Working"
4. The "List Of Installed Networks" prints and the EFT OPERATION dialog is displayed:

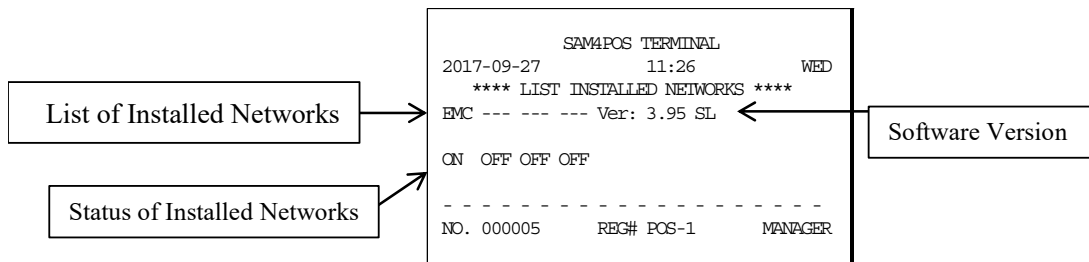


```
EFT OPERATION
09:39:23 SEND AT&UF1 0
09:39:23 RECEIVE OK
09:39:23 SEND AT&C1
09:39:23 RECEIVE OK
09:39:23 SEND AT&AUTO 0 1 1
09:39:23 RECEIVE OK
09:39:23 SEND AT&UE7
09:39:24 RECEIVE OK
09:39:24 SEND AT&UP98
09:39:24 RECEIVE OK
09:39:24 SEND AT&UP96
09:39:24 RECEIVE EMC --- --- Ver: 3.95 s10N OFF OFF OFFOK
09:39:25 SEND AT&UF1 1
09:39:25 RECEIVE
09:39:25 RECEIVE OK
```

PRINT CLOSE

5. You can PRINT the response if desired; then press **CLOSE**.

Sample Initialize EFT chit:

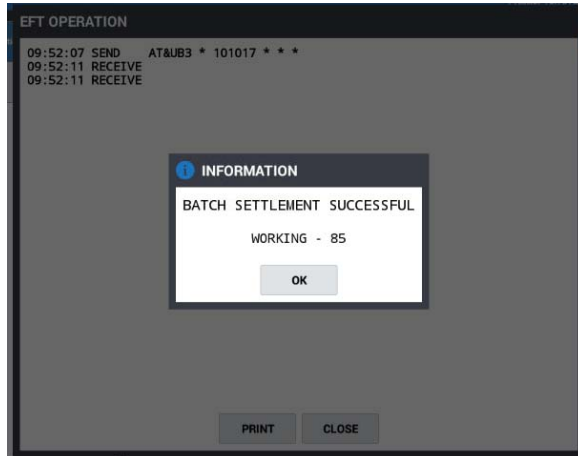


Close Batch

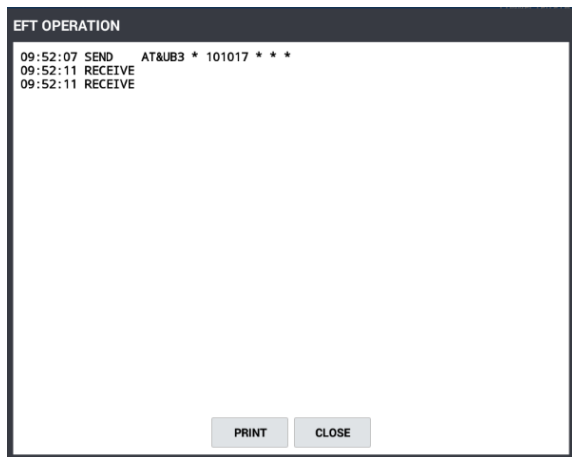
You must close the batch daily (even if not required by your processor.) This procedure clears the EMV File temporarily stored in the ECR memory.

NOTE: When a batch is closed, a new batch is automatically opened for the next day.

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.
2. Select **Datacap_Operation** from the selections.
3. Select **CLOSE BATCH**. The register will information dialog “Working” is displayed then the Batch Settlement Successful message displays:



4. Press **OK**.



5. Press **CLOSE** to exit the batch settlement; pressing **PRINT** will print the information displayed on the screen.

Void Sales by Record Number

Void Return By Record Number

Note: This operation will not correct ECR sales total but will remove the transaction from the batch.

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.
2. Select **Datacap_Operation** from the selections.
3. Select **VOID SALES BY RECORD NUMBER**; The register will display the Void Sales By Record Number entry dialog:

VOID SALES BY RECORD NUMBER

INVOICE NO

ORIGINAL TRAN AMT

OK CANCEL

4. At the prompt, enter the transaction Invoice number.
5. At the prompt, enter the Original transaction amount.
6. The message “WORKING” displays until the void is completed. The receipt and merchant voucher print:

```
SAM4POS TERMINAL
2017-10-17                THU
                        VOID SALE
CARD: *****0010
VOID AMOUNT: $2.01
INVOICE: 00038
REFERENCE: 1005
NO.000023   REG# POS-1   MANAGER
```

```
SAM4POS TERMINAL
2017-10-17                THU
                        VOID SALE
CARD: *****0010
VOID AMOUNT: $2.01
INVOICE: 00038
REFERENCE: 1005

                        APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL AMOUNT
ACCORDING TO CARD ISSURE AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

x _____
                        Merchant Signature
NO.000023   REG# POS-1   MANAGER
```

Issue Local Transaction

The Issue Transaction report summarized transaction in the current batch.

NOTE: This report lists the transactions stored in ECR memory for tip and record updating. The transactions here may not be the same as the transactions in the current batch.

```

                SAM4POS TERMINAL
2017-09-27      22:37      WED
      **** LOCAL TRANSACTION REPORT ****
INV:00001      AMT: 2.00
AUTH: 03849A   REF: 1001
CARD: 0010 (VISA)
-----
INV:00002      AMT: 2.02
AUTH: 03853A   REF: 1002
CARD: 0010 (VISA)
-----
INV:00003      AMT: 2.04
AUTH: 03864A   REF: 1003
CARD: 0010 (VISA)
-----
- - - - -
NO. 0000081    REG# POS-1      MANAGER
```

Gratuity Entry

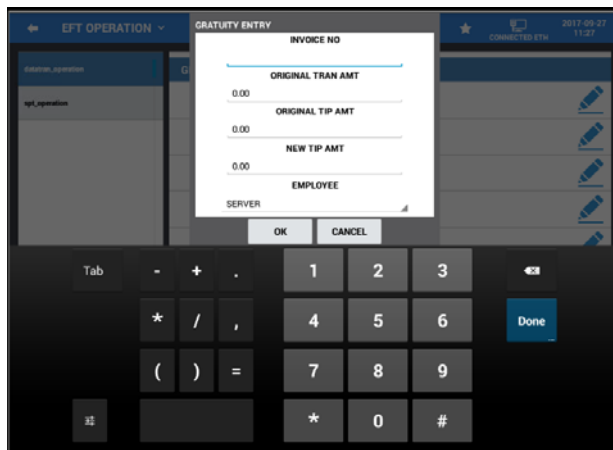
The processor must allow “By Record” operations (*Tokenization*) for this operation.

Gratuities (Tips) indicated by the customer on the payment draft must be entered at the ECR before the batch is closed. Tips that were not entered at the time of the transaction, are entered using the Gratuity Entry selection on the EFT OPERATION function key menu, or from the Gratuity Entry selection on the EFT OPERATION menu accessed from the Program Mode / Device menu selections.

The tip entered here replaces any previous tip entered for the same transaction.

-
- **Tips cannot be edited/added to Debit transactions after the sale.**
 - **No TIP entry is allowed for GIFT Card transactions. Tips must be entered using a PLU prior to finalization with a *Gift Card***
-

1. Select **GRATUITY ENTRY** from the EFT OPERATION function key menu in the Register Mode or from the EFT OPERATION menu in the Program Mode – Device menu selections. The Gratuity Entry dialog displays:



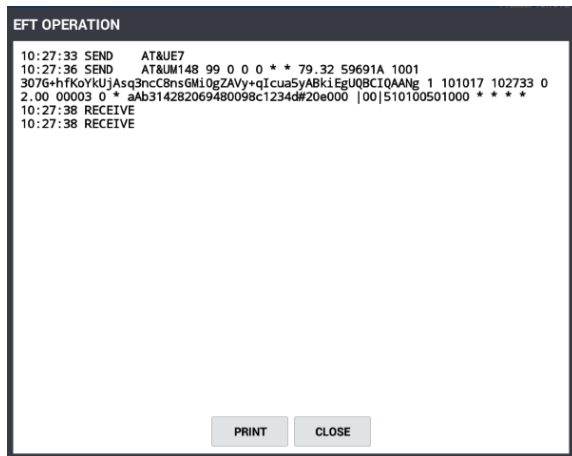
2. Fill the fields:
 - Invoice No (5-digit entry; enter leading zeros as needed)
 - Original Transaction Amount
 - Original Tip Amount
 - New TIP Amount
 - Employee

This information must exactly match the information for the transaction record. The message “WORKING” displays until the record is updated, select **OK** when approved. If the information entered does not exactly match the transaction record in the batch, the tip update will be declined.

Sample Gratuity (TIP) Chit:

```
SAM4POS TERMINAL
2017-10-2017      10:44      WED
SALE AMOUNT: 3.14
TIP AMOUNT: $1.00
INVOICE: 00033
REFERENCE: 1002
RECORD:00030
-----
NO. 00000153  REG# POS-1      EMPLOYEE
```

3. The Display shows the tip entry on the EFT Operation dialog:



4. Press **CLOSE** to exit the TIP entry; pressing **PRINT** will print the information on the display.

Post Authorization

If electronic authorization is not approved and the merchant receives voice authorization from their processor, the transaction can be entered into the batch with this function.

Note: This operation does not adjust any other cash register totals or counters.

Parameter Download

Use this operation to load the EMV parameters into the PIN-Pad. Perform this operation after loading the Datacap device parameters (Self-Initiated Load).

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.
2. Select **Datacap_Operation** from the selections.
3. Scroll down the list of options and touch **PARAMETER DOWNLOAD**.
4. The Pin-Pad parameters will load, and the EFT OPERATION dialog is displayed.
5. You can **PRINT** the response if desired; then press **CLOSE** to exit back to the EFT Operation screen.

Get Gift Card Balance

This procedure will print a receipt with the cardholder's current balance.

1. Select **GET GIFT CARD BALANCE** from the EFT Function key menu or from the **EFT OPERATION** menu.
2. The ECR will display "WORKING" and the PIN-Pad will display "Balance 0.00 OK?". Press the **GREEN** button on the PIN-Pad keypad to continue.
3. At the prompt, swipe the Gift Card on the PIN-Pad.
4. The balance will be recalled and printed:

```

SAM4POS TERMINAL
10/11/2016      11:57      WED
MERCHANT ID: 19497807
CLERK ID: test

      BALANCE

GIFT CARD      *****0968
ENTRY METHOD: SWIPED

DATE: 101117  TIME: 091157

INVOICE: 00043
BALANCE      USD$ 13.00

      APPROVED - THANK YOU

-----
NO.00000123  REG# POS-1      MANAGER

```

5. You can print the response on the terminal display if desired; press **CLOSE** to exit the screen.

EMV Voucher for EBT

Used to manually enter EBT transactions.

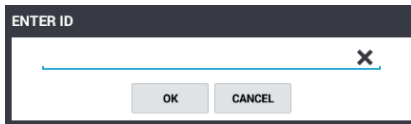
Test Mode

Only used for certification testing.

Self-Initiated Load

Typically, we would not need to perform this operation. The Tran parameters are loaded each time the device is rebooted. You will be asked to enter the Device ID of the IP Tran LT or PDC device. The device will call Datacap's host PC and load itself.

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.
2. Select **Datacap_Operation** from the selections.
3. Scroll down the list of options and touch **SELF INITIATED LOAD**. The **ENTER ID** prompt displays:



4. Enter the **device ID** (*or serial number of the Device*).
5. Press **OK**. The device parameters will load, and the EFT OPERATION dialog is displayed.
6. You can **PRINT** the response if desired; then press **CLOSE**.

Diagnostics

Use only with Datacap Support as necessary to troubleshoot Datacap issues.

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.
2. Select **Datacap_Operation** from the selections.
3. Scroll down the list of options and touch **DIAGNOSTICS**.
4. The message “DIAGNOSTICS” number entry dialog will display:



5. If necessary; Press **0** and then **ENTER** to print a list of diagnostic options.

Note: Selections may vary depending upon your installed application.

```
SAM4POS TERMINAL
DATE          06/23/2016          THU
DIAGNOSTICS (0)
1 - IPIRAN VERSION
4 - CREDIT MID SETTINGS
10- IP ADDRESS
11- DNS TEST
15- PARAM LOAD
40- EEPROM DATA
41- RESET SEQUENGE NUMBER
NO.00000148   REG# POS-1          MANAGER
```

6. Reselect the Diagnostic option. The “**DIAGNOSTICS**” entry dialog will again display.
7. Enter the number of the diagnostic test you wish to perform, press **ENTER**. The report will print.

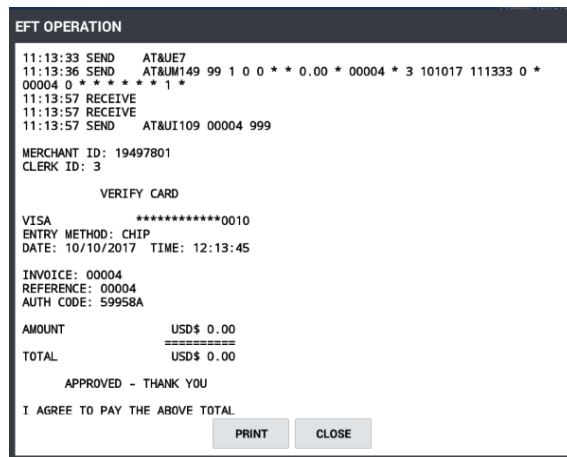
Clear EMV File

This is the internally stored file that stores the Authorization Response messages that allow the SAM4POS \ SAM4POS to perform “By Record Number” transactions. Specifically, the Void Transaction by Record Number and Gratuity Entry. This file should be cleared each day as we have a limited amount of space to hold the file and most likely By Record Transactions will take place the same day as the original transaction. The EMV File is Cleared automatically when the CLOSE CURRENT BATCH command is performed. Some sites are set to Auto Batch and some processors only allow Auto Batch. It was confusing to end users to perform CLOSE CURRENT BATCH when they were set for auto batch especially when the CLOSE CURRENT BATCH command always resulted in an error.

Zero Auth

Use this operation to verify a given card is OK.

1. From the main **PROGRAM MODE** menu screen, select **DEVICE**, then touch **EFT OPERATION**.
2. Select **Datacap_Operation** from the selections; then touch **ZERO AUTH**.
3. The Pin-Pad prompts “**Verify Card \$0.00 OK?**”
4. Press the **GREEN** button on the Pin-Pad.
5. When **APPROVED**, the Sam4POS displays the verification



6. You can **PRINT** this verification if desired; press **CLOSE** to return to the EFT Operation screen.

Sample ZERO AUTH receipt

```

                                Sam4POS Terminal
10/10/2017          11:22          TUE
11:20:04 SEND      AT&UE7
11:20:07 SEND      AT&UM149 99 1 0 0 * * 0
.00 * 00005 * 3 101017 112004 0 * 00005
0 * * * * * 1 *
11:20:26 RECEIVE
11:20:26 RECEIVE
11:20:26 SEND      AT&UI109 00005 999

MERCHNAT ID: 19497801
CLERK ID: 3

                                VERIFY CARD

VISA                      *****0010
ENTRY METHOD: CHIP
DATE: 10/10/2017  TIME: 12:20:15

INVOICE: 00005
REFERENCE: 00005
AUTH CODE: 59981A

AMOUNT                      USD$ 0.00
                               =====
                               USD$0.00
                                APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT. (MERCHANT AGREEMENT
IF CREDIT VOUCHER)

x _____
   Card 01                      Test

APP LABEL: Visa Credit
AID: A0000000031010
TVR: 0280008000
IAD: 06010A036020000
TSI: F800
ACR: 00
CVM: SIGN
EOD 7151 OK

-----
NO.00000147      REG# POS-1          MANAGER
```

Important Notes:

- Close Batch needs to be performed every day at the register even when the site is set for auto batch with their processor. This is how Sam4s clears the EMV token file. The EMV token file is used to allow for “By Record” transactions (such as Void and Gratuity entry).
- PIN-Pad is customer facing.... There is no indication to cashier what the end-user is doing (or not doing).
- Cannot suppress the signature line. In the Non-EMV world we added a flag to the registers: “NO SIGNATURE IF TRANSACTION TOTAL IS UNDER \$X.xx”. When this flag was set, the register will not print the signature line if the transaction total was under the configured amount (usually set at \$25).
- With the EMV integration, the register receives the receipt data from the Datacap device, and the signature line is included in the receipt data ... therefore it is not & cannot be controlled by any setting at the register.
- Debit cards with EMV chip - Since Datacap \ mercury do not currently support EMV Debit, all EMV Debit cards are forced to be inserted and are then processed as regular credit cards. This usually means a higher rate for the merchant on transactions over \$25.
- The Pin-Pad Timeouts settings cannot be configured at the register. Some say they are too short, other say they are too long ... cannot configure at register.
- Consolidated Reports: If an end-user wants consolidated reporting, they must use the configuration with TwinTran server (even if only two registers in their system).

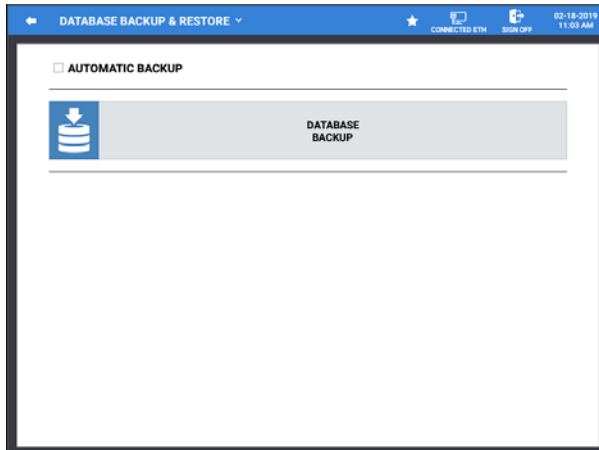
Backup Program

It is a good practice to back up the program data from the ECR after all the programming is completed or edited and the equipment has been tested for proper operation.

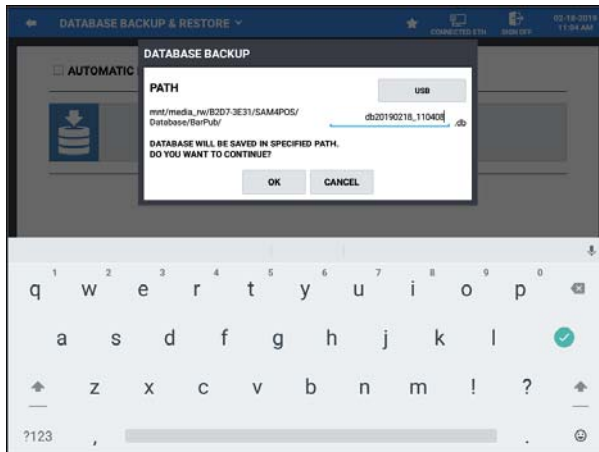
The database menu, in the program mode system menu selections, provides access to the database backup operations for the current program files.

Database Backup

1. From the **PROGRAM MODE**, touch **SYSTEM**, then select **DATABASE**. The Database Backup & Restore screen displays.



2. Press the **DATABASE BACKUP** to open the DATABASE BACKUP dialog.



3. Select the device you wish to back up to. **PATH** selections are: USB, Internal SD Card, External SD Card.
4. Press **OK** to back up the current database. The progress dialog displays during the process; When the backup has completed, the confirmation, 'Database Backup Success' displays briefly.



5. Press **OK**.

Remote FTP Log Backup




The Sam4POS terminal automatically generates a log file that saves operational data for the past 10 days. The log backup provides a means to save log data and database files to a USB drive or Internal Storage.

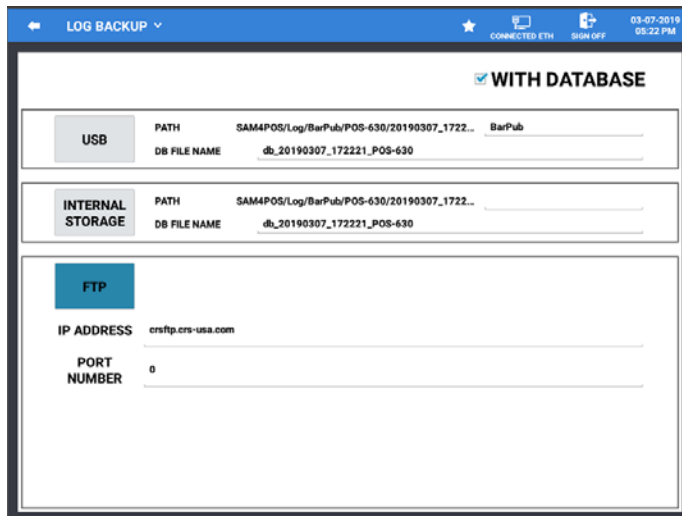
When reporting an operation issue or if you experience a generic FAILURE error message, we may ask to receive the terminals Log's with the Database.

We can also send the log data to an FTP site if desired. Backing up to an FTP site requires access to an active internet connection.

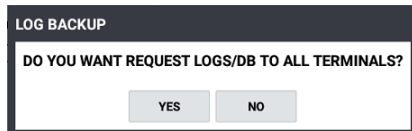
1. From the **PROGRAM MODE**, go to **SYSTEM** and select **LOG BACKUP**. The Log Backup dialog screen displays:

2. Check the “**WITH DATABASE**” selection to back up the database along with the Log Backup.
3. In the **DB FILE NAME**, you can use the default file name or type in a custom file name if desired.

4. Enter the **IP ADDRESS** or URL for the FTP site where you want to send the backup to; Press **Next** (the  icon).
5. Enter **0** for the **PORT NUMBER**; Press **Next** (the  icon).
6. Enter a '**Store Name**'; Then Press **Done** (the  icon).
7. Make sure the '**WITH DATABASE**' option is checked; Press the **FTP** button to initiate the backup.
Note: **PATH** and **DB FILE NAME** are not used when backing up to FTP.



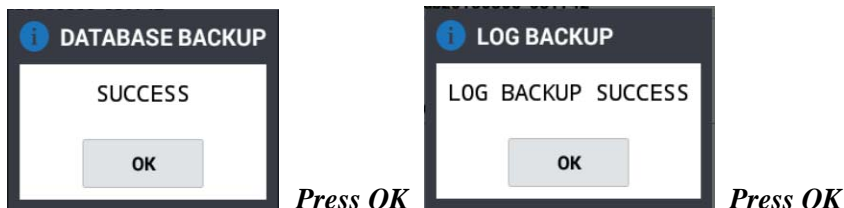
8. If selecting to backup to FTP, you have the option to select all terminals in the IRC system:



9. Press **YES** to send the backup from all terminals in system, (*eliminates having to send from each terminal individually*); press **NO** if you want to send the backup from just the one station
10. The SAM4POS connects to the FTP Server, then the Backup begins, the progress dialog displays:



11. Each Log file currently available in the SAM4POS will be backed up to the FTP Site along with the database.
12. When the backup is complete, the confirmation messages will display briefly:



13. The data files are saved to the FTP site.

14. Press the back-arrow icon on the title bar to exit the log backup.
15. When Logs and Database have uploaded; provide the following to CRS:
 - a. Dealer Name
 - b. Store Name
 - c. Terminal Name

If the FTP Backup Fails

If the backup to the FTP site fails, some things to check would be:

1. Verify the FTP setting is correct:
 - a. IP Address: crsftp.crs-usa.com
 - b. Port Number: 0
2. Check to see if there are any 0 byte log files on the terminal; delete them if there are:
 - a. Log in with Team Viewer
 - b. May need to install ES File Explorer (available on the Sam4POS page\CRS web site)
 - c. Exit to the main Android screen; go to the File Manager.
 - d. Look for 0 byte log file in the Sam4POS \ Log Folder; delete the 0 byte files.

Pin-Pad Errors

Occasionally, the network will decline or reject a transaction sent to it by the DataTran, or the DataTran will return an error response back to the user system due to a communication or operational problem. The information below describes some common errors when a transaction does not complete.

Cashier registers a transaction and tenders with **EMV Credit**:

Timeout Returned from Pin-Pad

If Customer does not press anything at the Pin-Pad result is:

499 0 **TRANSACTION_NOT_COMPLETE - Timeout Returned from Pin-Pad** * * * * * 0 * * * * * * * * *



Operation Cancelled

If Customer presses CANCEL at the Pin-Pad result is:

499 0 **TRANSACTION_CANCELLED - Operation Cancelled.** * * * * * 0 * * * * * * * * *



No response from Pin-Pad

If Customer presses **OK** at the Pin-Pad and then does nothing at the Pin-Pad result is:

499 0 **TRANSACTION NOT COMPLETE - NO Response from Pin-Pad.** * * * * * 0 * * * * * * * * * *



Vx805 Out Of Memory

The VX805 Pin-Pad at times displays an “Out of Memory” error message. After rebooting a couple of times the “Out of Memory” instruction is sent, and the error is resolved with the rebooting of the Pin-Pads. After some time, the VX805 may start to display the “Out of Memory” error message again.

Please *carefully* follow the “Out of Memory” instructions below prior to further troubleshooting.

Some PIN pads loaded with XPI 8.42b/8.43c may be shipped from distributors missing 2 parameters required for reliable operation. Follow the steps below to set these parameters manually from the PIN pad’s system menu.

1. Press **F2** and **F4** to enter system mode.
2. The password is: **1 ALPHA ALPHA 6 6 8 3 1**; Press **ENTER** (Alpha is a black key located directly above the #2 key. Enter is the Green key)
3. Press **2** for “**Edit Parameters**”; Press **ENTER**
4. Select **1** for “**Group ID**”. The password is: **1 ALPHA ALPHA 6 6 8 3 1**; Press **ENTER**.
5. Press **ENTER** to select “**CONFIG.SYS**”.
6. Press **1** for “**New**”.
7. For the parameter name, enter ***DHEAP**. For the alpha characters, press the associated number key followed by ALPHA until the correct letter appears. * is located below the #7 key.
8. Press **ENTER** to confirm the new parameter.
9. For the value, enter **0**.
10. Press **ENTER** to confirm the new value.
11. Press **1** for “**New**” again.
12. For the parameter name, enter **#CZE**. For the alpha characters, press the associated number key followed by ALPHA until the correct letter appears. # is located below the #9 key.
13. Press **ENTER** to confirm the new parameter.
14. For the value, enter **1**.
15. Press **ENTER** to confirm the new value.
16. Press **CANCEL**.
17. Press **1** for “**Restart**”.

Manual Revision Record

Edition	Date Published	Revision Contents
Preliminary	09/25/2017	Initial release
v0.2	09/28/2017	Added: Integrated Payment
v0.3	10/12/2017	Updated: Integrated Payment information
v0.4	10/19/2017	Updated: Price Check operation
v0.5	11/9/2017	Added: Alpha Check; Edited List Check
v1.1	9/6/2018	Updated: operations to accommodate current firmware
v1.2	9/14/2018	Updated: Repeat operation, Error Messages Added: Sales Screen Size Edit
v1.3	10/18/2018	Updated: EFT Operation function key
v1.4	12/4/2018	Updated: List Paid-TIP entry; Added Detailed Reports
v1.5	1/21/2019	Updated: Logo
v1.6	2/18/2019	Added: Menu Icon info (Register Mode) Updated: screens, Program Maintenance, Integrated Payment Transactions & draft examples
v2.0	3/8/2019	Combined SAP-6600/SAP-630 manuals. Updated: Authority Level: Allow EOD in REG Mode.
v2.1	3/28/2019	Updated: Function Keys\Stock Check
v2.2	4/2/2019	Updated: Add PLU operation - OK AND ADD NEXT PLU option; List Paid information
v2.3	4/18/2019	Added: Quick PLU, Gift Card Sale operation Updated: Price Check, End Of Day & Report Mode
v2.4	6/5/2019	Added: Promotion\Coupon Search operation and Promotion function key; Gift Receipt; EBT Transaction; PLU Maintenance: Copy to Items by Range. Updated PLU Info Function.
v2.5	6/19/2019	Updated PLU programming 'Copy to Item by Range'; 'Load All PLU's'
v2.6	6/27/2019	Updated List Paid
v2.7	7/29/2019	Updated Table Map; PLU Maintenance: Copy to existing item; EOD report
v2.8	8/6/2019	Table Map: Dynamic; EOD reports
v2.9	9/4/2019	Function Keys; EJ report Edit Mode
v2.10	12/4/2019	EOD report, Void Item operation, Default Item
v2.11	1/10/2020	Employee, Authority Level

Edition	Date Published	Revision Contents
v2.12	2/27/2020	Cash Declaration, R/A & P/O, Training Employee, Added Help File information
v2.13	3/20/2020	Alpha Text key
v2.14	3/31/2020	Employee Authority Level
v2.15	4/15/2020	Employee Authority Level; End Of Day reporting; Report Mode: EJ Report; Function Keys
v2.16	5/14/2020	Function Key Descriptions
v2.17	9/2/2020	Added Customer Delivery
v2.18	9/16/2020	Updated Customer Delivery
v2.19	11/11/2020	Gift Card Sale Operation
v2.20	11/18/2020	Edited Displayed Error Messages
v2.21	4/29/2021	Updated Detail Report information, Report Samples, List Paid operations
v2.22	6/25/2021	Added RA\PO MEMO Operations
v2.23	9/23/2021	Age restricted item registration
v2.24	10/20/2021	Updated Scale Operations
v2.25	11/2/2021	Updated List Paid;
v2.26	12/3/2021	added Note# key operation; TIP (Gratuity) operation, Void Sales operation;
v2.27	1/3/2022	Current/Today selection added to Report Mode Quick-View summary reports
v2.28	1/5/2022	Table Service: Merge & Split operations
v2.29	2/1/2022	PLU Programming added Filter: PLU By Stock Range; edited Price Level Shift; Added License Info Notes and Connection Method Notes
v2.30	2/17/2022	Paid Out operation
v2.31	4/14/2022	Time Clock Edit; Detailed Reports
v2.32	4/28/2022	Promotions
v2.33	7/21/2022	“Do It Discount” operation; Sales And Labor% Report; Integrated Credit-Void Transaction; Split Item Operations